



SCIENT INSTITUTE OF TECHNOLOGY

IBRAHIMPATNAM, R, R. DIST, TELANGANA

NAAC Accredited, Approved by AICTE and Affiliated to JNTUH University



Date: 22/09/2023

No: SNIT/ECE/23-24/MOM/August-03

ECE ACADEMIC COMMITTEE Minutes of Meeting

Minutes of 3rd ECE Department Academic Committee (DAC) Meeting held at HOD Chamber on 22.09.2023 at 3.00 PM.

Members present:

S.No	Name	Designation	S.No	Name	Designation
1	Dr Bommidi Sridhar	Convenor-HOD ECE	5	Mr.Naresh	Member- Assistant Prof
2	Mr Saudulu	Member-Assoc Prof.	6	Mr. Srikanth	Member- Assistant Prof
3	Mrs Swarnaltha	Member-Assoc Prof.	7	Mr Seva	Member- Assistant Prof
4	Mr.Bhagavathi rao	Member- Assoc Prof.			

Agenda:

- Commencement of 1 sem and necessary preparations
- Students Attendance and registers
- Parents communication
- Tutorial hours\
- Other academics issues

The Convener Dr. Bommidi Sridhar, HOD ECE has welcomed all the members to the 3rd ECE DAC Meeting on 22/09/2023.

Minutes of 3rd ECE DAC meeting in:

- All the lab subject coordinator is requested to submit their respective lab readiness report immediately. All labs should be updated as per the current semester syllabus. Based on this final dept wise readiness will be given to Principal sir on (25/09/2023) Monday
- All the faculty should carry their respective class attendance register and mark the attendance within first 10 mins in the beginning of the class. The procedure for filling attendance has been explained. It is decided to prepare the cumulative attendances for every fortnight and the same status of cumulative attendance will be share to Principal sir. On 01st and 16th dates in every month.
- The class in-charges are instructed to start parents whatsapp groups and start sharing the daily attendance in respective groups.
- Class in- charges are instructed to allot mentors for every 7-10 members and these mentors should be take the responsibility of their mentees , including their attendance and overall performance
- All the tutorial hous in time table should be properly planed and these hours can be used for special practices such as, students presentations, quizzes, tests, previous q.p discussions, etc.,
- the TASK fullstack development training has been planned in our college . in this regard the should be motivated to get registered in TASK . all such interested and eligible candidates should be listed on or before Monday(25/09/23).

Review of 1st Dept meeting

- the iv years mentoring progress has been reviewed and their seminar and mini projects progress also reviewed.. The faculty readiness and their preparedness for II-I has been reviewed.

(Dr. Bommidi Sridhar)
HOD ECE

- Copy to: 1.Principal for information
2.IQAC for information
3.All Members

S.No	Name	Signature	S.No	Name	Signature
1	Dr Bommidi Sridhar		7	Mr.Naresh	
2	Mr Saudulu		8	Mr. Srikanth	
3	Mrs Swarnaltha		9	Mr Seva	
4	Mr.Bhagavathi rao				