

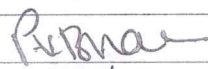
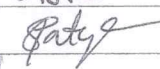
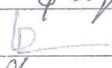


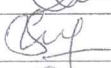



Geethanjali College of Engineering and Technology
Department of ECE
Communications Group Meeting held on 17th January 2022


The meeting was held on 17th January, 2022 in R & D discussion room, Block-I, 3rd floor, from 10.00 AM to 11.00 AM

Agenda:

1. Allotment of Theory and Lab courses
2. Course file preparations
3. Preparations for online classes
4. Mentoring
5. Procurement of any equipment or components in the labs
6. Suggestions to improve TLP
7. Guest lecturers planned
8. Industrial Visits
9. FDPs planned
10. Research and Development, Publications
11. Project proposals
12. Encouraging students for placements, Hackathons etc.,
13. Any other item

Members Attended

SI No.	Name	Signature
1	Dr. P. VIJAI BHASKAR	
2.	Dr. V. Satya Srinivas	
3.	Dr. R.V. Durga	
4.	D. Venkata Rami Reddy	
5.	ch. Suresh Kumar	
6.	B. Suneetha	
7.	M. Sowjanya	
8.	K. Victor	
9.	S. Jyothirmay	


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Opening Remarks: Prof. Vijai Bhaskar welcomed all the Members of the group and briefed the agenda mentioned above.

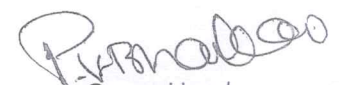
Minutes of Meeting:

Discussed on the allotment of Theory and Lab courses:

➤ Course allotment:

Name of the Faculty	Theory allotted	Year and Section	Lab allotted	Year and Section
Dr. P.Vijai Bhaskar	ADC	ECE-2A	-----	-----
Dr.V.Satya Srinivas	GNSS (Course coordinator)	ECE-4B	-----	-----
Dr.R.V.Durga	Python (Course Coordinator) ,Design Thinking	ECE-2E ECE-2D	Python lab	ECE-2D & 2E
D.Venkatarami Reddy	ADC	ECE-2B	AC lab	ECE-2B
S. Jyothirmayee	ADC	ECE-2E	AC lab,DSP lab	ECE-2E,ECE-3A
M.Sowjanya	ADC	ECE-2D	AC lab	ECE-2A & 2D
B.Suneetha	SC (Course Coordinator)	ECE-3A	CANTILEVER Lab	
Victor	DSP	ECE-3A	DSP lab	ECE-3A
Suresh	ETTL	ECE-2D	LIC lab	ECE-2E

- In view of commencement of online classes, the faculty members were enquired about their readiness in terms of PPTs and additional materials (soft copies) to teach the courses. All faculty members informed that they have prepared PPTs for the respective courses allotted.
- Course coordinators are requested to prepare their respective course file.
- Discussed on allotment of mentors
- Course coordinators/ Lab incharges are requested to identify any new equipment/components are to be purchased and submit the same to the Department through proper channel. Members highlighted that no such requirements is there since, all the communications labs are equipped with necessary equipment to perform all the experiments.
- To improve the TLP, Prof. Vijai Bhaskar advised the faculty to explain every topic with relevant example solution to the best possible, and suggested the members to use additional material from other text books/ NPTEL lectures etc., as well.
- Members are requested to plan Guest Lectures/FDPs/ Industrial visits based on the feasibility
- Faculty members are requested to identify R&D areas and start working on it and publish a paper in the reputed and well indexed journals.
- Group members are requested to prepare R&D proposals for the submission to suitable agencies.
- Prof. Vijai Bhaskar said to the faculty members to encourage the students for placement trainings, Hackathon etc.


Group Head
(Prof. Vijai Bhaskar),

Copy to: 1. HoD, ECE

2. All faculty members of Communications Group.

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Group-1
Fields 4

Geethanjali College of Engineering and Technology
Department of ECE
Minutes of Group-I (Fields & Waves) held on 04-03-2022

The meeting was held in Prof. B. Hari Kumar's chamber during 2:00 PM - 2:40PM. The list of members present is:

S.N.	Name of the Faculty	Designation	E-mail	Mobile No	Signature
1.	Prof Hari Kumar	Professor & Dean-SECE	hari_kumarin@yahoo.com	9642613923	
2.	Dr.B. L.Prakash	Professor & Group Head	prakashvignan4368@gmail.com	8328501885	
3.	Mr.K.Satish Babu	Asst. Professor	ksatishbabu.ece@gcet.edu.in	9848717250	
4.	Dr . R. Santosh	Asst. Professor	routus@gmail.com	8331919903	
5.	A.Sowjanya	Asst. Professor	annaram.sowjanya@gmail.com	8008882669	
6.	Mr.V.V.S.V.S.Ramachandram	Asst. Professor	vvsvsrc2015@gmail.com	6300488375	
7.	D. Ramya	Asst. Professor	dramya.ece@gcet.edu.in	9703928531	
8.	K. Sai Prasanna	Asst. Professor	kolasaiprasanna@gmail.com	9603883328	
9.	Mrs. V.S.Padma Priya	Asst. Prof.	padmapriya.ece@gcet.edu.in	9440150796	

Agenda: To discuss the coverage of syllabus, PBL to be conducted to II ECE students and to arrange an FDP/SDP

Minutes of Meeting:

1. Prof. B. Hari Kumar invited all the members to the meeting.
2. Dean-SECE introduced the specialized groups concept for the newly joined faculty members.
3. He suggested all the faculty members to follow strictly the academic schedule which was already sent and he insisted to plan for guest lectures/FDP before I MID examination.
4. He also emphasized that mentoring should be done meticulously by the faculty members.
5. If students don't approach the mentors, then catch them during lab hours for mentoring.
6. Dr. R. Santosh proposed to organize an FDP regarding antennae design during this semester.
7. Dean-SECE suggested that while framing the question paper for mid exams, care must be taken to ensure COs learned/acquired by the student are to be taken in to account.
8. He also stressed that the real time examples must be given for effective teaching in theory courses and typical problems collected from GATE question papers/form standard text books may be practiced to improve teaching learning process.


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9. TLP feedback may be collected from the students when they come to the lab sessions.
10. Dr. B. L. Prakash instructed all the members to finish at least 2 units before the I MID examinations.
11. Fee dues information must also to be gathered from students while mentoring the students and instruct the students to pay the fee in time.
12. Finally, Dean instructed to finish the tasks given to the faculty in time.



(Dr. B. L. Prakash), Group Head, *Fields & Waves*

- Copy to:
1. HoD-ECE
 2. All members of GR-1
 3. Members present



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