



**Ref: HoD/42/AIT/Dated 01-11-21**

Minutes of the meeting held on 01/11/2021.

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 41) and action taken:
  - a. CV department has completed the presentation of Criteria 1,2,4,5,6, Criteria 3 and 7 are pending.
  - b. The fixing of display boards in ECE department is completed. Next every 3 to 4 days one department will be taken up and completed.
  - c. The Computers for ISE and CSE is yet to be approved by the CEO. Prof. Vijay Swaroop and HoD of CSE and ISE to coordinate the same.
- 2) There was no update on Website.
- 3) It was decided that 2x2 pin-up boards will be planned by the departments in front of the classrooms to avoid pasting papers on the door/wall.
- 4) The placement drives by Phoenpe, Deloitte and Thryve Solutions is planned immediately after Deepavali. Three days of training on soft skills need to be finalised after consulting the vendors.
- 5) Dr. Usha reported that two new racks are installed in the library. Principal informed that MBA and MCA books should be purchased immediately.
- 6) Dr. Usha was asked to recruit the replacement staff for the library.
- 7) Pouches for faculty name to be planned and fixed in ECE department and then the same can be extended to the other departments.
- 8) List of publication details to be submitted to Dr. Surendra H J with the recommendation of HoDs by end of the day.
- 9) Faculty appraisal is planned department wise with immediate effect. The committee with the respective HoD will submit the recommendations to the Principal.
- 10) Prof. Vasanthi S reported that the HoD's dash board is ready in ERP and she requested them to provide feedback on the same.
- 11) Separate meeting will be held on Graduation Day celebrations after Deepavali.
- 12) First IA for 5<sup>th</sup> and 7<sup>th</sup> semester students will be coordinated by Dr. Nalinakshi.
- 13) The following VTU circulars were discussed:
  - a) Optional Fees related: 25<sup>th</sup> Oct. 2021 – Registration fees details 2016-17 to 2019-20 to be sent to VTU – In process by exam section.
  - b) Purchase of kannada books - 26<sup>th</sup> Oct. 2021 – noted by Librarian.
  - c) Celebration of Rajyotsava Day – 28<sup>st</sup> Oct.2021 – Celebrated at college level.
  - d) Information of foreign students admitted through google form link – 28<sup>th</sup> Oct.2021 – In process by Principal's PA.

The meeting concluded with the Principal thanking the members present.

Members Present: All HoDs, Ms. Sonal Mishra, Dr. Usha S P, Dr. Surendra H J and Principal



# Atria Institute of Technology

## Agenda:

- 1) Review of previous minutes
- 2) Academics: Review of conduction of class
- 3) Website update
- 4) NBA/ NAAC
- 5) ERP – Mapping timetable, LP
- 6) Placement
- 7) Fee due list department wise
- 8) Graduation Day
- 9) VTU exam
- 10) VTU Circulars
- 11) Any other points with the permission of Chair