

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



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



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

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.
- 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.

Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

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 subquestions.
- 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	Opno
2.	Dr. H G Umeshchandra	Dierela
3.	Mr. A run Kumar G S	den
4.	Mr. Sanjay S	
5.	Mr. Surendra P	



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

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

HOD

H.O.D.

Dept. of Civil Engineerin

Alva's Institute of Engg. & Tect

Mijar, Moodbidri - 574 223



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K - 574225 Phone: 08258-262725, Fax: 08258-262726

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.

Agenda

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

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





Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

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.



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

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.
- 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.



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

 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 subquestions.
- Question papers in sufficient numbers and detailed scheme of valuation are to be submitted to the IA test coordinator within the last date mentioned



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

The following faculty members attended the meeting

Sl.No	Faculty Name	Signature
1.	Dr. H Ajith Hebbar	0,000
2.	Dr. H G Umeshchandra	Dlage
3.	Mr. Arun Kumar G S	all
4.	Mr. Sanjay S	8
5.	Mr. Surendra P	\$
6.	Mr. Shankargiri K S	P
7.	Mr. Ramesh Rao B	Pavill
8.	Ms. Ashwini Nayak	Ash
9.	Mr. Ramesh Rao B	
10.	Mr. Santhosh K	Q.
11.	Ms. Swathi	1
12.	Ms. Rashmi H	Pashni
13.	Mr. Aditya Tantry	Dearte
14.	Mr. Sooraj Kumar	Char-
15.	Mr. Aditya B Shenoy	Melya
16.	Ms. Aishwarya Lakshmi	Afghanger.
17.	Ms. Shwetha	Atchayer. Chretter.
18.	Ms. Akshatha S P	DEP.
19	Neem D Sounds	1000

19. Veera O Savanth

HOD H.O.D.

Dept. of Civil Engineering Alva's Institute of Engg. & Technology Mijar, Woodbidri - 574 (22)



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

Date: 06-02-2017

Circular

It is hereby informed to all the faculties to attend the department meeting on 07^{th} 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

H.O.D.

H.O.D.

H.O.D.

Dept. of Civil Engineering

Riva's Institute of Engg. & Technology

Alva's Institute of Engg. & Technology

Mijar, Moodbidri - 574 225

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

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.
- 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.



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

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.



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

- 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 subquestions.
- 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	9
3.	Dr. Nitendra Palankar	And
4.	Mr. Raviprasad	Dark
5.	Mr. Jayateertha V Itagi	(Da)
6.	Mr. Sanjay S	A
7.	Mr. Surendra P	Se
8.	Mr.Arun Kumar G S	du
9.	Mrs. Veena D Savanth	New
10.	Mr. Shankargiri K S	4
11.	Mr. Deekshith Kumar Jain	Dato.
12.	Mr. Nikhl	AD-



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

13.	Mr. Aditya Tantry	(A)
14.	Ms. Shilpa S	Charles
15.	Mr. Rakesh N	Date
16.	Mr. Deviprasad	Dunk
17.	Mr. Akruth K	AR
18.	Ms. Jayalatyha N A	Sal
19.	Mr. Bhojaraj GS	and the second
20.	Ms. Rahasya K R	Rayland
21.	Mr. Avinash Nayak	A
22.	Mr. Ramesh Rao B	Da -
23.	Ms. Navya	Navro
24.	Mr. Manjunath H S	nates

A. WHOD

H.O.D.

Dopt. of Civil Engineering

Alva's Institute of Engg. & Technology

Mijar, Moodbidri - 574 225



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

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

H.O.D.

Dept. of Civil Engineering

Alva's Institute of Engg. & Technology

Mijar, Moodbidri - 574 225



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K - 574225 Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

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.
- 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.



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

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 Ouestion 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.
- 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.
- 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.



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

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 subquestions.
- Question papers in sufficient numbers and detailed scheme of valuation are to be submitted to the IA test coordinator within the last date mentioned

The following faculty members attended the meeting

Sl.No	Faculty Name	Signature
1.	Mr. Durgaprasad Baliga	
2.	Dr. H G Umeshchandra	Q-
3.	Dr. Nitendra Palankar	DALA.
4.	Mr. H Ajith Hebbar	we
5.	Mr.Arun Kumar G S	der



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

		29
6.	Mr. Sanjay S	Str
7.	Mr. Surendra P	Sto -
8.	Mr. Shankargiri K S	4.
9.	Mr. Ramesh Rao B	Bar
10.	Ms. Ashwini Nayak	A
14.	Mr. Ramesh Rao B	
12.	Mr. Santhosh K	Su
13.	Ms. Swathi	8.
14.	Ms. Rashmi H	Qa.
15.	Mr. Aditya Tantry	(FI)
16.	Mr. Sooraj Kumar	Social
17.	Mr. Aditya B Shenoy	<u>D1</u>
18.	Ms. Akshatha P D	\$
19.	Ms. Aishwarya Lakshmi	Drehme
20.	Ms. Shwetha	Shatha
21.	Ms. Akshatha S P	A4.
22.	Mr. Naveen Francis	Havel
23.	Veena D Savanth	(Jun)

HOD

H.O.D.

Dept. of Civil Engineering

Dept. of Civil Engineering

Alva's Institute of Engg. & Technology

Mijar, Moodbidri - 574 225



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

Date: 25-07-2016

Circular

It is hereby informed to all the faculties to attend the department meeting on 26th July, 2016 (Tomorrow) 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 H.O.D.

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



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

Minutes of Department Meeting

Date: 27-07-2016

Department meeting was held on 26th July, 2016 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 04/08/2016



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

· 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

- 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

 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.

Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

- 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 subquestions.
- 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	A
3.	Dr. Nitendra Palankar	AN
4.	Mr. Raviprasad	Rank
5.	Mr. Jayateertha V Itagi	San .
6.	Mr. Sanjay S	Syn
7.	Mr. Surendra P	S
8.	Mr.Arun Kumar G S	de



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

9.	Mrs. Veena D Savanth	Good.
10.	Mr. Shankargiri K S	4
11.	Mr. Deekshith Kumar Jain	San
12.	Mr. Nikh¦.	NA
13.	Mr. Aditya Tantry	
14.	Ms. Shilpa S	Qhilaa
15.	Mr. Rakesh N	Papul.
16.	Mr. Deviprasad	Durk -
17.	Mr. Akruth K	AL
18.	Ms. Jayalatyha N A	Jax_
19.	Mr. Bhojaraj GS	Bha
20.	Ms. Rahasya K R	Dat -
21.	Mr. Avinash Nayak	88
22.	Mr. Ramesh Rao B	Dan _
23.	Ms. Navya	Maura
24.	Mr. Manjunath H S	Andra

th (HOD

H.O.D.

Dept. of Civil Engineering

Dept. of Civil Engineering

Alva's Institute of Engil. & Technology

Mijar, Moodbidri - 574 225



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726



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.

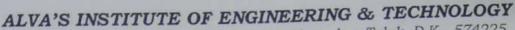
Agenda

- 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 Chill Engineering
Alva's Institute of Engine & Technology
Milar, Moodbidri - 574 228





Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

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.



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

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.
- 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.



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

- 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 subquestions.
- 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	0
3.	Dr. Nitendra Palankar	CAAA
4.	Mr. Raviprasad	Rain
5.	Mr. Jayateertha V Itagi	1109
6.	Mr. Sanjay S	A
7.	Mr. Surendra P	
8.	Mr.Arun Kumar G S	A
9.	Mrs. Veena D Savanth	Torra
10.	Mr. Shankargiri K S	9-
11.	Mr. Deekshith Kumar Jain	Janle
12.	Mr. Nikhil	Mark



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

13.	Mr. Aditya Tantry	
14.	Ms. Shilpa S	Philpe
15.	Mr. Rakesh N	De s
16.	Mr. Deviprasad	Dent
17.	Mr. Akruth K	Ah
18.	Ms. Jayalatyha N A	Tajalis
19.	Mr. Bhojaraj GS	(de)
20.	Ms. Rahasya K R	Orberton
21.	Mr. Avinash Nayak	Ant
22.	Mr. Ramesh Rao B	Bo
23.	Ms. Navya	And:
24.	Mr. Manjunath H S	Mitte

HOD

H.O.D.

Dept. of Civil Engineering

Alva's Institute of Engg. & Technology

Mijar, Moodbidri - 574 225



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



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

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.
- 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



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

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

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



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

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.
- 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 subquestions.
- 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. Jayateertha V Itagi	my
3.	Mr. Sanjay S	al al
4.	Mr. Raviprasad	Darks
5.	Mr. Nikhil N	(m)
6.	Mr. Surendra P	1
7.	Mr. Shankargiri K S	1
8.	Mr. Arun N	AM
9.	Mr. Bharath L	Park
10.	Mr. Deepadarshan K P	O40



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225
Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

11.	Mr. Deviprasad	Down
12.	Mr. Raghavendra G	RB
13.	Ms. Ashwini Nayak	Alha
14.	Dr. Nitendra Palankar	A
15.	Mr. Deekshith Kumar Jain	Jany P
16.	Ms. Rahasya K R	Robert
17.	Ms. Navya	CAD
18.	Mr. Suman K A	Quel
19.	Ms. Sneha M	Snoha
20.	Ms. Divya B M	Dut

HOD

H.O.D.

Dept. of Civil Engineering

Dept. of Engg. & Technology

Alva's Institute of Engg. 574



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

Activities.

4. Identification of coordinators.

5. Feedback of previous semester.

6. Project Work

7. IA Test

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



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

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.
- 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



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

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

- · 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.



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225
Phone: 08258-262725, Fax: 08258-262726

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.
- 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 subquestions.
- 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

	Faculty Name	Signature
.No		
1.	Mr. B Durgaprasad Baliga	1
2.	Mr. Jayateertha V Itagi	My
3.	Mr. Sanjay S	1
4.	Mr. Raviprasad	Johnstein
5.	Mr. Nikhil N	1 N
6.	Mr. Surendra P	
7.	Mr. Shankargiri K S	
8.	Mr. Arun N	J.M.
9.	Mr. Bharath L	Code
10.	Mr. Deepadarshan K P	DAP



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

11		
11.	Mr. Deviprasad	Dens-
12.	Mr. Raghavendra G	Ra _
13.	Ms. Ashwini Nayak	Alhar
14.	Dr. Nitendra Palankar	A
15.	Mr. Deekshith Kumar Jain	Tarril
16.	Ms. Rahasya K R	Robert
17.	Ms. Navya	(A)
18	Mr. Suman K A	Cul
19	Ms. Sneha M	Proha
20	Ms. Divya B M	Quet

H.O.D.

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



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

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.

Agenda

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

HOD

H.O.D.

Dept. of Civil Engineering

Alva's Institute of Engg. & Technology

Mijar, Moodbidri - 574 225





Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

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.



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

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.
- 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.



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

 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 subquestions.
- Question papers in sufficient numbers and detailed scheme of valuation are to be submitted to the IA test coordinator within the last date mentioned



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

The following faculty members attended the meeting

Sl.No	Faculty Name	Signature
1.	Dr. H Ajith Hebbar	0,22
2.	Dr. H G Umeshchandra	Delde
3.	Mr. A run Kumar G S	dd
4.	Mr. Sanjay S	BAN)
5.	Mr. Surendra P	
6.	Mrs. Veena D Savanth	(wend
7.	Mr. Shankargiri K S	Q.
8.	Mr. Ramesh Rao B	2010
9.	Mr. Santhosh K	SI
10.	Ms. Swathi	*
11.	Ms. Rashmi H	Paghna
12.	Ms. Akshatha S P	Pla
13.	Ms. Sneha Palled	Se
14.	Ms. Aishwarya Lakshmi	Archarge
15.	Mr. Sandeep Kumar	Sans
16.	Mr. Aditya B Shenoy	Distra

HOD

H.O.D.

Dept. of Civil Engineering

Alva's Institute of Engg. & Technology

Mijar, Moodbidri - 574 225



14-15

Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

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



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

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



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K - 574225
Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

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

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



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

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.
- 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 subquestions.
- 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	au
3.	Mrs. Latha Haridas	Lathe
4.	Mr. Kushnappa B K	KBH
5.	Mr. Jayateertha V Itagi	Hage
6.	Mr. Bhaskar	Q-
7.	Mr. Sanjay S	A STATE OF THE STA
8.	Mr. Nikhil N	Nith
9.	Ms. Ashwini Nayak	Alma
10.	Mr. Arun N	DLN



Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K – 574225 Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF CIVIL ENGINEERING

11.	Mr. Raghavendra G	Rge
12.	Mr. Krishnegowda P H	PAto
13.	Mr. Diwakar L	Diraco
14.	Mr. Bharath A L	Rata
15.	Mr. Surendra P	SP
16.	Ms. Raksha K	Qd.
17.	Mr. Shashibhushan k N	thatte
18.	Mr. Deepdarshan K P	- On
19.	Mr. Krishnamoorthy M P	KMP

HOD
H.O.D.

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