## Centre for Online and Skill Education- Minutes of Meeting

The minutes of first meeting of the Centre for Online and Skill Education held on 01/07/2026 at 2.15 PM in the Room No C1- 317:

**Members Present**

- Dr. S. Saravanan. Convener
- Dr. V. Manimekalai, Coordinator
- Dr. K Thenmozhi, Coordinator
- Mrs. R. Anitha, Member
- Mr. R. Govindaraju, Member

**Agenda:**

**1: Review of the Outcomes of Meeting 1**

The members reviewed the NPTEL achievements of staff and students during the previous semester (2025–26). A total of 18 staff members and 12 students were recognized for their accomplishments in various categories, including course toppers, NPTEL Discipline Stars, NPTEL Domain Scholars, and NPTEL Believers.

The members also reviewed the progress made in NPTEL course registration, completion, and credit transfer. The achievements of students and faculty members were acknowledged, and the importance of completing pending tasks through regular monitoring and follow-up was emphasized.

**2: Introduction of SWAYAM Courses**

The members discussed the difficulties faced by average and below-average students in completing NPTEL courses. To support these students, courses offered by IIT Bombay through the Spoken Tutorial initiative under SWAYAM were suggested. Faculty coordinators were encouraged to identify suitable students, create awareness about the available courses, and motivate them to register and complete the courses successfully.

**3: Adherence to NPTEL Course Timelines**

The members emphasized the importance of following NPTEL course timelines and submitting assignments on time. Faculty coordinators and class advisors were instructed to monitor student progress and remind students about assignment deadlines and examination registration.

**4: NCVRT Registration**

The members were informed that NCVRT registration had been initiated across all departments offering 7 Diploma and 18 Certificate courses.

**5: Virtual Lab Initiative**

The members discussed the importance of enhancing the practical knowledge and technical skills of faculty members and students through virtual laboratory facilities. It was proposed to organize a Faculty Development Programme (FDP) in collaboration with Amrita Vishwa Vidyapeetham to familiarize participants with virtual laboratory resources and their effective integration into teaching and learning.

Members reaffirmed their commitment to carry out the assigned responsibilities to ensure the successful implementation of the Centre's plan for the academic year 2026-27. The meeting was adjourned with vote of thanks by the coordinator.

| S.No | Staff Name | Signature |
|---|---|---|
| 1 | Dr.V.Manimekalai, Computer Technology | |
| 2 | Dr.K. Thenmozhi, Information Technology | |
| 3 | Mrs.R.Anitha, Commerce IT | |
| 4 | Mr.R.Govindaraju, Management | |

**Dr. V. Manimekalai & Dr. K. Thenmozhi**
Co-ordinators

**Dr. S. Saravanan**
Principal