

## SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY, KODAKARA - 680684

## Minutes of the meeting

Name of the meeting: Result Analysis and Arrear tracking committee meeting

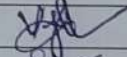
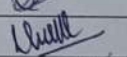
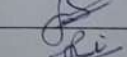
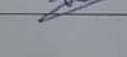

Period of Review : (optional)

Date &amp; Time of meeting: 17/08/2023 &amp; 1 PM

Venue: EEE Library

Agenda\*:

Members attended:

S. No.	Name	Designation	Signature
1.	Dr. V. Vijikala (Coordinator)	Associate Professor, EEE	
2.	Ms. Supriya Mary Sunil	Assistant Professor, BME	
3.	Ms. Salini P J	Assistant Professor, BT	
4.	Ms. Mini	Assistant Professor, CE	
5.	Ms. Sreetha E S	Assistant Professor, CSE	
6.	Ms. Silpa P A	Assistant Professor, ECE	
7.	Ms. Lickny	Assistant Professor, ASH	

\*Agenda is optional. Each agenda item must be numbered and typed in a separate line)

1. Review of Action Points of the Previous Meeting:

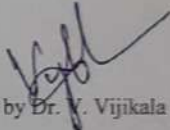
Details of Action	Target Date	Responsibility	Progress	Revised Target	Status (Closed/Cancelled/Continuing/Deferred)
Result Analysis	NA	Result Analysis and Arrear Tracking committee Members	Completed	NIL	Closed

2. Decisions taken during this meeting

Points of Review	Decisions taken	Responsibility	Target date
<b>Result Analysis and Tracking</b>	<ul style="list-style-type: none"> <li>The Result analysis should be done in ISO format.</li> <li>The result analysis should be prepared once the result is published by KTU and it should be submitted to the Principal, Administrators and the same to be documented by the department.</li> <li>As per the latest order shared by KTU, we should maintain 3 files in each department.                             <ol style="list-style-type: none"> <li>KTU original result file</li> <li>Semester wise Result analysis file</li> <li>Success Data of Passed out Batch</li> </ol> </li> </ul>	Result Analysis Committee Members	NA
<b>Arrear History Tracking:</b>	<ul style="list-style-type: none"> <li>We should maintain semester wise backlogs detail of students from S1 onwards through common excel file.</li> <li>Whenever KTU publishes supplementary results, the members should collect the result detail from the student and update it in the drive from time to time.</li> </ul>	Result Analysis Committee Members	with Immediate Effect

<b>Graduation Percentage Evaluation:</b>	<ul style="list-style-type: none"> <li>• The graduation percentage of our 2019 – 2023 batch is 64.66%</li> <li>• We have to calculate the graduation percentage for each batch by considering students who have completed all requirements for their degree and the same to be documented by the department.</li> <li>• We have to categorize the students based on their academic performance such as First class, Second Class, Honors and Minor Degree recipients, and the same to be documented by the department.</li> </ul>	Result Analysis Committee Members	with Immediate Effect
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Date: 17/08/2023

Prepared by  Dr. V. Vijikala