

SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY, KODAKARA - 680684

Minutes of the meeting

Name of the meeting: IIIC First meeting

Period of Review : (optional) first meeting

Date & Time of meeting: 17/8/23

Venue: CS Lab 3

Agenda*: Plan of action for the year 2023-2024

Members attended:

S. No.	Name	Designation	Signature
1	Dr Krishnadas-J (CS)	Associate professor	
2	Sunny CP (CE)	professor	
3	Jibin (Bm)	Assistant professor	
4	Shalini (BT)	Asst professor	
5	Dr Arun AV (ECE)	Asst professor	
6	Aadarsh (CEG)	Asst professor	

*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		

2. Decisions taken during this meeting

Points of Review	Decisions taken	Responsibility	Target date
Selecting the student-members for the year	one student - from each batch of each branch	Dept staff	24/8/23
Plan of action for the year 2023-2024	Each Dept - has to submit activity list -	Dept staff	10/10/23
Industry Talks arrangement -	CS, ES, BT planned. Others to submit -	Dept staff	10/10/23

Date : 17/8/23
C.C.TO:

Prepared by
Dr. Krishnadas J

Approved by 