

SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY, KODAKARA - 680684**Minutes of the meeting**

Name of the meeting: First PTWA Committee Meeting

Date & Time of meeting: 17/08/2023, 12.15pm



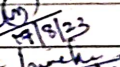

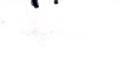

Agenda*:

1. Review of activities of Last Semester
2. Planning activities / events for the next semester
3. Any other matters of Interest

Period of Review : 8/8/2023-17/08/2023

Venue: Online Meeting- Google Meet

Members attended:

S. No.	Name	Designation	Signature
1.	Ms.Elsa Raju.A	Co-ordinator,AP(CSE)	 17/8/23
2.	Ms. Sony N S	Member,AP(BM)	 17/8/23
3.	Dr. P Praveena	Member,AP(BT)	 17/8/23
4.	Ms.Anu Jose	Member,AP(ASH)	 17/8/23
5.	Ms. Chinchu Jose	Member,AP(EC)	 17/8/23
6.	Ms.Annrija Paul	Member,AP(CSE)	 17/8/23

6.	Mr. Sreekanth S	Member,AP(EEE)	<i>[Signature]</i>
7	Ms. Haritha C R	Member,AP(CE)	<i>[Signature]</i>
8.	Ms.Roshini. R.Menon	Assistant Professor(CSE)	<i>[Signature]</i>

1. Review of Action Points of the Previous Meeting:

Details of Action	Target Date	Responsibility	Progress	Revised Target	Status (Closed/Cancelled/ Continuous/ Ongoing/Deferred)
NA					

2. Decisions taken during this meeting

Points of Review	Decisions taken	Responsibility	Target date
Review of activities of Last Semester	Suggested to conduct Semester wise PTWA meeting on Saturdays(Not working for students) if possible	Class teachers and PTWA Department In-charges	To be fixed after approval from higher authorities
Conduction of PTWA	Duties: <ul style="list-style-type: none"> • MoM preparation • Attendance sheet and feedback forms • Other proofs to be collected and maintained properly • PTWA Executive members to be finalized • PTWA Executive committee meeting 	Class teachers and PTWA Department In-charges	To be fixed and scheduled immediately after CAT 1

Planning activities / events for the next semester	PTWA Meeting <ul style="list-style-type: none"> • Conduction of PTWA meeting for S1,S3,S5,S7 Semester immediately after CAT1 and Selection of Parent representative from each class 	Class teachers and PTWA Department In-charges	To be fixed and scheduled immediately after CAT 1
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Date : 18/08/2023
C.C.T.O:

Leet Rasot
Prepared by
[Signature]
18/08/23

Approved by *[Signature]*