



Nawab Shah Alam Khan

COLLEGE OF ENGINEERING & TECHNOLOGY

BE: CE, ME, EEE, ECE, CSE, IT • ME: CSE, Embedded Sys, Structural, HVAC • Polytechnic: CE, ME, EEE, ECE
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CIRCULAR

Date: 13-09-2018

Sub: Convening the meeting of EDC Cell [1/2018-19] – Reg.

A meeting of EDC is to be convened on 15-09-2018 at 02.00 P.M in seminar hall

Agenda:

1. Smooth conduction / evaluation of Mid exams, project works, lab exams and external exams – Actions regarding
2. Preparation of next AY time tables, workloads
3. Faculty appraisals works to be initiated.
4. Participation of faculties in FDPs and STTPs during summer vacation.
5. Student participation in Summer Internship programs.

All members of EDC Cell should make it convenient to attend the meeting without fail.

Convener, EDC

Chairman, EDC



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Minutes of the EDC meeting held on 15-09-2018 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1.	DR SYED ABDUL SATTAR (PRINCIPAL)	CHAIRMAN	
2.	DR ZAHIR HASAN	CONVENER	
3.	PROF SYED FARRUKH ANWAR	MEMBER	
4.	DR RAMESH REDDY	MEMBER	
5.	DR MUJAHID HUSSAIN	MEMBER	
6.	PROF RAZA AHMED KHAN	MEMBER	

Chairman, EDC welcomed the members of EDC Cell to the 1st meeting of AY 2018-19 at 2-00 P.M.

- 1. Smooth conduction / evaluation of Mid exams, project works, lab exams and external exams.** The Coordinator discussed the end semester schedule and instructed the concerned HODs to ensure proper conduct and evaluation of Mid exams, project works, lab exams and external exams as per the standard procedures.
- 2. Preparation of next AY time tables, workloads.** The Coordinator further reminded all the concerned HODs to check for the completion of course files w.r.t. CO PO and PSO mapping and attainments. Subsequently to monitor the preparation of the coming AY time tables and the faculty workload.
- 3. Faculty appraisals works to be initiated.** The members were also reminded to initiate the feedbacks from the stakeholders viz., course end survey, Graduate exit survey, parent feedback and Alumni feedback. Accordingly they were told to prepare Faculty appraisals works.
- 4. Participation of faculties in FDPs and STTPs during summer vacation.** All the members were informed to encourage the faculties to organize and participate in FDP's and STTPs during summer vacation after their valuation works are completed.
- 5. Student participation in Summer Internship programs.** The members were reminded to facilitate the participation of students in Internship programs and industrial trainings during summer and to submit their feedbacks for the outcomes for the same.
- 6. Any other item with the permission of the chair.**

The Chairman, EDC concluded the meeting with a vote of thanks.

Convener – EDC

Chairman – EDC



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CIRCULAR

Date: 24-01-2019

Sub: Convening the meeting of EDC Cell [2/2018-19] – Reg.

A meeting of EDC is to be convened on 26-01-2019 at 02.00 P.M in seminar hall

Agenda:.

1. Discussion of feedbacks of faculties from FDPs and STTPs during summer vacation.
2. Discussion of student participation in Summer Internship programs.
3. Conduction of Seminars, Guest Lectures and Workshops.
4. Conduction of Industrial visits and training for all branches.
5. Enhancement of Training and placement activities

All members of EDC Cell should make it convenient to attend the meeting without fail .


Convener, EDC


Chairman, EDC



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Minutes of the EDC meeting held on 26-01-2019 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1.	DR SYED ABDUL SATTAR (PRINCIPAL)	CHAIRMAN	
2.	DR ZAHIR HASAN	CONVENER	
3.	PROF SYED FARRUKH ANWAR	MEMBER	
4.	DR RAMESH REDDY	MEMBER	
5.	DR MUJAHID HUSSAIN	MEMBER	
6.	PROF RAZA AHMED KHAN	MEMBER	

Chairman, EDC welcomed the members of EDC Cell to the 2nd meeting of AY 2018-19 at 2-00 P.M.

- 1. Discussion of feedbacks of faculties from FDPs and STTPs during summer vacation.**
The Coordinator discussed the feedbacks received from the faculties from various FDPs and STTPs attended and participated during summer vacation in the required formats.
- 2. Discussion of student participation in Summer Internship programs.** The discussion was held for the III B.Tech. branches students who participated in Internship programs during summer vacations. The HODs were instructed to collect and file the certificate copies and feedbacks for analysis and attainment.
- 3. Conduction of Seminars, Guest Lectures and Workshops.** The Coordinator stressed the need for increasing the conduction of Seminars, Guest Lectures and Workshops to enhance the skill levels of the students during the semester. For this the schedule is to be submitted accordingly. Simultaneously extracurricular and co-curricular activities to be organized so as to elevate and motivate the understanding levels of the students. Stress was given on conducting experiential learning activities also.
- 4. Conduction of Industrial visits and training for all branches.** The members were told to plan and coordinate the Industrial visits and training schedules for students of all branches during the semester.
- 5. Enhancement of Training and placement activities.** Lastly the Coordinator stresses the need for improved placements through proper Training and placement activities with the coordination of the Placement officer.

6. Any other item with the permission of the chair.

The Chairman, EDC concluded the meeting with a vote of thanks.



Convener, EDC



Chairman, EDC



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CIRCULAR

Date: 08-08-2019

Sub: Convening the meeting of EDC Cell [1/2019-20] – Reg.

A meeting of EDC is to be convened on 10-08-2019 at 02.00 P.M in seminar hall

Agenda:

1. Status of NBA works criteria wise for 4 programs and plan for Pre-qualifier submission by December end.
2. Discussion about the identification and action taken on the slow learners and quick learners.
3. Review of Seminars, Guest Lectures and Workshops.
4. Review of Industrial visits and training for all branches.
5. Review of Training and placement activities

All members of EDC Cell should make it convenient to attend the meeting without fail .


Convener, EDC


Chairman, EDC



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Minutes of the EDC meeting held on 10-08-2019 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1.	DR SYED ABDUL SATTAR(PRINCIPAL)	CHAIRMAN	
2.	DR ZAHIR HASAN	CONVENER	
3.	PROF SYED FARRUKH ANWAR	MEMBER	
4.	DR RAMESH REDDY	MEMBER	
5.	DR MUJAHID HUSSAIN	MEMBER	
6.	MR P RAMULU	MEMBER	

Chairman, EDC welcomed the members of EDC Cell to the 1st meeting of AY 2019-20 at 2-00 P.M.

- 1. Status of NBA works criteria wise for 4 programs and plan for Pre-qualifier submission by December end.** The Coordinator stressed members to ensure proper CO PO and PSO mapping and attainments for all courses. Also to identify the gaps and action to be taken for the low attainments (if any). The Coordinator highlighted the Managements concern to submit the Pre-Qualifier for the 4 programs by the end of December 2019.
- 2. Discussion about the identification and action taken on the slow learners and quick learners.** Discussion was held about the assessment of results of the Semester 1 and Mid 1 in order to identify the slow learners and quick learners. The record of the corrective actions in terms of remedial classes and assignments for slow learners are to be collected by the respective class coordinators. Also the record of quick learners participation in seminars, presentation and their models in the upcoming annual event i.e.Techo Vision 2020 fest in February 2020.
- 3. Review of Seminars, Guest Lectures and Workshops.** The Coordinator took the feedback of the various programs conducted and appreciated the HODs for the conduct of Guest Lectures and Workshops by inviting resource persons from academia / eminent University professors, Industry experts and Entrepreneurs to the campus for the same.

4. **Review of Industrial visits and training.** The Coordinator appreciated the HODs for the conduct of the Industrial visits and training sessions for students of all branches during the semester. The industrial visit coordinators were instructed to collect the feedback and analyze the outcomes of the visits and map the outcomes with POs and PSOs.
5. **Review of Training and placement activities.** The Coordinator reviewed the training and placement activities by increase in conduction of placement drives for all the departments. It was communicated by the Placement officer that various aptitude and subjective tests were conducted to evaluate the short list the students for placements.
6. Any other item with the permission of the chair.

The Chairman, EDC concluded the meeting with a vote of thanks.



Convener, EDC



Chairman, EDC



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CIRCULAR

Date: 05-03-2020

Sub: Convening the meeting of EDC Cell [2/2019-20] – Reg.

A meeting of EDC is to be convened on 07-03-2020 at 02.00 P.M in seminar hall

Agenda:

1. Status of Institutional Criteria 8, 9 and 10 by the Chairman.
2. Preparation of reassessment of NAAC.
3. Conduction of Techno Vision 2020.
4. Status of B.Tech final year Project reviews.
5. Submitting data online for AISHE.

All members of EDC Cell should make it convenient to attend the meeting without fail.

Convener, EDC

Chairman, EDC



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Minutes of the EDC meeting held on 07-03-2020 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1.	DR SYED ABDUL SATTAR(PRINCIPAL)	CHAIRMAN	
2.	DR ZAHIR HASAN	CONVENER	
3.	PROF SYED FARRUKH ANWAR	MEMBER	
4.	DR RAMESH REDDY	MEMBER	
5.	DR MUJAHID HUSSAIN	MEMBER	
6.	MR P RAMULU	MEMBER	

Chairman, EDC welcomed the members of EDC Cell to the 2nd meeting of AY 2019-20 at 2-00 P.M.

- 1. Preparation of Reassessment of NAAC.** The Coordinator reminded the members about the successful completion of one year of accreditation and the concern for enhancing the existing grade through Reassessment which will be enabled after March and the necessary preparations thereof.
- 2. Conduction of Techno Vision 2020.** The Coordinator reviewed the preparations of the Techno Vision 2020 and the lists of models short listed to adhere to the innovative themes of the Techno Fest and reviewed the responsibilities of office bearers.
- 3. Status of B.Tech final year Project reviews.** The Coordinator highlighted the need for improvement in the quality of the projects undertaken by the Final year students of all programs and reminded all the HODs to strictly follow the evaluation procedures so as to attain the defined COs and POs.
- 4. Submitting data online for AISHE.** The Chairman expressed his concern about submission of the data online on the AISHE portal. Since the option for the change in Affiliating university is not available in the AISHE portal, the uploading will be done as soon as the rectification of the issue is done.
- 5. Any other item with the permission of the chair.**

The Chairman, EDC concluded the meeting with a vote of thanks.

Convener, EDC

Chairman, EDC



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CIRCULAR

Date: 24-08-2020

Sub: Convening the meeting of EDC Cell [1/2020-21] – Reg.

A meeting of EDC is to be convened on 28-08-2020 at 02.00 P.M in online mode using Zoom application. The Zoom link will be shared in the whatsapp group.

Agenda:

1. Discussion of upcoming pandemic and lockdown situation.
2. Mode of conducting the classes.
3. Discussion of upcoming events in next academic year 2020-2021.

All members of EDC should make it convenient to attend the meeting without fail

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Minutes of the EDC meeting held on 16-03-2020 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1.	DR SYED ABDUL SATTAR(PRINCIPAL)	CHAIRMAN	
2.	DR ZAHIR HASAN	CONVENER	
3.	PROF SYED FARRUKH ANWAR	MEMBER	
4.	DR RAMESH REDDY	MEMBER	
5.	DR. ISHAD	MEMBER	
6.	MR. R RAVINDER	MEMBER	

Chairman, EDC welcomed the members of EDC Cell to the 1st meeting of AY 2020-21 at 2-00 P.M.

- 1. Discussion of upcoming pandemic and lockdown situation:** The chairman discussed about the pandemic situation how it is going to be increased and how to manage the situation and what precautions should be taken in college to control the situation.
- 2. Mode of conducting the classes:** The Chairman discussed about how to conduct classes if the pandemic situation increases. The coordinator reviewed about the classes will be taken in online mode if the situation increases. The classes will be conducted in the platform of zoom application or google meet.
- 3. Discussion of upcoming events in next academic year 2020-2021:** The Chairman discussed about upcoming event to be held in the academic year 2020-2021. The events should be taken as responsible by the coordinator of the respective years of the students
- 4.** Any other item with the permission of the chair.

The Chairman, EDC concluded the meeting with a vote of thanks

Convener, EDC

Chairman, EDC



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CIRCULAR

Date: 18-02-2021

Sub: Convening the meeting of EDC Cell [2/2020-21] – Reg.

A meeting of EDC is to be convened on 20-02-2021 at 02.00 P.M in online mode using Zoom application. The Zoom link will be shared in the whatsapp group.

Agenda:

1. Commencement of classes from 1st Sep 2020.
2. Preparation of time tables for online classes.
3. Mode of commencement of mid exams.

All members of EDC should make it convenient to attend the meeting without fail


Convener, EDC


Chairman, EDC



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Minutes of the EDC meeting held on 20-02-2021 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1.	DR SYED ABDUL SATTAR(PRINCIPAL)	CHAIRMAN	
2.	DR ZAHIR HASAN	CONVENER	
3.	PROF SYED FARRUKH ANWAR	MEMBER	
4.	DR RAMESH REDDY	MEMBER	
5.	DR. ISHAD	MEMBER	
6.	MR. R RAVINDER	MEMBER	

Chairman, EDC welcomed the members of EDC Cell to the 2nd meeting of AY 2020-21 at 2-00 P.M.

- 1. Commencement of classes from 1st Sep 2020:** The chairman discussed about the commencement of classes from sep by using online mode. The platform used for conducting online classes by Zoom application or Google meet.
- 2. Preparation of time tables for online classes:** The Chairman further reminded all the concerned HODs to prepare timetables for online classes. The monitoring of classes should be done by class coordinates.
- 3. Mode of commencement of mid exams:** The Chairman discussed about the process used to conduct the mid exams in online mode. How to prepare the examination paper and how to send it to the students.
- 4.** Any other item with the permission of the chair.

The Chairman, EDC concluded the meeting with a vote of thanks

Convener, EDC

Chairman, EDC