



# THIAGARAJAR COLLEGE OF ENGINEERING

(A Government Aided Autonomous Institution Affiliated to Anna University)

Approved by AICTE, Ranked in NIRF, Programmes Accredited by NBA

## DEPARTMENT OF <<DEPT. NAME>>

### MINUTES OF THE MEETING

**Name of the meeting:** Board of Studies <<(Physical/online)>> mode

**Venue** : <<Venue name (or) virtual meet link>>

**Date & Time** : Date, <<start time>> to <<end time>>

#### Discussed items:

1. <<discussion items>> for <<programme name>> for the students admitted from <<academic year>> onwards
2. ...
3. ..
- ..
- n. Any other matter

#### Attended by:

##### External members:

1. Member name, designation
2. ..

##### Internal members:

1. Faculty member name, designation
2. ..

#### Points Discussed:

Agenda No.	Agenda item	Observations and suggestions	Responsibility	Target date
1	Discussion on PPAC observations on outcome attainment			
2	Discussion on Feedback received from stakeholders			
3	Course code-Course name*			
4	Course code-Course name*			
..	..			

\* All courses introduced/modified/removed need to be specified in the table with the percentage of revision. Justification shall be presented in the observations and suggestions

\*(% of revision must be specified if revision of course is done)



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**Signature of the members:**

**If (offline)**

<b>External members name</b>	<b>Signature</b>	<b>Internal members name</b>	<b>Signature</b>

**If (online)**

<b>External members name</b>	<b>Signature</b>	<b>Internal members name</b>	<b>Signature</b>
As meeting is conducted online, signatures are not obtained			