

SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY, KODAKARA - 680684

Minutes of the meeting

Name of the meeting: Website Committee 2023-24

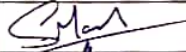

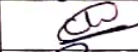
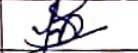

Period of Review : Aug 2023

Date & Time of meeting: 24/08/2023 - 3pm

Venue: CS Department Library

Agenda*: Department pages updation, Preparing brochure, restructuring website

Members attended:

S. No.	Name	Designation	Signature
1	Dr. MANGSHANKRIS	Associate Professor	
2	Aljo Joseph K	System Admin	
3	Dr. Arun AV	Asst Professor	
4	Supriya Mary Sunil	Asst. Professor	
5	Dr. P. Prameena	Asst. Professor	4
6	Asha Devassykutty	Asst. Prof	
7	MS. Riya SUSAN	ASST Prof	Absent
8	Mr. Mathews VJ	ASST. Prof	Absent
9	Ms. Anisya K SANSI	ASST. Prof	Absent

*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)
Updating of Department Page & Acti	8-08-2028	Department Incharge	Ongoing updating	5-10-2024	Continuous
NBA visit work	8-08-2020	Department Incharge	Updated may details	5-10-2024	Continuous
Design of pages and popup	8-08-2020	Convenor	Updated.	5-10-2024	Closed
Admission details and registration	20-08-2020	Convenor	Updated	1-10-2024	Closed.

2. Decisions taken during this meeting

Points of Review	Decisions taken	Responsibility	Target date
Updating Staff details and Administrator photos	To be updated and new photos to be taken	Department Incharge	10-10-2023
Department web pages updating for NBA	To be updated, DQAC, DAC Staff, Student	Department Incharge	10-10-23
Design of pages and Templates	To contact a designer through Management	Convenor and System Admin	10-10-23
Preparing Brochures and Banners	To contact a designer	Convenor and System Adm	10-10-23
renew hosting	To update payment	Convenor	10-10-23

Date : 24/08/23
C.C.TO:

Prepared by
Dr. Manishankar S



Approved by

