



**St. MARTIN'S ENGINEERING COLLEGE**  
**Dhulapally, Secunderabad – 500100**  
**NBA & NAAC A+ Accredited**

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Date: 26.06.19

**MINUTES OF THE MEETING**

Venue: M. V. Block

Room No: 2011

Time: 2 pm

The following points are discussed during the meeting.

1. All faculty are informed to be present 5 minutes in advance before the commencement of class.
2. Same subject should not be continued for two consecutive hours.
3. No internal swapping of classes.
4. Faculty should be available for all the three hours in the lab and theory classes should not be conducted during Lab hours.
5. Class Adjustment Register to be maintained in the department and the same format to be submitted to the Time Table Convener every Friday through mail.
6. Compensation classes have to be taken immediately.
7. Number of classes allotted according to the Time-Table should match with the number of classes taken per week. (It can be more but not less).
8. Every Unit has to be completed as per the scheduled dates mentioned in the session planner.
9. Lecture Diary should be updated regularly mentioning holidays, events, leaves taken, compensation classes and extra classes taken if any.
10. Any modification in the Time Table should happen through the consent of the Time Table Convener.

  
26/6/19  
Dr. B. Hemalatha  
Time table Convener

The following faculty members are attended for meeting:

S. No.	Name	Department	Sign
1	Dr.B. Hemalatha	S&H	
2	Ms. T. Leena Vinolia	S&H	
3	Mr. Sridhar Babu	EEE	
4	Ms. K. Lakshmi Prasanna	EEE	
5	Ms. Megha seth	CSE	
6	Mr. T. Sudheer	ECE	
7	Ms. V. Prathima	IT	
8	Mr. Tulasi ram	MECH	
9	Mr. P. Guruswamy Goud	CIVIL	
10	Ms. I. Lakshmi	S&H	
11	Mr. Narasimha Raju	MBA	