



TRINITY COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE & Affiliated to JNTU Hyderabad)

PEDDAPALLY-505172, Dist. Peddapalli. (T.S)

Ph: 08728-224347, Fax: 08728-223959, Mobile No. 8522954369, E-mail: officetcek@gmail.com

Date 20/12/2024

CIRCULAR

It is hereby informed to all staff members of College Academic Committee should attend staff meeting to be conducted on 23/12/2024 at 2:30 PM in Principal Chamber to discuss the following points.

Agenda:

1. Review on Final year projects
2. Review on Training program for Final year students
3. Faculty development programs for staff
4. Staff to Coordinate with exam cell for Invigilation duties
5. MBA subject registrations and generation of ID cards for Fresher's


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To

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Circulation to all Departments, Committees

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COLLEGE ACADEMIC COMMITTEE MINUTES OF THE MEETING

Date 23/12/2024

Minutes of Meeting for staff members held on 23/12/2024 at 2.30 PM in Principal Chamber.

S.No	Name	Designation	Designation in committee	Signature
1	Dr. Mani Ganesh	Principal	Chairperson	
2	Ms.P.Padmini	HOD- BS&H	Coordinator	
3	Ms.J.Swathi	HOD., CSE	Member	
4	Mr. P.Prabhakar	Asst. Prof., ECE	Member	
5	Dr.Arif Arafath	Asst.Prof.MBA	Member	
6	Dr.K.Natarajan	HOD - EEE	Member	
7	Dr.V.Ashok Kumar	Director Academics	Member	
8	Mr.K Suresh	Administrative Officer	Member	

Meeting Outcomes:

1. All the Departments are submitted a report on Final year projects and the review process. The Committee has thoroughly verified all the details and suggested necessary modifications.
- 2.The CG, IIC cell coordinators are suggested to invite resource persons to train final year students. TPO cell coordinator has explained the training schedule for the current batch
3. All the Departments are suggested to conduct Faculty development programs to all the staff and encourage the staff to publish papers in conferences & Journals.
4. All the Departments are suggested to send the required number of invigilators as per the directions of Ecam cell.
5. All the PG coordinators are suggested to complete the subject registration, collect certificates, photos from MQ students and upload required details in JNTUH portal. They are also suggested collect details for ID card generation.

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Date 24/6/2024

CIRCULAR

It is hereby informed to all staff members of College Academic Committee should attend staff meeting to be conducted on 26/6/2024 at 2:30 PM in Principal Chamber to discuss the following points.

Agenda:

1. Subject registrations, Faculty registration in JNTUH portal
2. Requirement of New staff
3. Review of Mentor allotment, Counseling process
4. Update on student email generation & usage
5. Requirement of new library books as per the new regulation
6. Requirement of new systems in Computer labs


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COLLEGE ACADEMIC COMMITTEE MINUTES OF THE MEETING

Date 26/6/2024

Minutes of Meeting for staff members held on 26/6/2024 at 2.30 PM in Principal Chamber.

S.No	Name	Designation	Designation in committee	Signature
1	Dr. Mani Ganesh	Principal	Chairperson	
2	Ms.P.Padmini	HOD- BS&H	Coordinator	
3	Ms.J.Swathi	HOD., CSE	Member	
4	Mr. P.Prabhakar	Asst. Prof., ECE	Member	
5	Dr.Arif Arafath	Asst.Prof.MBA	Member	
6	Dr.K.Natarajan	HOD - EEE	Member	
7	Dr.V.Ashok Kumar	Director Academics	Member	
8	Mr.K Suresh	Administrative Officer	Member	

Meeting Outcomes:

1. All the Departments are suggested to verify the subject registration, faculty registration data uploaded into the portal.
2. All the Departments are requested to update new staff requirements if any
3. All the Departments are asked to describe the process of counseling, drawbacks or problems if any.
4. Sys admin team is suggested to generate email IDs for Fresher's and see that they ensure all the students would use them for communication.
5. All the Departments are suggested to submit the required new books as per the new Regulation to Librarian.
6. The Committee suggested all the Departments to update on any kind requirements in laboratories for the new syllabus.

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Date:10.12.2023

CIRCULAR

It is hereby informed to all staff members of College Academic Committee should attend staff meeting to be conducted on 11/12/2023 at 10:30 AM meeting, Principal Chamber to discuss the following points.

Agenda:

1. Use What's app for effective communication
2. Monitor attendance for Online classes
3. Moral support to all staff & students


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COLLEGE ACADEMIC COMMITTEE MINUTES OF THE MEETING

Date 11.12.2023

Minutes of Meeting for staff members held on 11/12/2023 at 10.30 AM at principal chamber

S.No	Name	Designation	Designation in committee	Signature
1	Dr. Mani Ganesh	Principal	Chairperson	
2	Ms.P.Padmini	HOD- BS&H	Coordinator	
3	Ms.J.Swathi	HOD., CSE	Member	
4	Mr. P.Prabhakar	Asst. Prof., ECE	Member	
5	Dr.Arif Arafath	Asst.Prof.MBA	Member	
6	Dr.K.Natarajan	HOD - EEE	Member	
7	Dr.V.Ashok Kumar	Director Academics	Member	
8	Mr.K Suresh	Administrative Officer	Member	

Meeting Outcomes:

1. All the Departments should train their students in using the app, how to join the class and instruct the students how to maintain discipline.
4. All the Departments are suggested to use the What's app for official communication purpose to share class work, timetable, materials, exams related details.
5. The Committee decided to provide necessary support for all the staff & students to possible extent during this period. All the Departments are suggested to know the details of students & families at regular intervals of time.

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Date 5/06/2023

CIRCULAR

It is hereby informed to all staff members of College Academic Committee should attend staff meeting to be conducted on 8/06/2023 at 2:30 PM in the Principal Chamber to discuss the following points.

Agenda:

1. Arrangements for End examinations
2. Feedback of Online Classes
3. Invite Alumni for training Final year students
4. Fee dues Collection


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COLLEGE ACADEMIC COMMITTEE MINUTES OF THE MEETING

Date 8/06/2023

S.No	Name	Designation	Designation in committee	Signature
1	Dr. Mani Ganesh	Principal	Chairperson	
2	Ms.P.Padmini	HOD- BS&H	Coordinator	
3	Ms.J.Swathi	HOD., CSE	Member	
4	Mr. P.Prabhakar	Asst. Prof., ECE	Member	
5	Dr.Arif Arafath	Asst.Prof.MBA	Member	
6	Dr.K.Natarajan	HOD - EEE	Member	
7	Dr. V.Ashok Kumar	Director Academics	Member	
8	Mr.K Suresh	Administrative Officer	Member	

Minutes of Meeting for staff members held on 8/06/2023 at 2.30 PM in the Principal Chamber.

Meeting Outcomes:

1. The Committee suggested the Exam cell to follow all the necessary precautions in conducting the End exams. The Exam cell should submit the requirements list regarding the above.
2. All the Departments are requested to collect the feedback for Online classes from all the batches. Necessary remedial classes should be planned.
3. The CGC cell, TPO cell coordinators are suggested to invite Alumni students to address the final year students about the careers and opportunities in Foreign Countries.
4. Considering the current situation, the Committee decided to give extra time for students to pay their fee dues. All the Departments are directed to inform the same to students.

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Date 02/12/2022

CIRCULAR

It is hereby informed to all staff members of College Academic Committee should attend staff meeting to be conducted on 04/12/2022 at 11:30 AM in the Principal Chamber to discuss the following points.

Agenda:

1. Arrangements for First year student registrations
2. Plan to initiate Orientation Program for Fresher's
3. First year department to plan for Induction meet
4. Status on End Examinations, PC applications
5. Initiation of NAAC works


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COLLEGE ACADEMIC COMMITTEE MINUTES OF THE MEETING

Date 04.12.2022

Minutes of Meeting for staff members held on 4/12/2022 at 11.30 AM in the Principal Chamber.

S.No	Name	Designation	Designation in committee	Signature
1	Dr. Mani Ganesh	Principal	Chairperson	
2	Ms.P.Padmini	HOD- BS&H	Coordinator	
3	Ms.J.Swathi	HOD., CSE	Member	
4	Mr. P.Prabhakar	Asst. Prof., ECE	Member	
5	Dr.Arif Arafath	Asst.Prof.MBA	Member	
6	Dr.K.Natarajan	HOD - EEE	Member	
7	Dr.V.Ashok Kumar	Director Academics	Member	
8	Mr.K Suresh	Administrative Officer	Member	

Meeting Outcomes:

1. The Committee has decided to come up with a new plan for Fresh batch registrations. To accomplish it properly, all the Department HODs are requested to be a part of the process so that they can guide the student to choose right branch.
2. All the First year Staff and Senior staff are directed to plan for organizing the Orientation Program for Fresh batch.
3. The First Year Department is instructed to plan for conducting the Induction meet for Parents & students.
4. The Exam cell coordinator is requested to update the status on the PC applications, the process involved in conducting End exams, share any grievances if any.
5. The Committee suggested all the Departments to encourage their staff to initiate all the NAAC department files, Course files.

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Date 5/7/2022

CIRCULAR

It is hereby informed to all staff members of College Academic Committee should attend staff meeting to be conducted on 8/7/2022 at 3:30 PM in the Principal Chamber to discuss the following points.

Agenda:

1. Review on Placement drives and Selection Status
2. Plan to implement new Fee Structure for A.Y 2022- 23
3. Review on Certificate Programs conducted till date
4. Plan to organize Online Classes in worst case for all UG & PG students
5. Finalize attendance of I year students and release of detained students list
6. Review on Final Year Projects.


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Date 8/7/2022

COLLEGE ACADEMIC COMMITTEE MINUTES OF THE MEETING

Minutes of Meeting for staff members held on 8/7/2022 at 3.30 PM in the Principal Chamber.

The following members present:

S.No	Name	Designation	Designation in committee	Signature
1	Dr. Mani Ganesh	Principal	Chairperson	
2	Ms.P.Padmini	HOD- BS&H	Coordinator	
3	Ms.J.Swathi	HOD., CSE	Member	
4	Mr. P.Prabhakar	Asst. Prof., ECE	Member	
5	Dr.Arif Arafath	Asst.Prof.MBA	Member	
6	Dr.K.Natarajan	HOD - EEE	Member	
7	Dr.V.Ashok Kumar	Director Academics	Member	
8	Mr.K Suresh	Administrative Officer	Member	

Meeting Outcomes:

1. The Admission cell coordinator has come up with a new strategy for admission process and in ordinance with Management has disturbed information sheets for new Fee structure. The Committee is requested to review the details and has to withdraw any changes if necessary.
2. All the Department coordinators are requested to plan for the organization of Certificate Programs for students in recent trends of various technologies.
- 3 The Committee verified the report of Final Attendance of I year students and instructed the First year department to inform parents those who have low percentage of attendance.
4. The Committee reviewed the status of all the Final year Projects branch wise. They have recommended few changes in case of some projects.

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Date 16/12/2021

CIRCULAR

It is hereby informed to all staff members of College Academic Committee should attend staff meeting to be conducted on 20/12/2021 at 3:30 PM in the Principal Chamber to discuss the following points.

Agenda:

1. Regarding Subject Registrations in JNTUH Portal
2. Collection of End exam related materials from JNTUH
3. Collection of Syllabus Completion Reports
4. Arrangements for FFC Inspection
5. Update on NAAC Files
6. Online classwork for I year students
7. Schedule Offline Lab classwork for Seniors.


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Date 20/12/2021

COLLEGE ACADEMIC COMMITTEE MINUTES OF THE MEETING

The following members present:

S.No	Name	Designation	Designation in committee	Signature
1	Dr. Mani Ganesh	Principal	Chairperson	
2	Ms.P.Padmini	HOD- BS&H	Coordinator	
3	Ms.J.Swathi	HOD., CSE	Member	
4	Mr. P.Prabhakar	Asst. Prof., ECE	Member	
5	Dr.Arif Arafath	Asst.Prof.MBA	Member	
6	Dr.K.Natarajan	HOD - EEE	Member	
7	Dr.V.Ashok Kumar	Director Academics	Member	
8	Mr.K Suresh	Administrative Officer	Member	

Minutes of Meeting for staff members held on 20/12/2021 at 3.30 PM in the Principal Chamber.

Meeting Outcomes:

1. All the Departments are instructed to verify the status of Subject registration branch wise. Exam cell Coordinator is requested to forward the related to staff for verification.
2. The Exam cell coordinators are instructed to collect the End exam stationary from JNTUH as per the message by the University. All the Exam cell team has to coordinate the works as the JNTUH released Regular & Supplementary exam notifications for all the UG and PG students.
3. All the Departments are requested to collect the Feedback forms from students of all the years and Syllabus Completion Report from all the staff.
4. All the Department Coordinators are requested to submit the status of NAAC file works. The Committee decided to encourage all the active participants by providing free accommodation at Hostel, Compensation leaves for staff who work on Sundays.
5. The Basic Science & Humanities Department is instructed to continue Online Classwork for I year students. They are requested to conduct extra classes and revise syllabus for end exams.
6. All the Departments are suggested to release a schedule to conduct Offline Lab session for III year students in a phase and then call II year students in another phase.

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Date 01/06/2021

CIRCULAR

It is hereby informed to all staff members of College Academic Committee should attend staff meeting to be conducted on 9/6/2021 at 11:30 AM in the Principal Chamber to discuss the following points.

Agenda:

1. Regarding new academic calendar for A.Y 2021- 22.
2. Schedule of Faculty Development Programs for the upcoming year.
3. Regular/ Supply Exam applications collection status.
4. Plan for Vaccination against Corona Virus under NSS to all the staff & students
5. Plan for complete offline classwork.
6. Monitoring Offline class attendance
7. Release tentative schedule for extra lab session for all III & IV year students
8. Plan to conduct MBA Lab external exams
9. Release of Fee Demand Notice to all the students


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Date 9/06/2021

Minutes of Meeting for staff members held on 9/06/2021 at 11.30 AM in the Principal Chamber.

COLLEGE ACADEMIC COMMITTEE MINUTES OF THE MEETING

The following members present:

S.No	Name	Designation	Designation in committee	Signature
1	Dr. Mani Ganesh	Principal	Chairperson	
2	Ms.P.Padmini	HOD- BS&H	Coordinator	
3	Ms.J.Swathi	HOD., CSE	Member	
4	Mr. P.Prabhakar	Asst. Prof., ECE	Member	
5	Dr.Arif Arafath	Asst.Prof.MBA	Member	
6	Dr.K.Natarajan	HOD - EEE	Member	
7	Dr.V.Ashok Kumar	Director Academics	Member	
8	Mr.K Suresh	Administrative Officer	Member	

Meeting Outcomes:

1. All the Departments are instructed to follow the revised academic calendar for A.Y 2021-22
2. All the Departments are requested to organize Faculty Development Programs on Recent Technologies in the month of Jan,2022 & July,2021.
3. The Committee has verified the Regular/ Supply exam applications submission process in the Portal. Requested the Exam cell coordinator to complete the submission process as per the JNTUH last date.
4. The NSS cell coordinator is requested to organize a campaign on Vaccination against Corona Virus for all the staff and students in the last week of this month.
5. All the Departments are directed to conduct Offline classes as per the Revised Academic calendar for II, III, IV year students. Plan accordingly and release New Time tables for the Offline sessions.
6. All the Departments are instructed to maintain student attendance seriously.
7. All the Departments are request to release schedules to conduct extra lab sessions for students which have been affected due online classwork. Special attention is required on the Programming labs.

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