



Ref: HoD/30/AIT/Dated 16-07-21

Minutes of the meeting held on 16/07/2021.

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 29) and action taken:
 - a. SDP review completed and submitted to the Principal.
 - b. **Dr. Surendra reported that the budget document is yet to be received from ME and CE has submitted.**
 - c. Faculty appraisal for 2017-18, 2019-20 and 2020-21 assessment sheets will be submitted to HR by 19th 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 academic audit is completed and the required feedback has been shared. HoDs are requested to update the records as per the feedback and keep the labs neat and tidy.
 - g. Complete NBA SAR with preface to be submitted by HoDs by 19th July 2021.
 - h. Cctv status will be submitted to principal by 20th July 2021 by the IT department.
 - i. ME NBA criteria 3 and 7 presentation is planned on 17th July 2021.
 - j. BSE and CE website is live and the information “about the college” is removed from mandatory disclosure.
 - k. CET code for BE, PG CET code for MBA, MCA and M.Tech are yet to be displayed.
 - l. Online induction program for 6th semester students is completed on Thursday, the 15th July 2021.
- 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) Revised GC and ADC members are updated.
 - c) Alumni is accommodated on a single page and new alumni champions are added.
 - d) Membership for library and no. of books are updated.
 - e) New faculty updated in ME department.
- 2) LIC visit is online and may start after the 22nd July 2021.
- 3) The remaining graduation certificates and files for the 2020 graduated students are to be returned to exam section by end of the semester.
- 4) While applying for convocation, the convocation cost plus Rs.500 for alumni membership, Rs.1000 for graduation day celebration are to be collected from the students.
- 5) Placement officer reported that 32 placements are done for engineering and 1 for MBA during the last week.
- 6) CE department is informed to complete NBA presentation of all criteria at the earliest, they are lagging behind the schedule.
- 7) Mr. Sandeep is informed to distribute the fire extinguishers: CSE-4, ISE-4, ECE-7 ME- 8, CE-4, MBA-1, BSE-3, Principal’s office corridor -1 , seminar hall-1, girls hotel-2, boys hotel-2, canteen -1. Also, the cleanliness of the campus to be further improved.
- 8) Dr. Nalinakshi reported that online registration for VTU exam for 1st year lab and final year exam is under progress. 40 rooms are required with 30 students in a room to conduct the exam.



Atria Institute of Technology

- 9) Principal informed that the students should be notified regarding the vaccination, only those who are vaccinated will be allowed to take up the exam.
- 10) Annual convocation books from 1 to 20 are to be traced by the Mrs. Glory, PA to Principal and MR. Narayanswamy from exam section.
- 11) ISTE president Dr. Desai requested the Principal to conduct National award scrutiny committee meeting at Atria, Principal informed all the HoDs are requested to participate actively, if it is finalised.
- 12) The following VTU circulars were discussed:
 - a) CIE marks for PG- 9th July 2021 is submitted to VTU by CSE and MBA.
 - b) Revaluation- 9th July 2021 is taken care by exam section.
 - c) Confidential work for VTU -12th July 2021: Faculty who are interested to be selected by HoD.
 - d) Training in CoE in association with ALTEM- 12th July 2021– VTU ME HoD to send at least one faculty immediately.
 - e) VTU youth Seva Social Concern Initiative- 12th July 2021– one faculty and 4 students to be sent. Dr. Nalinakshi N will be co-ordinating.
 - f) Exam stationary 13th July 2021- Collected on 15th July 2021 by exam section.
 - g) Exam application and generation of hall ticket for final year students-14th July 2021- Exam section and concerned HoD to follow up.
 - h) Submission of shortage of attendance- 15th July 2021- As per the management direction, the Students who have not paid the fees and not attended the classes (If they don't have attendance as per VTU requirement), must be detained with appropriate process by concerned HoDs.
 - i) Revised academic calendar for MBA- 15th July 2021is noted by dean, MBA.

The meeting concluded with the Principal thanking the members present.

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

Agenda:

- | | |
|---|---|
| 1) Review of previous minutes | 8) Name boards: Vision, Mission... |
| 2) Preparation for VTU LIC and audit discussion | 9) Housekeeping |
| 3) Website update | 10) Placement |
| 4) NBA | 11) Plan for VTU exam |
| 5) ERP | 12) VTU Circulars |
| 6) Graduation day for present graduating students | 13) Any other points with the permission of Chair |
| 7) Vaccination updates of staff and students | |
