

SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY, KODAKARA - 680684

Minutes of the meeting

Name of the meeting: S3 Class Committee Meeting – 1 (2022 Batch)

Period of Review : NA














Date & Time of meeting: 18/09/2023, 3PM

Venue: BT Department Conference Room

Agenda*:

1. S3 courses
2. Cos and mapping
3. Gap identification
4. S1 result analysis
5. Minor Selection
6. S3 Project
7. Class Seminar
8. Online courses
9. Any other matters

Members attended:

S. No.	Name	Designation	Signature
1	Dr. Dhanya Gangadharan	Professor & HOD - Chairman	
2	Mr Francis John V	Assistant Professor - Class Teacher	
3	Dr. Ambili Mechoor	Professor - Advisor	
4	Ms Salini P J	Assistant Professor - Advisor	
5	Ms Steny Mary Anto	Assistant Professor - Advisor	
6	Dr. Leon Ittiachen	Director & Professor - Faculty	
7	Ms Smeera Thomas	Assistant Professor - Faculty	
8	Dr Uma Krishnakumar	Assistant Professor - Faculty	
9	Ms. Marria C Cyriac	Assistant Professor - Faculty	
10	Ms. Ranimol G	Assistant Professor - Faculty	
11	Ms. Rani Thomas	Assistant Professor - Faculty	
12	Mr. Vishnujith S	Student Member	
13	Ms. Arsha Thejus	Student Member	

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

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

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

2. Decisions taken during this meeting

Points of Review	Decisions taken	Responsibility	Target date
1. Discussed the COs and CO-PO/PSO mapping of the courses in S3 and awareness among the students.	Detailed explanation needed in the class	Faculty	20/09/2023
2. Gap Identification and remedial measures	Gaps of the courses discussed with the students and finalized. Courses: BTT201 BPC: Case studies in bioprocesses BTT203 MB: Modern Microscopy Techniques BTT205 FFPT: Friction Factor and Reynolds number EST200 D&E: Application level learning MCN201 SE: Green computing and case study Remedial measures are also been finalized.	Faculty and Students	Ongoing


3. S1 Result Analysis	Result analysis of S1 was discussed and steps to improve it was also discussed		-
4. Minor Selection	Students opting for minors have to finalise the course according to the instructions given from the concerned faculty.	Faculty and Students	Ongoing
5. S3 Project and Class Seminar	Class Seminar: Students will be allotted to each of the courses and students have to contact the concerned faculty. S3 Project: Project groups will be formed by the class teacher shortly and students have to meet respective guides and finalize the area.	Faculty and Students	Ongoing
6. Online Courses	Asked the students to register for NPTEL courses in the upcoming semester.	Students	Ongoing
7. External programs	Should inform the respective Advisors	Advisor and Students	Ongoing

Date : 19/09/2023

C.C.TO: Principal, Internal Auditor

Prepared by

 Mr. Francis John V

Approved by

 Dr Dhanya Gangadharan
 HoD-BT