

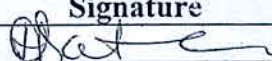


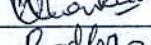
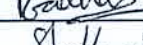
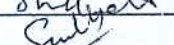




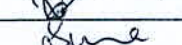








Date: 12.08.2020

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	
2	Prof. AGALYA P	Associate Professor	
3	Prof. SHOBHA S	Associate Professor	
4	Prof. RAVISHANKARA.M N	Associate Professor	
5	DR.PRAKASH JADHAV	Associate Professor	
6	Prof. SHOBHA H	Assistant Professor	
7	Dr. SUDHA M S	Assistant Professor	
8	Prof. SUMA V SHETTY	Assistant Professor	
9	Prof. PRATHIBHA P	Assistant Professor	
10	Prof. SHILPA V	Assistant Professor	
11	Prof. PREETHI T S	Assistant Professor	
12	Prof. VARSHINI K	Assistant Professor	
13	Prof. SUMA C	Assistant Professor	
14	Prof. PADMAVATHI C	Assistant Professor	
15	Prof. VINAY H C	Assistant Professor	
16	Prof. KAVITHA R J	Assistant Professor	
17	Prof. J R GIRISH	Assistant Professor	
18	Prof. SHWETHA M	Assistant Professor	
19	Prof. MADHU H M	Assistant Professor	
20	Prof. RANI B A	Assistant Professor	


Principal

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


HOD

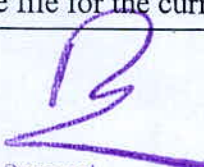
Head of the Department
Electronics & Communication
Sapthagiri College of Engineering
Bengaluru - 560 057

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

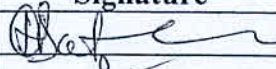

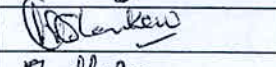

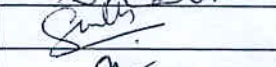

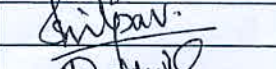

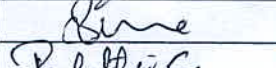
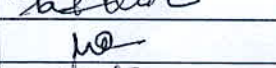


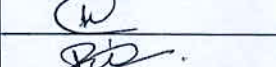



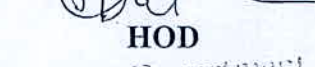
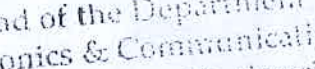
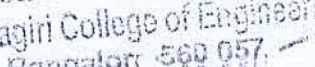

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MOM Coordinator



HOD

Head of the Department
Electronics & Communication
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Bangalore - 560 057

The following faculties attended the meeting:

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