

LDCE/COE/2014/
 Centre of Excellence-Siemens
 L.D. College of Engg.
 Ahmedabad-380015
 Date: 18th Dec. 2014

Minutes of the meeting of Siemens Centre of Excellence (COE) held on 18th Dec. 2014 at 4:00 p.m. in the office of the HOD, Mechanical Engineering Department.

Following officers were present in the meeting:

Sr. No.	Department / organisation	Name	Designation
1	Mech. Engg. Dept., LDCE	Dr. G. H. Upadhyay	Prof. & Head
2	Inst. & Control Dept, LDCE	Prof. M. J. Modi	Prof. & Head
3	Electrical Engg. Dept., LDCE	Prof. J.R.Iyer	Asso. Prof. & Head
4	Electronics & comm. Dept., LDCE	Prof. A.B. Nandurbarkar	Asso. Prof.
5	Auto. Engg. Dept., LDCE	Prof. R. J. Jani	Asso. Prof.
5	Mech. Engg. Dept., LDCE	Prof. B. C. Khatri	Asso. Prof.
6	Auto. Engg. Dept., LDCE	Prof. P. D. Patel	Asst. Prof.
7	DesignTech	Mr. Rathnakar Eda	
8	DesignTech	Mr. Radha Kishore	

The following points were discussed:

- (1) For individual laboratory, individual trainers has to be provided by DesignTech.
- (2) Laboratory utilization register will be maintained for each laboratory in the following format:

DATE	TIME	NAME OF TRAINER	TRAINING NAME	CONTENT

(3) Website for CoE will be developed, which will contain the following information:

List of courses, Schedules, Course description, Broucher, Contact details, Batches covered so far, Feedback form, Gallery and Code of conduct.

(4) As discussed in the meeting, individual laboratories and its concerned courses will be looked after by assigned departments as mentioned in below table:

Sr. No.	Name of Laboratory	Name of department assigned to look after
1	Product Design and Validation Lab	Mechanical and Automobile
2	Advanced Manufacturing Lab	Mechanical
3	Rapid Prototyping Lab	Mechanical and Automobile
4	MCMT Lab	Mechanical
5	CIM Lab	Mechanical
6	Mechatronics Lab	E&C
7	Electrical Lab	Electrical
8	Process Instrumentation Lab	I&C
9	Automation Lab	I&C

(5) Laboratory coordinators from Mechanical, Automobile, IC, EC and Electrical departments have to be appointed by respective department and they have to enroll the students of their department for respective course, to monitor the attendance of students of course & recordkeeping of concerned courses.

(6) Training schedule for the 4th and 6th semester students will be prepared.

(7) Computer networking, LAN connectivity has to be taken care by computer Department.

(8) Web based online registration for students and feed back has to be taken care by IT department.

(9) Examination and Certification has to be taken care by DesignTech.

Forwarded by CoE Incharge