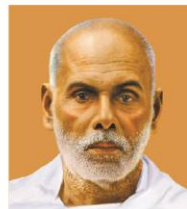


# **Sree Narayana Guru College of Engineering & Technology**

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



## **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. Chaitraniya K.P , Member
- 5) Malavika P (student member, ECE)
- 6) Sreya M (student member, ECE)
- 7) Grazal 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 I were discussed
- \* Students were asked to represent the difficulties faced by them in the subject.

Abhaya D.K  
Member

Chairperson

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

Principal

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 Chanthaniya 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  
PAYANUR, 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, Member *Praba*
- 3) Ms. Abhaya D.K, Member *Abhaya*
- 4) Ms. Chanthanya KP, Member *Chanthanya*
- 5) Malavika P (Student member ECE) *Malavika*
- 6) Sreya M (Student member ECE) *Sreya*
- 7) Nazal V (Student member EEE) *Nazal*
- 8) Megith Sukumaran (Student member EEE) *Megith*
- 9) Abhishek M.O (Student member CSE) *Abhishek*
- 10) Aarya M.S (Student member CSE) *Aarya*

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.

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

*Manu C*  
3/8/23  
Chairperson

*La*  
3/8/23  
Ms. Leena Narganas  
HOD ECE

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

*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.


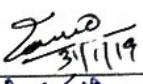

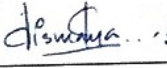



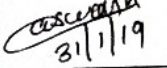
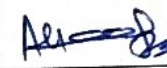
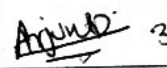
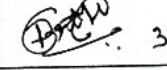
The meeting ended at 1.00 pm

  
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	 31/1/19
Faculty Members :	Prof. K. Ravendran	 31/1/19
	Ms. Kavya Vinod Ms. Anishkanya P.	 31/1/19
	Ms. Vismaya Sreejith	 31.1.19
	Mr. Sidharth S. Babu	 31/1/19
	Ms. Revathi. K	 31/2/19
Student Members :	Mr. Pranav V. Prakash	 31/1/19
	Mr. Aswath Valsan	 31/1/19
	Mr. Afran Abdul Nasar	 31/1/19
	Mr. Arjun T.P.	 31/01/19
	Mr. Pranav Suresh	 31/01/19

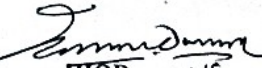
**DISCUSSIONS:**


Sl. No	Points Discussed	Action Plan	Responsibility	Target Date	Remarks
1	Portions Coverage				
	CLASS CE02 EC100: Basics of Electronics Engg.	2 Modules to be completed	Prof. K. Ravendran	27/2/19	
	CLASS ME02 EC100: Basics of Electronics Engg.	2 Modules to be completed	Ms. Kavya Vinod	27/2/19	
	CLASS CSE02 EC100: Basics of Electronics Engg.	2 Modules to be completed	Ms. Kavya Vinod	27/2/19	
	CLASS EEE02 EC100: Basics of Electronics Engg.	2 Modules to be completed	Ms. Kavya Vinod	27/2/19	



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.				

  
 31/1/19  
 CHAIRPERSON

  
 HOD 31/1/19

  
 31/1  
 PRINCIPAL

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

DISCUSSIONS:

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



Sl. No	Points Discussed	Action Plan	Responsibility	Target Date	Remarks
2	Teaching Methodology				
	CLASS CE02		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. Ariswamy 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.				

18/3/19  
CHAIRPERSON

18/3/19  
HOD

18/3/19  
PRINCIPAL

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> 10/5/19
Faculty Members :	PROF. K. RAVEENDRAN	<i>Raveendran</i> 10/5/19
	MS. KAVYA VINOD	<i>Kavya</i> 10/5/19
	MS. ASWARYA P.	<i>Aswarya</i> 10/5/19
	MS. VISMAYA SREEJITH.	<i>Vismaya</i> 10/5/19
	MR. SIDHARTH S. BABU	<i>Sidharth</i> 10/5/19
Student Members :	MS. REVATHI K.	<i>Revathi</i> 10/5/19
	MR. PRANAV V. PRAKASH	<i>Pranav</i> 10/5/19
	MR. ASWANTH VALSAN	<i>Aswath</i> 10/5/19
	MR. AKANAB ABDUL NASAR	<i>Akanab</i> 10/5/19
	MR. ARJUN T. P.	<i>Arjun</i> 10/5/19
	MR. PRANAV SURESH	<i>Pranav</i> 10/5/19

**DISCUSSIONS:**

SL No	Points Discussed	Action Plan	Responsibility	Target Date	Remarks
1	Portions Coverage				
	CLASS CEE02 : EC100: Basics of Electronics Engg.	6 modules to be completed	Prof. K. Raveendran	14/5/19	
	CLASS MEE02 : EC100: Basics of Electronics Engg.	6 modules to be completed	Ms. Kavya Vinod	14/5/19	
	CLASS CSE02 EC100: Basics of Electronics Engg.	6 modules to be completed	Ms. Kavya Vinod	14/5/19	
	CLASS EEE02 EC100: Basics of Electronics Engg.	6 modules to be completed	Ms. Kavya Vinod	14/5/19	



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. Divyany 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.				

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

10/5/19  
CHAIRPERSON

HOD 10/5/19

10/5  
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> 20/5/19
Faculty Members :	Prof. K. RAVEENDRAN	<i>Raveendran</i> 20/5/19
	MS. KAVYA VINOD	<i>Kavya</i> 20/5/19
	MS. AISWARYA.P.	<i>Aishwarya</i> 20/5/19
Student Members :		

**DISCUSSIONS:**

Sl. No	Points Discussed	Action Plan	Responsibility	Target Date	Remarks
1	Portions Coverage				
	CLASS CEE02 EC100: Basics of Electronics Engg.	6 modules Completed	Prof. K Raveendran	-	-
	CLASS MEE02 EC100: Basics of Electronics Engg.	6 modules Completed	Ms. Kavya Vinod	-	-
	CLASS CSE02 EC100: Basics of Electronics Engg.	6 modules Completed	Ms. Kavya Vinod	-	-
	CLASS EEE02 EC100: Basics of Electronics Engg.	6 modules Completed	Ms. Kavya Vinod	-	-
			<i>Leena</i>		

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 E02		Prof. K. Raveendran		Satisfactory
	CLASS ME02		Ms. Kavya Vined		Satisfactory
	CLASS CSE 02		Ms Kavya Vined		Satisfactory
	CLASS EEE 02		Ms Kavya Vined		Satisfactory
3	Laboratory Sessions				
	EC110: Electronics Engg. Workshop	10 experiments Completed	Prof. K. Raveendran		Satisfactory
	EC110: Electronics Engg. Workshop	10 experiments Completed	Ms. Kavya Vined		Satisfactory
	EC110: Electronics Engg. Workshop	10 experiments Completed	Mr. 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				

*Leena*  
22/5/19  
CHAIRPERSON

*Imma*  
HOD  
22/5/19

*Leena*  
22/5  
PRINCIPAL

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



**SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY**  
(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> 10/8/18
Faculty Members	: Prof. K Raveendran	<i>[Signature]</i> 10/8/18
	Ms. Leena Narayanan	<i>[Signature]</i> 10/8/18
	Ms. Kavya Vinod	<i>[Signature]</i> 10/8/18
	Ms. Amrutha M.V	<i>[Signature]</i> 10/8/18
Student Members	: Ms. Aswathi Ashokan	<i>[Signature]</i> 10/8/18
	Ms. Hrithika K V	<i>[Signature]</i> 10/8/18
	Ms. Sneha Surendran N	<i>[Signature]</i> 10/8/18
	Ms. Remna P	<i>[Signature]</i> 10/8/18

**DISCUSSIONS:**

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

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



### 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.

*Rosini*  
10/8/18

Ms. Roshni V V  
CHAIRPERSON

*Prof. K Raveendran*  
10/8/18

Prof. K Raveendran  
HOD

*Dr. V K Janardanan*  
10/8

Dr. V K Janardanan  
PRINCIPAL

*Dr. Leena A V*  
10/8/18

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



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

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

**DISCUSSIONS:**

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

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





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

**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> 26/11/18
<b>Faculty Members</b>	:	Prof. K Raveendran	<i>K Raveendran</i> 26/11/18
		Ms. Leena Narayanan	<i>Leena</i> 26/11/18
		Ms. Kavya Vinod	<i>Kavya</i> 26/11/18
		Ms. Amrutha M.V	<i>Amrutha</i> 26/11/18


**DISCUSSIONS:**

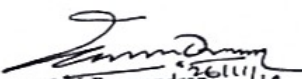
Sl. No	Points Discussed	Action Plan	Responsibility	Target Date	Remarks
1	<b>Portions coverage</b>				
	Class EC01	6 modules to be completed by target date	Ms. Amrutha M.V	29.11.2018	-
2	<b>Teaching Methodology</b>				
	Class EC01	-	Ms. Amrutha M.V		Satisfactory
3	<b>Laboratory sessions</b>				
	EC110 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 Introduction to Electronics Engineering	Ms. Amrutha M.V	All students were able to maintain minimum attendance.	All students acquired minimum internal marks.
EC110 Electronics Engineering Workshop (EC01)	Prof.K.Raveendran	All students were able to maintain minimum attendance.	All students acquired minimum internal marks.

	<p><b>Discussions</b></p> <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>
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 Ms. Roshni V V  
 CHAIRPERSON

  
 Prof. K Raveendran  
 HOD

  
 Dr. V K Janardanan  
 PRINCIPAL

  
 Dr. LEENA A V  
 PRINCIPAL  
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