	THEJUS ENGINEERING COLLEGE Vellarakkad (P.O), Erumappetty, Thrissur, Kerala, India - 680584	Form no: DA 10, Rev: 02 dated 10/03/2021

MINUTES OF CLASS/COURSE COMMITTEE MEETING

NAME OF THE MEETING	CLASS COMMITTEE		
NAME OF DEPARTMENT	MECHANICAL ENGINEERING,	YEAR OF ADMISSION-COMPLETION	2021-2025
SEMESTER	2	ACADEMIC YEAR	2022
DATE OF MEETING	10/06/2022	PERIOD OF REVIEW	

PART A - MEMBERS PRESENT

SL.NO.	NAME	DESIGNATION	SIGNATURE
1	Akshay.P.P	Student	Akshay
2	Edwin	Student	Edwin
3	Aswin	Student	[illegible]
4	Anjaly	A.P (ME)	Anjaly
5	Albin Francis	AP(ME)	AF
6	Lakshmi Mohan	AP (CE)	Lakshmi
7	Divya.V.M	A.P (AS&H	[illegible]
8	Preetha.P	AP (AS&H)	Preetha.P
9.	Apsara Pethambaran	AP (AS & H)	[illegible]

PART B - MINUTES

Sl.No.	Item	Decisions taken	Responsibility	Target Date	Remarks
1	Action points carried over from previous meeting	First meeting of S2 is Conducted on 10/6/2022			
2	Conduct of Courses	Courses are Conducted as per the KTU rules and regulations	Faculties in Charge	Throughout Semester	
3	Adherence to course plan and time schedule	Instructed to Strictly follow the KTU Syllabus and Calendar.	Faculties in Charge	20/6/2022	
4	Standard of Internal Test and Evaluation Process	Series 1 examination is going on. Timely evaluation is planned	Faculties.	20/6/2022	
5	Difficulties faced by Students	Written below in detail.			
6	Other Relevant Points	issues related to Infrastructure	Maintenence Engineer	13/6/2022.	

* Infrastructure issues - Fan and Light.
* Revision classes prior to Series 1 examination.
* Lack of time for assignments, record works etc..

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PART C- ACTION TAKEN REPORT

Sl.No.	Item for review	Action taken	Remarks
1.	Infrastructure issues	Informed Maintenance Engineer	Completed
2.	Revision classes.	Additional revision classes are conducted and discussed the difficult portions	Completed.
3.	Assignments and Record works.	Additional time is provided to complete the same	Completed
4.	Late entry to class	Strictly advised the Students to ensure proper timing. Attendance is Strictly monitored	Completed
5.	Series 1 examination.	Planned to speed up the Paper Correction.	Completed.

Date: 10/6/2022

ALBIN FRANCIS
(S2/ME-TUTOR)
Prepared By

HOD-ME
Approved By