



# JAIN COLLEGE OF ENGINEERING (JCE), BELAGAVI

(Approved by AICTE New Delhi & Affiliated to VTU, Belagavi)  
(Accredited by NBA : Dept of Civil, CSE, ECE & EEE)

Date : 19/08/2025

## DEPARTMENT OF LIBRARY AND INFORMATION CENTER

### MEETING NOTICE

Respected Sir/Madam,

The Library Committee is scheduled meeting on 20<sup>th</sup> August 2025 at 10.30 a.m. in the library. All the members are requested to make it convenient to attend the meeting. The agenda of the meeting is as below:

Agenda:

1. Creating Awareness program on Quiklrn platform (Language Communication Lab).

To,

All the Member of the Committee.

  
19/08/2025

Librarian  
Jain College of Engineering  
Belagavi

  
Principal & Director  
Jain College of Engineering  
Belagavi



Sri Bhagawan Mahaveer Educational & Cultural Trust's  
**JAIN COLLEGE OF ENGINEERING (JCE), BELAGAVI**  
(Approved by AICTE New Delhi & Affiliated to VTU, Belagavi)

**LIBRARY AND INFORMATION CENTER**

Minutes of meeting held on 20<sup>th</sup> August 2025

Summary					
Meeting	Library Meeting with all library Members				
Meeting Conducted by	Dr. J. Shivakumar (Principal & Director)				
Date	20/08/2025	From	10.30 am	To	11.00.am
Location	Library	Note Taker	Mr. Shahanawaz P.	Duration	30 minutes
Agenda:					
1. Creating Awareness program on Quiklrn platform (Language Communication Lab).					
Attendance List:					
Sl. No.	Name	Present	Signature		
1	Dr. J. Shivakumar	✓			
2	Mr. Shahanawaz Peerzade	yes			
3	Ms. Madhavi Magi	yes			
4	Ms. Nalinakshi B G	yes			
5	Mr. Raviprakash Phattepur	Yes			
6	Mr. Siddharth Patil	Yes			
7	Ms. Sahana R. Patil				
8	Ms. Mrugnayani Nishant Ghadi	yes			
9	Ms. Swati Sangolli / Prof. Bhakti Marathe	yes			
10	Mr. Ravikumar M Kalmath / Basawaris C.	yes			
11	Mr. Mallikarjun Kullolli				

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## Meeting Notes

- 1) Principal Sir started the meeting with greetings.
- 2) Principal Sir informed about the *Quiklrn* platform and explained the use and advantages of the Quiklrn Communication Lab to students and faculty members.
- 3) Mr. Raviprakash briefed all the committee members about the registration process and demonstrated how to use the Quiklrn platform.
- 4) Principal Sir instructed all faculty coordinators to create awareness among their respective department students and faculty members and urged them to use the platform effectively.
- 5) Dr. Madhavi was appointed as the Head Coordinator, with Mr. Raviprakash and Mr. Shahanawaz assigned to assist her.
- 6) A quick demonstration of the registration process was conducted by Mr. Raviprakash and Mr. Shahanawaz for the faculty coordinators.
- 7) Mr. Raviprakash and Mr. Shahanawaz were given the responsibility to create awareness about *Quiklrn* among the first-year students during the induction program.

## Outcome of Meeting

S. No	Task	Person Accountable	Timeline	Status
1	Create awareness among their respective department students and faculty members about <i>Quiklrn</i>	All Members	On going	Started
2	Oversee the awareness program of <i>Quiklrn</i>	Dr. Madhavi	One month 20.09.2025	Started
3	Create awareness about <i>Quiklrn</i> among the first-year students during the induction program.	Mr. Raviprakash & Mr. Shanawaz P	On going	Started

Librarian

Jain College of Engineering  
Belagavi

Principal & Director  
Jain College of Engineering  
Belagavi