

SRI SRINIVASA EDUCATIONAL AND CHARITABLE TRUST®

SAPTHAGIRI COLLEGE OF ENGINEERING

(Affiliated to Visvesvaraya Technological University, Belagavi and Approved by AICTE, New Delhi (Accredited by NAAC with "A" grade) (An ISO 9001:2015 & ISO 14001:2015 Certified)

DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

Date: 12.08.2020

MEETING NOTICE

As per the notice dated 10th June 2020 from IQAC & Principal, all the faculty members are hereby informed to attend the meeting scheduled on 13.08.2020 Thursday at 10:30 am in the department of ECE at M.Tech class room to have discussion on the following agenda.

Agenda:

- 1. Time table preparation.
- 2. Preparation of Strategic perspective plan of the department for this academic year.
- 3. Workload discussion.
- 4. Curriculum planning and deployment strategies.

Sl. No.	Name	Designation	Signature
1	Dr. H.C.SATEESH KUMAR	Professor and Head	that e
2	Prof. AGALYA P	Associate Professor	
3	Prof. SHOBHA S	Associate Professor	a &/
4 /	Prof. RAVISHANKARA.M N	Associate Professor	Charles
5	DR.PRAKASH JADHAV	Associate Professor	Cadhas
/ 6	Prof. SHOBHA H	Assistant Professor	8hll webt
7	Dr. SUDHA M S	Assistant Professor	Suly
8	Prof. SUMA V SHETTY	Assistant Professor	70
9	Prof. PRATHIBHA P	Assistant Professor	0 %
10	Prof. SHILPA V	Assistant Professor	Silgar.
11	Prof. PREETHI T S	Assistant Professor	Dath
12	Prof. VARSHINI K	Assistant Professor	001-1
13	Prof. SUMA C	Assistant Professor	Sure
14	Prof. PADMAVATHI C	Assistant Professor	Ral Clei C
15	Prof. VINAY H C	Assistant Professor	NAO.
16	Prof. KAVITHA R J	Assistant Professor	ik to
17	Prof. J R GIRISH	Assistant Professor	4
18	Prof. SHWETHA M	Assistant Professor	3
19	Prof. MADHU H M	Assistant Professor	D
20	Prof. RANI B A	Assistant Professor	Qu!

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesareghatta Main Road
Bengaluru - 560 057

Head of the Department Stectronics & Communication Sapthagiri College of Engineering Bangalon 500 057.



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13.08.2020

Meeting was held on 13/08/2020 from 10:30AM in M.Tech class Room to discuss about the preparation and submission of the requirements of the academic year 2020-21 for the IQAC approval. The meeting was chaired by Head of the Department.

Minutes of Meeting

- The roles and responsibilities of the individual faculty for the coming academic year were discussed and the various coordinators and committee/club heads for various tasks was nominated and approved by HOD.
- Discussed about the subjects opted by each faculty, and based on their choice the subjects were allotted for the academic year 2020-21 odd semester.
- The time table coordinators Prof. Varshini K and Dr. Prakash Jadhav were asked to prepare the
 class time table and master time table of the department and submit the same latest by two working
 days for approval by HOD and Principal.
- The work load coordinator Prof. Padmavathi C was asked to submit the details of subject allotted
 for the current semester, calculate the workload of each faculty with the concern of HOD and
 submit the same along with teacher requirements if any for the semester.
- Various cells/committees/clubs/association in charges were asked to plan the events & prepare the budget requirements for the coming semester and submit the same to Prof. Agalya P to include in Strategic perspective plan of the Department.
- All faculties were asked to keep prepare the curriculum plan, deployment strategy and curriculum delivery.
- All the departmental files in charges were instructed to update their respective files for the current and past semesters.
- All labs in charges were asked to keep ready all the lab related documents, all faculties were asked to keep ready their personal and course file for the current academic year.

Principal
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14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

MOM Coordinator

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Head of the Dujsortment Electronics & Continuateation Bangalor, 560 067



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The following faculties attended the meeting:

Sl. No.	Name	Designation	Signature
1	Dr. H.C.SATEESH KUMAR	Professor and Head	Mode
2	Prof. AGALYA P	Associate Professor	
3	Prof. SHOBHA S	Associate Professor	8
4	Prof. RAVISHANKARA.M N	Associate Professor	Menkew
5	DR.PRAKASH JADHAV	Associate Professor	Radhas
6	Prof. SHOBHA H	Assistant Professor	Vel ett.
7	Dr. SUDHA M S	Assistant Professor	Quell's
8	Prof. SUMA V SHETTY	Assistant Professor	QV,
9	Prof. PRATHIBHA P	Assistant Professor	0 .
10	Prof. SHILPA V	Assistant Professor	anipar.
11	Prof. PREETHI T S	Assistant Professor	Dotwill.
12	Prof. VARSHINI K	Assistant Professor	
13	Prof. SUMA C	Assistant Professor	Rine
14	Prof. PADMAVATHI C	Assistant Professor	Palter C
15	Prof. VINAY H C	Assistant Professor	ho-
16	Prof. KAVITHA R J	Assistant Professor	1 LE
17	Prof. J R GIRISH	Assistant Professor	100
18	Prof. SHWETHA M	Assistant Professor	
19	Prof. MADHU H M	Assistant Professor	W
20	Prof. RANI B A	Assistant Professor	80.

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HOD

Head of the Department Electronics & Communication Sapthagiri College of Engineering Bangalon 569 057.