

K S School of Engineering and Management
Bengaluru 560109
Department of Electrical and Electronics Engineering

Minutes of Meeting

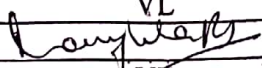

Date: 10/7/2019

1. The calendar of events has been forwarded to all. According to this, from this academic year, 1st and the 3rd Saturdays are holidays and the remaining Saturdays will function as per the timetable mentioned in the calendar of events
2. The classes for 3rd and 5th semester students are starting on 29th July and the 7th sem students will join from 5th August.
3. The 7th sem students are on an internship program from 4th July to 4th August.
4. A week long technical training session is planned by KRPs of KSIT and KSSEM during the 3rd week of August.
5. The students have to be advised and instructed that they wear only uniforms to the internal/external tests, exams and any campus interviews. They are allowed to wear the T-shirts only for sports/athletic meets inside and outside the institution.
6. There will be a session on COs and POs by Principal on 22nd /23rd July to understand the mapping of the subjects for new and existing faculties. Henceforth the assignment pattern and test paper pattern will be common for both the institutions and mapping to be done for these also. The pattern for these will be sent from Principal once it is approved. The lesson plan format also must be uniform and will be guided by the Principal.
7. The Lab in- charges need to take care of their corresponding labs in terms of cleanliness, display of components, safety measures, also they have to conduct the labs allotted to them before commencement of classes for students and submit a report for maintenance, repair and any other discrepancies.
8. A self-appraisal format is sent to all the staff which has to be filled and submitted by 20th July to CEO sir.
9. The usage of mobiles to be banned in the campus with more vigilant squads and strict warnings.
10. Any official duty inside/outside the college has to be taken approval from immediate superiors.
11. The institution has made few committees for NAAC accreditation which is centralized and each department will involve in one or the other committees.


Signature of the HOD
Professor & Head

Dept. of Electrical & Electronics Engineering
K.S. Group of Institutions
K.S. School of Engineering & Management
Bangalore-560 062.

List of Faculty Members Present:

Sl.No	Faculty Name	Designation	Signature
1	Mrs. Ramya K.R	Associate Professor	VL
2	Mrs.Manjula B.G	Associate Professor	
3	Mr. Anil Kumar T R B	Assistant Professor	VL
4	Ms.Gousia Sultana	Assistant Professor	OOD
5	Mrs.Shruthi Joshi	Assistant Professor	
6	Mrs.Tejaswini G.V	Assistant Professor	CA
7	Mr.Akshay Kumar D	Assistant Professor	VL
8	Mrs. Prathiksha	Assistant Professor	