



**Ref: HoD/34/AIT/Dated 18-08-21**

Minutes of the meeting held on 18/08/2021.

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 33) and action taken:
  - a. External Academic audit is to be planned.
  - b. CV department is informed to complete NBA presentation of all criteria at the earliest as they are lagging the schedule.
  - c. At least three colleges to be visited for selecting the Vision-Mission display boards.
- 2) It was decided that the final NBA SAR is to be submitted by 24<sup>th</sup> Aug. 2021 to the NBA coordinator.
- 3) The Placement officer reported that four days of Aptitude and Soft skills training is in progress, the feedback is good, and the attendance of training session is around 85% on an average.
- 4) Principal informed that the branding in Digital media is approved by the Management.
- 5) The new fee structure is approved by the Management in which the fees for Graduation Day, ERP, Exam, application, placement and training etc. are added and the students are supposed to pay the fees on or before 15<sup>th</sup> Sept.2021. The circular will be mailed to the students and parents through ERP immediately.
- 6) Dean MBA said that the Institution level credit card will help in some of the official payments, which are now being done through the personal credit card. The Principal remarked that the official credit card will be planned at the earliest.
- 7) Dr. Nalinakshi reported that VTU exam for arrear courses is scheduled from 23<sup>rd</sup> to 30<sup>th</sup> Sept. 2021 and the preparations are under progress.
- 8) The HoDs are informed to keep the record of the Annual Convocation details like list of graduated students, list of rank holders, list of scholars awarded with Ph.D. The Principal said that all the Convocation books from 2000 is made available in the Exam section.
- 9) The Principal informed that the faculty should be loaded from higher cadre to lower cadre as per the AICTE / VTU guidelines.
- 10) The Principal also informed that the faculty can avail vacation for one week between 1<sup>st</sup> Sept. and 30<sup>th</sup> Sept. 2021. HoDs to provide the details to the HR office. MBA and BSE departments can select the vacation slot with the consent of the Principal as the classes are in progress. Faculty who are under probation are not eligible for vacation.
- 11) The Principal informed the dean, MBA to draft a scheme for the purchase of laptop for the faculty members with the consent of the CEO.
- 12) Prof. Vasanthi S reported that the feedback on IT head, Library, Accounts were resent as the responses were low. Others are under analysis.
- 13) She also reported that around ten ERP vendors were contacted, out of the suitable vendors, three demos are completed with HoDs and another two are in pipeline. Comparison of the shortlisted vendors are under progress.
- 14) The following VTU circulars were discussed:
  - a) IEEE International Conference – 12<sup>th</sup> Aug. 2021 - is taken care by HoDs.
  - b) Deputation of senior faculty to VTU - 12<sup>th</sup> Aug. 2021 - is taken care by Exam section and HoDs.
  - c) DST funds for Ph.D scholars: 12<sup>th</sup> Aug. 2021 - is taken care by HoDs.
  - d) Internship on CNC operations and programming: 13<sup>th</sup> Aug. 2021 is taken care by ME HoD.



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- e) Exam application for OTE: 13<sup>th</sup> Aug. 2021 is taken care by Exam section and HoDs.
- f) Submission of online application for eligible students: 15<sup>th</sup> Aug. 2021 - is taken care by Exam section and HoDs.
- g) Exam and Revaluation fee: 16<sup>th</sup> Aug. 2021 - is taken care by Exam section and HoDs.
- h) Permission for re-admission to BE: 16<sup>th</sup> Aug. 2021 - is taken care by Exam section and HoDs.
- i) FDP on Embedded Systems: 17<sup>th</sup> Aug. 2021 - is taken care by HoDs.
- j) Submission of CIE of Even semester 2020-21: 17<sup>th</sup> Aug. 2021 - is taken care by Exam section and HoDs.

The meeting concluded with the Principal thanking the members present.

Members Present: All HoDs, Dr. Surendra H J and Principal

## Agenda:

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|-------------------------------|---|
| 1) Review of previous minutes | 7) Placement                                      |
| 2) Library                    | 8) VTU exam                                       |
| 3) NBA                        | 9) Graduation Day                                 |
| 4) NAAC                       | 10) VTU Circulars                                 |
| 5) ERP                        | 11) Any other points with the permission of Chair |
| 6) Feedback                   |   |

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