

**DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING**

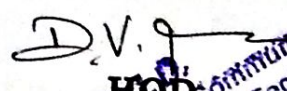
**Date: 17/08/2020**

**Circular**

It is hereby informed to all the faculty of the department to attend the meeting on 18/08/2020 at 10.00am in HOD's cabin.

**Agenda:**

1. Subject Allotment.
2. Mentor Allotment.
3. Google Classroom.
4. Projects.
5. Coordinators.

  
**HOD**  
Dept. of Electronics & Communication  
Alva's Institute of Engg & Technology  
Mijar, Moodbidri - 574225

Date: 18/08/2020

### Minutes of the meeting held on 18-08-2020

#### Agenda of the Meeting

1. Subject Allotment.
2. Mentor Allotment.
3. Google Classroom.
4. Projects.
5. Coordinators.

Sl.No	Members	Designation
1	Dr.D.V.Manjunatha	H.O.D
2	Mr. Sudhakar H M	Assistant 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
14	Ms. Shadvala	Teaching Assistant

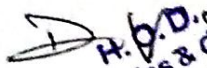
**The HOD addressed the following to all the faculties of the department.**

1. As per the choice given by all faculties, HOD discussed the subjects allotted to the faculties for academic year 2020-21 odd semester.
2. Faculties are asked to do the lesson plan, Course Outcomes, CO-PO/PSO mapping of the subjects allotted to them.
2. Class Coordinators for all semesters was finalized.
3. Internship Coordinators of 3<sup>rd</sup> and 4<sup>th</sup> year was discussed.
4. HOD asked Mr.Yuvraj T to do the Mentor allotment for the new academic year.
5. All faculties are informed to record the classes and post it in students



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- group.
6. Separate Google classroom has to be created for each subject by the class coordinator.
  7. After every class, assignments to be given. Students have to upload the assignments in google classroom.
  8. Current final year students group should be converted to Alumni group.
  9. Projects coordinator is asked to initiate the process and finalize the project batches and guides.
  10. Fundamental classes has to be planned for Bootcamp students to brush up the basics of ECE.

  
H. B. D.  
HOD  
Dept. Of Electronics & Communication  
Alva's Institute of Engineering & Technology  
Mijar, Moodbidri - 574 225

**DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING**

**Date: 12/03/2021**

**Circular**

It is hereby informed to all the faculty of the department to attend the meeting on 12/03/2021 at 9.45am in HOD's cabin.

**Agenda:**

1. Subject Allotment



**HOD**

Date: 12/03/2021

**Minutes of the meeting held on 12-03-2021**

**Agenda of the Meeting**

**1. Subject Allotment.**

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

**The HOD addressed the following to all the faculties of the department.**

1. HOD discussed about the subject options given by the faculties.
2. Based on the subjects opted by the faculties, HOD announced the subject allotted to all the faculties.

D.V.  
HOD