



Ref: HoD/29/AIT/Dated 09-07-21

Minutes of the meeting held on 09/07/2021.

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 28) and action taken:
 - a. SDP review is in progress. Dr. Aishwarya will be submitting by the end of ensuing week.
 - b. **Dr. Surendra reported that the budget document is yet to be received from ME and CE, to be completed by end of this week.**
 - c. Faculty appraisal for 2017-18, 2019-20 and 2020-21 assessment sheets will be submitted to HR by 15th July 2021.
 - d. Recruitment is under process.
 - e. External Academic audit is to be planned after 15th July 2021.
 - f. Visit to the departments for LIC inspection is under progress, 4 departments are remaining.
 - g. Preface to NBA SAR will be submitted by HoDs along with the complete SAR by 15th July 2021.
 - h. Cctv status will be submitted to principal by 10th July 2021 by the IT department.
- 1) Ms. Sonal Mishra presented the updates on the website:
 - a) Under the professional bodies, certificates to be included for all the society, SAE (Society of Automobile Engineers) to be added by the mechanical department
 - b) CET code to be displayed for BE, PG CET code for MBA, MCA and M.Tech
 - c) Civil Engineering website to be updated by Wednesday, the 14th July 2021.
 - d) BSE website will go live by Monday, the 12th July 2021.
 - e) Under mandatory disclosure, remove the information “about the college”.
- 2) Placement officer reported that 3 drives are completed this week, 23 placements are confirmed few others are in pipeline. Induction program ppt are submitted to the principal, online induction program is planned from Thursday, the 15th July 2021.
- 3) ME department is informed to complete NBA presentation of criteria 3 and 7 by Thursday, the 15th July 2021.
- 4) Graduation day file distribution details:

Department	Strength of 2020 graduated batch	No. of students received certificate		Remarks
		With pay	Without pay	
ISE	98	82	--	--
CSE	115	25	--	--
ECE	143	23	32	(8 paid Rs.250 and 15 paid 750)
ME	112	13	7	--
CE	83	--	3	--

- 5) Best department award: The jury members of the “best department award” Dr. K V Narayanaswamy, Dr. Surendra H J and Prof. Vasanthi S is acknowledged for their yeomen service. The heads of the department can appeal to the committee for review on or before 13th July 2021. The announcement will be done after completion of the review. A rolling shield will be honoured to the best department on ISTE inaugural day.
- 6) ISTE inauguration to be planned: Dr. Aishwarya will be the main coordinator, ISTE chairman will be the chief guest, best outgoing student in each department who are



Atria Institute of Technology

graduated in 2020 will be rewarded, Rank holders will be rewarded and honoured, Best department will be rewarded. The rubric for selecting the best student is left to the department HoDs.

- 7) Vaccination status: 1008 students are vaccinated, 384 are not vaccinated and others have not responded. Status of staff members are as under.

Department	No. of staff members present	No. Vaccinated	No. Not Vaccinated
CSE	28	28	NIL
ISE	24	14	10
ECE	39	39	NIL
ME	18	18	NIL
CE	18	18	NIL
BSE	23	23	NIL
MBA	8	10	02

- 8) Common observations on department visit:
- Two years VTU valuation details to be maintained.
 - Register of Register (RR) to be maintained in the Principal's office. Stock register to be linked with RR number.
 - Index sheet to be maintained for faculty personal file.
 - Final attendance uploaded to the university and marks to be signed by the students.
 - SC/ST scholarship list with the details of SC/ST counselling coordinator at the department level (who will be the member of SC/ST cell at the college level) to be maintained.
 - One best practice to be filed and maintained in the department.
 - All the faculty should be aware of the service rules.
 - NAAC, NBA certificates and actions recommended to be maintained in the department.
 - Budget file to be maintained: Recurring and non-recurring expenditure to be maintained in the department for four years. (salary, consumables, non-consumables, ID card, security cost, Microsoft bundle cost, internet bandwidth, ERP cost, telephone bill etc. per student minus depreciation is the present cost. Revenue divided by no. of students in the department is to be considered).
- 9) The cleanliness of the campus is to be further improved.
- 10) Faculty registers maintained in the department to be updated on a regular basis.
- 11) The vendor is called for discussion on the display boards.

Members Present: All HoDs, Ms. Sonal Mishra, Dr. Usha and Principal

Agenda:

- Review of previous minutes
- Preparation for VTU LIC
- Website update
- NBA
- ERP
- Admissions 2021-22
- Best department award
- Graduation day updates
- Vaccination updates of staff and students.
- Name boards: Vision, Mission...
- Mock Inspection of departments: Visit by Principal
- Housekeeping
- Placement training: Induction program
- Any other points with the permission of Chair
