



ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

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

Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

Date: 28-07-2018

Circular

It is hereby informed to all the faculties to attend the department meeting on 30th July, 2018 (Monday) at 10.00 am in HOD cabin.

Agenda

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

HOD

H.O.D.

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



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Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

Minutes of Department Meeting

Date: 31-07-2018

Department meeting was held on 30th July, 2018 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 10/08/2018.



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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 7th semester itself. Faculty members shall propose topic of final year projects. Journals are to be referred while deciding topic of the project work.



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DEPARTMENT OF CIVIL ENGINEERING

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.	Dr. H Ajith Hebbar	
2.	Dr. H G Umeshchandra	
3.	Mr. A run Kumar G S	
4.	Mr. Sanjay S	
5.	Mr. Surendra P	



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6.	Mrs. Veena D Savanth	
7.	Mr. Shankargiri K S	
8.	Mr. Ramesh Rao B	
9.	Mr. Santhosh K	
10.	Ms. Swathi	
11.	Ms. Rashmi H	
12.	Ms. Akshatha S P	
13.	Ms. Sneha Palled	
14.	Ms. Aishwarya Lakshmi	
15.	Mr. Sandeep Kumar	
16.	Mr. Aditya B Shenoy	

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DEPARTMENT OF CIVIL ENGINEERING

Date: 25-01-2018

Circular

It is hereby informed to all the faculties to attend the department meeting on 26th January, 2018 (Tomorrow) at 03.00 am in HOD cabin.

HOD

H.O.D.

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

Agenda

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



Minutes of Department Meeting

Date: 27-01-2018

Department meeting was held on 26th January, 2018 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
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 08/02/2018.



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- Complete the attainment calculation for the subject allotted in the previous semester and identify the curriculum gap.
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Personal File should have

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- 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
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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 1st week of May
- No student is allowed to conduct experiments related to project work during class hours.
- 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 8th 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.
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2.	Dr. H G Umeshchandra	
3.	Mr. Arun Kumar G S	
4.	Mr. Sanjay S	
5.	Mr. Surendra P	
6.	Mr. Shankargiri K S	
7.	Mr. Ramesh Rao B	
8.	Ms. Ashwini Nayak	
9.	Mr. Ramesh Rao B	
10.	Mr. Santhosh K	
11.	Ms. Swathi	
12.	Ms. Rashmi H	
13.	Mr. Aditya Tantry	
14.	Mr. Sooraj Kumar	
15.	Mr. Aditya B Shenoy	
16.	Ms. Aishwarya Lakshmi	
17.	Ms. Shwetha	
18.	Ms. Akshatha S P	

19. Veera O Savanth

HOD

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DEPARTMENT OF CIVIL ENGINEERING

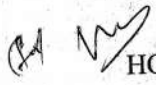
Date: 06-02-2017

Circular

It is hereby informed to all the faculties to attend the department meeting on 07th February, 2017 (Tomorrow) at 3.00 pm in HOD cabin.

Agenda

1. Subject Allotment.
2. Lesson plan, Course file and Personal file
3. Activities..
4. Feedback of previous semester.
5. Project Work
6. IA Test


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



Minutes of Department Meeting

Date: 08-02-2017

Department meeting was held on 07th February, 2017 to discuss about the following agendas listed below.

Agenda

1. Subject Allotment.
2. Lesson plan, Course file and Personal file
3. Activities.
4. Feedback of previous semester.
5. Project Work
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. Lesson plan, Course file and Personal file

- Prepare the lesson plan for the subject allotted on or before 17/02/2017
- All the Staff members must maintain Personal File and Course file.



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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

- 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. For current final year students, main project work commences from 7th semester itself. Faculty members shall propose topic of final year projects. Journals are to be referred while deciding topic of the project work.

6. IA Test

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

- For every theory subjects, a student is given 03 IA tests; and for practical subjects 01 IA test.
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- 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. B Durgaprasad Baliga	
2.	Dr. H G Umeshchandra	
3.	Dr. Nitendra Palankar	
4.	Mr. Raviprasad	
5.	Mr. Jayateertha V Itagi	
6.	Mr. Sanjay S	
7.	Mr. Surendra P	
8.	Mr. Arun Kumar G S	
9.	Mrs. Veena D Savanth	
10.	Mr. Shankargiri K S	
11.	Mr. Deekshith Kumar Jain	
12.	Mr. Nikhil	

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13.	Mr. Aditya Tantry	
14.	Ms. Shilpa S	
15.	Mr. Rakesh N	
16.	Mr. Deviprasad	
17.	Mr. Akruth K	
18.	Ms. Jayalatyha N A	
19.	Mr. Bhojaraj GS	
20.	Ms. Rahasya K R	
21.	Mr. Avinash Nayak	
22.	Mr. Ramesh Rao B	
23.	Ms. Navya	
24.	Mr. Manjunath H S	

HOD

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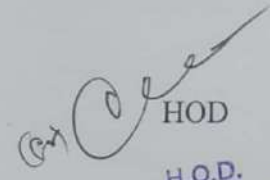
Date: 27-07-2017

Circular

It is hereby informed to all the faculties to attend the department meeting on 28th July, 2017 (Tomorrow) at 10.00 am in HOD cabin.

Agenda

1. Subject Allotment.
2. Lesson plan, Course file and Personal file
3. Activities.
4. Identification of coordinators.
5. Feedback of previous semester.
6. Project Work
7. IA Test


HOD

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



Minutes of Department Meeting

Date: 29-07-2017

Department meeting was held on 28th July, 2017 to discuss about the following agendas listed below.

Agenda

1. Subject Allotment.
2. Lesson plan, Course file and Personal file
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.
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- 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 10/08/2018.



- 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.
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Course File should have

- Personal & Class Time Table.
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- Student List.
- Syllabus.
- Old Question Papers.
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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 7th 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

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The following faculty members attended the meeting

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2.	Dr. H G Umeshchandra	
3.	Dr. Nitendra Palankar	
4.	Mr. H Ajith Hebbar	
5.	Mr. Arun Kumar G S	



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DEPARTMENT OF CIVIL ENGINEERING


Date: 25-07-2016

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S/c 
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2. Lesson plan, Course file and Personal file

- Prepare the lesson plan for the subject allotted on or before 04/08/2016



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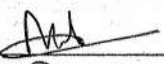
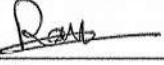



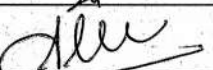
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2.	Dr. H G Umeshchandra	
3.	Dr. Nitendra Palankar	
4.	Mr. Raviprasad	
5.	Mr. Jayateertha V Itagi	
6.	Mr. Sanjay S	
7.	Mr. Surendra P	
8.	Mr. Arun Kumar G S	

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

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Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

9.	Mrs. Veena D Savanth	
10.	Mr. Shankargiri K S	
11.	Mr. Deekshith Kumar Jain	
12.	Mr. Nikhil	
13.	Mr. Aditya Tantry	
14.	Ms. Shilpa S	
15.	Mr. Rakesh N	
16.	Mr. Deviprasad	
17.	Mr. Akruth K	
18.	Ms. Jayalatyha N A	
19.	Mr. Bhojaraj GS	
20.	Ms. Rahasya K R	
21.	Mr. Avinash Nayak	
22.	Mr. Ramesh Rao B	
23.	Ms. Navya	
24.	Mr. Manjunath H S	

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



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DEPARTMENT OF CIVIL ENGINEERING

Date: 26-01-2015

Circular

It is hereby informed to all the faculties to attend the department meeting on 27th January, 2015 (Tomorrow) at 3.30 pm in HOD cabin.

Agenda

1. Subject Allotment.
2. Lesson plan, Course file and Personal file
3. Activities.
4. Feedback of previous semester.
5. Project Work
6. IA Test

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



Minutes of Department Meeting

Date: 28-01-2015

Department meeting was held on 27th January, 2015 to discuss about the following agendas listed below.

Agenda

1. Subject Allotment.
2. Lesson plan, Course file and Personal file
3. Activities.
4. Feedback of previous semester.
5. Project Work
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. Lesson plan, Course file and Personal file

- Prepare the lesson plan for the subject allotted on or before 11/02/2015
- All the Staff members must maintain Personal File and Course file.



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DEPARTMENT OF CIVIL ENGINEERING

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

- 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. For current final year students, main project work commences from 7th semester itself. Faculty members shall propose topic of final year projects. Journals are to be referred while deciding topic of the project work.

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.



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DEPARTMENT OF CIVIL ENGINEERING

- For every theory subjects, a student is given 03 IA tests; and for practical subjects 01 IA test.
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- 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. B Durgaprasad Baliga	
2.	Dr. H G Umeshchandra	
3.	Dr. Nitendra Palankar	
4.	Mr. Raviprasad	
5.	Mr. Jayateertha V Itagi	
6.	Mr. Sanjay S	
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11.	Mr. Deekshith Kumar Jain	
12.	Mr. Nikhil	

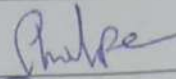

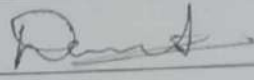
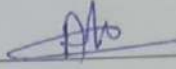
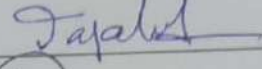

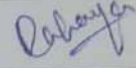

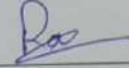
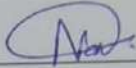
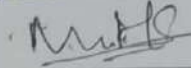


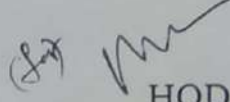
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DEPARTMENT OF CIVIL ENGINEERING

13.	Mr. Aditya Tantry	
14.	Ms. Shilpa S	
15.	Mr. Rakesh N	
16.	Mr. Deviprasad	
17.	Mr. Akruth K	
18.	Ms. Jayalatyha N A	
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HOD

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DEPARTMENT OF CIVIL ENGINEERING

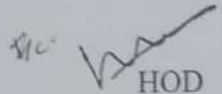
Date: 25-07-2015

Circular

It is hereby informed to all the faculties to attend the department meeting on 27th July, 2015 (Monday) at 3.00 pm in HOD cabin.

Agenda

1. Subject Allotment.
2. Lesson plan, Course file and Personal file
3. Activities.
4. Identification of coordinators.
5. Feedback of previous semester.
6. Project Work
7. IA Test


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



Minutes of Department Meeting

Date: 28-07-2015

Department meeting was held on 27th July, 2015 to discuss about the following agendas listed below.

Agenda

1. Subject Allotment.
2. Lesson plan, Course file and Personal file
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. Lesson plan, Course file and Personal file

- Prepare the lesson plan for the subject allotted on or before 04/08/2015



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DEPARTMENT OF CIVIL ENGINEERING

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

Personal File should have

- Latest Bio-Data.
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- Copy of Appointment letter.
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Course File should have

- Personal & Class Time Table.
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- Student List.
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- Old Question Papers.
- Copy of IA Test Papers with scheme of valuation

3. Activities

- 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 Class 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 7th 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 should be covered for each IA and syllabus to be displayed in the notice board one week prior to the commencement of IA test.
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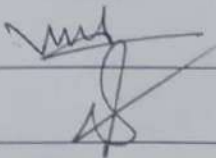

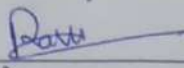
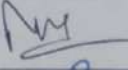

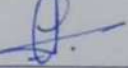
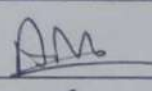
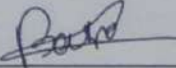
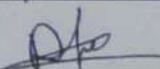
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DEPARTMENT OF CIVIL ENGINEERING

- Students having 85 % attendance will be eligible to take IA test. Student having less than 85 % attendance shall be denied of writing IA test till he/she meets the minimum attendance eligibility criteria.
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The following faculty members attended the meeting

Sl.No	Faculty Name	Signature
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2.	Mr. Jayateertha V Itagi	
3.	Mr. Sanjay S	
4.	Mr. Raviprasad	
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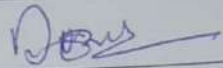
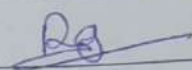
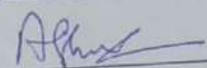
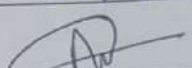
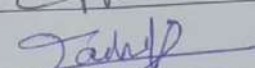
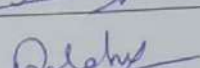
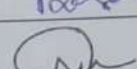
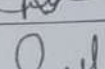
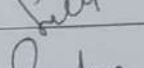
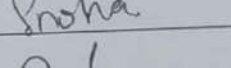


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DEPARTMENT OF CIVIL ENGINEERING

11.	Mr. Deviprasad	
12.	Mr. Raghavendra G	
13.	Ms. Ashwini Nayak	
14.	Dr. Nitendra Palankar	
15.	Mr. Deekshith Kumar Jain	
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17.	Ms. Navya	
18.	Mr. Suman K A	
19.	Ms. Sneha M	
20.	Ms. Divya B M	


HOD

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Phone: 08258-262725, Fax: 08258-262726
DEPARTMENT OF CIVIL ENGINEERING

Date: 25-07-2015

Circular

It is hereby informed to all the faculties to attend the department meeting on 27th July, 2015 (Monday) at 3.00 pm in HOD cabin.

Agenda

1. Subject Allotment.
2. Lesson plan, Course file and Personal file
3. Activities.
4. Identification of coordinators.
5. Feedback of previous semester.
6. Project Work
7. IA Test


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DEPARTMENT OF CIVIL ENGINEERING

Minutes of Department Meeting

Date: 28-07-2015

Department meeting was held on 27th July, 2015 to discuss about the following agendas listed below.

Agenda

1. Subject Allotment.
2. Lesson plan, Course file and Personal file
3. Activities.
4. Identification of coordinators.
5. Feedback of previous semester.
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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. Lesson plan, Course file and Personal file

- Prepare the lesson plan for the subject allotted on or before 04/08/2015



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DEPARTMENT OF CIVIL ENGINEERING

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 - Coaching Class 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 7th 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 should be covered for each IA and syllabus to be displayed in the notice board one week prior to the commencement of IA test.
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DEPARTMENT OF CIVIL ENGINEERING

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DEPARTMENT OF CIVIL ENGINEERING

Date: 26-01-2019

Circular

It is hereby informed to all the faculties to attend the department meeting on 28th January, 2019 (Monday) at 10.00 am in HOD cabin.

HOD

Agenda

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

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



Minutes of Department Meeting

Date: 29-01-2019

Department meeting was held on 28th January, 2019 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 08/02/2019.



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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 1st week of May
 - No student is allowed to conduct experiments related to project work during class hours.
 - Project batch students shall obtain written permission from the concerned lab in-charges.



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- Seminar coordinator shall assign the topic to the students. Two seminars to be compulsorily conducted to the students in their 8th 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



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DEPARTMENT OF CIVIL ENGINEERING

The following faculty members attended the meeting

Sl.No	Faculty Name	Signature
1.	Dr. H Ajith Hebbar	
2.	Dr. H G Umeshchandra	
3.	Mr. A run Kumar G S	
4.	Mr. Sanjay S	
5.	Mr. Surendra P	
6.	Mrs. Veena D Savanth	
7.	Mr. Shankargiri K S	
8.	Mr. Ramesh Rao B	
9.	Mr. Santhosh K	
10.	Ms. Swathi	
11.	Ms. Rashmi H	
12.	Ms. Akshatha S P	
13.	Ms. Sneha Palled	
14.	Ms. Aishwarya Lakshmi	
15.	Mr. Sandeep Kumar	
16.	Mr. Aditya B Shenoy	

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



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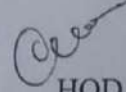
DEPARTMENT OF CIVIL ENGINEERING

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Date: 24-07-2014

Circular

It is hereby informed to all the faculties to attend the department meeting on 25th July 2014(Tomorrow) at 3.30 pm in HOD cabin.


HOD

H.O.D.

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

Agenda

1. Subject Allotment.
2. Lesson plan, Course file and Personal file
3. Activities.
4. Identification of coordinators.
5. Feedback of previous semester.
6. Project Work
7. IA Test



Minutes of Department Meeting

Date: 26-07-2014

Department meeting was held on 25th July, 2014 to discuss about the following agendas listed below.

Agenda

1. Subject Allotment.
2. Lesson plan, Course file and Personal file
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. Lesson plan, Course file and Personal file

- Prepare the lesson plan for the subject allotted on or before 05/08/2014



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

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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

- 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 Class 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 7th 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 should be covered for each IA and syllabus to be displayed in the notice board one week prior to the commencement of IA test.
 - Consolidated attendance percentages in all subjects are to be displayed by the class coordinators one day prior to the IA tests.



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- 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. B Durgaprasad Baliga	
2.	Mr. Ajith Hebbar	
3.	Mrs. Latha Haridas	
4.	Mr. Kushnappa B K	
5.	Mr. Jayateertha V Itagi	
6.	Mr. Bhaskar	
7.	Mr. Sanjay S	
8.	Mr. Nikhil N	
9.	Ms. Ashwini Nayak	
10.	Mr. Arun N	



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11.	Mr. Raghavendra G	
12.	Mr. Krishnegowda P H	
13.	Mr. Diwakar L	
14.	Mr. Bharath A L	
15.	Mr. Surendra P	
16.	Ms. Raksha K	
17.	Mr. Shashibhushan k N	
18.	Mr. Deepdarshan K P	
19.	Mr. Krishnamoorthy M P	

Slc
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