

SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY, KODAKARA - 680684

Minutes of the meeting

Name of the meeting: First Class Committee Meeting-57BT (2020-24 Batch)



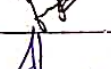

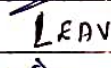


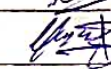
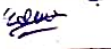

Period of Review : 10/8/2023-17/9/2023

Date & Time of meeting: 18/9/2023

Venue: BT staff Room

Agenda*:

Members attended:

Sl. No.	Name	Designation	Signature
1	Dr. Dhanya Gangadharan	HoD & Assoc. Professor	
2	Ms Marria C Cyriac	Asst. Professor	
3	Mr. Francis John	Asst. Professor	
4	Dr. Praveena P	Asst. Professor	
5	Ms. Smeera Thomas	Asst. Professor	
6	Ms Mini	Asst. Professor	LEAVE
7	Ms Lavina Joseph	Asst. Professor	
8	Dr Silpa P A	Asst. Professor	
9	Ms Sneha Antony	Asst. Professor	
10	Ms. Gayathri Haridas	Student Representative	
11	Ms Edwin	Student Representative	

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

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	NA	NA	NA	NA	NA

2. Decisions taken during this meeting

Points of Review	Decisions taken	Responsibility	Target date
S7 courses and familiarisation of COs	To be done in the introductory class.	Course handling faculty	--
Assignment pattern	This semester onwards new assignment pattern should be followed.	Course handling faculty and students	As per the College academic calendar.
Conduct of University seminar and project	There is a deviation in the seminar schedule due to holidays announced by KTU. But it will be compensated in an effective manner. All Wednesdays should be effectively utilized by the students to carryout student projects.	Seminar incharge, Project Incharge and associated guides	As per the new schedule of seminar
Conduct of global electives	Make provision to give lecture notes much ahead of the CAT exams		
Difficulty in courses	Students can approach the respective faculty and discuss regarding the same.	All course handling faculty	--

Online courses	Students with low activity points should take up NTEL or similar MOOC courses		
Department activities	Students should participate in all departmental activities as scheduled in the college academic calendar.	Class teacher	
Any other matter of concern	Recommended a black board facility in S7 BT the smooth conduct of problem oriented courses	Class teacher	-

Date : *Principal*
C.C.TO:

Prepared by *Rajeev*
Marnia C. Cynice

Approved by *[Signature]*