



St. Martin's Engineering College

UGC Autonomous
NBA & NAAC A+ Accredited
Dhulapally, Secunderabad-500 100



MINUTES OF MEETING

The following are minutes of the meeting held on 14th July 2021, 2.30 pm.

Venue: Room No: 5007, J.C. Block.

The following faculty members attended the meeting.

S.No.	Name of the Faculty	Designation	Department	Sign
1	Dr. A. Uday Kumar	Convener	MECH	A. Uday Kumar
2	Mr. V. Bharath Kumar	Member	CSE	V. Bharath Kumar
3	Mr. P. Mahesh	Member	CSE AI&ML	P. Mahesh
4	Mr. N. Vishwanath	Member	ECE	N. Vishwanath
5	Mrs. M. Sandya Rani	Member	IT	M. Sandya Rani
6	Dr. N. Krishnaiah	Member	AI&ML	N. Krishnaiah
7	Mrs. T. V. Kalyani	Member	EEE	T. V. Kalyani
8	Mrs. K. Hemalatha	Member	MECH	K. Hemalatha
9	Mr. P. Abhishek	Member	CIVIL	P. Abhishek
10	Dr. B. Rajalingam	Member	AI&DS	B. Rajalingam
11	Mr. J. Venkatarangan	Member	CSD	J. Venkatarangan
12	Mr. G. Chandra Mohan	Member	H&S	G. Chandra Mohan
13	Dr. P. Shiva Prasad	Member	MBA	P. Shiva Prasad

The following points are discussed.

1. Discussed the timetable prepared in all the departments and verified the process followed.

2. Reviewed the load distribution of all the faculties in every department.
3. Discussed the unit completion schedules.
4. Reviewed the faculty leaves and class adjustment along with the maintenance of the class adjustment register in all the departments.
5. Any modification in the timetable should happen through the consent of the timetable convener.

A. Dayanar
CONVENOR