

Geethanjali College of Engineering & Technology
(UGC Autonomous)
Department of Electronics and Communication Engineering

Minutes of Class Teacher Meeting - III B.Tech ECE – Section D

Date: 30th June, 2018

A meeting of all faculty members taking courses for B.Tech III ECE – Section D was held in Prof. OVPR Siva Kumar's chamber during 10:30am to 11:30am. The following members attended the meeting.

S. N.	Name of the Faculty	Designation	Role	Signature
1.	Mr. Ch Suresh Kumar	Assistant Professor	Class Teacher	
2.	Prof. OVPR Siva Kumar	Professor in ECE	Member	
3.	Ms. M Laxmi	Associate Professor	Member	
4.	Ms. BPS Jyothi	Associate Professor	Member	
5.	Ms. G Swapna	Assistant Professor	Member	
6.	Mr. P Nagaraju	Assistant Professor	Member	
7.	Ms. M Laxmi	Assistant Professor	Member	
8.	Mr. M. Krishna	Assistant Professor	Member	
9.	Ms. J Vijaya Lakshmi	Assistant Professor	Member	

Agenda: Preparation for the ensuing semester

1. Syllabus copy.
2. Student Roll list
3. Student Grouping
4. Text books availability in library
5. Maintenance of attendance registers
6. Slot attendance
7. Mid marks submission
8. Class work adjustments
9. Creation of whatsapp group

Minutes of Meeting:

1. The syllabus copy for each course has been handed over to the respective faculty members.
2. The student roll list has been provided to each instructor.
3. The grouping of students has to be made, based on the previous semester external marks in order to implement peer learning among the students. This may help to identify the strong and weak students in the class.

4. The instructors are informed to re-verify the availability of textbooks in the library for the courses they are handling.
5. Instructors are informed to fill the attendance registers with roll number and names at the earliest possible and also to mark the attendance in the register during the class itself.
6. The slot attendance will be prepared twice every month i.e., 1st to 15th and 16th to 31st. As the slot dates are fixed faculty are informed to fill the slot attendance in the book provided in the department on the next working day of close of the slot.
7. It is decided that the attendance in the winnou software is final and the instructors have to ensure that the respective attendance registers match with the winnou attendance.
8. Mid marks have to be submitted in the department in the form of both hardcopy and softcopy in the specified format.
9. For communication purpose, a whatsapp is going to be created and all the faculty handling subjects for the class will be added in the group. This group may be helpful for sharing information, class adjustments etc.

Action Points:

- a. Student Grouping →action Class teacher.
- b. Availability of text books in library → action Corresponding instructor.
- c. Submission of slot attendance → action Corresponding instructor.
- d. Creation of whatsapp group and its maintenance →action Class teacher
- e. Assignment questions →action Ms. V Indu Priya
- f. Tutorial Problems →action Mr. RVNR Suneel Krishna/Mr. B. Ramu

Class Teacher

Copy to: 1. HoD, ECE
2. Group Head – Fields and Waves
3. All concerned faculty