



Ref: HoD/20/AIT/Dated 30-04-21

Minutes of the meeting held on 30/04/2021

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 19) and action taken:
 - a. Design for the sign boards are submitted to Principal and CEO for review, it is being followed up by dean MBA.
 - b. Website updation is in progress, the department of ISE has will be launching the website by next week.
 - c. First draft SAR is submitted by all departments and is under review by Dr. Surendra H J.
 - d. VTU exams are postponed from 27th April 2021 as per the VTU circular.
 - e. MBA certificates are yet to be collected from VTU, Dr. Shanthi Mahesh will be coordinating.
 - f. Dr. Aishwarya will be inviting the guest of honour, Asst. Commissioner of Police, RT Nagar by next week.
- 1) Online classes are being conducted regularly, the attendance reports are generated from ERP. The online class reports are sent to the Principal and VTU as per the prescribed format.
- 2) Principal told the HoDs to monitor the attendance; It satisfy the requirements of VTU.
- 3) NBA SAR should be reviewed as per the comments given by Dr. Surendra H J and the SAR is to be submitted by 7th May 2021. He will also share a schedule for review.
- 4) A workshop on Criteria 3 and 7 will be arranged during the next week, the resource person for the same will be confirmed by Principal in a day or two and the event will be coordinated by CSE HoD, Dr. Aishwarya. All the faculty members will be attending the same.
- 5) ECE shifting is slowed down due to lock down.
- 6) There is one Covid active case in CIV, 1 in BSE, 1 in ECE, nil in CSE, ISE and ME.
- 7) Ms. Sajana updated the progress of website updates of hostel, cultural and committees, It is under progress.
- 8) Graduation day is postponed to 15th June 2021 tentatively due to lockdown and same is updated to the vendor (Cowdaiah MemoriL Hall).
- 9) A training will be planned for the Xcelerator coordinators as the dashboard option is given to them for the first time. Dr. Shanthi Mahesh will cootdinate the same.

The meeting concluded with the Principal thanking the members present.

Members Present: All HoDs, Dr. Surendra, Dr. Usha, Ms.Sajna, Mr.Nagendra and Principal

Agenda:

- 1) Regarding the online classes of higher sem and VTU / ERP updates
- 2) NBA Progress and SAR preparedness
- 3) Progress on ECE Shifting and time line
- 4) COVID updates and wellness of staff.
- 5) Website updates on Library / Sports / Hostel / cultural / committees etc.
- 6) Any other matter with the permission of the chair

