



ATRIA INSTITUTE OF TECHNOLOGY

Minutes of the ED Cell Meeting

A ED Cell Meeting was held on the MBA Floor Conference Room convened Prof. Purnajit Chatterjee on October 6th 2020.

The following members attended the meeting:

SNo.	Name	Designation
1	Dr. KVN Narayanswamy	Principal
2	Prof. Purnajit Chatterjee	Dean -MBA
3	Dr. Shanthi Mahesh	HOD-ISE Dept
4	Dr. Aishwarya P	HOD-CSE Dept
5	Dr. Arun Balodi	HOD -ECE Dept
6	Dr. Surendra H J	HOD-Civil Dept
7	Dr. Prasanth Ramachandra	HOD-Mechanical Dept
8	Dr. Nalinakshi N	HOD-Basic Science
9	Ms Sonal Mishra	Marketing Lead & Program Manager

Agenda: Track the progress of the dedicated Incubation Centre Readiness

Discussion Points:

1. The Committee reviewed the completed & pending action items on the readiness for the centre.
2. The following activities were decided to be completed at the earliest:
 - Networking Set-up – Get the quotes from Network Service Providers, review the proposals and finalise the Network Vendor in consultation and approval from the Management. The finalised



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Network Service provider will be required to complete the installation and commissioning of the network set-up at the earliest possibility.

- Branding Elements finalised in consultation with the management have to be installed at the Centre. Identify the experts in the area and get the prototypes created before finalising the order for the final production & installation.
- Identify and sign up with the Consultants with Entrepreneurship expertise and prior experience of setting up the Incubation Centre, to help us design the SOP, policies, required agreements and service providers before the launch of the Centre to external Start-ups.

The meeting ended with the chairperson thanking all the members for their support & co-operation to drive Innovation & Entrepreneurship.

A handwritten signature in black ink, appearing to read 'Purnajit Chatterjee'.

Prof. Purnajit Chatterjee,
Convenor,
ED Cell

A handwritten signature in blue ink, appearing to read 'Dr. T N Sreenivasa', with the word 'Principal' written below it.

Dr T N Sreenivasa,
Principal,
Chairperson, ED Cell