DEPARTMENT OF CIVIL ENGINEERING

Class committee meeting minutes

S6 CE (2019-23)

Agenda

1. Academic matters
2. Syllabus coverage
3. Internal examination

Class committee meeting commenced at 11.00 am on 03.06.2022

Members present in the meeting

S No	Name	Designation	Signature
1	Kripa K M	HoD/CE	
2	Lakshmi Sai A(Chairman)	AP, CE	
3	Dr. Mahima Ganeshan	AP,CE	
4	Neethu John	AP, CE	
5	Vivek V S	AP,CE	
6	Gopika S Nair	AP, CE	
7	Bindu Valoor	AP,S&H	
8	Nanditha S	AP, CE	

Student members

S No	Name	Signature
1	Meena R	
2	Swetha S	
3	Sarath R	
4	Farhan M	
5	Anila R	

POINTS DISCUSSED

Concerned subject faculties were present and the following points were discussed

- Discussed about the subjects & syllabus coverage.
- Discussed about the First Internal examinations.
- Students were advised to study properly for the upcoming internal and end semester examinations
- Students were requested to take proper safety measures during the lab sessions, offline class hours and interval time
- Students were advised to maintain regularity in classes and also explained the importance of attendance in each subject
- Chairman inquired about any other difficulties faced by the students

ACTIONS TAKEN

- Students were asked to report any grievances to advisor/faculty/HoD.
- The overall awareness of classes was enlisted to all students

HoD

DEPARTMENT OF CIVIL ENGINEERING

Class committee meeting minutes

S6 CE (2019-23)

Agenda

1. Academic matters
2. Syllabus coverage

Class committee meeting commenced at 11.00 am on 04.05.2022

Members present in the meeting

S No	Name	Designation	Signature
1	Kripa K M	HoD/CE	
2	Lakshmi Sai A	AP, CE	
3	Dr. Mahima Ganeshan	AP,CE	
4	Neethu John	AP, CE	
5	Vivek V S	AP,CE	
6	Gopika S Nair	AP, CE	
7	Bindu Valoor	AP,S&H	
8	Nanditha S	AP, CE	

Student members

S No	Name	Signature
1	Meena R	
2	Swetha S	
3	Sarath R	
4	Farhan M	
5	Anila R	

POINTS DISCUSSED

Concerned subject faculties were present and the following points were discussed

- Chairman discussed with the students about the syllabus coverage
- Students expressed satisfactory feedback
- Chairman inquired about any other difficulties faced by the students
- Introduced the current subjects & honour subjects.
- Discussed about the previous semester university examinations.
- Discussed about the academic calendar for the even semester

ACTIONS TAKEN

- Students were asked to report any grievances to advisor/faculty/HoD.
- Created an overall awareness of the current semester and notified the students about the importance of honour subjects
- Introduced remedial hours for difficult subjects

HoD

DEPARTMENT OF CIVIL ENGINEERING

Class committee meeting minutes

S2 CE (2021-25)

Agenda

1. Academic matters
2. Syllabus coverage

Class committee meeting commenced at 1.30pm on 04.05.2022

Members present in the meeting

S No	Name	Designation	Signature
1	Kripa K M	HoD/CE	
2	Dr. Mahima Ganeshan (Chairman)	AP, CE	
3	Sangeetha P S	AP, S&H	
4	Basil Baby	AP, S&H	
5	Dr. John Alexis	AP, ME	
6	Anil M	AP, ME	
7	Chippy	AP, S&H	
8	Roshan Sanu	AP, CSE	
9	Gopika Unni (Advisor)	AP, CE	

Student members

S No	Name	Signature
1	Anagha Chandran	
2	Rohith R	
3	Varshini Nandana M	
4	Mohammed Nihal N.	
5	Nimmi R	

POINTS DISCUSSED

Concerned subject faculties were present and the following points were discussed

- Chairman discussed with the students about the syllabus coverage
- Students expressed satisfactory feedback
- Chairman inquired about any other difficulties faced by the students

ACTIONS TAKEN

Students were asked to report any grievances to advisor/faculty/HoD.

The overall awareness of classes was enlisted to all students

HoD

DEPARTMENT OF CIVIL ENGINEERING

Class committee meeting minutes

S2 CE (2021-25)

Agenda

1. Academic matters
2. Syllabus coverage

Class committee meeting commenced at 1.30pm on 03.06.2022

Members present in the meeting

S No	Name	Designation	Signature
1	Kripa K M	HoD/CE	
2	Dr. Mahima Ganeshan (Chairman)	AP, CE	
3	Sangeetha P S	AP, S&H	
4	Basil Baby	AP, S&H	
5	Dr. John Alexis	AP, ME	
6	Anil M	AP, ME	
7	Chippy	AP, S&H	
8	Roshan Sanu	AP, CSE	
9	Gopika Unni (Advisor)	AP, CE	

Student members

S No	Name	Signature
1	Anagha Chandran	
2	Rohith R	
3	Varshini Nandana M	
4	Mohammed Nihal N.	
5	Nimmi R	

POINTS DISCUSSED

Concerned subject faculties were present and the following points were discussed

- Chairman discussed with the students about the syllabus coverage
- Students expressed satisfactory feedback
- Chairman inquired about any other difficulties faced by the students
- Students were advised to maintain regularity in classes and also explained the importance of attendance in each subject
- Students were asked to prepare for internal examinations

ACTIONS TAKEN

Students were asked to report any grievances to advisor/faculty/HoD.

The overall awareness of classes was enlisted to all students

HoD

AHALIA SCHOOL OF ENGINEERING & TECHNOLOGY
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Approved by AICTE & Affiliated to A. P. J. Abdul Kalam Technological University
Ahalia Health, Heritage & Knowledge Village, Palakkad - 678557. Ph: 04923-226666, www.ahalia.ac.in

DEPARTMENT OF CIVIL ENGINEERING

Class committee meeting minutes – S4 CE (2020-24 Batch)

Agenda

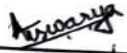
1. Academic matters
2. Syllabus coverage

Class committee meeting commenced at 1.00 p.m. on 03/06/2022.

Members present in the meeting

Sl No.	NAME	DESIGNATION	SIGNATURE
1.	Prof.Kripa K.M. (Chairman)	HoD/CE	
2.	Preeja V.	AP/S&H	
3.	Dr. Mahima Ganeshan	AP/CE	
4.	Lakshmi Sai A.	AP/CE	
5.	Nanditha S.	AP/CE	
6.	Vivek V. S.	AP/CE	
7.	Prabha R	AP/S&H	
8.	Sruthi Vishwanath	AP/EEE	
9.	Sruthi Ravindran (Advisor)	AP/CE	

Student members

Sl. No.	NAME	SIGNATURE
1.	Vinu S	
2.	Mithra P C	
3.	Akshara R	
4	Aiswarya K	
5	N V Harishankar	

POINTS DISCUSSED

Concerned subject faculties were present and the following points were discussed.

- Chairman discussed with students about the syllabus coverage.
- Students were advised to prepare for the first internal examination.
- Students expressed satisfactory feedback in conducting of classes.
- Students were advised to maintain regularity in offline classes and submitting assignments on time.
- Chairman inquired about the problems faced by students for the current semeste
- Chairman reminded the students about the minimum percentage of attendance that a students should maintain for each subject as per the curriculum.

ACTIONS TAKEN:

Overall awareness of classes was enlisted to all students.

Students were reminded to report any grievances at the right time to advisor/faculty



HoD

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DEPARTMENT OF CIVIL ENGINEERING

Class committee meeting minutes – S4 CE (2020-24 Batch)

Agenda

1. Academic matters
2. Syllabus coverage

Class committee meeting commenced at 1.00 p.m. on 04/05/2022.

Members present in the meeting

Sl No.	NAME	DESIGNATION	SIGNATURE
1.	Prof.Kripa K.M. (Chairman)	HoD/CE	
2.	Preeja V.	AP/S&H	
3.	Dr. Mahima Ganeshan	AP/CE	
4.	Lakshmi Sai A.	AP/CE	
5.	Nanditha S.	AP/CE	
6.	Vivek V. S.	AP/CE	
7.	Prabha R	AP/S&H	
8.	Sruthi Vishwanath	AP/EEE	
9.	Sruthi Ravindran (Advisor)	AP/CE	

Student members

Sl. No.	NAME	SIGNATURE
1.	Vinu S	
2.	Mithra P C	
3.	Akshara R	
4	Aiswarya K	
5	N V Harishankar	

POINTS DISCUSSED

Concerned subject faculties were present and the following points were discussed.

- Chairman discussed with students about the syllabus coverage.
- Students expressed satisfactory feedback in conducting of classes.
- Students were advised to maintain regularity in offline classes and submitting assignments on time.
- Chairman inquired about the problems faced by students for the current semester

ACTIONS TAKEN:

Overall awareness of classes was enlisted to all students.

Students were reminded to report any grievances at the right time to advisor/faculty

HoD

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DEPARTMENT OF CIVILENGINEERING

Class committee meeting minutes

Agenda

1. Academic matters
2. Syllabus coverage
3. Discussion on deadline of project submission.

Class committee meeting was conducted on 03/06/2022 at 2.30 p.m.

Members present in the meeting

Sl No.	NAME	DESIGNATION	SIGNATURE
1.	Prof.Kripa K.M. (Chairman)	H.O.D./CE	
2.	GopikaUnni	AP/CE	
3.	Vivek Gopi	AP/CE	
4.	Sruthi Ravindran	AP/CE	
5.	Lakshmi Sai	AP/CE	
6.	Nandu S. Nair	AP/CE	
7.	Mahima Ganeshan (Advisor)	AP/CE	

Student members

Sl. No.	NAME	SIGNATURE
1.	Arjun Satheesh	
2.	HaripriyaUnnikrishnan	
3.	Hariharan G.	
4	Varsha V.	

POINTS DISCUSSED

The meeting commenced at 2.30 p. m.

The concerned subject faculties were present and the following points were discussed

- Chairman discussed with students about the syllabus coverage and project status
- Chairman inquired about the problems faced by students during the session
- Students expressed satisfactory feedback in completion of syllabus

ACTIONS TAKEN:

Emphasis was given on completion of projects and related deadlines.

Students were reminded to report any grievances at the right time to advisor/faculty



HoD.

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DEPARTMENT OF CIVILENGINEERING

Class committee meeting minutes

Agenda

1. Academic matters
2. Discussion on deadline of submissions and project

Class committee meeting commenced at 1.00 p.m. on 14/03/2022.

Members present in the meeting

Sl No.	NAME	DESIGNATION	SIGNATURE
1.	Prof.Kripa K.M. (Chairman)	HoD/CE	
2.	GopikaUnni	AP/CE	
3.	Sruthi Ravindran	AP/CE	
4.	Lakshmi Sai A.	AP/CE	
~~5.~~	~~Gopika S. Nair~~	~~AP/CE~~	
6.	Nandu S. Nair	AP/CE	
7.	Mahima Ganeshan (Advisor)	AP/CE	

Student members

Sl. No.	NAME	SIGNATURE
1.	Arjun Satheesh	
2.	HaripriyaUnnikrishnan	
3.	Hariharan G.	
4	Varsha V.	

POINTS DISCUSSED

Concerned subject faculties were present and the following points were discussed.

- Chairman discussed with students about the syllabus coverage
- Students were advised to submit project reports before the due date.
- Students expressed satisfactory feedback in conducting of classes
- Students requesting for conducting civil engineering association function

ACTIONS TAKEN:

Overall awareness of classes was enlisted to all students.

Students were reminded to report any grievances at the right time to advisor/faculty

HoD

Class Committe Meeting - II

2016 - 2020 Batch

The second class commitee Meeting conducted on 28-09-17

Dr Ramesh kumar R - Course/Class Comitte chairman:

Staff Members :-

1. Roshan Sanu Y :-
2. Dr. Binoy Balan k :-
3. [redacted]. krishna kumar C :-
4. Vignesh D :-
5. Ajin R Nair :-
6. Mehaaban M S :-
7. Dr PK Venkatachalam :-

Student Representatives

1. Amal P S
2. Anju V
3. Ajax krishnan S
4. Hima AP

Meeting Minutes

1. The attendance & Result analysis of Internal Test I are discussed
2. Syllabus coverage details for all the courses are discussed.
3. It is informed to the students the Remedial class scheduled on 17-10-17 to 21-10-17
4. The students informed that the circular not getting to students
5. It is informed to the students PTA Meeting will be conducted on 7-10-17

Class Committe Chairman HoD PRINCIPAL

Class Committe Meeding - III

2016 - 20 Batch

The Third class committe Meeding conducted on 21-11-17

Dr Ramesh kumar R - course/class committe chairman :

Staff Members :-

1. Roshan Sanu Y :-
2. Dr Binoy Balan k :-
3. krishna kumar C :-
4. Vignesh D :-
5. Aiin R Nair :-
6. Mehaban M S :-
7. Dr P k Venkatachalam :-

Student Representatives

1. Amal P S :-
2. Anju V :-
3. Ajay krishnan S :-
4. Hima A P :-

Meeting Minutes

1. The syllabus coverage details forall the courses are discussed and the students informed that following courses are to be compleated.
   - LAC – One topic
   - DCS ⇒ one topic
   - STLD ⇒ Quarter Module
   - DSA → Quarter Module
2. It is informed to the students the Remedial class scheduled on 27, 28, 29.
3. It is informed to the students Parents Meeting CPTA ~~conducted~~ on will be conducted on 27-11-17
4. It is informed to the students regarding the permission for getting OD
5. It is informed to the students attendance & Internal marks will be published on 27-11-17
6. It is informed to the students Mobilephone strictly Prohibitted inside the college.

Class committe chairman HoD PRINCIPAL

Class Commitee Meeting - IV

2016 - 2020 Batch.

The third class commitee meeting has conducted on 06-01-2018 (Saturday).

Dr. Ramesh Kumar R - Course / class Comitee chairman.

Staff Members :-

1. Mr. Sreerag B.M :-
2. Ms. Sandra Bhavadas A.B :-
3. Ms. Preeja V :-
4. Mr. Krishnakumar C :-
5. Ms. Lakshmi G :-
6. Ms. Keerthana I.P :-
7. Ms. Shiji S :-

Student Representatives :-

1. Amal P.S :-
2. Anju V :-
3. Ajay Krishnan S :-
4. Hima A.P :-

Meeting Minutes.

1. The syllabus and textbooks details of all the subjects have discussed.

2. The students requested for one fixed projector in the classroom.

3. The students informed the study materials will be given for some subjects by the faculty, and for the remaining subjects The textbooks are available in the library.

Class Committee Chairman

HoD

PRINCIPAL

16/01/2015

Class Commitee Meeting

2016-2020 Batch

The fifth class commitee meeting has been conducted on 07/04/2018 (saturday)

Dr. Ramesh Kumar R - Course / class commitee chairman

Staff Members :-

1. Mr. Sreeraj B.M
2. Ms. Sandra Bhavadas A.B
3. Ms. Preeja V
4. Mr. Krishnakumar C
5. Ms. Lakshmi G
6. Ms. Keerthana T.P
7. Ms. Shiji S

Meeting Minutes

1. The syllabus coverage details for all the courses were discussed and the staffs of respective subjects informed that they have completed the syllabus.

2. Discussed about the internal marks and attendence uploading on KTU website before 13/04/2018. As per the information from the staff. The following students are eligible for summer course.

MA201 PDT - Akshaya.R, Maheeindra Simhan, Ramkaathik, Rincy Banu, Saeejith.S, Ujjwel.P.B.

CS206 OOD - Ramkaathik.S

HS210 LS - Hima AP, Maheeindra Simhan, Tomin Benny.

Class committee chairman

HoD

PRINCIPAL

class commitee meeting.

2016 - 20 Batch

The sixth class Commitee has been conducted on 5/9/18 (wednesday)

Mr. Roshan Danu. Y - class Commitee chairman

Staff members

1. Mr. Sreeraj. B.N (Committee convenor) -
2. Mr. Shanil. K.N
3. Ms. Keerthana. T.P
4. Mr. Anand Haridas
5. Ms. Soumya Sukumaran
6. Mr. Binoy Balan
7. Mr. Nikhil. N.V

Student Representative.

1. Mr. Sanjay. P.S
2. Mr. Amal. P.S
3. Mr. Mrudula. R
4. Ms. Diswarya. R

Meeting Minutes:

1. The Syllabus coverage details and textbook details were discussed. All the 7 subjects had started and going well. The students give a positive response regarding the classes taken by staffs.

2. Committee chairman advised the students to be regulars in the class and maintain a minimum of 75%. Attendance

3. The committee chairman informed the students regarding new series exams pattern. (2 exams monthly, 2 hours for each subject, 40 marks total)

4. The committee chairman also informed that at the end of September the Series examination may commence.

5. The committee informed the students that to do indulge in any kind of ragging issues.

6. The suggested that it may be convenient if they get a new board with more clarity and neatness.

Class Committee chairman HOD Principal.

JBW

Class Committee Meeting.

2016-20 Batch

The seventh class committee has been conducted on 28/11/18 (wednesday)

Mrs. Rosbar Jaun. Y - class committee chairp

Staff members

1. Mrs. Soorya. B.M (Committee Convenor)
2. Mrs. Shanil. K.N
3. Ms. Kavitharaj. P.P
4. Mr. Dravid Harikiran
5. Ms. Sruthy Sukumaran
6. Mrs. Bincy Balan
7. Mr. Nikhil. N.V

Student Representatives

1. Mrs. Sanjay. P.S
2. Mr. Dinesh. P.S
3. Ms. Moudhika. R
4. Ms. Aiswarya. R

Meeting Minutes

1. The Syllabus Coverage details were discussed. All Subjects had completed the Syllabus and the students give a positive response regarding the classes taken by faculty.

2. Committee chairman informed the students that 75% attendance is compulsory to appear for the exams. Attendance should be finalized before 09/11/18.

3. Lab exams for CS331 and CS332 were completed and the final review was also completed for Design project.

Class Committee chairman HOD Principal.

JBW

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

Adversary Committee Meeting

Batch: 2019-2023 Class: S4 CSE

The First adversary committee of third year CSE Batch was conducted on 02/05/2021 with following members:

Adversary Committee Chairman: Dr. S. Gunasekaran – HoD/CS

Agenda

1. Academic matters

2. Syllabus coverage

3. Student feedback on online classes.

The first advisory committee online meeting was held on 02.05.2021

Staff Members:

1. Mr. Akhil N V, Class Advisor (AP/CS)
2. Ms. Rabeena T M(AP/CS)
3. Ms. Sunitha K G(AP/SH)
4. Ms. Sruthy Sukumaran (AP/CS)
5. Ms. Prabha R (AP/SH)

Student Members:

1. Aswin U
2. Devaraj P
3. Krishnendu Sathish
4. Sruthy S

Minutes of the Meeting:

1. Syllabus Coverage of various subjects
   a. CST204 DBMS – 1st module Started
   b. MAT 206 – 1st module Started
   c. CST 202 - 1st module Started
   d. CST 206 - 1st module Started
   e. MCN 202 - 1st module Started
   f. HUT 200 - 1st module Started
2. Students were informed that Laboratory classes will start in June through online platform.
3. Students suggested the tutorial classes are treated as tutorial classes. The hours does not convert to tutoring until it's really necessary.

4. Students shared the concern of having Internal Exam on the same day of KTU Supplementary examination; HoD ensured to address the concern within the department.
5. HoD instructed students to utilize online classes wisely.
6. Reopening of regular classes will be only after the directions from Govt./University.
7. Staff shared the problem of poor response from students during online classes. HoD instructed students to take online classes seriously and respond accordingly.

ACTIONS TAKEN:

- HOD, Advisor and staff members advised the students to effectively utilize the contact classes for clarifying doubts, so that it would be helpful for them to perform well in second internal test and university exams.
- Staff members handling problematic papers suggested the students to make utilize of contact classes for better performance in university exams. Staff members also suggested to refer model questions available in university website, to get an idea about university question paper format.
- All faculties informed to conduct first series as early as possible.
- As per the students feedback , the online sessions are going well

Adversary Committee chairman Principal

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

Adversary Committee Meeting

Batch: 2019-2023 Class: S3 CSE

The First adversary committee of third year CSE Batch was conducted on 02/09/2021 with following members:

Adversary Committee Chairman: Dr. S. Gunasekaran – HoD/CS

Agenda

1. Academic matters

2. Syllabus coverage

3. Commencement of Contact classes.

4. Student feedback on online classes.

The first advisory committee online meeting was held on 02.09.2021

Staff Members:

1. Mr. Akhil N V, Class Advisor (AP/CS)
2. Ms. Krishnakumar C, Class Tutor (AP/CS)
3. Ms. Keerthana I.P (AP/CS)
4. Dr. Binoy K Balan (HOD/ SH)
5. Ms. Sruthy Sukumaran (AP/CS)
6. Ms. Sowmya S (AP/EEE)
7. Ms. Prabha R (AP/SH)

Student Members:

1. Aswin U
2. Devaraj P
3. Krishnendu Sathish
4. Sruthy S

Minutes of the Meeting:

1. Syllabus Coverage of various subjects
   a. CST201 DS – 1st module Started
   b. MAT 201 – 1st module Started
   c. CST 203 - 1st module Started
   d. CST 205 - 1st module Started
   e. EST 200 - 1st module Started
   f. MNC 201 - 1st module Started

2. Students were informed that Laboratory classes will start in October through online platform.
3. Students suggested the tutorial classes are treated as tutorial classes. The hours does not convert to tutoring until it's really necessary.
4. Students shared the concern of having Internal Exam on the same day of KTU Supplementary examination; HoD ensured to address the concern within the department.
5. HoD instructed students to utilize online classes wisely.
6. Reopening of regular classes will be only after the directions from Govt./University.
7. Staff shared the problem of poor response from students during online classes. HoD instructed students to take online classes seriously and respond accordingly.

ACTIONS TAKEN:

- HOD, Advisor and staff members advised the students to effectively utilize the contact classes for clarifying doubts, so that it would be helpful for them to perform well in second internal test and university exams.

- Staff members handling problematic papers suggested the students to make utilize of contact classes for better performance in university exams. Staff members also suggested to refer model questions available in university website, to get an idea about university question paper format.

- All faculties informed to conduct first series as early as possible.

- As per the students feedback , the online sessions are going well

Adversary Committee chairman Principal

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

Adversary Committee Meeting

Batch: 2019-2023 Class: S3 CSE

The Second Class Committee of third year CSE Batch was conducted on 01/02/2021 with following members:

Adversary Committee Chairman: Dr. S. Gunasekaran – HoD/CS

Agenda

1. Academic matters

2. Syllabus coverage

3. Commencement of Contact classes.

4. Student feedback on online classes.

The first advisory committee online meeting was held on 01.02.2021

Staff Members:

1. Mr. Akhil N V, Class Advisor (AP/CS)
2. Ms. Krishnakumar C, Class Tutor (AP/CS)
3. Ms. Keerthana I.P (AP/CS)
4. Dr. Binoy K Balan (HOD/ SH)
5. Ms. Sruthy Sukumaran (AP/CS)
6. Ms. Sowmya S (AP/EEE)
7. Ms. Prabha R (AP/SH)

Student Members:

1. Aswin U
2. Devaraj P
3. Krishnendu Sathish
4. Sruthy S

Minutes of the Meeting:

1. Syllabus Coverage of various subjects
   a. CST201 DS – 5 modules completed
   b. MAT 201 – 5 modules completed
   c. CST 203 - 5 modules completed
   d. CST 205 - 5 modules completed
   e. EST 200 - 5 module started
   f. MNC 201 - 5 module started
2. Hod suggested that project related training can be arranged for students.

3. Students were informed that Laboratory classes will start in October through online platform.
4. Students suggested the tutorial classes are treated as tutorial classes. The hours does not convert to tutoring until it's really necessary.
5. Students shared the concern of having Internal Exam on the same day of KTU Supplementary examination; HoD ensured to address the concern within the department.
6. HoD instructed students to utilize online classes wisely.
7. Reopening of regular classes will be only after the directions from Govt./University.
8. Staff shared the problem of poor response from students during online classes. HoD instructed students to take online classes seriously and respond accordingly.

ACTIONS TAKEN:

- As per the university schedule, the contact classes for first year will commence on 01/03/2021. HOD, Advisor and staff members advised the students to effectively utilize the contact classes for clarifying doubts, so that it would be helpful for them to perform well in second internal test and university exams.

- Staff members handling problematic papers suggested the students to make utilize of contact classes for better performance in university exams. Staff members also suggested to refer model questions available in university website, to get an idea about university question paper format.

- All faculties informed that marks for first internal will be published within 2 days.

- Second internal test will be conducted between 01/03/2021 and 13/03/2021, in offline mode.

- As per the students feedback , the online sessions are going well

Adversary Committee chairman Principal

NOTICE

Class committee meeting scheduled on 7/08/2017 (12 . 30 PM) at Computer Lab1.All the class committee members are requested to attend the meeting without Failure.

Class Advisor

NOTICE

Class committee meeting scheduled on 28/09/2017 (12 . 30 PM) at Computer Lab1.All the class committee members are requested to attend the meeting without Failure.

Class Advisor

NOTICE

Class committee meeting scheduled on 21/11/2017 (12 . 30 PM) at Computer Lab1.All the class committee members are requested to attend the meeting without Failure.

Class Advisor

NOTICE

Class committee meeting scheduled on 06/01/2018 (12.40 P.M) at Computer Lab2. All class committee members are requested to attend the meeting without fail.

Class Advisor

NOTICE

Class committee meeting scheduled on 07/04/2018 (12.40 P.M) at Computer Lab2. All class committee members are requested to attend the meeting without fail.

Class Advisor

NOTICE

Class committee meeting scheduled on 05/09/2018 (10.50 A.M) at Computer Lab2. All class committee members are requested to attend the meeting without fail.

4/9/18

Class Advisor

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

CLASS COMMITTEE MEETING – I

Batch: 2019-2023 Class: S3 CSE

The First Class Committee of third year CSE Batch was conducted on 01/10/2018 with following members:

Class Committee Chariman: Dr. S. Gunasekaran – HoD/CS

Staff Members:

1. Mr. Akhil N V, Class Advisor (AP/CS)
2. Ms. Krishnakumar C, Class Tutor (AP/CS)
3. Ms. Keerthana I.P (AP/CS)
4. Dr. Binoy K Balan (HOD/ SH)
5. Ms. Sruthy Sukumaran (AP/CS)
6. Ms. Sowmya S (AP/EEE)
7. Ms. Prabha R (AP/SH)

Student Members:

1. Aswin U
2. Devaraj P
3. Krishnendu Sathish
4. Sruthy S

Minutes of the Meeting:

1. Syllabus Coverage of various subjects
   a. CST201 DS – 2 modules completed
   b. MAT 201 – 2 modules completed
   c. CST 203 - 2 modules completed
   d. CST 205 - 2 modules completed
   e. EST 200 - 3rd module started
   f. MNC 201 - 3rd module started
2. Hod suggested that project related training can be arranged for students.
3. Students were informed that Laboratory classes will start in October through online platform.
4. Students suggested the tutorial classes are treated as tutorial classes. The hours does not convert to tutoring until it's really necessary.
5. Students shared the concern of having Internal Exam on the same day of KTU Supplementary examination; HoD ensured to address the concern within the department.
6. HoD instructed students to utilize online classes wisely.
7. Reopening of regular classes will be only after the directions from Govt./University.
8. Staff shared the problem of poor response from students during online classes. HoD instructed students to take online classes seriously and respond accordingly.

Course Committee Chairman

Principal

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

CLASS COMMITTEE MEETING – II

Batch: 2019-2023 Class: S3 CSE

The First Class Committee of third year CSE Batch was conducted on 30/01/2021 with following members:

Class Committee Chariman: Dr. S. Gunasekaran – HoD/CS

Staff Members:

1. Mr. Akhil N V, Class Advisor (AP/CS)
2. Ms. Krishnakumar C, Class Tutor (AP/CS)
3. Ms. Keerthana I.P (AP/CS)
4. Dr. Binoy K Balan (HOD/ SH)
5. Ms. Sruthy Sukumaran (AP/CS)
6. Ms. Sowmya S (AP/EEE)
7. Ms. Prabha R (AP/SH)

Student Members:

1. Aswin U
2. Devaraj P
3. Krishnendu Sathish
4. Sruthy S

Minutes of the Meeting:

1. Syllabus Coverage of various subjects
   a. CST201 DS – 5 modules completed
   b. MAT 201 – 5 modules completed
   c. CST 203 - 5 modules completed
   d. CST 205 - 5 modules completed
   e. EST 200 - 5 module started
   f. MNC 201 - 5 module started
2. Hod suggested that project related training can be arranged for students.
3. Students were informed that Laboratory classes will start in October through online platform.
4. Students suggested the tutorial classes are treated as tutorial classes. The hours does not convert to tutoring until it's really necessary.
5. Students shared the concern of having Internal Exam on the same day of KTU Supplementary examination; HoD ensured to address the concern within the department.
6. HoD instructed students to utilize online classes wisely.
7. Reopening of regular classes will be only after the directions from Govt./University.
8. Staff shared the problem of poor response from students during online classes. HoD instructed students to take online classes seriously and respond accordingly.

Course Committee Chairman

Principal

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

CLASS COMMITTEE MEETING – II

Batch: 2018-2022 Class: S5 CSE

The Second Class Committee Meeting of third year CSE Batch was conducted on 20/01/2021 with following members:

Class Committee Chairman: Dr. S. Gunasekaran – HoD/CS

Staff Members:

1. Mr. Roshan Sanu.Y, Class Advisor (AP/CS)
2. Ms. Aswathi P.V, Class Tutor (AP/CS)
3. Ms. Keerthana I.P (AP/CS)
4. Mr. Sreerag.B.M (AP/CS)
5. Ms. Sruthy Sukumaran (AP/CS)
6. Ms. Sunitha K.G (AP/S&H)

Student Members:

1. Aiswarya P.B
2. Goutham G Menon
3. Sivaraj C.R
4. Suhara Fathima

Minutes of the Meeting:

1. Syllabus Coverage of various subjects
   a. CS301 TOC – 6 modules completed
   b. CS303 SS – 6 modules completed
   c. CS305 MP – 6 modules completed
   d. CS307 DC – 6 modules completed
   e. CS309 GTC - 6 modules completed
   f. CS361 SC – 6 modules completed
   g. CS331 SS Lab – 8 out of 10 experiments completed
   h. CS333 ASD Lab – 8 out of 10 experiments completed
   i. CS341 Design Project – Reviews to be conducted
2. Due to University supplementary examination, some students were unable to attend internal examination. Those students requested for a chance to attend retest. The class advisor and HoD ensured the students that they will get a revised schedule to attend the same.
3. Students were advised to prepare well for the upcoming University examination as they will have to write the exams in offline mode though the classes are conducted online.

Class Committee Chairman

Principal

AHALIA School of Engineering and Technology, Palakkad – 678557

Department of Electronics and Communication Engineering

Minutes of the Class Committee Meeting held at 3.30 a.m. on 6/12/2021

Class: S1 ECE

Venue: S1 Class room

Members present:

1. Dr. V . Balamurugan
2. Santhosh C
3. Mr. Aneesh K
4. Mrs. Prabha R
5. Mrs . Chippy B
6. Mrs. Prakash D
7. Ms. Gopika S Nair
8. Mr. Basil Baby
9. Mr. Gokul.S
10. Mrs. Neethu John
11. Mr.Sandeep Satheesh
12. Rohith Murali
13. Amith mathew Titus
14. Amritha S
15. Kavya Sahadevan
16. Shibil S

Following were the topics discussed and decisions and outcomes arrived at:

1. Students were instructed to be abide the norms of the college
2. Students were asked to maintain the attendance in all subject
3. The importance of internal marks was conveyed to the students.
4. Two Class representatives were elected

i) Amith Mathew Titus

ii) Amritha S

5. Committee emphasized the need of participating or attending technical webinars, NPTEL courses, Coursera etc.

6. Students were asked to strictly adhere with the attendance conditions of KTU (75% of attendance is mandatory for exam eligibility)

Meeting ended at 4:25 p.m.

Class Advisor

HoD

AHALIA School of Engineering and Technology, Palakkad – 678557

Department of Electronics and Communication Engineering

Minutes of the Class Committee Meeting held at 3.30 a.m. on 6/12/2021

Class: S1 ECE

Venue: S1 Class room

Members present:

1. Dr. V . Balamurugan
2. Santhosh C
3. Mr. Aneesh K
4. Mrs. Prabha R
5. Mrs . Chippy B
6. Mrs. Prakash D
7. Ms. Gopika S Nair
8. Mr. Basil Baby
9. Mr. Gokul.S
10. Mrs. Neethu John
11. Mr.Sandeep Satheesh
12. Rohith Murali
13. Amith mathew Titus
14. Amritha S
15. Kavya Sahadevan
16. Shibil S

Following were the topics discussed and decisions and outcomes arrived at:

1. Students were instructed to be abide the norms of the college
2. Students were asked to maintain the attendance in all subject
3. The importance of internal marks was conveyed to the students.
4. Two Class representatives were elected

i) Amith Mathew Titus

ii) Amritha S

5. Committee emphasized the need of participating or attending technical webinars, NPTEL courses, Coursera etc.

6. Students were asked to strictly adhere with the attendance conditions of KTU (75% of attendance is mandatory for exam eligibility)

Meeting ended at 4:25 p.m.

Class Advisor

HoD

AHALIA School of Engineering and Technology, Palakkad – 678557

Department of Electronics and Communication Engineering

Minutes of the Class Committee Meeting held at 11.00 a.m. on 17/11/2021

Class: S7 ECE

Venue: HOD's Room

Members present:

1. **Dr. V . Balamurugan**
2. **Mr. Aneesh K**
3. **Mr. Anand Haridas**
4. **Mrs.Swetha C**
5. **Mrs. Vijitha Khan**
6. **Mrs.Divya Mohan**
7. **Mr. Santhosh C**
8. **Akshay Kannan S**
9. **Anoop A**
10. **Reshma R**
11. **Shafna**

Following were the topics discussed and decisions and outcomes arrived at:

1. **Portion completions of all the subjects are verified.**
2. **Students asked for Placement training sessions**
3. **Students are asked to prepare for the series test which is scheduled in the month of November.**
4. **Project groups are instructed to select project and seminar topics in discussion with their guides and prepare for zeroth review.**
5. **Committee emphasized the need of participating or attending technical webinars, NPTEL courses, Coursera etc.**
6. **Students are asked to strictly adhere with the attendance conditions of KTU (75% of attendance is mandatory for exam eligibility)**

Meeting ended at 11.15 a.m.

Class Advisor Class Committee Chairman HoD

AHALIA School of Engineering and Technology, Palakkad – 678557

Department of Electronics and Communication Engineering

Minutes of the Class Committee Meeting held at 11.00 a.m. on 13/12/2021

Class: S7 ECE

Venue: HOD's Room

Members present:

12. **Dr. V . Balamurugan**
13. **Mr. Aneesh K**
14. **Mr. Anand Haridas**
15. **Mrs.Swetha C**
16. **Mrs. Vijitha Khan**
17. **Mrs.Divya Mohan**
18. **Mr. Santhosh C**
19. **Akshay Kannan S**
20. **Anoop A**
21. **Reshma R**
22. **Shafna**

Following were the topics discussed and decisions and outcomes arrived at:

1. **Portion completions of all the subjects are verified.**
2. **Internal Exam mark discussed.**
3. **Project groups are instructed to complete project and seminar literature survey and prepare for first review.**
4. **Committee emphasized the need of participating or attending technical webinars, NPTEL courses, Coursera etc.**
5. **Students are asked to strictly adhere with the attendance conditions of KTU (75% of attendance is mandatory for exam eligibility)**

Meeting ended at 11.15 a.m.

Class Advisor Class Committee Chairman HoD

Written By: ISO Coordinator	AHALIA SCHOOL OF ENGINEERING & TECHNOLOGY	Issue No: 01
Approved By: Principal		Revision No. : 02
Effective Date: 09-08-2021		Revision Date: 08-08-2021

Form No: ASET-EC/DS01/FM01

List of Advisory Committee Members

Academic Year:2021-2022 **Semester: S5** **Year: III**

Department of Electronics and Communication Engineering

Advisory Committee Chairman: Mr.Aneesh.K-AP/ECE

Teachers Handling Subjects:

Abbreviation	Subject Code	Subject	Name & Designation Of Faculty	Signature
LIC	ECT301	Linear integrated Circuits	Ms. Vijitha Khan, AP-ECE	
DSP	ECT303	Digital Signal Processing	Ms. Divya Mohan, AP-ECE	
ADC	ECT305	Analog and Digital Communication	Mr.Abhijit V, AP-ECE	
CS	ECT307	Control systems	Dr.V. Balamurugan, HOD-ECE	
IEFT	HUT300	Industrial Economics and Foreign Trade	Dr.G.Murugananth,HOD-EEE	
DM	MCN301	Disaster Management	Ms.Lakshmi Sai,AP-CE	
AIC LAB	ECL331	Analog Integrated Circuits and Simulation Lab	Ms. Vijitha Khan, AP-ECE	
DSP LAB	ECL333	Digital Signal Processing Lab	Ms. Swetha C, AP-ECE	

Student Members:All students of S5 ECE

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Department of Electronics and Communication Engineering

Advisory Committee 1-Minutes of Meeting

The first Advisory Committee meeting of S5 ECE in the department of Electronics and Communication Engineering chaired by Mr.Aneesh.K AP-ECE is conducted on 01/12/2021

Following Members were present

Chairperson : Mr.Aneesh.K AP-ECE

Faculty Members:

Dr.V. Balamurugan, HOD-ECE
Ms. Vijitha Khan, AP-ECE
Ms. Divya Mohan, AP-ECE
Mr.Abhijit V, AP-ECE
Ms.Lakshmi Sai,AP-CE
Ms. Swetha C, AP-ECE

Student Members:

1.Varsha Santhosh
2.Archana V R
3.Giri Prasad
4.Zenaani

Following points were discussed

- HoD enquired about the conduct of classes and portion completion.
- HoD suggested the students to actively respond and take part in offline classes
- HoD stressed the importance of internships.
- HOD suggested that, it could have been better to publish the papers by utilizing the time.
- Staffs are asked to prepare question Banks and Lab manual for respective subjects.
- The students requested for solving more problems in DSP Classes.
- They also requested for more board usage and notes in ADC
- The Students are encouraged to take part in the Professional Society activities

Chairperson

DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

First Advisory committee meeting minutes

Agenda

1. Portions covered
2. Review of classes
3. Student attendance
4. First internal exam
5. Any other matter

The first advisory committee meeting was held on 20/12/2021 at 11 am.

Faculty Members present in the meeting

Sl NO.	**Name of the Faculty Member**	SIGNATURE
1.	Dr. V. Balamurugan, Prof & Head-ECE	
2.	Mrs. Vijitha Khan ,AP-ECE	
3.	Ms.Sunitha K G , AP-S&H	
4.	Mr.Santhosh C, AP-ECE	
5.	Mr. Aneesh K , AP-ECE	
6.	Ms. Swetha C,AP-ECE	
7.	Dr. G Murugananth,HoD-EEE	
8	Ms.Prabha R, AP-S&H	
9	Ms.Sowmya M,AP-CSE	
10	Ms.Sowmya S,AP-EEE Ms.Lakshmy Suresh, AP-EEE	
11	Dr.Krishna K Kishor,Vice Principal-ASET	
12	Mr.Aneesh K, AP-ECE	

Students present : S3 ECE

Sl NO.	**Name of the Student Member**	Signature
1	Mr. Vishnu Venugopalan	
2	Ms. Sneha Krishna M	
3	Ms. Nithyasree S	
4	Mr.Rahul R	
5	Mr.Vijayakrishna M	

POINTS DISCUSSED

The meeting commenced at 11.00 am. All the concerned subject faculties and S3 ECE students were present and the following points were discussed.

1. Discussed about portion coverage and subjectwise difficulties
2. Explained to students about the minimum attendance percentage and internals requirement.
3. Students commented on issues faced by them while switching from online to offline
4. HoD advised students to concentrate on their studies and put efforts to score good marks
5. Methods to improve teaching learning process and involvement of students were discussed.
6. Staffs commented that overall response of students in class was poor.

ACTIONS TAKEN:

For professional assistance and guidance, a session on counseling has arranged on 21.12.2021 by Ms.Rincy, Academic Counsellor

HoD

Minutes of the first Department Meeting

17.5.16
Tuesday
S8 Classroom

Members Present:

1) G. Murugavanth
2) A. Manickavasagam
3) Hima. S
4) Lakshmy Suresh
5) Midhun Murali
6) Sagari. V.S
7) Pranav M.S

20.5.16

AGENDA:

1) Discussion on subject allocation for the academic year 2016-17
2) Detailed discussion on Additional Responsibilities allocation to faculties
3) The class advisors for the Academic Years 2016-17
4) Allocation + finalisation of Lab-in-charges

5) All other matters suggested by the chairman

5) All other matters suggested by the Chairman

The following topics were discussed:

i) Subject allocation and workload discussion for the academic year 2016-17
ii) Detailed discussion on allocation of Additional Responsibilities to the faculty members.
iii) Selection of class advisors for S1, S3, S5 + S7
iv) Allocation & finalisation of the various Lab-in-charges for the academic year 2016-2017

The following faculties have been assigned the responsibilities:

Sl No.	Name of Faculty	Designation	Additional Responsibility
1.	Mr. A. Manickavasagan	Asst. Prof	1. Machines lab Incharge 2. ISO Co-ordinator
2.	Ms. Sruthi Raghunath	Asst. Prof	1. S3 Class Advisor & Simulation lab in
3.	Ms. Hima S	"	1. Time table Co-ordinator & S5 class Advisor 3. Workshop In charge & Association in cha 5. Project co ordinator

24

5. Mrs. Soorthy Soman	Asst. Prof	1. Website / Documentation 2. S7 class Advisor
6. Ms. Lakshmy Suresh	A.P	1. S1 class Advisor 2. Alumni Coordinator 3. Website / Documentation 4. Placement Co-ordinator 5. Advt Electrical Engg hub in-charge
7. Mr. Nithin K.S	A.P"	1. Power electronics hub in charge 2. Placement co-ordinator 3. Association in charge
8. Mr. Midhun Murali	A.P II	1. Industrial visit incharge 2. S7 class Advisor 3 Project Co-ordinator
9. ~~Mamta~~ Balachandran	AP.	
9. Ms Mamta Balachandran	AP	1. Library in-charge 2 S5 Class Advisor

9. Ms Mamta Balachandran	AP	1. Library in-charge 2. S5 Class Advisor 3. Exam cell co-ordinator 4. Measurements Lab in charge
10. Ms Sagari. V.S	A.P	1. KTU Internal Auditor 2. Time Table Co-ordinator 3. Dept. meeting in charge 4. ~~Minutes of meeting~~ Circular file in-charge
11. Mr. Pravav M.S	A.P	1. Library in charge 2. S3 class Advisor 3. Dept ISO Co-ordinator 4. Machines Lab - in charge 5. Placement co-ordinator

Time Table Co-ordinator

HOD 18/05/17

Principal

Minutes of II Department Meeting

25

03.06.16
Friday

Members Present:

1) G. Muruganath
2) A. Manickavalagam
3) Hima. S
4) Lakshmy Suresh
5) Nithin. K.S.

1) Finalisation of subjects for faculties will be done on 7.06.16. for the academic year 2016-17
2) Lesson plan should be submitted on 10.07.16. 20% of the portions should be given to students for self study.
3) Database of third and second year should be done
4) Certificates & leave forms should be submitted to HOD
5) Lab manuals to be prepared
6) Training of faculties on placement related activities

Time-Table Co-ordinator

H.O.D

Minutes of 3rd Department Meeting

16-6-2016

Members Present :

i) Gr. Murugananth 16/06/16
ii) Hima. S
iii) Mithun Murali
iv) Pranav M.S
v) Manta
vi) Sagani. V.S

The following points were discussed:

i) Schedule + details of summer course
ii) Issue of Course Completion Certificate to 58 students
iii) Result analysis of 37
iv) ON DUTY Norms
v) Relaxation of lab coats in workshops / Labs; Black shoes are must

Minutes of IV th Department Meeting

Friday
24-6-16
1:35 pm

Members Present

i) G. Murugananth
ii) Hima. S
iii) Swathy Saran
iv) Sagari. V. S
v) Mithun Murali
vi) Mamta
vii) Pranav M.S

The following points were discussed:

(i) Class Monitoring Register / Complaint Register w.e.f following next week

(ii) Finalised duties & responsibilities of faculties

(iii) Maintanance of student file

(iv) Summer training program schedule

(v) Issue of practical & assignment notebooks

HOD

HOD

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2021

Department of Electrical and Electronics Engineering

Minutes of Class Committee Meeting (2nd Semester, 2021-25 Batch)

The class committee meeting for 2021-25 Batch was held on **04th May 01.30 pm** chaired by Dr.G.Murugananth, HoD /EEE. Following members attended the meeting

Faculties

Dr.G.Murugananth, HoD/EEE
Ms. Sunitha K G, AP/SH
Mr. Thannasi C, AP/SH
Ms. Neethu John, AP/CE
Ms. Vijitha Khan, AP/ECE
Ms. Roshan Sanu Y, AP/CSE
Ms. Chippy Binoy, AP/SH
Ms. Veenaa Raj, AP/EEE

Students

P. Adarsha

Ascharya

B. Vignesh

Midhun M

Following points were discussed:-

- Feedback was taken from students on each and every subject.
- ~~Progress of project were enquired~~.
- Students replied they are satisfactory with teaching and teaching methodologies of all subjects.
- The chairperson also enquired whether students have any problems/grievance.
- Effectiveness of teaching, explanation on theoretical and problematic papers were discussed.
- The progress/completion of subjects were also enquired by the chairperson.

Tutor

HoD

Department of Electrical and Electronics Engineering

Action Taken Report (2nd Semester, 2021-25 Batch)-1st Class Committee

Following actions were taken:-

- Checked whether adequate copies of text books of all subjects are available in the library.
- Students are provided with soft copies of text books.

Class Tutor

HoD

Department of Electrical and Electronics Engineering

Minutes of Class Committee Meeting (2nd Semester, 2021-25 Batch)

The class committee meeting for 2021-25 Batch was held on **03rd June 01.30 pm** chaired by Dr.G.Murugananth, HoD /EEE. Following members attended the meeting

Faculties

Dr.G.Murugananth, HoD/EEE
Ms. Sunitha K G, AP/SH
Mr. Thannasi C, AP/SH
Ms. Neethu John, AP/CE
Ms. Vijitha Khan, AP/ECE
Ms. Roshan Sanu Y, AP/CSE
Ms. Chippy Binoy, AP/SH
Ms. Veenaa Raj, AP/EEE

Students

P. Adarsha
Ascharya
B. Vignesh
Midhun M

Following points were discussed:-

- The progress/completion of subjects were enquired by the chairperson
- Students replied they are satisfactory with teaching and teaching methodologies of all subjects.
- The chairperson also enquired whether students have any problems/grievance. No issues were reported.

Tutor

HoD

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Department of Electrical and Electronics Engineering

Action Taken Report (2nd Semester, 2021-25 Batch)-2nd Class Committee

Following actions were taken:-

- Arranged extra classes for lagging subjects.
- Scheduled extra hours for analytical subjects.
- Confirmed all the materials of each subjects provided to students.

Class Tutor

HoD

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Department of Electrical and Electronics Engineering

Minutes of Class Committee Meeting (4th Semester, 2020-24 Batch)

The class committee meeting for 2020-24 Batch was held on **04th May 12.30 pm** chaired by Dr.G.Murugananth, HoD /EEE. Following members attended the meeting

Faculties

2020-

Mr.G.Murugananth, HoD/EEE
Mr. Vignesh D, AP/SH
Ms. Swathy M V,AP/EEE
Ms.Veenaa Raj, AP/EEE
Ms.Sowmya S, AP/EEE
Mr.Subin Chacko, AP/EEE
Ms.Prabha R,AP/SH
Dr.Binoy Balan, HoD/SH

Students
Madhav M
Jovin Benny
Pooja Krishna
Athul Krishna

Following points were discussed:-

- Feedback was taken from students on each and every subject.
- ~~Progress of project were enquired~~.
- Students replied they are satisfactory with teaching and teaching methodologies of all subjects.
- The chairperson also enquired whether students have any problems/grievance.
- Effectiveness of teaching, explanation on theoretical and problematic papers were discussed.
- The progress/completion of subjects were also enquired by the chairperson.

Tutor

HoD

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Department of Electrical and Electronics Engineering

Minutes of Class Committee Meeting (4th Semester, 2020-24 Batch)

The class committee meeting for 2020-24 Batch was held on **03rd June 12.30 pm** chaired by Dr.G.Murugananth, HoD /EEE. Following members attended the meeting

Faculties

Mr.G.Murugananth, HoD/EEE
Mr. Vignesh D, AP/SH
Ms. Swathy M V,AP/EEE
Ms.Veenaa Raj, AP/EEE
Ms.Sowmya S, AP/EEE
Mr.Subin Chacko, AP/EEE
Ms.Prabha R,AP/SH
Dr.Binoy Balan, HoD/SH

Students
Madhav M
Jovin Benny
Pooja Krishna
Athul Krishna

Following points were discussed:-

- The progress/completion of subjects were enquired by the chairperson
- Students replied they are satisfactory with teaching and teaching methodologies of all subjects.
- The chairperson also enquired whether students have any problems/grievance. No issues were reported.

Tutor

HoD

Department of Electrical and Electronics Engineering

Minutes of Class Committee Meeting (4th Semester, 2020-24 Batch)

The class committee meeting for 2020-24 Batch was held on **03rd June 12.30 pm** chaired by Dr.G.Murugananth, HoD /EEE. Following members attended the meeting

Faculties

Mr.G.Murugananth, HoD/EEE
Mr. Vignesh D, AP/SH
Ms. Swathy M V,AP/EEE
Ms.Veenaa Raj, AP/EEE
Ms.Sowmya S, AP/EEE
Mr.Subin Chacko, AP/EEE
Ms.Prabha R,AP/SH
Dr.Binoy Balan, HoD/SH

Students
Madhav M
Jovin Benny
Pooja Krishna
Athul Krishna

Following points were discussed:-

- The progress/completion of subjects were enquired by the chairperson
- Students replied they are satisfactory with teaching and teaching methodologies of all subjects.
- The chairperson also enquired whether students have any problems/grievance. No issues were reported.

Tutor

HoD

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Department of Electrical and Electronics Engineering

Action Taken Report (4th Semester, 2020-24 Batch)-2nd Class Committee

Following actions were taken:-

- Arranged extra classes for lagging subjects.
- Scheduled extra hours for analytical subjects.
- Confirmed all the materials of each subjects provided to students.

Class Tutor

HoD

Department of Electrical and Electronics Engineering

2019-

Minutes of Class Committee Meeting (6th Semester, 2019-23 Batch)

The class committee meeting for 2019-23 Batch was held on **5th May at 3.00 pm** chaired by Mr .A Manickavasagam (AP/EEE). Following members attended the meeting

Faculties

Dr.G Murugananth HoD/EEE
Mr.Manickavasagam AP/EEE
MsLakshmy Suresh (AP/EEE)
Mr.Subin Chacko(AP/EEE)
MsSruthi (AP/EEE)
Ms.Swathi (AP/EEE)

Students

Basil Shaji (S6/EEE)
Jijith V(S6/EEE)
Unnikrishnan J (S6/EEE)
Pramod (S6/EEE)
Gautham(S6/EEE)
Vaishnavi V(S6/EEE)

Following points were discussed:-

- Feedback was taken from students on each and every subject. Effectiveness of teaching, clarity, explanation on theoretical and problematic papers were discussed. The progress/completion of subjects were also enquired by the chairperson.
- Students replied they are satisfied with teaching methodologies of all subjects.
- The status of textbooks in the library was enquired. Students were asked to take the textbooks.
- The chairperson also enquired whether students have any problems/grievance. No issues were reported from student's side

CLASS ADVISOR

HoD

Department of Electrical and Electronics Engineering

Action Taken Report (6th Semester, 2019-23 Batch)

Following points were discussed:-

- Subjects of the series exam were arranged such that students could concentrate more on the analytical papers
- More emphasis was placed on making the students aware of the practical concepts of the subjects.
- Students were encouraged to participate in the programs for improving their technical and organizing skills.

Class Tutor

HoD

Department of Electrical and Electronics Engineering

Minutes of Class Committee Meeting (6th Semester, 2019-23 Batch)

The class committee meeting for 2019-23 Batch was held on **3rd June at 3.00 pm** chaired by Mr .A Manickavasagam (AP/EEE). Following members attended the meeting

Faculties

Dr.G MuruganathHoD/EEE
Mr.Manickavasagam AP/EEE
MsLakshmy Suresh (AP/EEE)
Mr.Subin Chacko(AP/EEE)
MsSruthi (AP/EEE)
Ms.Swathy (AP/EEE)

Students

Basil Shaji (S6/EEE)
Jijith V(S6/EEE)
Unnikrishnan J (S6/EEE)
Pramod (S6/EEE)
Gautham(S6/EEE)
Vaishnavi V(S6/EEE)

Following points were discussed:-

- Feedback was taken from students on each and every subject. Effectiveness of teaching, clarity, explanation on theoretical and problematic papers were discussed. The progress/completion of subjects were also enquired by the chairperson.
- Students replied they are satisfied with teaching methodologies of all subjects.
- Performance in the class was enquired. Students were asked to raise doubts in the concerned subjects.
- The chairperson also enquired whether students have any problems/grievance. No issues were reported from student's side

CLASS ADVISOR

HoD

Department of Electrical and Electronics Engineering

Action Taken Report (6th Semester, 2019-23 Batch)

Following points were discussed:-

- More focus was given for the analytical papers.
- Students were provided with more tutorial problems.
- Soft copies of textbooks and study materials were provided
- Students were provided with hands on training on various tools which may be useful in doing projects

Class Tutor

HoD

Department of Electrical and Electronics Engineering

2018

Minutes of 1st Class Committee Meeting (8th Semester, 2018-22 Batch)

The class committee meeting for 2018-22 Batch was held on **14th March 12.30 pm** cha by Dr.G.Murugananth, HoD /EEE. Following members attended the meeting

Faculties

Mr.G.Murugananth, HoD/EEE
Mr. A. Manickavasagam
Mr Subin Chacko (AP/EEE)
Mr. Nandhu S,AP/CSE
Ms.Sowmya S, AP/EEE

Students

Rashik S A
Arjun K
Jamsheer J
Hrithik H

Following points were discussed:-

- Feedback was taken from students on each and every subject.
- Progress of project were enquired.
- Students replied they are satisfactory with teaching and teaching methodologies of all subjects.
- The chairperson also enquired whether students have any problems/grievance.
- The progress/completion of subjects were also enquired by the chairperson.
- Committee members for project review:
  1)Dr.G.murugananth, HoD/EEE
  2)Mr.A.Manickavasagam, AP/EEE
  3)Mr.Subin Chacko, AP/EEE
  4)Ms.Sowmya S, AP/EEE
- Project presentation dates were announced.
  1)1st review 18/03/22
  2)2nd review 08/04/22
  3)Final review 03/6/22

HoD

Tutor

Department of Electrical and Electronics Engineering

Action Taken Report 1 (2018-24 Batch)

- Students were provided with more tutorial problems.
- Literature survey should be done in detail.
- Industrial Visit was provided in order to have explore practical concepts of the subject.
- Simulation lab facilities were provided for project.

Class Tutor

HoD

Department of Electrical and Electronics Engineering

Minutes of 2nd Class Committee Meeting (8th Semester, 2018-22 Batch)

class committee meeting for 2018-22 Batch was held on 30th May **1.00 pm** chaired by Muruganath (HoD/EEE). Following members attended the meeting.

culties
R.G.Murugananth, HoD/EEE
r. A. Manickavasagam
r. Subin Chacko (AP/EEE)
r. Nandhu S,AP/CSE
s.Sowmya S,AP/EEE

tudents
amsheer J
rjun K
rithik H
Rashik S A

Following points were discussed:-

- The progress/completion of subjects were also enquired by the chairperson. All portions were completed.
- Students replied they are satisfactory with teaching and teaching methodologies of all subjects.
- All student batches completed project.
- Final presentation date: 03/06/22.
- Report submission date:20/06/22
- The chairperson also enquired whether students have any problems/grievance. No issues were reported.

HoD

Tutor

Action Taken Report 2 (2018-24 Batch)

- Concerned staff tested the project hardware and suggestions were given to the project batches.
- Hard ware of project should be ready before final presentation.

Class Tutor

HoD

Minutes of the First Department Meeting

Academic Year : 2016-2017
Sem : Even

Date : 17-05-16
Venue : S8 classroom
Time : AF
Chaired by : Dr. G. Murugavarth

AGENDA

i) Discussion on subject allocation for academic year 2016-17
ii) Detailed discussion on additional responsibilities, allocation to faculties
iii) The class advisors for the academic year 2016-17 was selected.
iv) Allocation and finalization of Lab-in charges
v) All other matters suggested by the chairman

MEMBERS PRESENT

1) G. Murugavanathi
2) A. Manickavasagam
3) Lakshmy Suresh
4) Midhun Musali
5) Sagari V.S
6) Pranav M.S

The following topics were discussed.

i) Subject allocation and workload discussion for the academic year 2016-17
ii) Detailed discussion on allocation of additional responsibilities for the faculty members.
iii) Selection of class advisors for S1, S3, S5 and S7
iv) Allocation and finalization of various lab incharges for the academic year 2016-17.
v) Decided to conduct association inauguration on 15/7/2016
vi) Swathy Lakshmi Suresh AP/EEE are assigned the charge for 2 days workshop on 'Modeling & simulation of Electrical Syste

Minutes of the First Department Meeting

Academic Year : 2016-2017
Sem : Even

Date : 17 05 16
Venue : S8 classroom
Time : AF
Chaired by : Dr G. Murugananth

AGENDA

i) Discussion on subject allocation for academic year 2016-17
ii) Detailed discussion on additional responsibilities allocation to faculties.
iii) The class advisors for the academic year 2016-17 was selected.
iv) Allocation and finalization of Lab. in charges
v) All other matters suggested by the chairman

MEMBERS PRESENT

1) G. Muruganathi
2) A. Manickavasagam
3) Lakshmy Suresh
4) Midhun Musali
5) Sagari V.S
6) Pranav M.S

The following topics were discussed.

i) Subject allocation and workload discussion for the academic year 2016-17
ii) Detailed discussion on allocation of additional responsibilities for the faculty members.
iii) Selection of class advisors for S_1, S_3, S_5 and S_7
iv) Allocation and finalization of various lab incharges for the academic year 2016-17.
v) Decided to conduct association inauguration on 15/7/2016
vi) Sivathi/Lakshmi Suresh AP/EEE are assigned the charge for 2 days workshop on 'Modeling & simulation of Electrical Syste

⟹ The following faculties have been assigned the responsibilities

Sl. no	Name of faculty	Designation	Additional Responsibilities
1.	Mr. A. Manickavasagam	Ass. Prof	1. Machines lab Incharge
2.	Mrs. Swathy Soman	A.P	1. Website / documentation 2. S_7 class tuitor
3.	Mis. Lakshy suresh	A.P	1. S_1 class tuitor 2. Alumini coordinator 3. website / documentation 4. Placement coordinator 5. Advance Elec. Engg lab incharge
4.	Mr. Midhun Murali	A.P	1. Industrial visit incharge 2. S_7 class advisor 3. Project co-ordinator
5.	Ms. Mamta Balachandran	A.P	1. Library incharge 2. S_5 class advisor 3. Exam cell co-ordinator 4. Measurments lab incharge
6.	Ms. Sagari V.S	A.P	1. KTU Internal Auditor 2. Time table co-ordinator 3. Dept meeting incharge 4. Circular file incharge
7.	Mr. Pranav M.S	A.P	1. Library incharge 2. S_3 class advisor 3. Dept. ISO co-ordinator

			4. Machines lab incharge 5. Placement co-ordinator 6. IV Co-ordinator
8.	Ms. Hima S	A.P	1. Time table coordinator 2. S_5 class advisor 3. Workshop incharge 4. Association incharge 5. Project co-ordinator
9.	Mr. Nithin K.S	A.P	1. Power Electronics lab incharge 2. Placement co-ordinator 3. Association incharge
10.	Ms. Sruthy Raghunath	A.P	1. S_3 class advisor 2. Simulation lab incharge

Meeting incharge HOD Principal.

Signature of the Chairman

Minutes Of Second Department Meeting

Academic Year : 2016-2017
Sem : Odd

Date : 03-06-2016
Venue : Department
Time : AN
Chaired by : G. Muruganath

AGENDA

i) To finalize subjects for faculties in the academic year 2016-17
ii) To collect database of third and second year students
iii) Discussion on lesson plan submission
iv) Detailed discussion on lab manuals preparation

Members Present :

1) G. Muruganauth
2) A. Manickavasagam
3) Lakshmy Suresh
4) Nithin K.S — Absent.
5) Hima.S — Absent.

The following topics were discussed

i) Finalisation of subjects for faculties will be done on 7-06-16 for the academic year 2016-17
ii) Lesson plan should be submitted on 10-07-2016. 20% of portions should be given to students for self study
iii) Database of third and second year should be done
iv) Certificates and leave form should be submitted to HOD
v) Lab manuals to be prepared
vi) Training of faculties on placement related activities

Meeting Incharge HOD Principal

Signature of the Chairman.

Minutes Of Third Department Meeting

Date : 16-06-2016
Venue : Department
Time : AN.
Chaired by : G. Muruganath

Academic Year : 2016-2017
Department Sem : Odd

Agenda

i) Discussion of summer course
ii) Result analysis of S4 and course completion certificate issue of S8.
iii) Discussion on ONDUTY norms
vi) Discussion of programs to be conducted during academic year 2016-17

Members Present

1) G. Muruganauth
2) Mithun Murali
3) Pranav M.S
4) Mamta
5) Sagari V.S
6) Hima.S Ab.

The following topics were discussed.

i) Schedule and details of summer course
ii) Issue of course completion certificate to S8 students.
iii) Result analysis of S4.
iv) ONDUTY norms
v) Relaxation of lab coats in workshops/labs; black shoes are must
vi) Submitted list of programs planned to be conducted during the academic year 2016-17

Meeting Incharge HOD Principal.

JBW

Signature of the Chairman

Minute of Fourth Department Meeting

Academic Year : 2016-2017
Sem : Odd

Date : 24-06-2016
Venue : Department
Time : 1.35 pm
Chaired by : G. Muruganath

Agenda

i) Finalisation of duties and responsibilities of faculties
ii) Student file maintainance
iii) Issue of practical and assignment notebooks.
iv) class monitoring register / complaint register with effect of following next week.

Members present

1) Gr. Muruganath
2) Swathy Soman
3) Sagari V.S
4) Mithun Murali
5) Mamta B
6) Pranav M.S

The following topics were discussed

i) class monitoring Register / complaint register with effect of following next week
ii) Finalised duties and responsibilities of faculties
iii) Maintainance of student file.
vi) Summer training program schedule
v) Issue of practical and assignment notebooks
vi) Finalised the 5 days MATLAB training programme coordinators.

Meeting Incharge HOD Principal

Signature of the Chairman

Minutes of Fifth Department Meeting

Date : 19-7-2016
Time : 4.05 pm
Venue : Department
Chaired by : G. Muruganath

Academic Year : 2016-2017
SEM-ODD

Agenda

i) Selection of class advisors for S_1 and S_3
ii) Discussion of maintaining 12 process from chapter-I of ISO
iii) ISO reviews / Audit
iv) Identification of project guides

Members Present

1) G. Muruganauth
2) Lakshmy Suresh
3) Swathy Soman
4) Midhun Murali
5) Mamta B
6) Sagari V.S
7) Pranav M.S
8) Swetha R
9) Navya Nagath

The following points were discussed.

i) S_3 classes will commence on 20-07-2016
ii) S_1 and S_3 class advisors were selected
   S_1 → Lakshmy suresh and Swetha R
   S_3 → Pranav M.S and Navya Nagath
iii) ISO Reviews / Audit is to be held on 26-07-2016, 28-7-16 and 1-08-2016
iv) 12 process from chapter-I of ISO form is to be maintained.
v) Lakshmy Suresh, AP/EEE is identified as programme coordinator of TI programme.
vi) Identified student co-ordinators from each class for iv and industries to be visited.

JBW

1.1	Subject Allocation	Sagari, Swathy
1.2	Time table	
1.8	Electives	
1.6	Student projects	Mithun, Pranav
	Student's attendance	Navya, Swetha
1.11	Student's Academic Performance	Mamta B
1.12	Guest Lectures, workshops etc	

vi) co-ordinators for Tech-Fest 2016 has been selected as Sagari V.S, Navya Nagath.

vii) Elective discussion for next semester discussed.

viii) Project guides were identified.

Meeting Incharge

HOD

Principal

Signature of the Chairman

Minutes Of Sixth Department Meeting.

Academic Year : 2016-2017
Sem : Odd

Date : 22-08-2016
Venue : HOD's cabin
Time : 3.30pm
Chaired by : Dr.G. Muruganath

Agenda

i) Discussion on NAC accreditation.
ii) Detailed discussion on academics (outcome based education, OBE)
iii) Discussion on lab manual preparation.

Members Present

1) Gr. Muruganath
2) Pranav. M.S
3) Midhun Murali
4) Sagari V.S
5) Lakshmy Suresh
6) Swetha R
7) Navya Nagath.
8) Mamtha B
9) Sowmya. S

The following points were discussed

i) After september NAC accreditation work will start.
ii) Notes for all subjects compulsory from september first onwards.
iii) Lab manual should maintained from next semester onwards.
iv) Pointed Coordinators for Solar vehicle competition & virtual instrumentation Competition.

Meeting Incharge HOD Principal.

Signature of the Chairman.

Minutes of Seventh Department Meeting

Date : 29/9/2016
Venue : Department
Time : AN
Chaired by : G. Muruga

Academic Year : 2016-17
Sem : Odd

Agenda

i) Detailed discussion on sessionals of S_5 & S_7 students
ii) Discussion on res internals of S_1 & S_3 students
iii) Allocation of staff for the workshops
iv) Finalisation of duties & responsibilities of faculties

Members Present.

1) G. Muruganath.
2) Sagari. V.S
3) Mithun Murali
4) Pranav. M.S
5) Soumya. S
6) Swetha. R.

The Following Topics were discussed.

i) Finalized the duties & responsibilities of faculties.
ii) Discussed about the internals of S_1, S_3, S_7, S_5 students
iii) Retest will be conducted for unsessional students
iv) Staff allocated for workshops.
   a) CAD → Soumya. S
   b) IOT → Swetha. R & Navaga. Nagath.
   c) TI Webench → Sagari V.S [FDP]

Signature of the Chairman.

Minutes of Eighth Department Meeting

Date : 17/10/2016
Venue : Department
Time : AN
Chaired by : G. Muruganath

Academic Year : 2016-17
Sem : Odd

Agenda

i) Subject allocation for next Semester.
ii) Workload adjustment discussion.
iii) ISO Discussion and selection of seminar coordinators

Members Present

1) G. Muruganath.
2) Lakshmi Suresh.
3) Navya Nagath.
4) Mithun Murali
5) Soumya. S
6) Smetha R.
7) Mamta Balachandran.
8) Manikavasagam.

The following Points were Discussed

i) Discussion on workload and subjects for next semester was done.
ii) Detailed Discussion on ISO accreditation.
iii) Submitted log registers and OD letters of Students
iv) Mamta. Balachandran & Sagari V.S were identified as seminar coordinators.

Signature of the Chairman

Minutes of Ninth Department Meeting

Academic Year : 2016-17
Sem : Odd

Date : 1/11/2016
Venue : Department
Time : AN
Chaired by : G. Murugaraj

Agenda:

i) Discussion on internals of S5 & S7 students
ii) Detailed discussion on vacation slots for teaching faculties & identification of electives
iii) To conduct class committee & course committee meetings for KTU students.
iv) Discussion on Seminar & Project evaluation committee

Members Present

i) G. Murugaraath.
ii) A. Manickvasagan.
iii) Lakshmy Suresh.
iv) Swathi Soman.
v) Pranav. M.S
vi) Mithun Murali
vii) Soumya. S
viii) Mamta. Balachandran
ix) Sagari. V.S.

The following points were discussed

i) S5 & S7 internals should submit on 2/11/2016.
ii) Vacation slots allotted for faculties.
iii) Class committee & course committee should conduct for S3 & S1 students.
iv) Electives were identified for the next semester.
v) Project & Seminar evaluation committee are is identified.

Signature of the Chairman.

Minutes of 10th Department Meeting.

Date: 14-12-2016
Venue: Department
Time: AN.
Chaired by: G. Muruganarth.

Academic Year: 2016-17.
Sem: Even.

Agenda:
i) Detailed discussion on ISO - updation of log book, course file,
ii) Maintenance of Break register
iii) Discussion on Year calender.
iv) Finilisation of duties & responsibilies of faculties.
v) Industrial visit committee discussion

Members Present:
1) G. Muruganarth
2) A. Manickvasagan
3) Swathi Soman.
4) Lakshmy Suresh.
5) Sagari V.S.
6) Pranav M.S.
7) Mamta Balachandran.
8) Sowmya R.

The following points were discussed
i) Faculties are requested to submit log register and course file on due date.
ii) Mamta Balachandran is assigned to maintain break register
iii) Sagari V.S is assigned to prepare Year calender.
iv) Planned IV for next semester.

14/12/16
Signature of the Chairman

Minutes of 10th Department Meeting.

Academic Year : 2016-17.
Sem : Even.

Date : 14-12-2016
Venue : Department
Time : AN.
Chaired by : Gr. Muruganarth.

Agenda:
i) Detailed discussion on ISO - updation of log book, course file.
ii) Maintenance of Break register
iii) Discussion on Year calender.
iv) Finilisation of duties & responsibilies of faculties.
v) Industrial visit committee discussion

Members Present:
1) G. Muruganarth
2) A. Manickvasagan
3) Swathi Soman.
4) Lakshmy Suresh.
5) Sagari V.S.
6) Pranav M.S.
7) Mamta Balachandran.
8) Sowmetha R.

The following points were discussed
i) Faculties are requested to submit log register and course file on due date.
ii) Mamta Balachandran is assigned to maintain break register
iii) Sagari V.S is assigned to prepare Year calender.
iv) Planned IV for next semester

14/12/16
Signature of the Chairman

Minutes of 11th Department Meeting.

Date : 5/01/2017
Venue : Department of EEE
Time : AN
Chaired by : G Murugan

Academic Year
Sem : Even

Agenda

i) Discussion on events & activities of KTU students.
ii) Industrial visit for KTU students.
iii) Commencement of class for S2 & S4 EEE students

Members Present:

i) G. Muruganantb
ii) A. Manickavasagam
iii) Lakshmy Suresh.
iv) Swathi Soman.
v) Bijumar. M.S.
vi) Smitha. R.
vii) Soumya. S

The following points were discussed.:

i) S2 & S4 classes will commence on the 1st week of January.
ii) IV is planned for all EEE students to Milma plant, Kallepully, Palakkad.
iii)

Signature of the Chairman.

Minutes of 12th Department Meeting

Academic Year - 2016-17
Sem : Even

Date : 01/02/2017
Venue : Department of EEE
Time : AN
Chaired by : G. Muruganath

Agenda.

i) Discussion on conducting one day workshop on PLC
ii) Fuzzy systems
iii) Industrial visit for KTU students.
iv) Selection of class advisors for S2, S4 students

Members Present

1) G. Muruganath.
2) A. Manickavasagam
3) Lakshmy Suresh.
4) Swathi Somaraj
5) Soumya. S
6) Swetha R.
7) Navya Nagath.

The following points were discussed.

i) Industrial visit planned on 7/02/2017 to Nilma, Kallepully, Palakkad.
ii) Fuzzy workshop decided to conduct on March 2017.
iii)

01/02/17

Signature of the Chairman.

Minutes of 13th Department Meeting

Academic Year : 2016-2017

Sem : Even

Date : 02/03/2017

Venue : EEE Dept

Time : FN.

Chaired by - G M.

Agenda

i) Discussion on Course committee meeting for KTU students.
ii) Maintenance of student file.
iii) Detailed discussion on lab files.

Members Present

i) G. Muruganantham.
ii) A Manickavasagam
iii) Swathy Soman.
iv) Lakshmy Suresh.
v) Dranav M. S.
vi) Smeetha. R
vii) Soumya S.

The following points were discussed

i) Course committee meeting should be conducted for KTU students.
ii) Lab files should be maintained.

Signature of the chairman.

Minutes of 14th Department Meeting

Academic Year : 2016-2017
Sem : Even.

Date: 03/05/2017
Venue: EEE Dept
Time : FN.
Chaired by: G. Muruganath.

Agenda.

i) Discussion on vaccation slot.
ii) Updation of ISO files.
iii) Allocation of staff & subject for next semester
iv) APC for S5 & S6 students.
v) Discussion on activity points for KTU students

Members Present.

i) G. Muruganath.
ii) Manickavasagam. A.
iii) Swathy Soman.
iv) Lakshmy Suresh.
v) Mithun. Murali.
vi) Sagari V. S.
vii) Sweetha. R.
viii) Mamta Balachandran.
ix) Navya. Nageth.
x) Soumya. S.

The following points were discussed.

i) Vacation starts from May 15 to July 16 2017. and staff are requested to give their slots with in this period.
ii) S6 APC has to be submitted on or before 15/05/2017.
iii) Internal audit for ISO on 15/05/2017.
iv) Documentation of activity points has to

be done before availing vacation leave.

v) Subjects are allocated for staff for the next semester.

Signature of the Chairman.

Minutes of 15th Department Meeting.

Academic Year: 2017-18
Sem: Odd

Date: 2-1/06/2017
Venue: EEE Dpt
Time: FN
Chaired by:
G. Muruganath

Agenda:

1) Discussion on subject allocation for academic year 2017-18.
2) Detailed discussion on additional responsibilities, allocation to faculties
3) Allocation & finalization of Lab in charges.
4) Class advisors selection.
5)

Members Present

a) G. Muruganath.
b) A Manickavasagam
c) Lakshmy Suresh.
d) Nithun Murali.
e) Pranav. M.S.
f) Swetha. R.
g) Navya nagath
h) Soumya. S.

The following topics were discussed.

i) Subject allocation and workload discussion for the academic year 2017-18.
ii) Detailed discussion on allocation of additional responsibilities.
iii) Selection of class advisors for S1, S3, S5 & S7.
iv) Decided to conduct association inauguration on second week of september.

JBW

v) A. Manickavagam was assigned the charge for internship on workshop on embedded systems, IoT & PCB designing

The following faculties have been assigned the responsibilities

Sl.No:	Name of faculty	Designation	Additional Responsibilities
1.	A. Manickavasagam	AP/EEE	1) ISO overall coordinator 2) Discipline in charge. 3) Maintanance in charge 4) IV coordinator. 5) Machines Lab in charge
2.	Lakshmy Suresh	AP/EEE	1) S8 class Advisor. 2) AEE Lab incharge. 3) EDC coordinator 4) Time table. coordinator. 5) Design Contest Incharge. 6) PTA executive member.
3.	Midhun Murali	AP/EEE	1) S7 class advisor. 2) Admission in charge 3) Simulation Lab in charge 4) Alumni in charge.
4.	Pranav. M.S	AP/EEE	1) S5 class advisor. 2) Machines. lab in charge 3) Materials in charge

Sowmya R. AP/EEE
1) S1 class advisor.
2) T1 Lab incharge.
3) ISO coordinator
4) Exam cell coordinator.
5) Library in charge.

Navya Nagath. AP/EEE
1) Placement coordinator.
2) KTU internal auditor
3) Alumni in charge.
4) S5 class advisor.
5) Newsletter in charge.
6) Workshop in charge

Soumya S. AP/EEE
1) Association in charge.
2) Dept Attendance coordinator.
3) PE Lab incharge
4) S7 class advisor
5) Admission in charge.
6) Design contest overall incharge

Newstaff 1
1) S1 class advisor
2) Circular file in charge.
3) Website/documentation
4) Dept. meeting minutes in charge
5) Counselling coordinator
6) Electrical circuits lab incharge
7) Placement coordinator.

Newstaff 2.
1) S3 class advisor.
2) Exam cell coordinator
3) Measurements lab incharge
4) Timetable

5. Website / documentation
6. NPTEL co-ordinator

Meeting in charge

Signature of the chairman

Minutes of 16th Department Meeting

Academic Year : 2017-18.
Sem : 6th

Date : 20/07/2017
Venue : ECE Dept
Time : FN
Chaired by:
G. Murugavanth

Agenda.

i) Discussion on commencement of KTU classes.
ii) To collect database of 3rd & 2nd year students.
iii) To finalize subjects for faculties in the academic year 2017-18.
iv) Detailed discussion on lab manual preparation
v) Project guide identification

Members Present

1. G. Murugavanth.
2. A. Manickavasagam.
3. Lakshmy Suresh
4. Pranav M.S.
5. Navya. Nageth
6. Soumya S

The following topics were discussed.

1) Discussion on commencement of S1, S3 & S5 classeses on August 1st week.
2) Lab manuals do be prepared.
3) Lesson plan should be submitted on 26/07/2017.
4) Identified project guides for S4 students.

Signature of the chairman

JBW

Minutes of 22nd Department Meeting

Date: 28/2/18
Venue: EEE Dept
Time: AN
Chaired By
Dr. G. Muruganath

Academic Year: 2017-18
Sem: Even

Agenda:-

i) Discussion on NBA
ii) Discussion on Question Paper format
iii) Discussion on faculty leave policy
iv) Discussion on duty leaves for Tech Fest

Members Present:-

i) Dr. G. Muruganandh
ii) A. Manickavasagam
iii) Lakshmy Suresh
iv) Mithun Murali
v) Navya Nagath
vi) Soumya. S
vii) Vani Venugopal
viii) Arun Raj. T

The following topics were discussed:-

a) Discussed about the formulation of result analysis
b) Decided to prepare question paper based on Blooms Taxonomy
c) It was decided to give duty leaves only after prior permission of faculties.

Signature of chairman

Minutes of 23rd Department Meeting

Date: 19/04/18
Venue: EEE Dept
Time: AN
Chaired By
Dr. G. Muruganand

Academic Year: 2017-18
Sem: Even

Agenda:-

i) Discussion about vacation schedule.
ii) Discussion about KTU second internal audit.
iii) Discussion about stock verification

Members Present:-

i) Dr. G. Muruganantb
ii) A. Manickavasagam
iii) Lakshmy Suresh.
iv) Mithun Murali
v) Soumya. S.
vi) Arun Raj. T
vii) Vani Venugopal. V.

The following topics were discussed.

a) Vacation starts from May 10th to July 1st. 30% of the faculty should be present.
b) KTU internal audit is scheduled on 2nd May
c) Stock Verification must be completed by 9th May 2018.

Signature of Chairman

Minutes of 24th Department Meeting

Date: 02/05/2018
Venue: EEE Dept
Time: FN
Chaired By
Dr. G. Muruganath

Academic Year: 2017-18
Sem: Even

Agenda:-

i) Discussion on vacation slot (final)
ii) Discussion about FDP to be conducted.
iii) Discussion about summer training pregrames to be conducted.
iv) Discussion on subject allocation and timetable

Members Present:

a) Dr. G. Muruganath
b) A. Manickavasagam
c) Lakshmy Suresh.
d) Soumya. S.
e) Swetha. R
f) Arun Raj. T
g) Midhun Murali
h) Vani Venugopal.

The following topics were discussed:

i) Vacation slot for every faculties were findlized
ii) Tentative dates for FDP is fixed.
iii) Tentative dates for summer training programe were finalised.
iv) Timetable ~~disscac~~ discussion was done and the subjects were allotted to faculties.

Minutes of 25th Department meeting

Academic Year: 2018-19
Sem: Odd

Date: 29/06/18.
Venue: EEE Dept.
Time: FN
Chaired By:
Dr. G. Muruganandh

Agenda:

i) Discussion about scheduling FDP.
ii) Discussion about scheduling summer training programes.
iii) Discussion about NPTEL registration for students.
iv) Discussion about Timetable and lab-incharges

Members Present:

a) Dr. G. Muruganandh.
b) A. Manickavasagam
c) Lakshmy Suresh
d) Sowmya. S
e) Swetha. R
f) Arun Raj. T
g) Vani Venugopal.

The following topics were discussed.

i) FDP on 'IoT and Robotics' is planned to conduct from 17th July 2018 to 20th July 2018.
ii) Discussed about registration for NPTEL courses for students.
iii) Planned to conduct MATLAB classes from July 9th to July 13th 2018
iv) Subjects and workloads are discussed

Minutes of 30th Department Meeting

Academic Year: 2018-19
Sem: Even

Date: 10/01/2019
Venue: EEE Department
Time: FN
Chaired By:
Dr. G. Murugananth.

Agenda

1) Discussion on subject allocation.
2) Discussion on NBA procedures.
3) Discussion on internal tests.
4) Discussion on also audit
5) Discussion on Zaaga.

Members Present
1) Dr. G. Murugananth.
2) A. Manickavasagam
3) Lakshmi Suresh.
4) Midhun Murali
5) Swetha. R.
6) Sowmya. S
7) Arun Raj. T
8) Vani Venugopal

The following topics were discussed

a) Theory and practical courses were allocated to the faculties according to their preferences
b) Mrs. Lakshmi Suresh is selected as project coordinator
c) Mr. A. Manickavasagam is selected as IV coordinator

2) Preperation of CO, CO mapping, attainment level etc... of the NBA works were discussed
3) It is decided to conduct one test per ~~day~~ day for the internal exam. Also it is decided to add attendance for these students appearing for the exam.
4) ISO audit is scheduled on 15th February 2019.
5) Mr. Arun Raj. T and Ms. Swetha R are selected as Zaaga department coordinators.

Signature of Chairman

CLASS COMMITTEE MEETING ON 12-08-16 (S3)
12.40 PM

Class committee chairman - Asst. Prof. Dhanesh. S.

Members Present (Staff)

1) Anoop. P
2) Sunitha. K.G
3) Dheeraj. P
4) Priyanka. C.P
5) Vivek Gopi

Student Members

1) Sandeep. S
2) Edwin Joseph
3) Harikrishnan
4) Venkitesh Raksha

Points Discussed.

1) Problems were noted regarding electrical equipments such as fans and light.

2) Subject matters.

a) Syllabus and university prescribed textbook details were discussed.

b) Students were divided into two batches and cycle of experiments listed.

3) The rules and regulations of KTU was discussed, the course completion details are

JEW

discussed with reference to academic calender.

Class committee chairman HOD Principal

28/9/16

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DEPARTMENT OF MECHANICAL ENGINEERING

Notice

07-08-2018

A class committee meeting of seventh semester (2015-2019 BATCH) Mechanical students is scheduled on 08-08-2018 at 3.20 pm in the Mechanical Engineering staff room.

Agenda:

1. Preparation of course plan
2. Syllabus discussion
3. Any other matter with the permission of the chair

Faculty Members:

1. Mr. Shinu V (AP-ME)
2. Mr. Anoop P (AP-ME)
3. Mr. Sumanlal (AP-ME)
4. Mr. Jayasree Lakshmy (AP-ME)
5. Mr. Anil M (AP-ME)
6. Mr. Prashob K (AP-ME)
7. Mr. Ajin A S(AP-ECE)

Student Members:

1. Ajin Thomas
2. Gokul S
3. Harikrishnan M
4. Hari Govind

Mr. Dhanesh S (AP-ME)

Class Committee Chairman

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DEPARTMENT OF MECHANICAL ENGINEERING

Minutes of class committee meeting

07-08-2018

A class committee meeting of seventh semester (2015-2019 BATCH) Mechanical students was conducted on 08-08-2018 at 3.20 pm in the Mechanical Engineering staff room.

Agenda:

1. Preparation of course plan
2. Syllabus discussion
3. Any other matter with the permission of the chair

Faculty Members:

1. Mr. Dhanesh S (AP-ME)
2. Mr. Shinu V (AP-ME)
3. Mr. Anoop P (AP-ME)
4. Mr. Sumanlal (AP-ME)
5. Mr. Jayasree Lakshmy (AP-ME)
6. Mr. Anil M (AP-ME)
7. Mr. Prashob K (AP-ME)
8. Mr. Ajin A S(AP-ECE)

Student Members:

1. Ajin Thomas
2. Gokul S
3. Harikrishnan M
4. Hari Govind

Points Discussed

1. Preparation of course plan is finished.
2. Discussed about syllabus coverage.
3. Issues related to both academic and non-academic were discussed.

Class committee chairman

HoD

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DEPARTMENT OF MECHANICAL ENGINEERING

Notice

01-10-2018

A class committee meeting of seventh semester (2015-2019 BATCH) Mechanica students is scheduled on 03-10-2018 at 12.45 pm in the Mechanical Engineering staff room.

Agenda:

1. First series test students' performance
2. Syllabus coverage
3. Any other matter with the permission of the chair

Faculty Members:

1. Mr. Shinu V (AP-ME)
2. Mr. Anoop P (AP-ME)
3. Mr. Sumanlal (AP-ME)
4. Mr. Jayasree Lakshmy (AP-ME)
5. Mr. Anil M (AP-ME)
6. Mr. Prashob K (AP-ME)
7. Mr. Ajin A S(AP-ECE)

Student Members:

1. Ajin Thomas
2. Gokul S
3. Harikrishnan M
4. Hari Govind

Mr. Dhanesh S (AP-ME)

Class Committee Chairman

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DEPARTMENT OF MECHANICAL ENGINEERING

Minutes of class committee meeting

04-10-2018

A class committee meeting of seventh semester (2015-2019 BATCH) Mechanica students was conducted on 03-10-2018 at 12.45 pm in the Mechanical Engineering staff room.

Agenda:

1. First series test students' performance
2. Syllabus coverage
3. Any other matter with the permission of the chair

Faculty Members:

1. Mr. Shinu V (AP-ME)
2. Mr. Anoop P (AP-ME)
3. Mr. Sumanlal (AP-ME)
4. Mr. Jayasree Lakshmy (AP-ME)
5. Mr. Anil M (AP-ME)
6. Mr. Prashob K (AP-ME)
7. Mr. Ajin A S(AP-ECE)

Student Members:

1. Ajin Thomas
2. Gokul S
3. Harikrishnan M
4. Hari Govind

Points Discussed

1. Discussed about student's performance in the first series test.
2. Discussed about syllabus coverage.
3. Issues related to both academic and non-academic were discussed.

Class committee chairman

HoD

Prinicpal

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DEPARTMENT OF MECHANICAL ENGINEERING

Notice

03-09-2018

A class committee meeting of fifth semester (2016-2020 BATCH) Mechanical students is scheduled on 04-09-2018 at 12.45 pm in the Mechanical Engineering HOD's room.

Agenda:

1. Preparation of course plan
2. Syllabus discussion
3. Any other matter with the permission of the chair

Members:

1. Mr. Shinu V (AP-ME) *(Convener)*
2. Mr. Dhanesh S, AP-ME
3. Mr. Dheeraj P, AP-ME
4. Mr. Sathish Kumar R K, AP-ME
5. Mr. Sumanlal M, AP-ME
6. Mr. Vivek Gopi, AP-ME
7. Ms. Priyanka C P, AP- ME
8. Mr. KrishnaKumar, AP-CSE
9. Mr. Vignesh S, AP-SH
10. Mrs. Vani Venugopal, AP-EEE

Student Members:

1. Mr. Sreejith S
2. Mr. Vishnu B
3. Ms. Salini E
4. Mr. Manaf J

Prof. Prakash D
Class Committee Chairman

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DEPARTMENT OF MECHANICAL ENGINEERING

MINUTES OF THE FIRST CLASS COMMITTEE MEETING OF 2016-2020 BATCH

The first class committee meeting of fifth semester (2016-2020 BATCH) Mechanical students was held on 04-09-2018 at 12.45 pm in the Mechanical Engineering HOD's room.

Agenda:

1. Preparation of course plan
2. Syllabus discussion
3. Any other matter with the permission of the chair

Members Present:

1. Mr. Shinu V (AP-ME) (*Convener*)
2. Mr. Dhanesh S, AP-ME
3. Mr. Dheeraj P, AP-ME
4. Mr. Sathish Kumar R K, AP-ME
5. Mr. Sumanlal M, AP-ME
6. Mr. Vivek Gopi, AP-ME
7. Ms. Priyanka C P, AP- ME
8. Mr. KrishnaKumar, AP-CSE
9. Mr. Vignesh S, AP-SH
10. Mrs. Vani Venugopal, AP-EEE
11. Mr. Sreejith S – Student Member
12. Mr. Vishnu B - Student Member
13. Ms. Salini E - Student Member
14. Mr. Manaf J- Student Member

Outcome of the meeting:

1. Chairman reviewed previous semester results and decided to give more numerical problems to the subjects like Mechanics of machinery, Electrical drives and Controls etc.
2. It has been decided to complete two modules of all subjects before the commencement of first series test
3. The committee decided to prepare the question papers and assignments as per the requirement of NBA accreditation procedure.
4. Student members expressed their satisfaction in all lecture classes of various subjects.
5. Minimum 75% attendance in subject is a requirement for attending the semester exam.
6. Medical certificate as well as fitness certificate is to be produced in the case of student taking leave on medical ground.
7. The committee requested the faculty members to give strict instructions to students to purchase text book of the subject at the earliest.
8. The faculty members are requested to solve numerical problems of previous year's university questions in the class and to give assignments from the previous question paper

Prof. D. Prakash
Chairman
Class Committee

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SIXTH SEMESTER B.TECH DEGREE COMPREHENSIVE EXAM, JULY 2021
DEPARTMENT OF MECHANICAL ENGINEERING

Subject code & Title	**ME352 COMPREHENSIVE EXAMINATION**
Name of the Internal Examiners	**Prof. PRAKSH D,** Professor & Head, Dept. of Mechanical Engineering, ASET **Mr. DHANESH S,** Assistant Professor, Dept. of Mechanical Engineering, ASET **Mr. ANIL M,** Assistant Professor, Dept. of Mechanical Engineering, ASET
Name of the External Examiner	**Dr. SUDEEP U,** Professor, Dept. of Mechanical Engineering, NSSCE
Number of Sessions/day	**2**

SN. No	Date	Time	Register number			Batch	Number of Students
1	14/07/2021	09:00 am to 01: 00 pm	ATP18ME002 ATP18ME004 ATP18ME005 ATP18ME006	ATP18ME007 ATP18ME008 ATP18ME009 ATP18ME010	ATP18ME012 ATP18ME014 ATP18ME015 ATP18ME016	1	12
2	14/07/2021	02:00 pm to 04:00 pm	ATP18ME017 ATP18ME018	ATP18ME019 ATP18ME020	ATP18ME021 ATP18ME022	2	6
3	15/07/2021	09:00 am to 12: 00 Noon	ATP18ME023 ATP18ME024 LATP18ME025	LATP18ME026 LATP18ME027 LATP18ME028	ATP17ME042 ATP17ME045	3	8
					Total Number of Students		**26**

Internal Examiner

HOD

MINUTES OF MEETING

Academic Year: 2017-18 Chaired By: Prof. Prakash.D / HOD-ME

Date: 27.06.2017 Time: 1.30 pm

Semester: DDD. Venue: HOD Room

Agenda:

1. New Head of Department (HOD-ME) Prof. Prakash D.
2. Releaving Asst. Prof. Jayish S Nair.
3. S6 University practical Examination.
4. Faculty Development Program on Composite Materials & Mechan
5. Time table preparation
6. Lab requirements

Members Attended:

Sl No	Name	Designation	Signature
1.	Prof. Prakash D	Professor & HOD-ME	
2	Ms. Jayasree lakshmi	Asst. Professor	
3.	Mr. Dhanesh S	"	
4.	Mr. Vivek Gopi	"	
5.	Mr. Anil M	"	
6.	Mr. Anoop P	"	
7.	Mr. Sumanlal M	"	
8.	Mr. Prashob K	"	
9.	Mr. Sathish Kumar	"	
10	Ms. Priyanka. C.P	"	

Sl No	Points Discussed	Remark.
1.	New Head of the department has joined in Mechanical Engineering department on 01.06.2017, Prof. Prakash D.	
2.	Give more importance to teaching learning process ie academics.	
3.	All staff members should be punctual in taking the classes.	
4.	Sixth semester university practical examination will be starting from first week of July. Internal Examiners are the following.	Mr. Dheeraj P Mr. Anil M Mr. Prashob K
	Thermal lab: Mr. Dheeraj P & Mr. Anil M	
	Instrumentation lab: Mr. Prashob K	
5.	Faculty development Program on Composite materials and Mechanics will be Conducted on the last week of July. Co-ordinators will be Mr. Sumal lal M & Mr. Sathishkumar. Department Convener will be Mr Dhanesh S.	Mr. Sumanlal M Mr. Sathish kumar Mr. Dhanesh S
6.	Check whether the ISO files are regularly updated.	
7.	Finalisation of all timetable preparation.	
8	~~Any~~ Discussion about examination Conduction.	

9.	Lab equipments and staff requirement should be mentioned.
10.	Discussion about laboratory setup.
11.	New lab for Metalluray, and discussion about it.
12.	Other departmental issues.
13.	Ms. Jayasreelakshmi was assigned as project co-ordinator.

14. Ms. Jayasreelakshmi, Mr. Dhanesh S Mr. Dheeraj. P are in the evaluation committee

15. IV Committee will be same as previous year.

Signature of chairman.

JBW

MINUTES OF MEETING

Academic Year: 2018-19 Chaired By: Prof. Prakash D

Date: 07.09.18 Venue : HOD room

Semester: ODD. Time : 12.45 pm.

Agenda:

1. NBA procedures
2. Course file preparation.
3. ISO Auditing.
4. Student Projects.
5. New department library.

Members Present.

Sl No	Name	Designation	Signature.
1.	Prof. Prakash. D.	Hod, Professor.	
2.	Ms. Jayasreelakshmy	Assistant Professor.	
3.	Mr. Dhanesh. S.	"	
4.	Mr. Dheeraj P	"	Dheeraj
5.	Mr. Vivek Gopi	"	Vivek
6.	Mr. Sathish Kumar R.K	"	
7.	Mr. Anil M	"	
8.	Mr. Sumanlal M	"	
9.	Mr. Anoop P	"	
10.	Mr. Subin B. Markose	"	
11.	Mr. Shinu. V	"	
12.	Mr. Prashob K	"	
13.	Ms. Priyanka. C.P.	"	

Points discussed.

Sl No.	Points.	Remarks.
1.	Procedures of NBA and works should be started. Co-ordinators will explain the detail.	Mr. Dhanesh & Anoop.
2.	Prepare course files as prescribed format.	
3.	Lecture notes for first two modules should be prepared & submit to HOD.	
4.	ISO Auditing (internal) will be from 14th September.	
5.	All staff & students are advised to contribut to CM relief fund.	
6.	Project (Final year) Groups are formed and guides are alloted. Industrial projects are required.	
7.	All staff & students can access department library. Make entry in the register.	Priyanka.C.P
8.	Series test question papers should be prepared as per format.	
9.	Department Budget should be prepared before Iso auditing.	
10.	There should be 2 members from each class for Energy management club.	

JEW

Sl No.	Points.	Remarks.
11.	Student industrial visits should plan in the period of oct - Nov.	Dheeraj P.
12.	One-day seminar should be planned for the end of october month.	Anil & Shinu.
13.	Minimum of 2 industrial projects are needed for this academic year.	

Signature of chairman.

MINUTES OF MEETING

ACADEMIC YEAR : 2019-20 CHAIRED BY : Prof. D. PRAKASH

DATE : 26-09-19 VENUE : MECHANICAL STAFF ROOM

SEMESTER : ODD TIME : 12:55 PM

AGENDA :

1) Series test II discussion regarding module coverage.
2) HOD's meeting outcome discussion.
3) Making EE students (8th sem) eligible for special supplementary university examination.
4) Preparation of event calendar.
5) Internal audit (KTU).
6) Distribution of series I marks and P.T.A Meeting.

MEMBERS PRESENT :

1.	Prof. D Prakash	HOD-ME	
2.	Dhanesh S	AP-ME	
3.	Dheeraj P	"	
4.	Vivek Gopi	"	
5.	Anil M	"	
6.	Sumanlal M	"	
7.	Subin. B. Markose	"	
8.	Vignesh V	"	
9.	Salish Kumar R.K	"	

POINTS DISCUSSED

1. Suggestions for fixing change of series examination were discussed. Considering the need for conducting the same in three working days.

JBW

2. Details of HoD meeting held on 25-09-19 were discussed. Suggestions from staffs regarding leave rules were collected.

3. Eligibility conditions pending for passed out S8 batch (2015-19 KTU) have to be completed by 27.09.19.

4. Sumanlal M, AP/ME has been entrusted with the responsibility for preparing events calendar.

5. Internal audit documents have to be made ready by first week of October.

6. Consolidated mark list and progress card for series I has to be updated. PTA meeting for S1 & S3 is scheduled in FN session on 04-10-19 and S5 & S7 on AN session.

7. Dheeraj P is assigned charge for arranging resource persons for invited talk hours.

8. CO1 & CO2 mismatch in distribution in the existing question paper pattern for internal exam.

9. Suggestions for improving results were asked and Dhanesh S AP/ME is asked to consolidate the measures.

(Principal)

(Signature of Chairman)

Minutes of Meeting

Academic Year: 2020-2021 Sem: odd Chaired By: Prof. Prakash D HoD/ME

Date: 15-10-2020 Time: 6 PM Venue: Online meeting

agenda

1. Awarding attendance for students.
2. Preparation of question bank.
3. Placement programmes.

Members attended:

S. No.	Name	Designation
1.	Prof. Prakash D	Professor & Head
2.	Mr. Dhanesh S	Asst. Professor
3.	Mr. Dheeraj p	Asst. Professor
4.	Mr. Vivek Gopi	Asst. Professor
5.	Mr. Anil M	Asst. Professor
6.	Mr. Vignesh V	Asst. Professor
7.	Mr. Subin B Markose	Asst. Professor
8.	Mr. Sathish Kumar R K	Asst. Professor

Points Discussed

1.	Instructed All faculty members to prepare question banks for respective subjects.
2.	Instructed to prepare consolidated attendance and internals.
3.	Instructed faculties to engage additional hours online as a part of doubt clearing sessions.
4.	Faculty members were instructed to prepare related documents for internal ISO auditing

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MINUTES OF MEETING

Academic Year: 2021-22
Date : 21.12.21
Semester: ODD

Chaired by: Prof. Prakash.D HOD-ME
Time: 12:45pm
Venue: HOD Room

Agenda:

1. Updation of ISO files
2. Various committees
3. Student feedback

Members Attended

Sl.No	Name	Designation	Signature
1.	Prof. Prakash.D.	HOD-ME	
2.	Mr. Dhanesh.S	AP/ME	
3.	Mr. Dheeraj.P.	"	
4.	Mr. Vivek Gopi	"	
5.	Mr. Anil.M.	"	
6.	Mr. Vignesh.V.	"	
7.	Mr. Sandeep Satish	"	
8.	Mr. Gokul.A.Menon	"	
9.	Mr. Jishnoop Jayaprakash	"	

POINTS DISCUSSED

Sl No	POINTS	REMARKS
1.	All ISO files should be updated.	
2.	ISO internal audit scheduled on 2nd week of Jan.	
3.	Vasious committe finalised.	
4.	Details of alumine students should be collected.	
5.	Lab requirements should be submitted as soon as possible.	

DEPARTMENT OF MECHANICAL ENGINEERING
2016-20 BATCH – CLASS PTA MEETING
01-10-2016, 2PM, ASET CAMPUS

Sl. No	ROLL NUMBER	NAME OF THE STUDENT	SIGNATURE OF THE PARENT
1	16ME001	ABHILASH. A	
2	16ME002	ABIJITH. K. J	his mother attended
3	16ME003	ADITHYAN. M	
4	16ME004	AJAY. A	
5	16ME005	AJAY. P. R	
6	16ME006	AKHIL.	
7	16ME007	AKHIL. K	
8	16ME008	AKSHAY. K	
9	16ME009	AKSHAY. M	
10	16ME010	AKSHAY. M. DAS	
11	16ME011	AKSHAY. SUKUMARAN	
12	16ME012	AKSHAY. SURENDRAN	
13	16ME013	AMAL. A	
14	16ME014	AMAL. S	
15	16ME015	ANAND. M. C	
16	16ME016	ANUJITH. T	
17	16ME017	ARAVIND. S	
18	16ME018	ARAVIND. M. C	
19	16ME019	ARJUN	
20	16ME020	ARJUN. A	
21	16ME021	ASHWIN MENON	
22	16ME022	ATHUL KIRAN. A	
23	16ME023	BASIL MATHEW	
24	16ME024	BHARATH RAMESH KRISHNAN. H	
25	16ME025	DILEEP. P	

26	16ME026	ELDHOSE ISSAC	
27	16ME027	KIRAN. K	
28	16ME028	KRISHNA KUMAR. M	
29	16ME029	LIJIN UNNIKRISHNAN	
30	16ME030	MANAF. J	
31	16ME031	MIDHUN. M	
32	16ME032	MUHAMMED RIFADH N P	
33	16ME033	NADHEER. K. S	
34	16ME034	NITHIN KRISHNA. U	
35	16ME035	NITHIN. M	
36	16ME036	PRABEESH. T	
37	16ME037	ROHITH. P. U	
38	16ME038	ROHITH. T. J	
39	16ME039	RONEY V. BIJU	
40	16ME040	SALINI. E	
41	16ME041	SANJAY. S	
42	16ME042	SANJEEV KRISHNA. R	
43	16ME043	SARAN. S	
44	16ME044	SARATH. M	
45	16ME045	SAYOOJ. J	
46	16ME046	SREEJITH. S	
47	16ME047	SUJITH. S	
48	16ME048	VAISHAK. B	
49	16ME049	VIGNESH. T	
50	16ME050	VISHNU. B	
51	16ME051	VISHNU. K	

MINUTES OF PTA MEETING

Date : 01.10.2016

SEM : ODD

The academic performance of students of first semester Mechanical Engineering for the first Internal Examination conducted between 01.09.2016 to 08.09.2016 were discussed.

01/10/16

Class Advisor

HOD 1-10-16

JBW

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Ahalia Health, Heritage & Knowledge Village, Palakkad - 678557, Ph: 04923-226666, www.ahalia.ac.in

PTA MEETING

Sl. No.	Reg. No.	Name of Student	Signature of Parent
1	ATP17ME001	ABDUL BASITH A	
2	ATP17ME002	ABHIJITH S	
3	ATP17ME003	ABHIRAM K.N	
4	ATP17ME004	ABISHEQ EASWAR R	✓
5	ATP17ME005	ADARSH S	
6	ATP17ME006	AFZAL G	✓
7	ATP17ME007	AJAY KRISHNAN S	✓
8	ATP17ME008	AJAY KUMAR.R	✓
9	ATP17ME009	AKASH V	✓
10	ATP17ME010	AKSHAY KUMAR.R	✓
11	ATP17ME011	AL NAFAS N K	
12	ATP17ME012	ANANTHAKRISHNAN E	
13	ATP17ME013	ANOOP M	✓
14	ATP17ME014	ARUNDAS K M	✓
15	ATP17ME016	ASWINDEV D	✓
16	ATP17ME017	ASWIN S	✓
17	ATP17ME018	AVINASH P	✓
18	ATP17ME019	DEVIKA HARIKUMAR	
19	ATP17ME020	FARHAN MOHAMMED MOIDEEN	
20	ATP17ME021	GOKUL KISHAN M	✓
21	ATP17ME022	HARISANKAR T	✓
22	ATP17ME023	HRISHIKESH M	
23	ATP17ME024	JASIR K.J	✓
24	ATP17ME025	JOEL BRIGHT	
25	ATP17ME026	K A ADITH KIRAN	✓
26	ATP17ME027	KANISHKUMAR M	✓
27	ATP17ME028	KRISHNA KUMAR K	✓
28	ATP17ME029	MANU PRASAD M	✓
29	ATP17ME030	MOHAMMED IMDADULLA M	
30	ATP17ME031	MONISH J	✓
31	ATP17ME032	P BHARATH ROSHAN	✓
32	ATP17ME034	RENJITH K.M	✓

33	ATP17ME035	SADASIVAN M	✓
34	ATP17ME036	SANJAY J	✓
35	ATP17ME038	SUBHASH P.B	
36	ATP17ME039	SURAJ S	
37	ATP17ME040	V.S SUDEV	
38	ATP17ME041	VIGNESH UNNIKRISHNAN	
39	ATP17ME042	VIKAS C	
40	ATP17ME043	VISHNU P	✓
41	ATP17ME044	VISHNU P R	✓
42	ATP17ME045	VISHNU RAJESH	✓
43	LATP17ME046	RAMALINGAM B	✓
44	LATP17ME047	VINU B	✓
45	ATP17EC008	JASWANT G	✓
46	ATP16ME032	MUHAMMED RIFADH	

Minutes of PTA Meeting

Date : 30-03-2019
Sem : Even

Results of first internal exams were discussed. Performance of the students and importance of credit scores to be obtained were discussed in detail. Attendance till the month of March was published.

Class Advisor

HOD

JBW