	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:16/08/2020

The Faculty meeting for III year I sem (AY 2020-21) will be held on 17/08/2020 at 5.30 PM in Microsoft Team through online. Dr. S. Rajasekaran Professor & Head of ECE department will preside over the meeting. All Faculty Members who are handling III year I 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

Members:

1. Dr. S. Rajasekaran (HOD, ECE)
2. Dr. K. Sathesh (Academic Coordinator, ECE)
3. Dr. Sourabh Paul (III year coordinator)
4. All the faculty members handling III 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

MADANAPALLE INSTITUTE OF TECHMOLOGY & SCIENCE

(UCG-AUTONOMOUS)

Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi
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:17/09/2020

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 2020-21)
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	III Year Coordinator
3	Dr. K. Sathesh	Associate Professor	Member	Academic Coordinator
4	Dr. Sankata Bhanjan Prusty	Associate Professor	Member	Course Coordinator (Digital Signal Processing)
5	Dr. Veeraiyah Thangasamy	Professor	Member	Course Coordinator (Analog and Digital Communication)
6	Dr. Satrughan Kumar	Associate Professor	Member	Course Coordinator (Pattern Recognition and its Applications)
7	Dr. Brijesh Kumar Singh	Associate Professor	Member	Course Coordinator (Networks and Transmission Lines)
8	Mr. V. Navaneetha Krishnan	Assistant Professor	Member	Course Coordinator (Developing Soft Skills and Personality)
9	Dr. Dheeren Ku Mahapatra	Sr. Assistant Professor	Member	Course Coordinator (Digital Signal Processing Lab)
10	Dr. K. Sathesh	Associate Professor	Member	
11	Dr. Ravi Shankar	Sr. Assistant Professor	Member	Course Coordinator (Analog and Digital Communication Lab)
12	Dr. Upendra Kumar Verma	Sr. Assistant Professor	Member	

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.

III Year Coordinator   **Academic Coordinator**   **HOD/ECE**

Copy to

- The Academic Coordinator
- Program Assessment Committee
- Department File