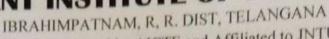
SCIENT INSTITUTE OF TECHNOLOGY



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.

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Mem	hore	present	14
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Name	Designation	S.No	Name	Designation	
Dr Rommidi Cridhar	Convener HOD ECE	5	Mr Naresh	Member- Assistant Pro,	
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THE SAME OF SA		7	IN THE STATE OF TH	Member- Assistant Prof	
		-	IVII SEVO		
	Name Dr Bommidi Sridhar Mr Saudulu Mrs Swarnaltha	Name Designation Dr Bommidi Sridhar Convenor-HOD ECE Mr Saudulu Member-Assoc Prof.	NameDesignationS.NoDr Bommidi SridharConvenor-HOD ECE5Mr SauduluMember-Assoc Prof.6Mrs SwarnalthaMember-Assoc Prof.7	NameDesignationS.NoNameDr Bommidi SridharConvenor-HOD ECE5Mr.NareshMr SauduluMember-Assoc Prof.6Mr. SrikanthMrs SwarnalthaMember-Assoc Prof.7Mr Seva	

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 3nd 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

No	Name	Signature	S.No	Name	Signature
1	Dr Bommidi Sridhar	(h	7	Mr.Naresh	Signature
2	Mr Saudulu		8	Mr. Srikanth	- mad
3	Mrs Swarnaltha	54	9	Mr Seva	
4	Mr.Bhagavathi rao	gu.	1		- TOLIN