



Ref: HoD/23/AIT/Dated 21-05-21

Minutes of the meeting held on 21/05/2021.

The meeting started with the Principal welcoming the members present.

The following points were discussed and deliberated:

- 1) Review of previous minutes of the meeting (MOM 22) and action taken:
 - a. Dr. Surendra reported that the budget document is yet to be received from ME and CE, the same can be processed only when the lock down ends as the support of Accounts department is required.
 - b. Mandatory Disclosure document is uploaded on website.
 - c. CR meeting is completed in all departments. Actions are taken for few small issues raised in ECE, ME and ISE.
 - d. Shifting of ECE department is slowed down due to lockdown.
 - e. ECE website data is reviewed and the same will be updated in the ensuing week.
 - f. NAAC survey is submitted on 17th May 2021.
 - g. **MBA certificates are yet to be collected from VTU, Dr. Shanthi Mahesh will be coordinating.**
 - h. **Dr. Aishwarya will be inviting the guest of honour, Asst. Commissioner of Police, RT Nagar by next week (pending due to lock down).**
- 1) Ms. Sajana R reported the progress of updating the website. She said that the Mandatory disclosure and NAAC is brought on to the main menu. The existing data under NAAC is getting re-arranged as per the new plan. Few documents pertaining to IQAC will be provided by Prof. Vasanthi in the ensuing week.
- 2) Principal, Dean MBA, HoD CSE, HoD ISE, Prof. Gowtham from CSE and Prof. Abhilash from ISE and MS. Sajna R / Ms. Sonal will be the website committee members. Any payments to the vendor will go through this committee.
- 3) In library, if the staff members are volunteering to come from Monday, the 24th May 2021, the barcoding can be continued and they will be paid bonus as per the norms of the institution.
- 4) HoDs reported that the on-line classes are running as per the timetable and the attendance is being up updated on ERP, the same is shared to all HoDs on a daily basis to monitor.
- 5) Principal informed the TPO:
 - a. To arrange for an induction program for 6th semester engineering students and 2nd semester MBA and provide the road map for placing them.
 - b. To pick the best students from 8th semester who are placed and arrange training sessions to motivate the 6th semester students.
 - c. To Collect inputs from the students preparing for GRE, TOFEL and other areas of higher studies to create awareness among the juniors.
 - d. To prepare a ppt on the success stories of students placed/entrepreneurs, with the support of HoDs.
- 6) Head of the department of Mechanical Engineering reported the following:
 - a. Second phase of Project presentation for eighth semester is completed.
 - b. All preparations are done to conduct the internal assessments.
 - c. Eighty percent of the content is updated on website, the remaining is in progress.



Atria Institute of Technology

- d. In CR meeting, the students reported few problems on Mathematics in 4th semester, the same was sorted out with BSE HoD.
 - e. Prof. Mithun will be relieved on 31st May 2021, replacement is made, and updates are given.
- 7) Head of the department of Civil Engineering reported the following:
- a. Second phase of Project presentation for eighth semester is completed.
 - b. No problems are reported in CR meeting.
 - c. Student testimonials are sent for website update, the department of CSE will coordinate to upload document on website.
 - d. Planning for a webinar on Environment Engineering after the first internals.
 - e. Planning for the conduction of IA is completed.
 - f. SAR is being reviewed and improved.
 - g. Attendance of the students in the online class is improved.
- 8) Dean, MBA reported the following:
- a. IA for 4th semester is completed and valuation is in progress, 12 students were not allowed to write the test due to shortage of attendance / fee dues.
 - b. In second semester only four students are yet to pay the fees.
 - c. The data to be updated on the website will be sent on Monday, the 24th May 2021.
 - d. SAR criteria 1,2 and 3 are being updated, after the first review.
 - e. Collection of new student testimonial for website is in progress.
- 9) Head of the department of Electronics and Communication Engineering reported the following:
- a. The issues raised in CR meeting is addressed and sorted out.
 - b. Data for website is reviewed, and the same will go live on Monday, the 24th May 2021.
 - c. SAR review is in progress after the first review.
 - d. The co-curricular activities are in progress through the IEEE student chapter.
 - e. Requested to arrange one motivational talk to enlighten the students in this pandemic situation.
- 10) Head of the department of Information Science and Engineering reported the following:
- a. Issue raised in CR meeting is addressed and sorted out.
 - b. Major changes were made in SAR criteria 1 and 2 after the first review.
 - c. Result analysis was completed wherever VTU results are announced.
 - d. Eighty percent of the website update is completed for ME and sixty percent for BSE.
 - e. Every Saturday, Alumni talk is planned and is in progress and two other webinars were also conducted.
- 11) Head of the department of Computer Science and Engineering reported the following:
- a. Second phase of Project presentation and one seminar for eighth semester is completed.
 - b. Aptitude training was arranged for sixth semester students by eighth semester placed students.
 - c. Sixth semester students were made to register under TULIP (The Urban Learning Internship Program) driven by AICTE for internship.
 - d. Fourth semester students participated in the hackathon conducted by ISTE and won second prize.
 - e. Webinar is conducted for 4th and 6th semester as a part of co-curricular activities.



Atria Institute of Technology

- f. The faculty who has secured low result is advised to register for NPTEL course.
 - g. One MOU was signed virtually IBA, TPCRA and Dragonchain Resllut, today, the 21st May 2021.
- 12) Head of the department of Basic Science and Engineering reported the following:
- a. Forty one students have not paid fees as on date in first year and the same is being tracked and they are not allowed to attend the class.
 - b. German class must be started for 12 students enrolled under German track, Dr. Suyog will be coordinating the same.
 - c. Preparation for conducting IA for 4th semester is completed.
 - d. Updating the data on website is under progress.
- 13) Principal informed that the IUCEE Leadership summit will be attended by the Principal and HoDs in different groups as detailed below and Dr. Nalinakshi N will coordinate and register for the same
- a. Group1: Principal, Prof. Vasanthi , Dr. Nalinakshi N
 - b. Group2: HoD ME, HoD CV, Dr. Surendra H J
 - c. Group 3: Dean MBA, Dr. Perini Praveenasri, HoD ECE
 - d. Group 4: HoD CSE, HoD ISE, Dr. K V Narayanaswamy
- 14) Prof. Vasanthi reported the following:
- a. The google forms are floated for the formative feedback and the response is being collected, the status of which is shared with the Principal.
 - b. Training for HoDs on ERP is planned on Tuesday, the 26th May 2021 at 2 PM. To activate the Parent portal, the parent data is not uploaded, the collection of the same is under progress.
 - c. Criterion 9 SAR is shared with all the HoDs for comments and addition of efficacy of mentoring, action taken on feedback and club activity details.
 - d. SAR Criteria 3 detailed meeting was held with ECE and ISE departments, subsequently follow up was done with the other departments. CO attainment for at least one batch will be completed by next week.
 - e. NAAC website is being updated, by next week end the process will be completed.
 - f. First IA will be administered on Xcelerator platform and first year faculty enrolment on Xcelerator is completed before the classes started on 19th May 2021.
- 15) Dr. Surendra H J reported there is good progress in NBA SAR, Criteria 1 and of CSE and ISE can be freeze after minor changes. ECE will present criteria 1 and 2 tomorrow, the 22nd May 2021.
- 16) Principal informed Dr. Surendra to hand hold the department of ME and CE to improve the SAR before they present the same to the panel.
- 17) Principal discussed the consequences the students may face if they are unable to attend the class due to non- payment of fees. He informed the HoDs to float mails to all the parents of such students indicating the requirement of attendance as per the VTU norms.
- 18) The respective faculty with the permission of HoD will decide on not allowing the students to take up the first internals. Special permission can be given to the students having health problems.
- 19) Dr. Aishwarya P will be presenting the student handbook, staff handbook, SDP and Research Policy tomorrow, the 22nd May 2021 at 11AM
- 20) Principal informed the HoDs to add the details of all Professional bodies on the website; IETE, IEEE, CSI, BITES, ISTE, IUCEE RMS etc.



Atria Institute of Technology

21) One fresh COVID positive case is reported only in the department of ISE.

The meeting concluded with the Principal thanking the members present.

Members Present: All HoDs, Dr. Surendra, Ms. Sajana R, Dr. Usha and Principal

Agenda:

- 1) Online classes of higher semester and VTU / ERP updates
- 2) NBA Progress and SAR preparedness
- 3) Progress on ECE Shifting
- 4) Website updates
- 5) COVID updates and wellness of staff.
- 6) Library updates
- 7) Xcelerator platform updates
- 8) Any other matter with the permission of the chair
