

DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

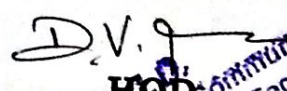
Date: 17/08/2020

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.

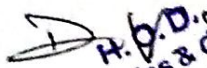
Sl.No	Members	Designation
1	Dr.D.V.Manjunatha	H.O.D
2	Mr. Sudhakar H M	Assistant Professor
3	Mr. Santhosh S	Assistant Professor
4	Mrs. Vijetha T.S.	Assistant Professor
5	Mr. Yuvaraj T	Assistant Professor
6	Mrs. Shruthi K	Assistant Professor
7	Mr. Deepak Raj	Assistant Professor
8	Mr. Aneesh Jain	Assistant 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 3rd and 4th 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