

Date: 03-02-2020

Circular

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



H.O.D.

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

Agenda

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

Minutes of Department Meeting

Date: 05-02-2020

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

Agenda

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

Minutes of the Meeting

1. Subject Allotment.

- HOD had given option for faculty members to choose next semester subjects. Based on their option, most of the faculty members are allotted with same subjects for both the sections.
- All faculties shall cover 100 % syllabus.
- For practical subjects, lab handling faculty shall explain the theory, principles, the procedure of conducting experiments and expected viva questions during the first 45 minutes. After completion of experiment or execution of the work, students shall complete all calculations in the observation book, get evaluated by the concerned lab handling faculty during lab hour itself

2. OBE Practices

- Frame the CO's and CO-PO Mapping matrix for the subject allotted and prepare the lesson plan for the same on or before 12/02/2020.

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- 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.



ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

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

Phone: 08258-262725, Fax: 08258-262726

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- 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.
- Students having 85 % attendance will be eligible to take IA test. Student having less than 85 % attendance shall be denied of writing IA test till he/she meets the minimum attendance eligibility criteria.
- For every theory subjects, a student is given 03 IA tests; and for practical subjects 01 IA test.
- Attendance for IA tests is to be marked in the attendance register.
- IA test question papers shall be in par with the semester examination question paper pattern and standard. For theory subjects, three major questions, having equal marks distributions are to be set for every IA test. Every major question may have a maximum of only three sub-questions.
- Question papers in sufficient numbers and detailed scheme of valuation are to be submitted to the IA test coordinator within the last date mentioned

DEPARTMENT OF CIVIL ENGINEERING

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


HOD

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