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	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE	
	UGC - AUTONOMOUS	
	(Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi)	
	P.B. No:14, Angallu (Village), MADANAPALLE - 517 325. (A.P) Website: www.mits.ac.in	

Department of Electronics & Communication Engineering

Circular

Date:20/12/2019

The Faculty meeting for deciding the course coordinator for Theory and Lab for II year II sem (AY 2019-20) will be held on 23/12/2019 at 2.00 PM in the ECE department (EB215). Dr. S. Rajasekaran Professor & Head of ECE department will preside over the meeting. All Faculty Members who are handling II year II Sem subjects are requested to attend the meeting

Agenda:

Following agendas have to discuss in the meeting.

- Finalization of Theory Subject CO-PO
- Finalization of Lab Experiments
- Finalization of Course Coordinators

Members:

1. Dr. S. Rajasekaran (HOD, ECE)
2. Dr. Ranjeet Kumar (Academic Coordinator, ECE)
3. Dr. Sourabh Paul (II year coordinator)
4. All the faculty members handling II year Subjects and Labs.


Dr. S. Rajasekaran
Professor & Head

Department of ECE
Head of the Department
Electronics & Communication Engineering
Madanapalle Institute of Technology & Science
Angallu, MADANAPALLE - 517 325

Copy to:

1. HOD, ECE
2. Academic Coordinator, ECE
3. All The faculty Members



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Recognized Research Center, Accredited by NBA, NAAC for CSE, ECE, EEE, ME & MBA
World Bank Funded Institute, Recognized by UGC under the sections 2(f) and 12(B) of the UGC act 1956
Recognized as Scientific & Industrial Research Organization by DSIR of DST
Department of Electronics & Communication Engineering

Date:23/12/2019

Course Coordinator Committee (CCC)

The Course Coordinator Committee has been formed for monitoring the attainment of Course Outcomes and Program Outcomes. The CCC consists of HOD, Year wise Coordinator and Course coordinator of the department, who periodically monitor the departmental activities and evaluate different parameters.

Composition and approval of Course Coordinator Committee (AY 2019-20)

Following members are nominated and approved for constitution of Course Coordinator Committee

S.NO	Name	Designation	Position	Function
1	Dr.S. Rajasekaran	Professor	Chairman	HOD
2	Dr. Sourabh Paul	Sr. Assistant Professor	Member-Secretary	II Year Coordinator
3	Dr. Ranjeet Kumar	Sr. Assistant Professor	Member	Academic Coordinator
4	Dr. Jyoti P. Patra	Sr. Assistant Professor	Member	Course Coordinator (Principles of Signals & Systems)
5	Dr. Remashan Kariyadan	Associate Professor	Member	Course Coordinator (Analog Circuits)
6	Dr. Sankata Bhanjan Prusty	Sr. Assistant Professor	Member	Course Coordinator (Control System Engineering)
7	Dr. K. Sathesh	Associate Professor	Member	Course Coordinator (Microprocessor & Microcontroller)
8	Dr. C. M. Roy	Sr. Assistant Professor	Member	Course Coordinator (Analog Circuits Lab)
9	Dr. Sharwan Ram	Sr. Assistant Professor	Member	Course Coordinator (Microprocessor and Microcontroller Lab)
10	Dr. Jitendra Bahadur	Sr. Assistant Professor	Member	
11	Dr. Sourabh Paul	Sr. Assistant Professor	Member	Course Coordinator (Simulation and Control Systems Lab)

Roles and responsibilities of the CCC:

1. Interacts with Course Instructors and other committee coordinators
2. Monitors and reviews the progress of the course file & CO-PO attainment.
3. Periodically conducts the class committee meeting to know about student's grievances and report it to HoD to take remedial actions.
4. Monitors the blooms level of question paper and assignments.
5. Monitors the result analysis for mid exam and arranging remedial classes.
6. At the end of semester, Course Coordinator will accumulate the course files.
7. Measuring the extent of adherence to planned activities and calendar of events.
8. Track status and report of work assigned to individual & bring out in notice to PAC.



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Department of Electronics & Communication Engineering

II Year Coordinator

Academic Coordinator

HOD/ECE

Copy to

- The Academic Coordinator
- Program Assessment Committee
- Department File

[Signature]
Head of the Department
Electronics & Communication Engineering
Madanapalle Institute of Technology & Science
Angallu, MADANAPALLE - 517 325
Chittoor (Dist.) A.P.