

25.07.2014.

MEETING No. 25.

### AGENDAS

- 1) Preparations towards the academic year 2014-15.
- 2) Rule of Conduct & Responsibilities of Coordinators.
- 3) Finalizing Time-table of ODD semester, 2014-15.
- 4) Any other relevant things.

The following Staff members were present:

| Sl. No. | Name               | Signature             |
|---------|--------------------|-----------------------|
| 1.      | Mohesh Prasanna K. | Panna 25/07/14.       |
| 2.      | Sathyaprakash      | [Signature] 25/07/14. |
| 3.      | Sankosh. S.        | [Signature] 25/07/14. |
| 4.      | Manjunath Kamath   | [Signature] 25/07/14. |
| 5.      | Usha Kirana S.P.   | [Signature] 25/07/14. |
| 6.      | Divya Ravi. N      | [Signature]           |
| 7.      | Smritha N Shet     | [Signature]           |
| 8.      | Swiksha. V. Shetty | Swiksha               |
| 9.      | Swapnalaxmi K      | [Signature]           |

MINUTES OF THE MEETING HELD ON 25.07.2014 @ 4:00 PM.

- 1) Preparations for the academic year 2014-15, Pke Subject allotment, Selection of elective subjects, Lab coordinators, Notes for tough subjects & other subjects, Preparing lab manuals, etc, are done & discussed.
- 2) Code of Conduct Rules is printed & given to all the Staff members, along with the duties & responsibilities of various coordinators. Co-ordinators are -  
MP: Anti-Ragging) Hostel D., Ems, Exam & IT, Project) Seminar, TT, VTP)  
SK: Chakravyuha, Claw Coord., Forum, Project) Seminar.  
SP: ~~Emergency~~ Student Monitoring Placement & Training, Rastrium.  
USP: Chakravyuha, Cultural) Fine Arts) Function Org., NCC.  
SNB: Claw Coord., Literature Club, Magazine) Media) Web.  
SS: Chakravyuha, Claw Coord., Shiksha, Sports.  
SVS: Anti-Ragging) Hostel D., NSS, Placement & Training.  
DR: Student Monitoring, Cultural) Fine Arts) Function Org., Technical Act.  
MX: Imagin, Placement & Training.  
SLK: Anti-Ragging) Hostel D., Student Monitoring, Cultural) Fine Arts) Function.  
3) Time-table of claw & individual is prepared & finalized.

Panna  
H. O. D. 25/07/14.

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

Principal

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

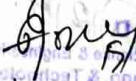
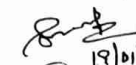
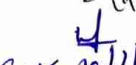
19/01/2015

Meeting no 22

### Agenda

1. Reopening of classes
2. Leave Card
3. Result Analysis
4. Lab internal timetable
5. Project/ Seminars
6. Forum Activity
7. EoS/Project/Convey Selection

The following staffs are attended to meeting.

| Sl. No. | Name                  | Sign                                                                                            |
|---------|-----------------------|-------------------------------------------------------------------------------------------------|
| 1.      | Manguratt Kedar       |                |
| 2.      | Sudarshana. P.        | <br>17/1/15    |
| 3.      | Santhosh. S.          | <br>19/01/15   |
| 4.      | Sathya Prakash. B. P. | <br>19/01/15   |
| 5.      | Swapnalaxmi. K.       | <br>19/01/15  |
| 6.      | Uma Pirana S. P.      | <br>19/01/15 |
| 7.      | Swiksha V. Shetty     | <br>28/1/15  |
| 8.      | Smitha N Shet         |              |

### Minutes of Meeting

1. Reopening of classes on 22nd Jan, 2015, staff members decided to for every class on first day itself.

2. HOD instructed the class coordinators to distribute leave cards in time.
3. Staff & HOD discussed the result analysis & decided to identify poor performers.
4. It is decided to finish lab internally after the II I.A.O before III I.A Test.
5. HOD selected Mr. Sathya Prakash as a I.A Coordinator and Mr. Sudarshan as a Project Coordinator Mr. Swapnalaxmi and Mrs. Smitha Bhat as a EoS Coordinator.
6. HOD instructed all faculty to attend FDP which starts from 19th Jan to 21st every.
7. HOD invited staff members to write articles.

  
H. O. D.  
Dept. Of Information Science & Engineering  
Alva's Institute of Engg. & Technology  
Mijar, MOODBIDRI - 574 226

  
PRINCIPAL  
Alva's Institute of Engg. & Technology  
Mijar, MOODBIDRI - 574 226, U.K.

## AGENDA

- 1) Re opening of classes
- 2) Result Analysis
- 3) Forum Activities
- 4) EMS / project / Seminars
- 5) Checking about leave card
- 6) Lab internals time table
- 7) Freshers day
- 8) FDP & Committee formation.

## Minutes of Meeting

- 1) Discussed about Commencement of classes (for odd Semester) & distributed the attendance register & necessary things.
- 2) HOD assigned the different duties to all the faculties in the dept. in connection with Freshers day.
- 3) Result Analysis of EVEN Semester both I & II Semester & HOD gave suggestions to improve the results.
- 4) HOD instructed the class co-ordinators to distribute the leave cards online.
- 5) HOD discussed about CBGS system.

- 6) Regarding FDP conduction in the month of Jun 2016 & HOD instructed to attend the FDP & conferences.
- 7) HOD gave instructions to all the faculties to concentrate more on poor performers.
- 8) Discussed about Certification Courses, lab & Seminars, Projects.
- 9) HOD discussed about industrial visit for final year students.
- 10) HOD suggested to wear the formal dresses for faculties & students.
- 11) HOD instructed to identify the weak students.
- 12) HOD assigned coordinators for placement, NSS, I.A. Forum, Seminar / projects, Rostrum & Sports Club & PLACEMENTS co-ordinators.

The following staff members are attended the department meeting.

- 1) Manjutt Katar
- 2) Gouthyaprakash
- 3) Sindarshana. K.
- 4) Guniksha. V. Shetty
- 5) SHARAN PAIS
- 6) Divya Ravi N
- 7) Sahana Shetty
- 8) Kavasi. B. Kevsi
- 9) J. A. Rathod
- 10) Manjunath Kamath K
11. Sankosh S

## Agenda

- \* Subject Allotment
- \* Allocation of Various works for the academic year 2016-17

## Minutes of Meeting

- 1) HOD assigned the subjects for all the faculties based on the options taken from the staff.
- 2) Head of the department assigned various roles & responsibilities to all the staff members.
- 3) HOD discussed about industry oriented classes & industrial visits, all the possibilities.
- 4) HOD particularly told about project work/ mini projects & informed to all the faculties to concentrate <sup>more</sup> on the projects & seminars.
- 5) Discussed about CBCS scheme & informed to all the faculties to complete the syllabus within stipulated time.

The following faculties are attended the meeting.

- 1) J. A. Reddy - 7/6/16
- 2) Gallyaprasadh 7/6/16
- 3) Santhosh. S 8-1/6/16
- 4) Manjunath 7/6/16
5. Sridashana. K. 7/6/16
6. Sharan Pais 7/6/16
7. Divya Ravi N 7/6/16
8. Swapnalexumik. 7/6/16
9. Kaveri B. Kasi 7/6/16
10. SAHANA SHETTY 7/6/16
11. Sankha. V. Shetty 7/6/16

Meeting No. 48

21/02/16

## AGENDA

- 1) TIME TABLE
- 2) PROJECTS/SEMINARS
- 3) CO-ORDINATORS
- 4) LAB & THEORY SYLLABUS COVERAGE
- 5) TECHNICAL TASKS
- 6) ALUMNI ACTIVITIES
- 7) PLACEMENT ACTIVITIES.

## Minutes of Meeting

- 1) HOD explained about various activities/duties/ responsibilities of different Co-ordinators.
- 2) In departmental meeting HOD informed to maintain the documents for all the activities conducted in the department.
- 3) HOD explained about pros & cons of CBCS Scheme & informed cover all the 5 modules.
- 4) HOD & all staff members discussed about all possibilities of forum activities including AMSA.
- 5) preplacement activities for 7th sem students.

- 6) In meeting HOD informed to complete the activities with in II IA.
- 7) Head of the department informed to all the staff to complete the syllabus/lab portions in time.

The following faculty members are attended the department meeting.

1) Jeevan Kumar. A. R. Jeevan  
21/2/16

2) Satyaprakash Satya  
21/2/16

3) Sudarshana. K. Sud  
21/2/16

4) Santhosh. S. San  
21/2/16

5) Sharan Pais Sharan  
21/2/16

6) SAKANA SHETTY

7) Divya Ravi. N. Divya  
21/2/16

8. Swapnalarani. K.

Kareeri. B. Karei Kareeri

Meeting No. 52

Date: 19/01/17  
@ 3.00pm.

## AGENDA

- \* Microprocessors workshop
- \* Resigning of classes
- \* preparation towards Even Semester
- \* Responsibilities / Co-ordinators.
- \* Seminars / projects / assignments.

## Minutes of Meeting

- 1) HOD assigned various duties to staff members for smooth conduction of workshop.
- 2) Head of the department informed to co-operate with the convent for conducting microprocessors workshop.
- 3) In meeting HOD informed to utilize the workshop resources.
- 4) HOD assigned various roles / responsibilities to all the faculty members in the department.
- 5) Head of the department discussed about coaching classes.
- 6) As per the direction by the Head of the institution HOD instructed to present / publish papers in international conferences.
- 7) Informed to concentrate more on student projects / seminars.

8) Visiting the Hostels on regular basis.

- 9) Improving the performance about poor performance students in order to improve the results.

The following faculty members are attended the department meeting on 19/01/17 @ 3.00pm

- 1) J. A. Rathod
- 2) Sathya Prakash
- 3) Divya Ravi N
- 4) Suniksha. V. Shetty
- u) Kovesi B Karsi
- 5) Sahana Shetty
- 6) Swapnalmale
- 7) Sheran Pais
- 8) Sucheshana K.

19/01/17

Sathya

Divya

Suniksha

Kovesi

Sahana

Swapna

Sheran

Sucheshana

19/01/17

Meeting No. 53

Date: 9/5/17  
@ 3.00 pm

### Agenda

- 1) IA marks Finalization & Submission
- 2) Subject Allotment for ~~ODD~~ Semester.
- 3) Lab In-charge for ~~ODD~~ Semester
- 4) Allocating Various Co-ordinators.
- 5) ~~ODD~~ Semester Activities

### Minutes of Meeting

- 1) IA marks are finalized & list is prepared.
- 2) HOD allotted the Subjects to all the staff members based on the options given by the staff members.
- 3) Lab Co-ordinators for the Even Semesters are identified for all Labs.
- 4) Head of the department informed to all the faculty members to prepare well for the next Semester.
- 5) HOD informed to all the staffs to maintain the discipline in the department.

1) HOD informed to all the lab co-ordinators to prepare the lab manuals.

2) In meeting, all staffs are discussed about the departmental programs & some issues related with academics.

The following faculty members are attended the departmental meeting on 9/5/17 @ 3.00 pm.

1) Jayantkumar. A R

Jay

2) Satyaprasad

Satya

3) Sumuksha V Shetty

Sumuksha

4) Divya Ravi. N

Divya

5) Swapnalaxmi. K

Swapna

6) SHARAN

Sharan

7) Sudarshana. K.

Sudarshana

8) Sambash

9) Kaveli

J.

Dept Meeting -

5/6/2018

1. Manjusha H. R Utt
2. SHARAN PAB Sh
3. Dr. Roopalakshmi R Roop
4. Swapnalaxmi K Sw
5. Sudarshana K Sud
6. Kaveri B. Kazi Kav
- 7)
- 8)

Agenda :-

- 1) Subject Allocation
- 2) NBA/NAAC WORK
3. Replacement Training.
4. Faculty development programming on machine learning.
5. co-ordinator assignments for various activities
6. Each student have to ~~score~~ get min score in coding club
7. Replacement training for final year students
8. NPTEL course for students

Dept Meeting →

28/7/2018

- 1) Jayakumar A R
- 2) Dr. Rapolakshi R
- 3) Mr. Manjunath H R
- 4) Mr. Sudarshan
- 5) Mrs. Dnyapayi
- 6) Mrs. Swapnalaxmi
- 7) Mr. Karan L. Patil

8) Mrs. Vangeshree

Agenda - 1) Inauguration of 1<sup>st</sup> year

- 2) Workbook Distribution
- 3) Conduction of Lab experiments
- 4) Each student file has to be maintained
- 5) Class coordinator & Mentors are responsible for performance of students.
- 6) Coverage of syllabus
- 7) Publication of 1 review paper from group of students
- 8) Faculty should submit one paper of their own by Mar/Apr-2019
- 9) Formation of Coding club & monitoring
- 10) Company specific Technical Training to be given
- 11) Preparing report of Internship
- 12) Documentation of each conduct each.

Jay

MOD. ISC

# Departmental Meeting

19/12/2018

Agenda: - Subject Allocation.

\* NBA/NAAC work

\* Poster Creation.

1. NBA all criteria files must be ready before 20/12/18

2. Subject allotment for the academic year (2018-19) even sem

3. Lab in charge must prepare poster of lab for each lab

4. Magazine should be generated at the dept every sem

5. At the end of each sem consolidated poster of all activities of the dept should be made by end of

6. Feb (2019/20)

1. Jayanth Kumar A-R

2. ~~Sudarshan K~~ Rapolakshmi

3. Manjunath H. R

4. Sudarshan K

5. Divya Ravi N

6. Swapnalarini K

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# Department Meeting: 26/7/2019

Agenda: ① Time-Table Academic year 2019-20  
② Subject Allotment odd sem  
③ Technical Activity (3:30pm to 5pm)

- 1.) Time table distributed
- 2.) Syllabus
- 3.) Subject Allotment for 3<sup>rd</sup>, 5<sup>th</sup> & 7<sup>th</sup> sem
- 4.) Discussion about Technical Activity which will be held daily 3:30pm to 5pm. Report will be updated in the
- 5.) GitHub accounts of the students monitored by the faculty on regular basis.
- 6.) Each faculty should become <sup>expert in</sup> one of the programming languages
- 7.) Consultancy project: Each faculty should have one consultancy project by the end of academic year.
- 8.) NPTEL: ~~Submission~~ Submission of NPTEL registration details to mentors.
- 9.) Project guide Allotment
- 10.) All the project related papers should be published in UAC recognised journals.
- 11.) Review paper related projects should be by the end of October.

12) HOD entrusted all the faculties to maintain documents in the prescribed format.

13) Certification programme

14) Technical Activities like Tech-Coach Hackathon should be conducted once in a sem

15) Syllabus coverage in the upcoming semester should be 100%

- 1) Jayanthikumar Rathod. - for
- 2) Dr. Rakesh Lakshmi B. - (AB)
- 2) Manjunath H.R. - Utt
- 3) Sudarshana-K. - W
- 4) .
- 5) Vengalshree. - (AB) - IPDT - Allahabad.
- 6) Sharan Pals - Sharan
- 7) Pradeep Nayak - Pradeep
- 8) Jaishma Kumari B. - Jaishma