	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	COURSE COMMITTEE		
NAME OF DEPARTMENT	CE, CSE, EEE	YEAR OF ADMISSION-COMPLETION	2020-2024
SEMESTER	4	ACADEMIC YEAR	2022
DATE OF MEETING	8/7/2022	PERIOD OF REVIEW	

PART A - MEMBERS PRESENT

SL.NO.	NAME	DESIGNATION	SIGNATURE
1	NIRANJAN K N	student	
2	Saniga V.S	Student	
3	Nandana.S.	student	
4	Ananya K.M.	Student	
5.	Renuka PR	Student	
6.	Mohammed Adhil	Student	

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

PART B - MINUTES

Sl.No.	Item	Decisions taken	Responsibility	Target Date	Remarks
1	Action points carried over from previous meeting	Students were given assignment 2.		June	
2	Conduct of Courses	Courses is Conducted as per KTU Norms	Faculty	–	
3	Adherence to course plan and time schedule	Course work is Completed as per the KTU Schedule	Faculty	–	
4	Standard of Internal Test and Evaluation Process	2 Series exams were Conducted. Moderate Evaluation was done.		–	
5	Difficulties faced by Students	Difficulty in module 3. Videos were shown.	Faculty.	Immediately	
6	Other Relevant Points	–	–		

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

PART C- ACTION TAKEN REPORT

Sl.No.	Item for review	Action taken	Remarks
1.	Difficulties faced by Students in various topics	• Revision Classes were Conducted • Videos were shown in e-lecture Studio	
2.	Extension for Assignment.	Extension granted due to Genuine reasons	
3.	Enquiry about important topics for University Exams	Discussed Previous years University question papers.	
4.	Absent for Series 1 Examination.	Planned to Conduct a retest for the absentee	

Date: 8/7/2022

Prepared By 8/7/22

Approved By