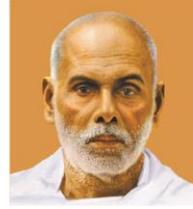


# **Sree Narayana Guru College of Engineering & Technology**

CHALAKKODE P.O., KOROM, PAYYANUR, KANNUR-670 307



Est. 2003

## **COURSE COMMITTEE MEETING MINUTES**



# SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

## DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

### CIRCULAR

Date: 14-06-2023

Class committee meeting for this course will be held on 16-06-2023 at 12:15p.m in the ECE Department Seminar Hall. All the committee members are requested to attend the meeting without fail.

CHAIR PERSON

HOD

| S.No | Name                                   | Signature |
|------|--|-----------|
| 1.   | Mr. Manu. C Chair person               |           |
| 2.   | Ms. Prabha Chandran                    |           |
| 3.   | Ms. Abhaya D.K                         |           |
| 4.   | Ms Chaithaniya K.P.                    |           |
| 5.   | Malavika P (student member, ECE)       |           |
| 6.   | Sreya M (student member, ECE)          |           |
| 7.   | Gazal V (student member, EEE)          |           |
| 8.   | Megith Sukumaran (student member, EEE) |           |
| 9.   | Abhishek M O (student member, CS)      |           |
| 10.  | Aarya M S (student member, CS)         |           |

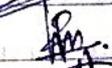
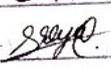
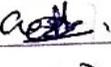
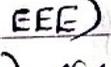
Dr. LEENA A V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYANUR, KANNUR

classes taken for S2 ECE & S2 EEE & S2 CSE

EST130 : Basis of Electrical & Electronics Engineering

Minutes of the course committee meeting held on 16/06/2023

Members Present :-

- 1) Mr. Manu. C , Chairperson 
- 2) Ms. Prabha Chandran , Member 
- 3) Ms. Abhaya D.K , Member 
- 4) Ms. Chaitaniya K.P , Member 
- 5) Malavika P (student member, ECE) 
- 6) Sreya M (student member, ECE) 
- 7) Crasal V (student member, EEE) 
- 8) Meghitha dukumaran (student member, EEE) 
- 9) Abhishek M.O (student member, CSE) 
- 10) Aarya M.S (student member, CSE) 

Agenda:

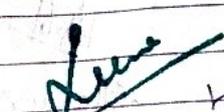
- 1) course progress and syllabus coverage
- 2) subject result analysis - series - I

Discussions:-

- \* The chairperson welcomed the members for course committee meeting.
- \* The duties and responsibility of student members were explained
- \* The syllabus covered till date were discussed.
- \* Marks secured by students for series 1 were discussed
- \* Students were asked to represent the difficulties faced by them in the subject.

  
Abhaya D.K  
Member

  
Chairperson

  
Principal

Dr. LEENA A.V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYANUR, KANNUR

16/06/23  
HOD, EEE



# SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

## DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

Date: 17-06-2023

### Action Plan Report of the Meeting held on 16-06-2023

#### Members Present:

- 1) Mr. Mann. C Chair person
- 2) Ms. Prabha Chandran
- 3) Ms. Abhaya D.K
- 4) Ms Chaitanyia K.P.
- 5) Mahirika P (student member, ECE)
- 6) Sreya M (student member, ECE)
- 7) Gazal V (student member, EEE)
- 8) Megith Sukumaran (student member, EEE)
- 9) Abhishek M O (student member, CS)
- 10) Aarya M S (student member, CS)

#### Agenda:

1. Course Completion
2. Subject result analysis series I

#### Action Taken:

The meeting started at 12.15pm and discussions are as follows,

The Chairman welcomed the members, briefed the Agenda

1. Chairperson informed that our faculty members have to come up with necessary action plans to improve the results
2. Portions covered were discussed with students.

The meeting ended at 1.00 pm

  
Dr. LEENA A V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYANUR, KANNUR

  
HOD/ECE



# SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

## DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

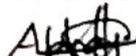
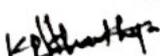
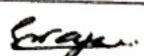
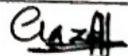
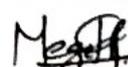
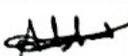
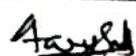
### CIRCULAR

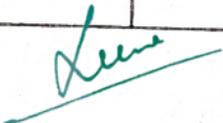
Date: 01-08-2023

Class committee meeting for this course will be held on 03-08-2023 at 12:15p.m in the ECE Department Seminar Hall. All the committee members are requested to attend the meeting without fail.

  
CHAIR PERSON

  
HOD

| S.No | Name                                   | Signature   |
|------|--|---|
| 1.   | Mr. Manu. C Chair person               |  |
| 2.   | Ms. Prabha Chandran                    |   |
| 3.   | Ms. Abhaya D.K                         |   |
| 4.   | Ms Chaithaniya K.P.                    |   |
| 5.   | Malavika P (student member, ECE)       |   |
| 6.   | Sreya M (student member, ECE)          |   |
| 7.   | Gazal V (student member, EEE)          |   |
| 8.   | Megith Sukumaran (student member, EEE) |   |
| 9.   | Abhishek M O (student member, CS)      |   |
| 10.  | Aarya M S (student member, CS)         |   |

  
Dr. LEENA A V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

class taken for 32 ECE, EEE & CSE

Minutes of the course committee meeting held on 03/08/2023

Members Present :-

- 1) Mr. Manu C, chairperson ~~Manu C~~
- 2) Mr. Praba Chandran. B, Member ~~Praba~~
- 3) Ms. Abhaya D.K, Member ~~Abhaya~~
- 4) Ms. Chathanaya KP, Member ~~Chathanaya~~
- 5) Malavika P (Student member ECE) ~~Malavika~~
- 6) Sneha M (Student member ECE) ~~Sneha~~
- 7) Nazal V (Student member EEE) ~~Nazal~~
- 8) Megith Sukumaran (Student member EEE) ~~Megith~~
- 9) Abhishek M.O (Student member CSE) ~~Abhishek~~
- 10) Aanya M.S (Student member CSE) ~~Aanya~~

Agenda :-

- 1) Course progress and syllabus coverage
- 2) Subject result analysis I & II
- 3) Importance of University exams.

Discussions :-

- \* The chairperson welcomed the members of course committee meeting.
- \* The result analysis of series I & II were discussed.
- \* Discussed the importance of scoring <sup>marks</sup> for both subjects.
- \* Explained the method of time management for upcoming university exams.

Dr. LEENA A V  
PRINCIPAL  
BREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYANUR, KANNUR

~~Abhaya D.K~~  
3/8/23  
Abhaya D.K  
Member

~~Manu C~~  
3/8/23  
Manu C  
Chairperson

~~La~~  
3/8/23  
Ms. Leena Narayanan  
HOD ECE

~~Leena~~  
3/8/23  
Dr. Leena A V  
Principal



# SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

## DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

Date: 04-08-2023

### Action Plan Report of the Meeting held on 03-08-2023

#### **Members Present:**

- 1) Mr. Manu. C Chair person
- 2) Ms. Prabha Chandran
- 3) Ms. Abhaya D.K
- 4) Ms Chaithaniya K.P.
- 5) Malavika P (student member, ECE)
- 6) Sreya M (student member, ECE)
- 7) Gazal V (student member, EEE)
- 8) Megith Sukumaran (student member, EEE)
- 9) Abhishek M O (student member, CS)
- 10) Aarya M S (student member, CS)

#### **Agenda:**

1. Course Completion
2. Subject result analysis series I & II
3. Importance of university exams

#### **Action Taken:**

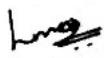
The meeting started at 12.15pm and discussions are as follows,

The Chairman welcomed the members, briefed the Agenda

1. Chairperson informed that our faculty members have to come up with necessary action plans to improve the results
2. Portions covered were discussed with students.
3. Told the students to study both subjects regularly.

The meeting ended at 1.00 pm

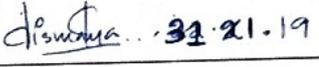
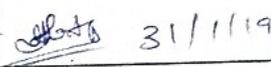
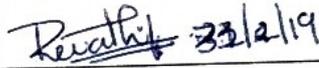
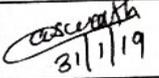
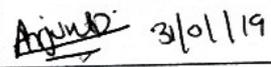
  
Dr. LEENA A V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

  
HOD/ECE

Course: BASICS OF ELECTRONICS ENGINEERING Academic Year: 2019

Class: EC02 Department: ECE Date: 31/1/2019 Meeting No.: 1/4

**MEMBERS PRESENT:**

|                   |                                      |   |
|-------------------|--------------------------------------|---|
| Chairperson :     | Ms. Leena Narayanan                  | <br>31/1/19    |
| Faculty Members : | Prof. K. Ravendran                   | <br>31/1/19    |
|                   | Ms. Kavya Vinod<br>Ms. Anishkanya P. | <br>31/1/19    |
|                   | Ms. Vismaya Sreejith                 | <br>31.2.19    |
|                   | Mr. Sidharth S. Babu                 | <br>31/1/19    |
|                   | Ms. Revathi. K                       | <br>31/2/19    |
| Student Members : | Mr. Pranav V. Prakash                | <br>31/1/19    |
|                   | Mr. Aswath Valsan                    | <br>31/1/19    |
|                   | Mr. Afran Abdul Nasar                | <br>31/1/19  |
|                   | Mr. Arjun T.P.                       | <br>31/01/19 |
|                   | Mr. Pranav Suresh                    | <br>31/01/19 |

**DISCUSSIONS:**

| Sl. No | Points Discussed                                    | Action Plan                  | Responsibility     | Target Date | Remarks |
|--------|---|------------------------------|--------------------|-------------|---------|
| 1      | Portions Coverage                                   |                              |                    |             |         |
|        | CLASS CE02<br>EC100: Basics of<br>Electronics Engg. | 2 Modules<br>to be completed | Prof. K. Ravendran | 27/2/19     |         |
|        | CLASS ME02<br>EC100: Basics of<br>Electronics Engg. | 2 Modules<br>to be completed | Ms. Kavya Vinod    | 27/2/19     |         |
|        | CLASS CE02<br>EC100: Basics of<br>Electronics Engg. | 2 Modules to<br>be completed | Ms. Kavya Vinod    | 27/2/19     |         |
|        | CLASS EE02<br>EC100: Basics of<br>Electronics Engg. | 2 Modules to<br>be completed | Ms. Kavya Vinod    | 27/2/19     |         |

  
**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYANUR, KANNUR

| Sl. No | Points Discussed   | Action Plan                   | Responsibility     | Target Date | Remarks      |
|--------|--|-------------------------------|--------------------|-------------|--------------|
| 2      | Teaching Methodology   |                               |                    |             |              |
|        | CLASS EE02   |                               | Prof. K Raveendran |             | Satisfactory |
|        | CLASS ME02   |                               | Ms. Kavya Vinod    |             | Satisfactory |
|        | CLASS CSE02  |                               | Ms Kavya Vinod     |             | Satisfactory |
|        | CLASS EEE02  |                               | Ms Kavya Vinod     |             | Satisfactory |
|        |  |                               |                    |             |              |
| 3      | Laboratory Sessions  |                               |                    |             |              |
|        | EC110: Electronics Engg. Workshop  | 4 experiments to be completed | Prof. K Raveendran | 27/2/19     | Satisfactory |
|        | EC110: Electronics Engg. Workshop  | 4 experiments to be completed | Ms Kavya Vinod     | 27/2/19     | Satisfactory |
|        | EC110: Electronics Engg. Workshop  | 4 experiments to be completed | Ms Sishwarya P.    | 27/2/19     | Satisfactory |
|        | Other Discussions  |                               |                    |             |              |
| 1.     | The Chairperson briefed about the importance of course committee in improving the teaching learning process. |                               |                    |             |              |
| 2.     | Faculty in charge briefed regarding the portions to be completed by target date.                             |                               |                    |             |              |
| 3.     | The progress of work in the lab was found satisfactory   |                               |                    |             |              |
| 4.     | Student members conveyed that they are satisfied with the class and notes so far.                            |                               |                    |             |              |
|        |  |                               |                    |             |              |

*Leena*  
3/11/19  
CHAIRPERSON

*J. Raveendran*  
HOD 3/11/19

*Leena*  
3/11  
PRINCIPAL

*Leena*  
Dr. LEENA A V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

Course: BASICS OF ELECTRONICS ENGINEERING, Academic Year: 2019

Class: ME, CSE, CE, EEE-02, Department: ECE, Date: 18/3/19, Meeting No.: 2/4

MEMBERS PRESENT:

|                 |                            |                              |
|-----------------|----------------------------|------------------------------|
| Chairperson     | : MS. LEENA NARAYANAN      | <i>Leena</i><br>18/3/19      |
| Faculty Members | : PROF. K. RAVEENDRAN      | <i>Raveendran</i><br>18/3/19 |
|                 | MS. KAVYA VINOD            | <i>Kavya</i><br>18/3/19      |
|                 | MS. AISWARYA . P.          | <i>Aishwarya</i><br>18/3/19  |
|                 | MS. VISMAYA SREETITH       | 18/3/19 <i>Vismaya</i>       |
|                 | MR. SIDHARTH . S . BAGU    | <i>Sidharth</i><br>18/3/19   |
|                 | MS. REVATHI . K            | <i>Revathi</i><br>18/3/19    |
| Student Members | : MR. PRANAV . V . PRAKASH | 18/3/19 <i>Pranav</i>        |
|                 | MR. ASWANTH VALSAN         | <i>Aswath</i><br>18/3/19     |
|                 | MR. AFNAN ABDUL NASAR      | <i>Afnan</i><br>18/3/19      |
|                 | MR. ARJUN T. P.            | 18/3/19 <i>Arjun</i>         |
|                 | MR. PRANAV SURESH          | <i>Pranav</i><br>18/3/19     |

DISCUSSIONS:

| Sl. No | Points Discussed                                      | Action Plan                  | Responsibility      | Target Date | Remarks |
|--------|---|------------------------------|---------------------|-------------|---------|
| 1      | Portions Coverage                                     |                              |                     |             |         |
|        | CLASS CE 02<br>EC100: Basics of<br>Electronics Engg.  | 4 modules<br>to be completed | Prof. K. Raveendran | 10/4/19     |         |
|        | CLASS ME 02<br>EC100: Basics of<br>Electronics Engg.  | 4 modules to<br>be completed | Ms. Kavya Vinod     | 10/4/19     |         |
|        | CLASS CSE 02<br>EC100: Basics of<br>Electronics Engg. | 4 modules to<br>be completed | Ms. Kavya Vinod     | 10/4/19     |         |
|        | CLASS EEE 02<br>EC100: Basics of<br>Electronics Engg. | 4 modules<br>to be completed | Ms. Kavya Vinod     | 10/4/19     |         |

*Leena*  
Dr. LEENA A V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

| Sl. No | Points Discussed  | Action Plan                   | Responsibility     | Target Date | Remarks      |
|--------|---|-------------------------------|--------------------|-------------|--------------|
| 2      | Teaching Methodology  |                               |                    |             |              |
|        | CLASS CEO2  |                               | Prof. R Ravendran  |             | Satisfactory |
|        | CLASS ME02  |                               | Ms. Kavya Vinod    |             | Satisfactory |
|        | CLASS CSE02   |                               | Ms. Kavya Vinod    |             | Satisfactory |
|        | CLASS EEE02   |                               | Ms. Kavya Vinod    |             | Satisfactory |
| 3      | Laboratory Sessions   |                               |                    |             |              |
|        | EC110: Electronics Engg. Workshop   | 8 experiments to be completed | Prof. K. Ravendran | 10/4/19     | Satisfactory |
|        | EC110: Electronics Engg. Workshop   | 8 experiments to be completed | Ms. Kavya Vinod    | 10/4/19     | Satisfactory |
|        | EC110: Electronics Engg. Workshop   | 8 experiments to be completed | Ms. Aniswarya P.   | 10/4/19     | Satisfactory |
|        | Other Discussions   |                               |                    |             |              |
| 1      | Faculty-in-charge briefed regarding the portions to be completed by the target date.                                  |                               |                    |             |              |
| 2.     | Overall performance in the first internal exam is not satisfactory. Some of the students failed to get minimum marks. |                               |                    |             |              |
| 3.     | Remedial class hours were scheduled and students were told to meet the faculty during these hours.                    |                               |                    |             |              |

*[Signature]*  
18/3/19  
CHAIRPERSON

*[Signature]*  
HOD  
18/3/19

*[Signature]*  
18/3/19  
PRINCIPAL

*[Signature]*  
Dr. LEENA A V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, KANNUR

Course: BASICS OF ELECTRONICS ENGINEERING Academic Year: 2019

Class: ME, CSE, CE Department: ECE Date: 10/5/19 Meeting No.: 3/4  
EEE-02

**MEMBERS PRESENT:**

|                   |                                    |   |
|-------------------|------------------------------------|---|
| Chairperson :     | MS. LEENA NARAYANAN                | <i>La</i><br>10/5/19                                |
| Faculty Members : | PROF. K. RAVEENDRAN                | <i>Raveendran</i><br>10/5/19                        |
|                   | MS. KAVYA VINOD<br>MS. ASWARYA. P. | <i>Kavya</i><br>10/5/19<br><i>for La</i><br>10/5/19 |
|                   | MS. VISMAYA SREEJITH.              | <i>Vismaya</i><br>10/5/19                           |
|                   | MR. SIDHARTH S. BABU               | <i>Sidharth</i><br>10/5/19                          |
|                   | MS. REVATHI. K.                    | <i>Revathi</i><br>10/5/19                           |
|                   | Student Members :                  | MR. PRANAV. V. PRAKASH                              |
|                   | MR. ASWANTH VALSAN                 | <i>Aswath</i><br>10/5/19                            |
|                   | MR. AKHAN ABDUL NASAR              | <i>Akhan</i><br>10/5/19                             |
|                   | MR. ARJUN T. P.                    | <i>Arjun</i><br>10/5/19                             |
|                   | MR. PRANAV SURESH                  | <i>Pranav</i><br>10/5/19                            |

**DISCUSSIONS:**

| SL No | Points Discussed                                      | Action Plan                  | Responsibility        | Target Date | Remarks |
|-------|---|------------------------------|-----------------------|-------------|---------|
| 1     | Portions Coverage                                     |                              |                       |             |         |
|       | CLASS CEO2 :<br>EC100: Basics of<br>Electronics Engg. | 6 modules<br>to be completed | Prof. K<br>Raveendran | 14/5/19     |         |
|       | CLASS MEO2 :<br>EC100: Basics of<br>Electronics Engg. | 6 modules to<br>be completed | MS. Kavya<br>Vinod    | 14/5/19     |         |
|       | CLASS CSE02<br>EC100: Basics of<br>Electronics Engg.  | 6 modules to<br>be completed | MS. Kavya<br>Vinod    | 14/5/19     |         |
|       | CLASS EEE02<br>EC100: Basics of<br>Electronics Engg.  | 6 modules to<br>be completed | MS. Kavya<br>Vinod    | 14/5/19     |         |

*Leena*  
**Dr. LEENA A V**  
 PRINCIPAL  
 SREE NARAYANA GURU COLLEGE OF  
 ENGINEERING & TECHNOLOGY  
 PAYYANUR, KANNUR

| Sl. No | Points Discussed   | Action Plan                    | Responsibility     | Target Date | Remarks      |
|--------|--|--------------------------------|--------------------|-------------|--------------|
| 2      | Teaching Methodology   |                                |                    |             |              |
|        | CLASS CE02   |                                | Prof. K. Ravendran |             | Satisfactory |
|        | CLASS ME02   |                                | Ms. Kavya Vinod    |             | Satisfactory |
|        | CLASS CSE02  |                                | Ms. Kavya Vinod    |             | Satisfactory |
|        | CLASS EEE02  |                                | Ms. Kavya Vinod    |             | Satisfactory |
|        |  |                                |                    |             |              |
| 3      | Laboratory Sessions  |                                |                    |             |              |
|        | EC110: Electronics Engg. Workshop  | 10 experiments to be completed | Prof. K. Ravendran |             | Satisfactory |
|        | EC110: Electronics Engg. Workshop  | 10 experiments to be completed | Ms. Kavya Vinod    |             | Satisfactory |
|        | EC110: Electronics Engg. Workshop  | 10 experiments to be completed | Ms. Divyansu P.    |             | Satisfactory |
|        | Other Discussions  |                                |                    |             |              |
| 1.     | All teaching faculty briefed regarding portion to be completed by target date.                                       |                                |                    |             |              |
| 2.     | Students conveyed that they were satisfied with the class and notes so far   |                                |                    |             |              |
| 3.     | Students performance in the 2nd internal was not satisfactory. They have prepared for the exam except some students. |                                |                    |             |              |
| 4.     | Remedial classes were conducted for slow learners during lunch break.  |                                |                    |             |              |
|        |  |                                |                    |             |              |

*Leena*  
**Dr. LEENA A V**  
 PRINCIPAL  
 SREE NARAYANA GURU COLLEGE OF  
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 PATTANUR, KANNUR

*Leena*  
 10/5/19  
 CHAIRPERSON

*Leena*  
 HOD 10/5/19

*Leena*  
 10/5/19  
 PRINCIPAL

Course: BASICS OF ELECTRONICS ENGINEERING Academic Year: 2019

Class: ME, CSE, CE Department: ECE Date: 20/5/19 Meeting No.: 4/4  
EEE-02

**MEMBERS PRESENT:**

|                   |                     |                              |
|-------------------|---------------------|------------------------------|
| Chairperson :     | MS. LEENA NARAYANAN | <i>Leena</i><br>20/5/19      |
| Faculty Members : | Prof. K. RAVEENDRAN | <i>Raveendran</i><br>20/5/19 |
|                   | Ms. KAVYA VINOD     | <i>Kavya</i><br>20/5/19      |
|                   | Ms. AISWARYA.P.     | <i>Aiswarya</i><br>20/5/19   |
|                   |                     |                              |
| Student Members : |                     |                              |
|                   |                     |                              |
|                   |                     |                              |
|                   |                     |                              |
|                   |                     |                              |

**DISCUSSIONS:**

| Sl. No | Points Discussed                                     | Action Plan            | Responsibility        | Target Date | Remarks |
|--------|--|------------------------|-----------------------|-------------|---------|
| 1      | Portions Coverage                                    |                        |                       |             |         |
|        | CLASS CEO2<br>EC100: Basics of<br>Electronics Engg.  | 6 modules<br>Completed | Prof. K<br>Raveendran | -           | -       |
|        | CLASS ME02<br>EC100: Basics of<br>Electronics Engg.  | 6 modules<br>Completed | Ms. Kavya<br>Vinod    | -           | -       |
|        | CLASS CSE02<br>EC100: Basics of<br>Electronics Engg. | 6 modules<br>Completed | Ms. Kavya<br>Vinod    | -           | -       |
|        | CLASS EEE02<br>EC100: Basis<br>of Electronics Engg.  | 6 modules<br>Completed | Ms. Kavya<br>Vinod    | -           | -       |
|        |  |                        | <i>Leena</i>          |             |         |

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| Sl. No | Points Discussed   | Action Plan              | Responsibility      | Target Date | Remarks      |
|--------|--|--------------------------|---------------------|-------------|--------------|
| 2      | Teaching Methodology   |                          |                     |             |              |
|        | CLASS E02  |                          | Prof. K. Raveendran |             | Satisfactory |
|        | CLASS ME02   |                          | Ms. Kavya<br>Vinod  |             | Satisfactory |
|        | CLASS CSE 02   |                          | Ms Kavya<br>Vinod   |             | Satisfactory |
|        | CLASS EEE 02   |                          | Ms Kavya<br>Vinod   |             | Satisfactory |
|        |  |                          |                     |             |              |
| 3      | Laboratory Sessions  |                          |                     |             |              |
|        | EC110: Electronics Engg. Workshop  | 10 experiments Completed | Prof. K. Raveendran |             | Satisfactory |
|        | EC110: Electronics Engg. Workshop  | 10 experiments Completed | Ms. Kavya<br>Vinod  |             | Satisfactory |
|        | EC110: Electronics Engg. Workshop  | 10 experiments Completed | Ms. Anwar P.        |             | Satisfactory |
|        | Other Discussions  |                          |                     |             |              |
| 1.     | Faculty in charge briefed overall performance & attendance of class                              |                          |                     |             |              |
| 2.     | All students have minimum internal marks and attendance.   |                          |                     |             |              |
| 3.     | Students were given an awareness of exam format before university exam.                          |                          |                     |             |              |
| 4.     | Committee reviewed and approved the internal assessment mark for the course and lab.             |                          |                     |             |              |
| 5.     | Overall attendance and internal marks were decided to upload to KTU website on or before 22/5/19 |                          |                     |             |              |

*[Signature]*  
22/5/19  
CHAIRPERSON

*[Signature]*  
HOD

*[Signature]*  
22/5  
PRINCIPAL

*[Signature]*  
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PAYANUR, KANNUR



**SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY, PAYYANUR**  
(AFFILIATED TO APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY)

**MINUTES OF THE COURSE COMMITTEE MEETING**

Course: BE101-04 Introduction to Electronics Engineering

Class: EC 01

Department: ECE

Date: 10.08.2018

Meeting No.: 01 / 04

**MEMBERS PRESENT:**

|                 |                       |                               |
|-----------------|-----------------------|-------------------------------|
| Chairperson     | : Ms. Roshni V V      | <i>[Signature]</i><br>10/8/18 |
| Faculty Members | : Prof. K Raveendran  | <i>[Signature]</i><br>10/8/18 |
|                 | Ms. Leena Narayanan   | <i>[Signature]</i><br>10/8/18 |
|                 | Ms. Kavya Vinod       | <i>[Signature]</i><br>10/8/18 |
|                 | Ms. Amrutha M.V       | <i>[Signature]</i><br>10/8/18 |
| Student Members | : Ms. Aswathi Ashokan | <i>[Signature]</i><br>10/8/18 |
|                 | Ms. Hrithika K V      | <i>[Signature]</i><br>10/8/18 |
|                 | Ms. Sneha Surendran N | <i>[Signature]</i><br>10/8/18 |
|                 | Ms. Remna P           | <i>[Signature]</i><br>10/8/18 |

**DISCUSSIONS:**

| Sl. No | Points Discussed   | Action Plan                              | Responsibility     | Target Date | Remarks      |
|--------|--|--|--------------------|-------------|--------------|
| 1      | Portions coverage<br>Class EC01                                      | 2 modules to be completed by target date | Ms. Amrutha M.V    | 14.09.2018  |              |
| 2      | Teaching Methodology<br>Class EC01                                   |  | Ms. Amrutha M.V    |             | Satisfactory |
| 3      | Laboratory sessions<br>EC110 Electronics Engineering Workshop (EC01) | 3 experiments to be completed            | Prof. K Raveendran | 14.09.2018  | Satisfactory |

*[Signature]*  
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**Discussions**

1. The Chairperson briefed about the rules of KTU and importance of course committee in improving learning process.
2. Faculty in-charge briefed regarding the portions to be completed by the target date.
3. The progress of work in the lab was found satisfactory.
4. Student members conveyed that they are satisfied with the class and notes so far.

*Roshni*  
10/8/18

Ms. Roshni V V  
CHAIRPERSON

*K Raveendran*  
10/8/18

HOD

*Leena*  
10/8

Dr. V K Janardanan  
PRINCIPAL

*Leena*  
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**MINUTES OF THE COURSE COMMITTEE MEETING**

Course: BE101-04 Introduction to Electronics Engineering

Class: EC01

Department: ECE

Date: 12.10.2018

Meeting No.: 02 / 04

**MEMBERS PRESENT:**

|                 |                       |                                 |
|-----------------|-----------------------|---------------------------------|
| Chairperson     | : Ms. Roshni V V      | <i>Roshni</i><br>12/10/18       |
| Faculty Members | : Prof. K Raveendran  | <i>K Raveendran</i><br>12/10/18 |
|                 | Ms. Leena Narayanan   | <i>Leena</i><br>12/10/18        |
|                 | Ms. Kavya Vinod       | <i>Kavya</i><br>12/10/18        |
|                 | Ms. Amrutha M.V       | <i>Amrutha</i><br>12/10/18      |
| Student Members | : Ms. Aswathi Ashokan | <i>Aswathi</i><br>12/10/18      |
|                 | Ms. Hrithika K V      | <i>Hrithika</i><br>12-10-18     |
|                 | Ms. Sneha Surendran N | <i>Sneha</i><br>12/10/18        |
|                 | Ms. Remna P           | <i>Remna</i><br>12/10/18        |

**DISCUSSIONS:**

| Sl. No | Points Discussed  | Action Plan                              | Responsibility     | Target Date | Remarks      |
|--------|---|--|--------------------|-------------|--------------|
| 1      | <b>Portions coverage</b><br>Class EC01                                      | 4 modules to be completed by target date | Ms. Amrutha M.V    | 5.11.2018   | -            |
| 2      | <b>Teaching Methodology</b><br>Class EC01                                   | -  | Ms. Amrutha M.V    |             | Satisfactory |
| 3      | <b>Laboratory sessions</b><br>EC110 Electronics Engineering Workshop (EC01) | 6 experiments to be completed            | Prof. K Raveendran | 2.11.2018   | Satisfactory |

*Leena*  
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**MINUTES OF THE COURSE COMMITTEE MEETING**

**Course:** BE101-04 Introduction to Electronics Engineering

**Class:** EC01

**Department:** ECE

**Date:** 26.11.2018

**Meeting No.:** 03 / 03

**MEMBERS PRESENT:**

|                        |                      |                                 |
|------------------------|----------------------|---------------------------------|
| <b>Chairperson</b>     | : Ms. Roshni V V     | <i>Roshni</i><br>26/11/18       |
| <b>Faculty Members</b> | : Prof. K Raveendran | <i>K Raveendran</i><br>26/11/18 |
|                        | Ms. Leena Narayanan  | <i>Leena</i><br>26/11/18        |
|                        | Ms. Kavya Vinod      | <i>Kavya</i><br>26/11/18        |
|                        | Ms. Amrutha M.V      | <i>Amrutha</i><br>26/11/18      |

**DISCUSSIONS:**

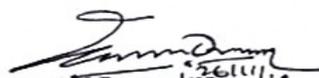
| Sl. No | Points Discussed                              | Action Plan                              | Responsibility     | Target Date | Remarks      |
|--------|---|--|--------------------|-------------|--------------|
| 1      | <b>Portions coverage</b>                      |  |                    |             |              |
|        | Class EC01                                    | 6 modules to be completed by target date | Ms. Amrutha M.V    | 29.11.2018  | -            |
| 2      | <b>Teaching Methodology</b>                   |  |                    |             |              |
|        | Class EC01                                    | -  | Ms. Amrutha M.V    |             | Satisfactory |
| 3      | <b>Laboratory sessions</b>                    |  |                    |             |              |
|        | EC110 Electronics Engineering Workshop (EC01) | 10 experiments to be completed           | Prof. K Raveendran | 29.11.2018  | Satisfactory |

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| Course Name   | Responsibility    | Attendance   | Internal Marks                                |
|---|-------------------|--|---|
| BE101-04<br>Introduction to<br>Electronics<br>Engineering | Ms. Amrutha M.V   | All students were able to<br>maintain minimum<br>attendance. | All students acquired minimum internal marks. |
| EC110<br>Electronics<br>Engineering<br>Workshop (EC01)    | Prof.K.Raveendran | All students were able to<br>maintain minimum<br>attendance. | All students acquired minimum internal marks. |

| Discussions   |
|---|
| <ol style="list-style-type: none"> <li>1. The faculties were informed to complete the Syllabus on or before 29-11-2018.</li> <li>2. Lab Session should be Completed in time.</li> <li>3. Students were given an awareness of exam format before university exams.</li> <li>4. Committee reviewed and approved the internal assessment mark for the course and lab.</li> <li>5. Overall attendance and Internal marks should be uploaded to KTU site on or before 05-12-2018.</li> </ol> |

  
 Ms. Roshni V V  
 CHAIRPERSON

  
 Prof. K Raveendran  
 HOD

  
 Dr. V K Janardanan  
 PRINCIPAL

  
 Dr. LEENA A V  
 PRINCIPAL  
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