



ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K - 574225

Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF AGRICULTURE ENGINEERING

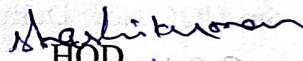
Date: 27/10/2022

CIRCULAR

It is hereby informed to all the faculties of the department to attend the meeting tomorrow on 28/10/2022 at 10 am in HOD cabin without fail.

Agenda

1. Subject allotment
2. Lesson plan
3. Department activities
4. Identification of coordinators
5. Slow and fast learners
6. Feedback of previous semester
7. Any other matter


HOD H.O.D.

Dept. of Agricultural Engineering
Alva's Institute of Engg. & Technology
Mijar, Moodubidire - 574225



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DEPARTMENT OF AGRICULTURE ENGINEERING

Date: 24/10/2022

CIRCULAR

It is hereby informed to all the faculties of the department to attend the meeting tomorrow on 25/10/2022 at 10 am in HOD cabin without fail.

Agenda

1. Subject allotment
2. Lesson plan
3. Department activities
4. Identification of coordinators
5. Slow and fast learners
6. Feedback of previous semester
7. Any other matter

Harish Kumar
HOD
H.O.D.

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DEPARTMENT OF AGRICULTURE ENGINEERING

MINUTES OF DEPARTMENT MEETING

Date: 25/10/2022

Agenda

1. Subject allotment
2. Lesson plan
3. Department activities
4. Identification of coordinators
5. Slow and fast learners
6. Feedback of previous semester
7. Any other matter

Minutes of the Meeting

1. HOD allotted the subject based on the subject opted by the faculties
2. Based on the subject allotted HOD asked faculties to prepare lesson plan
3. HOD informed class coordinator to identify slow learner and advance learners based on the previous semester results
4. HOD discussed about various departmental activities such as technical talks, certification course, industrial visits, SDP, forum activities.
5. HOD discussed about previous semester feedback of individual course teachers and also suggested to attend FDP and improve.
6. Student attendance has to be strictly monitored by the class coordinator

Faculties present:

Sl. No	Name of the faculty	Signature
1.	Dr. Shashikumar	
2.	Deepak Kumar Kolk	

H.O.D.

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ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

(Unit of Alva's Education Foundation (R), Moodbidri)

Affiliated to Visvesvaraya Technological University, Belagavi & Approved by AICTE, New Delhi. Recognized by Government of Karnataka.

A+, Accredited by NAAC & NBA (ECE & CSE)

Shobhavana Campus, MIJAR-574225, Moodbidri, D.K., Karnataka

Ph: 08258-262725; Mob: 722262724, 7026262725, mail: principalaiet08@gmail.com

DEPARTMENT OF AGRICULTURE ENGINEERING

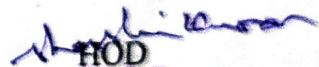
Date: 10/05/2023

Circular

It is hereby informed to all the faculties of the department to attend the meeting tomorrow on 11/05/2023 at 11 am in HOD cabin without fail.

Agenda

1. Subject Allotment.
2. OBE Practices
3. Activities.
4. Identification of coordinators.
5. Feedback of previous semester.
6. IA Test


HOD
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DEPARTMENT OF AGRICULTURE ENGINEERING

Minutes of Department Meeting

Date: 11-05-2023

Department meeting was held on 11th May, 2023 to discuss about the following agendas listed below.

Agenda

1. Subject Allotment.
2. OBE Practices
3. Activities.
4. Identification of coordinators.
5. Feedback of previous semester.
6. IA Test

Minutes of the Meeting

1. Subject Allotment.

- HOD had given option for faculty members to choose next semester subjects. Based on their option, subjects are allotted.
- All faculties shall cover 100 % syllabus.
- For practical subjects, lab handling faculty shall explain the theory, principles, the procedure of conducting experiments and expected viva questions during the first 45 minutes. After completion of experiment or execution of the work, students shall complete all calculations in the observation book, get evaluated by the concerned lab handling faculty during lab hour itself

2. OBE Practices

- Frame the CO's and CO-PO Mapping matrix for the subject allotted and prepare the lesson plan for the same on or before 2/08/2023.
- Complete the attainment calculation for the subject allotted in the previous semester and identify the curriculum gap.



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DEPARTMENT OF AGRICULTURE ENGINEERING

- All the Staff members must maintain Personal File and Course file.

Personal File should have

- Latest Bio-Data.
- Copies Degree Certificates.
- Copy of Appointment letter.
- Copy of Promotion letter.
- Copies of Certificates.

Course File should have

- Personal & Class Time Table.
- College Calendar (if any).
- Student List.
- Syllabus.
- Old Question Papers.
- Copy of IA Test Papers with scheme of valuation

3. Activities

- Based on curriculum gap identified in the previous semester, concerned coordinators need to schedule various departmental technical activities to fulfill the curriculum gap.
- Report of all activities conducted/participated by faculty such as workshops, industrial visits, and technical talks, are to be prepared and submitted to HOD.
- Coaching Classes attendance, student performance reports in all three IA test to be prepared.
- Self Assessment - contribution to the department by every faculty should be prepared.

4. Based on the interest of individual faculties HOD identified various departmental and institute level coordinators for various activities.

5. HOD discussed about previous semester feedback of individual course teachers and also suggested to attend FDP's and improve.

6. IA Test

- Two units/modules should be covered for each IA and syllabus to be displayed in the notice board one week prior to the commencement of IA test.
- Consolidated attendance percentages in all subjects are to be displayed by the class coordinators one day prior to the IA tests.



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DEPARTMENT OF AGRICULTURE ENGINEERING

- Students having 85 % attendance will be eligible to take IA test. Student having less than 85 % attendance shall be denied of writing IA test till he/she meets the minimum attendance eligibility criteria.
- For every theory subjects, a student is given 03 IA tests; and for practical subjects 01 IA test.
- Attendance for IA tests is to be marked in the attendance register.
- IA test question papers shall be in par with the semester examination question paper pattern and standard. For theory subjects, three major questions, having equal marks distributions are to be set for every IA test. Every major question may have a maximum of only three sub-questions.
- Question papers in sufficient numbers and detailed scheme of valuation are to be submitted to the IA test coordinator within the last date mentioned.

The following faculty members attended the meeting

Sl.No	Faculty Name	Signature
1.	Dr. Shashikumar	
2.	Mr. Deepak Kumar Kolake	
3.	Mr. Suresh P S	

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