



Ref: HoD/21/AIT/Dated 07-05-21

Minutes of the meeting held on 07/05/2021

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 20) and action taken:
 - a. Xcelerator platform training is successfully completed on 5th May 2021, the resource person was Ms. Pushpanjali from the Xcelerator team.
 - b. The schedule for SAR review is shared by Dr. Surendra and it starts from 10th May 2021.
 - c. Dr. Surendra reported that the budget document is yet to be received from HoDs.
 - d. The workshop on Criteria 3 and 7 is successfully conducted, the resource person was Dr. Ramakanth, Professor and Head of the department of CSE. A follow up session will be planned shortly after working on PO attainment for one batch.
 - 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 (pending due to lock down).**
- 1) The online classes are in progress and it is found that the attendance is low in the department of Civil Engineering, HoD to take necessary steps to improve the same.
- 2) Principal said that 85% attendance is mandatory as per VTU norms. The students having less than 75% attendance will not be allowed to take up the first internal test.
- 3) Principal congratulated Dr. Shanthi Mahesh, HOD (ISE) for launching the improved version of existing content on the website. He also said that departments have done a wonderful job of revamping the website, compared to the existing vendor.
- 4) Ms. Sajana R reported the progress of updating the website. She also reported that the hostel and cultural data will be completed by Monday, 10th May 2021.
- 5) Dr. Shanthi Mahesh will provide the Governing Council details for website. Dr. Surendra will provide the committee details for website.
- 6) The bar coding of books of ECE and Civil is pending. Principal told HoDs should support and complete the job.
- 7) The non-teaching staff who is willing to work will be paid bonus from Monday, the 10th May 2021.
- 8) The HoDs expressed the difficulties in preparing the budget. It will be resolved and the date to complete the same will be given.
- 9) Dr. Surendra reported the progress of NBA, All the departments have submitted the second draft of SAR and it is reviewed by Dr. Surendra. By next Wednesday (12th May 2021), the department of Civil will submit the improved SAR. The review of SAR with Principal will start from Monday, the 10th May 2021 as per the shared schedule.
- 10) The review/doubt clearance/planning session of Criteria 3 will be scheduled with Prof. Vasanthi by the respective HoDs.
- 11) Class Coordinator meeting with HoD and Principal was conducted by few departments to take feedback on classes and other issues if any. The other departments will be completing this activity on or before 14th May 2021.



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- 12) VC Meeting was attended by the Principal and Dr. Nalinakshi N, HoD BSE on 6th May 2021. The summary of discussion is as under:
- a. The classes for the second semester will start from 19th May 2021, Dr. Nalinakshi N, HoD BSE is already planning for the same.
 - b. Based on the decision of the Government of Karnataka, the first semester exams will be planned and one week break will be given to the students for preparation.
 - c. The VTU COE in association with ALTEM Technologies Pvt Ltd and its partner MSC Software has planned for an online training on Software grouped in Visualization Engineering, mapped to the VTU syllabus of Mechanical Engineering. The departments to explore the utility and send a total of 5 faculty from the Institution. The VTU circular is already shared with the HoDs. **Lead ME HoD?**
 - d. VTU is likely to plan online LIC and the Institution to be geared for the same.
- 13) The arrangements for Graduation day were reviewed and the information will be shared to vendors by the respective coordinators.
- 14) The formative feedback is under progress in the department of MBA. If the sample is accepted, the same will be repeated for other departments. Ms. Sonal from the department of MBA will be involved in this process along with Prof. Madhushree from MBA, ERP coordinator and department coordinators. This activity will be initiated from the IQAC office by Prof. Vasanthi.

The meeting concluded with the Principal thanking the members present.

Members Present: All HoDs, Dr. Surendra, Ms. Sajana R, Dr. Usha and Principal

Agenda:

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| 1) Regarding the online classes of all semester and VTU / ERP updates | 6) Library updates / Sports / Hostel / cultural / committees etc |
| 2) NBA Progress and SAR preparedness / webinars | 7) VC meeting with all Principals |
| 3) Progress on ECE Shifting and time line | 8) CR meeting to discuss the Classes / Placements etc. |
| 4) Website updates | 9) Non teaching working mode etc. |
| 5) COVID updates and wellness of staff. | 10) Graduation day |
| | 11) Any other matter with the permission of the chair |
