



**Ref: HoD/43/AIT/Dated 12-11-21**

Minutes of the meeting held on 12/11/2021.

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 42) 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 publication details are submitted by HoDs to Dr. Surendra H J.
  - c. Faculty appraisal will be taken up after discussion with the HoDs.
  - d. 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) Ms. Sonal Mishra reported that the scan code for payments is updated in the main page on the website and the exam section page. Site map is to be designed by the designers and uploaded on website. BSc Allied Sciences is added. In the Research page the details of the research dean to be added.
- 3) Dr. Usha reported that some of the MBA books are being procured through Amazon.
- 4) The placement officer reported that technical and HR interviews are conducted for IBM, TCS, TECHM for Engineering, Joulestowatt for MBA, 2021 batch.
- 5) Fee payment and attendance: ME - The students who have not paid the fees are allowed to the class and also for the internals. CSE, ISE, CE- Only 100% fee paid students are allowed, MBA classes have just started and till the month end the students will attend the classes even without paying the fees. ECE- IA is taken by students who have not paid fees, they are not allowed to attend the classes, but valuation will not be done. All HoDs are requested to display the fee due list and attendance shortage list on the notice board every 15 days on a regular basis.
- 6) The HoDs are requested to provide the status of the students in the list provided, so that the same can be updated on ERP.
- 7) The Principal informed that few question papers were rejected for not following the format, COs not balanced, the Blooms level not addressed properly. For the next internals a schedule will be given for scrutinizing the question papers. At least 50% of the questions should be different for three sets of question papers submitted. It was decided that the process will be streamlined by the exam section under from the next internals which is to be planned for 3<sup>rd</sup> semester under the leadership of Dr. Nalinakshi N.
- 8) Dr. Surendra briefed about the progress of NBA. He stressed that the department of ME has to put lot of efforts to update the documents as per the requirement. ME HoD assured that all the shortcomings will be taken care within 10 days, before the next audit.
- 9) It was decided that the Institute will work for 10 hours a day till further notice to prepare for the upcoming NBA visit. HR to send a circular on this subject.
- 10) HR to give the schedule for providing the requirements to the departments for NBA from HR office.
- 11) Prof. Vasanthi S reported that a the SPoC training is convened at 10 AM on Xcelerator platform to review of platform set-ups, and at 11AM on Quiklrn for briefing the student APP and administering feedback on the Saturday, the 13<sup>th</sup> Nov. 2021.
- 12) Graduation Day is postponed to Feb.2021 due to the unavoidable engagement of our management trustees.
- 13) Induction Program is under progress from 9<sup>th</sup> Nov.2021 which is completely residential.
- 14) The following VTU circulars were discussed:
  - a) Information on foreign students admitted – 28<sup>th</sup> Oct. 2021 Data filled by HoDs



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- b) Change of College for UG 3<sup>rd</sup> and 5<sup>th</sup> semester – 29<sup>th</sup> Oct. 2021 & 2<sup>nd</sup> Nov. 2021 - Initiated by BSE HoD and noted by all Hods
- c) VTU Annual sports Calendar – 30<sup>th</sup> Oct. 2021 Noted and instructed PED in the meeting
- d) Change of Branch AY 2021-22 – 2<sup>nd</sup> Nov. 2021 – - noted by exam section
- e) Online application for revaluation - 8<sup>th</sup> Nov. 2021 - noted by exam section
- f) Correction of student names - 8<sup>th</sup> Nov. 2021 – Noted by HoDs
- g) Provisional admission Order – 10<sup>th</sup> Nov. 2021 – noted by HoDs

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, Mr. Avinash (PED) and Principal

## Agenda:

- |                                             |                                                   |
|---------------------------------------------|---------------------------------------------------|
| 1) Review of previous minutes               | 9) Placement                                      |
| 2) Website update                           | 10) Graduation Day                                |
| 3) Library                                  | 11) Fee due list department wise                  |
| 4) Sports                                   | 12) Induction Program                             |
| 5) Academics: Review of conduction of class | 13) VTU Circulars                                 |
| 6) Internal assessment _QP discussion       | 14) Faculty Appraisal                             |
| 7) NBA/ NAAC                                | 15) Any other points with the permission of Chair |
| 8) ERP                                      |                                                   |