



**MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE
(UCG-AUTONOMOUS)**

Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi
Recognized Research Center, Accredited by NBA, NAAC for CSE, ECE, EEE, ME & ME
World Bank Funded Institute, Recognized by UGC under the sections 2(f) and 12(B) of the UGC
Recognized as Scientific & Industrial Research Organization by DSIR of DST
Department of Electronics & Communication Engineering

Date:16/09/2020

Department of Electronics & Communication Engineering

Circular

The Faculty meeting for deciding the course coordinator for Theory and Lab for II, III, and IV year I sem (AY 2020-21) will be held on 17/09/2020 at 5.00PM Through MS Teams. Dr. S. Rajasekaran Professor & Head of ECE department will preside over the meeting. All Faculty Members are requested to attend the meeting.

Agenda:

Following agendas have to discuss in the meeting.

- Finalizing the course coordinator for Theory Subjects
- Finalizing the Lab Coordinators for laboratory subjects
- Discussion on course completion till now
- Action plan to complete the syllabus in time
- Discussion on CO-PO mapping for current semester subjects
- Preparation of course file.

Members:

1. Dr. S. Rajasekaran (HOD, ECE)
2. Dr Sathesh K (Academic Coordinator, ECE)
3. Dr. Sambhudutta Nanda (II year coordinator)
4. Dr.Sourav Paul (III year Coordinator)
5. Dr Ranjan Kumar Mahapatra (IV Coordinator)
6. 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
Dist. Ananthapur, A.P.

Copy to:

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



**MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE
(UCG-AUTONOMOUS)**



Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi
Recognized Research Center, Accredited by NBA, NAAC for CSE, ECE, EEE, ME & ML
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: 18/09/2020

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 Sambhudutta Nanda	Sr. Assistant Professor	Member-Secretary	1. II Year Coordinator 2. Course Coordinator (Digital System Design)
3	Dr K Sathes	Associate Professor	Member	Academic Coordinator
4	Dr. Sankata Bhanjan Prusty	Associate Professor	Member	Course Coordinator (Network Theory)
5	Dr. Remashan Kariyadan	Professor	Member	Course Coordinator (Electronic Devices and Circuits)
6	Mr. G. Subbarao	Assistant Professor	Member	Course Coordinator (Mandatory Course- (Indian Constitution))
7	Dr. Ravi Tiwari	Sr. Assistant Professor	Member	Lab Coordinator (Digital System Design Laboratory)
8	Ms. S. Ayesha Tanveer	Assistant Professor	Member	
9	Dr. Jitendra Bahadur	Sr. Assistant Professor	Member	Lab Coordinator (Electronic Devices and Circuits Simulation Laboratory)
10	Mr. S. Tamil Selvan	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.


II Year Coordinator


Academic Coordinator


HOD/ECE

Copy to

- The Academic Coordinator
- Program Assessment Committee
- Department File

Head of the Department
Electronics & Communication Engineering
Madanapalle Institute of Technology & Science
Angali, MADANAPALLE - 517 325
Chintamani Dist - A.P.