

K. S. INSTITUTE OF TECHNOLOGY
BENGULURU - 109

List of the HODs meetings held in the past three years:

Sl. No.	Date	Members Present	Minutes of the Meeting	Action Taken
1	19th January 2018	Dr.T.V.Govindaraju Dr.K.Ramanarasimha Dr.P.N.Sudha Mr.K.Venkata Rao Ms.Chanda.V.Reddy Dr.K.R.Jayakumar Dr.V.Bharathi Dr.Ranjana Jain Dr.Sangappa	Formation of Academic Advisory Board	Notified
			Preparation of Calendar of Events	Prepared
			Action Plans for Improvement in Academics	Implemented
			NBA / NAAC	Discussed
			Faculty Improvement	Implemented
			Vision and Mission	Discussed
			Course File Contents	Notified
			Faculty Review	Notified
			Scholarship for students by Institution	Discussed
			Training Program	Implemented
2	29th January 2018	Dr.T.Govindaraju Dr.K.Ramanarasimha Dr.P.N.Sudha Dr.Rekha.B.Venkatapur Ms.Chanda.V.Reddy Dr.K.R.Jayakumar Dr.V.Bharathi Dr.Ranjana Jain Dr.Dayananda.B Dr.A.Benjamin Joseph Mr.Umesh.S	Selection of Projects	Notified
			Facilities for carrying projects	Implemented
			FDPs, Workshop, Seminar, Conference	Discussed
			Funding support for Projects	Discussed
			Lab Experiments	Discussed
			Project Exhibition	Organised
			Teaching Method and Methodology	Discussed
			Teaching Learning Process	Implemented
			Training Program	Implemented
			Commencement of classes	Notified
3	26th September 2018	Dr.T.V.Govindaraju Dr.K.Ramanarasimha Dr.P.N.Sudha Dr.Rekha.B.Venkatapur Ms.Chanda.V.Reddy Dr.K.R.Jayakumar	Publishing Technical Papers by faculty	Discussed
			Schedule of GC Meeting	Notified
			Parents Teachers Meeting	Organised
			Feedback from students	Obtained
			Internal Academic Audit	Conducted
			Internship Presentation	Conducted

4	4th April 2019	Dr.K.V.A.Balaji Dr.T.V.Govindaraju Mr.M.Umashankar Dr.Rekha.B.Venkatapur Ms.Chanda.V.Reddy Dr.K.R.Jayakumar Dr.V.Bharathi Dr.Ranjana Jain Dr.Dayananda.R.B Members of various criterions	Focus on various Criterions of NAAC	Discussed
5	3rd July 2019	Dr.T.V.Govindaraju Mr.M.Umashankar Dr.P.N.Sudha Dr.Rekha.B.Venkatapur Ms.Chanda.V.Reddy Dr.K.R.Jayakumar Dr.V.Bharathi	NBA Accreditation	Discussed
			Subject Allotment and Reforming college level committees	Implemented & Discussed
			Internship to students	Discussed & Organised
			Faculty to attend FDPs	Discussed
			Budget 2019 - 20	Finalized
6	3rd September 2019	Dr.T.V.Govindaraju Mr.M.Umashankar Dr.P.N.Sudha Dr.Rekha.B.Venkatapur Ms.Chanda.V.Reddy Dr.K.R.Jayakumar Dr.V.Bharathi Dr.Ranjana Jain Dr.Dayananda.R.B	Reforming College level committees	Reformed
			Suggestions by AAB	Notified
			Students Attendance	Discussed
			Selection of Projects	Notified
			Faculty Upgradation	Notified
			Experiential Learning	Implemented
			Adoptation of Technology	Discussed & Adopted
			Building network with society, media etc	Discussed
			Digitization Platform	Discussed & Implemented
7	8th April 2021	Dr.Dilip Kumar.K Dr.Girish.T.R Dr.P.N.Sudha Dr.Rekha.B.Venkatapur Dr.Chanda.V.Reddy Mr.Sunil Kumar.N Dr.V.Bharathi Mr.Harish Mr.Umesh.S Mr.B.Ramana Reddy Co-ordinations of	Maintaining institutional level committees files	Discussed
			Rules and Regulations of Institutional level committees	Notified
			Submission of proceedings of meetings of institutional level committees	Notified
			Addition of new committees	Discussed & Added

		Institutional level committees	Updation of Institutional level committees files	Discussed & Implemented
8	13th August 2021	Dr.Dillip Kumar.K Dr.M.Umashankar Dr.P.N.Sudha Dr.Rekha.B.Venkatapur Dr.Dinesh Kumar.D.S Mr.Sunil Kumar.N Dr.V.Bharathi	Flag Holsting on 15.08.2021	Organised
			Fee Collection	Collected
			Hostel Fee	Collected
			Offline classes, arrangement of buses and hostel	Discussed & Arranged
			Data of online classes of Coursea / NPTEL	Submitted
			Printers , cartridges servicing, repairs	Discussed & Arranged
			Updation of college website	Discussed
			Display of Posters of various activities conducted by various depts.	Displayed
			Subject Allotment and Work load calculation	Submitted
			Open Electives for 7th Semester Students	Discussed
			Project Identification and submission of project proposals	Identified & Submitted
			Financial Assistance from KSCST, VTU	Submitted
			Finalization of IA marks	Finalized
			Lab Requirements	Submitted
			NBA Activities Presentation	Presented
			Admissions	Discussed
			GC Meeting	Discussed
			IIC data	Discussed & Provided
			NISP Data	Discussed & Provided
			Electrical issues	Resolved
			College New Letter	Launched


PRINCIPAL
K.S. INSTITUTE OF TECHNOLOGY
BENGALURU - 560 109

K. S. INSTITUTE OF TECHNOLOGY

BANGALORE


Date: 20.01.2018


Minutes of HODs meeting held on Friday the 19th January 2018 at 11.00 AM in the Principal's Chamber.


Members Present:

1. Dr.T.V.Govindaraju
2. Dr.K.Ramanarasimha
3. Dr.P.N.Sudha
4. Mr.K.Venkata Rao
5. Ms.Chanda.V.Reddy
6. Dr.K.R.Jayakumar
7. Dr.V.Bharathi
8. Dr.Ranjana Jain
9. Dr.Sangappa

Principal

HOD - MED - 

HOD - ECE 

I/c HOD - CSE 

HOD - TCE 

HOD - BS & Humr 

Chief Librarian 

TPO 

PRO 

1. Academic Advisory Board.

Undersigned informed HODs that Academic Advisory Board has been formed under the Chairmanship of Prof.H.P.Khincha, Former VC, VTU & Retd. Prof. IISc and Dr.K.N.B.Murthy, VC PES University as one of the member. Undersigned briefed the HODs about the meeting of Academic Advisory Board held on 17th January 2018 and the suggestions and tasks given by the board to be completed and to submit them in the next meeting.

2. Calendar of events – departmental activities.

Undersigned suggested HODs to prepare calendar of events of the activities planned for the semester in the department.

3. Action plans to reach greater heights in academics.

Undersigned suggested HODs to prepare action plans departmental wise to reach greater heights in academics for every semester.

4. NBA.

Action plans to be prepared in Phase Manner for the current year to submit for NBA. Only two chances per year have been given by the NBA to apply. Also suggested HODs to compare NAAC and NBA and reply which has to be given preference.

5. Faculty Improvement.

Undersigned suggested faculty to set key roles to improve themselves. Also to set goals and to know the key roles for achieving the goal. A faculty should know all the labs in the department. Also they should see what service they are rendering to the society based on technology. Faculty should submit two page report for a semester on their academic and other activities to the HOD which in turn will be submitted to the Undersigned.

6. Vision and Mission.

3 points about the Vision and Mission of the department and the college to be mentioned in the Course File of every faculty for NBA.

7. Course File contents.

The format for contents of the course file of the faculty is mailed to the HODs. HODs to circulate among their faculty and to implement the same immediately.

8. Undersigned informed HODs that the review of faculty will be made by external academicians.

9. HODs suggested if concession is given in the fee to a particular student at the time of admission through Management Quota, that concession amount to be given as scholarship to student if specifically recommended by Principal, HOD or any other staff. This scholarship will be continued for the next year if student scores more than 75% in first year.

10. The schedule for training program is as follows:

- (i) For 2nd and 4th Sem students - 12.03.2018 to 16.03.2018.
- (ii) For 6th Sem students – 10 working days from 19.03.2018.

Meeting ended with thanks from the Chair.

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20.1.2018
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K. S. INSTITUTE OF TECHNOLOGY

BANGALORE

Date: 10.01.2018

Minutes of HODs meeting held on Monday the 29th January 2018 at 1.00 PM in the Principal's Chamber.

Members Present:

1. Dr. T.V. Govindaraju
2. Dr. K. Ramanarasimha
3. Dr. P.N. Sudha
4. Dr. Rekha B. Venkatapur
5. Ms. Chanda V. Reddy
6. Dr. K.R. Jayakumar
7. Dr. V. Bharathi
8. Dr. Ranjana Jain
9. Dr. Dayananda R.B
10. Dr. A. Benjamin Joseph
11. Mr. Umesh.S

Principal

HOD - MED

HOD - ECE

HOD - CSE

HOD - TCE

HOD - BS & Humn

Chief Librarian

TPO

Prof, CSE

Associate Prof, ECE

PED

1. Selection of Projects.

Academic Advisory Board has enquired how projects are selected, guides are assigned and procedure followed for selection of projects for the 8th semester students. Also to intimate students about the project work at the end of 7th semester only. HODs informed that Students will also bring projects and faculty will also suggest the projects. At the end of the 7th semester zeroth meeting will be conducted and projects will be selected. Students start their project work during vacation only. Projects being executed by 8th Semester students to be displayed in the Notice Board with details such as Project Title, Guide Name, Batch List, Problem Statement etc. Other details to be mentioned in the website and link to be displayed in the Notice Board. Projects should not be repeated. It should be new innovative kind which will be useful for public domain. Guide to certify that project is innovative or advancement of previous project.

2. Facilities for carrying out projects.

Departments to see what basic facilities can be provided to students if they are carrying out project inhouse.

3. Undersigned informed HODs to plan activity either FDP, Workshop, Seminar, Conference etc., on 16th March 2018 and invite AICTE Chairman for inaugurating the same. Activity may be planned for single day or 2-3 days. HODs to discuss and intimate the Undersigned.
4. Undersigned informed HODs that any funding support required for projects from Management, proposal to be submitted for the same through Academic Advisory Board.
5. Every faculty to be aware of all the labs in their department. One experiment, at least new innovation or addition to the present experiment to be developed every year either individually or in team.

6. Undersigned suggested to organize Mini Project Exhibition in the middle of the semester which will be open to all. Project Exhibition for 8th semester students to be organized at the end of the semester. Innovative projects to be selected for the exhibition.
7. A report on Teaching method and methodology and Improving the same has been submitted to Academic Advisory Board.
8. Undersigned Informed that the Teaching Learning Process is going well. Learning process of students to be Improved. Facilities to be provided for the faculty to strengthen the same.
9. Parents and students to be made aware that training students is for employability but not to provide employment.
10. All the faculty handling a particular class to address the class together within a week from commencement of semester so that students take it seriously and attend the class from the day of the commencement of the class.
11. HODs to Inform faculty to publish 1 or 2 technical papers every semester.

Meeting ended with thanks from the Chair.

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K. S. INSTITUTE OF TECHNOLOGY

BANGALORE

Date: 26.09.2018

Minutes of HODs meeting held on Wednesday the 26th September 2018 at 2.15 PM in the Principal's Chamber.

Members Present:

1. Dr.T.V.Govindaraju
2. Dr.K.Ramanarasimha
3. Dr.P.N.Sudha
4. Dr.Rekha.B.Venkatapur
5. Ms.Chanda.V.Reddy
6. Dr.K.R.Jayakumar

Principal
HOD – MED
HOD – ECE
HOD – CSE
HOD – TCE
HOD – BS & Humn.

1. Governing Council Meeting.

Undersigned informed that Governing Council Meeting is scheduled on Saturday 6th October 2018. HODs to provide result analysis for the last two semesters in the format given, purchases made for laboratories during the year 2017 – 18, Activities conducted during the year 2017-18, Activities planned for the year 2018 – 19, Research Grants received for the year 2017 – 18, papers presented/published during the year 2017 – 18, Consolidated Report on NAAC, Sports activities conducted for the 2017 – 18, Sports activities planned for the year 2018 – 19, NSS Activities etc.

2. Parent's Teachers Meeting.

Parent's Teachers Meeting for the higher semester is scheduled as follows:

03.10.2018 – CSE
04.10.2018 – TCE
05.10.2018 – ECE
06.10.2018 – MED

Meeting will held on Students Results (Students who have backlogs in 3 or more subjects), Attendance (Students who have less than 70% Attendance), Marks of 1st Internals (Students who have scored less than 15 marks in 3 or more subjects).

3. Feedback.

Feedback from students of 3rd, 5th and 7th semester is scheduled on 04.10.2018, 05.10.2018 and 06.10.2018.

4. Internal Academic Audit.

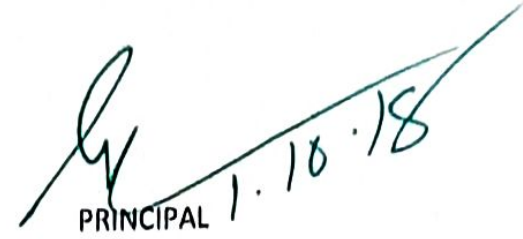
Undersigned informed to frame committees for Internal Academic Audit. 25.10.2018, 26.10.2018 and 27.10.2018 are scheduled to conduct Internal Academic Audit.

5. Internship Presentation (Internal).

Internship Presentation for 7th semester students to be conducted during commencement of 8th semester classes.

Meeting ended with thanks from the Chair.

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PRINCIPAL 1.10.18

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K. S. INSTITUTE OF TECHNOLOGY

BANGALORE

Date: 04.04.2019


Minutes of HODs meeting held on Thursday the 4th April 2019 at 2.30 PM in the Principal's Chamber.


Members Present:


1. Dr.K.V.A.Balaji
2. Dr.T.V.Govindaraju
3. Mr.M.Umashankar
4. Dr.Rekha.B.Venkatapur
5. Ms.Chanda.V.Reddy
6. Dr.K.R.Jayakumar
7. Dr.V.Bharathi
8. Dr.Ranjana Jain
9. Dr.Dayananda.R.B
10. Members of Criterion 5, 6 and 7


CEO


Principal


HOD - MED - 

HOD - CSE - 

HOD - TCE - 

HOD - BS & Humn. - 

Chief Librarian - 

TPO - 

IQAC Head - 

Undersigned briefed the Focus and activities of Criterion 5, 6 and 7.

1. Focus on Criterion 5:

Criterion 5 focuses on Student Support and Progression

Activities / Meeting of Criterion 5

Interaction with Students, Alumni and Parents (may include Student Satisfaction Survey Guidance). (Student Council and representation of students on academic and administrative bodies / committees, contribution from Alumni Association / Chapters etc.)

Activities include Visit to Placement Cell, Career Counselling Centre, Language Lab, Anti Ragging Cell, Anti - Sexual Harassment Cell etc.

- ❖ Undersigned informed HODs to place original MoUs of all departments in the Principal Chamber and copy to be maintained in the departments.
- ❖ HODs to inform Parents and Alumni to be present on the day of NAAC Visit. Parents and Alumni to be intimated the date and time of visit.

2. Focus on Criterion 6:

Criterion 6 focuses on Governance, Leadership and Management

Activities / Meeting of Criterion 6

Meeting with the Coordinator - IQAC, IQAC members in IQAC Office. Interaction with Administrative Officer, Finance Officer and other Non-teaching staff

Activities include The Governance & Leadership of Institution, Organisational Structure, perspective / strategic plan and deployment documents, welfare schemes, performance appraisal system for

teaching and non-teaching staff, internal and external audits, mobilization of funds and optimal utilization of resources, IQAC set up as per norms, contribution of IQAC etc.

- ❖ Undersigned informed that interaction with Administrative Officer is Mr. Y.V.Kesavan, Senior Manager and Finance Officer is Ms. E.Manjula, Office Superintendent.
- ❖ Details of Plan for Achievement and Procedures followed to achieve the same to be kept ready.
- ❖ IQAC Coordinator to inform Members of IQAC to be present on the day of NAAC Visit.

3. Focus on Criterion 7:

Criterion 7 focuses on Institutional Values and Best Practices

Activities / Meeting of Criterion 7

Interaction with Head of various committees / cells.

Activities include Review of physical facilities such as safety and security, Counseling, Ramp / Rails, Skill Development centres etc., and review of alternative energy initiatives, rain water harvesting, waste management system etc. Review of best practices and Institutional Distinctiveness.

- ❖ Coordinators of various committees to keep ready the necessary documents of their respective committee to present before NAAC Team if enquired.

Meeting ended with thanks from the Chair.

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BANGALORE

Date: 03.07.2019

Minutes of HODs meeting held on Wednesday the 3rd July 2019 at 2.30 PM in the Principal's Chamber.

Members Present:

1. Dr. T. V. Govindaraju
2. Mr. M. Umashankar
3. Dr. P. N. Sudha
4. Dr. Rekha. B. Venkatapur
5. Ms. Chanda. V. Reddy
6. Dr. K. R. Jayakumar
7. Dr. V. Bharathi

Principal

HOD – MED

HOD – ECE

HOD – CSE

HOD – TCE

HOD – BS & Humn.

Chief Librarian

1. **NBA Accreditation.**

Undersigned informed that the institution is going for NBA Accreditation, also upgrading present grade given by NAAC. Update the information submitted to NAAC and collect any other information required. Criteria of NBA to be worked by each department as accreditation is acquired for individual department. The format is already sent to all HODs.

2. **Subject Allotment to new faculty and Reforming college level committees.**

HODs to inform new faculty the subject allotted to them. College level committees to be reformed after the new faculty join the institution.

3. **Internship Status.**

HODs informed that the list of students who are going for internship is ready. Undersigned informed HODs to take care of the students who have not got internship.

4. **Faculty attending Faculty Development Programme.**


Undersigned informed that every faculty should attend atleast one FDP per semester. Every faculty should be given opportunity to attend FDP.

5. **Finalization of Budget for the year 2019 - 20.**

Budget for the year 2019 – 20 to be finalized on Thursday 4th July 2019 at 10.30 AM in the Principal's Chamber. HODs to be present with their respective department budget proposal.

Meeting ended with thanks from the Chair.

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K. S. INSTITUTE OF TECHNOLOGY

BANGALORE

Date: 03.09.2019

Minutes of HODs meeting held on Tuesday the 3rd September 2019 at 2.30 PM in the Principal's Chamber.

Members Present:

1. Dr.T.V.Govindaraju
2. Mr.M.Umashankar
3. Dr.P.N.Sudha
4. Dr.Rekha.B.Venkatapur
5. Ms.Chanda.V.Reddy
6. Dr.K.R.Jayakumar
7. Dr.V.Bharathi
8. Dr.Ranjana Jain
9. Dr.Dayananda.R.B

Principal

HOD – MED

HOD – ECE

HOD – CSE

HOD – TCE

HOD – BS & Humn.

Chief Librarian

TPO

Professor, CSE

1. Reforming College level Committees.

College level committees reformed. Coordinators for various committees were identified by all the HODs. The updated list will be circulated. Undersigned informed that the Involvement of Coordinators, Members and other faculty is required for smooth functioning of the committees. Committees to meet once in a month and prepare report on the activities planned and action taken.

2. Academic Advisory Board (AAB).

The Chairman of AAB visited on 28.08.2019 and suggested the following.

- a) Self Appraisal Reports submitted by all the faculty of KSIT. The total marks allocated for Self Appraisal is 190 marks and faculty should score minimum 100 marks. Faculty who have given themselves a total score of less than or equal 100 will be called to discuss the shortfall in their scores. Minimum marks will be increased to 70% during the next academic year.
- b) Staff and Students who have registered for MOOCS, SWAYAM, NPTEL, COURSERA etc to give details of the registration. The fee paid by the staff and students for registration will be reimbursed on obtaining the certificate.
- c) HODs to submit a list of Projects with Titles and Abstracts and announce the same on the Notice Boards. Further, this should be followed by allocation of guides. Announcing the projects and finalizing the Guides and batches should be completed by end of October 2019.
- d) Preparation for NBA should not be time bound activity but a continuous process and include the same in the system.
- e) Permanent address and other details of Alumni to be updated for tracking. Address and other information to be collected from students of 8th semester before issuing hall tickets to update alumni database.
- f) Dr.Dayananda.R.B, Professor, CSE in association with Exam Section to apply for NIRF.
- g) Details of organization of events / activities conducted and planned for 2019 – 20 to be submitted.
- h) Details / status of proposals submitted for financial assistance / funding agencies, accepted proposals, rejected proposals and documents for rejection to be submitted.

- i) Identify Strategic Plans and Action Plans for 2019 – 20 and the plans deployed to be submitted.
- j) Process for NAAC upgradation and also apply for NBA.

3. Students Attendance.

Students having attendance less than 80% not to be allowed for Internal Assessment. This has to be strictly adhered.

4. Selection of Projects.

HODs to inform students to come up with innovative projects. Also to submit the facilities required for the project selected. Setting up common facilities for R & D activities.

5. Faculty Upgradation.

Faculty to upgrade themselves beyond curriculum and also with latest technologies. Faculty from each department to come up with start ups. Centre of Excellence to be opened in each department. Incentive system to be implemented for students and staff for encouraging.

6. Experiential Learning.

Undersign informed to implement experiential learning. Initiatives taken to adopt experiential learning. Encourage students for inter disciplinary learning, civic engagement, cultural awareness and career development which are experiential learning. Also encourage students to improve leadership qualities, professional and intellectual skills, team leading. Evaluate students in their field of interests and encourage them in the same.

Undersigned informed to contact Byjus, Vedantu for the same.

7. Embrace Technology.

Staff / Students to embrace technology i.e., adoption of technology to make it as business model. Also informed to follow PAAS i.e., Proven, Acceptable, Affordable, Scaleable.

8. Undersigned informed to build more network with society, media, industry and premium institutions.

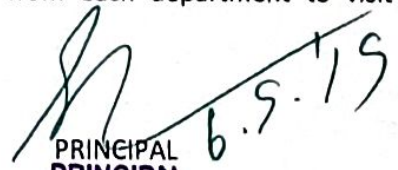
9. Digitization Platform.

HODs informed that the following features are used in the current digitization platform. Messages regarding attendance, Students Feedback, Notes, Assignments, Uploading Test marks, Assignment marks, Group messages from department and TPO, Message regarding Parents Teachers Meeting Schedule, Academic Report Generation, Question Paper and Assignment CO Mapping, CO Attainment and generation of Academic Report. Updation of other features are in progress.

10. Undersigned suggested that one faculty and 5 to 10 students from each department to visit Incubation Centres in RVCE and Jain University.

Meeting ended with thanks from the Chair.

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BENGALURU - 560 109

K. S. INSTITUTE OF TECHNOLOGY

BANGALORE

Date: 13.08.2021

Minutes of HODs meeting held on Friday the 13th August 2021 at 10.00 AM in the Principal's Chamber.

Members Present:

1. Dr.Dilip,Kumar.K
2. Dr.M.Umashankar
3. Dr.P.N.Sudha
4. Dr.Rekha.B.Venkatapur
5. Dr.Dinesh Kumar.D.S
6. Mr.Sunil Kumar
7. Dr.V.Bharathi

Principal
HOD - MED
HOD - ECE
HOD - CSE
I/c -HOD - TCE
HOD - BS & Humn.
Chief Librarian

1. Undersigned welcomed the HODs for the meeting and informed that HODs to assemble at 8.00 AM on 15th August 2021 for Flag Hoisting at 8.15 AM to mark the 75th Independence Day celebration.
2. 98% of the college fee has been collected from the students. HODs to provide 3rd Internals and Lab Test for the students who have paid the fees.
3. Students staying in the college hostel has to clear the pending hostel fee on or before 23.08.2021.
4. As per the instructions from the Management, offline classes for 2nd Semester students to start from Monday 16th August 2021. Buses and hostel to be made available for the students attending offline classes. Also to share the time table to students and staff.
5. Consolidated data of online classes of Coursea / NPTEL to be submitted to Dr.M.Umashankar, HOD, MED with the following columns.

Sl. No.	Name of the Faculty	Title of Course	Course Details
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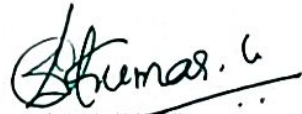
6. Printer cartridges having problems need to be serviced and repaired.
7. College website should be updated regularly as admissions are going on.
8. Posters of each department to be displayed in Reception Notice Board. Also to display posters of Toyathon, SAE, IEEE in the Notice Board.
9. HODs to submit the subject allotment and work load calculation for the academic year 2021 - 22. Departments to follow common format.
10. Open Electives for 7th semester is discussed.

11. Mini Project and Major Project should be Identified. Each faculty should suggest 3 projects, Bank of Main Projects and Mini Projects to be created and faculty should give the projects to the students rather asking them to submit the project proposals.
12. Undersigned emphasized on good number of final year projects to be submitted for the financial assistance like KSCST, VTU etc during the academic year 2021 - 22.
13. Internal Assessment marks to be finalized. Minimum IA for CIE is 19 and Practical is 21. HODs to inform the same to their faculty.
14. Lab requirements for the next odd semester 2021 - 22 to be submitted to the undersigned well in time.
15. NBA activities to be started. HODs to present the same in the CEO Cabin. Schedule for presentation is as under:

a) 16.08.2021	Monday	C1 to C7	ECE Dept	1.30 PM
b) 17.08.2021	Tuesday	C1 to C7	CSE Dept	1.30 PM
c) 18.08.2021	Wednesday	C1 to C7	ME Dept	1.30 PM
d) 19.08.2021	Thursday	C8	BS & H	1.30 PM
e) 23.08.2021	Monday	C9	Library	1.30 PM
f) 24.08.2021	Tuesday	C10	IQAC TE Dept	1.30 PM
16. Various modes have been adopted for admissions. Telecallers have been assigned to advertise our institution. Mr. Sunil Kumar.N, HOD, BS & H identified two different routes to showcase the institution details to various PU Colleges.
17. Data for Governing Council Meeting to be provided to Ms. Vasudha, Office.
18. IIC data to be provided to Dr.P.N.Sudha, HOD, Dept of ECE.
19. NISP data to be discussed and upload. Dr.M.Umashankar, Associate Professor & Head, Dept of Mechanical Engg., is nominated as Coordinator for the NISP.
20. Various electrical issues to be checked and logged in the login book kept in the Reception desk and Electrician has to address the problems if any immediately.
21. College News Letter Volume 13 - 14 was launched during the HODs Meeting.

Meeting ended with highlights and thanks from the Chair.

- Copy to: 1. CEO - for information
2. All HODs
3. Office Copy


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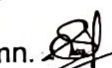




BANGALORE

Date: 08.04.2021

Minutes of HODs meeting held on Thursday the 8th April 2021 at 2.30 PM in the Principal's Chamber.

Members Present:


1. Dr.Dilip Kumar.K
2. Dr.Girish.T.R
3. Dr.P.N.Sudha
4. Dr.Rekha.B.Venkatapur 4
5. Ms.Chanda.V.Reddy
6. Mr.Sunil Kumar
7. Dr.V.Bharathi
8. Mr.Harish
9. Mr.Umesh.S
10. Mr.B.Ramana Reddy
11. Co-ordinators of various committees

Principal
HOD – MED – 
HOD – ECE 
HOD – CSE 
HOD – TCE 
HOD – BS & Humn. 
Chief Librarian 
TPO 
PED 
Transport 

1. Undersigned welcomed the HODs and Co-ordinators of institutional level committees and briefed them about the working and importance of maintaining the institutional level committee files. He also mentioned that the committee has to update if any and the work to be completed in time.
2. HOD, ECE addressed the committee co-ordinators and briefed them the rules and regulations of the committees and requested the co-ordinators to conduct the meetings of their respective committees twice a year and record the proceedings of the same.
3. Undersigned informed the committee co-ordinators to submit the proceedings of meetings held between July and December 2020 of their respective committees to HOD, ECE.
4. Two new committees namely COVID Task Force the Co-ordinator being Dr.B.Surekha, ECE and Universal Human Values the Co-ordinator being Ms.Anuradha.M.V, BS & H added to the present committees list.
5. All the committee co-ordinators are requested to submit the updated files of their respective committee for the year 2020 – 21 on or before 23rd April 2021 in the Principal's Chamber.

Meeting ended with thanks from the Chair.

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