

Shivajirao Kadam Institute of Technology and Management, Indore
Department of Electronics and Communication Engineering

Minutes of the Meeting

Date: 05-07-2020

A meeting of faculty members of the department was held on 5th July, 2020 at 1:00 pm at Room No. 104D. The meeting is attended by the faculty members of the department, the list with due signatures is attached with this document.

Following points are discussed in the meeting:

12. Academic activity should be planned as per academic calendar.
13. The teaching session of 7th semester is starting from 10th July, 5th semester is starting from 24th July 2021.
14. The course files of the previous semester and the proposed course plan of the subjects to be taught in the current semester have to be submitted by the subject teachers to Prof. Anagha chougankar and Sneha Nagar.
15. student club activities for students with expert lectures should be organized as per the road map.
16. Lab requirements of the respective labs should be submitted by the respective lab in-charges.
17. Industrial visit of the students needs to be arranged.
18. At least one expert lecturer must be organized in each subject by subject in charge. Experts from industry should be invited.
19. Budget for instrument repair and maintenance should be prepare.
20. NAAC record preparation must be carried out.
21. Result analysis of last semester should be kept ready.
22. Feedback in-charge will take feedback from all ECE classes.

The meeting is concluded with thanks to all the faculty members.



Head of Department



Director

Shivajirao Kadam Institute of Technology &
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