



# Alva's Institute of Engineering & Technology

Shobhavana Campus, Mijar, Moodbidri, D.K - 574225

Phone: 08258-262725. Fax: 08258-262726

## DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

Date: 18-07-2014

### Circular

It is hereby informed to all the faculties to attend the department meeting today (18-07-2014) at 10.50am in HOD cabin without fail.

#### **Agenda:**

1. Subject Allotment.
2. Lesson Plan.
3. Identification of slow and fast learners.
4. List of activities.
5. Identification of coordinators.
6. Feedback of previous semester.
7. Any other matter.

HOD  
H. C. D.  
Dept. Of Electronics & Communication  
Alva's Institute of Engg. & Technology  
Mijar, MOODBIDRI - 574225



# Alva's Institute of Engineering & Technology

Shobhavana Campus, Mijar, Moodbidri, D.K - 574225

Phone: 08258-262725. Fax: 08258-262726

## DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

### Minutes of Department Meeting

**Date: 18-07-2014**


Department meeting was held on 18<sup>th</sup> July, 2014 to discuss about the following agendas listed below.

#### **Agenda**

1. Subject Allotment.
2. Lesson Plan.
3. Identification of slow and fast learners.
4. List of activities.
5. Identification of coordinators.
6. Feedback of previous semester.
7. Any other matter.

#### **Minutes of the Meeting**

1. HOD had given option for faculty members to choose next semester subjects. Based on their option, HOD allotted the subjects.
2. HOD informed class coordinator to make a list slow learner and fast learners based on the previous semester results.
3. HOD discussed the various departmental activities such as Technical talks, certification course, industrial visits, SDP, forum activities, etc.
4. HOD discussed previous semester feedback and asked the faculties with less feedback to attend FDP's/ workshop to improve.
5. HOD identified various departmental and Institution level coordinators for various activities.

  
H. O. D.  
HOD  
Dept. Of Electronics & Communication  
Alva's Institute of Engg. & Technology  
Mijar, MOODBIDRI - 574 225



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Shobhavana Campus, Mijar, Moodbidri, D.K - 574225

Phone: 08258-262725, Fax: 08258-262726

## DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

Date: 19-01-2015

### Circular

All the faculties are hereby informed to attend the department meeting today at 1.30pm in Room No 201 without fail.

#### **Agenda:**

1. Subject Allotment.
2. Lesson Plan.
3. Identification of slow and fast learners.
4. List of activities.
5. Feedback of previous semester.
6. Any other matter.

**HOD**  
**H. O. D.**

Dep. Of Electronics & Communication  
Alva's Institute of Engg. & Technology  
Moodbidri - 574 225



## **Minutes of Department Meeting**

**Date: 19-01-2015**

Department meeting was held on 19-01-2015 to discuss about the following agendas listed below.

### **Agenda**

1. Subject Allotment.
2. Lesson Plan.
3. Identification of slow and fast learners.
4. List of activities.
5. Feedback of previous semester.
6. Any other matter.

### **Minutes of the Meeting**

1. HOD had given options for the faculties to apply the subjects of their choice. Based on that, HOD allotted the subjects to all faculties.
2. HOD asked the faculties to prepare the lesson plan for the subjects allotted within a week.
3. HOD informed class coordinator to identify the slow learner and fast learners based on the previous semester results.
4. HOD discussed the various departmental activities such as Technical talks, certification course, industrial visits, SDP, forum activities, etc that will be conducted in the coming semester.
5. HOD discussed about previous semester feedback of individual course teachers and asked the faculties to attend workshop and FDP to improve the feedback.
6. Project phase schedule to be finalized.





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## DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

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7. Project report draft submission dates should be finalized.
8. Students have to publish papers on their projects.
9. Seminar schedule for final years students have to be planned.

**HOD D.**

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## DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

Date: 21-07-2015

### Circular

All the faculties are hereby informed to attend the department meeting today at 1.00pm in Room no 201.

#### **Agenda:**

1. Subject Allotment.
2. Lesson Plan.
3. Fast and slow learners.
4. Forum activities.
5. Event coordinators.
6. Feedback of previous semester.
7. Any other matter.

**Raghavendra Rao A**  
H.O.D.

Dept. Head of the Department  
Alva's Institute of Engg. & Technology  
Mijar, MOODBIDRI - 574 225



**DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING**

**Minutes of Meeting held on 21-07-2015**

**Agenda**

1. Subject Allotment.
2. Lesson Plan.
3. Fast and slow learners.
4. Forum activities.
5. Event coordinators.
6. Feedback of previous semester.
7. Any other matter.

**Minutes of the Meeting**

1. HOD discussed about the commencement of odd semester classes for III, V, VII semester and informed about the subjects allotted according to the choice opted by the faculties.
2. HOD asked to prepare lesson plan for the allotted subjects and submit by week end.
3. HOD also mentioned regarding the bridge courses and regular classes for the 1<sup>st</sup> semester students.
4. List of slow and fast learner has to be prepared by class coordinators based on previous semester results.
5. HOD made coordinators for forum activities and event coordinators for various committees such as class coordinators, hostel visit, EMS, IA test, Student seminar, VTU work etc.
6. HOD also allotted coordinators for various activities at Institution level.



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7. HOD discussed about the importance of final year project and seminar.  
He suggested to take seminar topics from e-journals.
8. HOD suggested to conduct mini projects and Apple lab session for 5<sup>th</sup> semester students.
9. Previous semester feedback was discussed and HOD gave suggestions to the faculties on how they can improve.
10. HOD also briefed about the seriousness in taking classes, dress code, ID card, giving assignments and lab works. He told to conduct lab instruction class for about 45 minutes.

**Raghavendra Rao A**

**H.O.D.**

**Head of the Department**  
Dept. of Electronic & Communication  
Alva's Institute of Engg. & Technology  
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## Department of Electronics and Communication Engineering

Date: 16-01-2016

### Circular

All the staff members are hereby required to attend the department meeting on 16-01-2016 in room no: 204 at 10.30am.

#### **Agenda:**

1. Even semester classes.
2. Subject Allotment.
3. Lesson Plan.
4. List of slow and fast learners.
5. Forum activities.
6. Feedback of previous semester.
7. Any other matter.

**Raghavendra Rao A**

**Head of the Department**  
Dept. Of Electronics & Communication  
Alva's Institute of Engg. & Technology  
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# **Alva's Institute of Engineering & Technology**

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## **Department of Electronics and Communication Engineering**

**Date: 17-01-2016**

### **Minutes of Meeting held on 16-01-2016**

#### **Agenda**

1. Even semester classes.
2. Subject Allotment.
3. Lesson Plan.
4. List of slow and fast learners.
5. Forum activities.
6. Feedback of previous semester.
7. Any other matter.

#### **Minutes of the Meeting**

1. HOD discussed about the commencement of odd semester classes for IV, VI, VIII semester and informed about the subjects allotted according to the choice opted by the faculties.
2. HOD asked to prepare lesson plan for the allotted subjects and submit by week end.
3. HOD informed class coordinator to make a list of slow learner and advanced learners based on the previous semester results.
4. HOD informed all the staff members to conduct technical activities, innovation programs, industrial visits and forum activities before April 20<sup>th</sup> 2016.
5. HOD informed the faculties who are handling forum activities to include group discussion specifically for final year students.
6. HOD informed that seminar coordinators must submit a copy of the circular based on the seminar to the Principal.



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7. HOD also informed all the guides to provide their students with 6 to 10 topics along with references out of which the students would then be selecting a topic.
8. HOD discussed about previous semester feedback of individual course teachers and also suggested to attend FDP's, workshop, online courses etc.

**Raghavendra Rao A**  
H. O. D.

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**Head of the Department**  
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## DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

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Date: 13-07-2016

### Circular

It is hereby informed to all the faculties of the department to attend the meeting tomorrow on 14-07-2016 at 10.00am in HOD Cabin without fail.

#### **Agenda:**

1. Subject Allotment.
2. Lesson Plan.
3. Department activities.
4. Identification of coordinators.
5. Slow and fast learners.
6. Feedback of previous semester.
7. Any other matter.

**HOD**  
**H. O. D.**

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## DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

### Minutes of Department Meeting

Date: 14-07-2016

#### **Agenda**

1. Subject Allotment.
2. Lesson Plan.
3. Department activities.
4. Identification of coordinators.
5. Slow and fast learners.
6. Feedback of previous semester.
7. Any other matter.

#### **Minutes of the Meeting**

1. HOD allotted the subjects based on the subjects opted by the faculties.
2. HOD suggested to prepare the lesson plan for the subjects allotted and submit within 3 days.
3. HOD discussed the various departmental activities such as Technical talks, certification course, industrial visits, SDP, forum activities, etc.
4. HOD informed class coordinator to make a list of slow learner and fast learners based on the previous semester results.
5. HOD discussed about previous semester feedback of all the courses and also suggested necessary measures to improve.
6. Various Institution and Department level activity coordinators were identified based on their interest.
7. Project coordinator was asked to make schedule for synopsis presentation.
8. Internship coordinator was asked to schedule the presentation immediately after the classes commence.

H.O.D.

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## **DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING**

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Date: 18-01-2017

### **Circular**

It is hereby informed to all the faculties of the department to attend the meeting today at 1.00pm in HOD cabin.

#### **Agenda:**

1. Subject Allotment.
2. Lesson Plan.
3. List of department activities.
4. Identification of activity coordinators.
5. Feedback of previous semester.
6. Any other matter.



**HOD.**

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## **DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING**

### **Minutes of Department Meeting**

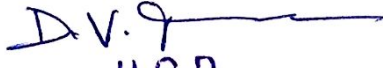
**Date: 18-01-2017**

#### **Agenda**

1. Subject Allotment.
2. Lesson Plan.
3. List of department activities.
4. Identification of activity coordinators.
5. Feedback of previous semester.
6. Any other matter.

#### **Minutes of the Meeting**

1. HOD discussed about subjects opted by the faculties and accordingly allotted the subjects.
2. Based on the subjects allotted HOD asked the faculties to prepare the lesson plan.
3. HOD informed class coordinator to identify the slow learner and advanced learners based on the previous semester results.
4. HOD discussed the various departmental activities such as Technical talks, certification course, industrial visits, SDP, forum activities, etc.
5. HOD discussed about previous semester feedback of individual course teachers and also suggested to attend FDP's and improve.
6. Project schedule of phase-II and Phase-III presentation and Report draft copy submission dates has to be finalized.
7. Seminar for Final year students have to be scheduled and students should select topics from IEEE papers and submit atleast 5 papers.
8. Student attendance has to be strictly monitored by the class coordinators.

  
**H. O.D.**  
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## DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

Date: 20-07-2017

### Circular

It is hereby informed to all the faculty members that there will be a department meeting today at 1.00pm in MEMS lab. All are required to attend without fail.

#### **Agenda:**

1. Course File
2. Subject Allotment.
3. Frame course outcomes and CO-PO mapping matrix.
4. Lesson Plan.
5. Identification of slow and fast learners.
6. Department activities.
7. Identification of coordinators.
8. Feedback of previous semester.
9. Any other matter.

**HOD**  
R.O.D.

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## **DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING**

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### **Minutes of Meeting**

**Date: 20-07-2017**

Department meeting was held on 20-07-2017 to discuss about the following agendas listed below.

#### **Agenda**

1. Course File
2. Subject Allotment.
3. Frame course outcomes and CO-PO mapping matrix.
4. Lesson Plan.
5. Identification of slow and fast learners.
6. Department activities.
7. Identification of coordinators.
8. Feedback of previous semester.
9. Any other matter.

#### **Minutes of the Meeting**

1. All the faculties were asked to submit their complete course file of previous semester.
2. HOD had given an option for faculty members to choose the subjects. Based on their option, most of the faculty members are allotted with the subjects of their choice.
3. Faculties have to prepare lesson plan for the allotted subjects.
4. HOD suggested to frame the CO's for the subject allotted.
5. Corrected course outcomes have to be mapped with program outcomes and matrix has to be prepared and submitted within 3 days.



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### **DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING**

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6. HOD informed class coordinator to identify the slow learner and advanced learners based on the previous semester results.
7. HOD discussed the various departmental activities such as Technical talks, certification course, industrial visits, SDP, forum activities, etc.
8. HOD discussed about previous semester feedback of all the courses and suggested improvement.
9. Based on the interest of individual faculties HOD identified various departmental and Institution level coordinators for various activities.
10. Review paper has to be done by final year students compulsorily.
11. Internal and External project review dates have to planned and finalized at the earliest.

**HOD.**

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### **DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING**

Date: 18-01-2018

#### **Circular**

It is hereby informed to all the faculties to attend the department meeting on 18-01-2018 at 1.30pm in MEMS lab without fail.

#### **Agenda:**

1. Subject Allotment.
2. Lesson Plan, CO-PO framing and mapping matrix.
3. Identification of slow and fast learners.
4. List of activities.
5. Feedback of previous semester.
6. Others.

**HOD. D.**

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**DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING**

## **Minutes of Department Meeting**

**Date: 18-01-2018**

Department meeting was held on 18-01-2018 to discuss about the following agendas listed below.

### **Agenda**

1. Subject Allotment.
2. Lesson Plan, CO-PO framing and mapping matrix.
3. Identification of slow and fast learners.
4. List of activities.
5. Feedback of previous semester.
6. Others.

### **Minutes of the Meeting**

1. Subject were allotment by HOD based on the options given by faculties.
2. HOD suggested to frame the CO's and CO-PO Mapping matrix for the subject allotted.
3. Faculties were asked to prepare lesson plan for the subjects allotted.
4. HOD asked class coordinator's to prepare the list of slow and fast learners based on the previous semester results.
5. HOD discussed the various departmental activities such as Technical talks, certification course, Industrial visits, SDP, forum activities, Technical fest etc.
6. Technical dates resource person and dates to be decided within a week.
7. Industrial visits dates were discussed and finalized.





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## **DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING**

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8. HOD asked internship coordinator to strictly scrutinize the companies to which the students apply and approve it only if it is electronics based and good companies.
9. Project phase dates to be finalized and students have to do papers of their projects and publish it compulsorily.
10. HOD discussed about previous semester feedback of individual course teachers and also suggested corrective measures.

**HOD. D.**

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**DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING**

**Date: 20-07-2018**

**Circular**

It is hereby informed to all the faculties to attend the department meeting on 20-07-2018 at 10.00am without fail.

**Agenda:**

1. Subject Allotment.
2. Lesson Plan, CO framing and CO-PO mapping matrix.
3. Identification of slow and fast learners.
4. List of activities.
5. Identification of coordinators.
6. Feedback of previous semester.
7. Any other matter.

**HOD**

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**DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING**

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**Date: 21-07-2018**

**Minutes of the meeting held on 20-07-2018**

**Agenda**

1. Subject Allotment.
2. Lesson Plan, Framing of CO and CO-PO Mapping matrix.
3. Identification of slow and fast learners.
4. List of activities.
5. Identification of coordinators.
6. Feedback of previous semester.
7. Any other matter.

Sl.No	Members	Designation
1	Dr.D.V.Manjunatha	Senior Professor & H.O.D
2	Mr. Sudhakar H M	Associate Professor
3	Mr. Santhosh S	Assistant Professor
4	Mrs. Vijetha T.S.	Assistant Professor
5	Mr. Yuvaraj T	Assistant Professor
6	Mrs. Shruthi K	Assistant Professor
7	Mr. Deepak Raj	Assistant Professor
8	Mr.Aneesh Jain	Assistant Professor
9	Mrs. Tanya	Assistant Professor
10	Mr. Parveez Shariff	Assistant Professor
11	Mr. Sachin K	Assistant Professor
12	Mrs. Nishma	Assistant Professor
13	Mrs. Bhargavi	Assistant Professor

**Following points were discussed in the meeting.**

1. Based on the subjects opted by the faculties, HOD discussed about the same and allotted the subjects accordingly.
2. HOD suggested to frame the CO's and CO-PO Mapping matrix for the





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subject allotted and prepare the lesson plan for the same on or before 27-07-2018.

3. HOD informed class coordinator to identify the slow learner and advanced learners based on the previous semester results.
4. HOD discussed the various departmental activities such as Technical talks, certification course, industrial visits, SDP, forum activities, workshop etc.
5. Resource person for the technical talk has to be listed and decided at the earliest.
6. Industrial visit and to be planned immediately and dates has to be finalized.
7. HOD discussed about previous semester feedback of individual course teachers and also suggested the faculties to attend FDP's and improve.
8. Based on the interest of individual faculties HOD identified various departmental and institution level coordinators for various club activities.
9. List of Forum activities to be planned and submitted to HOD immediately.

  
**HOD**  
**H. O. D.**

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## DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

---

Date: 16-01-2019

### Circular

It is hereby informed to all the faculties to attend the department meeting on 17-01-2019 at 10.00am without fail.

#### **Agenda:**

1. Subject Allotment.
2. Lesson Plan, CO framing and mapping.
3. Slow and fast learners.
4. Department activities.
5. Feedback of previous semester.
6. Any other matter.

**HOD. D.**

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DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

Date: 18-01-2019

## Minutes of Meeting

### Agenda

1. Subject Allotment.
2. Lesson Plan, Framing of CO and CO-PO Mapping matrix.
3. Identification of slow and fast learners.
4. Department activities.
5. Feedback of previous semester.
6. Any other matter.

Sl.No	Members	Designation
1	Dr.D.V.Manjunatha	Senior Professor & H.O.D
2	Mr. Sudhakar H M	Associate Professor
3	Mr. Santhosh S	Assistant Professor
4	Mrs. Vijetha T.S.	Assistant Professor
5	Mr. Yuvaraj T	Assistant Professor
6	Mrs. Shruthi K	Assistant Professor
7	Mr. Deepak Raj	Assistant Professor
8	Mr.Aneesh Jain	Assistant Professor
9	Mrs. Tanya	Assistant Professor
10	Mr. Parveez Shariff	Assistant Professor
11	Mr. Sachin K	Assistant Professor
12	Mrs. Nishma	Assistant Professor
13	Mrs. Bhargavi	Assistant Professor

### The following points were discussed in the meeting:

1. Based on the option chosen by the faculty, HOD allotted the subjects for all the faculties.
2. HOD asked all the faculties to frame the CO's and CO-PO Mapping matrix for the subject allotted and prepare the lesson plan for the same within 3 days.



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## **DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING**

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3. HOD informed class coordinator to identify the slow learner and advanced learners based on the previous semester results.
4. HOD discussed the various departmental activities such as Technical talks, industrial visits, forum activities etc.
5. HOD instructed the project coordinator to schedule the project – phase presentation and project report draft submission dates.
6. HOD discussed about previous semester feedback of individual course teachers and suggested corrective measures to improve.
7. HOD asked the Forum coordinators to plan some activities and Technical Fest.
8. Final year seminar coordinators were asked to prepare the schedule for presentation immediately after the class commencement.
9. Student attendance has to be monitored strictly immediately after the classes commence.

**HOD. D.**

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