



## **ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY**

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:7026262725,mail:principalaiet08@gmail.com

### **DEPARTMENT OF AGRICULTURE ENGINEERING**

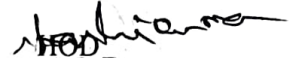
Date: 3/11/2023

#### **CIRCULAR**

It is hereby informed that all the faculties of the department are to attend the meeting tomorrow 4/11/2023 at 9:30 am in the 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 the previous semester
7. Any other matter

  
H.O.D.

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

## **DEPARTMENT OF AGRICULTURE ENGINEERING**

### **MINUTES OF DEPARTMENT MEETING**

Date: 4/11/2023


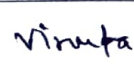


#### **Agenda**

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 instructed all the faculties to actively involve in various department activities such as technical talks, certification course, industrial visits, SDP, forum activities.
4. HOD allotted Dr. Raju Yadav and Dr. Surajit Deb Barma as a class coordinator for 3<sup>rd</sup> and 2<sup>nd</sup> year students.
5. HOD informed class coordinator to identify slow learner and advance learners based on the previous semester results.
6. HOD discussed about previous semester feedback of individual course teachers and also suggested to attend FDP and improve.
7. Student attendance has to be strictly monitored by the class coordinator.

#### **Faculties present:**

S. No	Name of the faculty	Designation	Signature
1.	Dr. Shashikumar	Assoc. Prof & HoD	
2.	Dr. Vinuta Betagiri	Sr. Asst. Prof	
3.	Dr. Raju Yadav	Sr. Asst. Prof	
4.	Dr. Surajit Deb Barma	Sr. Asst. Prof	

  
HOD

Dept. of Agricultural Engineering  
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## DEPARTMENT OF AGRICULTURE ENGINEERING

Date: 2/4/2024

### CIRCULAR

It is hereby informed that all the faculties of the department are to attend the meeting on 4/4/2024 at 9:30 am in the 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

  
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## DEPARTMENT OF AGRICULTURE ENGINEERING

### Minutes of Department Meeting

Date:4-4-2024

Department meeting was held on 4<sup>th</sup> April, 2024 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 the option for faculty members to choose 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 15/04/2024.
- Complete the attainment calculation for the subject allotted in the previous semester and identify the curriculum gap.
- All the Staff members must maintain Personal File and Course file.





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### DEPARTMENT OF AGRICULTURE ENGINEERING

#### 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

#### 1. 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, and student performance reports in all three IA tests to be prepared.
- Self Assessment – contribution to the department by every faculty should be prepared.

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

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

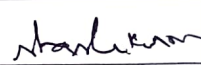
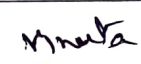

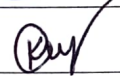

#### 4. IA Test

- 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.
- 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.

## **DEPARTMENT OF AGRICULTURE ENGINEERING**

- 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.

S. No	Name of the faculty	Designation	Signature
1.	Dr. Shashikumar	Assoc. Prof & HoD	
2.	Dr. Vinuta Betagiri	Sr. Asst. Prof	
3.	Dr. Rahul Phatak	Sr. Asst. Prof	
4.	Dr. Raju Yadav	Sr. Asst. Prof	
5.	Dr. Surajit Deb Barma	Sr. Asst. Prof	

  
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### DEPARTMENT OF AGRICULTURE ENGINEERING

Date: 22/4/2024

#### CIRCULAR

It is hereby informed that all the faculties of the department are to attend the meeting on 22/4/2024 at 9:30 am in the HOD cabin without fail.

#### Agenda

1. Videography
2. E-newsletter
3. Department brochure
4. Annual Sports Day
5. Consultancy and paper publication
6. IA records and blue books
7. Attendance record and course file
8. MOUs to be initiated

  
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## **DEPARTMENT OF AGRICULTURE ENGINEERING**

### **MINUTES OF DEPARTMENT MEETING**

Date: 23/04/2024

#### **Agenda**

1. Videography
2. E-newsletter
3. Department brochure
4. Annual Sports Day
5. Consultancy and paper publication
6. IA records and blue books
7. Attendance record and course file
8. MOUs to be initiated

#### **Minutes of the Meeting**

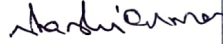
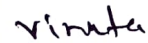

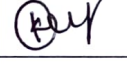

1. HoD informed that a videography team from Alva's, Vidyagiri will come to the department to promote individual department's activities on 25/4/2024. Some students and faculty should give few minutes bytes in front of the camera.
2. E-newsletter has summarized the department well.
3. It was discussed to promote the Agriculture Engg Dept with catchy titles in the departmental brochure. Each faculty member is requested to suggest titles.
4. For the Annual Sports Day on April 20th, 2024, to be held in Moodbidri, male faculty members are required to wear a white shirt and black pants.
5. The HoD suggests that at least some review work be submitted for publication and consultancy work to be initiated in a small scale in the beginning.
6. The course file, containing IA records and blue books, needs to be submitted soon to the HoD, including CO-PO mapping.

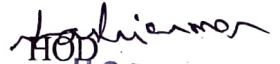


**DEPARTMENT OF AGRICULTURE ENGINEERING**

7. Attendance records and course files are to be maintained at the beginning of the upcoming semester, and weekly attendance records are to be signed by the HoD.
8. MOUs should be initiated with a plan to help students with internships by the end of the next semester.

**Faculties present:**

S. No	Name of the faculty	Designation	Signature
1.	Dr. Shashikumar	Assoc. Prof & HoD	
2.	Dr. Vinuta Betagiri	Sr. Asst. Prof	
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