

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
DEPARTMENT OF ELECTRONICS & COMMUNICATION SCIENCE

Minutes of the Meeting (23/03/2023)

S.No	Agenda	Points Discussed	Target Date	Responsibility
1	Even semester college fee	Even semester college fee payment date was extended with a fine amount of Rs 100 after which Rs 200 will be charged as penalty	On or before 04/03/2023	Prof V.SAVITHRI Prof S.FABBIYOLA Prof. S.SHANTHA Prof. M.SATHIYA
2	Scholarship	Four students from first year, three students from third year and 4 students from second year were registered scholarship through online.	07/02/2023	Prof V.SAVITHRI Prof S.FABBIYOLA Prof. S.SHANTHA Prof. M.SATHIYA
3	Nan Mudhalvan	Nan Mudhalvan registration process were shared among staff and students , students details were uploaded and Template was submitted	13/-3/2023	
4	II Internal exam	II Internal examination got over	20/03/2023	Prof V.SAVITHRI Prof S.FABBIYOLA Prof. S.SHANTHA Prof. M.SATHIYA
	II Internal exam Mark posting	Last date for II Internal exam Mark posting in Iboss	27/03/23	Prof V.SAVITHRI Prof S.FABBIYOLA Prof. S.SHANTHA Prof. M.SATHIYA
5	University Rank	Jayanthi K.S (94.25%) secured 2 nd Rank and Jecintha Priya Rakshini D (93.25) have secured 5 th Rank		Prof V.SAVITHRI Prof S.FABBIYOLA Prof. S.SHANTHA Prof. M.SATHIYA
6	Semester result	November Semester result was published III Year all cleared II Year NM paper all clear Remaining papers one students failed I Year 4 Students Only All Cleated	20/03/2023	Prof V.SAVITHRI Prof S.FABBIYOLA Prof. S.SHANTHA Prof. M.SATHIYA
7	Guest lecture	Fibre optics in communication guest lecture was organized for I & II year students Dr S.Revathi Associate professor , VIT was the resoyrce person	23/04/2023	Prof V.SAVITHRI Prof S.FABBIYOLA
8	Magazine	Magazine template and annual day report was sent	17/03/2023	Prof V.SAVITHRI
9	Annual day	Annual day date was fixed	05/04/23	
10	Electro fest 2K23	5 off stage program was organized ,Prizes and certificates were purchased with the fund givenby management and amount collected from Student(Each students contributed with Rs 100)		Prof V.SAVITHRI Prof S.FABBIYOLA Prof. S.SHANTHA Prof. M.SATHIYA

Participants Name	Signature
Prof.V.Savithri	
Dr.S.Fabbiyola	
Prof.S.Shantha	
Prof.M.Sathiya	

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IQAC COORDINATOR

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Action taken report of the meeting held on (16/03/2023)

- *Staffs are yet to prepare E content for 5th and 6th Semester.*
- *4 final year students got placement*
- *Guest lecture program was planned*
- *Student scholarship online registration was in progress*
- *Department fest was planned*

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Minutes of the Meeting (23/02/2023)

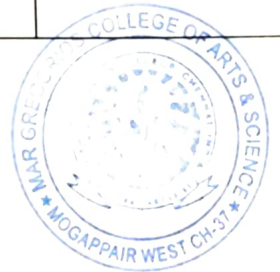
S.No	Agenda	Points Discussed	Target Date	Responsibility
1	Even semester college fee	Even semester college fee payment date was extended with a fine amount of Rs 100	On or before 28/02/2023	Prof V.SAVITHRI Prof S.FABBIYOLA Prof. S.SHANTHA Prof. M.SATHIYA
2	I internal exam	First Internal exam marks for all years were posted in IBOSS software	17/02/2023	Prof V.SAVITHRI Prof S.FABBIYOLA Prof. S.SHANTHA Prof. M.SATHIYA
3	Scholarship	Two students from first year and one student from third year were registered scholarship through online.	07/02/2023	Prof V.SAVITHRI Prof S.FABBIYOLA Prof. S.SHANTHA Prof. M.SATHIYA
4	Skilled development program	5 days skill development program for all the years was successfully organized	20/02/2023 to 24/02/2023	Prof V.SAVITHRI Prof S.FABBIYOLA Prof. S.SHANTHA Prof. M.SATHIYA
5	workshop	Permission given for organizing workshop in MI and AI for all the years	27/02/2023	Prof V.SAVITHRI
6	Graduation	Totally 57 students degree certificate were received from University	28/02/2023	Prof V.SAVITHRI Prof S.FABBIYOLA Prof. S.SHANTHA Prof. M.SATHIYA
7	University Rank	Jayanthi K.S (94.25%) secured 2 nd Rank and Jecinta Priya Rakshini D (93.25) have secured 5 th Rank		Prof V.SAVITHRI Prof S.FABBIYOLA Prof. S.SHANTHA Prof. M.SATHIYA
	Cultural	Cultural program date was announced and students were started participating in Off and OM Stage competition	01/03/2023	Prof V.SAVITHRI Prof S.FABBIYOLA Prof. S.SHANTHA Prof. M.SATHIYA
9	Hod Meeting	Heads meeting was conducted regarding Discipline during Convocation and cultural		Prof V.SAVITHRI
10	Placement	Placement drive was conducted by Digital image and Southerland 4 students were got placement		Prof V.SAVITHRI Prof. S.SHANTHA
11	9 Days Life skill program	Career Guidance cell in association with Rubicon skill development program, pune conducting 9 Days Life skill program for final year. 4 students were registered for this	23/02/23 to 04/03/2023	

Participants Name	Signature
Prof.V.Savithri	
Dr.S.Fabbiyola	
Prof.S.Shantha	
Prof.M.Sathiya	

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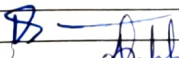
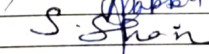

Action taken report of the meeting held on (16/02/2023)

- *Staffs are yet to prepare E content for 5th and 6th Semester.*
- *Planning to organize* Skilled development program.
- *Planning to organize* work shop in MI and AI

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Minutes of the Meeting (24/12/2022)

Agenda	Points Discussed	Target Date	Responsibility
Even semester college fee	Even semester college fee payment date was announced and circulated to students' group	On or before 20/01/2023	Prof V.SAVITHRI Prof S.FABBIYOLA Prof. S.SHANTHA Prof. M.SATHIYA
Guest lecture	Guest lecture programme was organized for second and third year	16&19 th December	Prof V.SAVITHRI Prof. S.SHANTHA Prof. M.SATHIYA
First year semester examination	First year Major and allied semester exam were got over	16 th and 20 th December	
Internship	Five students from final year are undergoing Internship in Zesus Solution	8 th December to 23 rd December	Prof V.SAVITHRI
Mahindra finance scholarship	Mahindra finance scholarship –First year student Hemalatha have submitted the proof		
Raffle books	Class in charge of second year yet to submit raffle ticket book.	18/08/2022	Prof S.FABBIYOLA
Outreach activity	Planning to visit orphanage and distribute necessary item.		Prof V.SAVITHRI Prof S.FABBIYOLA Prof. S.SHANTHA Prof. M.SATHIYA
Electro fest Magazine	Planning to release Department Magazine Electro fest	During Department fest	Prof V.SAVITHRI Prof S.FABBIYOLA Prof. S.SHANTHA Prof. M.SATHIYA

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Prof.V.Savithri	
Dr.S.Fabbiyola	
Prof.S.Shantha	
Prof.M.Sathiya	


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Action taken report of the meeting held on (15/12/2022)

- *Staffs are yet to prepare E content for 5th and 6th Semester.*
- *Apparatus purchased*
- *University semester for second and first year was complete.*
- *Action plan were submitted.*
- *Two guest lecture programs were got over*
- *Even semester requirements were approved.*
- *Planning to release Department magazine.*







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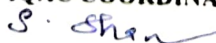
Minutes of the Meeting (15/12/2022)

Agenda	Points Discussed	Target Date	Responsibility
Requirements for even semester	Apparatus, books for even semester proposal were approved by secretary and physics apparatus were purchased	23/11/2022	Prof V.SAVITHRI
University semester exam	University semester theory exam for I YEAR was going to start . Fine amount were collected and hall tickets were distributed	16/12/2022	Prof V.SAVITHRI Prof. S.SHANTHA
Even semester college fee	Even semester college fee payment date was announced and circulated to students' group	On or before 20/01/2023	Prof V.SAVITHRI Prof S.FABBIYOLA Prof. S.SHANTHA Prof. M.SATHIYA
Action plan	Action plan for even semester was approved by secretary.	12/12/2022	Prof V.SAVITHRI
Christmas celebration	Christmas celebration was planned	14/12/2022	
Guest lecture	Guest lecture programme were planned for second and third year	16&19 th December	Prof V.SAVITHRI Prof. S.SHANTHA Prof. M.SATHIYA
First year semester examination	First year semester language and English exam were postponed	6 th and 7 th January 2023	
Raffle books	Class in charge of second year yet to submit raffle ticket book.	18/08/2022	Prof S.FABBIYOLA
Outreach activity	Planning to visit orphanage and distribute necessary item.		Prof V.SAVITHRI Prof S.FABBIYOLA Prof. S.SHANTHA Prof. M.SATHIYA
10 Electro fest Magazine	Planning to release Department Magazine Electro fest	During Department fest	Prof V.SAVITHRI Prof S.FABBIYOLA Prof. S.SHANTHA Prof. M.SATHIYA

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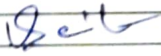
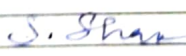
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Minutes of the Meeting (17/11/2022)

Agenda	Points Discussed	Target Date	Responsibility
Servicing & purchase of components	Servicing of physics lab apparatus was over and physics apparatus and the component were purchased	09/11/2022	Prof V.SAVITHRI
University practical examination	University practical examination for II & III YEAR GOT OVER	14/11/2022	Prof V.SAVITHRI
University practical examination	Dr. Thiyyagan from hindu college was appointed as external for University practical examination	9/11/2022 to 11/11/2022	Prof V.SAVITHRI
University Online registration extended	University Online registration for II and III was completed.	27/10/2022 8/11/2022	Prof V.SAVITHRI Prof S.FABBIYOLA Prof. S.SHANTHA Prof. M.SATHIYA
Model exam	Model exam for, II and III Year were completed and marks were entered in IBOSS	31/10/ to 8/11/2	Prof V.SAVITHRI Prof S.FABBIYOLA Prof. S.SHANTHA Prof. M.SATHIYA
Seminar and assignments mark	Seminar and assignments mark were posted in IBOSS Software and circulated to students' group..	16/10/2022	Prof V.SAVITHRI Prof S.FABBIYOLA Prof. S.SHANTHA Prof. M.SATHIYA
University semester exam	University semester theory exam for II and III year was postponed.	21/11/2022	Prof V.SAVITHRI Prof. S.SHANTHA
Hall ticket issue	Hall ticket was issued to final year for semester exam.	17/11/2022	Prof V.SAVITHRI Prof. S.SHANTHA
Raffle books	Class in charge of second year yet to submit raffle ticket book.	18/08/2022	Prof S.FABBIYOLA
Outreach activity	Planning to visit orphanage and distribute necessary item. requisition letter were forwarded to secretary and got approval for bus transportation		Prof V.SAVITHRI Prof S.FABBIYOLA Prof. S.SHANTHA Prof. M.SATHIYA
Electro fest Magazine	Planning to release Department Magazine Electro fest	During Department fest	Prof V.SAVITHRI Prof S.FABBIYOLA Prof. S.SHANTHA Prof. M.SATHIYA

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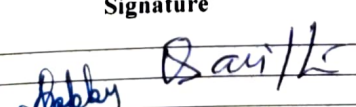
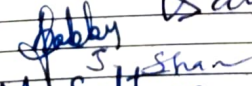
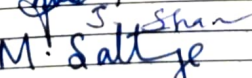
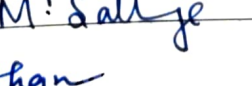
- *Staffs are yet to prepare E content for 5th and 6th Semester.*
- *Apparatus and components were purchased*
- *Model exam got over for II & III Year.*
- *.university registration without penalty was got over*
- *Planning to release Department magazine.*

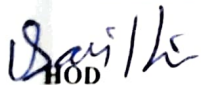
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Minutes of the Meeting (20/10/2022)

S.N	Agenda	Points Discussed	Target Date	Responsibility
1	Servicing & purchase of components	Servicing of physics lab apparatus was yet to over and yet to purchase the component. Lakshmi electronics had given the quotations and submitted to secretary for approval		Prof V.SAVITHRI
2	Industrial visit	Request letter was forwarded to the JE of Ennore power plant for Industrial visit, acknowledgement letter was received. Plant in charge contacted and inform that visit will be on October first week and students have to pay entry fee as Rs 100	October	Prof V.SAVITHRI
3	II Internal exam	II Internal examination conducted for all year and marks posted in Iboss software	21/10/2022	Prof V.SAVITHRI Prof S.FABBIYOLA Prof. S.SHANTHA Prof. M.SATHIYA
4	University practical examination	University practical examination date was fixed for II & III YEAR (Tentatively)	9/11/2022	Prof V.SAVITHRI
5	University Online registration	University Online registration portal was opened for I,II and III YEAR		Prof V.SAVITHRI Prof S.FABBIYOLA Prof. S.SHANTHA Prof. M.SATHIYA
6	IQAC	Students details for the academic year 2021-22 were forwarded to IQAC	13/10/2022	Prof V.SAVITHRI Prof S.FABBIYOLA Prof. S.SHANTHA Prof. M.SATHIYA
	PTA Meeting	PTA Meeting was conducted for all the three year	19/10/2022	Prof V.SAVITHRI Prof S.FABBIYOLA Prof. S.SHANTHA Prof. M.SATHIYA
	Raffle books	Class in charge of second year yet to submit raffle ticket book.	18/08/2022	Prof S.FABBIYOLA
	Outreach activity	Planning to visit orphanage and distribute necessary item. requisition letter were forwarded to secretary and got approval for bus transportation		Prof V.SAVITHRI Prof S.FABBIYOLA Prof. S.SHANTHA Prof. M.SATHIYA
	Electro fest Magazine	Planning to release Department Magazine Electro fest	During Department fest	Prof V.SAVITHRI Prof S.FABBIYOLA Prof. S.SHANTHA Prof. M.SATHIYA

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Action taken report of the meeting held on (13/10/2022)

- *Staffs are yet to prepare E content for 5th and 6th Semester.*
- *Industrial visit on the month of October was finalized.*
- *II Internal examination for all year was got over*
- *Marks were entered in I Boss software.*
- *Planning to release Department magazine.*

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