Dated 19th,July 2016

CIRCULAR

Department meeting is scheduled on 21st July,2016 @ 09.30 AM . All the teaching staff members are hereby informed to attend the same in undersigned office to discuss about the following agenda.

Agenda

1. Subject Allotment.
2. Commencement of ODD Semester Classes
3. Framing of Lesson Plan.
4. Identification of slow and fast learners.
5. List of activities.
6. Identification of coordinators.
7. Duties and responsibilities of the coordinator.
8. Feedback of previous semester.
9. Any other matter

HOD

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

Minutes of Department Meeting

Date: 21-7-2016

Department meeting was held on 21-07-2016 to discuss about the following agendas listed below.

Agenda

1. Subject Allotment.
2. Commencement of ODD Semester Classes
3. Framing of Lesson Plan.
4. Identification of slow and fast learners.
5. List of activities.
6. Identification of coordinators.
7. Duties and responsibilities of the coordinator.
8. Feedback of previous semester.
9. Any other matter

Minutes of the Meeting

1. 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.
2. HOD informed all the faculties about commencement of ODD semester as per the VTU timetable.
3. Discussed about preparing of the lesson plan for the course allocated on or before 29-07-2016
4. HOD discussed about previous semester feedback of individual course teachers and also suggested to attend FDP's and improve.

5. HOD informed class coordinator to identify the slow learner and advanced learners based on the previous semester results.

6. Discussed about conducting coaching classes for slow learners based on the response in class for subjects.

7. HOD discussed the various departmental activities such as Technical talks, certification course, industrial visits, SDP, forum activities, e Placement activities.

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

9. Discussed about UG project, Seminar and internship presentation schedule.

10. Conduction of IA and lab internals and evaluation methods.

11. Discussed about monitoring attendance status of students and leave card verification.

12. Suggested to complete the portion on time and take test after completion of each unit.

Alva's Institute of Engineering & Technology

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

Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

The following faculty members attended the meeting

Sl.No	Faculty Name	Signature
1.	Prof. G R Golsangi	
2.	Mr. Venkatesh	
3.	Mr. Vasudev S Shahapur	
4.	Mr. Harish Kunder	
5.	Mr. Sayeesh	
6.	Mr. Chancal Antony	
7.	Mr. Sushant Mangasuli	
8.	Mr. Parikshith Nayaka S.K	
9.	Mr. Hemanth Kumar N P	
10.	Mr. Mahesh K Kaluti	
11.	Mrs. Arundhati Nelli	
12.	Mrs Vidya	
13.	Mr. Stanley Pradeep D'souza	
14.	Mr. Vivek Sharma S	
15.	Ms. Deeksha M	
16.	Mr. Ritesh Kumar	
17.	Mrs. Vineetha Pais	
18.	Mr. Ganesh K	
19.	Ms. Remul Pinto	
20.	Mr. Tahir N H B	
21.	Ms. Shruthi Shetty J	

Alva's Institute of Engineering & Technology

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

Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

22.	Ms. Merlyn Melita	M. Maths
23.	Mrs. Harshitha G M	
24.	Ms. Ankitha Shetty	Ashu
25.	Ms. Mangala Kini	Mangala

HOD

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

Dated 20th ,January 2017

CIRCULAR

Department meeting is scheduled on 23rd January,2017 @ 09.30 AM . All the teaching staff members are hereby informed to attend the same in undersigned office to discuss about the following agenda.

Agenda

1. Commencement of EVEN Semester Classes.
2. Feedback analysis of previous semester.
3. Subject Allotment.
4. Lesson Plan, Framing of CO and CO-PO Mapping matrix.
5. Attainment calculations of previous semester.
6. Identification of slow and fast learners.
7. List of activities.
8. Any other matter.

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

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

Minutes of Department Meeting

Date: 23-01-2017

Department meeting was held on 23-01-2017 to discuss about the following agendas listed below.

Agenda

1. Commencement of EVEN Semester Classes.
2. Feedback analysis of previous semester.
3. Subject Allotment.
4. Lesson Plan, Framing of CO and CO-PO Mapping matrix.
5. Attainment calculations of previous semester.
6. Identification of slow and fast learners.
7. List of activities.
8. Any other matter.

Minutes of the Meeting

1. HOD informed all the faculties about commencement of EVEN semester as per the VTU timetable.
2. HOD had given option for faculty members to choose next semester subjects. Based on their option, most of the faculty members are allotted with subjects of their choice.
3. HOD suggested course teacher to prepare the lesson plan 30-01-2017
4. Time table and course file were distributed to the all the faculties. And advised to update the course file regularly and maintain all the course related documents in course file.

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

5. HOD informed class coordinator to identify the slow learner and advanced learners based on the previous semester results and conduction of caching class for slow learners.

6. HOD discussed about the various departmental activities such as Technical talks, certification course, industrial visits, SDP, forum activities, etc.

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

8. Discussed about UG/PG paper presentation.

9. Discussed about the number of leaves that student can avail in the semester and also advised all faculties to keep track of students leaves.

10. Informed all class coordinator to collect and verify phone number and address of the students.

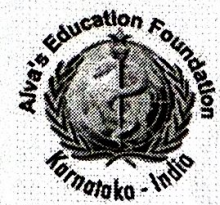# Alva's Institute of Engineering & Technology

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

Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

The following faculty members attended the meeting

Sl.No	Faculty Name	Signature
1.	Dr. Mohideen Badhusha S.	
2.	Prof. G R Golsangi	
3.	Mr. Venkatesh	
4.	Mr. Vasudev S Shahapur	
5.	Mr. Harish Kunder	
6.	Mr. Sayeesh	
7.	Mr. Chancal Antony	
8.	Mr. Sushant Mangasuli	
9.	Mr. Parikshith Nayaka S.K	
10.	Mr. Hemanth Kumar N P	
11.	Mr. Mahesh K Kaluti	
12.	Mrs. Arundhati Nelli	
13.	Mrs Vidya	
14.	Mr. Stanley Pradeep D'souza	
15.	Mr. Vivek Sharma S	
16.	Ms. Deeksha M	
17.	Mr. Ritesh Kumar	
18.	Mrs. Vineetha Pais	
19.	Ms. Remul Pinto	
20.	Mr. Tahir N H B	
21.	Ms. Shruthi Shetty J	

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DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

22.	Ms. Merlyn Melita	
23.	Mrs. Harshitha G M	
24.	Ms. Ankitha Shetty	
25.	Ms. Mangala Kini	
26.	Ms. Megha D Hegde	
27.	Ms. Shilpa	

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

Dated 27th ,July 2017

CIRCULAR

Department meeting is scheduled on 29th July,2017 @ 11.30 AM . All the teaching staff members are hereby informed to attend the same in undersigned office to discuss about the following agenda.

Agenda

1. Subject Allotment.
2. Commencement of ODD Semester Classes
3. Lesson Plan, Framing of CO and CO-PO Mapping matrix.
4. Identification of slow and fast learners.
5. List of activities.
6. Identification of coordinators.
7. Duties and responsibilities of the coordinator.
8. NBA and NAAC work progress.
9. Feedback of previous semester.
10. Any other matter

HOD.

M.O.D.

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

Minutes of Department Meeting

Date: 29-07-2017

Department meeting was held on 29th July,2017 to discuss about the following agendas listed below.

Agenda

1. Subject Allotment.
2. Commencement of ODD Semester Classes
3. Lesson Plan, Framing of CO and CO-PO Mapping matrix.
4. Identification of slow and fast learners.
5. List of activities.
6. Identification of coordinators.
7. Duties and responsibilities of the coordinator.
8. NBA and NAAC work progress.
9. Feedback of previous semester.
10. Any other matter

Minutes of the Meeting

1. HOD informed all the faculties about commencement of ODD semester as per the VTU timetable.
2. HOD had given option for faculty members to choose next semester subjects. Based on their option, most of the faculty members are allotted with subjects.
3. Discussed about framing the CO and CO-PO Mapping matrix for the subject allotted and preparing the lesson plan for the same on or before 5/08/2017
4. Discussed about CO-PO-PSOs attainment calculations using excel sheet.

5. HOD informed class coordinator to identify the slow learner and advanced learners based on the previous semester results.

6. Discussed about conducting coaching classes for slow learners for few subjects.

7. HOD discussed the various departmental activities such as Technical talks, certification course, industrial visits, SDP, forum activities, etc.

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

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

10. Discussed about UG project, Seminar and mini project schedule.

11. Formed various groups and guide allotment for 5th sem mini projects.

12. Discussed about status of review paper and students personal files.

13. NBA and NAAC work progress details are collected.

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Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

The following faculty members attended the meeting

Sl.No	Faculty Name	Signature
1.	Dr. Mohideen Badhusha S.	
2.	Mr. Venkatesh	
3.	Mr. Vasudev S Shahapur	
4.	Mr. Harish Kunder	
5.	Mr. Sayeesh	
6.	Dr. Sumith N.	
7.	Mr. Chancal Antony	
8.	Mr. Sushant Mangasuli	
9.	Mr. Parikshith Nayaka S.K	
10.	Mr. Hemanth Kumar N P	
11.	Mrs Vidya	
12.	Mr. Vivek Sharma S	
13.	Ms. Deeksha M	
14.	Ms. Remul Pinto	
15.	Mr. Tahir N H B	
16.	Ms. Shruthi Shetty J	
17.	Mrs. Merlyn Melita	
18.	Mrs. Harshitha G M	
19.	Ms. Ankitha Shetty	
20.	Mrs. Mangala Kini	
21.	Ms. Megha D Hegde	
22.	Ms. Shilpa	

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

Dated 15th, Jan 2018

CIRCULAR

Department meeting is scheduled on 16th Jan, 2018 @ 03.30 PM . All the teaching staff members are hereby informed to attend the same in undersigned office to discuss about the following agenda.

Agenda

1. Commencement of EVEN Semester Classes.
2. Feedback analysis of previous semester.
3. Subject Allotment.
4. Lesson Plan, Framing of CO and CO-PO Mapping matrix.
5. Attainment calculations of previous semester.
6. Identification of slow and fast learners.
7. List of activities.
8. Any other matter.

HOD

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

Minutes of Department Meeting

Date: 16-01-2018

Department meeting was held on 16th Jan,2018 to discuss about the following agendas listed below.

Agenda

1. Commencement of EVEN Semester Classes.
2. Feedback analysis of previous semester.
3. Subject Allotment.
4. Lesson Plan, Framing of CO and CO-PO Mapping matrix.
5. Attainment calculations of previous semester.
6. Identification of slow and fast learners.
7. List of activities.
8. Any other matter.

Minutes of the Meeting

1. HOD informed all the faculties about commencement of EVEN semester as per the VTU timetable.
2. HOD had given option for faculty members to choose next semester subjects. Based on their option, most of the faculty members are allotted subjects of their preference.
3. HOD suggested framing the CO and CO-PO Mapping matrix for the subject allotted and preparing the lesson plan for the same on or before 25-01-2018.
4. Discussed about CO-PO attainment calculation of different subjects of 2017-18 ODD semester. Also informed faculties to calculate bitwise IA and assignment marks attainment and keep the document ready.

5. HOD informed class coordinator to identify the slow learner and advanced learners based on the previous semester results.

6. HOD discussed about conducting coaching classes for slow learners for few subjects and Maintain the coaching class attendance details in separate file kept in department and also submit the attendance shortage list of coaching classes.

7. HOD discussed the various departmental activities such as Technical talks, certification course, industrial visits, SDP, forum activities, etc.

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

9. Update the course file regularly and maintain all the documents in course file.

10. Discussed about the new software DHI for maintaining track record of students and faculties.

Alva's Institute of Engineering & Technology

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

Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

The following faculty members attended the meeting

Sl.No	Faculty Name	Signature
1.	Dr. Mohideen Badhusha S.	
2.	Mr. Venkatesh	
3.	Mr. Vasudev S Shahapur	
4.	Mr. Harish Kunder	
5.	Mr. Sayeesh	
6.	Dr. Sumith N.	
7.	Mr. Sushant Mangasuli	
8.	Mr. Parikshith Nayaka S.K	
9.	Mr. Hemanth Kumar N P	
10.	Mrs Vidya	
11.	Mr. Vivek Sharma S	
12.	Mr. Tahir N H B	
13.	Ms. Shruthi Shetty J	
14.	Mrs. Merlyn Melita	
15.	Mrs. Harshitha G M	
16.	Ms. Ankitha Shetty	
17.	Mrs. Mangala Kini	
18.	Ms. Megha D Hegde	
19.	Ms. Shilpa	

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

Dated 20th ,July 2018

CIRCULAR

Department meeting is scheduled on 23rd July,2018 @ 09.30 AM . All the teaching staff members are hereby informed to attend the same in undersigned office to discuss about the following agenda.

Agenda

1. Subject Allotment.
2. Commencement of ODD Semester Classes
3. Lesson Plan, Framing of CO and CO-PO Mapping matrix.
4. Identification of slow and fast learners.
5. List of activities.
6. Identification of coordinators.
7. Feedback of previous semester.
8. Any other matter

H.O.D.
Dept. Of Computer Science Engineering
Alva's Institute of Engineering Technology
Mijar, MOODBIDRI - 574 225

<u>Minutes of Department Meeting</u>

Date: 23-07-2018

Department meeting was held on 23rd July, 2018 to discuss about the following agendas listed below.

Agenda

1. Subject Allotment.
2. Commencement of ODD Semester Classes
3. Lesson Plan, Framing of CO and CO-PO Mapping matrix.
4. Identification of slow and fast learners.
5. List of activities.
6. Identification of coordinators.
7. Feedback of previous semester.
8. Any other matter

<u>Minutes of the Meeting</u>

1. HOD had given option for faculty members to choose next semester subjects. Based on their option, subject allotment was done.
2. HOD informed all the faculties about commencement of ODD semester as per the VTU timetable.
3. HOD suggested on framing the CO and CO-PO Mapping matrix for the subject allotted and gave deadline for preparing the lesson plan for the same on or before 2/08/2018
4. HOD informed class coordinator to identify the slow learner and advanced learners based on the previous semester results.
5. HOD discussed the various departmental activities such as Technical talks, certification course, industrial visits, SDP, forum activities, etc.

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

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

8. HOD discussed about conducting coaching classes for slow learners for few subjects.

9. Update and maintain the teacher guardian details in separate file kept in department.

10. Informed all the class coordinator to brief about rules and regulations of department and institute that students has to follows.

Alva's Institute of Engineering & Technology

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

Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

The following faculty members attended the meeting

Sl.No	Faculty Name	Signature
1.	Dr. Mohideen Badhusha S.	
2.	Mr. Venkatesh	
3.	Mr. Vasudev S Shahapur	
4.	Mr. Harish Kunder	
5.	Mr. Sayeesh	
6.	Dr. Sumith N.	
7.	Mr. Sushant Mangasuli	
8.	Mr. Parikshith Nayaka S.K	
9.	Mr. Hemanth Kumar N P	
10.	Mrs Vidya	
11.	Mr. Vivek Sharma S	
12.	Mr. Tahir N H B	
13.	Ms. Shruthi Shetty J	
14.	Mrs. Merlyn Melita	
15.	Mrs. Harshitha G M	
16.	Ms. Ankitha Shetty	
17.	Mrs. Mangala Kini	
18.	Ms. Megha D Hegde	
19.	Ms. Shilpa	
20.	Ms. Reena Lobo	

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

Dated 21st ,January 2019

CIRCULAR

Department meeting is scheduled on 22nd January ,2019 @ 10.30 AM . All the teaching staff members are hereby informed to attend the same in undersigned office to discuss about the following agenda.

Agenda

1. Commencement of EVEN Semester Classes.
2. Feedback of previous semester.
3. Subject Allotment.
4. Lesson Plan, Framing of CO and CO-PO Mapping matrix.
5. Identification of slow and fast learners.
6. List of activities.
7. Any other matter

H.O.D.
C....... of Computer Science & Engineering
Alva's Institute of Engg. & Technology
Mijar, MOODBIDRI - 574 225

Minutes of Department Meeting

Date: 22-01-2019

Department meeting was held on 22nd Jan-2019 to discuss about the following agendas listed below.

Agenda

1. Commencement of EVEN Semester Classes.
2. Feedback of previous semester.
3. Subject Allotment.
4. Lesson Plan, Framing of CO and CO-PO Mapping matrix.
5. Identification of slow and fast learners.
6. List of activities.
7. Any other matter

Minutes of the Meeting

1. 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 of their prefrences.
2. HOD informed all the faculties about commencement of EVEN semester as per the VTU timetable.
3. HOD suggested framing the CO and CO-PO Mapping matrix for the subject allotted and preparing the lesson plan for the same.
4. HOD informed class coordinator to identify the slow learner and advanced learners based on the previous semester results.
5. HOD discussed the various departmental activities such as Technical talks, certification course, industrial visits, SDP, forum activities, etc.

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

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

8. Update the course file and maintain all the documents in course file.

9. Discussed about updating details in Dhi-software on daily basis.

10. HOD discussed about conducting coaching classes for slow learners for few subjects.

11. Maintain the coaching class attendance details in separate file kept in department and also submit the attendance shortage list of coaching classes.

12. Update and maintain the teacher guardian details in separate file kept in department.

13. Discussed and collected details of progress in NAAC and NBA work

Alva's Institute of Engineering & Technology

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Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

The following faculty members attended the meeting

Sl.No	Faculty Name	Signature
1.	Dr. Mohideen Badhusha S.	
2.	Mr. Venkatesh	
3.	Mr. Vasudev S Shahapur	
4.	Mr. Harish Kunder	
5.	Mr. Sayeesh	
6.	Dr. Sumith N.	
7.	Mr. Chancal Antony	
8.	Mr. Sushant Mangasuli	
9.	Mr. Parikshith Nayaka S.K	
10.	Mr. Hemanth Kumar N P	
11.	Mrs Vidya	
12.	Mr. Vivek Sharma S	
13.	Ms. Deeksha M	
14.	Ms. Remul Pinto	
15.	Mr. Tahir N H B	
16.	Ms. Shruthi Shetty J	
17.	Mrs. Merlyn Melita	
18.	Mrs. Harshitha G M	
19.	Ms. Ankitha Shetty	
20.	Mrs. Mangala Kini	
21.	Ms. Megha D Hegde	
22.	Ms. Shilpa	

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

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

CIRCULAR dated 3rd June, 2019

All the faculties are informed to attend the department meeting on 14th June, 2019 @ 2 PM. **Kindly come prepare for the following agendas.**

Agenda

1. Subject Allotment
2. Updates of Audited files
3. Gap Identification
4. Review paper status(Come with details
5. C-DAC project Apply details
6. Attainment in previous course files
7. Attainment of current semester
8. Results updates in attendance register
9. Program Files updates
10. NBA Criteria File Updates
11. NAAC Work progress
12. Publication details
13. Workshop attended details
14. Impartus Video updates .
15. Faculty Appraisal

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

1.	Dr. Mohideen Badhusha S	
2.	Mr. Venkatesh	
3.	Mr. Vasudev S Shahapur	
4.	Mr. Harish Kunder	
5.	Mr. Sayeesh	
6.	Dr. Sumith N.	
7.	Mr. Chanchal Antony	
8.	Mr. Sushant Mangasuli	
9.	Mr. Parikshith Nayaka S.K	
10.	Mr. Hemanth Kumar N P	
11.	Ms Vidya	Maternity leave
12.	Mr. Vivek Sharma S	Vivek Sharma 13/6/4
13.	Ms. Deeksha M	OTP
14.	Ms. Remul Pinto	Medical leave
15.	Mr. Tahir N H B	Tahir Nag
16.	Ms. Shruthi Shetty J	
17.	Mrs. Merlyn Melita	
18.	Mrs. Harshitha G M	
19.	Ms. Ankitha Shetty	
20.	Mrs. Mangala Kini	
21.	Ms. Megha D Hegde	
22.	Ms. Shilpa	
23.	Ms. Reena Lobo	

Minutes of Department Meeting

Department meeting was held on 14th June, 2019 to discuss about the following agendas listed below.

1. Subject Allotment
2. Updates of Audited files
3. Gap Identification
4. Review paper status
5. Attainment in previous course files
6. Attainment of current semester
7. Results updates in attendance register
8. Program Files updates
9. NBA Criteria File Updates
10. NAAC Work progress
11. Publication details
12. Workshop attended details
13. Impartus Video updates
14. Faculty Appraisal
15. Any other matters

Recommendations of the Meeting

- HOD considered all the subject preferences of faculty members & Discussed with various issues and allotedthe subjects to faculty members.

- HOD informed all the faculty members to updates the course files as per the audited comments by committee.

- HOD informed all the faculty members to give the feedback about subjects which they recently and told to identify the gap if any.

- HOD collected all the review paper publication details from faculty

- Decided to update the attainment score of last semester in course file as per revaluation results

- Decided to calculate the attainment of present semester only considering I.A marks

- Decided to update the results in attendance register of previous semesters.

- HOD informed all the Program file Incharges to update the files as per the events of present semester.

- HOD informed all the faculty members to update the Publication details and Workshop attended details in Google docs shared by HOD

- HOD instructed all faculty members to submit the Faculty Appraisal forms on June 30th, 2019 by considering only Jan-June 2019 Activities.

- Decided to conduct the Workshop on Data Analytics and Machine Learning using Python on 4th & 5th , july,2019.

Action Plan of previous Meeting

- Course files were updated by faculty and Internal auditing was conducted on 6th June,2019.

- Dhi software is updated by all faculty

- Coaching class attendance is maintained

- All faculty members submitted their Academic Audit Report of Even Semester.
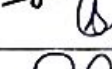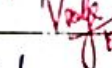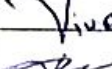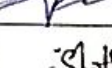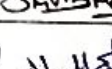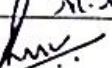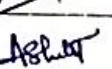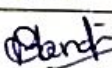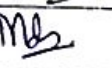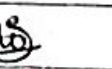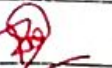
Alva's Institute of Engineering & Technology, Moodbidri

Department of Computer Science & Engineering

No.	Name	Signature
1.	Dr. Mohideen Badhusha S	
2.	Mr. Venkatesh	
3.	Mr. Vasudev S Shahapur	
4.	Mr. Harish Kunder	
5.	Mr. Sayeesh	
6.	Dr. Sumith N.	
7.	Mr. Chanchal Antony	Abst
8.	Mr. Sushant Mangasuli	
9.	Mr. Parikshith Nayaka S.K	
10.	Mr. Hemanth Kumar N P	
11.	Ms Vidya	Matchi h leave
12.	Mr. Vivek Sharma S	Vivek Sharm
13.	Ms. Deeksha M	
14.	Ms. Remul Pinto	Absnt
15.	Mr. Tahir N H B	
16.	Ms. Shruthi Shetty J	
17.	Ms. Merlyn Melita	M. Melita
18.	Mrs. Harshitha G M	
19.	Ms. Ankitha Shetty	Ashlty
20.	Ms. Mangala Kini	Mank
21.	Ms. Megha D Hegde	Mdy
22.	Ms. Shilpa	
23.	Ms. Reena Lobo	

Department of Computer Science & Engineering

No.	Name	Signature
1.	Dr. Mohideen Badhusha S.	
2.	Mr. Venkatesh	
3.	Mr. Vasudev S Shahapur	
4.	Mr. Harish Kunder	
5.	Mr. Sayeesh	
6.	Dr. Sumith N.	
7.	Mr. Sushant Mangasuli	
8.	Mr. Parikshith Nayaka S.K	
9.	Mr. Hemanth Kumar N P	
10.	Mrs Vidya	
11.	Mr. Vivek Sharma S	
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16.	Ms. Ankitha Shetty	
17.	Mrs. Mangala Kini	
18.	Ms. Megha D Hegde	
19.	Ms. Shilpa	
20.	Ms. Reena Lobo	

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

Minutes of Department Meeting

Date: **13-12-2019**

Department meeting was held on 13th Dec,2019 to discuss about the following agendas listed below.

Agenda

1. Subject Allotment
2. Course File
3. VTU I.A Marks Entry
4. Coaching classes details
5. Review Paper Progress
6. Placement Guardian file
7. Project/Seminar Progress
8. Activity Class Feedback
9. Personal Files updates by Mentor
10. Any other matter

Recommendations of the Meeting

1. Initially HOD acknowledged all the faculty for cooperating in NBA process.

2. 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.

3. Decided to complete the Course File on or before 21st Dec,2019 and faculty need to submit the same to HOD on 21st Dec,2019.

4. As per the VTU Circular, online I.A Entry process has to complete before 20th Dec,2019

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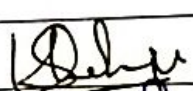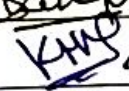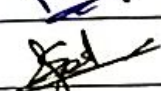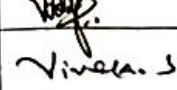
DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

5. HOD informed all faculty members to give the coaching class details to department file.

6. Decided to publish atleast one paper in SCI/Scopus per year by combination of 1 or 2 faculty.

7. HOD informed all the faculty members to submit the Activity file to HOD.

8. Decided to update the personal details of the mentees by mentor time to time.
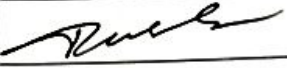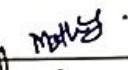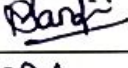
Action Taken on previous meeting

1. Faculty members followed the deadline(as per the department calendar of events) for Assignment submission of students. Faculty members signed the no-due form of the students only after the submission of assigned taks.

2. Placement record of the Final Year students was tracked by Mentor.

The following faculty members attended the meeting

Sl.No	Faculty Name	Signature
1.	Dr. Mohideen Badhusha S.	
2.	Mr. Venkatesh	Medical Leave
3.	Mr. Vasudev S Shahapur	
4.	Mr. Harish Kunder	
5.	Mr. Sayeesh	
6.	Dr. Sumith N.	
7.	Mr. Sushant Mangasuli	
8.	Mr. Parikshith Nayaka S.K	
9.	Mr. Hemanth Kumar N P	
10.	Mrs Vidya	
11.	Mr. Vivek Sharma S	

Alva's Institute of Engineering & Technology

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

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

12.	Mr. Tahir N H B	
13.	Ms. Shruthi Shetty J	
14.	Mrs. Merlyn Melita	
15.	Mrs. Harshitha G M	
16.	Ms. Ankitha Shetty	
17.	Mrs. Mangala Kini	
18.	Ms. Megha D Hegde	
19.	Ms. Shilpa	
20.	Ms. Reena Lobo	

Meeting Coordinator 13/12/14

HOD

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

CIRCULAR dated 14th ,August 2020

Department meeting is scheduled on 17th August,2020 @ 3.00 PM. All the teaching staff members are hereby informed to attend the same in undersigned office to discuss about the following agenda.

Meeting Agenda

- I.A Marks Finalizations
- Examination Guidelines Online/Offline
- Dhi Software Updates
- Subject Allotment
- Coordinators Allotment
- Certification Courses/NPTEL Courses
- Review Paper details
- CO-PO/PSO Mapping, Attainment etc
- Course Files
- Encouraging Advanced Learners
- Mentorship File updates
- NBA File Updates
- Any other discussions

Member Secretary 17/8/2020

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

Suryeesh

Vasudev. S

VENKATESH

Hemanth — XR 12/8/2020

Vivek Sharma   Vivek. S
17/8/2020

Ankitha Shetty   AShetty

Shilpa

Megha D Hegde   Mdn

Shruthi Shetty J   SShetty

Dr. S. M Raghukrishna   Raghukrishna B
17/8/20

Vidya   Vidya

Merlyn   M Mathias

Reena Lobo   Reena

Alva's Institute of Engineering and Technology, Mijar, Moodbidri

Dept. of Computer Science & Engineering

Department Meeting held on 17/08/2020 @ 3:00 PM

Meeting Agenda

- I.A.marks finalization
- Examination guidelines Online/Offline
- Dhi Software Updates
- Subject Allotment
- Coordinators Allotment
- Certification courses/NPTEL Courses
- Review Paper Details
- CO-PO/PSO Mapping, Attainment etc.
- Course files
- Encouraging Advanced Learners
- Mentorship file updates
- NBA file updates

Minutes of the Meeting

- Discussed about finalization of I.A. marks. HOD informed all the faculties to finalize the I.A. marks for all the subjects and keep ready to enter in VTU web portal.
- HOD suggested all the faculties to conduct Internship viva/Project viva/Lab examination and theory examinations as per the guidelines of university.
- Discussion about Dhi software updates. HOD suggested all the faculties to update all the details of even semester in Dhi software before end of this week.
- HOD allotted subjects for all the faculties for the next semester as per their preferences.
- Discussed about various coordinators allotment and their responsibilities.
- Discussed about progress in certification courses and NPTEL courses.
- Discussed about review paper and publication details.
- HOD suggested all the faculties to prepare CO-PO mapping for the next semester subjects and also complete the attainment calculation of the previous semester subjects
- HOD also informed all the faculties to update course file, mentorship file and NBA file.

Meeting Coordinator

H.O.D

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

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

CIRCULAR dated 6th Feb, 2021

All the faculties are informed to attend the department meeting on 8th Feb, 2021@ 2.30 PM. The following is the agenda of the meeting.

Agenda

1. Individual Goal Settings for the department
2. Subject Allotment
3. Preparation for the next Semester
   a. Lesson Plan
   b. Assignments etc
4. Activity Class Plan for next Semester
5. Review Paper Publication deadline
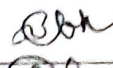6. Submission of Course Files, Mentor Files etc
7. Any other matter

H.O.D.
HOD CSE
Dept. Of Computer Science & Engineering
Alva's Institute of Engg. & Tec
Mijar, MOODBIDRI - 574 225

Department of Computer Science & Engineering

1.	Dr. Mohideen Badhusha S.	
2.	Mr. Venkatesh	
3.	Mr. Vasudev S Shahapur	
4.	Mr. Harish Kunder	
5.	Mr. Sayeesh	
6.	Mr. Hemanth Kumar N P	
7.	Mr. Konanki Surendra	
8.	Mr. Madhusuhan S	
9.	Mrs Vidya	
10.	Ms. Shruthi Shetty J	
11.	Mrs. Merlyn Melita	
12.	Ms. Ankitha Shetty	
13.	Mrs. Deeksha M	
14.	Ms. Megha D Hegde	
15.	Ms. Shilpa	
16.	Ms. Reena Lobo	
17.	Mrs.Veena M	
18.	Mr. Abdul Khader	
19.	Ms. Pranitha	
20.	Mr.Partha Sarathi Pati	

Department of Computer Science & Engineering

1.	Dr. Mohideen Badhusha S.	
2.	Mr. Venkatesh	
3.	Mr. Vasudev S Shahapur	
4.	Mr. Harish Kunder	
5.	Mr. Sayeesh	
6.	Mr. Hemanth Kumar N P	
7.	Mr. Konanki Surendra	
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17.	Mrs.Veena M	
18.	Mr. Abdul Khader	
19.	Ms. Pranitha	
20.	Mr.Partha Sarathi Pati	

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

<u>Minutes of Meeting</u> 8th Feb, 2021

Department meeting was held on on 8th Feb, 2021@ 2:30PM. All the teaching staff members attended the meeting in the undersigned office to discuss about few agendas listed below.

Agenda

1. Individual Goal Settings for the department
2. Subject Allotment
3. Preparation for the next Semester
   a. Lesson Plan
   b. Assignments etc
4. Activity Class Plan for next Semester
5. Review Paper Publication deadline
6. Submission of Course Files, Mentor Files etc
7. Any other matter

<u>Recommendations of the Meeting</u>
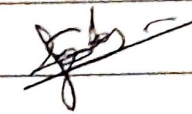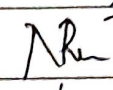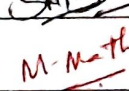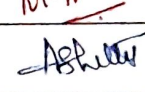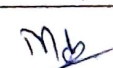
1. Informed all the faculties to set their goals in different areas such as enhancing Alva's brand, consultancy and research among staffs, enhancing train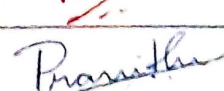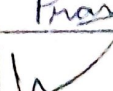ing skills of students etc in order to enhance and take the institution to the higher level. Staffs were instructed to involve in atleast anyone specified area and set their goals to achieve the same either in short term(Within an year) or long term(Within 3 years).

2. Subject allotted to faculties for even sem 2020-21 was revealed. One subject as per faculty priority and one subject from department side was allotted to all the staffs.

3. Lesson Plan and Assignment questions has to be prepared before 31/3/2021 for even sem 2020-21. Upon receiving many requests from students regarding announcing the assignments before 2nd IA, the corresponding decision was taken by the department. Faculties were instructed to give coding problems as assignment questions for programming languages by referring hackerrank and hackerearth and problems for problematic subjects

4. Informed the faculties to involve in Activity Classes which will be conducted from 3pm to 5pm for even sem 2020-21. Informed the faculties to continue with the same Activity classes if needed or they can also conduct some new activity classes too apart from the one which was conducted in Odd sem 2020-21.

5. Deadline date to submit the review paper to any journal is 20/4/2021. Informed the project co-ordinator and guides to circulate the same to Final year CSE Students.

6. Informed the Faculties handling classes for third and fourth year students to submit the course file and mentor file to Department office by 15/2/2021. Faculties handling classes for second year CSE students were instructed to submit the course files in March second week.

Alva's Institute of Engineering & Technology

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

Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

Following Staffs attended the meeting.

Sl.no	Staff Name	Signature
1.	Dr. Mohideen Badhusha S.	
2.	Mr. Venkatesh	
3.	Mr. Vasudev S Shahapur	
4.	Mr. Harish Kunder	
5.	Mr. Sayeesh	
6.	Mr. Hemanth Kumar N P	
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17.	Ms. Pranitha	
18.	Mr. Konanki Surendra	
19.	Mr. Madhusudan	
20.	Mr. Partha Sarathi Pati	

Meeting Co-Ordinator

HOD