



**Ref: HoD/31/AIT/Dated 23-07-21**

Minutes of the meeting held on 23/07/2021.

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 30) and action taken:
  - a. Dr. Surendra reported that the budget document is yet to be received from ME.
  - b. Faculty appraisal for 2017-18, 2019-20 and 2020-21 assessment sheets will be submitted to HR by 29<sup>th</sup> July 2021.
  - c. External Academic audit is to be planned.
  - d. Completed NBA SAR with preface is submitted by 4 departments.
  - e. Cctv status is submitted to principal.
  - f. ME NBA criteria 3 and 7 presentation is completed, and the suggestions are being incorporated.
  - g. Distribution of fire extinguisher is under process.
- 1) There were no updates on the website as Ms. Sonal was on leave.
- 2) LIC mock inspection with live streaming is planned on 24<sup>th</sup> July 2021. HoDs are informed to keep all the documents ready.
- 3) Dr. Usha informed that the Library Committee meeting was conducted on 22<sup>nd</sup> July 2021 and the members were briefed about the NDLI (National Digital Library of India) Club. Principal informed Dr. Usha to send the scanned copies of last 2 pages of accession register, digital library photo to include in the LIC ppt. Also, Principal informed that the library should work in second shift from tomorrow, the 24<sup>th</sup> July 2021 to assist the students during the exams.
- 4) Dr. Surendra H J reported that NBA SAR is submitted by four departments and is under review. The other two departments will be submitting by end of the month.
- 5) It was decided to collect Rs.500 (Rupees five hundred) towards the Alumni membership and Rs.1000 (Rupees one thousand) for the Graduation Day 2021 celebration from the final year students before issue of the admission ticket and issue the receipt for the same.
- 6) Principal provided few clarifications on the fee structure and the same will be shared with the team.
- 7) Dr. Aishwarya briefed on the preparations for ISTE inauguration: Invitations are being distributed, the MC for the function is ready, gifts are finalised, banner is to be prepared with 6 outgoing best students identified by the respective departments, HoDs to submit the name with photo to Dr. Aishwarya P by end of Monday, the 26<sup>th</sup> July 2021. Principal requested Dr. Aishwarya to coordinate with the chief guest and guest of honour for their logistics.
- 8) Principal informed Dr. Shanthi Mahesh to collect the KSCST cheques from the accounts department so that the same can be distributed to the project guides on the ISTE inauguration day.
- 9) There was no update on placements as the placement officer was on leave.
- 10) Prof. Vasanthi S reported that the progress on customization of ERP is very slow, and the percentage of implementation is also low, the same will be discussed in the next steering committee meeting with Serosoft.
- 11) CE department is informed to complete NBA presentation of all criteria at the earliest, they are lagging behind the schedule.
- 12) Dr. Nalinakshi reported that all arrangements are done for conducting the VTU exams.



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- 13) Research review meetings were conducted with ME and CE doctorates and HoDs, Principal informed them to motivate the faculty to take up research activities. He also informed that all the faculty members in the departments should register for Ph.D.
- 14) All the staff members and the students are vaccinated.
- 15) The Graduation Day:2021 will be celebrated after the announcement of results.
- 16) Prof. Vasanthi S reported that summative feedback and exit survey is being administered and the analysis will be completed by the end of the ensuing week.
- 17) Principal informed Dr. Shanthi Mahesh to call the vendor for discussion to print the display boards.
- 18) Mr. Sandeep is informed to maintain the campus neat and tidy.
- 19) The following VTU circulars were discussed:
  - a) M.Tech dissertation reports and panel of examiners- 16th July 2021 is taken care by dean, MBA.
  - b) Examination bills- 16<sup>th</sup> July 2021 is taken care by exam section.
  - c) SOP for conducting exam -16<sup>th</sup> July 2021 is taken care by exam section.
  - d) Boost your skill set in VLSI Domain- 13th July 2021– ECE HoD reported that the faculty are busy with academic activities and will not be participating.
  - e) Question paper delivery system- 20<sup>th</sup> July 2021- checked by exam section.
  - f) Submission of data in respect of Chief Superintendent / DCS-20<sup>th</sup> July 2021- is taken care by exam section.
  - g) Timetable for M.Tech 3<sup>rd</sup> Semester- 20<sup>th</sup> July 2021- is taken care by exam section.
  - h) Mal-practice -22<sup>nd</sup> July 2021 - no cases in Atria I T.
  - i) Submission of CIE marks for 8<sup>th</sup> Semester engineering and 4<sup>th</sup> semester MBA- HoDs have noted.

The meeting concluded with the Principal thanking the members present.

Members Present: All HoDs, Dr. Usha, and Principal

## Agenda:

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| 1) Review of previous minutes                | 11) Preparedness for VTU exam   |
| 2) Preparation for VTU LIC                   | 12) VTU Circulars   |
| 3) Website update                            | 13) ISTE inauguration (Faculty and Student chapter, Institutional membership) |
| 4) NBA                                       | 14) Research review meetings  |
| 5) ERP                                       | 15) Summative Feedback and Exit Survey- Final year                            |
| 6) Graduation day: 2021                      | 15) Any other points with the permission of Chair                             |
| 7) Vaccination updates of staff and students |   |
| 8) Name boards: Vision, Mission...           |   |
| 9) Housekeeping                              |   |
| 10) Placement                                |   |

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