



Sapthagiri College of Engineering

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



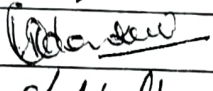
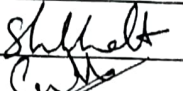



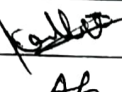


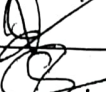
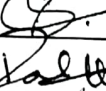
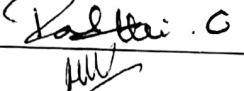

05.06.2018

Department of Electronics and Communication Engineering

Meeting was held on 05/06/2018 from 10:30AM in M.Tech class Room to discuss about the preparation and submission of the requirements of the academic year 2018-19 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 2018-19 odd semester.
- The time table coordinators Prof. Varshini K and Dr. Sangeetha K Siri 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.
- The Academic committee members were asked to prepare the Strategic Perspective Plan (SPP) and submit the same for HOD approval.
- Various cells/committees/clubs/association incharges were asked to prepare the budget requirements for the coming semester.
- All faculties were asked to prepare and keep the **curriculum plan and delivery strategy**
- 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.

Sl.No	Name of the faculty	Signature
1.	Prof. Agalya P	
2.	Prof. Shobha S	
3.	Prof. Ravishankara M N	
4.	Prof. Shobha I Hugar	
5.	Prof. Sudha M S	
6.	Prof. Suma V Shetty	
7.	Prof. Prathiba P	
8.	Dr. Sangeetha K Siri	AB
9.	Prof. Karthik N C	
10.	Prof. Vani V (ML)	AB
11.	Prof. Shilpa V	
12.	Prof. Vani A	AB
13.	Prof. Preethi T S	
14.	Prof. Varshini K	
15.	Prof. Suma C	
16.	Prof. Padmavathi C	
17.	Prof. Vinay H C	


MOM Coordinator


Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road
Bangalore-560 057


HOD

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