

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

**Minutes of the meeting**

**Name of the meeting: Internal exam Cell**

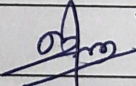
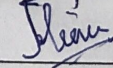
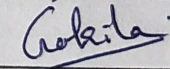
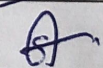
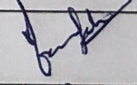
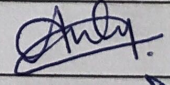
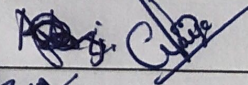
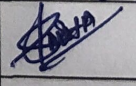

**Date & Time of meeting: 11-09-2023**

**Agenda\*: Internal Exam Conduction**

**Members attended : 11**

**Period of Review :**

**Venue: Jasmine Hall**

S. No.	Name	Designation	Signature
1	Ms. Rehna Baby Joseph	Assistant Professor	
2	Ms. Minu C Davis	Assistant Professor	
3	Ms. Gokila Chandran	Assistant Professor	
4	Ms. Savitha Paul	Assistant Professor	
5	Ms. Lickny I	Assistant Professor	<b>Absent</b>
6	Mr. Francis John	Assistant Professor	
7	Ms. Anly Antony	Assistant Professor	
8	Ms. Naiji Joseph	Assistant Professor	
9	Ms. Sneha Antony	Assistant Professor	
10	Ms. Sigi Antony	Lab Assistant	

11	Ms. Anu Pramod	Lab Assistant	<i>Anu</i>
12	Ms. Reeja Jose	Lab Assistant	<i>R</i>

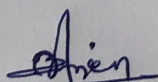
1. Review of Action Points of the Previous Meeting: NA

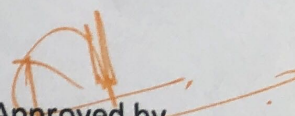
2. Decisions taken during this meeting

Points of Review	Responsibility
Time table preparation, Answer paper request and arrangement.	Ms. Rehna Baby Joseph
Question paper collection and Scrutiny	Ms. Naiji Joseph
Overall Coordination BB	Mr. Francis John Ms. Minu C Davis
Overall Coordination MB	Ms. Savitha Paul Ms. Lickny I

<b>Overall Coordination DB</b>	<b>Ms. Anly Antony</b>  <b>Ms. Sneha Antony</b>
<b>Answer paper arrangements</b>	<b>Ms. Sigi Antony</b>  <b>Ms. Anu Pramod</b>  <b>Ms. Reeja Jose</b>

Date :13-09-2023  
C.C.TO: All Members

  
Prepared by  
Rehna Baby Joseph

  
Approved by  
Dr. Nixon Kuruvila