



**ALVA'S INSTITUTE OF ENGINEERING AND TECHNOLOGY**

SHOBHAVANA CAMPUS, MIJAR, MOODBIDRI - 574 225  
PHONE: 08258-262725 FAX: 08258-262726

**DEPARTMENT OF INFORMATION SCIENCE AND ENGINEERING**

AIET/HoD-ISE/2020-21/F005

Date: 19/01/2021

**CIRCULAR**

**Sub: Subject Preferences for Upcoming Even semester – reg**

All the faculty members are hereby informed to put the preferences of subjects for the upcoming even semester. Kindly choose the subjects from the list provided and write the subject codes against your names. Preferences of minimum 4 theory subjects and 2 Laboratory/Internship/Project/Seminar need to be given in the order. The Subject Allotment will be finalized during the subsequent departmental meeting.

*Beshetty*  
19/01/2021

**HoD, Dept. of ISE**

**Dept. Of Information Science & Engineering  
Alva's Institute of Engg. & Technology  
Mijar, MOODBIDRI - 574 225**

Circulation to all the faculty members

**Laboratory / Internship / Project / Seminar**

18CSL47	Design and Analysis of Algorithms Laboratory	18ISL66 / 17ISL67	Software Testing Laboratory	17IS84 / 15IS84	Internship / Professional Practice		
18CSL48	Microcontroller and Embedded Systems Laboratory	18ISL67 / 17ISL68	File Structures Laboratory with Mini Project	17ISP85 / 15ISP85	Project Work Phase - II		
		18CSMP68	Mobile Application Development	17ISS86 / 15ISS86	Seminar		

**Faculty Preferences**

Sl. No	Name of the Faculty	Order of Preference							Signature
		Theory					Lab		
		I	II	III	IV	V	I	II	
1.	Prof. Sudheer Shetty	17CS653	18CS652	18CS42	18IS61		18CSL47	18ISL67	Sudheer
2.	Prof. Jayantkumar A Rathod	17CS834	15CS834	17CS653	17CS61	18KVK49	18CSL47	17ISS86	Jayant
3.	Dr. Kiaran B Malagi	17CS82	18CS63	18CS641	18IS62	18IS61	Project work phase - 2	18ISL66	Kiaran
4.	Mr. Manjunath H R	18CS42	17CS64	17CS81	17CS653	18IS61	18CSL47	Seminar 18ISL66	Manjunath
5.	Mr. Nagesh U B	17CS61 <del>18CS46</del>	17CS81	18CS46	18CS45	18CS44	18CSL48	17ISS84	Nagesh
6.	Mr. Sharan L Pais	18CS43	18CS45	18IS62 17IS63	17CS64	18CSMP68 (Lab)	18ISL66 17ISL67	17ISS84 15ISS84	Sharan
7.	Mr. Pradeep Nayak	18CS641/ 17CS651	17CS82/ 15CS82	17CS81/ 15CS81	18CS46 18KVK49	18IS62/ 17IS62	18ISL66/ 17ISL67	18CS42	Pradeep
8.	Mrs. Jaishma Kumari B	18CS63	18CS66J	18CS43	17CS64	17CS834/ 15CS834	18CSL47	18ISL66	Jaishma



**CIRCULAR**

**Date : 10/8/2020**

It is hereby informed to all the faculties that subject allocation for the academic year 2020-21 (Odd Sem) has to be made and in this regard all the faculties have opt their choice of preferential subjects from each semester. Subject list of 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> semester is attached along with this circular for your reference. Fill the preferential subject allotment table and submit by 18/8/2020.

Note : Opt 4 theory subjects and 2 Labs as per your choice.



HoD

**H. O. D.**

Dept. Of Information Science & Engineering  
Alva's Institute of Engg. & Technology  
Mijar, MOODBIDRI - 574 225

Subject Allotment Preferential List – 3<sup>rd</sup> Sem : 2020-21 (Odd Sem )

S.No	Faculty Names	18CS32	18CS33	18CS34	18CS35	18CS36	18CSL37	18CSL38
1	Mr.Jayantkumar A R	2						
2	Mr.Manjunath H R	2	3	1	4		1	2
3	Dr.Kiran Malagi	4	3	2		1	1	2
4	Mr.Sharan L Pais	3	1	2		4	1	2
5	Mr.Pradeep Nayak	1		4	2	3	2	1
6	Mr.Nagesh U B		2	4	1	3	1	2
7	Ms.Jaishma Kumari B	1	3	2	4		1	2

Subject Allotment Preferential List – 5<sup>th</sup> Sem : 2020-21 (Odd Sem )

S.No	Faculty Names	18CS 51	18CS 52	18CS 53	18CS 54	18CS 55	18CS 56	18CSL 57	18CSL 58	18CIV 59
	Prof.Sudheer Shetty			2	1			2	1	
1	Mr.Jayantkumar A R	2		1		3		2	1	
2	Mr.Manjunath H R			3	2	1		2	1	
3	Dr.Kiran Malagi		2	1	3			1	2	
4	Mr.Sharan L Pais	4	1		2		3	1	2	
5	Mr.Pradeep Nayak		1	2		3	4	2	1	
6	Mr.Nagesh U B	4	2		3		1	2	1	
7	Ms.Jaishma Kumari B		3	4	2		1	2	1	
8	Mr.Deepak Kotari	1								
9	Mrs.Kavyashree									1

Subject Allotment Preferential List – 7<sup>th</sup> Sem : 2020-21 (Odd Sem )

S.No	Faculty Names	17CS71	17CS72	17CS73	17CS744	17CS754	17CSL76	17CSL77
1	Mr.Jayantkumar A R	3	4	1	2		1	2
2	Mr.Manjunath H R		3	2	1			
3	Dr.Kiran Malagi	1	2		3	4	2	1
4	Mr.Sharan L Pais	2	3	4		1	1	2
5	Mr.Pradeep Nayak		1	2	3	4	2	1
6	Mr.Nagesh U B	4	2	1	3		1	2
7	Ms.Jaishma Kumari B	2	1		4	3	2	1





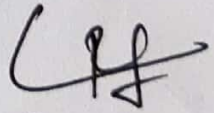
**Minutes of Meeting held on 20/02/2019**

Time: 10:00 AM

Venue: Department of Chemistry

Agenda of the meeting:

1. Class & section allotment of students.
  2. Faculty & Class time table of students.
  3. Practical batches and allotment of students.
  4. Assigning Class coordinators for the sections.
  5. Usage of academic DHI software.
- 
- Chemistry cycle Students list received from the office was created for 3 sections and students were allotted in the sections.
  - Faculties were assigned to engage the classes with their time table for the sections.
  - Practical batches faculty name, timings of the lab & day was discussed with chemistry and CPS lab handling faculties and as per the discussion batches and faculty were allotted.
  - Class coordinators (1 from Chemistry department & 2 from Mathematics department) were selected for the sections. Their role and responsibilities for their particular section was discussed.
  - Informed all faculties about Usage of DHI app to update attendance regularly and assignment and IA marks of students in time.

  
**Head of the Department**

**H. O. D.**  
Dept. Of Chemistry  
Alva's Institute of Engg. & Technology  
Mijar, MOODBIDRI - 574 225

Date: 03-02-2020

**Circular**

It is hereby informed to all the faculties to attend the department meeting on 04<sup>th</sup> February, 2020 at 10.00 am in HOD cabin.



H.O.D.

Dept. of Civil Engineering  
Alva's Institute of Engg. & Technology  
Mijar, Moodabidri - 574 225

**Agenda**

1. Subject Allotment.
2. BOE Practices
3. Activities.
4. Feedback of previous semester.
5. Project Work & Seminar
6. IA Test

**Minutes of Department Meeting**

Date: 05-02-2020

Department meeting was held on 04<sup>th</sup> February, 2020 to discuss about the following agendas listed below.

**Agenda**

1. Subject Allotment.
2. BOE Practices
3. Activities.
4. Feedback of previous semester.
5. Project Work & Seminar
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, most of the faculty members are allotted with same subjects for both the sections.
- 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 12/02/2020.



## **DEPARTMENT OF CIVIL ENGINEERING**

- 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.

### **Personal File should have**

- Latest Bio-Data.
- Copies Degree Certificates.
- Copy of Appointment letter.
- Copy of or 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. HOD discussed about previous semester feedback of individual course teachers and also suggested to attend FDP's and improve.

### **5. Project Work & Seminar**

- Final year projects should be completed in the 1<sup>st</sup> week of May
- No student is allowed to conduct experiments related to project work during class hours.





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## **DEPARTMENT OF CIVIL ENGINEERING**

- Project batch students shall obtain written permission from the concerned lab in-charges.
- Seminar coordinator shall assign the topic to the students. Two seminars to be compulsorily conducted to the students in their 8<sup>th</sup> semesters. Seminar topic should compulsorily have journal references.

### **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.
- 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

**DEPARTMENT OF CIVIL ENGINEERING**

Sl.No	Faculty Name	Signature
1.	Mr. Durgaprasad Baliga	Ph D
2.	Dr. H Ajith Hebbar	
3.	Dr. H G Umeshchandra	
4.	Mr. A run Kumar G S	
5.	Mrs. Veena D Savanth	
6.	Mr. Sanjay S	
7.	Mr. Surendra P	
8.	Mr. Shankargiri K S	
9.	Mr. Ramesh Rao B	
10.	Mr. Santhosh K	
11.	Ms. Swathi	
12.	Mr. Sandeep Kumar D S	
13.	Ms. Tanvi Rai	
14.	Ms. Kavyashree S	
15.	Ms. Kavyashree	
16.	Mrs. Sindhurashmi	
17.	Mr. Ashish Shetty	
18.	Anush B Rao	

  
HOD

H.O.D.  
Dept. of Civil Engineering  
Alva's Institute of Engg. & Technology  
Mijar, Moodbidri - 574 225





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**DEPARTMENT OF CIVIL ENGINEERING**

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Date: 21-07-2019

## **Circular**

It is hereby informed to all the faculties to attend the department meeting on 22 July, 2019 at 03.00 am in HOD cabin.

H.O.D.

Dept. of Civil Engineering  
Alva's Institute of Engg. & Technology  
Mijar, Moodabidri - 574 225

### **Agenda**

1. Subject Allotment.
2. BOE Practices
3. Activities.
4. Identification of coordinators.
5. Feedback of previous semester.
6. Project Work
7. IA Test



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Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K - 574225  
Phone: 08258-262725, Fax: 08258-262726  
**DEPARTMENT OF CIVIL ENGINEERING**

**Minutes of Department Meeting**

Date: 23-07-2019

Department meeting was held on 22<sup>nd</sup> July, 2019 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. Project Work
7. 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, most of the faculty members are allotted with same subjects for both the sections.
- 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 02/08/2019.





## **DEPARTMENT OF CIVIL ENGINEERING**

- 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.

### **Personal File should have**

- Latest Bio-Data.
- Copies Degree Certificates.
- Copy of Appointment letter.
- Copy of or 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. For current final year students, main project work commences from 7<sup>th</sup> semester itself. Faculty members shall propose topic of final year projects. Journals are to be referred while deciding topic of the project work.

7. IA Test



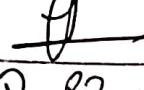
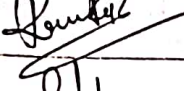



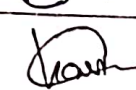
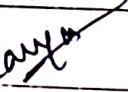
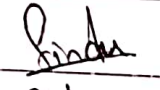


- Two units/modules should be covered for each IA and syllabus to be displayed in the notice board one week prior to the commencement of IA test.
- Consolidated attendance percentages in all subjects are to be displayed by the class coordinators one day prior to the IA tests.
- Students having 85 % attendance 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.
- 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.	Mr. Durgaprasad Baliga	Ph.D
2.	Dr. H Ajith Hebbar	- [Signature]
3.	Dr. H G Umeshchandra	[Signature]
4.	Mr. A run Kumar G S	[Signature]
5.	Mrs. Veena D Savanth	[Signature]



**DEPARTMENT OF CIVIL ENGINEERING**

6.	Mr. Sanjay S	
7.	Mr. Surendra P	
8.	Mr. Shankargiri K S	
9.	Mr. Ramesh Rao B	
10.	Mr. Santhosh K	
11.	Ms. Swathi	
12.	Mr. Sandeep Kumar D S	
13.	Ms. Tanvi Rai	
14.	Ms. Kavyashree S	
15.	Ms. Kavyashree	
16.	Mrs. Sindhurashmi	
17.	Mr. Ashish Shetty	



HOD

H.O.D.  
Dept. of Civil Engineering  
Alva's Institute of Engg. & Technology  
Mijar, Moodbidri - 574 225



**ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY**  
**Shobhavana Campus, Mijar, Moodbidri, D.K - 574225**  
Phone: 08258-262725, Fax: 08258-262726  
**Department of Business Administration (MBA)**

**CIRCULAR**

It is hereby informed that the faculty meeting will be held on 08.01.2018 at 10.00 am in MBA Dean Cabin. Please make it convenient to attend the meeting.

**Agenda**

1. Subject Allotment
2. Lesson Plan, Framing of CO and CO-PO Mapping matrix
3. Identification of slow and fast learners
4. List of activities
5. Identification of coordinators
6. Feedback of previous semester

Dean MBA  
Dept. of Business Administration  
Alva's Institute of Engg. & Technology  
MIJAR - 574 225



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Shobhavana Campus, Mijar, Moodbidri, D.K - 574225  
Phone: 08258-262725, Fax: 08258-262726  
Department of Business Administration (MBA)

## **Minutes of Department Meeting**

**Date: 08-01-2018**

Department meeting was held on 08-01-2018 to discuss about the following agendas listed below.

### **Agenda**

1. Subject Allotment.
2. Lesson Plan, Framing of CO and CO-PO Mapping matrix.
3. Identification of slow and fast learners.
4. List of activities.
5. Identification of coordinators.
6. Feedback of previous semester.

### **Minutes of the Meeting**

1. The faculties were asked to opt for the subjects depending on their area of expertise or specialization to enable the preparation of the time table.
2. Dean guided the faculty regarding framing of the COs and mapping the COs with POs given by the department. The faculty were asked to prepare the lesson plans for their subjects.
3. The faculty were asked to make a list of slow and fast learners based on previous academic performance so that they could be appropriately mentored.
4. Dean discussed the various departmental activities such as Management talks, certification courses, industrial visits, SDP, forum activities, for the semester and drew up a tentative calendar of events for the MBA department.



## ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

Shobhavana Campus, Mijar, Moodbidri, D.K - 574225

Phone: 08258-262725, Fax: 08258-262726

Department of Business Administration (MBA)

5. Dean informed the faculty that he would call them individually to discuss the student feedback and also course feedback.
6. Faculty gave a list of interested coordinators for the department and Institute level activities.

### Faculty Present:-

S. No.	Name of the Faculty	Signature
1.	Dr. G Y Vishwanath	
2.	Ramakrishna Chadaga	
3.	Dr. G V Joshi	
4.	Mr. Sourav Ganguli	
5.	Dr. Wranton Perez	
6.	Dr. Claret Mendonca	
7.	Dr. Nagendra	
8.	Mr. Gurudatt Somayaji	
9.	Mrs. Reema Agnes Frank	
10.	Mr. Vidhyadhara	
11.	Mr. Gurubasava Aradhya	
12.	Mrs. Shiny Joseph	
13.	Mr. Dharmanand	
14.	Mr. Johnson Fernandes	
15.	Mr. Yogish Dixit	

Dean MBA

Dept. of Business Administration  
Alva's Institute of Engg. & Technology  
MIJAR - 574 225





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## **DEPARTMENT OF CHEMISTRY**

### **CIRCULAR**

**DATE: 01-08-2018**

It is hereby informed to the faculty that, a departmental meeting will be held on 2<sup>nd</sup> August 2018 at 11:00 AM regarding the implementation of new syllabus for the upcoming academic year and to frame the course outcomes.

**Head of the Department**

**H. O. D.**  
Dept. Of Chemistry  
Alva's Institute of Engg. & Technology  
Mijar, MOODBIDRI - 574 225



## Alva's Institute of Engineering & Technology

Shobhavana Campus, Mijar, Moodbidri, D.K - 574225

Phone: 08258-262725, Fax: 08258-262726

### Minutes of Meeting

DATE: 02-08-2018

1. Discussion was done with respect to implementation of new syllabus. Faculty were given responsibility to prepare notes for each module so that it will be easy for students.
2. Faculty were assigned with the classes and workload for the upcoming semester.
3. The roles & responsibilities of class co-ordinator was communicated.
4. The Course outcomes for the new syllabus was framed with the approval of Head of the department and IQAC.
5. The target level for the course was set to be 60% for the academic year 2018-2019.
6. The attainment level is set at three different scales ie. 70%-3, 60%-2 and 50%-2.
7. The vision-mission and the course outcome to be delivered at the beginning of the semester.





Date- 18/02/2019

**DEPARTMENT OF ENGINEERING CHEMISTRY**

**CIRCULAR**

It is hereby brought to the attention of the faculty that, a departmental meeting will be held on 20<sup>th</sup> Feb 2019 at 10:00AM.

Agenda of the meeting:

1. Class & section allotment of students.
2. Class time table of students.
3. Practical batches and allotment of students.
4. Faculty time table.
5. Assigning Class coordinators for the sections.

**Head of the Department**

H. O. D.

Dept. Of Chemistry  
Alva's Institute of Engg. & Technology  
Mijar, MOODBIDRI - 574 225



# **Alva's Institute of Engineering & Technology**

**Shobhavana Campus, Mijar, Moodbidri, D.K - 574225**

**Phone: 08258-262725, Fax: 08258-262726**

## **DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING**

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Date: 18-01-2017

### **Circular**

It is hereby informed to all the faculties of the department to attend the meeting today at 1.00pm in HOD cabin.

#### **Agenda:**

1. Subject Allotment.
2. Lesson Plan.
3. List of department activities.
4. Identification of activity coordinators.
5. Feedback of previous semester.
6. Any other matter.



**HOD.**

Dept. Of Electronics & Communication  
Alva's Institute of Engg. & Technology  
Mijar, MOODBIDRI - 574 225





# **Alva's Institute of Engineering & Technology**

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## **DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING**

### **Minutes of Department Meeting**


**Date: 18-01-2017**

#### **Agenda**

1. Subject Allotment.
2. Lesson Plan.
3. List of department activities.
4. Identification of activity coordinators.
5. Feedback of previous semester.
6. Any other matter.

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

1. HOD discussed about subjects opted by the faculties and accordingly allotted the subjects.
2. Based on the subjects allotted HOD asked the faculties to prepare the lesson plan.
3. HOD informed class coordinator to identify the slow learner and advanced learners based on the previous semester results.
4. HOD discussed the various departmental activities such as Technical talks, certification course, industrial visits, SDP, forum activities, etc.
5. HOD discussed about previous semester feedback of individual course teachers and also suggested to attend FDP's and improve.
6. Project schedule of phase-II and Phase-III presentation and Report draft copy submission dates has to be finalized.
7. Seminar for Final year students have to be scheduled and students should select topics from IEEE papers and submit atleast 5 papers.
8. Student attendance has to be strictly monitored by the class coordinators.

  
**H. O.D.**  
Dept. Of Electronics & Communication  
Alva's Institute of Engg. & Technology  
Mijar, MOODBIDRI - 574 225



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Department of Business Administration (MBA)

### **Minutes of Department Meeting**

**Date: 08-06-2017**

Department meeting was held on 08-06-2017 to discuss about the following agendas listed below.

#### **Agenda**

1. Subject Allotment.
2. Lesson Plan, Framing of CO and CO-PO Mapping matrix.
3. Identification of slow and fast learners.
4. List of activities.
5. Identification of coordinators.
6. Feedback of previous semester.

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

1. The faculties were asked to opt for the subjects depending on their area of expertise or specialization to enable the preparation of the time table.
2. Dean guided the faculty regarding framing of the COs and mapping the COs with POs given by the department. The faculty were asked to prepare the lesson plans for their subjects.
3. The faculty were asked to make a list of slow and fast learners based on previous academic performance so that they could be appropriately mentored.
4. Dean discussed the various departmental activities such as Management talks, certification courses, industrial visits, SDP, forum activities, for the semester and drew up a tentative calendar of events for the MBA department.





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**Department of Business Administration (MBA)**

5. Dean informed the faculty that he would call them individually to discuss the student feedback and also course feedback.
6. Faculty gave a list of interested coordinators for the department and Institute level activities.

**Faculty Present:-**

S. No.	Name of the Faculty	Signature
1.	Dr. G Y Vishwanath	
2.	Ramakrishna Chadaga	
3.	Dr. G V Joshi	
4.	Mr. Sourav Ganguli	
5.	Dr. Wranton Perez	
6.	Dr. Claret Mendonca	
7.	Dr. Nagendra	
8.	Mr. Gurudatt Somayaji	
9.	Mrs. Reema Agnes Frank	
10.	Mr. Vidhyadhara	
11.	Mr. Gurubasava Aradhya	
12.	Mrs. Shiny Joseph	
13.	Mr. Dharmanand	
14.	Mr. Johnson Fernandes	
15.	Mr. Yogish Dixit	

Dept. of Business Administration  
Dean MBA  
Alva's Institute of Engg. & Technology  
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## DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

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Date: 13-07-2016

### Circular

It is hereby informed to all the faculties of the department to attend the meeting tomorrow on 14-07-2016 at 10.00am 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.**

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## DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

### Minutes of Department Meeting

Date: 14-07-2016

#### 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 subjects based on the subjects opted by the faculties.
2. HOD suggested to prepare the lesson plan for the subjects allotted and submit within 3 days.
3. HOD discussed the various departmental activities such as Technical talks, certification course, industrial visits, SDP, forum activities, etc.
4. HOD informed class coordinator to make a list of slow learner and fast learners based on the previous semester results.
5. HOD discussed about previous semester feedback of all the courses and also suggested necessary measures to improve.
6. Various Institution and Department level activity coordinators were identified based on their interest.
7. Project coordinator was asked to make schedule for synopsis presentation.
8. Internship coordinator was asked to schedule the presentation immediately after the classes commence.



H.O.D.

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