



Minutes of the HODs, Deans and Principal with Honorable Chairman 18th Dec 2020, Board Room, 03:30 PM.

Presence

Shri. Arun Kumar L	: Honorable Chairman
Dr Shakib-Ur-Rahman	: Member, Governing Council
Dr. Basavaraj L	: Principal
Dr. Govindgowda M S	: Dean (Academics)
Dr. Rathnakar G	: Dean (Student Affairs)
Dr. Bhagyashree S R	: Dean (Research)
Dr. Parthasarathy	: HOD EEE
Dr. Srinivasa K	: HOD ME
Dr. Mahesh P K	: HOD ECE
Dr. Puttegowda G	: HOD CSE
Dr. Mahesh Lohith K S	: HOD PHY
Dr. Mohammed Eliyas	: HOD CHE
Mr. Manu Vijay	: HOD CV
Mr. Sudhakar N	: HOD MAT
Mr. Deepak M V S	: TPO

Agenda

Academics and Administration.

Minutes

Revisiting the minutes of the discussion held in the previous meeting

1. **IQAC:** The principal submitted the mechanism developed for the flow of information to IQAC about the activities held in the college. Honorable Chairman informed to circulate the mechanism across all departments. PKM mentioned that the contents are sent to Mr. Harsha for updating the website. Dr. Rathnakar G mentioned that even though the data is sent the publishing of the same on the website is lagging by more than a couple of weeks. Honorable Chairman suggested to send a reminder mail and marking a copy.
1. **ERP Server:** Dr. Puttegowda mentioned the access to login to ERP modules is provided. The mentoring module is under study. The work is also going on the creation of NAAC Forms. Honorable Chairman mentioned that if there are no significant progress software professionals will be recruited in place of faculty.
2. **International Conference:** Dr. Parthasarathy mentioned that the budget copy was mailed to the Honorable Chairman. Around 200 articles are expected in total. The target is to publish 50 manuscripts in Scopus indexed journals and around 150 in google scholar indexed journals. It was mentioned about the non-availability of the publishers with good indexing for the non-circuit branches. Honorable Chairman briefed about the sufficient time available faculty since the previous international conference to publish quality papers as it is an annual affair. Dr. Bhagyashree S R was informed to speak to all research-oriented faculty members to publish quality research papers. Dr. Bhagyashree briefed the details about the AICTE funding and the process for the international conference.
3. **Enhanced:** Principal mentioned the online meeting held with Mr. Dhruva. Dr. Rathnakar G briefed the discussion held in the online meeting with Mr. Dhruva. The requirement of raw contents in terms of screen recording or Video was stated. Dr. Rathnakar G expressed an opinion about ingeniously developing the contents of micro-learning on our own. Honorable Chairman mentioned the requirement of the computer graphics experts for developing contents of micro-learning. Dr. Shakib – Ur – Rahman opined to form a team for the development of micro-learning contents. Honorable

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Chairman informed Principal to discuss with HODs in detail. Dr. Rathnakar G mentioned that there are barriers like the design of animations and others. Hence external support is required. Honorable Chairman asked to submit a proposal in this regard.

4. **Online Classes:** Principal and Dr. Govinde Gowda M S briefed about the action taken. Dr. Govinde Gowda mentioned that faculty members were called individually and discussed so that they don't repeat the using of standard text and mobile in online classes. It was mentioned the even faculty members have agreed not to repeat. Honorable Chairman sought information from Dr. Puttegowda about the allocation of classes newly joined faculty members in the computer sciences department and mentioned one faculty member sharing a part of the workload from another faculty member. The honorable chairman expressed unhappiness about some faculty members of the Mechanical Department sharing a Lab experiment video recorded by one faculty member. It was mentioned that there is no synchronization between ERP and the work done statement. It was mentioned about clubbing 5th and 7th Semester classes for the subject "Municipal and Industrial Waste Management" in the Civil Engineering department. The honorable chairman mentioned the poor attendance of Parallel Scheme students. It was mentioned to share the observations with HODs to take the necessary steps.
5. **Hostel and Transport:** The principal provided information about the number of students opting for hostel facilities. The principal also explained the planning of providing the college bus transportation facility to students.
6. **Library:** Honorable Chairman sought information on the availability of KOPYKITAB subscription under VTU consortium. The librarian informed that presently it is not under the list provided by VTU. Honorable Chairman explained the fees levied by VTU towards VTU consortium subscriptions to Dr. Shakib-Ur-Rahman and asked to bring it to the notice of the university in the next executive council meeting.
7. **New Courses:** Honorable Chairman sought information from Dr. Shrinivasa K about the New courses. Dr. Srinivasa K briefed about the new course Robotics and Automation and mentioned that a report has been prepared. It was also mentioned to share the report with the Honorable Chairman.

Minutes of discussions held in the present meeting

8. **Training and Placements:** TPO presented the placement report and the points are as follows.
 1. Four students were selected to TCS.
 2. Expression of interest has been proposed for the digital skill consortium with Mr. Vasuki, director of the National Institute of Engineering.
 3. Five companies fixed for campus placements mainly oriented to circuit branches.
 4. Wipro drive online training started.
 5. Two students were selected to Jaro for a package of up to 6.5 LP.
9. **CERP:** Discussion was held about the status of configuring the payment gateway. The principal reported the completion of necessary work from the college end. It was mentioned that the work is pending from the Bank's end.
10. **Induction Program:** Dr. Rathnakar G briefed about the conduction of the Induction Program for the first year students. It was also mentioned that Mr. Harsha could not upload the videos to the web as the file sizes are too large. Dr. Mahesh Lohith K S reported the conduction of a bridge session for first year students on 30th Jan 2020, after the Induction program is completed.
11. **Mentoring:** Dr. Rathnakar G mentioned the verification of mentoring details and reported that all departments have maintained the handwritten mentoring reports.
12. **Admissions:** The principal reported the Admission numbers for both first-year and Lateral entry concerning all branches. Dr. Govinde Gowda M S mentioned that for lateral entry students on-



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campus classes will be held from 1st Jan 2021 till the end of February. It was also stated that the online classes will be held for first-year students until further instructions from the university.

13. **Leaves:** Honorable Chairman expressed unhappiness about 68 faculty members applying for leave on 24th Dec 2020 on the day of Christmas eve. It was questioned about the reason for applying for leave en mass on that particular day even though there were major responsibilities to deliver during admissions. The principal tried to clarify the numbers stating only 25 faculty applied for leave and the rest either were on continued leave or were on duty. The honorable chairman mentioned that in this background the management has decided to lay off 32 faculty members for a duration of next six to seven months. It was informed that the faculty will be called back when the situation improves. It was also insisted on every department to work with minimum faculty and higher workload. It was also said that in each department the lay off will be for 1/3rd of the total faculty members. Dr. Shakib Ur Rahman insisted that all faculty need to change their attitude. It was also suggested to club all three sections so that one faculty could teach the subject for all students instead of three faculty teaching for three sections. This way workload could be reduced. Principal and Dr. Govinde Gowda mentioned that it would become difficult to monitor the students when the numbers are huge. Dr. Shakib-Ur-Rahman mentioned that it could be managed. Honorable Chairman informed the Principal to identify the faculty members to lay off. It was also informed to the Principal to discuss with the HODs in this regard.
14. Dr. Bhagyashree Mentioned the establishment of an IPR cell. Honorable Chairman suggested establishing under ICC.
15. Dr. Rathnakar G mentioned organizing a workshop for faculty concerning NEP. It was mentioned that the plan is to invite the Honorable VC of VTU for a keynote address and Dr. M K Sridhar to address the attendees on NEP.


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13th KM Mysuru-Kanakapura-Bangalore Road
Mellahalli Mysuru-570 028



Minutes of the HODs, Deans and Principal with Honorable Chairman

21st Oct 2020, Board Room, 03:00 PM.

Presence

Shri. Arun Kumar L	: Honorable Chairman (HC)
Dr. Basavaraj L	: Principal (PBL)
Dr. Govindgowda M S	: Dean (Academics) (DA)
Dr. Rathnakar G	: Dean (Student Affairs) (DS)
Dr. Bhagyashree S	: Dean (Research) (DR)
Dr. Parthasarathy L	: HOD EEE (PL)
Dr. Srinivasa K	: HOD ME (SK)
Dr. Mahesh P K	: HOD ECE (PKM)
Dr. Puttegowda G	: HOD CSE (PG)
Dr. Mohammed Elias	: HOD CHE (ME)
Dr. Mahesh Lohith K S	: HOD PHY (ML)
Mr. Manu Vijay	: HOD CV (MV)
Mr. Sudhakar N	: HOD MAT (SN)

Agenda

Academics and Administration.

Minutes

Revisiting the minutes of discussion held in the previous meeting

1. HC inquired about the progress with regard to PAC and DAB committee formation and meetings. DA briefed that formation of the committee is completed. Meeting has to be conducted and minutes to be recorded. All hods assured to complete all the tasks by 30th Oct 2020. Principal also assured that by 30th it will be completed.
2. PG mentioned about the training for the faculty to maintain the ERP server. HC instructed to discuss with Mr. Ajith and go ahead.
3. HC suggested to communicate to Mr. Mohan with regard to any issues related to MS teams.
4. The details of promotional activities was sought by HC. ME mentioned that he is in contact with the faculty of colleges like Prerana, St. Josephs. ME mentioned that presently students are inquiring only for CS branch. DS mentioned that new promotional activity not yet done. Due to delay in the KEA counseling the number of inquiries is less. Students who have appeared for supplementary exams are coming for the inquiry. DS also mentioned the promotional activities are regularly being held on social media. HC mentioned about the publishing of college advertisement in news papers, last week.
5. HC expressed the unhappiness about not getting ready the forms for the appraisal of non-teaching staff as per the discussion held in the previous meeting. DR mentioned that it will be submitted by 23rd Oct 2020.
6. HC informed principal to float a circular to start the faculty appraisal form filling process on ERP. It was insisted to start the process by 30th Oct 2020.
7. PL mentioned about the International Webinar on "Importance of Citations and Indexing" conducted on 21st Oct 2020 under the IEEE banner. PBL mentioned that more than 100 participants were

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- benefited from the webinar. HC informed PL to prepare a COE for the activities to be conducted under IEEE banner.
8. HC sought information about the IQAC meeting. PKM mentioned that it is scheduled on 27th Oct 2020.
 9. HC expressed dissatisfaction about the conduction of mentoring process as the mentoring details are not available on CERP. DS mentioned that there are some technical issues related to entering the mentoring details to CERP portal and hence the civil department has recorded the same in the book. HC informed HODs to call one faculty member from each department to exhibit the record. PKM mentioned that there are some issues related to saving of the mentoring details on ERP and the details are recorded in book by the mentor. HC mentioned that the issue was there since eight months and why it was not informed so that it could have been fixed long ago. HC instructed PG to get the faculty trained so that these issues related to ERP could be addressed as soon as possible. HC verified the mentoring details recorded by a couple of faculty members on CERP.
 10. A discussion was held about organizing International Conference under IEEE banner. PBL mentioned that, as two national and one international conferences were already organized in the college, the college has earned the eligibility to apply for grant from IEEE. PL sought time for feasibility check. HC mentioned that the best efforts have to be put for obtaining grants and sponsorship for the conduction of International conference. DR mentioned that the International Conference will carry higher value if it is conducted under IEEE banner.
 11. Speaking about the common PPT for the presentations in the college DS mentioned that the format is yet to be received from Mr. Harsha.
 12. PBL briefed about the discussions held in the HODs and Deans Meeting with Principal.

Minutes of Days Meeting Discussions

13. HC explained about the software support by EXCEL SOFT to JSS Medical University. The software MEDED developed is customized to meet the requirement of courses of the university. It was mentioned that EXCEL SOFT is ready to provide the platform and also ready for joint certification with the college to develop the customized semester wise courses with contents.
14. HC sought information about NITTR and other ARPIT courses. ML mentioned many of the first year faculty members registered for NITTR modules. HC informed principal to collect the details about the numbers. Principal mentioned about the eight days FDP conducted by E & ICT, IITG. PBL mentioned that ML has completed the FDP and DS has registered for the session from 21st Oct 2020. PBL also mentioned that some more identified faculty from various departments also have been informed to register for the FDP which is scheduled in the month of November.
15. HC sought information about the student registrations for TCS campus drive. TPO mentioned that 165 students have given the test. Out of 280 registrations and many have score out of out. It was mentioned that the number of students giving test from CV and ME is very less. The cutoff marks in the test was 25 out of 40 and 45 students have achieved it. TPO mentioned that the results are

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satisfactory and sought permission for conducting another per-placement test. HC insisted the HODs and TPO to followup the same with priority. TPO submitted the updated placement policy to Honorable Chairman for the kind perusal and approval.

16. PL submitted the the list of two projects to HC which are awarded the best by KSCST. HC appreciated the department.
17. Dr. PKM presented the status of progress of NAAC work. The following points were presented.
 1. Objectives
 2. Functions
 3. Collaboration with other colleges
 4. Benefits
 5. Teams members and Meetings of IQAC
 6. IQAC steering committee
 7. IQAC Team
18. With regard to the point of collaboration with other colleges HC mentioned to approach the institutes in and around Mysore.
19. HC informed HODs to inform the faculty to register on LinkedIn to develop connectivity. It was also suggested to use the app Digilocker as document store.
20. HC sought information about the NAIN – K Tech center and funding. DS mentioned that the center is being approved. The funding is delayed due to the pandemic and may be released next month. HC suggested to be in touch with the concerned and follow up. DA explained the NAIN approval and sanction process.
21. HC expressed the concern about the non utilization of funds by the faculty members awarded “Best Teacher”. HODs were asked to get the information about it. It was also mentioned that the award fund should have been utilized by this time.
22. HC sought information about the form on google which was to be filled by the faculty members with regard to the willingness in owning site or house as per the request by the Staff Welfare Association to the Management. HC mentioned that the faculty who are not interested can mark the same in the google form. HC also mentioned to identify two faculty members to interact with the management as and when called, in this regard.
23. HC asked DS to submit the action for Decennial Celebrations. DS mentioned that it is ready.
24. HC informed Deans to submit the reporting structure of the institute. It was mentioned that any information must be routed through Deans and Principal to the management.

Note : COE - Calendar of Events.

NAIN – New Age Innovation Network.

K Tech - Scheme under Government of Karnataka.

IQAC – Internal Quality Assurance Committee

IEEE - Institute of Electrical and Electronics Engineers

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13th KM Mysuru-Kanakapura-Bangalore Road
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Minutes of the HODs, Deans and Principal with Honorable Chairman
07th Sep 2020, Board Room, 04:00 PM.

Presence

Shri. Arun Kumar L	: Honorable Chairman (HC)
Dr. Basavaraj L	: Principal (PBL)
Dr. Govindgowda M S	: Dean (Academics) (DA)
Dr. Rathnakar G	: Dean (Student Affairs) (DS)
Dr. Bhagyashree S	: Dean (Research) (DR)
Dr. Parthasarathy L	: HOD EEE (PL)
Dr. Srinivasa K	: HOD ME (SK)
Dr. Mahesh P K	: HOD ECE (PKM)
Dr. Mohammed Eliyas	: HOD CHE (ME)
Dr. Puttegowda G	: HOD CSE (PG)
Dr. Mahesh Lohith K S	: HOD PHY (ML)
Mr. Manu Vijay	: HOD CV (MV)
Mr. Sudhakar N	: HOD MAT (SN)

Agenda

Academics and Administration.

Minutes

1. HC informed to complete PAC and DAB meetings for the academic year 2019-20. It was also informed to followup and complete the pending works soon. HC informed departments to complete the process of PSO modification, if any, ASAP.
2. HC sought information from PG about the maintenance of the Effia Server. PG mentioned that the meeting is fixed on this Thursday. HC insisted to get ready for the maintenance as soon possible because there are lot of requirements about the report generation and other jobs with regard to ERP.
3. HC mentioned that college has upgraded the MS Teams subscription from A1 to A3 and a payment of around 2.5 Lakh is made. It was suggested to explore all the features available.
4. All HODs briefed the internship activities planed for the academic year 2020-21. DA mentioned that Toyota Kirloskar is ready to support for the internships. HC mentioned to go with a company which has made a good brand name. HC sought more clarifications with regard to the policies with regard to Internship, Training and Certification. DA mentioned that the VTU has given options to conduct internship at the college having a Tie-Up with an industry. PBL also confirmed the same.
5. DA mentioned that the ISTE is communicated and the copy of the mail is marked to HC about the revival of ISTE student chapter in the college. HC mentioned that Faculty Chapter could also be opened.
6. Principal mentioned that all staff infected by Covid have recovered and appeared to duty.

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7. ME and DS explained the progress of promotional activities. ME mentioned regularly the college are contacted by Mr. Kiran Kumar and Mr. Madhusudhan. The college in T N Pura, Bannur and Hunsur are contacted. HC informed to follow up the same on regular basis.
8. Principal mentioned that letter has been sent to the students who are covid infected. Even he has spoken to them.
9. HC informed to find out the exact circular from the UGC about the commencement of on campus classes as the complete details are not available in the news papers. A discussion was held on the conduction of first test. DA mentioned that if the online classes continue test will be held off line or else the IA test will be conducted on campus.
10. HC restated about making the MOOC courses compulsory for students. PKM mentioned that ISRO is conducting courses and many students have registered for the same. PG mentioned that the college is registered for Course Era and around 200 students have registered. HC urged to submit a statistical report about the same at the end of the semester.
11. A discussion on NAAC documentation was held. HC mentioned that, since faculty are engaging online classes the number of classes engaged are less and hence they have sufficient time to complete the NAAC work.
12. HC instructed to do necessary preparation for the Faculty Appraisal 19-20. It was informed to complete the self appraisal ASAP. It was informed update any appraisal point, if required. It was also mentioned that from this year the appraisal for non-teaching faculty will also be held and hence forms need to be made ready on ERP.
13. It was mentioned that the modified student feedback policy will be implemented from the academic year 2020-21.
14. HC stressed on the point of targeting grade in NAAC accreditation not less than A+. it was mentioned that nothing less that A+ is accepted.
15. HC mentioned that the cumulative work done report has to be submitted by faculty. It was mentioned that if its not submitted it leads to suspicion.
16. PL mentioned that IEEE chapter inauguration was done. HC mentioned to conducted activities regularly and to prepare a calendar of events for the activities of IEEE.
17. HC mentioned that a member for the IQAC from professional bodies has to be proposed. HC instructed to take the consent of the concerned person. HC insisted to conduct an IQAC meeting soon and members who cannot physically attend can participate online.
18. HC informed to involve attenders in the maintenance work.
19. HC informed depute instructors and first year faculty for the admission and CET related work.



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20. PBL mentioned that the faculty who are on external DCS duty to conduct online classes from the place of duty. It was mentioned that faculty are conducting classes on Saturdays also.
21. DA mentioned that two modules are almost complete and the test portion has been provided to students well in advance.
22. HC sought information about marking attendance on ERP.
23. Principal informed that the mentoring activities are going on and DS is following the activities. DS mentioned that the mentoring hand book has been circulated for the reference. HC suggested to write down the mentoring information in a book if the online entering of data to ERP is not possible at that point of time and to enter the same to ERP later. PL asked for the enhancement of session expiry time on ERP.
24. HC suggested PL to start preparations for the International conference ICRTST – 2020-21. It was mentioned to conduct IC every year.
25. DA suggested to have a PPT template for presentations of the college. It was decided to get the PPT template ready by Mr. Harsha. It was to use the same template for all official and academic purposes.


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