



Date- 29/07/2014

DEPARTMENT OF ENGINEERING CHEMISTRY

CIRCULAR

It is hereby brought to the attention of the faculty that, a departmental meeting will be held on 30th July 2014 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



Minutes of Meeting held on 30/07/2014

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.
-
- Chemistry cycle Students list received from the office was created for 5 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 were selected for the sections. Their role and responsibilities for their particular section was discussed.

 K.S.



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SHOBHAVANA CAMPUS, MIJAR, MOODBIDRI, D.K. - 574225
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Date- 17/01/2015

DEPARTMENT OF ENGINEERING CHEMISTRY

CIRCULAR

It is hereby brought to the attention of the faculty that, a departmental meeting will be held on 19th Jan 2015 at 3:00PM

Agenda of the meeting:

1. Previous semester's progress/problems of students and overall discussion
2. Class & section allotment of students.
3. Faculty & Class time table of students.
4. Practical batches and allotment of students.
5. Assigning Class coordinators for the sections.


Head of the Department



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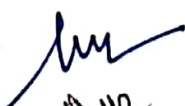
Minutes of Meeting held on 19/01/2015

Time: 03:00 PM

Venue: Department of Chemistry

Agenda of the meeting:

1. Previous semester's progress/problems of students and overall discussion
 2. Class & section allotment of students.
 3. Faculty & Class time table of students.
 4. Practical batches and allotment of students.
 5. Assigning Class coordinators for the sections.
-
- Discussed about the slow learning students of odd semester and improvement steps for those students.
 - Chemistry cycle Students list received from the office was created for 5 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 were selected for the sections. Their role and responsibilities for their particular section was discussed.

K.S.  
19/1/15



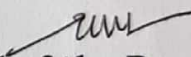
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Moodbidri-574225

DEPARTMENT OF CHEMISTRY

CIRCULAR

DATE: 28-07-2015

It is hereby informed to the faculty that, a departmental meeting will be held on 29th July 2015 at 10:00 AM regarding the implementation of new syllabus for the upcoming academic year.


Head of the Department

H.O.D.

Dept. Of Chemistry

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








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DEPARTMENT OF CHEMISTRY

Minutes of Meeting

DATE: 29-07-2015

1. The discussion was done regarding the new syllabus for 2015-2016 Engineering Chemistry. The notes preparation according to the new syllabus (module system) was given to faculty members.
Module 1: Mr. RajKumar Bhat
Module 2: Dr. Kishore Shetty
Module 3: Dr. Chidan Kumar
Module 4: Mrs. Sakshi S. Kamath
Module 5: Dr. B. Basavaraju
2. The section allotment was done by the Head of the Department. The necessary documents for the conduction of the classes were given to respective faculty in-charge.

Members present in the meeting:

Sl.No	Faculty members	Signature
1	Dr. B. Basavaraju	
2	Mr. RajKumar Bhat	
3	Dr. Kishore Shetty	
4	Dr. Chidan Kumar	
5	Mrs. Sakshi S. Kamath	



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DEPARTMENT OF CHEMISTRY

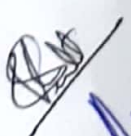


CIRCULAR

DATE: 20-01-2016

It is hereby informed to the faculty that, a departmental meeting will be held on 21-01-2016 at 11:00 AM regarding the workload distribution, class allotment and planning for the even semester


Head of the Department

H. O. D.
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DEPARTMENT OF CHEMISTRY

Minutes of Meeting

DATE: 21-01-2016

1. The section allotment was done by the Head of the Department. The necessary documents for the conduction of the classes were given to respective faculty in-charge.
2. The lesson plan was to be made and shown to the HOD prior to the commencement of even semester.
3. The workload distribution was done including the lab sessions for the upcoming even semester.

Members present in the meeting:

Sl.No	Faculty members	Signature
1	Dr. B. Basavaraju	
2	Mr. RajKumar Bhat	
3	Dr. Kishore Shetty	
4	Dr. Chidan Kumar	
5	Mrs. Sakshi S. Kamath	



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20/07/2016

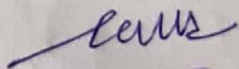
DEPARTMENT OF ENGINEERING CHEMISTRY

CIRCULAR

It is hereby brought to the attention of the faculty that, a departmental meeting will be held on 21st July 2016 at 10:00AM

Agenda of the meeting:

1. Class allotment
2. Shifting of chemistry lab


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





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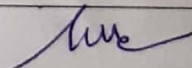
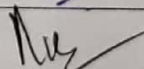
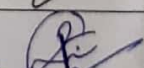
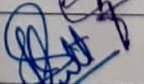
Minutes of Meeting held on 21/07/2016

Time: 10:00 AM

Venue: Department of Chemistry

Agenda: Class allotment and Shifting of Chemistry Lab

1. Class allotment was done to the department faculties.
2. According to the HOD's instructions faculties handling chemistry subject will be the class coordinator for respective classes,
3. Role of class coordinator is clearly mentioned in the meeting.
4. Old chemistry lab will be shifting to current physics lab.
5. Shifting will be done soon after physics lab evacuated.
6. It is instructed to the lab instructor and attender to take care of glass wares and chemicals while shifting.
7. It is decided in the meeting that chemistry experiments will be conducted in the new allotted lab from this semester.

Name of the Faculty	Signature
Dr. Basavaraju B	
Mr. Rajkumar Bhat	
Dr. Pavithra G. P	
Mrs. Sakshi S. Kamath	





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Date- 23/02/2017

DEPARTMENT OF ENGINEERING CHEMISTRY

CIRCULAR

It is hereby brought to the attention of the faculty that, a departmental meeting will be held on 24th February 2017 at 10:00AM

Agenda of the meeting:

1. Attainment Calculation
2. Syllabus coverage for First Internal assessment test
3. Question Paper setup along with scheme
4. Evening coaching class

Head of the Department

H.O.D.

Dept. Of Chemistry

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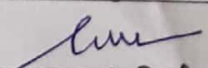
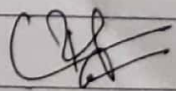
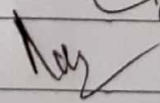


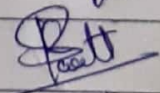
Minutes of Meeting held on 24/02/2017

Time: 10:00 AM

Venue: Department of Chemistry

Agenda: Attainment and Calculation Syllabus for first internal

1. Once the VTU odd semester results were out attainment should be calculated according to branch wise.
2. It is decided in the meeting that all the faculties should cover module-1 and module-2 for first internals.
3. Question paper setting and scheme of valuation is assigned to Prof. Mohan Reddy.
4. It is clearly instructed to the faculties that within two days of completion of internals, marks should be disclosed to the students.
5. Class coordinators should collect list of students who scored less than average marks in all the subjects.
6. Soon after the internals all the subject faculties should start evening coaching class to students scored less than average marks in first internals.
7. Attendance for the coaching class should compulsorily monitored by the class coordinators.

Name of the Faculty	Signature
Dr. Basavaraju B	
Dr. Ravi Kumar C	
Mr. Rajkumar Bhat	
Dr. Pavithra G. P	
Mr. Mohan Reddy	
Mrs. Sakshi S. Kamath	



Dated: 20-09-2017

Department of Chemistry

Circular

This is to bring to the notice of the faculty that- a departmental meeting will be held on September 21st 2017 in HOD cabin at 4:00 PM.

Agenda:

1. First IA syllabus
2. Question paper Setting
3. Research Activity in department

HOD Chemistry

Department Circulation

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Dept. Of Chemistry
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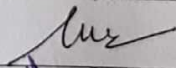
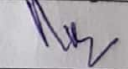
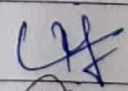
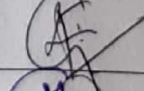
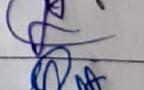



Date: 22-09-17

Minutes of Meeting

Following are the discussions & outcomes of the department meeting held on 21-09-17

1. Lesson plan and attendance book were verified to ascertain the completion of the syllabus
2. Syllabus for the first IA was finalized
3. Question paper preparation to be completed well in advance
4. Assignment for the students were finalized
5. Research activities to be conducted in a better manner and was stressed upon to apply for sponsored projects

S.No.	Name of the Faculty	Signature
1.	Dr. B. Basavaraju	
2.	Prof. Rajkumar Bhat D	
3.	Dr. Ravi Kumar. C	
4.	Dr. Pavithra G.P.	
5.	Mr. Mohan Reddy R	
6.	Mrs. Sakshi S. Kamath	



Dated: 12-01-2018

Department of Chemistry

Circular

This is to bring to the notice of the faculty that- a departmental meeting will be held on January 16th 2018 in HOD cabin at 04:00 PM.

Agenda:

1. Time table
2. Section allotment

Department Circulation

HOD Chemistry

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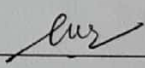
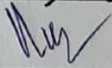
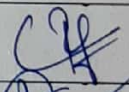
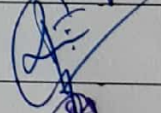

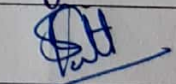


Date: 16-01-18

Minutes of Meeting

Following are the discussions & outcomes of the department meeting held on 16-1-18

1. Sections were allotted for the forthcoming semester
2. Lab in-charge faculty were finalized
3. First 3 days of the semester bridge course on chemistry and importance of Chemistry in day- today's life to be stressed upon

S.No.	Name of the Faculty	Signature
1.	Dr. B. Basavaraju	
2.	Prof. Rajkumar Bhat D	
3.	Dr. Ravi Kumar. C	
4.	Dr. Pavithra G.P.	
5.	Mr. Mohan Reddy R	
6.	Mrs. Sakshi S. Kamath	



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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 2nd 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 20th 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



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.

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Mijar, MOODBIDRI - 574 225