



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 24th January 2022, 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	
2	Mr. V. Bharath Kumar	Member	CSE	
3	Mr. P. Mahesh	Member	CSE AI&ML	
4	Mr. N. Vishwanath	Member	ECE	
5	Mrs. M. Sandya Rani	Member	IT	
6	Dr. N. Krishnaiah	Member	AI&ML	
7	Mrs. T. V. Kalyani	Member	EEE	
8	Mrs. K. Hemalatha	Member	MECH	
9	Mr. P. Abhishek	Member	CIVIL	
10	Dr. B. Rajalingam	Member	AI&DS	
11	Mr. J. Venkatarangan	Member	CSD	
12	Mr. G. Chandra Mohan	Member	H&S	
13	Dr. P. Shiva Prasad	Member	MBA	

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-udaykumar
CONVENOR