



Ref: HoD/28/AIT/Dated 02-07-21

Minutes of the meeting held on 02/07/2021.

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 27) and action taken:
 - a. Motivational talk on “Snake and Ladder in Student’s Life” was organised on 1st July 11AM to 1PM with 500 participants, the resource person was Mr. Ramani Venkat, freelancer and expert trainer.
 - b. SDP review is in progress. Dr. Aishwarya will be submitting by the end ensuing week.
 - c. Dr. Surendra reported that the budget document is yet to be received from ME and CE, to be completed by end of this week.
 - d. Faculty appraisal for 2017-18, 2019-20 and 2020-21 assessment sheets will be submitted to HR by 15th July 2021.
 - e. Recruitment is under process.
 - f. External Academic audit is to be planned after 15th July 2021.
 - g. Visit to the departments for LIC inspection is planned from 5th July 2021 as per the schedule shared.
 - h. Preface to NBA SAR will be submitted by HoDs along with the complete SAR by 15th July 2021.
 - i. Vaccination drive is in progress:140 students got vaccinated as on date.
- 1) Ms. Sonal Mishra presented the updates on the website, it was decided that the professional societies will be brought under the Atria advantage.
- 2) Dr. Usha said that few more enhancement need to be done through KOHA, it is in process with Serosoft. The purchase of books is also under process.
- 3) There was no special update on admission.
- 4) The atria.edu email ids of the students of all departments are updated on ERP.
- 5) It was decided to introduce charges for the following activity:
 - a. Any verification on the graduated students will be done on a payment of Rs.1000 and a QR code will be provided for the same.
 - b. Letter of Recommendation (LoR) will be issued to the graduated students who apply for higher studies on a payment of Rs.500 per university.
 - c. Students will have to pay Rs. 3000 (three thousand) for the first placement offer, Rs. 5000 (five thousand) for the second offer and Rs. 10,000 (ten thousand) for the dream offer.
- 6) Placement officer informed that the Induction program will be conducted for 6th semester students from next week.
- 7) The placement officer briefed on the placement drives; he remarked that in spite of giving the opportunities, the students are not attending the interviews. It was decided to have a meeting with students and placement coordinators once in 15 days and as well as just before any important drives, to motivate the students.
- 8) It was decided to include the technical training and soft skill fees and few others in the college fees itself; Rs.2000 for 6th semester (3rd year), department forum amount of Rs.200 for 1st to fourth year, Graduation day fee1000 and Rs.500 for Alumni membership fee for final year students..
- 9) Principal has instructed the IT team to check the cctv cameras across the college and report the finding to him by end of this week (10th July 2021).



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- 10) All the equipment in ECE laboratories are shifted and arranged; power and LAN connection needs to be done. Even in Civil Engineering the laboratories are almost ready.
- 11) Vaccination statistics are required by the university; Semester wise student percentage and also faculty percentage is updated as per the requirement and the same is provided to VTU by Prof. Nalinakshi N.
- 12) The offline laboratory classes for the students who are vaccinated will begin from 7th for CSE, 9th for BSE, 12th for ISE, ME and CIV, 26th for ECE in July 2021.
- 13) Principal informed that both lab and theory exam is only offline as per the announcement in the VC meeting conducted by the university.
- 14) The graduated students who are not willing to become the alumni members, HoDs are informed to collect the id cards and provide the degree certificate.
- 15) Principal said that Logo, colour code, HoD's name, Principal's name, email and contact no. of the coordinator, photo of the speaker are required on all posters and brochures of any event organised across the college.
- 16) The Principal instructed Mr. Sandeep, the in charge of housekeeping to remove all the debris lying in different areas and maintain the campus neat and tidy.

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

Agenda:

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| 1) Review of previous minutes | 9) Rewards / honorarium for research and consultancy: Dr. Aishwarya. |
| 2) Preparation for VTU LIC | 10) Vaccination updates of staff and students. |
| 3) Website update | 11) Mock Inspection of departments: Visit by Principal |
| 4) NBA | 12) Housekeeping |
| 5) ERP | 13) Any other points with the permission of chair |
| 6) Admissions 2021-22 | |
| 7) Best department award | |
| 8) Graduation day | |
