Ref: HoD/24/AIT/Dated 4-06-21

Minutes of the meeting held on 4/06/2021.

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 23) and action taken:
   a. Shifting of ECE department is slowed down due to lockdown.
   b. Motivational talk to enlighten the students in this pandemic situation is to be arranged.
   c. ECE website is updated.
   d. 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.
   e. MBA certificates are yet to be collected from VTU, Dr. Shanthi Mahesh will be coordinating.
   f. Dr. Aishwarya will be inviting the guest of honour, Asst. Commissioner of Police, RT Nagar by next week (pending due to lock down).

1) Principal informed that Government and the PUC board has announced 100% result in 2nd year PUC based on the first year PUC results and hence there is large scope for admission in the current year. Peer reviews and online activities will definitely make an impact on the admission.

2) Ms. Sonal spoke about the media; social media calendar, Visibility and reach by sharing and liking by a large number of employees to reach out to a huge crowd of people, Dos and Don'ts on the posting on facebook.

3) She also shared the ready to use templates, brand guide and stressed on the usage of the logo with proper size, colour and aspect ratio; Dean MBA reported that the logo is standardized by the management by appointing a brand expert.

4) Mr. Narasimha Sastri said that the External designer to design the posters can be involved provided the matter is given at least one week in advance. Also we can use our student interns to get the posters designed.

5) Principal informed the BSE HoD and Mr. Narasimha Sastri to provide the road map for CET coaching at the earliest.

6) Principal informed the HoDs to identify the right people for the department admission team.

7) The formative feedback analysis will be sent by Ms.Sonal to all the departments. and the HoDs will share the same with faculty members.

8) Ms. Sajani briefed the status of website update, she reported that the vendors have stopped the work as of now. Principal informed the CSE and ISE HoDs to take it further and do the needful.

9) Dr. Shanthi Mahesh informed that the updating of the ME website is slowed down due to delay in data collection, Principal informed that the same has to be completed within a week and ME HoD should cooperate in this regard.

10) Prof. Vasanthi S clarified that the lead management (Enquiry part) will not be mapped on ERP, the admission process will be integrated on ERP. She also informed that the parent portal is live for MBA and first year engineering, the Paytm integration with ERP is in progress.

11) The HoDs of all the departments gave a brief of the result analysis in their departments. It was found that there was a dip in 3rd and 5th semester results in most of the cases. Principal

Atria Institute of Technology

informed the HODs to arrange a separate meeting department wise with the faculty along with the student feedback taken by the Principal and also formative feedback analysis. The management representative/CEO will be invited for the meeting and the whole sequence must be completed within a week.

12) Online LIC inspection is due shortly, a separate meeting will be conducted to discuss the checklist.

13) To evaluate the AICTE activity points, the Principal informed the HoDs to form the committee with two external members and complete the evaluation, Principal nominated Dr. Surendra to coordinate with all the departments and report back.

14) Dr. Nalinakshi N informed that herself and Prof. Vasanthi will be attending the ToYota Quality Circle workshop hosted by IUCEE from 8th to 11th June 2021.

15) Dr. Surendra H J reported that there is good progress in NBA SAR, Criteria 1, 2, 4, 5, 6 can be finalized in the departments of ISE, CSE and ECE. ME and CE are in the process of presenting criteria 1 and 2. CSE has completed the presentation of the first draft of criteria 3 and 7. The presentation will continue as per the schedule in the ensuing week also.

16) Prof. Vasanthi S reported that the NAAC AQAR submission is due and it was decided that we will start working on the same from the last week of June 2021.

17) Dr. Aishwarya P reported that the Research policy and SDP is in the process of internal review and the same will be presented in the ensuing week.

18) Faculty handbook and HR policy will be approved by the Principal after the review with HR.

19) Dr. Ananth H R reported that in the last 20 days, 20 placements were done (Accenture-15, Aspiero-1, PWC-2, Bright Champs-1, Nila Apps-1), and the Principal congratulated the placement team for their efforts.

20) Principal requested all HoDs to ensure that the faculty daily engagement report must be updated on a daily basis and the same will be shared with the management.

21) As per the resolution in the IQAC meeting, the faculty must conduct at least 5 hours of active engagement activities like quiz, flipped class, think pair-share, role play or any others per course in a semester.

22) No fresh COVID cases are reported across the college.

The meeting concluded with the Principal thanking the members present.

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

Agenda:
1) Brand building: CET online coaching, Department admission team..
2) Website
3) Formative feedback
4) ERP
5) Result Analysis
6) Class representative meeting
7) Meeting with students - Semester wise: Feedback summary
8) LIC inspection: Checklist
9) Result analysis
10) Meeting with faculty - Department wise
11) AICTE Activities Evaluation
12) NBA
13) NAAC
14) SDP, HR policy/Faculty handbook, Research Policy
15) Placement and Training
16) Any other matter with the permission of the chair

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