



Sri Shridevi Charitable Trust (R.)
SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY
Sira Road, Tumkur - 572 106, Karnataka, India.

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(Approved by AICTE, New Delhi, Recognised by Govt. of Karnataka and Affiliated to Visvesvaraya Technological University, Belagavi)

ESTD: 2002



Criteria 1.1

Curriculum Planning and Implementation

Minutes of Meeting

2018-2019

PRINCIPAL
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.



Ref: SIET/Office/2016-17/

Date: 29-01-2018.

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, Dr. H. B Phani Raju on 29-01-2018, Monday at 11:00 A.M. in his chamber to discuss about the academic activities to be planned for the commencement of even semester 2018-19.

The following HoDs were present at the meeting.

- | | |
|-------------------------------|-------------------------------|
| 1. Prof. B. H. Vasudevamurthy | 2. Dr. Chandrasekhar N |
| 3. Dr. Chandrappa C P | 4. Prof. Aizaz Ahamed sharief |
| 5. Prof. Shanmuka swamy C V | 6. Prof. Sunitha H |
| 7. Dr. M A Nagesh | 8. Dr. Sadashivaiah P.J |
| 9. Prof. Chethana. C | 10. Prof. Kumar H. R |
| 11. Prof. Ravi Kumar | |

Meeting Proceedings:

1. Principal requested all the HoDs to collect the actual lesson plan; timetable staff apply proposals for various grants under AICTE Quality Improvement Scheme (AQIS) 2017-18 on or before 30-11-2017.
2. HoDs gave the names of the instructors for PMKVY programme coordinators. Dr. C P Chandrappa was requested to conduct the meeting of the Instructors from various departments and to initiate the programme.
3. All the HoDs and staff members are informed to take up the VTU related examination work on top priority.
4. The Deputy Chief Superintendents are informed to visit the exam halls at least 2-3 times during the theory examination and see that examinations are conducted smoothly and strictly as per VTU norms.
5. All the faculties are informed to take up assigned examination invigilation duties without fail.
6. The HoDs were requested to send the progress reports of the 2nd and 3rd internal assessment marks on or before 30-11-2017.

The meeting concluded with vote of thanks from the Principal, Dr. H. B. Phani Raju.

Dr. H. B. Phani Raju
Principal

Principal
SHRIDEVI INSTITUTE OF
ENGINEERING & TECH
TUMKUR - 572

Copy to: The Hon'ble Managing Trustee - for kind information.
The Hon'ble Director HR & IT- for kind information.
Dean Academics.

Dean R & D.

Heads of the departments of: BT/ CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Chem / Phy / Maths / OS.



Ref: SIET/Office/2016-17/

Date: 05-03-2019.

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, Dr. Hemadri Naidu. T on 05-03-2019, Tuesday at 03:30 P.M. in his chamber to discuss about the academic activities of even semester 2018-19.

The following HoDs were present at the meeting.

- | | |
|-----------------------------|-------------------------------|
| 1. Dr. H. B. Phaniraju | 2. Dr. Chandrasekhar N |
| 3. Dr. K. S. Ramakrishna | 4. Dr. Chandrappa C P |
| 5. Prof. Shanmuka swamy C V | 6. Prof. B. H. Vasudevamurthy |
| 7. Dr. Mahesh Kumar | 8. Prof. Aizaz Ahamed sharief |
| 9. Dr. Chethana. C | 10. Dr. Sadashivaiah P.J |
| 11. Prof. Kumar H. R | |

Meeting Proceedings:

1. Principal informed all the HoDs and faculty members to register online refresher courses "ARPITH" on or before 13th Nov-2019.
2. Principal informed all the HoDs and faculty members to register online refresher courses such as Swayam and Moomks.
3. All the HoDs and staff members are informed to take up the VTU related examination work on top priority.
4. The Deputy Chief Superintendents are informed to visit the exam halls at least 2-3 times during the theory examination and see that examinations are conducted smoothly and strictly as per VTU norms.
5. All the faculties are informed to take up assigned examination invigilation duties without fail.
6. The HoDs were requested to send the progress reports of the 2nd and 3rd internal assessment marks on or before 30-11-2017.

The meeting concluded with vote of thanks from the Principal, Dr. Hemadri Naidu. T.


Dr. Hemadri Naidu. T
Principal
SHRIDEVI INSTITUTE OF
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TUMKUR - 572106.

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Ref: SIET/Office/2016-17/

Date: 11-03-2019.

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, Dr. Hemadri Naidu. T on 11-03-2019, Monday at 03:30 P.M. in his chamber to discuss about the academic activities of even semester 2018-19.

The following HoDs were present at the meeting.

- | | |
|-----------------------------|-------------------------------|
| 1. Dr. H. B. Phaniraju | 2. Dr. Chandrasekhar N |
| 3. Dr. K. S. Ramakrishna | 4. Dr. Chandrappa C P |
| 5. Prof. Shanmuka swamy C V | 6. Prof. B. H. Vasudevamurthy |
| 7. Dr. Mahesh Kumar | 8. Prof. Aizaz Ahamed sharief |
| 9. Dr. Chethana. C | 10. Dr. Sadashivaiah P.J |
| 11. Er. Anjan Murthy | 12. Prof. Kumar H. R |

Meeting Proceedings:

1. Principal congratulated Prof. Shanmukaswamy C V and all the HoDs for the successful conduction of 13th Alumni Meet conducted on 10th March -2019.
2. Principal informed Prof. Kumar H. R HoD of ISE and website coordinator for collecting emails from all the Alumni's and to take feedback from them.
3. All the HoDs are requested to see that classes are conducted from 8.30 AM to 4.30 PM without any lapses.
4. Principal informed all the HoDs and faculty members to register biometric thumb impression everyday without fail.
5. All the HoDs and staff members are informed to encourage the final year students to submit Research papers to the National conference conducted by SIET.
6. The HoDs are requested to submit the progress of NAAC work carried out so far on Saturday 16-03-2019.

The meeting concluded with vote of thanks from the Principal, Dr. Hemadri Naidu. T.


Dr. Hemadri Naidu. T

Principal

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Ref: SIET/Office/2018-19/

Date: 15-04-2019.

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, Dr. Hemadri Naidu. T on 09-04-2019, Tuesday at 10:20 A.M. in his chamber to discuss about the academic activities of even semester 2018-19.

The following HoDs were present at the meeting.

- | | |
|-------------------------------|-------------------------------|
| 1. Dr. Chandrappa C.P | 2. Dr. Chandrasekhar N |
| 3. Prof. Shanmuka swamy C V | 4. Dr. Mahesh Kumar |
| 5. Prof. Aizaz Ahamed sharief | 6. Prof. B. H. Vasudevamurthy |
| 7. Er. Anjan Murthy | 8. Prof. Kumar H. R |
| 9. Prof. Ravikumar | |

Meeting Proceedings:

1. Principal congratulated Mr. Manjunath and Group of ECE department students for getting Rs. 6000=00 from KSCST Project fund and Ms. Harini D.C and group of ECE students for getting Rs 7000=00 from KSCST Project fund.
2. It was discussed and decided to hold the graduation day on 22/05/2019.
3. Principal requested all the HoDs to submit the budget for the stationeries in the format provided to the central stores.
4. All the HoDs are requested to forward the papers received to the expert committee members for scrutiny and approval for publication.
5. The HoDs are requested to submit the progress of NAAC work carried out as on Saturday 13-04-2019.

The meeting concluded with vote of thanks from the Principal, Dr. Hemadri Naidu. T.


Dr. Hemadri Naidu. T

Principal

SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
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Ref: SIET/Office/2018-19/

Date: 10-05-2019.

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, Dr. Hemadri Naidu. T on 09-05-2019, Thursday at 04:15 P.M. in his chamber to discuss about the academic activities of even semester 2018-19.

The following HoDs were present at the meeting.

- | | |
|-------------------------------|-------------------------------|
| 1. Dr. Chandrappa C.P | 2. Dr. Chandrasekhar N |
| 3. Prof. Shanmuka swamy C V | 4. Dr. Mahesh Kumar |
| 5. Prof. Aizaz Ahamed sharief | 6. Prof. B. H. Vasudevamurthy |
| 7. Er. Anjan Murthy | 8. Prof. Nagaraja. C |
| 9. Dr, Sadashivaiah. P. J | 10. Dr. Chethana .C |
| 11. Prof. Ravikumar.G. H | |

Meeting Proceedings:

1. Dr. Chandrappa C.P, and Prof. Nagaraja. C are made as first year academic coordinators in order to improve the regularity of first year students.
2. All the HoDs are informed to submit the absentees' statement along with Roll numbers with fail every day which may be verified at any moment by the management .
3. The HoDs are instructed to monitor and update the mentoring system of their concerned departments and all the mentors were informed to call the parents of their allotted batch of students.
4. All the class teachers are informed to give irregular students list regularly to the undersigned.

The meeting concluded with vote of thanks from the Principal, Dr. Hemadri Naidu. T.


Dr. Hemadri Naidu. T
Principal

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TUMKUR - 572106.



Ref: SIET/Office/2019-20/

Date: 26-08-2019.

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, Dr. Hemadri Naidu. T on 26-08-2019, Monday at 03:00 P.M. in his chamber to discuss about the academic activities of odd semester 2019-20.

The following HoDs were present at the meeting.

- | | |
|-------------------------------|-------------------------------|
| 1. Dr. Devaki.B.S | 2. Dr. Chandrasekhar N |
| 3. Prof. C.V. Shanmukha swamy | 4. Dr. Mahesh Kumar |
| 5. Prof. Aizaz Ahamed sharief | 6. Prof. B. H. Vasudevamurthy |
| 7. Dr. Sadashivaiah. P. J | 8. Dr. Chethana .C |
| 9. Er. Anjan Murthy | 10. Pof. Kumar H R |
| 11. Prof. Prathap B. N. | |

Meeting Proceedings:

1. Principal introduces and welcomed Dr. Devaki. B.S, Prof. and Head dept of EEE.
2. All the HoDs are informed to see that the faculty members having first hour must be available inside the class room before 8.30AM.
3. All the HoDs are informed to not to allow any outsiders/visitors to the concerned departments without the prior permission of the Principal or in charge Principal.
4. It was observed that some of the faculty members are interacting with the outsiders during the college hours, which hampers the normal functioning of the duties, Hence the faculty are members are strictly informed not to interact with the faculty members during college hours.
5. The faculty members are informed to advise the students to take up the NPTEL courses for increasing the credentials.
6. All the HoDs are informed to initiate the counseling process and are informed to submit the counseling report to the undersigned along with staff work diary.
7. The faculty members are not encouraged to leave the Jobs after the commencement of the classes and are informed to take prior permission before applying to any job under Public/Private sector.
8. The HoDs are informed to submit the department news letters to the undersigned.
9. The HoDs are informed to interact and monitor the irregular students.
10. Principal informed all the HoDs to involve actively in lateral admission process to admit maximum number of students to their respective branches.

The meeting concluded with vote of thanks from the Principal, Dr. Hemadri Naidu. T.

Dr. Hemadri Naidu. T
Principal
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Minutes of Meeting

2019-2020

PRINCIPAL
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.



Ref: SIET/Office/2019-20/

Date: 03-09-2019.

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, Dr. Narendra Vishwanath on 26-08-2019, Monday at 03:00 P.M. in his chamber to discuss about the academic activities of odd semester 2019-20.

The following HoDs were present at the meeting:

Name of the HoD	Department	Name of the HoD	Department
Dr K. S. Ramakrishna	MBA	Dr. Chandrasekhar N	Chemistry
Dr. Devaki.B.S	EEE	Prof. C.V. Shanmukha Swamy	CSE
Dr. Mahesh Kumar	Civil	Prof. B. H. Vasudevamurthy	Mech
Prof. Aizaz Ahamed sharief	ECE	Er. Anjan Murthy	T&P
Dr. Sadashivaiah. P. J	Physics	Dr. Chethana .C	Maths
Pof. Kumar H R	ISE	Prof. Nandan.	MBA

Meeting Proceedings:

1. All the HoDs are informed to see that the counselors of their respective departments must interact with the parents at least once in a semester.
2. In view of less portion covered for the seventh semester students due to the conduction of one week T&P programme, it was decided to post phone the first internal assessments to 14th, 16th and 17th September 2019.
3. "Aptitude and soft skill training programme" will be conducted for the 5th semester students of all branches on 11th and 12th September 2019.
4. "Technical training programme on C and C++" will be conducted for the 5th semester students of CSE, ISE, ECE and EEE branches on 13th and 14th September 2019.
5. It was decided to make minimum 60% attendance as eligibility for writing internal assessment tests.
6. It was decided to not to allow the students to go out from the test hall till the completion of the internal assessment tests (1 hour 15 minutes).
7. Principal informed all the HoDs to ensure that the ineligible students of their concerned department must have paid Rs. 5000 towards provisional admission, if not the HoDs are informed to see that the students must pay the fee before taking internal assessment tests.
8. All the HoDs are informed to see that all the students of their concerned department must have paid college fee before taking internal assessment tests.

The meeting concluded with vote of thanks from the Principal, Dr. Narendra Vishwanath

Narendra Vishwanath
 Dr. Narendra Vishwanath
 Principal
 SHRIDEVI INSTITUTE OF
 ENGINEERING & TECHNOLOGY
 TUMKUR - 572106.
 3/9/2019

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Dean Academics. Dean R & D.

Heads of the departments of: BT/ CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Chem / Phy / Maths /T&P/OS.

Ref: SIET/Office/2019-20/

Date: 26-09-2019.

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 23-09-2019, Monday at 03:00 P.M. in his chamber to discuss about the academic activities of odd semester 2019-20.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. B. H. Vasudevamurthy	Mech
Dr. Mahesh Kumar	Civil	Prof. Grace Hemalatha	MBA
Prof. C.V. Shanmukha Swamy	CSE	Dr. Chethana .C	Maths
Dr. Devaki.B.S	EEE	Dr. Sadashivaiah. P. J	Physics
Prof. Aizaz Ahamed sharief	ECE	Er. Anjan Murthy	T&P
Prof. Kumar H R	ISE	Prof. Malthesh Bhajanthri	First year coordinator

Meeting Proceedings:

1. The minutes of the previous meeting held on 16-09-2019 was reviewed and ratified.
2. Principal thanked Dr. Mahesh Kumar-Chief coordinator, all the HoDs and all the staff members for the successful conduction of Teachers day and Engineers day.
3. All the HoDs were informed to complete the resume entry of the students on or before 30/09/2019 through the respective counselors.
4. All the HoDs were informed to nominate one faculty member as Activity counselor for recording the points earned by the each student from the academic year 2018-19 onwards.
5. Principal brought to the notice of all the HoDs that students must obtain above five grade points to earn the B.E degree. Therefore all Hods and staff members were requested to take care the academics of the students and to see that each student will earn grade points above five.
6. Principal informed to all the HoDs to submit the list of backlog students admitted in the 2012 scheme and 2014 scheme.
7. All the HoDs were informed to see that minimum two lab internals must be conducted in each lab.
8. All the HoDs were informed to see that efforts must be made by the faculty members to improve the class average in the first internal assessments.
9. All the HoDs were informed to use the college mail IDs for all the communications.
10. All the HoDs were informed to instruct the test coordinators to see that higher semester students must maintain minimum 70% attendance and first semester students must maintain minimum 60 % attendance for taking internal assessments.
11. The Placement Officer was informed to plan for the pool campus drive for the passed out students.


Dr. Narendra Viswanath
Principal
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

26/9/2019

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Dean Academics. Dean R & D.

Heads of the departments of: BT/ CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Chem / Phy / Maths / T&P/OS/ First year coordinator.

Ref: SIET/Office/2019-20/

Date: 12-09-2019

MINUTES OF THE MEETING

The meeting of the HoDs was convened by the Principal, Dr. Narendra Viswanath on 11-09-2019, Wednesday at 3:00 P.M. in his chamber to review and discuss about the academic activities of the odd semester 2019-20.

The following were present at the meeting:

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. Aizaz Ahamed Sharief	ECE
Dr. Chandrappa C P	Dean (R & D) and BT	Prof. Malthesh Bhajanthri	1 st year Coordinator
Dr. Mahesh Kumar	Civil	Dr. Sadashivaiah P J	Physics
Prof. C V Shanmukha Swamy	CSE	Dr. Chethana C	Maths
Dr. Devaki B S	EEE	Er. Anjan Murthy	T&P
Prof. Kumar H R	ISE	Prof. Prathap B N	MBA (I/c)
Prof. B H Vasudevamurthy	Mechanical		

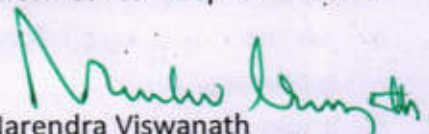
Meeting Proceedings:

1. Minutes of the previous meeting held on 04.09.2019 was reviewed and ratified.
2. All the HoDs were informed to see that the results of the first IA (valued blue books) will be shown to students on or before 14-09-2019.
3. All the HoDs were informed to see that the counselors of their respective departments fill the counselor book and must interact with the parents along with students and discuss about the exam results, Internal assessment marks and attendance of their wards from 16-09-2019 to 21-09-2019. The same may be communicated by post only to parents residing out of state or at far off places after ensuring correct address and confirmation from parents over phone.
4. It was reminded not to allow the students to go out from the test hall till the completion of the internal assessment test (1 hour 15 minutes).
5. All the HoDs were informed to submit the list of counselors along with the students list.
6. Principal informed all the HoDs to update the student list in consultation with the Office superintendent.
7. All the HoDs were informed to submit the details of teaching workload of the faculty members of their concerned department on or before 12-09-2019. It was advised to allot two faculty members to lab sessions if the number of students is 15 or more in a batch.
8. All the HoDs were informed to discourage the faculty members availing leave during regular academics.
9. It was observed that few of the class rooms were opened without any classes being conducted and hence the HoDs were requested to instruct the attenders to open the class rooms according to the time table to avoid the wastage of electricity. The Department was advised to own the responsibility of their resources.
10. All the HoDs were informed to instruct the faculty and students to be present inside the class room before 8.25 AM in the morning, 10.35 AM after tea break and at 1.25 PM after lunch break.

11. It was proposed to conduct the Teachers day and Engineers day on 21-09-2019 and Dr. Mahesh Kumar-Head, Dept. of Civil engineering was made as Chief coordinator for conducting the function.
12. For the smooth conduction of classes and regular monitoring of regularity of classes a squad team was formed headed by the HoDs as follows. The HoDs will be assisted by four other faculty members from other departments to ensure classes are held and academic progress for the day. Principal, Dean (Acad.) and HoDs to take action on students who will be absent for classes.

Day	Name of the HoD	Department
Monday	Dr. Mahesh Kumar	Civil
Tuesday	Prof. C.V. Shanmukha Swamy	CSE
Wednesday	Prof. Aizaz Ahamed sharief	ECE
Thursday	Prof. Kumar H R	ISE
Friday	Prof. B. H. Vasudevamurthy	Mechanical
Saturday	Dr. Devaki.B.S	EEE

13. All the HoDs were informed to conduct seminars/Invited lectures/workshops (at least two events in a semester). The department must initiate activities under the department clubs and association. HoDs were reminded to submit News letters for previous semesters and document the events of the current semester.
14. All the HoDs and faculty members were informed to take up various courses of their interest under SWAYAM Programme.
15. All the HoDs were informed to give the list of books required according to the latest syllabus as per the format.
16. All the HoDs were informed to see that all the students must maintain minimum 75% of attendance, failing which they will not be permitted to IA tests and VTU Exams and the same to be communicated to all students.
17. All the HoDs were informed to maintain the department wise movement registers for the teaching and nonteaching faculty members. A separate movement register is maintained in the Principal office for HoDs and office staff.
18. All the HoDs were informed to send hard copy of internal assessment question paper along with solution and scheme to the library as a single file for all courses of each semester.
19. It was proposed and decided with immediate effect to issue four books to each student from the lending section of library.
20. All HoDs were informed to regularly visit the College website and suggest updates, keep up to date with VTU website to know about VTU Circulars and notifications, placement drives.
21. The HoDs were informed about the upcoming external ISO Audit and were advised to keep their records updated for internal ISO inspection. HoDs were also informed to keep their stock registers/document filing up to date for verification by the Principal.


 Dr. Narendra Viswanath
 Principal
 SHRIDEVI INSTITUTE OF
 ENGINEERING & TECHNOLOGY
 TUMKUR - 572106.

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 T&P/ First year coordinator / OS

Ref: SIET/Office/2019-20/

Date: 17-09-2019.

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 16-09-2019, Monday at 3:00 P.M. in his chamber to discuss about the academic activities of odd semester 2019-20.

The following HoDs were present at the meeting.

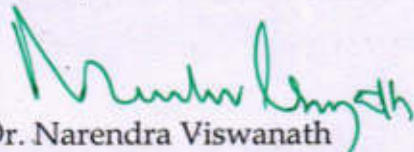
Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. Aizaz Ahamed Sharief	ECE
Dr. Chandrappa C P	Dean (R & D) and BT	Prof. Malthesh Bhajanthri	1 st year Coordinator
Dr. Mahesh Kumar	Civil	Dr. Ramakrishna KS	MBA
Prof. C V Shanmukha Swamy	CSE	Dr. Sadashivaiah P J	Physics
Dr. Devaki B S	EEE	Dr. Chethana C	Maths
Prof. Kumar H R	ISE	Er. Anjan Murthy	T&P
Prof. B H Vasudevamurthy	Mechanical		

Meeting Proceedings:

- The minutes of the previous meeting held on 11-09-2019 was reviewed and ratified.
- The Academic squad was informed to see that faculty and all the students to be present inside the class room before 8.25AM in the morning, 10.35AM after tea break and at 1.25PM after lunch break and monitor smooth conduction of classes/labs throughout the day. The Academic Squad team is attached herewith for strict compliance and must report to college by 8.20 AM to monitor attendance of students and faculty on time. The report must be submitted by the Team Leader at the end of the day with inputs from all squad members.

Sl.No	Day of the Week	Team Leader - HoD	Faculty Members
1	Monday	Dr. Mahesh Kumar G	Mr. Malthesha P J, Mr. Nagaraja C, Mr. Basavesha D, Ms. Prabita D K, Ms. Umabai
2	Tuesday	Prof. C.V. Shanmukha Swamy	Mr. Santhosh T U, Mr. Manogna H N, Mr. Raghavendra D, Ms. Shwetha T N
3	Wednesday	Prof. Aizaz Ahamed sharief	Mr. Ravi Kumar K R, Mr. Prakash J, Mr. Chethan M S, Pradeep Kumar S S,
4	Thursday	Prof. Kumar H R	Mr. Prashanth S, Mr. Vinuthan V R, Mr. Renukaradhya P C, Sandhya R, Ms. Mukta Eti
5	Friday	Prof. B. H. Vasudevamurthy	Mr. D S Ravikumar, Ms. Bhavya C H, Mr. Suthan R, Mr. G H Ravikumar
6	Saturday	Dr. Devaki. B.S	Mr. J C Thippeswamy, Ms. Sreelaksmi, Ms. Veena N D, Mr. Maltesh Bajantri, Ms. Sowmya T P

3. All the HoDs were once again informed to see that the counselors of their respective departments must fill the counselor book and must interact with the parents along with the students from 16-09-2019 to 21-09-2019 and discuss about the exam results, internal assessment marks and attendance of their wards. The same may be communicated by post only to parents residing out of state or at far off places after ensuring correct address and confirmation from parents over phone.
4. All HoDs were informed to see to it that faculty counselors engage themselves in counseling students during counseling period. Attendance of students to counseling session to be monitored strictly.
5. All the HoDs were informed to review time table and reallocate the laboratory workload for the faculty members of their concerned department and to see that two faculty members must be available in the labs having student strength more than 15.
6. It was discussed in length about the conduction of Teachers day and Engineers day on 21-09-2019 and was decided to felicitate about 10 Principals from PU colleges.
7. All the HoDs were informed to give the list of books required according to the latest syllabus as per the format.
8. All the HoDs were informed to send a hard copy of internal assessment question paper along with solution and scheme to the library as a single file for all courses of each semester.
9. The HoDs were informed to keep their records updated for internal ISO inspection which is scheduled on 26th, 27th and 30th of September 2019.
10. In view of the continuous holidays, it was decided to declare holiday on Monday, 28-10-2019 and classes of that day will be compensated on two Saturdays 12-10-2019 and 16-11-2019. The details of timetable to be followed will be sent in due course of time.
11. All HoDs were instructed to take extra classes for lateral entry students to compensate for late admission and also conduct separate 1st Internal Assessment Test.
12. All the HoDs were informed to instruct the lab instructors to keep their concerned labs clean and tidy.


Dr. Narendra Viswanath
Principal
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106. 17/11/19

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The Hon'ble Director - HR & IT- for kind information.

Dean Academics / Dean R & D.

Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths / T&P/OS/ First year coordinator. .

Ref: SIET/Office/2019-20/

Date: 26-09-2019.

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 23-09-2019, Monday at 3:00 P.M. in his chamber to discuss about the academic activities of odd semester 2019-20.

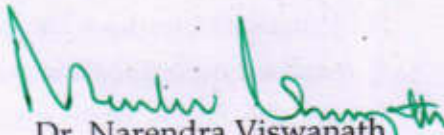
The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. B. H. Vasudevamurthy	Mech.
Dr. Mahesh Kumar G.	Civil	Prof. Grace Hemalatha	MBA
Prof. C.V. Shanmukha Swamy	CSE	Dr. Chethana .C	Maths
Dr. Devaki.B.S	EEE	Dr. Sadashivaiah. P. J	Physics
Prof. Aizaz Ahamed sharief	ECE	Er. Anjan Murthy	T&P
Prof. Kumar H R	ISE	Prof. Malthesh Bhajanthri	First Year Coordinator

Meeting Proceedings:

1. The minutes of the previous meeting held on 16-09-2019 was reviewed and ratified.
2. Principal thanked Dr. Mahesh Kumar-Chief coordinator, all the HoDs and all the staff members for the successful conduction of Teachers day and Engineers day.
3. All the HoDs were informed to complete the resume entry of the newly admitted students on or before 30/09/2019 through the respective counselors.
4. All the HoDs were informed to nominate one faculty member as Activity counselor for recording the points earned by the each student admitted from the academic year 2018-19 onwards. The students must earn a minimum of 25 points in each academic year so as to accumulate a total of 100 points by the end of course completion for graduating.
5. Principal brought to the notice of all the HoDs that students must obtain CGPA above 5.0 to earn the B.E degree. Therefore all HoDs and staff members were requested to take care of the academics of the students and to see to that each student will succeed with good academic pass percentage in every semester with minimum SGPA above 5.0, so as to have a CGPA above 5.0.
6. All HoDs were informed to conduct invited Guest Lectures and conduct student workshops in emerging areas to benefit students.
7. Principal informed to all the HoDs to submit the list of backlog students admitted in the 2010 scheme and 2014 scheme and who have not yet completed their course.
8. All the HoDs were informed to see that minimum two lab internals must be conducted in each lab.
9. The results of the first IA were discussed. All the HoDs were informed to see that efforts must be made by the faculty members to improve the class average in the subjects and also students must be encouraged to score higher marks in IA.

10. All the HoDs were informed to use the college mail IDs for all the communications. Prof. Kumar, HoD ISE was requested to coordinate the same.
11. All the HoDs were informed to instruct the test coordinators to see that higher semester students must maintain minimum 70% attendance and first semester students must maintain minimum 60 % attendance for taking internal assessments.
12. All HoDs were informed to take up counseling of students and interaction with parents very seriously and monitor their department counselors for the action taken and submit the report to the undersigned.
13. All HoDs were informed to ensure all the 7th semester students complete their internship before the commencement of 8th semester.
14. Placement activities were discussed in detail. The Placement Officer was informed to take active steps to enhance placement opportunities and continue to keep the momentum in view of less number of eligible students for placement. Hence informed to plan placement activity for the passed out students either through direct means or pool campus drives either in-house or external.
15. Principal informed the HoDs, that it was observed that the minutes of the meeting of the HoDs were not being effectively implemented and/or followed at the department level. Hence, it was advised strictly to comply with the minutes by conducting department meetings and apprise all concerned about the action to be taken.


Dr. Narendra Viswanath
Principal 26/9/19
PRINCIPAL
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

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Dean Academics / Dean R & D.

Heads of the Departments of: BT/ CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Chem / Phy / Maths / T&P/OS/ First Year Coordinator.

Ref: SIET/Office/2019-20/

Date: 01-10-2019

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 30-09-2019, Monday at 03:00 P.M. in his chamber to discuss about the academic activities of odd semester 2019-20.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N.	Dean (Acad.) & Chemistry	Prof. Malthesh Bhajanthri	First year coordinator
Dr. Mahesh Kumar G.	Civil	Prof. Ravikumar. G.H	EEE
Prof. C.V. Shanmukha Swamy	CSE	Dr. Sadashivaiah P J	Phy.
Prof. Kumar H R	ISE	Dr. Chethana. C	Maths
Prof. Aizaz Ahamed Sharief	ECE	Er. Anjan Murthy	T&P
Prof. B. H. Vasudeva Murthy	Mech.		

Meeting Proceedings:

1. The minutes of the previous meeting held on 23-09-2019 was reviewed and ratified.
2. The various feedback forms were reviewed and suggestions for modifications were discussed.
3. All HoDs were once again informed to monitor and ensure the student academic counseling and progress reports to be sent to parents only after due interaction with parents.
4. In view of holidays and less portions covered for 7th semester students, it was decided to reschedule the II internal assessments for 3rd, 5th and 7th semester students on 19th, 21st and 22nd October 2019.
5. All HoDs were reminded to take initiatives to ensure students of 2018 batch onwards participate in activities for them to earn activity points. HoDs were asked to let students and staffs come up with suggestions and ideas to engage in different activities entitled for earning activity points.
6. All the HoDs were informed that the biometric attendance will be made to record throughout the day with immediate effect from 01.10.2019. The modified timings for biometric attendance was circulated and all staff were informed to strictly comply with the same.
7. The outcome of the ISO internal audit of various departments was discussed and all the shortfalls / SFI were informed to be complied. All HoDs were informed to be completely ready for external ISO audit in the third week of October 2019, date to be communicated by the MR soon.
8. Principal informed all HoDs about the NAAC process to be geared up as per the instructions of the Hon'ble chairman. It was decided to hold a meeting of all NAAC coordinators and HoDs to obtain an update and plan the next course of action in working towards NAAC application.

9. All HoDs were asked to inform their counselors to identify the students who live in SIET hostel and monitor their attendance to college.
10. It was decided to perform Ayudha Pooja in the main lobby near Ganesha idol on 05-10-2019 at 11.30 AM, all the HoDs and all staff members were informed to attend the same.
11. The squad team and HoDs were informed to visit the Boys Hostel and go on rounds during the working hours and to warn the students who were found in the hostel without attending classes.


Dr. Narendra Viswanath
Principal
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106
16/10/19

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Dean Academics / Dean R & D.

Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths / T&P/OS/ First year coordinator.



Ref: SIET/Office/2019-20/

Date: 02-10-2019.

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 30-09-2019, Monday at 03:00 P.M. in his chamber to discuss about the academic activities of odd semester 2019-20.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. B. H. Vasudevamurthy	Mech
Dr. Mahesh Kumar	Civil	Dr. Chethana .C	Maths
Prof. C.V. Shanmukha Swamy	CSE	Er. Anjan Murthy	T&P
Prof. Ravikumar.G.H	EEE	Prof. Malthesh Bhajanthri	First year coordinator
Prof. Aizaz Ahamed sharief	ECE	Prof. Kumar H R	ISE

Meeting Proceedings:

1. The minutes of the previous meeting held on 23-09-2019 was reviewed and ratified.
2. All the HoDs were informed that the biometric attendance will be made to record through the day.
3. It was decided to reschedule the II internal assessments for 3rd, 5th and seventh semester students on 19th, 21st and 22 october-2019.
4. It was decided to perform Ayudha pooja at Ganesh idol on 05-10-2019 at 11.30 AM, all the HoDs and all staff members are informed to attend the same.
5. The squad tem Heads were informed to visit the Boys Hostel during working hours and to send the students those will stay in the Hostel without attending classes.

Dr. Narendra Viswanath

Principal

SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

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Dean Academics. Dean R & D.

Heads of the departments of: BT/ CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Chem / Phy / Maths / T&P/ OS/ First year coordinator.

Ref: SIET/Office/2019-20/

Date: 15-10-2019

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 14-10-2019, Monday at 3:00 PM in his chamber to discuss about the academic activities of odd semester 2019-20.


The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Mahesh Kumar G	Civil	Prof. Malthesh Bhajanthri	First year coordinator
Prof. Shanmukha Swamy C V	CSE	Dr. Sadashivaiah P J	Phy.
Prof. Kumar H R	ISE	Dr. Chethana C	Maths
Prof. Aizaz Ahamed Sharief	ECE	Mr. Anjan Murthy	T&P
Prof. Vasudeva Murthy B H	Mech.	Mr. Prathap B N	MBA
Dr. Dewaki B S	EEE		

Meeting Proceedings:

1. The minutes of the previous meeting held on 30-09-2019 was reviewed and ratified.
2. The Principal stressed the importance of student counseling after the internal assessment tests and asked all HoDs to monitor and ensure the student academic counseling and progress reports to be sent to parents only after due interaction with parents. It was also informed that parents who visited the institute expressed their happiness and satisfaction with the efforts taken for counseling.
3. To strengthen the counseling process, it was decided to inform parents about the student absence for the classes through SMS alerts on a daily basis. To enforce this process, the HoDs were informed to prepare a master list of students in each class as per weekly time table along with their parent's mobile number. Faculty will enter the student attendance in the common portal and the absentee data will be taken and SMS alerts will be sent to the respective parents.
4. The HoDs informed that the status of syllabus covered for the II internal assessment test for 3rd, 5th and 7th semester students on 19th, 21st and 22nd October 2019 was satisfactory.
5. In lieu of the link holiday on Monday 28th October 2019, it was decided to work compensatory full day on Saturday 19th October 2019. For 3rd, 5th and 7th semester students, II internal assessment tests are scheduled on 19th, 21st and 22nd October 2019. The I semester BE and I & III semester MBA students will have regular classes on full day Saturday. The post lunch session on Saturday will follow Monday post lunch session time table.
6. Principal asked all HoDs to take an informal interim feedback from all the students regarding teaching, modules covered, laboratory progress, internal assessments, etc., by interacting with them in the class to understand any shortfalls or lacunae so that it may be streamlined for better results and performance.

7. The Principal asked all HoDs to take serious involvement and make sure all the members of the academic squad are available during the day to monitor academic schedules and student discipline in the campus on their designated duty day. It was observed that only few members of the academic squad are involving in their responsibility while involvement of other faculty members was not satisfactory. The squad team and HoDs were informed to visit the Hostel and go on rounds during the working hours and to warn the students who were found in the hostel without attending classes.


Dr. Narender Viswanath
Principal
SHRIDEVI INSTITUTE OF
ENGINEERING TECHNOLOGY
TUMKUR - 572166
12/10/19

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Dean Academics / Dean R & D.

Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths / T&P/OS/ First year coordinator.

Ref: SIET/Office/2019-20/

Date: 21-10-2019.

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 21-10-2019, Monday at 3:30 P.M. in his chamber to discuss about the academic activities of odd semester 2019-20.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. B. H. Vasudevamurthy	Mech
Dr. Mahesh Kumar	Civil	Dr. Chethana .C	Maths
Prof. C.V. Shanmukha Swamy	CSE	Dr. Sadashivaiah. P. J	Physics
Dr. Devaki. B.S	EEE	Er. Anjana Murthy	T&P
Prof. Aizaz Ahamed Sharief	ECE	Prof. Malthesh Bhajanthri	First year coordinator

Meeting Proceedings:

1. The minutes of the previous meeting held on 14-10-2019 was reviewed and ratified.
2. All the HoDs were informed to take the interim feedback from the students about academics and to submit the consolidated report. HoDs were also informed to ensure that the modules covered till date is well understood by students so as to produce 100% pass results in every subject.
3. HoDs were informed to follow up with students who have shortage of attendance and counsel them so that they make up attendance to avoid detention in the final test and VTU examinations.
4. Principal informed to all the HoDs to submit class wise expected results of the students based on the results obtained from the first and second internal assessments.
5. Principal informed all HoDs to complete midterm internal assessment test for all laboratory subjects before 26-10-2019.
6. All HoDs were informed to ensure that all eligible final year students currently in 7th semester to complete all formalities of internship during end semester holidays before commencement of 8th semester classes.
7. All the HoDs were informed to submit the list of ineligible students in each year of their concerned department.
8. It was decided to compensate the balance half day (in view of link holiday on 28th October 2019) on Saturday 2-11-2019. It was decided to reschedule the second internal assessment test for the first semester students on 02/11/2019, 04/11/2019 and 05/11/2019 and Monday's afternoon classes will be followed on Saturday afternoon on 02/11/2019 for the 3rd, 5th and 7th semester students.

9. Principal appraised about the upcoming NAAC workshop by VTU on 25-10-2019 and informed all HoDs that a NAAC review meeting to be convened on Thursday 31-10-2019 at 2.30 pm. All the HoDs were informed to maintain the blue books and other records of the academic year 2016-17, 2017-18, 2018-19 and 2019-20 for the purpose of NAAC and NBA.
10. It was decided to conduct Kannada Rajyothsava function in the college on Thursday 7-11-2019 at 2.30 pm. A cultural program was planned and it was decided to invite a person with literary background as the Chief Guest.


Dr. Narendra Viswanath

Principal
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

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Dean Academics / Dean R & D
Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths /T&P/Library/OS/ First year coordinator.

Ref: SIET/Office/2019-20/

Date: 04-11-2019.

MINUTES OF THE MEETING

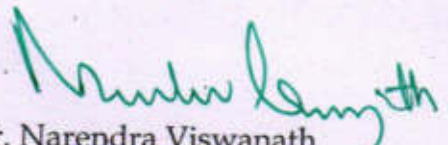
The meeting of HoDs was convened by the Principal, on 04-11-2019, Monday at 3:30 P.M. in his chamber to discuss about the academic activities of odd semester 2019-20.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. Malthesh Bhajanthri	First year coordinator
Prof. C.V. Shanmukha Swamy	CSE	Dr. Chethana .C	Maths
Dr. Devaki. B.S	EEE	Dr. Sadashivaiah. P. J	Physics
Prof. Aizaz Ahamed Sharief	ECE	Er. Anjana Murthy	T&P
Prof. B. H. Vasudevamurthy	Mech.	Mr. Nandan R	MBA
Prof. Kumar H R	ISE		

Meeting Proceedings:

1. The minutes of the previous meeting held on 21-10-2019 was reviewed and ratified.
2. Principal thanked all HoDs for their cooperation for successful completion of ISO audit on 30-10-2019.
3. Principal once again reminded all the HoDs to submit class wise expected results of the students based on the results obtained from the first and second internal assessments.
4. The Principal informed all HoDs to submit the student list along with their parents' mobile numbers for sending SMS alerts about the absent status and the progress reports of the Internal Assessment tests.
5. Principal discussed about the importance of NAAC and document preparation. All HoDs were informed to start getting ready for NAAC documentation.
6. It was decided to postpone Kannada Rajyothsava function due to unavailability of the Guest and date to be finalized later.


Dr. Narendra Viswanath
Principal
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.
4/11/19

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Dean Academics / Dean R & D
Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths / T&P/Library/OS/ First year coordinator.

Ref: SIET/Office/2019-20/

Date: 13-11-2019.

MINUTES OF THE MEETING

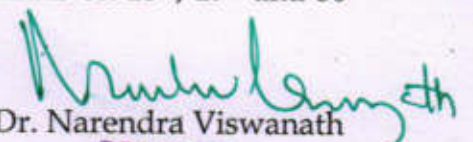
The meeting of HoDs was convened by the Principal, on 11-11-2019, Monday at 3:00 P.M. in his chamber to discuss about the academic activities of odd semester 2019-20.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. Malthesh Bhajanthri	First year coordinator
Dr. Mahesh Kumar G	Civil	Prof. B. H. Vasudevamurthy	Mech.
Prof. C.V. Shanmukha Swamy	CSE	Dr. Sadashivaiah P.J	Phy.
Dr. Devaki. B.S	EEE	Dr. Chethana .C	Maths
Prof. Aizaz Ahamed sharief	ECE	Er. Anjana Murthy	T&P
Prof. Kumar H R	ISE	Prof. Nandan. R	MBA

Meeting Proceedings:

1. The minutes of the previous meeting held on 4-11-2019 was reviewed and ratified.
2. Principal asked all HoDs to review the contents of their concerned department in the college website and submit an updated version ASAP to update the entire website.
3. All the HoDs were informed interact with the Industry persons of their concerned department to have at least one MoU with the Industries as per AICTE norms.
4. All the HoDs were informed to form department-wise advisory council consisting of five to six members as follows:
 - i) HoD - Chairperson
 - ii) One senior faculty - Member
 - iii) One person from academia - Member
 - iv) One person from Industry - Member
 - v) One Alumni - Member
 - vi) T&P officer - Ex-officio member
5. All the HoDs were informed to take anti-ragging affidavit from the lateral entry and PG (M.Tech.) students.
6. It was decided to reschedule the III internal assessments for 3rd, 5th and 7th semester students on 25th, 26th and 27th November-2019 and Lab internals on 28th, 29th and 30th November-2019.


 Dr. Narendra Viswanath
 PRINCIPAL
 SHRIDEVI INSTITUTE OF
 ENGINEERING & TECHNOLOGY
 TUMKUR - 572106.

13/11/19

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 Dean Academics / Dean R & D.
 Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
 Phy / Maths /T&P/OS/ First year coordinator.

Ref: SIET/Office/2019-20/

Date: 21-11-2019.

MINUTES OF THE MEETING

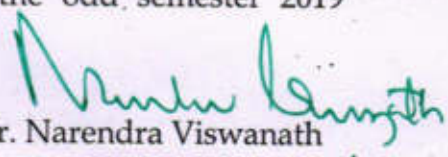
The meeting of HoDs was convened by the Principal, on 19-11-2019, Tuesday at 3:00 P.M. in his chamber to discuss about the academic activities of odd semester 2019-20.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. Malthesh Bhajanthri	I year Coordinator
Dr. Mahesh Kumar	Civil	Prof. Kumar H R	ISE
Prof. C.V. Shanmukha Swamy	CSE	Dr. K.S. Ramakrishna	MBA
Dr. Devaki. B.S	EEE	Dr. Chethana .C	Maths
Prof. Aizaz Ahamed sharief	ECE	Dr. Sadashivaiah P.J	Phy
Prof. B. H. Vasudevamurthy	Mech	Er. Anjan Murthy	T&P

Meeting Proceedings:

1. The minutes of the previous meeting held on 11-11-2019 was reviewed and ratified.
2. Principal asked all the HoDs to submit the abstract of the regular students and arrear students taking odd semester 2019 examination in the format provided from the office.
3. All the HoDs were informed to upload the lab exams schedule on VTU portal after discussing with the undersigned.
4. All the HoDs were informed to note that the last day for reckoning the attendance is 23/11/2019 for UG (III sem to VII sem), 27/11/19 for III semester MBA and 16/12/2019 for III semester M.Tech. students.
5. All the HoDs were informed that the online attendance entry will open from 25/11/19 to 27/11/19. HoDs were informed to finalize the attendance report of the students and submit the same to the undersigned.
6. All the HoDs were informed that, the hall tickets for the odd semester 2019 examination will be generated on 29/11/2019.


 Dr. Narendra Viswanath

Principal
 SHRIDEVI INSTITUTE OF
 ENGINEERING & TECHNOLOGY
 TUMKUR - 572106.

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 Dean Academics / Dean R & D.
 Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
 Phy / Maths / T&P/OS/ First year coordinator.

21/11/19

Ref: SIET/Office/2019-20/

Date: 26-11-2019.

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 25-11-2019, Monday at 3:00 P.M. in his chamber to discuss about the academic activities of odd semester 2019-20.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. B. H. Vasudevamurthy	Mech
Dr. Mahesh Kumar	Civil	Dr. K.S. Ramakrishna	MBA
Prof. C.V. Shanmukha Swamy	CSE	Dr. Chethana .C	Maths
Dr. Devaki. B.S	EEE	Er. Anjan Murthy	T&P
Prof. Aizaz Ahamed sharief	ECE	Prof. Kumar H R	ISE
Dr. Sadashivaiah P.J	Phy	Prof. Malthesh Bhajanthri	Ist year Coodinator

Meeting Proceedings:

1. The minutes of the previous meeting held on 19-11-2019 was reviewed and ratified.
2. Principal reminded all the HoDs to submit the abstract of the regular students and arrear students taking odd semester 2019 examination in the format provided from the office.
3. The attendance shortage was finalized for II, V and VII semester students of all departments.
4. All the HoDs were informed to take suitable measures to produce 100% results in all the lab examinations.
5. All the HoDs were informed to submit the final internal assessment marks on or before 04/12/2019 to the undersigned.
6. All the HoDs were informed that, no student will be given 4th internal assessment test without discussing with the undersigned.
7. In view of Rotary club launching function on 27/11/2019 at 2.30 PM, all the HoDs were informed to reschedule the internal assessment tests from 1.00 PM to 2.15 PM instead of 2.30 PM to 3.45 PM.
8. Principal informed that about 400 Marks and 100 hours of club activities will be covered by the Rotary Club to all the CBCS students. Internships, soft skills and training and placement activities will be conducted to all the students by the Rotary Club.
9. All the HoDs were informed to see that proper entry of marks inside the blue books for each answer, entry of date, test number, marks obtained etc on the main page of the blue book.

10. All the HoDs were informed to submit all the unused blue books to the central stores and new blue books will be issued for the even semester 2019-20.
11. It was decided to host Kannada Rajyothsava function on 30th November 2019. Prof. Ramakrishna, Head of the Dept., MBA, was requested to finalize the guest and program to be conducted in Edusat Hall.


Dr. Narendra Viswanath
Principal
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106. 26/11/19

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Dean Academics. Dean R & D.

Heads of the departments of: BT/ CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Chem / Phy / Maths / T&P/OS/ First year coordinator.

Ref: SIET/Office/2019-20/

Date: 03-12-2019

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 02-12-2019, Monday at 3:00 P.M. in his chamber to discuss about the academic activities of odd semester 2019-20.


The following HoDs were present at the meeting.

Name of the HoD	Départment	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. B. H. Vasudevamurthy	Mech
Dr. Mahesh Kumar. G	Civil	Dr. K.S. Ramakrishna	MBA
Prof. C.V. Shanmukha Swamy	CSE	Dr. Chethana .C	Maths
Dr. Devaki. B.S	EEE	Er. Anjan Murthy	T&P
Prof. Aizaz Ahamed sharief	ECE	Prof. Kumar H R	ISE
Dr. Sadashivaiah P.J	Phy	Prof. Malthesh Bhajanthri	Ist year Coordinator

Meeting Proceedings:

1. The minutes of the previous meeting held on 25-11-2019 was reviewed and ratified.
2. All the HoDs were informed to make sure that all the students must attend the lab exams without fail.
3. All the HoDs were informed to complete the faculty feedback process on or before 09/12/2019.
4. All the HoDs were informed to nominate one student from 3rd semester and one student from 5th semester for the Rotract Club on or before 3rd December 2019 along with their Mobile number and email IDs.
5. All the HoDs were informed to send the concerned coordinators to repot 30 minutes before to the strong room for collecting question papers for conducting practical examinations.
6. All the HoDs were reminded to submit all the unused blue books to the central stores and new blue books will be issued for the even semester 2019-20.
7. All HoDs were informed to submit a consolidated list of students to whom additional internal test to be given for approval of the undersigned.
8. All HoDs were informed to make sure that the I internal test for the lateral entry students are completed before 14th Dec 2019.
9. It was once again reminded to submit the consolidated final Internal assessment marks on 4th Dec 2019 and it was decided to take up case by case for ratification of marks.
10. It was decided to reschedule the III internal assessments for 1st semester students on 14th, 16th and .17th December-2019 and Lab internals on 18th, 19th, 20th and 21st December-2019.

11. II internal assessment (CPH subject) for 3rd semester students of ECE and CSE branch is scheduled on 7th December 2019.
12. All HoDs were informed to discuss the proceedings of the HoDs meeting with all the faculty and non teaching members of their department for dissemination of information.
13. A general discussion on the academics so far completed was also taken up. Principal expressed concerns over student attendance monitoring, faculty engaging classes, discipline in academics, student counseling, students absenting for Internal assessment tests, faculty availing leave during regular sessions, etc. It was resolved to address all these issues to strengthen the academics and strict implementation from coming even semester was assured by HoDs.


Dr. Narendra Viswanath
Principal
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.
21/12/19

Copy to: The Hon'ble Managing Trustee - for kind information
The Hon'ble Director HR & IT- for kind information
Dean Academics / Dean R & D.
Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths / T&P/OS/ First year coordinator

Ref: SIET/Office/2019-20/

Date: 13-12-2019.

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 11-12-2019, Wednesday at 11:00 A.M. in his chamber to discuss about the academic activities of odd semester 2019-20.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. Malthesh Bhajanthri	Ist year Coordinator
Dr. Mahesh Kumar. G	Civil	Dr. K.S. Ramakrishna	MBA
Prof. C.V. Shanmukha Swamy	CSE	Dr. Chethana .C	Maths
Dr. Devaki. B.S	EEE	Prof. Kumar H R	ISE
Prof. Aizaz Ahamed sharief	ECE	Dr. Sadashivaiah P.J	Phy
Prof. B. H. Vasudevamurthy	Mech		

Meeting Proceedings:

1. The minutes of the previous meeting held on 02-12-2019 was reviewed and ratified.
2. All the HoDs were informed to complete the process of student feedback on faculty.
3. All the HoDs reported that the practical exams in all departments were conducted smoothly without any incidents or complaints.
4. All HoDs were informed to enter the IA marks in the VTU portal as per the approved list of IA marks by the Principal.
5. All the HoDs were once again reminded to submit all the unused blue books to the central stores and new blue books will be issued for the even semester 2019-20.
6. All the HoDs were informed to see that the lateral entry students of their concerned department know their USNs and shall pay their examination fee without fail and apply for VTU examinations online before the last date of 13-12-2019.
7. All the HoDs were informed to submit the even semester faculty subject allotment list on or before 20-12-2019 to the undersigned.
8. It was informed that the even semester classes for 4th, 6th and 8th semester students will be commencing from 03-02-2020.
9. All the faculty members were informed to attend the VTU valuation work and a maximum of one week official permission will be granted by the college.
10. Only HoDs are permitted to avail official permission to attend the examination duties/technical talk/viva-voce/Doctoral committee meeting at Non-VTU colleges/Universities.
11. It was informed that a meeting regarding conduction of VTU exams will be held on 13-12-2019 (Friday) at 11.30AM in Edusat hall by the Principal.
12. All the HoDs were informed to give indent for the Laboratory manuals for the even semester 2019-20.

13. All the HoDs were informed to attend a meeting regarding the conduction of Alumni meet-2020 on Sunday, January 26, along with the department coordinators on 19th December 2019. And are also informed to prepare five video clips by the Alumni for displaying during the function.
14. The Principal discussed the vacation slots and informed the HoDs that it will be officially communicated after due approval of the management.
15. The First Year coordinator informed that the arrangements for the Final Internal Assessment Test both theory and practical for the I year is all complete.
16. Principal informed the I year coordinator to ensure that all students know their USNs allotted by VTU, pay VTU exam fee and fill on line application for the VTU exams without fail through I year counselors. The USN list of I year students was also issued to all Departments.


Dr. Narendra Viswanath
Principal
SRI SASTRA INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106. 13/12/19

Copy to: The Hon'ble Managing Trustee - for kind information
The Hon'ble Director HR & IT- for kind information.
Dean Academics / Dean R & D.
Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths /T&P/OS/ First year coordinator.

Ref: SIET/Office/2019-20/

Date: 19-12-2019.

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 18-12-2019, Wednesday at 11:00 A.M. in his chamber to discuss about the academic activities of odd semester 2019-20.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. Malthesh Bhajanthri	Ist year Coordinator
Dr. Mahesh Kumar. G	Civil	Dr. K.S. Ramakrishna	MBA
Prof. C.V. Shanmukha Swamy	CSE	Dr. Chethana .C	Maths
Dr. Devaki. B.S	EEE	Prof. Kumar H R	ISE
Prof. Aizaz Ahamed sharief	ECE	Dr. Sadashivaiah P.J	Phy
Prof. B. H. Vasudevamurthy	Mech		

Meeting Proceedings:

1. The minutes of the previous meeting held on 11-12-2019 was reviewed and ratified.
2. Principal informed that the MoU with SCII has been signed and effective utilization of the MoU must be done by concerned departments and other departments were also asked to initiate MoUs for Industry - Institute Interaction.
3. All the HoDs were once again informed to complete the process of student feedback on faculty.
4. All HoDs were informed to make sure that the IA marks in the VTU portal is approved by the Principal before the last date and also to take print out for onward submission to VTU after due signature by students, concerned faculty, HoD and Principal.
5. It was informed that 203 students of First year have filled the VTU exam form and all first year laboratory exams have to scheduled and batch lists uploaded before 19-12-2019. The lab exams are scheduled from 24-12-2019 and Principal approved the batch lists.
6. The Principal discussed the vacation slots and informed the HoDs that it will be officially communicated after due approval of the management. The check list of tasks assigned to faculty must be duly completed and submitted by faculty before availing vacation.
7. Principal informed that the VTU Affiliation Notification has been released and the on line affiliation application form needs to be filled and sought the cooperation of all departments in completing the VTU Affiliation application form.

Narendra Viswanath
Dr. Narendra Viswanath

PRINCIPAL
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

19/12/19

Copy to: The Hon'ble Managing Trustee - for kind information.

The Hon'ble Director HR & IT- for kind information.

Dean Academics / Dean R & D.

Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths /T&P/OS/ First year coordinator.

Ref: SIET/Office/2019-20/

Date: 31-12-2019.

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 30-12-2019, Monday at 11:00 A.M. in his chamber to discuss about the academic activities of odd semester 2019-20.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. B. H. Vasudevamurthy	Mech
Dr. Mahesh Kumar. G	Civil	Dr. K.S. Ramakrishna	MBA
Prof. C.V. Shanmukha Swamy	CSE	Dr. Chethana .C	Maths
Prof. Ravikumar. G.H	EEE	Prof. Kumar H R	ISE
Prof. Aizaz Ahamed Sharief	ECE	Er. Anjan Murthy	T&P

Meeting Proceedings:

1. The minutes of the previous meeting held on 18-12-2019 was reviewed and ratified.
2. Principal informed all the HoDs to submit the feedback report.
3. Principal informed that a MoU under AICTE Margadarshan scheme for mentoring for NBA between SIET & Dr. AIT, Bangalore, will be signed on 04-01-2020 at Dr.AIT, Bangalore.
4. It was decided to conduct Alumni Meet-2020 on 08-03-2020 and all the HOD's were informed to take measures to invite large number of Alumnae to participate in the function. Each department was given a mandate to ensure at least 50 number of alumni participation. The venue for the meet was proposed to be the SIMS&RH Auditorium.
5. It was decided that Mr. Anjana Murthy will be the Chief-coordinator for the Alumni Meet-2020.
6. The following staff members are made as department wise coordinators for the conduction of Alumni Meet-2020.

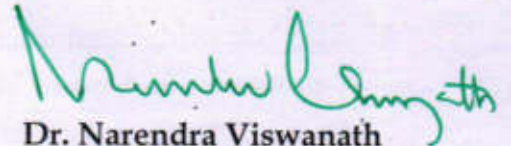
SI No	Name of the Staff member	Department
01	Prof. Nandan V	MBA
02	Prof. Santhosh T U	Mech
03	Prof. Srilakshmi S	Civil
04	Prof. Veena N D	CSE
05	Prof. Prabitha D K	ECE
06	Prof. Ravikumar G H	EEE

7. It was decided to give wide publicity of the Alumni Meet-2020 event by placing banners in front of the college entrance, to scroll message on digital LED and also to publicize on college website as Scroll, Banner and Invitation.

8. The following committees have been formed for the smooth conduction of Alumni Meet-2020.

Sl. No	Name of the Committee	Responsibilities	Department
01	Reception committee	Guest Hospitality, Registration & Documentation, Distribution of Mementoes	Mechanical
02	Publicity committee	Printing and Distribution of Invitation & Banner, Publicity & Press	Computer science
03	Stage committee	Stage decoration and conduction of the function, Seating Arrangement at the Venue, Felicitation of Chief Guests	MBA
04	Catering committee	Arranging for Welcome Drink, snacks, Lunch and Distribution	EEE
05	Cultural committee	Organizing & Conduction of cultural event, Games	ECE
06	Dossier	Collection of Department wise events/articles, Preparation & Printing of Dossier / News Letter	Civil

9. All the Alumni coordinators are informed to estimate the budget requirement for their assigned tasks and submit the same to Chief coordinator for consolidation. In addition, they are informed to collect/prepare write-ups and submit the same to concerned Department for dossier finalization.



Dr. Narendra Viswanath

Principal

PRINCIPAL
SHRI VEI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

Copy to: The Hon'ble Managing Trustee - for kind information.

The Hon'ble Director HR & IT- for kind information.

Dean Academics. Dean R & D.

Heads of the departments of: BT/ CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Chem / Phy / Maths / T&P/OS/ First year coordinator.

Ref: SIET/Office/2019-20/

Date: 13-01-2020.

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 13-01-2020, Monday at 03:00 P.M. in his chamber to discuss about the academic activities of even semester 2019-20.


The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Dr. Chandrappa C P	Dean R&D
Dr. Mahesh Kumar. G	Civil	Dr. K.S. Ramakrishna	MBA
Prof. C.V. Shanmukha Swamy	CSE	Dr. Chethana .C	Maths
Prof. Aizaz Ahamed sharief	ECE	Prof. Kumar H R	ISE
Er. Anjanamurthy	T&P	Prof. Tippeswamy	Mech
Dr. Sadashivaiah P J	Phy	Mr. Mahanthesh. A	O.S
Prof. Muktha	EEE		

Meeting Proceedings:

1. The minutes of the previous meeting held on 30-12-2019 was reviewed and ratified.
2. Principal informed that a one day workshop on OBE as a part of NBA is scheduled on 28-01-2020 and informed to all the HoDs not to sanction any leave to the faculty members on 28-01-2020 as it is mandatory for all faculty to attend the workshop.
3. Principal informed that one hard copy and soft copy of NBA manual will be given to each department and all the HODs are informed to circulate the same to the faculty members of their concerned department.
4. All the HODs are informed to nominate one senior faculty member from each department as NBA coordinator.
5. All the HODs are informed to attend a meeting regarding the initiation of NBA activities on 16-01-2020 at 10.30AM along with the departmental NBA coordinators.
6. It was decided to start the even semester classes of the academic year 2019-2020 for II semester also on 03-02-2020 to match with higher semester academic calendar.
7. Principal briefly discussed the Academic Calendar of even semester Feb to June 2020 and the finalized copy will be circulated soon. Principal informed HoDs to proceed with making Time table for the even semester.
8. It was decided to avoid the practical classes in the time table on all Saturdays for the even semester of the academic year 2019-2020.
9. It was decided to allocate Friday afternoon session for all the 6th semester students exclusively for Training and Placement activities.
10. All the HoDs are informed to allocate continuously 02 hours of theory classes for all the three subjects (for two days) and 01 hour of theory class for all the three subjects (morning session of any one day of the week) to all the 8th semester students.

11. It was tentatively proposed to celebrate Shriuthsav-2020 function on 03rd and 04th April 2020 (subject to approval of the Management).
12. Principal informed all the HoDs to monitor the attendance of faculty members and also who are reporting late to the duty and advised to take suitable action on the erring faculty.
13. Principal informed all the HoDs that attendance register will be made available at the concerned departments from 08.15AM to 08.45 AM in the morning session and 04.15 PM to 04.45 PM in the evening session on all the working days with effect from 14-01-2020.
14. All the HODs are informed to attend a meeting on 16-01-2020 at 02.30 PM regarding the conduction of Alumni Meet-2020 scheduled on March 08, 2020 along with the departmental Alumni coordinators.
15. Principal informed that the student feedback on faculty is still not received and asked the HoD CSE to escalate the matter and submit the same by the end of the week.
16. Principal informed all the HoDs to inform at least 10 boys and 10 girls students from each department for participating in the Republic day function march past and cultural activities in the main grounds. Flag Hoisting in the College is scheduled at 7.30AM.
17. Principal informed all HoDs to inform their staff and students to take part in sports activities organized as part of Republic Day function.
18. The meeting was concluded with Principal requesting all HoDs to make sure that the Academics - Teaching theory / laboratory classes, Regularity in conducting classes, Student mentoring/counseling, Attendance monitoring and discipline are given highest importance and strictly monitored and enforced. He also requested for giving top priority in bringing good reputation to college and good results leading to good placements and good admission.


Dr. Narendra Viswanath

Principal
SHRI PRAJNAN INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106. 13/1/20

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The Hon'ble Director HR & IT- for kind information.

Dean Academics. Dean R & D.

Heads of the departments of: BT/ CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Chem / Phy / Maths /T&P/OS/ First year coordinator.

Ref: SIET/Office/2019-20/

Date: 28-01-2020.

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 27-01-2020, Monday at 2:30 P.M. in his chamber to discuss about the academic activities of even semester 2019-20.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Dr. Mahesh Kumar. G	Civil
Prof. C.V. Shanmukha Swamy	CSE	Dr. B.S. Devaki	EEE
Prof. Aizaz Ahamed Sharief	ECE	Prof. Vasudevamurthy B H	Mech
Er. Anjanamurthy	T&P	Dr. Chethana .C	Maths
Prof. Kumar H R	ISE	Prof. Prathap B N	MBA

Meeting Proceedings:

1. The minutes of the previous meeting held on 13-01-2020 was reviewed and ratified.
2. It was decided to start the even semester classes at 8.45 AM to 4.30 PM for the academic year 2019-2020 with effect 03-02-2020.
3. HoDs were informed to allocate continuously 02 hours of theory classes for the subject DIP MAT for all the lateral entry students of 4th semester on all Saturdays from 10.55 AM to 12.45 PM.
4. HoDs were informed to allocate continuously 02 hours of theory classes for the subject CIP (for branches CV, ME and EE) and Kannada (for branches CSE and EC) for 4th semester on all Fridays from 10.55 AM to 12.45 PM.
5. HoDs were informed to allocate every Friday afternoon for Placement and Training for 6th semester students.
6. HoDs were informed to allocate continuously 02 hours of theory classes for every subject for 8th semester on Monday & Tuesday, 01 hour of theory class on Wednesday and rest of the week for Seminar, Internship and project Work.
7. HoDs were informed to make use of the transmission of Live Lectures through VTU e-Shikshana platform and were given the timetable of the transmission of lectures.
8. Principal informed the HoDs to submit the class time table on or before 30/01/2020.
9. HoDs were informed to give wide publicity for the Alumni Meet-2020 on March 08, 2020 by sending out invite mails, Publicity through Social media, etc. and to make the function a grand success.


Dr. Narendra Viswanath
Principal
SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY
TUMKUR - 572106.
28/1/20

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Dean Academics / Dean R & D
Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths / T&P/OS/ First year coordinator



Ref: SIET/Office/2019-20/

Date: 04-02-2020.

MINUTES OF THE MEETING

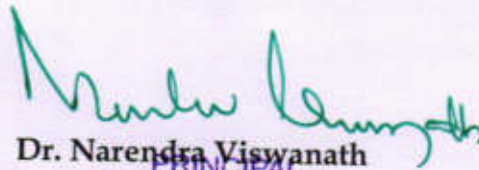
The meeting of HoDs was convened by the Principal, on 03-02-2020, Monday at 03:00 P.M. in his chamber to discuss about the academic activities of even semester 2019-20.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Dr. Mahesh Kumar. G	Civil
Prof. C.V. Shanmukha Swamy	CSE	Dr. B.S. Devaki	EEE
Prof. Aizaz Ahamed sharief	ECE	Prof. Vasudevamurthy B H	Mech
Er. Anjanamurthy	T&P	Dr. Chethana .C	Maths
Prof. Kumar H R	ISE	Prof. Prathap B N	MBA
Dr Sadashivaiah P J	phy		

Meeting Proceedings:

1. The minutes of the previous meeting held on 27-01-2020 was reviewed and ratified.
2. Principal congratulated Mr. Bikram Khatri (15V15CV009) student of Civil engineering branch of 2015-2019 batch for securing second rank by VTU and also congratulated the HoD and staff members of Civil Engineering Department for team efforts in getting the Rank.
3. All the HoD's are informed to see that all the students must attend the classes regularly.
4. All the HoD's are informed not to sanction any leaves to the teaching faculty on 05-02-2020 in view of the NBA workshop scheduled on 05-02-2020.
5. Principal informed the first year coordinator to frame the time table for conducting Induction programme to the first year students with effect from 10-20-2020.
6. All the HoD's are informed to give wide publicity for the Alumni Meet-2020 and to make the function a grand success.


Dr. Narendra Viswanath

Principal

SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

Copy to: The Hon'ble Managing Trustee - for kind information
The Hon'ble Director HR & IT- for kind information.
Dean Academics. Dean R & D.
Heads of the departments of: BT/ CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Chem / Phy / Maths / T&P/OS/ First year coordinator.

Réf: SIET/Office/2019-20/

Date: 04-02-2020.

MINUTES OF THE MEETING


The meeting of HoDs was convened by the Principal, on 03-02-2020, Monday at 03:00 P.M. in his chamber to discuss about the academic activities of even semester 2019-20.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Dr. Mahesh Kumar. G	Civil
Prof. C.V. Shanmukha Swamy	CSE	Dr. B.S. Devaki	EEE
Prof. Aizaz Ahamed sharief	ECE	Prof. Vasudevamurthy B H	Mech.
Er. Anjanamurthy	T&P	Dr. Chethana .C	Maths
Prof. Kumar H R	ISE	Prof. Prathap B N	MBA
Dr. Sadashivaiah P J	Phy.		

Meeting Proceedings:

1. The minutes of the previous meeting held on 27-01-2020 was reviewed and ratified.
2. Principal congratulated Mr. Bikram Khatri (1SV15CV009) student of Civil Engineering branch of 2015-2019 batch for securing second rank in VTU and also congratulated the HoD and staff members of Civil Engineering Department for team efforts in getting the Rank.
3. All the HoDs were informed to see that all the students must attend the classes regularly. Any absenteeism of the student in any subject for more than two days must be immediately reported to parents through SMS on the same day. HoDs and faculty must strictly follow up this and inform and counsel students and parents.
4. All the HoDs were informed not to sanction any leave to the teaching faculty on 05-02-2020 in view of the NBA workshop scheduled on 05-02-2020.
5. Principal informed the first year coordinator to frame the time table for conducting Induction programme to the first year students with effect from 10-02-2020.
6. All HoDs were informed to publish the Academic Calendar of even semester in their respective departments and inform all concerned.
7. All the HoDs were asked to send e-mails, WhatsApp messages and make phone calls to Alumni and were informed to give wide publicity on all social media for the Alumni Meet-2020 on Sunday, March 08, 2020 and to make the function a grand success.


Dr. Narendra Viswanath

Principal

SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

Copy to: The Hon'ble Managing Trustee - for kind information.

The Hon'ble Director HR & IT- for kind information.

Dean Academics / Dean R & D.

Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths /T&P/OS/ First year coordinator.

Ref: SIET/Office/2019-20/

Date: 11-02-2020.

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 11-02-2020, Tuesday at 03:00 P.M. in his chamber to discuss about the academic activities of even semester 2019-20.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Dr. Mahesh Kumar. G	Civil
Prof. C.V. Shanmukha Swamy	CSE	Dr. B.S. Devaki	EEE
Prof. Aizaz Ahamed sharief	ECE	Prof. Vasudevamurthy B H	Mech
Er. Anjanamurthy	T&P	Dr. Chethana .C	Maths
Prof. Kumar H R	ISE	Prof. Nandan. R	MBA
Dr. Sadashivaiah P J	Phy		

Meeting Proceedings:

1. The minutes of the previous meeting held on 03-02-2020 was reviewed and ratified.
2. All the HoD's are informed to see that all the students must attend the classes regularly.
3. Principal informed the first year faculty members handling II semester C section to attend meeting on 12-02-2020 at 2.30 PM in his chamber to discuss about the regularity and academics of the students.
4. All the HoD's are informed to monitor the updation of students attendance registers regularly.
5. All the HoD's are informed to see that SMS alerts must be sent to the parents whose wads are irregular to the classes for continuous two days.
6. All the HoD's are informed to prepare and submit the NBA pre-qualifier proforma assuming 2019-20 as CAY-1on or before 20-02-2020.
7. All the HoD's are informed to prepare ppt on strengths and weaknesses of their concerned departments and present the same before the management.
8. All the HoD's are informed to submit roadmap/action plan for the improvement of department wise admissions for the academic year 2020-202.
9. Principal informed that all the teaching and non teaching staff members to attend 2nd graduation day of Medical students and also to join for the lunch arranged at 3rd floor of SIMS and RH building on 13-02-2020 at 1.00PM.
10. Principal informed all the HoD's to see that Alumnae must attend the Alumni meet-2020 function in large number and to play video clips of the Alumnae who are unable to attend the function.

11. All the HoD's are informed to submit the departmental activities and write-ups for the Alumni meet-2020.

Narendra Viswanath
Dr. Narendra Viswanath
Principal
SHRIDEVI INSTITUTE OF
ENGINEERING TECHNOLOGY
TUMKUR - 572106. 11/2/20

Copy to: The Hon'ble Managing Trustee - for kind information.
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Dean Academics. Dean R & D.
Heads of the departments of: BT/ CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Chem / Phy / Maths /T&P/OS/ First year coordinator.

Ref: SIET/Office/2019-20/

Date: 12-02-2020.

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 11-02-2020, Tuesday at 03:00 P.M. in his chamber to discuss about the academic activities of even semester 2019-20.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Dr. B.S. Devaki	EEE
Prof. C.V. Shanmukha Swamy	CSE	Dr. Sadashivaiah P J	Phy
Prof. Aizaz Ahamed sharief	ECE	Dr. Chethana .C	Maths
Prof. Kumar H R	ISE	Prof. Nandan. R	MBA
Dr. Mahesh Kumar. G	Civil	Er. Anjanamurthy	T&P
Prof. Vasudevamurthy B H	Mech		

Meeting Proceedings:

1. The minutes of the previous meeting held on 03-02-2020 was reviewed and ratified.
2. All the HoDs were informed to see that all the students must attend the classes regularly.
3. Principal informed the first year faculty members handling II semester C section, where students need special attention to attend meeting on 12-02-2020 at 2.30 PM in his chamber to discuss about the regularity and academics of the students and efforts to improve their eligibility / promotion to higher semester.
4. All the HoDs were informed to monitor and update the attendance of students in the registers regularly and the same would be verified at random.
5. All the HoDs were informed to see that SMS alerts must be sent to the parents whose wads are absent to the classes for continuously two days.
6. All HoDs were informed to provide the Lesson Plan Document with schedule, Course Outcomes (COs), prescribed text books and reference books, exam marks details, additional material and resources, etc. (A draft already sent to all HoDs).
7. All the HoDs were informed to prepare and submit the NBA pre-qualifier proforma assuming 2019-20 as the CAY on or before 20-02-2020.
8. All the HoDs were informed to prepare a document on strengths, weaknesses and challenges of their concerned departments to be presented as a consolidated analysis before the management on or before 20-02-2020.
9. All the HoDs were informed submit details about any infrastructural and miscellaneous requirements such as in class rooms, laboratories, staff rooms, toilets, etc.
10. All the HoDs were informed to prepare and submit an overall budget estimate for their department from NBA process point of view and also the budget estimate for the next academic year 2020 - 21 on or before 20-02-2020.

11. All the HoDs were informed to submit roadmap/action plan for the improvement of department wise admissions for the academic year 2020-21 on or before 20-02-2020.
12. Principal informed all the HoDs to see that Alumnae must attend the Alumni meet-2020 function in large numbers and to play audio/video clips of the selected Alumnae who are unable to attend the function.
13. All the HoDs were informed to submit the departmental activities and write-ups for the Alumni meet-2020 and submit the same to Mr. Anjanamurthy on or before February 28, 2020.
14. Principal informed that all the teaching and non teaching staff members to attend 2nd graduation day of Medical students and also to join for the lunch arranged at 3rd floor of SIMS and RH building on 13-02-2020 at 1.00PM.


Dr. Narendra Viswanath
Principal
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106. 13/2/20

Copy to: The Hon'ble Managing Trustee - for kind information
The Hon'ble Director HR & IT- for kind information
Dean Academics / Dean R & D
Heads of the departments of: BT/ CSE/ ISE/ EEE/ CV / ME / ECE / MBA /
Phy / Maths / T&P/OS/ First year coordinator

Ref: SIET/Office/2019-20/

Date: 24-02-2020.

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 24-02-2020, Monday at 03:00 P.M. in his chamber to discuss about the academic activities of even semester 2019-20.

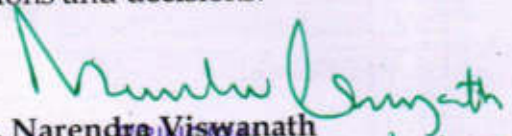
The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Dr. Chandrappa C P	Dean (R&D) & Bio-Tech
Dr. K. S Ramakrishna	MBA	Prof. Kumar H R	ISE
Prof. C.V. Shanmukha Swamy	CSE	Prof. Vasudevamurthy B H	Mech
Dr. Mahesh Kumar. G	Civil	Dr. Chethana .C	Maths
Prof. Aizaz Ahamed Sharief	ECE	Dr. Sadashivaiah P J	Phy
Dr. B.S. Devaki	EEE	Er. Anjanamurthy	T&P

Meeting Proceedings:

1. The minutes of the previous meeting held on 11-02-2020 was reviewed and ratified.
2. All the HoDs were reminded to prepare and submit the NBA pre-qualifier proforma assuming 2019-20 as CAY on or before 26-02-2020.
3. All HoDs were informed to submit the budget estimate for the academic year 2020 - 21, keeping in view the proposed NBA requirements.
4. All the HoDs were informed to prepare and submit the department wise report on Strengths, Weaknesses and Challenges, short comings, budget estimate, infrastructure requirement, laboratory equipments requirement, recruitment of faculty as per faculty student ratio (1:20), non teaching staff requirements and research requirement as per NBA proposal & documentation.
5. All the HoDs were informed to monitor the updating of students records and the counselors are informed to take signature of Principal in the duly filled students' records.
6. All the HoDs were reminded to see to that SMS alerts must be sent to the parents whose wads are irregular to the classes for continuously two days.
7. All the HoDs were informed to prepare ppt on Strengths, Weaknesses and Challenges of their concerned departments and the same shall be presented before the management.
8. All the HoDs were informed to submit roadmap/action plan for the improvement of department wise admissions for the academic year 2020-2021.
9. In view of the LIC visit to the college, Principal informed that all the HoDs and teaching staff members to update all the records such as blue books, course files, laboratory records etc.,

10. Principal reminded all the HoDs to see that Alumnae must attend the Alumni meet-2020 function in large numbers and to play video clips of the Alumnae who are unable to attend the function. Principal also requested all HoDs to submit Alumni written articles to be published on the Alumni Day.
11. Principal informed that all the HoDs and teaching staff members to prepare the course files of the current academic year and also informed to include the text books requirement as prescribed by the VTU in the circulated Micro and Macro lesson plan.
12. Principal informed all HoDs to monitor the progress of classes and take signature of Principal in the Academic Work Diary, Attendance registers and Lesson Plan documents after the end of every module.
13. Principal advised all HoDs to motivate all staff of their department and make them involved in the department and institute work in addition to routine teaching such as NBA, Admission, Alumni Meet, Placement & Training, Research, etc. Once again all HoDs were reminded that they should hold regular meetings with their faculty and non teaching staff to apprise them of all the discussions and decisions.


Dr. Narendra Viswanath

Principal
SHRI DEVIL INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

Copy to: The Hon'ble Managing Trustee - for kind information.

The Hon'ble Director HR & IT- for kind information.

Dean Academics / Dean R & D.

Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths / T&P/OS/ First year coordinator.

Ref: SIET/Office/2019-20/

Date: 03-03-2020.

MINUTES OF THE MEETING

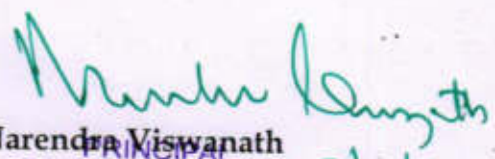
The meeting of HoDs was convened by the Principal, on 02-03-2020, Monday at 3:00 P.M. in his chamber to discuss about the academic activities of even semester 2019-20.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. Rashmi S B	First Year Coordinator
Prof. C.V. Shanmukha Swamy	CSE	Dr. K. S Ramakrishna	MBA
Prof. Aizaz Ahamed sharief	ECE	Dr. Mahesh Kumar. G	Civil
Prof. Vasudevamurthy B H	Mech	Dr. B.S. Devaki	EEE
Prof. Kumar H R	ISE	Dr. Chethana .C	Maths
Dr. Sadashivaiah P J	Phy		

Meeting Proceedings:

1. The minutes of the previous meeting held on 24-02-2020 was reviewed and ratified.
2. All the HoD's were informed to prepare ppt on strengths and weaknesses of their concerned departments and the same shall be presented before the management.
3. Principal reminded all the HoD's to see that Alumnae must attend the Alumni meet-2020 function in large numbers and to play video clips of some selected Alumnae at the function.
4. Principal informed to cover at least 1.5 modules and the same may be given for the first internal assessment.
5. Principal informed to give assignments to the students and to evaluate the same thoroughly before returning the assignment books to the students.
6. The question paper for first internal assessment must be prepared according to blooms taxonomy and also to prepare the scheme and solution. In addition, the first internal assessment questions must show the CO evaluated by the question and the same must be brought to the awareness of the students in their concerned subjects.
7. All the HoDs were informed to submit the result analysis of all the semesters immediately after the announcement of results by VTU to the undersigned and there will be review meeting regarding the department wise results with the management.
8. All the HoDs were informed to put their maximum efforts to get 100% results from the 8th semester students of the academic year 2019-2020.
9. All the HoDs were informed to conduct an academic event in the even semester such as FDP/symposium/workshop/seminars by the expert members etc., and submit details within two weeks.


Dr. Narendra Viswanath

Principal
SHRIDEVI INSTITUTE
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

3/3/20

Copy to: The Hon'ble Managing Trustee - for kind information.
The Hon'ble Director HR & IT- for kind information.
Dean Academics / Dean R & D.
Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths / T&P/OS/ First year coordinator.

Ref: SIET/Office/2019-20/

Date: 09-03-2020.

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 09-03-2020, Monday at 3:00 P.M. in his chamber to discuss about the academic activities of even semester 2019-20.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Dr. Mahesh Kumar. G	Civil
Prof. C.V. Shanmukha Swamy	CSE	Prof. Vasudevamurthy B H	Mech
Prof. Aizaz Ahamed Sharief	ECE	Dr. B.S. Devaki	EEE
Prof. Kumar H R	ISE	Dr. Chethana .C	Maths
Er. Anjana Murthy	T&P	Dr. Sadashivaiah P J	Phy


Meeting Proceedings:

1. The minutes of the previous meeting held on 02-03-2020 was reviewed and ratified.
2. Principal thanked all the HoDs and staff for the successful alumni meet held on Sunday March 08, 2020 and informed that a total of 265 alumni registered for the event. He also informed that a thanksgiving meeting will be scheduled soon to personally thank Faculty alumni coordinators and student volunteers who put in their best effort for the success of the function.
3. It was informed that Saturday (14/03/2020) is a full working day and I internal assessment tests for UG and regular classes for PG will be held.
4. Principal informed all HoDs that the Test Coordinators meeting was conducted earlier and they have been instructed to strictly follow the norms for conducting the Internal assessment test such as question paper pattern highlighting the COs, VTU structure of questions, Time duration of 1 hour 30 minutes, not permitting any student for entire duration of the test, submission of scheme and solution for the question papers, Syllabus coverage of 1.5 modules. All HoDs to ensure all instructions are followed meticulously by all faculty while conducting the internal assessment Test.
5. All the HoDs were informed not to permit the students from writing the first internal assessment tests until they clear the dues towards college fees and also those who have not taken the signature in the No due card. The fees dues list was given to all HoDs to make sure they inform the students concerned to clear the fees due and update the No Dues card.
6. HoDs were informed that students with less than 65% attendance in any subject should be detained and not allowed for the test in that particular subject. Attendance must be considered from February 10, 2020 to March 10, 2020.
7. Principal informed that the allotment of invigilation duties to the HoDs must be avoided.

8. Principal informed all the HoDs to monitor the conduction of internal assessment tests strictly and a squad team consisting of HoDs is formed for the same.

Date & Day	Morning session 9.00AM to 10.30AM	Afternoon session 2.30PM to 04.00PM
13/03/2020 Friday	Dr. Chethana C Prof. Aizaz Ahamed Sharief	Prof. C.V. Shanmukha Swamy Prof. Vasudevamurthy B H
14/03/2020 Saturday	Dr. B.S. Devaki Prof. Kumar H R	Dr. Chandrasekhar N Prof. Rashmi S B
16/03/2020 Monday	Dr. Mahesh Kumar. G Prof. Aizaz Ahamed Sharief	Dr. B.S. Devaki Prof. Kumar H R

9. It was informed that as the IA will be completed on Saturday for the 8th semester students, the regular classes for 8th semester will be held from Monday onwards.
10. In addition, as the IA will be completed on Monday at 10.30 AM for the 2nd semester students, the regular classes for 2nd semester will be held after the tea break from 10.55 AM on Monday onwards.
11. The first year class teachers were informed to update the name correction of first year students in the VTU portal on or before 21/03/2020.
12. All the teaching faculty members were informed to update the faculty details in the VTU prexam portal on or before 17/03/2020.
13. It was decided to have presentations by HoDs with regards to NBA pre qualifier and requirements highlighting Strengths, Weaknesses and Challenges for department NBA preparedness. The presentation is scheduled on Friday 13/03/2020 and Saturday 14/03/2020 from 10.30 AM to 12.30 PM. All the department NBA coordinators must be present during entire presentation. In addition the concerned faculty of the department must be present during their department presentation.


Dr. Narendra Viswanath

Principal

PRINCIPAL
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

Copy to: The Hon'ble Managing Trustee - for kind information.

The Hon'ble Director HR & IT- for kind information.

Dean Academics / Dean R & D.

Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /

Phy / Maths / T&P/OS/ First year coordinator.

Ref: SIET/Office/2019-20/

Date: 16-03-2020.

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 16-03-2020, Monday at 3:00 P.M. in his chamber to discuss about the academic activities of even semester 2019-20.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. Rashmi S B	First Year Coordinator
Dr. Mahesh Kumar. G	Civil	Prof. Vasudevamurthy B H	Mech
Dr Ramakrishna K S	MBA	Dr. B.S. Devaki	EEE
Prof. C.V. Shanmukha Swamy	CSE	Dr. Chethana. C	Maths
Prof. Aizaz Ahamed Sharief	ECE	Dr. Sadashivaiah P J	Phy
Prof. Kumar H R	ISE	Er. Anjana Murthy	T&P

Meeting Proceedings:

1. The minutes of the previous meeting held on 09-03-2020 was reviewed and ratified.
2. Principal thanked the HoD and staff of MBA department for the successful conduction of BizQuiz-2020 on 13-03-2020.
3. All the teaching faculty members were informed to update the faculty details in the VTU prexam portal on or before 17-03-2020 and also to submit the list of faculty whose ids either duplicate or have left the organization.
4. Principal informed all the HoDs of the R&D centers to give the details of active research scholars to the undersigned on or before 18-03-2020.
5. All the teaching faculty members were informed to update the Macro Schedule, Micro Schedule, work Diary and mentor Books and to take signature from the undersigned on or before 21-03-2020.
6. Principal informed all the HoDs to download the marks cards of all 3rd semester students similar to the 1st semester students.
7. Principal informed that the revaluation date is extended up to 18-03-2020 for 4th to 8th semester B.E. students and to inform all concerned.
8. Principal informed all the HoDs to check the backlog results of 3rd semester and previous ineligible students of their department currently who wrote I year backlog.
9. Principal informed that the website coordinators meeting will held on 17-03-2020 and all the HoDs were informed to send the departmental website coordinators to attend the same.
10. As there are no labs conducted for the students during this week, all the HoDs were informed to instruct the attenders and lab instructors to see that all the laboratories must be cleaned in all the respects.

11. Principal informed all the HoDs to update all the records as per the LIC check list such as: Results analysis (after RV), Blue books, Lab records, course files, Purchase file of the Dept., Minutes of Department meeting, faculty feedback, etc.



Dr. Narendra Viswanath

Principal
SHRI SRI INSTITUTE OF
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TUMKUR - 572106.

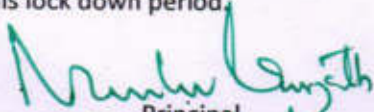
16/3/20

Copy to: The Hon'ble Managing Trustee - for kind information.
The Hon'ble Director (HR & IT) - for kind information.
Dean Academics / Dean R & D
Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths / T&P/OS/ First Year Coordinator.

SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY, TUMAKUR

Minutes of the Weekly HoDs meeting held on 1st May, 2020, the following points were discussed.

1. Registration to Google classroom: All HoDs informed that the registration of students in all subjects to google Classroom was complete and majority of students have registered for the same. It was found that the number of students registered almost was equal to the number of students in the class, but the number of students attending regular online classes was less than the registered students. Hence, it was decided to identify such students who have registered in the Google Classroom for the sake of test and online assignment, and warn them to attend the regular online class in coming weeks, failing which their test and assignment will be valued and they will be marked absent for the IA marks.
2. HoDs expressed satisfactory attendance for the first two sessions of the online Google Classroom test conducted on 1st May 2020. Absentee students were asked to be contacted and warned.
3. All Hods were asked to inform their faculty to evaluate all the assignments submitted by students through means such as WhatsApp, email, etc., immediately. In addition, the online Google Classroom test and assignment must be evaluated before Wednesday 6 May 2020. All these marks must be consolidated into a single xl sheet for every class and submitted to the principal through email on Friday 8 May 2020.
4. Portions covered till date was discussed at length. It was decided to take extra classes in case of subjects where the portions covered is about 50% to 70%, i.e., faculty who are either in the 3rd module or beginning of 4th module. These faculty must engage at least two extra classes per week with effect from Monday 4 May 2020 till Saturday 16 May 2020. All HoDs were informed to prepare an exclusive timetable for the period 4 May to 16 May 2020. Additional classes to be engaged after 12.30 pm onwards every day.
5. All HoDs were asked to inform their faculty and mentors to take extra effort in contacting each and every student and/or parent of the class and make them realize about the importance of online classes. It has been observed that despite several attempts some of the students are still missing and absent for the online classes. This is evident from above point at sl.no. 1. These students must be warned of the consequences of them missing online classes as this is the only alternative left and they must be convinced that they not only lose their academics and also they may fail in the exams leading to loss of academic year.
6. It was reported that the 8th semester BE technical seminars are underway and mostly completed by next week. It was informed to HoDs to take up Project seminars and progress updates on project completion immediately after this. The process of project seminars and progress updates to be completed before May 16, 2020.
7. HoDs were informed to make sure that at least minimum 80% portions are completed in every subject before May 16, 2020. As after the lockdown and college reopens, the emphasis will be on conducting laboratory, revision of some important topics, discussion of VTU question papers and assignments and final assessments to be done before the final VTU exams.
8. Principal reminded all HoDs to make sure that the work diary by all faculty is submitted before 3rd May 2020.
9. Principal informed all HoDs that, our Hon'ble Chairman, was apprised of the academic progress of the college during lockdown. The Chairman expressed satisfaction over the progress and asked all faculty to motivate students and keep them academically engaged during lock down by taking online classes sincerely and do justice. He also asked all faculty to also make sure for students who are unable to access and attend online classes, to provide all support for learning.
10. Principal thanked all HoDs and faculty for their continued academic support during this lock down period.


Principal
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.
15/5/20

Réf: SIET/Office/2019-20/

Date: 08-05-2020.

MINUTES OF THE MEETING

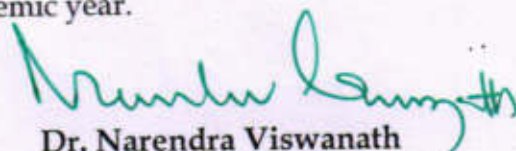
The meeting of HoDs was convened by the Principal, on 06-05-2020, Wednesday at 3:30 P.M. in his chamber to discuss about the academic activities of even semester 2019-20.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. Vasudevamurthy B H	Mech
Dr. K S Ramakrishna	MBA	Dr. B.S. Devaki	EEE
Prof. C.V. Shanmukha Swamy	CSE	Dr. Sadashivaiah P J	Physics
Prof. Aizaz Ahamed Sharief	ECE	Dr. Chethana .C	Maths
Dr. Mahesh Kumar. G	Civil	Prof. Rashmi.S.B	First Year Coordinator

Meeting Proceedings:

1. The minutes of the previous meeting held on 01-05-2020 was reviewed and ratified.
2. Principal informed all the HoDs to guide their departmental teaching staff and Instructors to prepare Video clips of the Laboratory experiments and same may be circulated among the students.
3. Principal informed to complete 75% of the experiments from the VTU prescribed experiments.
4. Principal informed all the HoDs to arrange online guest lecture series by the eminent personalities from Industries/Faculty members from reputed institutions.
5. Principal informed to conduct online III-Internal assessments on Google Classroom for all the students everyday from 18/05/2020 onwards between 2.00 PM to 4.00 PM. The test may be conducted for 60 marks by giving three questions for 20 marks each and without giving any choice. The entire portion covered as on 16/05/2020 shall be included for the test.
6. Principal informed all the HoDs to submit the results analysis of 3rd semester B.E and MBA 1st and 3rd semester results of the current academic year.


Dr. Narendra Viswanath

Principal
 SHRIDEVI INSTITUTE OF
 ENGINEERING & TECHNOLOGY
 TUMKUR - 572106.

Copy to: The Hon'ble Managing Trustee - for kind information
 The Hon'ble Director HR & IT- for kind information
 Dean Academics / Dean R & D
 Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
 Phy / Maths / T&P/OS/ First year coordinator

Ref: SIET/Office/2019-20/

Date: 19-05-2020.

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 18-05-2020, Monday at 3:30 P.M. in his chamber to discuss about the academic activities of even semester 2019-20.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Dr. Ramakrishna. K.S Prof. Prathap.B.N	MBA
Dr. Nagaraj. C	Civil	Dr. B.S. Devaki	EEE
Prof. C.V. Shanmukha Swamy	CSE	Prof. Vasudevamurthy B H	Mech
Prof. Aizaz Ahamed Sharief	ECE	Dr. Chethana .C	Maths
Dr. Sadashivaiah P J	Phy	Er. Anjanamurthy	T&P
Prof. Kumar. H.R	ISE	Prof. Rashmi.S.B	First Year Coordinator

Meeting Proceedings:

1. The minutes of the previous meeting held on 06-05-2020 and 11-05-2020 was reviewed and ratified.
2. Principal reminded all the HoDs to guide their departmental teaching staff and Instructors to prepare Video clips of the Laboratory experiments and same may be circulated among the students. The experiments shall be demonstrated by teaching faculty only. The links for these videos may be submitted to Principal after uploading it on YouTube and the same will be published in college website.
3. Principal informed to complete 75% of the experiments from the VTU prescribed experiments.
4. Principal informed to conduct 4 hours of online classes with effect from 25/05/2020.
5. All the HoDs are informed to frame common time table for conduction online classes as follows:

1 st Period	2 st Period	Break	3 st Period	4 st Period	Afternoon session
9.30AM To 10.15AM	10.15AM To 11.00AM	11.00AM To 11.15AM	11.15AM To 12.00 PM	12.00 PM To 12.45 PM	Lab sessions 01.45 PM To 4.15PM

6. Principal informed to submit the percentage of online classes attendance from 07/04/2020 to 03/05/2020.

7. Principal stressed upon the importance of mentoring students through personal telephone calling by every faculty taking classes. He urged all HoDs to personally oversee the process of calling students and making them attend the online classes. He also requested HoDs to prepare the list of students who have not attended a single online class and also students with less than 60% attendance and make phone calls to them and counsel them for online attendance.
8. Principal once again reviewed and discussed the actual results against the projected results of all semesters by department. It was seen that the projected results were very close to the projected results indicating true analysis and efforts.
9. Principal discussed the results analysis of all semesters and stressed the fact that students need to be coached and make them exam ready for both failed subjects of previous odd semester and current semester regular subjects. Principal informed that detailed results analysis discussions will be held with each department and First year faculty separately to come to consensus on effective teaching and coaching students for their exams.
10. Principal discussed the feedback given by the students on the effective conduction of online classes.


Dr. Narendra Viswanath
Principal
19/5/20

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The Hon'ble Director HR & IT- for kind information
Dean Academics / Dean R & D
Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths / T&P/OS/ First year coordinator

Ref: SIET/Office/2019-20/

Date: 27-05-2020

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 26-05-2020, Monday at 3:30 P.M. in his chamber to discuss about the academic activities of even semester 2019-20.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Dr. Mahesh Kumar. G	Civil
Prof. C.V. Shanmukha Swamy	CSE	Dr. B.S. Devaki	EEE
Dr. Sadashivaiah P J	Phy	Prof. Vasudevamurthy B H	Mech
Prof. Raghavendra	ECE	Dr. Chethana. C	Maths
Prof. Kumar. H.R	ISE	Er. Anjanamurthy	T&P
Prof. Prathap.B.N	MBA	Prof. Rashmi.S.B	First Year Coordinator

Meeting Proceedings:

1. The minutes of the previous meeting held on 18-05-2020 was reviewed and ratified.
2. Principal discussed in detail regarding the syllabus covered as on date and informed all the HoDs to see that 100% syllabus shall be completed before the last working day (15.6.2020 as per VTU circular). Principal also enquired about conduction of online classes with revised time table of 4 contact sessions per day.
3. Principal once again reminded all HoDs to make sure that all Laboratory experiments are videographed and uploaded on the YouTube channel and link provided on the college website.
4. Principal informed faculty to discuss the previous year question papers, tests and assignments, etc., in the subjects in which 100% syllabus has been completed. He also asked all HoDs to share the solution and scheme with all students for their self study and learning.
5. Principal informed to all the HoDs to finalize the Technical seminar, Internship seminar and project IA marks of 8th semester students and keep it ready.
6. All the HoDs are informed to conduct online classes for backlog subjects for failed students with effect from 28.05.2020 and to frame common time table to be followed everyday as follows:

1 st Period	2 st Period
2.30 PM	03.15PM
To	To
03.15PM	04.00PM

7. It was discussed and decided to conduct 3rd IA test for 100 marks and the question paper shall be prepared as per VTU question paper standards by considering all five modules. The 3rd IA test shall be conducted for 3 hours duration, between 9.30AM to 12.30PM and one test per day. The date of commencement of 3rd IA tests to be decided after receiving guidelines from VTU regarding final exams in June 1st week.
8. Principal informed all HoDs to make sure that all valuation of the 2nd online IA test and assignments if any is completed and details of marks to be submitted latest by 28.05.2020.


Dr. Narendra Viswanath
Principal
SRMIST INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.
26/5/20

Copy to: The Hon'ble Managing Trustee - for kind information
The Hon'ble Director HR & IT- for kind information
Dean Academics / Dean R & D
Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths / First year coordinator /T&P/OS

Ref: SIET/Office/2019-20/

Date: 09-06-2020.

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on Thursday 04-06-2020 and 08-06-2020, Monday at 3:30 P.M. in his chamber to discuss about the academic activities of even semester 2019-20.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. Rashmi S B	First Year coordinator
Dr. K. S. Ramakrishna	MBA	Prof. Vasudevamurthy B H	Mech
Dr. Mahesh Kumar. G	Civil	Dr. Sadashivaiah P J	Phy
Prof. C.V. Shanmukha Swamy	CSE	Dr. Chethana .C	Maths
Prof. Aizaz Ahamed sharief	ECE	Prof. Kumar. H.R	ISE
Dr. B.S. Devaki	EEE	Er. Anjanamurthy	T&P

Meeting Proceedings:

1. The minutes of the previous meeting held on 26-05-2020 was reviewed and ratified.
2. Principal informed to all the HoDs to submit the second online IA marks.
3. Principal requested all HoDs to finalize the time table for back log subjects and take on line classes for failed students with immediate effect till further notice.
4. It was decided to conduct third online IA tests for 100 marks similar to VTU examination pattern from 18.06.2020 to 24.06.2020. The Exam will be conducted for 3 hours duration with all 5 modules covered. The solution and scheme of the exam must be prepared in advance along with question paper and shared with students after the exam. The detailed time table will be sent by the Principal.
5. Principal informed all the HoDs to conduct online classes to explain the laboratory experiments from 24.06.2020 onwards and also share the uploaded videos on the college website. It was also informed to update and upload the balance of the laboratory experiment videos on college website.
6. Principal informed all department faculty counselors to conduct counseling session to their students before the examination and update the counseling records and enter the same in the mentor's book.
7. Principal informed all HoDs to make sure that the faculty updates their work diary (both offline and online classes taken record), student attendance register (both offline and online attendance) and Lesson plan documents updated.
8. Principal informed all HoDs to personally ensure that balance fees from some students of their department are paid up immediately and asked the HoDs to call such students and inform them about their fees due.
9. Principal informed all HoDs that the SIET scholarship Entrance Test for Engineering admissions is scheduled on Sunday, August 08, 2020 and requested all HoDs to inform all concerned to give wide publicity for the same. Principal also discussed in general about the active role to be played by all for admissions to I year Engineering and MBA.

10. In view of the VTU online LIC visit which will be commencing from 08.06.2020 onwards, Principal informed all HoDs and staff members to prepare and keep ready all the relevant documents for the visit. In this regard principal informed to update the following documents.

- i) Work diary (both offline and online classes taken record)
- ii) Student Attendance registers (both offline and online attendance)
- iii) Lesson plans
- iv) Lab Manuals and Lab Records
- v) Online Laboratory Videos
- vi) Blue books
- vii) Purchase committee meeting file
- viii) IA question papers, solution and scheme


Dr. Narendra Viswanath

Principal
SHRI INSTITUTE OF
ENGINEERING & TECHNOLOGY
MUMKUR - 572106. 9/6/20

Copy to: The Hon'ble Managing Trustee - for kind information
The Hon'ble Director (HR & IT) - for kind information.
Dean Academics
Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths / T&P/OS/ First year coordinator.

Ref: SIET/Office/2019-20/

Date: 16-06-2020.

MINUTES OF THE MEETING

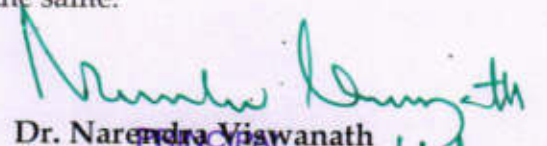
The meeting of HoDs was convened by the Principal, on 15-06-2020, Monday at 3:30 P.M. in his chamber to discuss about the academic activities of even semester 2019-20.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. Rashmi S B	First Year Coordinator
Dr. Mahesh Kumar. G	Civil	Prof. Kumar. H.R	ISE
Prof. C.V. Shanmukha Swamy	CSE	Dr. Chethana .C	Maths
Prof. Aizaz Ahamed Sharief	ECE	Prof. Ravikumar. G. H	EEE
Prof. Vasudevamurthy B H	Mech	Prof. Prathap B.N	MBA
Dr. B.S. Devaki	EEE	Mr. Anjanamurthy	T&P
Dr. Sadashivaiah P J	Phy	Mr. Manthesh	O.S

Meeting Proceedings:

1. The minutes of the previous meeting held on 08-06-2020 was reviewed and ratified.
2. Principal informed all the HoDs that the online VTU LIC visit for continuation of affiliation is scheduled on Friday 19-06-2020 at 2.00 PM.
3. Principal informed that he will host one or two mock meetings on WebEx platform on Wednesday 17-06-2020 for all the HoDs to familiarize all departments and to verify the preparedness for the online VTU LIC meeting /visit scheduled.
4. Principal informed to all the HoDs to keep ready all the required documents as per the check list and also informed to keep a scanned copy of the same to be verified during mock meeting.
5. Principal informed all the HoDs and staff members to present all the required information asked by the LIC committee members carefully as the entire presentation will be recorded.
6. Principal informed to visit all the examination centers in and around Tumkur on II PU English exam day on Thursday 18-06-2020 and distribute the admission pamphlet to the students. In this regard 14 different teams are formed headed by the HoDs and senior faculty members. All are informed to cooperate with the same.


Dr. Narendra Viswanath
 Principal
 SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY
 TUMKUR - 572106.

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 Dean Academics / Dean R & D
 Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
 Phy / Maths /T&P/OS/ First year coordinator



Ref: SIET/Office/2019-20/

Date: 22-06-2020.

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 22-06-2020, Monday at 03:00 P.M. in his chamber to discuss about the academic activities of even semester 2019-20.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Dr. K. S. Ramakrishna	MBA
Dr. Mahesh Kumar. G	Civil	Dr. B.S. Devaki	EEE
Prof. C.V. Shanmukha Swamy	CSE	Prof. Vasudevamurthy B H	Mech
Dr. Sadashivaiah P J	Phy	Dr. Chethana .C	Maths
Prof. Aizaz Ahamed sharief	ECE	Prof. Kumar. H.R	ISE
Er. Anjanamurthy	T&P	Prof. Rashmi S B	First year coordinator
Mr. Mahanthesh	O.S		

Meeting Proceedings:

1. The minutes of the previous meeting held on 15-06-2020 was reviewed and ratified.
2. Principal thanked all the HoDs and staff members for the cooperation extended by all the HoDs and staff members during the LIC visit on 19.06.2020.
3. Principal informed all the HoDs to continue the conduction of classes to the failed students and to engage 3 hours per week and per subject with effect from 24.06.2020.
4. Principal informed to all the HoDs to submit the 3rd IA marks and Average marks.
5. HoDs are informed to take most care while subject mapping and also informed to see that the faculty handling the particular lab, must be the examiner for the same lab.
6. HoDs and faculty members are informed to take active role in the admission process for the academic year 2020-21.
7. HoDs are informed to conduct branch wise webinars.
8. It was decided to conduct CET mock test for the II PU passed students from 02.07.2020 onwards and the following HoDs are given the responsibility for preparing 06 sets of question papers from each subject.

Subject	Chief coordinator	Assisting Departments
Physics	Dr. Sadashivaiah. P J	Department of ECE Department of EEE
Chemistry	Dr. Chandrasekhar N	Department of CSE Department of ME
Mathematics	Dr. Chethana .C	Department of ISE Department of CV
English (For SIET Scholarship test)	Dr. K. S. Ramakrishna	Department of MBA

Narendra Viswanath
Dr. Narendra Viswanath

PRINCIPAL
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

22/6/20

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Dean Academics. Dean R & D.

**Heads of the departments of: BT/ CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Chem / Phy / Maths /T&P/OS/ First year coordinator.**

Ref: SIET/Office/2019-20/

Date: 23-06-2020.

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 22-06-2020, Monday at 3:00 P.M. in his chamber to discuss about the academic activities of even semester 2019-20.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Dr. K. S. Ramakrishna	MBA
Dr. Mahesh Kumar. G	Civil	Dr. B.S. Devaki	EEE
Prof. C.V. Shanmukha Swamy	CSE	Prof. Vasudevamurthy B H	Mech
Dr. Sadashivaiah P J	Phy	Dr. Chethana .C	Maths
Prof. Aizaz Ahamed sharief	ECE	Prof. Kumar. H.R	ISE
Er. Anjanamurthy	T&P	Prof. Rashmi S B	First Year Coordinator
Mr. Mahanthesh	O.S		

Meeting Proceedings:

1. The minutes of the previous meeting held on 15-06-2020 was reviewed and ratified.
2. Principal thanked all the HoDs and staff members for the cooperation extended by all the HoDs and staff members during the LIC visit on 19.06.2020.
3. Principal reviewed in detail the results analysis of all odd semester results after the revaluation. There has been relative improvement in higher semester overall results and subject wise results. However, Principal expressed that the improvement in results after the revaluation should have been better and also it was noted that the number of students who had applied for revaluation was also less compared to higher semesters.
4. Principal informed all the HoDs to continue the conduction of classes in the backlog subjects of previous odd semester to the failed students and to engage 3 hours per week per subject with effect from 24.06.2020.
5. Principal informed to all the HoDs to submit the 3rd IA marks and Average marks.
6. HoDs are informed to take most care while subject mapping and also informed to see that the faculty handling the particular lab, must be the examiner for the same lab.
7. HoDs and faculty members are informed to take active role in the admission process for the academic year 2020-21. Principal informed that all the faculty and staff will be given a list of potential student details for tele-calling and HoDs to monitor the progress. A meeting to explain the process is scheduled on Wednesday 24.06.2020 at 10.30 am.
8. HoDs are informed to conduct branch wise webinars focusing on the importance of joining that branch of study at SIET. It was decided to conduct webinars from July 13, 2020 onwards and inform all potential students to join the webinar to learn more about the Departments and branches. The webinars to be hosted on Cisco WebEx for about 90 minutes to be interactive highlighting academics, internships, placement, careers and industry interaction.

9. It was decided to conduct a series of CET mock tests with each day in Physics, Chemistry and Mathematics for 75 minutes with 60 questions in each subject for the II PU students in batches of 3 days every week from 02.07.2020 onwards. The following team of HoDs is given the responsibility for preparing 04 sets of question papers from each subject. They were also asked to prepare question papers for the SIET scholarship test scheduled on 08.08.2020.

Subject	Chief coordinator	Assisting Departments
Physics	Dr. Sadashivaiah. P J HoD, Physics	Department of ECE Department of EEE
Chemistry	Dr. Chandrasekhar N HoD, Chemistry	Department of CSE Department of ME
Mathematics	Dr. Chethana .C HoD, Mathematics	Department of ISE Department of CV
English (For SIET Scholarship test)	Dr. K. S. Ramakrishna HoD, MBA	Department of MBA


Dr. Narendra Viswanath
Principal
SHRI DEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106. 23/6/20

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Dean Academics / Dean R & D
Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths / T&P/OS/ First Year Coordinator

Ref: SIET/Office/2019-20/

Date: 30-06-2020

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 30-06-2020, Tuesday at 2:30 P.M. in his chamber to discuss about the academic activities of even semester 2019-20.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. Rashmi S B	First Year Coordinator
Dr. Mahesh Kumar. G	Civil	Prof. Vasudevamurthy B H	Mech
Dr. K. S. Ramakrishna	MBA	Dr. Sadashivaiah P J	Phy
Prof. C.V. Shanmukha Swamy	CSE	Dr. Chethana .C	Maths
Prof. Aizaz Ahamed sharief	ECE	Er. Anjanamurthy	T&P
Dr. B.S. Devaki	EEE	Mr. Mahanthesh	O.S
Prof. Kumar. H.R	ISE	Ms. Chaithanya	Admissions

Meeting Proceedings:

1. The minutes of the previous meeting held on 22-06-2020 was reviewed and ratified.
2. Principal informed all the HoDs to monitor and counsel failed students to attend online classes and instruct their faculty also to counsel them to attend online classes for revision. Failed students must be personally contacted and informed about the same.
3. Principal also informed all the HoDs to interact and conduct revision classes for the regular students and to engage 2 hours per week and per subject with immediate effect.
4. Principal informed to all the HoDs to monitor admission related work and submit updated students data who are interested to join S.I.E.T. The data sheets may be submitted to Ms. Chaithanya, S.I.E.T. office on or before 03.07.2020.
5. HoDs are informed to make calls to the students who have not shown interest in joining Engineering in the data sheet provided to the staff members of their respective departments and counsel such students.
6. HoDs and faculty members are informed to maintain the work diary and same may be kept ready to show when asked by the undersigned.
7. Principal informed all the HoDs to start the preparation of lesson plans, Laboratory manuals, subject allotment, and laboratory requirements for the Odd semester 2020-21.


Dr. Narendra Viswanath

PRINCIPAL

SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

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Dean Academics

Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /

Phy / Maths / First Year Coordinator/T&P/OS

Ref: SIET/Office/2019-20/

Date: 30-07-2020.

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 30-07-2020, Thursday at 10:00 A.M. in his chamber to discuss about the academic activities of even semester 2019-20.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. Rashmi S B	First year coordinator
Dr. Mahesh Kumar. G	Civil	Prof. Vasudevamurthy B H	Mech
Prof. C.V. Shanmukha Swamy	CSE	Prof. Kumar. H.R	ISE
Dr. Sadashivaiah P J	Phy	Prof. Ravikumar G H	EEE
Prof. Aizaz Ahamed Sharief	ECE	Mr. Manthesh	OS

Meeting Proceedings:

1. The minutes of the previous meeting held on 30-06-2020 was reviewed and ratified.
2. Principal informed all HoDs that there is fees balance from students. He shared the dues list to all HoDs and asked them to make sure that fees balance is paid up before approving IA marks of such students. He informed the HoDs to ask their first year faculty counselors to call up all students with fees dues to clear the fees balance before their IA is finalized by them.
3. Principal informed that all the classrooms will be sanitized for the conduction of classes and examinations to the 8th semester students. He also asked HoDs to inform all students that the revision classes will be held as per necessity either online or offline.
4. HoDs and faculty members are informed to finalize the internal assessment marks as per the following guidelines.

Assignment marks	05 Assignments X 02 Marks	10 marks
Internal Tests	Average of Preparatory + Best of any two Internals	20 Marks
Attendance	>85% =10 Marks	10 Marks
	>80% and <84%=09 Marks	
	>75% and <79%=08 Marks	
	>70% and <74%=07 Marks	
	>65% and <69%=06 Marks	
	>60% and <64%=05 Marks	
	>55% and <59%=04 Marks	
	>50% and <54%=03 Marks	
	<50%=02 Marks.	
Total		40 Marks

5. Principal informed all the HoDs and faculty members to finalize the Lab Internal assessments by conducting online Lab Internal exams in small multiple batches (experiments writing part and Viva-voce).
6. Principal informed to all the HoDs to schedule the time table for the conduction of Project Viva-voce and Internship to the 8th semester students on 18.08.2020 and 20.08.2020 respectively.
7. Principal once again briefed all HoDs about the outcome of one to one departmental meetings convened earlier, to discuss the admission process. He asked all HoDs to review the student data base list given to their department staff and seriously monitor their faculty tele-calling the students. Principal emphasized that the number of students registering for SIET the scholarship test must increase. He asked all HoDs to inform their staff to call students and make them register for the SIET scholarship test, take up SIET Mock tests and explain about SIET admissions. He also asked all HoDs to update the status of follow up calls and progress made on the WhatsApp group.
8. Principal requested all the HoDs and faculty members to involve in the distribution of Pamphlets to the PU students near the CET centers on 30.07.2020.
9. Principal informed to all the HoDs to plan well in advance for the conduction of SIET CET Scholarship test on 08.08.2020 and all the HoDs are informed to attend a meeting of on 03.08.2020 to discuss regarding the execution of the same.
10. Principal requested all the HoDs and faculty members to involve actively and to see that maximum number of students must take up the SIET Scholarship test.


Dr. Narendra Viswanath

Principal

PRINCIPAL
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.
26/7/20

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Dean Academics / Dean R & D

Heads of the departments of: BT/ CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths / T&P/OS/ First year coordinator

Ref: SIET/Office/2019-20/

Date: 04-08-2020.

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 03-08-2020, Thursday at 10:30 A.M. in his chamber to discuss about the academic activities of even semester 2019-20.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. Rashmi S B	First Year Coordinator
Dr. Mahesh Kumar. G	Civil	Dr. K. S Ramakrishna	MBA
Prof. C.V. Shanmukha Swamy	CSE	Dr. Chethana. C	Maths
Dr. Sadashivaiah P J	Phy	Prof. Vasudevamurthy B H	Mech
Prof. Aizaz Ahamed Sharief	ECE	Prof. Kumar. H.R	ISE
Er. Anjana Murthy	T&P	Prof. Ravikumar	EEE

Meeting Proceedings:

1. The minutes of the previous meeting held on 30-07-2020 was reviewed and ratified.
2. Principal informed to all the HoDs to inform the counselors of their concerned departments to follow up the fee payment and filling up of examination application form and providing pass words to the individual students for filling the exam application form in VTU portal.
3. The filling up of exam applications by the students is to be given first priority as the last date is 08-08-2020.
4. Dr. Chethana. C, Head Department of Mathematics was informed to Map Additional Mathematics-II for all diploma lateral entry students.
5. Principal informed to all the HoDs to collect soft copy of the Project report from the internship students and collecting hard copy is not mandatory.
6. It was discussed in detail about the conduction of SIET Scholarship Test on 08-08-2020 and various committees have been formed for the smooth conduction of the Test.

Name of the committee	Department	Responsibility
Conduction of Scholarship Test Committee	Basic Sciences, Electronics & Communication Engineering and MBA	Preparation of Question paper, Conduction of Test, Allotment, of Examiners, Evaluation and Publishing results.
Registration Committee	Civil Engineering, Computer Science & Engineering and Information Science & Engineering	Welcoming Students and parents, Registering students for the test, Guiding Students to Rooms Presentation Arrangements

Catering Committee	Mechanical Engineering and Electrical & Electronics Engineering	Arrangements to provide Welcome Tea and Lunch arrangements
Reception Committee	Er. Anjana Murthy Prof. Aizaz Ahamed Sharief Prof. Prathap.B.N Prof. Thippeswamy Mr. Jayakeerthy Mr. Lokeshmurthy	Welcoming Parents and Students, Arrangements for the Interaction with the Parents at Mechanical seminar hall

Narendra Viswanath
Dr. Narendra Viswanath
 Principal
 SHRIDEVI INSTITUTE OF
 ENGINEERING AND TECHNOLOGY
 THMUKUR - 572106. 24/8/20

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 Dean Academics / Dean R & D
 Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
 Phy / Maths / T&P/OS/ First Year Coordinator



SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY

SIRA ROAD, TUMKUR- 572 106.



Ref: SIET/Office/2019-20/

Date: 19-08-2020

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 19-08-2020; Wednesday at 10:00 A.M. in his chamber to discuss about the admission process for the odd semester 2020-21.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Dr. Mahesh Kumar. G	Civil
Prof. C.V. Shanmukha Swamy	CSE	Dr. Kishore Kumar. M	Maths
Dr. Sadashivaiah P J	Phy	Prof. Vasudevamurthy B H	Mech
Prof. Aizaz Ahamed Sharief	ECE	Prof. Kumar. H.R	ISE
Er. Anjana Murthy	T&P	Prof. Ravikumar. G.H	EEE
Mr. Mahanthesh	Office Supdt.	Prof. Grace Hemalatha	MBA

Meeting Proceedings:

1. The minutes of the previous meeting held on 03-08-2020 was reviewed and ratified.
2. Principal thanked all the HoDs, teaching and nonteaching members for the successful conduction of SIET Scholarship Test held on 08-08-2020.
3. All the teaching and nonteaching staff members were informed to call the students those who were unable to attend the Scholarship Test and to ask them to take the test.
4. Principal informed to all the HoDs to put their maximum efforts in the admission process for the odd semester 2020-21 and stressed the importance of involvement of staff in the admission process for continuation and sustenance of departments.
5. Principal distributed the call sheets to all the HoDs requesting them to make sure sincere efforts are put in by the staff while calling the students and/or parents and effectively convincing them about joining Engineering at SIET.
6. It was also informed to go beyond the call list and make full effort on their own means also to work towards admission.
7. It was discussed about the conduction of online classes to the 3rd/5th/7th odd semester students of the academic year 2020-21 from 1st September 2020.

Narendra Viswanath
Dr. Narendra Viswanath

Principal

SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

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Dean Academics / Dean R & D

Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths /T&P/OS/ First year coordinator



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ESTD: 2002





Criteria 1.1

Curriculum Planning and Implementation

Minutes of Meeting

2020-2021

PRINCIPAL
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

	SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY SIRA ROAD, TUMKUR- 572 106.	
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Ref: SIET/Office/2020-21/

Date: 24-08-2020

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 24-08-2020, Monday at 02:30 P.M. in his chamber to discuss about the academic activities and admission process for the odd semester 2020-21.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. Rashmi.S.B	First Year Coordinator
Dr. Mahesh Kumar. G	Civil	Dr. Devaki. B.S	EEE
Prof. C.V. Shanmukha Swamy	CSE	Dr. Kishore Kumar. M	Maths
Dr. Sadashivaiah P J	Phy.	Dr. Chethana C	Maths
Prof. Aizaz Ahamed Sharief	ECE	Prof. Nandan.R	MBA
Prof. Vasudevamurthy B H	Mech.	Mr. Mahanthesh	Office Supdt.

Meeting Proceedings:

1. The minutes of the previous meeting held on 19-08-2020 was reviewed and ratified.
2. All the HoDs, teaching and nonteaching members were informed to extend their full cooperation for conducting the forthcoming examinations of 8th semester B.E and 4th semester M.B.A which will be commencing from 25-08-2020.
3. All the HoDs, were asked to communicate with all their regular students who are promoted to 3rd, 5th and 7th semester B.E. and 3rd semester MBA about commencement of odd semester 2020 - 21 from September 01, 2020. They were also asked to inform all the detained and all the ineligible students in the previous academic years who were not promoted earlier, to attend the classes of next higher odd semester 2020-21 as all of them are promoted and eligible to attend the classes of odd semester 2020-21.
4. First year coordinator was informed to send the list of current second semester students along with their contact details to the respective Department Heads and the HoDs to coordinate to collect the same as these students are now fresh batch of 2nd year students who will be in 3rd semester of the respective departments.
5. It was discussed to conduct four hours of online theory classes and two Laboratory sessions of 2 hour each to the current odd semester students (B.E. 3rd/5th/7th semester and MBA 3rd semester) of the academic year 2020-21 from 1st September 2020. The online theory classes were to be scheduled from 9.00 am to 1.00 pm everyday with permanent Zoom ID of the faculty and default password to be set as Dept. code followed by faculty initials (ex: MENV) to be shared to all students.

6. Principal informed all the HoDs to submit the lesson plans, subject allotment and online time table to the undersigned on or before 27.08.2020. The online class time table must be shared with all students after approval before 29.08.2020.
7. It was discussed and decided to send a welcome letter from Principal to all students informing them about the promotion, Online classes, Attendance and fees payable. All students to be asked to fill and submit a registration form for enrolling in odd semester by paying Rs.10000.00 as registration fee on or before 07-09-2020 and remaining balance fee to be collected on or before 21-09-2020. The welcome letter and the registration form will be provided by Principal to all HoDs for further sharing with all staff and students.
8. Principal informed to all the HoDs to put their maximum efforts in the admission process for the odd semester 2020-21.


Dr. Narendra Viswanath
Principal
SHRI DEVIL INSTITUTE OF
ENGINEERING TECHNOLOGY
TUMKUR - 572106

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The Hon'ble Director HR & IT- for kind information
Dean Academics
Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths / T&P/OS/ First Year Coordinator

Ref: SIET/Office/2020-21/

Date: 31-08-2020

MINUTES OF THE MEETING

The meeting of the HoDs was convened by the Principal, on 31-08-2020, Monday at 3:00 P.M. in his chamber to discuss about the academic activities and admission process for the odd semester 2020-21.

The following HoDs were present at the meeting:

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Dr. K. S Ramakrishna	MBA
Dr. Mahesh Kumar. G	Civil	Dr. Devaki. B.S	EEE
Prof. C.V. Shanmukha Swamy	CSE	Dr. Kishore Kumar. M	Maths
Dr. Sadashivaiah P J	Phy	Dr. Chethana C	Maths
Prof. Aizaz Ahamed Sharief	ECE	Prof. Vasudevamurthy B H	Mech
Er. AnjanaMurthy	T&P	Mr. Mahanthesh	Office

Meeting Proceedings:

1. The minutes of the previous meeting held on 24-08-2020 was reviewed and ratified.
2. All the HoDs, were informed to complete the entry of IA marks on or before 5th September 2020 in the VTU portal.
3. All the HoDs, were informed to submit the hard copy of the time table for online classes from 1-09-2020 along with the permanent Zoom IDs of the faculty members and default passwords to the undersigned immediately before 4.30 pm on 31.08.2020.
4. Principal asked all the HoDs to communicate to all students of their department personally and asking all the students to register and attend online classes. In addition, Principal stressed that HoDs to call all arrears readmitted students and confirm their readmission to current academic year 2020 - 21.
5. All the HoDs, were informed to see to that all the students must be registered for enrolling in the odd semester by paying the registration fee of Rs.10000.00 on or before 7th September 2020 and balance fee to be collected on or before 21st September 2020.
6. Principal informed to all the HoDs to put their maximum efforts in the admission process for the odd semester 2020-21 and in this regard a meeting of all HoDs, teaching and nonteaching staff members is convened on 1st September 2020 at 2.30PM in the Edusat Hall to discuss about the admission process for the odd semester 2020-21.
7. It was discussed in detail about the conduction of the Graduation Day 2020 and is tentatively scheduled on 16-09-2020. Principal was asked to send a letter to all graduating students informing them about the Graduation Day.

8. Various committees were formed for the smooth conduction of the Graduation Day function as follows:

Name of the committee	Department/ Coordinators	Responsibility
Chief Coordinator	Dr. Chandrasekhar. N Dean Academics	Coordination with all the departments and Committee coordinators
Stage Committee	Mechanical Engineering	Decoration of the stage Fixing Banner on the stage backdrop Lamp lightening arrangements Sound system arrangement Seating arrangements
Catering Committee	Computer Science & Engineering	Arrangement to provide Welcome Tea and Lunch arrangements
Master of Ceremony	Dr. Nagaraja. C Prof. Rashmi. S. B.	Preparation of Programme schedule Conduction of the event
PDC Distribution committee	Coordinators form all the Departments	Collecting required number of PDCs from the Office Writing the names of the students of their concerned branch in the PDC Announcing the Names of the students for receiving the PDC from the Guests
Finance Committee	Mr. Mahanthes Office Superintendent	

9. The dress code for the Graduation Day 2020 was decided as formal white shirts & formal pants to all the Boys and light colored formal saree for all the Girls.
10. It was discussed and decided to distribute half white or cream colored formal shawls printed with our college name and logo to all the Graduating students as a memento and do away with gowns in view of Covid - 19 safety and precautions.
11. It was decided that students must report for registration to the Graduation Day function at 9.00 AM and the other events to follow as scheduled in the fore noon. It was decided to serve lunch for all graduating students and staff after the function.

Narendra Viswanath
Dr. Narendra Viswanath
Principal 31/8/20
 SRIDEVI INSTITUTE
 ENGINEERING & TECHNOLOGY
 TUMKUR - 572106.

Copy to: The Hon'ble Managing Trustee - for kind information
 The Hon'ble Director HR & IT- for kind information
 Dean Academics
 Heads of the departments of: CSE/ ISE/ ECE/ CV/ ME/ EEE/ MBA/
 Phy/ Maths/ T&P/ OS/ First Year Coordinator

Ref: SIET/Office/2020-21/

Date: 07-09-2020

MINUTES OF THE MEETING

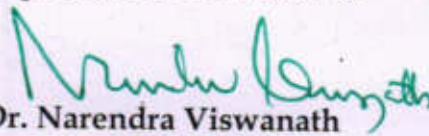
The meeting of HoDs was convened by the Principal, on 07-09-2020, Monday at 3:00 P.M. in his chamber to discuss about the academic activities and admission process for the odd semester 2020-21.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. Rashmi S.B	First year coordinator
Dr. Mahesh Kumar. G	Civil	Dr. K. S Ramakrishna	MBA
Prof. C.V. Shanmukha Swamy	CSE	Dr. Devaki.B.S	EEE
Dr. Sadashivaiah P J	Phy	Dr. Kishore Kumar. M	Maths
Prof. Aizaz Ahamed Sharief	ECE	Dr. Chethana C	Maths
Er. AnjanaMurthy	T&P	Prof. K.P.Chandraiah	Mech

Meeting Proceedings:

1. The minutes of the previous meeting held on 31-08-2020 was reviewed and ratified.
2. All the HoDs, were informed to submit the hard copies of the IA marks to the undersigned.
3. All the HoDs, were informed to see that all the students must register for enrolling in odd semester B.E., MBA and M.Tech. by paying the registration fee of Rs.10000.00 at the earliest.
4. Principal asked all HoDs to finalize the class list by confirming the readmission category students and get them registered for the current academic year.
5. It was discussed in detail about the conduction of Graduation Day function 2020 scheduled on 16-09-2020 and HoDs were asked to circulate the information among all the 8th semester B.E and 4th semester MBA and M.Tech. students.
6. Principal asked all the HoDs regarding the online classes and attendance status of the current semester students. All the HoDs informed that online classes are being held regularly and about 70-85% of the students are attending the online classes.
7. All the HoDs (Except first year HoDs) were informed to submit the stationary indent required for the odd semester 2020-21 to Mr. Manthesh.
8. All the HoDs were requested to involve in the follow-up process for admission of the students those have shown interest to join B.E course.


Dr. Narendra Viswanath

Principal
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

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Dean Academics
Heads of the departments of: CSE/ ISE/ ECE/ CV/ ME/ EEE/ MBA/
Phy/ Maths/ T&P/ OS/ First Year Coordinator



Ref: SIET/Office/2020-21/

Date: 21-09-2020

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 21-09-2020, Monday at 03:00 P.M. in his chamber to discuss about the academic activities and admission process for the odd semester 2020-21.

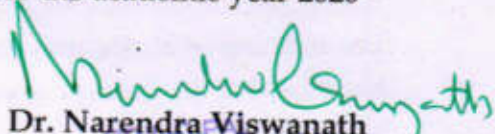
The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. Rashmi S.B	First Year Coordinator
Dr. Mahesh Kumar. G	Civil	Dr. K. S Ramakrishna	MBA
Prof. C.V. Shanmukha Swamy	CSE	Dr. Devaki.B.S	EEE
Dr. Sadashivaiah P J	Phy	Dr.Chethana C	Maths
Prof. Aizaz Ahamed Sharief	ECE	Er. AnjanaMurthy	T&P
Prof. B. H Vasudeva Murthy	Mech	Mr. Manthesh	O.S
Prof. Kumar. H. R	ISE		

Meeting Proceedings:

1. The minutes of the previous meeting held on 07-09-2020 was reviewed and ratified.
2. All the HoDs, were informed to see that all the students of odd semester B.E., MBA and M.Tech., must enroll for the online classes by paying the registration fee of Rs.10000.00. Based on this, all HoDs were asked to submit the final class list confirming the number of readmission category students both eligible and non eligible promoted to higher semester.
3. It was discussed in detail about the attendance status of the students to the online classes and HoDs were informed to submit the list of students those who have not yet reported to the online classes. HoDs informed that the attendance during online classes were in the range of 60 to 70% due to some students appearing for the arrears examinations.
4. All HoDs were asked to monitor regularly the schedule and performance of online classes.
5. Principal enquired about the online laboratory classes and all HoDs affirmed that laboratory classes were being conducted online as per schedule.
6. Principal discussed about the portions completed during online classes and suggested that online assignment and tests may be conducted.
7. Principal informed all the HoDs and faculty members to give assignment-1 to all the students and students must be informed to upload the same in Google classroom on or before 10th of October 2020.

8. It was discussed and decided to conduct online internal assessment test-1 on Google classroom platform from 12th to 14th of October 2020. HoDs were informed to schedule two subjects in a day for the online internal assessments tests and timings are from 9.30 AM to 11 AM and 2.00 PM to 3.30 PM.
9. It was discussed in detail regarding the admissions and Principal informed all the HoDs and faculty members to give first priority to the admissions for the academic year 2020-2021.


Dr. Narendra Viswanath
Principal
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106. 21/9/20

Copy to: The Hon'ble Managing Trustee - for kind information
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Dean Academics
Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths / T&P/OS/ First Year Coordinator

Ref: SIET/Office/2020-21/

Date: 05-10-2020

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 05-10-2020, Monday at 03:00 P.M. in his chamber to discuss about the academic activities and admission process for the odd semester 2020-21.

The following HoDs were present at the meeting.


Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. Rashmi S.B	First Year Coordinator
Dr. Mahesh Kumar. G	Civil	Dr. K. S Ramakrishna	MBA
Prof. C.V. Shanmukha Swamy	CSE	Dr. Devaki.B.S	EEE
Dr. Sadashivaiah P J	Phy	Dr. Chethana C	Maths
Prof. Aizaz Ahamed Sharief	ECE	Er. AnjanaMurthy	T&P
Prof. B. H Vasudeva Murthy	Mech	Mr. Manthesh	O.S
Prof. Kumar. H. R	ISE		

Meeting Proceedings:

1. The minutes of the previous meeting held on 21-09-2020 and 29-09-2020 was reviewed and ratified.
2. Principal discussed the circular from VTU regarding different schemes of student enrollment in higher semesters and registration of all higher semester students on VTU portal. All the HoDs, were reminded to see to that all the students of higher semester B.E, MBA and M.Tech. must enroll for the online classes by paying the registration fee of Rs.10000.00. Based on this all the HoDs were asked to submit the final class list confirming the number of readmissions category students both eligible and non eligible promoted to higher semester.
3. Principal discussed the VTU circular regarding B.E. Honors application. HoDs were informed to submit the list of students scored above 8.5 CGPA upto 4th semester who are eligible to apply for BE Honors. A first time pass Dip Maths is compulsory for the lateral entry students for applying for the same.
4. Principal discussed about the Teaching Learning Process and methodology to be adopted by the departments based on NAAC and Academic and Administration Audit. The AAA document and questionnaire of student feedback will be shared with all

departments so that the TLP may be followed and files may be developed and maintained in the departments.

5. Principal discussed about the portions completed during online classes and suggested that online assignment and tests may be conducted.
6. Principal informed all the HoDs and faculty members to give assignment-1 to all the students and students must be informed to upload the same in Google classroom on or before 10th of October 2020.
7. It was discussed and decided to conduct online internal assessments test-1 on Google classroom platform from 12th to 14th of October 2020. HoDs were informed to schedule two subjects in a day for the online internal assessments tests and timings are from 9.30 AM to 11 AM and 2.30 PM to 4.00 PM.
8. Principal informed all departments to implement 4 hours per day theory online teaching time table and one 2 hour session of practical class for each lab course per week immediately after the 1st internal assessment test from 15-10-2020 onwards.
9. It was discussed in detail regarding the admissions and Principal informed all the HoDs and faculty members to give first priority to the admissions for the academic year 2020-2021.


Dr. Narendra Viswanath

Principal
SHRI DEVA INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

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Dean Academics

Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy. / Maths / T&P/OS/ First Year Coordinator



Ref: SIET/Office/2020-21/

Date: 20-10-2020

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 19-10-2020, Monday at 3:00 P.M. in his chamber to discuss about the academic activities and admission process for the odd semester 2020-21.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. Rashmi S.B	First year Coordinator
Dr. Mahesh Kumar. G	Civil	Dr. K. S Ramakrishna	MBA
Prof. C.V. Shanmukha Swamy	CSE	Dr. Devaki.B.S	EEE
Dr. Sadashivaiah P J	Phy	Dr. Chethana C	Maths
Prof. Aizaz Ahamed Sharief	ECE	Er. Anjana Murthy	T&P
Prof. B. H Vasudeva Murthy	Mech	Mr. Manthesh	O.S
Prof. Kumar. H. R	ISE		

Meeting Proceedings:

1. The minutes of the previous meeting held on 05-10-2020 was reviewed and ratified.
2. All the HoDs, were reminded to see that all the students of odd semester B.E, MBA and M.Tech, must clear 50% of their first installment fee on or before 02.11.2020.
3. Principal directed all HoDs to update subject details and map the faculty information on VTU portal on or before October 23, 2020.
4. Principal enquired about the Virtual Lab FDP conducted by VTU, and informed all HoDs to coordinate with Prof. C V Shanmukha Swamy, HoD, CSE, Nodal Coordinator for VTU virtual Labs, and make sure faculty registered for the FDP attend the same and will give presentation/ feed back later to all staff.
5. Principal informed and expressed unhappiness that only three applications were received by students for Honors program and advised HoDs to bring the awareness to current 3rd semester students about Honors program, so as to increase the number of students applying for the same in the next academic year during 5th semester.
6. Principal informed all HoDs that the result history of all CBCS admitted students are available on Departmental login at VTU portal. Principal asked all HoDs to verify the student records in future using this portal.
7. Principal discussed about the attendance status of the students for online tests and asked all the faculty members to complete the evaluation of test papers at the earliest.
8. It was discussed and decided to conduct Ayudha pooja on 24th October 2020 Saturday from 9.30 AM to 11 AM at the department level and to assemble near Ganesh Idols at 11.30 AM for centralized Ayudha pooja.

9. All the HoDs, were reminded to see that all the students of seventh semester must actively participate in all the placement activities initiated by Seventh Sense company.
10. Principal informed all HoDs to be ready for offline classes for odd semester B.E, MBA and M.Tech., which may be scheduled to commence in November 2020.
11. It was discussed in detail regarding the admissions and Principal informed all the HoDs and faculty members to give first priority to the admissions for the academic year 2020-2021.


Dr. Narendra Viswanath
Principal
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106
20/10/20

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Dean Academics
Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths /T&P/OS/ First Year Coordinator



Ref: SIET/Office/2020-21/

Date: 04-11-2020

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 03-11-2020, Tuesday at 3:00 P.M. in his chamber to discuss about the academic activities and admission process for the odd semester 2020-21.

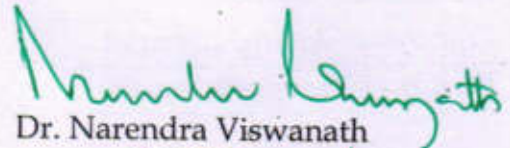
The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. Rashmi S.B	First Year Coordinator
Dr. Mahesh Kumar. G	Civil	Dr. K.S. Ramakrishna	MBA
Prof. C.V. Shanmukha Swamy	CSE	Dr. Devaki. B.S	EEE
Dr. Sadashivaiah P J	Phy.	Dr. Chethana C	Maths
Prof. Aizaz Ahamed Sharief	ECE	Er. Anjana Murthy.	T&P
Prof. B. H Vasudeva Murthy	Mech.	Prof. Kumar. H. R	ISE

Meeting Proceedings:

1. The minutes of the previous meeting held on 19-10-2020 was reviewed and ratified.
2. All the HoDs, were reminded that all the students of odd semester B.E, MBA and M.Tech. must pay first installment of 50% of their fee before 10th November 2020.
3. All the HoDs were informed to submit the online attendance of the students for the months of September and October - 2020, first internal assessment marks and first assignment status.
4. It was discussed and decided to conduct offline classes from 17th November 2020 and all the HoDs were informed to bring the same to the notice of their respective department students and staff members. It was decided to send a notification to all concerned through Principal's office.
5. All the HoDs, were informed to collect the undertaking letter from all the students for attending offline classes as per the format provided.
6. All HoDs were asked to prepare the time table for the regular classes commencing from 17th November 2020 and finalize the same for forwarding the same to all the higher semester students before 10th November 2020.
7. All HoDs were informed to keep the lab manuals ready for the current semester so as to complete the laboratory experiments / exercises well in time.

8. All the HoDs and staff members were informed to give second assignment to all the students on or before 06-11-2020 and to ask them to upload the same in Google classroom on or before 10-11-2020.
9. Principal informed all HoDs and placement coordinators to effectively monitor training and placement activities through Seventh Sense placement agency with which the institute has signed MoU for training and placement of all Final Year BE and MBA students. Principal also asked both HoDs and placement coordinators to be members of the WhatsApp group exclusively created by Seventh Sense and department wise group for effective implementation and monitoring the training and placement activities.
10. It was discussed and decided to conduct the second internal assessment in offline mode after the commencement of the offline classes from 17th November 2020.
11. All the HoDs were informed to submit the list of books required according to the 2018 CBCS scheme for the current odd semester students.
12. It was discussed in detail regarding the admissions and Principal informed all the HoDs and faculty members to give first priority to the admissions for the academic year 2020-2021.



Dr. Narendra Viswanath

PRINCIPAL
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

Copy to: The Hon'ble Managing Trustee - for kind information
The Hon'ble Director HR & IT- for kind information
Dean Academics
Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths / T&P/OS/ First Year Coordinator



Ref: SIET/Office/2020-21/

Date: 09-11-2020

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 09-11-2020, Monday at 3:00 P.M. in his chamber to discuss about the academic activities and admission process for the odd semester 2020-21.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. Rashmi S.B	First year coordinator
Dr. Mahesh Kumar. G	Civil	Dr. K. S Ramakrishna	MBA
Prof. C.V. Shanmukha Swamy	CSE	Dr. Devaki.B.S	EEE
Dr. Sadashivaiah P J	Phy	Dr.Chethana C	Maths
Prof. Aizaz Ahamed Sharief	ECE	Er. AnjanaMurthy	T&P
Prof. B. H Vasudeva Murthy	Mech		

Meeting Proceedings:

1. The minutes of the previous meeting held on 03-11-2020 was reviewed and ratified.
2. All the HoDs, were informed to attend the Vice-chancellor's video conference on 11-11-2020 at 10AM in the Edusat hall. The main agenda of the Video conference is to discuss about the academic matters pertaining for the conduction of offline classes from 17th November 2020.
3. It was discussed and decided to conduct the classes in offline and online mode from 17th November 2020 but conduction of second internal assessment in offline mode only. Students must be encouraged to attend offline classes and must submit an undertaking to that effect duly signed by them and their parents.
4. Principal informed all HoDs to be ready with time table, lab manuals and detailed lesson plan document for offline teaching. All the HoDs, and staff members were informed to prepare a separate lesson plan completing the syllabus for the offline classes with effect from 17-11-2020.
5. In view of the offline classes commencing from 17th November 2020, HoDs were asked to take proper measures such as sanitizing the class rooms, laboratories etc.,
6. Principal asked all HoDs to communicate to their students to pay the fees due for the academic year 2020 - 21 and informed that a fee payment circular will be shared to all HoDs which has to be sent to all students.

7. All the HoDs, were informed to take all the necessary steps for submitting maximum number of projects by the students of their concerned departments to KSCST well in time. Principal suggested that at least 2 -3 project proposals must be sent from each department.
8. All the HoDs, were informed to see that maximum number of students from seventh semester to participate in placement activities.
9. Principal informed all HoDs to share the NBA preparation documents for a presentation to Dr. AIT, AICTE Margdarshan Mentor Institute on 23rd November and asked all HoDs to inform all faculty to mandatorily register for the STTP on "Pedagogy for Effective use of ICT in Engineering Education" conducted by Dr. AIT, Bangalore in any of the convenient slots available.
10. It was discussed in detail regarding the admissions and Principal informed all the HoDs and faculty members to give first priority to the admissions for the academic year 2020-2021. Principal asked all HoDs to follow up the admission commitments given by their staff and informed there will be a follow up meeting in next week.


Dr. Narendra Viswanath
Principal
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.
9/11/20

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The Hon'ble Director HR & IT- for kind information
Dean Academics
Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths / T&P/OS/ First Year Coordinator



Ref: SIET/Office/2020-21/

Date: 18-11-2020

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 18-11-2020, Wednesday at 02:30 P.M. in his chamber to discuss about the academic activities and admission process for the odd semester 2020-21.

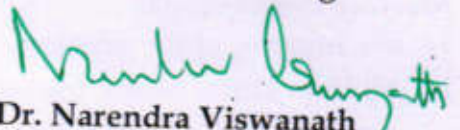
The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Dr. K. S. Ramakrishna	MBA
Dr. Mahesh Kumar. G	Civil	Dr. Devaki.B.S	EEE
Prof. C.V. Shanmukha Swamy	CSE	Dr. Chethana C	Maths
Dr. Sadashivaiah P J	Phy	Er. AnjanaMurthy	T&P
Prof. Aizaz Ahamed Sharief	ECE	Prof. Kumar H.R.	ISE
Prof. B. H Vasudeva Murthy	Mech		

Meeting Proceedings:

1. The minutes of the previous meeting held on 09-11-2020 was reviewed and ratified.
2. All the HoDs were informed to see that all the students of their concerned departments must clear 50% of the fee before registration process.
3. All the HoDs informed that about 50% to 60% of the syllabus is completed in all subjects of all semesters and two assignments have been given till date. They also confirmed that second IA will include up to 3rd module in all subjects.
4. It was discussed and decided to conduct the both offline and online classes for 7th semester students and only online classes for 3rd and 5th semester students.
5. Principal suggested to all HoDs to talk to their 7th semester students to counsel them to attend the college for offline contact sessions to not only for teaching, but also for discussing laboratory classes, projects, internship and placement and training.
6. It was discussed and decided to conduct the offline internal assessment for 7th semester students and online internal assessment for 3rd and 5th semester students from 26th November 2020 to 28th November 2020.
7. All the HoDs were informed to collect negative Covid-19 report and parent consent form only from the 7th semester students who are willing to attend offline classes.
8. All the HoDs were informed to prepare a separate contact session time table for 3rd and 5th semester students exclusively for doubt clearance.

9. Principal enquired about online practical classes and all the HoDs were informed to entertain students willing to come to college for conducting laboratory exercises/experiments.
10. All the HoDs were informed to see that maximum number of students from seventh semester to participate in placement activities. Principal asked all HoDs to coordinate with their placement coordinator and ensure students to apply for maximum number of companies through the opportunity provided by Seventh sense. In addition HoDs were also asked to get feedback from students about the placement opportunity and assistance they require. Principal informed all HoDs to actively monitor the department placement group to find out about active participation of their students such as attendance to training sessions, application to different companies hosted on portal, resume preparation, interview process, etc.
11. All HoDs were informed to advise their faculty to register online for FDP on UHV from AICTE to be a part of the Student Induction Program. Principal also suggested faculty must register for AICTE ATAL courses online and get certified.
12. It was discussed in detail regarding the admissions and Principal informed all the HoDs and faculty members to give first priority to the admissions for the academic year 2020-2021. In this regard a meeting is conveyed on 19-11-2020 at Edusat hall at 3.00 PM and all HoDs and staff members are informed to attend the meeting.


Dr. Narendra Viswanath
Principal
SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY
TUMKUR - 572106.
18/11/20

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Dean Academics
Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths / T&P/OS/ First Year Coordinator



Ref: SIET/Office/2020-21/

Date: 25-11-2020

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 24-11-2020, Tuesday at 02:30 P.M. in his chamber to discuss about the academic activities and admission process for the odd semester 2020-21.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. Rashmi S.B	First Year Coordinator
Dr. Mahesh Kumar. G	Civil	Dr. K. S. Ramakrishna	MBA
Prof. C.V. Shanmukha Swamy	CSE	Dr. Devaki.B.S	EEE
Dr. Sadashivaiah P J	Phy	Dr. Chethana C	Maths
Prof. Aizaz Ahamed Sharief	ECE	Er. AnjanaMurthy	T&P
Prof. B. H Vasudeva Murthy	Mech	Prof. Kumar H.R.	ISE

Meeting Proceedings:

1. The minutes of the previous meeting held on 18-11-2020 was reviewed and ratified.
2. All the HoDs were informed to verify and confirm the registration of each student of their concerned Department in VTU web portal by logging through their Departmental login IDs.
3. All the HoDs were also reminded to see that all the students of their concerned departments must clear 50% of their fee and were asked to follow up the same.
4. All HoDs informed that about 50 to 60% of syllabus is completed for theory subjects and about 40 to 45% completed for mathematical based subjects. Hence Principal advised HoDs to immediately start taking an extra hour per week of online / offline class for mathematical subjects to expedite the subject coverage.
5. Principal asked all Hods to strictly monitor the online / offline / lab classes as there were feedback that some faculty are not seriously engaging the classes. Principal also asked all HoDs to interact with students during the class to assess the effectiveness and also take feedback on the subjects covered and level of understanding by students.
6. It was discussed and decided to conduct the offline internal assessment for 7th semester B.E and 3rd semester MBA students and online internal assessment for 3rd and 5th semester students as per the earlier decided dates i.e., from 26th November 2020 to 28th November 2020.

7. All the HoDs, were reminded to submit the separate contact session time table for 3rd and 5th semester students and regular timetable for 7th semester students.
8. It was discussed in detail regarding the admissions and Principal informed all the HoDs and faculty members to follow up with the students who have expressed to choose our college through CET entry and to see that maximum number of students shall choose our college in the CET option entry on or before the last date 26th November 2020.


Dr. Narendra Viswanath
PRINCIPAL
SHRIDEVA INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106. 25/11/20

Copy to: The Hon'ble Managing Trustee - for kind information
The Hon'ble Director HR & IT- for kind information
Dean Academics
Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths /T&P/OS/ First Year Coordinator

Ref: SIET/Office/2020-21/

Date: 01-12-2020

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 01-12-2020, Tuesday at 3:00 P.M. in his chamber to discuss about the academic activities and admission process for the odd semester 2020-21.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. Rashmi S.B	First Year Coordinator
Dr. Mahesh Kumar. G	Civil	Dr. K. S. Ramakrishna	MBA
Prof. C.V. Shanmukha Swamy	CSE	Dr. Devaki.B.S	EEE
Dr. Sadashivaiah P J	Phy	Dr. Chethana C	Maths
Prof. Aizaz Ahamed Sharief	ECE	Er. AnjanaMurthy	T&P
Prof. B. H Vasudeva Murthy	Mech	Prof. Kumar H.R.	ISE

Meeting Proceedings:

1. The minutes of the previous meeting held on 24-11-2020 was reviewed and ratified.
2. All the HoDs were informed to send the subject wise screenshots of online classes taken to the principal@shrideviengineering.org on the same day.
3. All the HoDs were informed to include Dr. Chandrasekhar. N, Dean Academics in the 3rd, 5th, and 7th semester B.E. and 3rd semester MBA student groups.
4. All the HoDs and faculty members were informed to disable the waiting room in zoom app while taking online classes for smooth monitoring by the Dean.
5. Principal informed all the HoDs and faculty members to include one hour extra in the time table for teaching the problematic subjects.
6. All the HoDs were informed to insist that the students attend offline classes/contact sessions and laboratories.
7. All the HoDs were informed to conduct all the technical seminars through offline mode only.
8. All the HoDs were informed to submit the attendance of the students in each subject as on 26th November 2020.
9. All the HoDs were informed to submit the assignments status, No. of students present for the second IA, Question paper with scheme, percentage of syllabus covered as on 26th November 2020 and total number of online classes conducted in each subject.

10. All the HoDs were informed to interact with the students and to counsel them for preparing for the forthcoming offline examinations and also to take one interim feedback from students.
11. All the HoDs were informed to ask the status of activity points earned by the 5th semester students and also guide them to continue the same in the current academic year.
12. It was discussed in detail regarding the admissions and Principal informed all the HoDs and faculty members to follow up with the students who have expressed to choose our college through CET entry and also to see that maximum number of students shall choose our college in the CET option entry.


Dr. Narendra Viswanath
Principal
SHRIRAM INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.
11/2/20

Copy to: The Hon'ble Managing Trustee - for kind information
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Dean Academics
Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths /T&P/OS/ First Year Coordinator



Ref: SIET/Office/2020-21/

Date: 08-12-2020

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 08-12-2020, Tuesday at 3:00 P.M. in his chamber to discuss about the academic activities and admission process for the odd semester 2020-21.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Prof. Rashmi. S.B	First Year Coordinator
Dr. Mahesh Kumar. G	Civil	Dr. Chethana. C	Maths
Prof. C.V. Shanmukha Swamy	CSE	Prof. Kumar H.R.	ISE
Dr. Sadashivaiah. P. J	Phy	Prof. Prathap.B.N	MBA
Prof. Aizaz Ahamed Sharief	ECE	Prof. Ravikumar.G.H	EEE
Prof. B. H. Vasudeva Murthy	Mech		

Meeting Proceedings:

1. The minutes of the previous meeting held on 01-12-2020 was reviewed and ratified.
2. It was found that some of the faculty members and HoDs have not disabled the waiting room while taking online classes and also often changing Zoom class IDs and passwords. This has led to inconvenience for monitoring the classes by the Dean. Therefore, all the HoDs and faculty members were informed to see that the waiting room in zoom app while taking online classes may be disabled.
3. Principal informed all the HoDs and faculty members to include additional one hour in the time table for the problematic subjects and the final timetable including the change of Zoom class IDs and passwords if any are to be informed and submitted to the Dean on or before 10.12.2020.
4. As per the circular issued by the VTU it was discussed and decided to conduct online classes on all Saturday afternoon with effect from 12.12.2020.
5. All the HoDs were informed to insist upon all students especially 7th semester B.E. students that they attend offline classes and laboratory classes and the 3rd and 5th semester students attend contact sessions and laboratory classes.

6. Principal asked all the HoDs to monitor the student attendance for the soft skills training program and informed them to advise students to attend all training sessions without fail and also to look out for placement opportunities posted on the portal.
7. All the HoDs were informed to ask the faculty members and students of their concerned department for participating in online Yoga classes conducted by Pathanjali Yoga every day morning from 6.00AM to 7.00AM. The list of participants of the same may be forwarded to the undersigned for further process.
8. All the HoDs were informed to bring to the notice of the faculty members and students of their concerned department for attending Video classes available at VTU e-learning portal.
9. As per the circular issued by the VTU, it was discussed and decided to conduct Induction programme for the first year students from 14.12.2020 to 19.12.2020 and regular classes will be commencing from 21.12.2020.
10. It was discussed in detail regarding the admissions and Principal informed all the HoDs and faculty members to follow up with the students who have expressed to choose our college through CET entry and to see that maximum number of students shall choose our college in the CET option entry.


Dr. Narendra Viswanath
Principal

SHRI JAYATEJAS INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

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The Hon'ble Director HR & IT- for kind information
Dean Academics
Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths / T&P/OS/ First Year Coordinator

Ref: SIET/Office/2020-21/

Date: 14-12-2020

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 14-12-2020, Monday at 3:00 P.M. in his chamber to discuss about the academic activities and admission process for the odd semester 2020-21.


The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Prof. Rashmi. S.B	First Year Coordinator
Dr. Mahesh Kumar. G	Civil	Dr. K. S. Ramakrishna	MBA
Prof. C.V. Shanmukha Swamy	CSE	Dr. Chethana. C	Maths
Dr. Sadashivaiah. P. J	Phy	Dr. B.S Devaki	EEE
Prof. Aizaz Ahamed Sharief	ECE	Er. Anjanamurthy M	T&P
Prof. B. H. Vasudeva Murthy	Mech	Prof. Kumar.H.R	ISE

Meeting Proceedings:

1. The minutes of the previous meeting held on 8-12-2020 was reviewed and ratified.
2. All the HoDs were informed to share the scheme and solutions for the 1st & 2nd assignments and internal question papers to student groups.
3. All the HoDs were informed to complete the second internal assessments in offline mode to the seventh semester students on or before 24.12.2020.
4. All the HoDs were informed to submit the hard copy of the project allotment list of the final year students to the undersigned.
5. Principal informed that the Induction program for the first year students has started from 14.12.2020 and all the HoDs were informed to introduce about themselves and about the department on 15.12.2020.
6. Principal informed that the regular online classes for I year will commence from 21-12-2020 as per VTU circular and asked the First Year Coordinator to prepare Time table. It was also informed that only senior faculty who has handled the subjects earlier must be allotted to First year classes.
7. All the HoDs were informed to see that students of their concerned department must clear the fee dues before filling the examination form.
8. All the HoDs and faculty members were informed to register and attend the internshala FDP on or before 21.12.2020 as per the provided circular.

9. Principal instructed all HoDs to stop conducting online practical lab classes and insist upon students to attend the laboratory classes in person and classes to be conducted in physical offline mode only with immediate effect.
10. Principal asked all HoDs to interact with their students and insist upon them to start attending college for contact classes and regular classes wherever possible so that the lessons could be taught more effectively from the VTU examination point of view.
11. It was discussed in detail regarding the admissions and Principal informed all the HoDs and faculty members to follow up the students who have expressed to choose our college through CET entry and to see that maximum number of students shall choose our college in the CET option entry.


Dr. Narendra Viswanath
Principal
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572105
4/12/20

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Dean Academics
Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths / T&P/OS/ First Year Coordinator



Ref: SIET/Office/2020-21/

Date: 28-12-2020

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 28-12-2020, Monday at 3:00 P.M. in his chamber to discuss about the academic activities and admission process for the odd semester 2020-21.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Prof. Rashmi. S.B	First Year Coordinator
Dr. Mahesh Kumar. G	Civil	Dr. Chethana. C	Maths
Prof. C.V. Shanmukha Swamy	CSE	Dr. B.S. Devaki	EEE
Dr. Sadashivaiah. P. J	Phy	Er. Anjanamurthy	T&P
Dr. Lokesh B S	ECE	Prof. Kumar. H.R	ISE
Prof. B. H. Vasudeva Murthy	Mech	Prof. Grace Hemalatha	MBA

Meeting Proceedings:

1. The minutes of the previous meeting held on 14-12-2020 was reviewed and ratified.
2. Principal congratulated the student Ms. Anupriya Singh of CSE, for securing campus placement in TCS. Principal asked all HoDs to inform all 7th semester students to seriously consider attending all training programs and actively take part in campus training and placement activities by Seventh Sense.
3. Principal enquired about the status of portions covered and all the HoDs were informed to see that all the five modules must be covered before the third internal assessment tests.
4. Principal informed to give 8 questions of 20 marks each along with complete scheme and solution covering all modules to all the 3rd, 5th and 7th semester students and ask them to write three questions of different combination chosen by the faculty members for 60 marks and for 2 hour duration during the test. Later the marks may be reduced to 30 marks.

5. All the HoDs were informed to conduct the third internal assessments in offline mode for 3rd, 5th and 7th semester students from 18.01.2021 to 20.01.2021.
6. All the HoDs were informed to conduct the lab internal assessments in offline mode for 3rd, 5th and 7th semester students from 11.01.2021 to 16.01.2021.
7. Principal informed to train the students well in conducting lab experiments and prepare the students of 3rd, 5th and 7th semester students for final practical examination. Writing laboratory records may be relaxed for this time for these students as there is paucity of time.
8. Principal enquired about the First year online classes being held. It was reported that students are actively participating in the online classes in both Physics and Chemistry cycle classes. The First year coordinator was asked to monitor and report the student absentee list and all faculty handling classes were informed to call the students absent for their class and inform their parents and make sure students attend online classes.
9. As the admission process from KEA CET was almost coming to an end, Principal requested all HoDs and Staff to concentrate on admission of students in the next few weeks by calling parents and students and convincing them to join SIET.


Dr. Narendra Viswanath

Principal

SHRI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

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Dean Academics
Heads of the Departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths / T&P/OS/ First Year Coordinator



Ref: SIET/Office/2020-21/

Date: 06-01-2021

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 04-01-2021, Monday at 3:00 P.M. in his chamber to discuss about the academic activities and admission process for the odd semester 2020-21.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Prof. Rashmi. S.B	First Year Coordinator
Dr. Mahesh Kumar. G	Civil	Dr. Chethana. C	Maths
Prof. C.V. Shanmukha Swamy	CSE	Dr. B.S. Devaki	EEE
Dr. Sadashivaiah. P. J	Phy	Prof. Prathap. B.N	MBA
Dr. Lokesh B S	ECE	Prof. Kumar. H.R	ISE
Prof. B. H. Vasudeva Murthy	Mech		

Meeting Proceedings:

1. The minutes of the previous meeting held on 28-12-2020 was reviewed and ratified.
2. All the HoDs were informed to conduct the classes for all the 3rd, 5th and 7th semester students only in offline mode from 05.01.2021 onwards.
3. Principal reminded to give 8 sets of questions of 20 marks each along with complete scheme and solution to all the 3rd, 5th and 7th semester students and ask them to write three questions of different combination chosen by the faculty members for 60 marks and for 2 hour duration. Later the marks may be reduced to 30 marks.
4. All the HoDs were informed to complete the lab sessions well in advance and see that all the experiments are conducted.
5. Principal informed to all the HoDs to collect 3rd semester students records from the First Year Coordinator and to ask their concerned student counselors to update the records.
6. Principal informed that online examination application portal will open from 06.01.2021 and all the HoDs are informed to ask the students to come and fill the examination forms in person in the college by paying 50% of tuition fee on or before 13.01.2021.

Dr. Narendra Viswanath

Principal
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

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The Hon'ble Director HR & IT- for kind information
Dean Academics

Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths / T&P/OS/ First Year Coordinator



Ref: SIET/Office/2020-21/

Date: 13-01-2021

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 11-01-2021, Monday at 3:00 P.M. in his chamber to discuss about the academic activities and admission process for the odd semester 2020-21.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Prof. Rashmi. S.B	First Year Coordinator
Dr. Mahesh Kumar. G	Civil	Dr. Sadashivaiah. P. J	Phy
Prof. C.V. Shanmukha Swamy	CSE	Dr. Chethana. C	Maths
Prof. Aijaz Ahmed Sharief	ECE	Prof. Prathap.B.N	MBA
Prof. B. H. Vasudeva Murthy	Mech	Prof. Ravikumar G H	EEE
Prof. Kumar.H.R	ISE	Er. Anjanamurthy	T&P

Meeting Proceedings:

1. The minutes of the previous meeting held on 04-01-2021 was reviewed and ratified.
2. All the HoDs were informed to conduct the practical examinations to all the 5th and 7th semester students from 27.01.2021 onwards.
3. All the HoDs were informed to circulate third internal assessment time table along with question bank, solutions and scheme and lab time table for 5th and 7th semester students.
4. Principal informed to all the HoDs and faculty members to conduct the revision classes (completed subjects) to 3rd semester students till the last working day.
5. Principal informed that 18CPC39 subject classes for CSE & ISE branch will be commencing from 15th January 2021.
6. Principal enquired about the conduction of online classes to I year students and it was informed that classes are being held regularly.
7. Principal asked all HoDs to furnish student data to the TPO for onward submission to Xcelerator for developing logins for academic platform.


Dr. Narendra Viswanath

Principal
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

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Dean Academics

Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /
Phy / Maths / T&P/ OS/ First Year Coordinator



SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY

SIRA ROAD, TUMKUR- 572 106.



Ref: SIET/Office/2020-21/

Date: 19-01-2021

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 18-01-2021, Monday at 3:00 P.M. in his chamber to discuss about the academic activities and admission process for the odd semester 2020-21.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Prof. Rashmi. S.B	First Year Coordinator
Dr. Mahesh Kumar. G	Civil	Dr. K. S. Ramakrishna	MBA
Prof. C.V. Shanmukha Swamy	CSE	Dr. Chethana. C	Maths
Dr. Sadashivaiah. P. J	Phy	Dr. B. S. Devaki	EEE
Prof. B. H. Vasudeva Murthy	Mech	Prof. Kumar. H.R	ISE

Meeting Proceedings:

1. The minutes of the previous meeting held on 11-01-2021 was reviewed and ratified.
2. Principal informed to all the HoDs to submit the shortage of attendance statement of 5th and 7th semester students for onward submission to VTU.
3. All the HoDs were informed to allot external practical examinations to all the 5th and 7th semester students from 27.01.2021 to 02-02-2021 as per VTU schedule.
4. All the HoDs were informed to recommend two faculty members who have handled the lab as examiners for conducting external practical examinations.
5. Principal informed that the MBA theory examinations will be commencing from 21.01.2021 onwards and some of the faculty members will be taken for the invigilation duties.
6. Principal informed to conduct the internal assessment for 18CV59 in their respective departments from 3PM to 4PM on 25th January 2021.
7. HoDs reported that the classes for 3rd semester are being conducted regularly.
8. First Year coordinator reported that the offline classes have successfully begun on first day and about 75% students have reported for classes.
9. All the HoDs were informed to login and to attend Mindmatrix seminar scheduled by VTU on 19.01.2021 at 11.00AM using Google classroom or YouTube platform.


Dr. Narendra Viswanath

Principal

SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572 106.

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Dean Academics

Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE /

Phy / Maths / T&P/OS/ First Year Coordinator



Ref: SIET/Office/2020-21/

Date: 25-01-2021

MINUTES OF THE MEETING

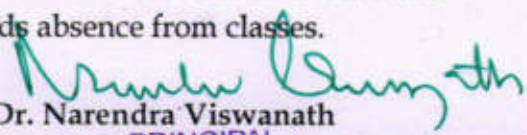
The meeting of HoDs was convened by the Principal, on 25-01-2021, Monday at 3:00 P.M. in his chamber to discuss about the academic activities and examination process for the odd semester 2020-21.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Prof. Rashmi. S.B	First Year Coordinator
Dr. Mahesh Kumar. G	Civil	Dr. B. S. Devaki	EEE
Prof. C.V. Shanmukha Swamy	CSE	Dr. Chethana. C	Maths
Dr. Sadashivaiah. P. J	Phy.	Prof. Kumar. H.R	ISE
Prof. B. H. Vasudeva Murthy	Mech.	Prof. Prathap B. N	MBA
Prof. Aijaz Ahmed Sharief	ECE		

Meeting Proceedings:

1. The minutes of the previous meeting held on 18-01-2021 was reviewed and ratified.
2. Principal enquired about the preparations for the 5th and 7th semester practical examinations scheduled from 27-01-2021 and all HoDs informed that they were ready.
3. Principal informed to all the HoDs to collect admission tickets of 5th and 7th semester students from the office and to issue the admission tickets to all the students of their respective branches by collecting No due cards.
4. All the HoDs were informed to collect Rs 50.00 towards general breakage fee from all the 5th and 7th semester students and submit the same to the office.
5. All the HoDs were informed to see that the faculty members carry out the VTU exam invigilation duties allotted to them and also to handle the labs and theory classes for the 1st and 3rd semester students without any lapses.
6. All HoDs were informed to make sure that the IA marks from both IA tests and assignments of all students of 3rd sem MBA and 5th and 7th sem BE are to be kept ready for review and discussion during the next meeting on 1-02-2021.
7. Principal informed the First Year Coordinator to list out the names of 1st sem students who are absent for classes so that enquiry calls may be made to the students and SMS could be sent to their parents informing about their wards absence from classes.


Dr. Narendra Viswanath

Principal

SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

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Dean Academics
Heads of the departments of: CSE/ ISE/ EEE/ CV / MBA / ME / ECE / Phy /
Maths /T&P/OS/ First Year Coordinator

Ref: SIET/Office/2020-21/

Date: 11-02-2021

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 08-02-2021, Monday at 3:00 P.M. and 10.02.2021, Wednesday at 10.00 AM in his chamber to discuss about the academic activities and examination process for the odd semester 2020-21.

The following HoDs were present at the meeting.

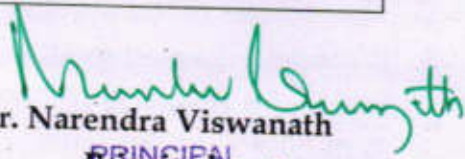
Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Prof. Rashmi. S.B	First Year Coordinator
Dr. Mahesh Kumar. G	Civil	Dr. K. S Ramakrishna	MBA
Prof. Shanmukaswamy. C. V	CSE	Prof. Kumar. H.R	ISE
Prof. B. H. Vasudeva Murthy	Mech	Dr. Sadashivaiah P. J	Phy
Prof. Aizaz Ahamed Sharief	ECE	Dr. Chethana. C	Maths
Dr. B. S. Devaki	EEE	Prof. Prathap B. N	MBA
Er. Anjanamurthy	T&P	Mr. Manthesh	OS

Meeting Proceedings:

1. The minutes of the previous meeting held on 25-01-2021 was reviewed and ratified.
2. Principal informed to all the HoDs to conduct additional offline internal assessment test to 5th (from 11-02-2021 to 18-02-2021) and 7th semester B.E. students (from 11.02.2021 to 25.02.2021 before the VTU exams) so as to improve the IA marks of the students and also to make sure that they have prepared well for the VTU final exams.
3. All the HoD's were informed to submit the final internal assessment test marks of 5th and 7th semester B.E. and 3rd semester MBA students.
4. All the HoD's were informed to submit the percentage of syllabus covered for all the lateral entry students and also to allocate additional classes beyond 4.30 pm everyday and on Saturday/Sunday special classes and submit the time table for the same so as to complete the syllabus well in time for lateral entry students.
5. All the HoDs were informed to conduct third internal assessment test for 100 marks for 3 hours for all the 3rd semester B.E. students as per the VTU examination pattern from 25.02.2021 to 03.03.2021 with one IA test per day in the reverse order from 18**36 to 18**31.

6. It was decided to conduct first internal assessment test for all the first year B.E. students on 18th, 19th and 20th of February 2021. The First Year coordinator is informed to prepare the IA time table and inform all concerned.
7. All the HoD's were informed to bring to the notice of all 7th semester B.E. students about various options and technologies available for internship and project work at GTTC.
8. It was decided to conduct the inaugural function for first year B.E and MBA/M.Tech. students on Saturday 13.02.2021 at 10.00 AM.
9. It was decided to distribute the Academic excellence certificates and medals to the Toppers of the previous academic year 2019-2020 during the inaugural function.
10. The following committees have been formed for the conduction of inaugural function.

Sl.No	Name of the committee	Department / In charge
01	Catering committee	Civil Engineering and Electronics and Communication Engineering
02	Stage committee	Mechanical Engineering
03	Seating arrangements	Computer Science Engineering
04	Reception committee	Applied Science and Electrical and Electronics Engineering
05	Chief Coordinator	Dr. Chandrasekhar N- Dean Academics
06	Master of ceremony	Dr. Nagaraja. C - Prof., CV Department Prof. Rashmi. S. B - First Year Coordinator


Dr. Narendra Viswanath

Principal
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

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The Hon'ble Director HR & IT- for kind information
Trustee, SCT for kind information
Dean Academics
Heads of the departments of: CSE / ISE / EEE / CV / ME / ECE /
MBA / Phy / Maths / T&P / OS / First Year Coordinator



Ref: SIET/Office/2020-21/

Date: 19-02-2021

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 19-02-2021, Friday at 10:30 A.M. and 15.02.2021, Monday at 2.30 PM in his chamber to discuss about the academic activities for the odd semester 2020-21.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. B. S. Devaki	EEE
Dr. Mahesh Kumar. G	Civil	Prof. Aizaz Ahamed Sharief	ECE
Prof. Shanmukaswamy. C. V	CSE	Prof. Kumar. H.R	ISE
Prof. B. H. Vasudeva Murthy	Mech.	Mr. Manthesh	O.S

Meeting Proceedings:

1. All the HoD's were informed to enter the final internal assessment test marks of 5th and 7th semester students in VTU portal on or before 20-02-2021.
2. All the HoD's were informed to take necessary steps to start 4th semester M.Tech classes from 03.03.2001 and 8th semester B.E classes from 01.03.2021.
3. All the HoD's were informed to submit the list of books required for the odd and even semester for 2020-2021 academic year.
4. All the NBA coordinators are informed to attend FDP on NBA conducted by Dr.AIT, Bangalore from 22.02.2021 to 26.02.2021.


Dr. Narendra Viswanath
Principal
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.
19/2/21

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Trustee, SCT for kind information
Dean Academics
Heads of the departments of: CSE / ISE / EEE / CV / ME / ECE /
MBA / Phy / Maths / T&P / OS / First Year Coordinator

Agenda:

1. 1st sem 1st IA report – 21 & above, 15 – 20, 12 – 14, less than 12, Average, above and below average
2. 1st sem quizzes
3. 1st sem subject coverage
4. 3rd sem IA report / additional tests
5. 3rd sem VTU exam fee / college fee
6. 3rd sem practical allotment/readiness/exams postponed
7. 6th sem class reopening/ balance fee due -
8. 7th sem project synopsis/ Internship data/placement entry
9. 8th sem reporting / reopening/ project work/class TT

Ref: SIET/Office/2020-21/

Date: 09-03-2021

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 09-03-2021, Tuesday at 03:00 P.M in his chamber to discuss about the academic activities for the odd semester 2020-21.


The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. B. S. Devaki	EEE
Dr. Mahesh Kumar. G	Civil	Prof. Aizaz Ahamed Sharief	ECE
Prof. Shanmukaswamy. C. V	CSE	Prof. Kumar. H.R	ISE
Prof. B. H. Vasudeva Murthy	Mech	Dr. Chethana C	Maths
Er. Anjanamurthy	T&P		

Meeting Proceedings:

1. The minutes of the previous meeting held on 01-03-2021 was reviewed and ratified.
2. All the HoD's were informed to submit the final internal assessment test marks of 3rd semester students to the undersigned on or before 10-03-2021.
3. All the HoD's were informed to enter the list of students of 3rd semester, detained due to shortage of attendance in the VTU portal.
4. All the HoD's and faculty members were informed to download the valuation orders from VTU portal and attend the VTU valuation work.
5. Internship coordinators of the various departments are informed to monitor the students who are on Internship at various places by visiting at least once in a week. Further the Internship coordinators are informed to submit a detailed report of the same duly forwarded by their respective HoDs to the undersigned.
6. All the HoDs are informed to invite the senior project supervisor who is guiding the Internship students to deliver technical talk and felicitate them.
7. All the HoDs were informed to see that all the final year students of their respective department must attend the placement drive on 15-03-2021 without fail.
8. It was decided to conduct one day Personality Development workshop to all the first year students by Disha Foundation on 16-03-2021 from 9.30AM to 4.30 PM.
9. It was decided to conduct Second internal assessment tests to the first year students from 19-03-2021 to 22.03.2021.

10. All the faculty members handling first semester are informed to ask the student who have scored less than 40% marks in the First internal assessment tests to write two times answers for the same question paper.


Dr. Narendra Viswanath

Principal

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Dean Academics

Heads of the departments of: CSE / ISE / EEE / CV / ME / ECE /

MBA / Phy / Maths / T&P / OS



Ref: SIET/Office/2020-21/

Date: 24-03-2021

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 24-03-2021, Monday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2020-21.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. B. S. Devaki	EEE
Dr. Mahesh Kumar. G	Civil	Prof. Aizaz Ahamed Sharief	ECE
Prof. Shanmukaswamy. C. V	CSE	Dr. Kishore Kumar M K	Maths
Prof. B. H. Vasudeva Murthy	Mech	Prof. Prathap B.N	MBA
Er. Anjanamurthy	T&P	Dr. Sadashivaiah. P.J	Phy

Meeting Proceedings:

1. The minutes of the previous meeting held on 9-03-2021 was reviewed and ratified.
2. All the HoD's were reminded to submit the final internal assessment test marks of 3rd semester students to the undersigned on or before 27-03-2021.
3. All the HoD's were informed to schedule the practical examination timetable for 3rd semester students from 9th April 2021 to 16th April 2021.
4. It was decided to start the even semester classes for the academic year 2020-21 as follows.

Semester	Date of Commencement of classes
6 th Semester	29 th March 2021
8 th Semester	5 th April 2021
4 th Semester	19 th April 2021
2 nd Semester	12 th May 2021

5. It was decided to conduct the third internal assessment tests for the first semester students on 10th April, 12th April and 15th April 2021.

Dr. Narendra Viswanath
Principal

24/3/21

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Dean Academics
Heads of the departments of: CSE / ISE / EEE / CV / ME / ECE /
MBA / Phy / Maths /T&P /OS



Ref: SIET/Office/2020-21/

Date: 26-03-2021

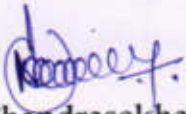
CIRCULAR


THIRD INTERNAL ASSESSMENT TEST - APRIL-2021

TIME TABLE

Sem: I

Date & Day	Time	I Sem C Section (Chemistry Group)	I Sem A&B Sections (Physics Group)
10-04-2021 Saturday	9.00 AM to 10.30 AM	18CPS13 - C-Programming for Problem Solving	18ELE13 - Basic Electrical Engineering
	12.00 Noon to 1.00 PM	18EGH18-Technical English-I	
12-04-2021 Monday	9.00 AM to 10.30 AM	18ELN14 - Basic Electronics	18CIV14 - Elements of Civil Engineering and Mechanics
	2.30 PM to 4.00 PM	18ME15 - Elements of Mechanical Engineering	18EGDL15 - Engineering Graphics
15-04-2021 Thursday	9.00 AM to 10.30AM	18MAT11-Calculus and Linear Algebra	
	2.30 PM to 4.00 PM	18CHE12 - Engineering Chemistry	18PHY12 - Engineering Physics


Dr. Chandrasekhar. N
Dean-Academics


Dr. Narendra Viswanath

Principal
SHRIDEVI INSTITUTE OF
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Ref: SIET/Office/2020-21/

Date: 05-04-2021

MINUTES OF THE MEETING

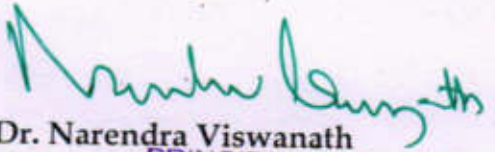
The meeting of HoDs was convened by the Principal, on 05-04-2021, Monday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2020-21.

The following HoDs were present at the meeting

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. K. S. Ramakrishna	MBA
Dr. Mahesh Kumar. G	Civil	Dr. B. S. Devaki	EEE
Prof. Shanmukaswamy. C. V	CSE	Prof. Aizaz Ahamed Sharief	ECE
Er. Anjanamurthy	T&P	Dr. Chethana. C	Maths
Prof. K.P. Chandraiah	Mech	Prof. Kumar H. R	ISE

Meeting Proceedings:

1. The minutes of the previous meeting held on 24-03-2021 was reviewed and ratified.
2. The HoD's who have not yet submitted the final internal assessment test marks of 3rd semester students were informed to submit and get the approval of Principal.
3. All the HoD's were informed to upload the practical examination batch list of 3rd semester students in the VTU portal by taking prior approval from the Principal.
4. All the HoD's were informed to initiate programs for activity points for all the 6th semester students in association with Youth for Seva.
5. Principal informed that the last working day for the first year M.Tech & MBA students is extended up to 30th April 2021 and commencement of second semester classes is from 24th May 2021. The VTU exams are scheduled from 3rd May to 15th May 2021.
6. Principal asked all the HoDs to submit the indent of requirements for conducting laboratories of even semester 2020-21.


Dr. Narendra Viswanath
Principal
SHRIDEVI INSTITUTE OF
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Dean Academics
Heads of the departments of: CSE / ISE / EEE / CV / ME / ECE /
MBA / Phy / Maths / T&P / OS / First year coordinator



Ref: SIET/Office/2020-21/

Date: 21-04-2021

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 17-04-2021, Saturday at 11:00 A.M and 20-04-2021, Tuesday at 3.00PM in his chamber to discuss about the academic activities for the even semester 2020-21.

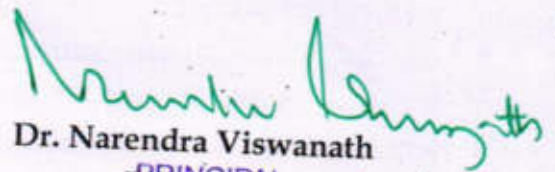
The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. K. S. Ramakrishna	MBA
Dr. Mahesh Kumar. G	Civil	Dr. Devaki B. S	EEE
Dr. Charan. K.V	CSE (I/c)	Dr. Chethana. C	Maths
Prof. B.H Vasudeva Murthy	Mech	Prof. Aizaz Ahamed Sharief	ECE
Prof. Kumar H. R	ISE	Mr. Manthesh	OS

Meeting Proceedings:

1. The minutes of the previous meeting held on 05-04-2021 was reviewed and ratified.
2. All HoD's were informed to submit the Time table of 4th, 6th and 8th semester B.E. and 4th semester MBA to the undersigned and to commence the classes effectively from 19/04/2021. All HoDs were also asked to submit the teaching load and additional assignments of the faculty for the even semester 2020 - 21.
3. All HoDs were asked to update and submit the laboratory manuals for the even semester 2020 -21.
4. All HoDs were asked to inform their faculty to prepare the lesson plan and scheme of teaching and submit the same to the undersigned by April 30, 2021.
5. All HoDs were asked to verify the list of books to be ordered for even semester and confirm the same.
6. All HoDs were strictly informed to conduct classes as per time table and inform all students of 4th, 6th and 8th semester B.E. and 4th semester MBA to attend classes (either offline or online if necessary).
7. Principal informed all the HoDs to instruct the faculty of their concerned department to mark the daily attendance of the students attending offline/online classes in the attendance register and also to preserve the screen shot of the same. Further the respective HoDs were also informed to monitor the attendance of the even semester students effectively and to see that all the students must maintain minimum 85% of attendance.

8. Principal informed all the HoDs to ensure that the students of 4th, 6th and 8th semester B.E. have cleared their college fee and communicate to all students about payment of fees due. Fees must be paid even if the classes are being conducted online. The same must be communicated to all students. The fees dues list will be shared with the HoDs.
9. As per the circular issued by the Registrar, VTU all the HoD's were informed to conduct the online classes with effect from 21-04-2021 till further notice. The report of classes conducted has to be uploaded to VTU through the Google form. However conduction of tests and submission of assignments is in offline mode only.
10. Principal informed that Activity points are compulsory for 4th and 6th semester B.E. students and without which their graduation certificates will not be issued. Hence all the HoDs were informed to bring the same to the notice of all the students of their respective branches. The Activity coordinators were instructed to work with various online platforms to make students earn activity points.
11. Principal informed all HoDs to make sure that the 6th semester B.E. students of their respective branches choose one open elective offered by the other departments.
12. Principal informed to all HoDs to bring to the notice of 6th semester B.E. students to conduct the mini projects either as individual students or maximum of two students in a batch.
13. The Academic calendar for even semester 2020 - 21 was circulated to all HoDs and was accepted to incorporate department activities in the calendar.
14. Principal informed all the HoDs to instruct all Staff and students to take Covid vaccination (preferably in our hospital) and to produce the copy of the certificate to the undersigned. No Staff or student will be permitted to enter the campus without first vaccination certificate from Monday, May 7, 2021 onwards.
15. All the HoDs were informed to take Academics very seriously and implement all measures to improve and enhance academic quality and standards by involving staff and students through regular conduction of classes, invited lectures, workshops and seminars, industrial visits, project and internship seminars, etc.


Dr. Narendra Viswanath

Principal
SHRIDEVI INSTITUTE OF
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Heads of the departments of: CSE / ISE / EEE / CV / ME / ECE /
MBA / Phy / Maths / T&P / OS



Ref: SIET/Office/2020-21/

Date: 06-05-2021

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 06-05-2021, Thursday at 3:00 P.M in his chamber to discuss about the academic activities for the even semester 2020-21.

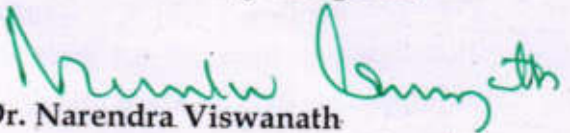
The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Mahesh Kumar. G	Civil
Prof. C. V. Shanmukhswamy	CSE	Prof. Aizaz Ahamed Sharief	ECE
Prof. B.H Vasudeva Murthy	Mech	Dr. Kishore Kumar. M.K	Maths
Prof. Prathap. B. N	MBA	Dr. Sadashivaiah. P.J	Phy
Prof. RaviKumar. G.H	EEE		

Meeting Proceedings:

1. The minutes of the previous meeting held on 20-04-2021 was reviewed and ratified.
2. As per the directions given by the Vice -Chancellor-VTU during the meeting held on 06-05-2021 at 11.00AM, all HoD's are informed to monitor regular online classes for all higher semesters till further instructions from VTU.
3. Principal informed all the HoDs and faculty members to see that all the students must attend online classes and maintaining the 85% of attendance is mandatory to take up the examinations. All HoDs to submit weekly student attendance and percentage of portions covered on every Saturday through Google form on VTU portal. Students to be informed that the attendance is being closely monitored by college and VTU.
4. Principal informed all the HoDs to strictly monitor the conduction of online classes of their concerned department every hour and ensure that the classes are engaged by the concerned faculty members to full one hour and not to stop after 40 minutes of zoom session.
5. Principal asked all HoDs to instruct their individual faculty members to monitor student attendance in their subject / class and counsel students to attend the class. He expressed unhappiness over student attendance and asked all HoDs to intervene and make efforts to improve student attendance.
6. Principal instructed all faculty must share their class notes, study material and references to their respective student groups.
7. Principal informed all the HoDs to start the online laboratory sessions for all the higher semester students with effect from Monday (10-05-2021).

8. All HoDs were asked to instruct faculty to give assignments to students after completion of every module.
9. All the HoD's were informed to conduct the online internal assessment tests on Google Classroom platform for 4th, 6th and 8th semester students between 2.00PM to 4.00PM everyday from 24-05-2021 to 29-05-2021.
10. All the HoDs and faculty members are informed to instruct all the students to write the internal assessment tests and assignments in separate 60 page note books for every subject and ask students must submit the same to the respective subject teachers after they return to campus for offline contact classes.
11. Principal asked HoDs to inform faculty handling 8th sem B.E. and 4th sem MBA to complete the syllabus well in time for the final year B.E and MBA students so that their examinations will be conducted as per the VTU calendar of events.
12. Principal asked HoDs to engage 8th sem B.E. students to conduct technical seminars, internship and project seminars and presentations every week as part of academic requirement and complete them. Similarly he asked the MBA department to complete the internship and project requirements for 4th sem MBA students.
13. Principal asked HoDs to counsel their final year students to actively take part in placement initiatives of the institute.
14. Principal informed that Activity points is compulsory for 4th and 6th semester students without which their graduation certificates will not be issued. Hence all the HoDs are informed to bring the same to the notice of all the students of their respective branches. Students can involve in social activities like promoting Covid awareness, awareness about vaccination, assisting at Covid war rooms etc which can be considered for activity points.
15. Principal informed all the HoDs and Staff members to call all the students and their parents personally and to ask them about their health during this Covid situation, giving them some kind of confidence and moral support required at this moment and also guide them to take vaccination.
16. Principal informed all the HoDs and Staff members to start online classes for 2nd sem B.E, M.Tech. and MBA students from 10-05-2021.
17. Principal informed all the HoDs to circulate the circular shared in the group and to inform all the students of their concerned department to clear their outstanding college fee.


Dr. Narendra Viswanath

Principal

SHRIDEVI INSTITUTE OF
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TUMKUR - 572106.

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Dean Academics
Heads of the departments of: CSE / EEE / CV / ME / ECE /
MBA / Phy / Maths /T&P /OS



Ref: SIET/Office/2020-21/Date:10-05-2021

MINUTES OF THE MEETING

The meeting of the HoDs was convened by the Principal, on 10-05-2021, Monday at 3:00 P.M. in Zoom online meeting to discuss about the academic activities for the even semester 2020-21.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Mahesh Kumar. G	Civil
Prof. C. V. Shanmukhswamy	CSE	Prof. Aizaz Ahamed Sharief	ECE
Prof. B.H. Vasudeva Murthy	Mech	Dr. Chethana.C	Maths
Prof. Prathap. B. N	MBA	Dr. Sadashivaiah.P.J	Phy
Er. Anjamamurthy	T&P	Prof. Ravi Kumar. G.H	EEE
Mr. Manthesh	O.S		

Meeting Proceedings:

1. The minutes of the previous meeting held on 06-05-2021 was reviewed and ratified.
2. Principal informed all the HoDs and faculty members to see that all the students must attend online classes and maintaining the 85% of attendance is mandatory to take up the examinations.
3. Principal asked all HoDs to make sure that the absentee students are called up by respective faculty to attend online classes without fail.
4. Principal informed all the HoDs to monitor the conduction of online theory classes and laboratories conducted by their respective department faculty members every hour and ensure that the theory classes and laboratories are engaged by the concerned faculty members. He insisted to monitor student attendance in open elective classes conducted by other department faculty.
5. Principal asked all HoDs to make sure that the faculty engage classes beyond 40 minutes after completion of the 1st zoom session for next 15 - 20 minutes till beginning of next class.
6. Principal informed all the HoDs to check the Zoom IDs and pass codes in the timetable shared to students so that there will not be any difficulty for the students to login for the classes.
7. Principal informed the HoD of MBA to share the online timetable of the 2nd and 4th semester MBA classes.

8. Principal informed all HoDs to continue sharing daily subject wise student online attendance on WhatsApp portal and update the VTU portal every Saturday.
9. All the HoDs were asked to inform all students that the online internal assessment tests for all 4th, 6th and 8th semester B.E. and 4th semester MBA/M.Tech. students will be conducted as per already scheduled dates everyday between 2.00PM to 4.00PM from 24-05-2021 to 29-05-2021. Detailed timetable will be shared to all HoDs by Principal which will then be shared to all students.
10. Principal informed all the HoDs to make sure that the online classes for all the subjects has to be started without any lapses so that students should not miss any single class. Principal asked HoDs to allot extra classes/subjects to faculty if necessary to make sure that online classes for all subjects are held without any delay.
11. Principal informed all the HoDs to review the progress of the project work carried by the higher semester students of their concerned branch. Principal asked all HoDs to schedule Internship seminars/Technical seminars / Project Phase II seminars everyday afternoon for the 8th Semester B.E. and 4th semester MBA students.
12. Principal stressed that Activity points is compulsory for 4th and 6th semester students without which their graduation certificates will not be issued. Hence all the HoDs are informed to bring the same to the notice of all the students of their respective branches.
13. Principal informed the HoDs to submit the result analysis of 5th semester B.E. VTU examinations.
14. All the HoDs and faculty members are informed to instruct all the students to apply for the revaluation and the amount paid may be shared to Mr. Manthesh - O.S for further process.
15. Principal enquired about the circular shared to all students and asked Mr. Mantesh, OS to share the students' fees dues details to all HoDs so that they can call up students and make sure they are informed about fees due and students clear the fees dues well before they come for offline classes to campus before May 31, 2021.
16. Principal informed the Training and Placement officer Er. Anjanamurthy to hold a meeting along with the HoDs in Zoom session regarding the updation of placement activities. Principal asked the TPO to engage 8th semester B.E. and 4th sem MBA in Placement activities and make sure that they participate in Placement drives.


Dr. Narendra Viswanath

SHRIDEVI INSTITUTE
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

11/5/21

Principal

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Dean Academics

Heads of the departments of: CSE/ ISE/ EEE/ CV/ ME / ECE /
MBA / Phy/Maths /T&P/OS



Ref: SIET/Office/2020-21/

Date: 10-05-2021

MINUTES OF THE MEETING

The meeting of the HoDs was convened by the Principal, on 10-05-2021, Monday at 3:00 P.M in Zoom online meeting to discuss about the academic activities for the even semester 2020-21.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Mahesh Kumar. G	Civil
Prof. C. V. Shanmukhswamy	CSE	Prof. Aizaz Ahamed Sharief	ECE
Prof. B.H. Vasudeva Murthy	Mech	Dr. Chethana. C	Maths
Prof. Prathap. B. N	MBA	Dr. Sadashivaiah. P. J	Phy
Er. Anjamamurthy	T&P	Prof. Ravi Kumar. G.H	EEE
Mr. Manthesh	O.S		

Meeting Proceedings:

1. The minutes of the previous meeting held on 06-05-2021 was reviewed and ratified.
2. Principal informed all the HoDs and faculty members to see that all the students must attend online classes and maintaining the 85%.of attendance is mandatory to take up the examinations.
3. Principal asked all HoDs to make sure that the absentee students are called up by respective faculty to attend online classes without fail.
4. Principal informed all the HoDs to monitor the conduction of online theory classes and laboratories conducted by their respective department faculty members every hour and ensure that the theory classes and laboratories are engaged by the concerned faculty members. He insisted to monitor student attendance in open elective classes conducted by other department faculty.
5. Principal asked all HoDs to make sure that the faculty engage classes beyond 40 minutes after completion of the 1st zoom session for next 15 - 20 minutes till beginning of next class.
6. Principal informed all the HoDs to check the Zoom IDs and pass codes in the timetable shared to students so that there will not be any difficulty for the students to login for the classes.
7. Principal informed the HoD of MBA to share the online timetable of the 2nd and 4th semester MBA classes.

8. Principal informed all HoDs to continue sharing daily subject wise student online attendance on WhatsApp portal and update the VTU portal every Saturday.
9. All the HoDs were asked to inform all students that the online internal assessment tests for all 4th, 6th and 8th semester B.E. and 4th semester MBA/M.Tech. students will be conducted as per already scheduled dates everyday between 2.00 PM to 4.00 PM from 24-05-2021 to 29-05-2021. Detailed timetable will be shared to all HoDs by Principal which will then be shared to all students.
10. Principal informed all the HoDs to make sure that the online classes for all the subjects has to be started without any lapses so that students should not miss any single class. Principal asked HoDs to allot extra classes/subjects to faculty if necessary to make sure that online classes for all subjects are held without any delay.
11. Principal informed all the HoDs to review the progress of the project work carried by the higher semester students of their concerned branch. Principal asked all HoDs to schedule Internship seminars/Technical seminars / Project Phase II seminars everyday afternoon for the 8th Semester B.E. and 4th semester MBA students.
12. Principal stressed that Activity points is compulsory for 4th and 6th semester students without which their graduation certificates will not be issued. Hence all the HoDs are informed to bring the same to the notice of all the students of their respective branches.
13. Principal informed the HoDs to submit the result analysis of 5th semester B.E. VTU examinations.
14. All the HoDs and faculty members are informed to instruct all the students to apply for the revaluation and the amount paid may be shared to Mr. Marthesh - O.S for further process.
15. Principal enquired about the circular shared to all students and asked Mr. Mantesh, OS to share the students' fees dues details to all HoDs so that they can call up students and make sure they are informed about fees due and students clear the fees dues well before they come for offline classes to campus before May 31, 2021.
16. Principal informed the Training and Placement officer Er. Anjanamurthy to hold a meeting along with the HoDs in Zoom session regarding the updation of placement activities. Principal asked the TPO to engage 8th semester B.E. and 4th sem MBA in Placement activities and make sure that they participate in Placement drives.


Dr. Narendra Viswanath

Principal

SHRIDEVI INSTITUTE OF
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TUMKUR - 572106.

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Dean Academics

Heads of the departments of: CSE / ISE / EEE / CV / ME / ECE /

MBA / Phy / Maths / T&P / OS



Ref: SIET/Office/2020-21/

Date: 19-05-2021

MINUTES OF THE MEETING

The meeting of the HoDs was convened by the Principal, on 18-05-2021, Tuesday at 3:00 P.M in Zoom online meeting to discuss about the academic activities for the even semester 2020-21.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Prof. C. V. Shanmukhswamy	CSE	Dr. Mahesh Kumar. G	Civil
Prof. B.H. Vasudeva Murthy	Mech	Prof. Aizaz Ahamed Sharief	ECE
Prof. Prathap. B. N	MBA	Dr. Chethana. C	Maths
Er. Anjamamurthy	T&P	Dr. Sadashivaiah. P. J	Phy
Mr. Manthesh	O.S	Prof. Ravi Kumar. G.H	EEE

Meeting Proceedings:

1. The minutes of the previous meeting held on 10-05-2021 was reviewed and ratified.
2. Principal enquired all the HoDs regarding the status/conduction of online theory classes and laboratories conducted by their respective department. Principal informed HoDs that though the student attendance is generally acceptable in most of the subjects, but however the student attendance is poor in some classes and needs improvement. Principal appreciated the efforts by faculty in engaging in online classes and said there is always scope for improvement in delivery and conducting online classes.
3. Principal asked all HoDs to see that all lab sessions are conducted as per schedule as still some labs needs to be started.
4. Principal expressed he was extremely satisfied with I year (II semester) B.E. student online attendance.
5. Principal expressed satisfaction over conduction of 8th semester B.E. Internship / technical seminar sessions. However, he asked all HoDs to expedite the completion of syllabus and all academic requirements for these students as VTU may conduct their SEE earlier than others to let them graduate soon.
6. Principal informed al HoDs to submit the daily online attendance status of the students consolidated week wise starting from 26.04.21 till date. Principal asked all HoDs that the status file must have the screen shot of the zoom class attendance, details about the subject name and code, time and date for every class taken during the day and week. This needs to be consolidated week wise for all faculty and posted to principal email before 22.5.2021 (for classes till 15.05.21) and later every week.

7. Principal reminded all HoDs to make sure the question papers and scheme & solution for the 1st IA is kept ready.
8. Principal advised all HoDs to inform their faculty to create the concerned Google class room for uploading the question paper and enabling students to upload their answer sheets after the test. He also advised all faculty must schedule the Google meet and share the link with all students and use the Google meet as a platform for conducting the test. This means the Google meet is used as a virtual class room for monitoring the test. The test process on Google meet must be recorded for every test.
9. Principal asked all HoDs to inform their faculty to register for ATAL FDP online courses and get e-certificates. The link has been shared to all HoDs.
10. Principal informed that Mr. Manthesh will share the fees dues list and the HoDs to make sure that the students are individually called and informed to pay the fees due.
11. Principal asked all HoDs, who are authorized as SSP e-attestation officers to make sure that all student applications on SSP are duly authorized by them in coordination with office.
12. Principal informed that the VTU revaluation date has been extended and the same to be informed to all students concerned.
13. Principal asked the Placement officer to schedule placement meetings for all 8th semester students in coordination with HoDs to address all students and get feedback on the placement issues.

sd/-

Dr. Narendra Viswanath

Principal

SRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

Copy to: The Hon'ble Managing Trustee - for kind information
The Hon'ble Director HR & IT- for kind information
Trustee, SCT for kind information
Dean Academics
Heads of the departments of: CSE / ISE / EEE / CV / ME / ECE /
MBA / Phy / Maths / T&P / OS



Ref: SIET/Office/2020-21/

Date: 31-05-2021

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 31-05-2021, Monday at 3:00 P.M in Zoom online meeting to discuss about the academic activities for the even semester 2020-21.


The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Mahesh Kumar. G	Civil
Prof. C. V. Shanmukhswamy	CSE	Prof. Aizaz Ahamed Sharief	ECE
Prof. B.H. Vasudeva Murthy	Mech	Dr. Chethana. C	Maths
Prof. Prathap. B. N	MBA	Dr. Sadashivaiah. P. J	Phy
Er. Anjamamurthy	T&P	Prof. Ravi Kumar. G.H	EEE
Mr. Manthesh	O.S		

Meeting Proceedings:

1. The minutes of the previous meeting held on 19.05.2021 was reviewed and ratified.
2. Principal asked all the HoDs to give feedback and report on online internal assessments conducted in the last week from 24.05.2021 to 29.05.2021. All HoDs expressed satisfaction regarding conduction of test and online monitoring through google meet. All HoDs were instructed to complete the 1st IA for some subjects which could not be conducted due to delay in covering portions on or before 7.06.2021.
3. Principal informed all the HoDs to submit the report of first internal assessments marks and analysis on or before 10th July 2021 and asked all HoDs to instruct all faculty to share and discuss the QP and solution/scheme with all students.
4. Principal informed all the HoDs to ask all students to attend online classes regularly and to monitor the online attendance of students. Principal expressed concern about the attendance of 4th semester BE students and 4th semester MBA students and requested all HoDs to make sure attendance is improved by calling each student.
5. Principal enquired about the progress of 8th semester B.E. and 4th semester MBA subjects and was informed by all HoDs that the subject coverage is satisfactory. They also informed that the students have already completed presenting Internship seminars and already working on Project / Technical seminars which are scheduled in due course of time.

6. Principal asked all HoDs to submit the proposals to VTU for Financial assistance to final year BE projects in the prescribed format on or before 7.06.21 for onward submission to VTU.
7. Principal informed all the HoDs to see that the mini projects are carried out by the 6th semester students with a batch size not exceeding 2 students in a batch.
8. All the HoD's and counselors were informed to follow-up the fee dues by the students and ask them to clear the fee at the earliest.
9. Principal congratulated all the HoDs for the successful completion of e-attestation of the documents submitted by the students in SSP portal.
10. Principal informed the HoDs to share the result analysis of 3rd semester VTU examinations to the undersigned.
11. Principal proposed to conduct the 1st IA for 2nd semester students from 14.06.21 to 18.06.21 from 2.00 pm to 4.00 pm. He asked the Dean to coordinate with all first year faculty and students and confirm the date of conduction of IA.


Dr. Narendra Viswanath

Principal

SHRI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

21/5/21

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Trustee, SCT for kind information
Dean Academics
Heads of the departments of: CSE / ISE / EEE / CV / ME / ECE /
MBA / Phy / Maths / T&P / OS / First year coordinator



Ref: SIET/Office/2020-21/

Date: 06-07-2021

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 06-07-2021, Tuesday at 3:00 P.M in his chamber to discuss about the academic activities for the even semester 2020-21.


The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. K. S. Ramakrishna	MBA
Dr. Mahesh Kumar. G	Civil	Prof. Aizaz Ahamed Sharief	ECE
Prof. B.H. Vasudeva Murthy	Mech	Dr. Chethana. C	Maths
Er. Anjamamurthy	T&P	Dr. Sadashivaiah. P. J	Phy
Prof. Ravi Kumar. G.H	EEE		

Meeting Proceedings:

1. The minutes of the previous meeting held on 31.05.2021 was reviewed and ratified.
2. Principal asked all the HoDs to give feedback and report on online internal assessments conducted. All HoDs expressed satisfaction regarding conduction of test and online monitoring through google meet.
3. Principal informed all the HoDs to submit the report of first internal assessments marks of 2nd semester students and second internal assessments marks of 4th, 6th and 8th semester students along with analysis on or before 15th July 2021 and asked all HoDs to instruct all faculty to share and discuss the QP and solution/scheme with all students.
4. Principal enquired about the attendance of students to online classes and the percentage of syllabus covered as on date in all the subjects and was informed by all HoDs that the subject coverage is satisfactory. However, the student attendance to online classes was a concern expressed by all HoDs. Efforts are being taken to counsel students to attend online classes regularly.
5. All the HoD's and counselors were informed to follow-up the fee dues by the students and ask them to clear the fee at the earliest.
6. Principal proposed to conduct the 2nd IA for 2nd semester BE and MBA students from 28.07.21 to 03.08.21 from 2.00 pm to 4.00 pm. He asked the Dean to coordinate with all first year faculty and students and confirm the date of conduction of IA.

7. Principal discussed about the percentage of students vaccinated and asked all the HoDs to instruct the students who have not taken the vaccination to take vaccination at the earliest.
8. T&P Officer informed that a technical webinar on "Hybrid Electrical Vehicle Technology from Toyota Kirloskar Motors" will be conducted from 11.30am to 1.30 pm on 8th July 2021 for 6th semester and 8th semester engineering students of Mechanical, EEE, ECE students and 6th semester CSE.
9. T&P Officer informed that online Yoga and meditation classes for the 2nd and 4th semester BE students will be conducted by Art of Living, Bangalore from 15.07.21 to 17.07.21 from 8.45 am to 9.40 am.
10. T&P Officer informed that a technical test has been conducted by the company Decibels Lab Pvt. Ltd., for the 6th semester ECE, EEE and ME branch students on 04.07.2021 to select students for internship and 48 students have appeared for the test and 10 students will be offered internship.


Dr. Narendra Viswanath

Principal

SHRIDEVJI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

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Trustee, SCT for kind information
Dean Academics
Heads of the departments of: CSE / ISE / EEE / CV / ME / ECE /
MBA / Phy / Maths / T&P / OS



SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY

SIRA ROAD, TUMKUR- 572 106.



Ref: SIET/Office/2020-21/

Date: 26-07-2021

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 26-07-2021, Monday at 3:00 P.M in his chamber to discuss about the academic activities for the even semester 2020-21.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Mahesh Kumar. G	Civil
Prof. C V Shanmukswamy	CSE	Prof. Aizaz Ahamed Sharief	ECE
Prof. B.H. Vasudeva Murthy	Mech	Dr. Chethana. C	Maths
Prof. Ravi Kumar. G.H	EEE	Dr. Sadashivaiah. P. J	Phy
Prof. Prathap B N	MBA		

Meeting Proceedings:

1. The minutes of the previous meeting held on 06.07.2021 was reviewed and ratified.
2. Principal proposed to conduct the 3rd internal assessments for 4th, 6th semester BE students from 16.08.21 for 100 Marks. The IA to be conducted one subject per day from 9.30 AM to 12.30 pm and the marks obtained may be reduced to 30 marks. Remaining 10 marks to be assigned for two online internal assessments (04 marks) and for three online assignments (06 marks).
3. Principal asked all the HoDs to schedule the Practical Internal assessment tests from 23-08-2021 onwards.
4. As per the circular issued by the VTU, it was decided to conduct the VTU Practical exams of the 1st semester labs from 4th August 2021 to 11th August 2021. He asked the Dean to coordinate with all first year faculty members regarding the same. It was also decided to conduct M.Tech. 1st semester lab exam on 7-08-2021; the 8th semester Project and Internship online viva to be conducted from 9-08-2021 to 12-08-2021.
5. Principal asked all the HoDs to finalize the internal assessments marks for the 8th semester B.E and 4th semester MBA students on or before 28th July 2021.

Narendra Viswanath
Dr. Narendra Viswanath

Principal

SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

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Dean Academics

Heads of the departments of: CSE / ISE / EEE / CV / ME / ECE /
MBA / Phy / Maths / T&P / OS



Ref: SIET/Office/2020-21/

Date: 02-08-2021

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 2-08-2021, Monday at 3:00 P.M in his chamber to discuss about the academic activities for the even semester 2020-21.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Mahesh Kumar. G	Civil
Prof. C V Shanmukswamy	CSE	Prof. Aizaz Ahamed Sharief	ECE
Prof. B.H. Vasudeva Murthy	Mech	Dr. M. Kishore Kumar	Maths
Prof. Ravi Kumar. G.H	EEE	Dr. Sadashivaiah. P. J	Phy
Er. Anjanamurthy	T&P	Prof. Prathap B N	MBA

Meeting Proceedings:

1. The minutes of the previous meeting held on 26.07.2021 was reviewed and ratified.
2. Principal asked all the HoDs to reschedule the conduction of the 3rd internal assessments for 4th and 6th semester BE students from 12.08.2021 instead of 16.08.21 which was scheduled earlier in view of the proposed arrear exams from 23.08.2021. The norms for conducting the IA is the same as discussed in earlier meeting.
3. Principal asked all the HoDs to schedule the practical internal assessments immediately after the completion of the theory internal assessments.
4. Principal asked all HoDs to finalize the IA marks for 4th and 6th semester students at the earliest. Before the same is finalized, he asked all HoDs to submit the same for approval.
5. Principal asked all HoDs to inform all 6th semester students to start planning for internships in the semester break before 7th semester commencement.
6. Principal informed to conduct 2nd internal assessments for 2nd semester B.E and 2nd semester MBA students from 23.08.2021 to 25.08.2021. Each day two IA to be conducted in two sessions i.e., morning session from 9.00 AM to 10.30 AM and afternoon session from 2.00PM to 3.30PM for 40 marks. He asked the Dean to prepare the timetable for the same and to circulate among the first year faculty members and students.
7. Principal asked all the HoDs of EEE, ECE, ME and CV to conduct the CPE subject internal assessment test for 4th semester B.E students on 6th August 2021 from 11.00AM to 12.00 Noon.

8. Principal informed all the HoDs to ask the 4th and 6th semester students of their concerned branch to clear the college fee dues on or before 10.08.2021 failing which they will not be permitted to apply for the VTU exam application.
9. Principal also discussed about admissions and asked all HoDs to seriously do campaigning and calling for admissions to their respective branches.


Dr. Narendra Viswanath
Principal
29/8/21

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Dean Academics
Heads of the departments of: CSE / ISE / EEE / CV / ME / ECE /
MBA / Phy / Maths / T&P / OS

PRINCIPAL
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572108



Ref: SIET/Office/2020-21/

Date: 23-08-2021

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 23-08-2021, Monday at 3:00 P.M in his chamber to discuss about the academic activities for the even semester 2020-21.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Mahesh, Kumar. G	Civil
Prof. C V Shanmukswamy	CSE	Prof. Aizaz Ahamed Sharief	ECE
Prof. B.H. Vasudeva Murthy	Mech	Dr. M. Kishore Kumar	Maths
Prof. Ravi Kumar. G.H	EEE	Dr. Sadashivaiah. P. J	Phy
Er. Anjanamurthy	T&P	Prof. Prathap B N	MBA
Mr. Manthesh	O.S		

Meeting Proceedings:

1. The minutes of the previous meeting held on 02.08.2021 was reviewed and ratified.
1. Principal informed to conduct 2nd internal assessments for 2nd semester B.E and 2nd semester MBA students from 30.08.2021 to 01.09.2021. Each day two IA to be conducted in two sessions i.e., morning session from 9.00 AM to 10.30 AM and afternoon session from 2.00PM to 3.30PM for 40 marks. He asked the Dean to prepare the timetable for the same and to circulate among the first year faculty members and students.
2. Principal informed all the HoDs to see that the quality of the projects carried out by the seventh semester students must be improved and also to ask the faculty members of their concerned department to involve actively and to monitor the projects.
3. Principal asked all the HoDs to prepare the time table and subject allotment for 5th and 7th semester students as the classes are commencing from 01.10.2021.
4. Principal informed all the HoDs to submit the Internship programme details on or before 30.08.2021.
5. It was discussed and decided to celebrate the Graduation day for outgoing students of the 2020-2021 academic year and it was proposed three probable dates i.e. 16.09.2021, 18.09.2021 and 22.09.2021. Principal asked the HoDs to find out total number of students participating in Graduation day from their concerned department and to submit the details latest by 01.09.2021.

Narendra Viswanath
Dr. Narendra Viswanath
Principal
SHRI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106. 23/8/21

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Trustee, SCT for kind information
Dean Academics
Heads of the departments of: CSE / ISE / EEE / CV / ME / ECE /
MBA / Phy / Maths / T&P / OS / First year coordinator



Ref: SIET/Office/2020-21/

Date: 08-09-2021

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 08-09-2021, Monday at 3:00 P.M in his chamber to discuss about the academic activities for the even semester 2020-21.

The following HoDs were present at the meeting.

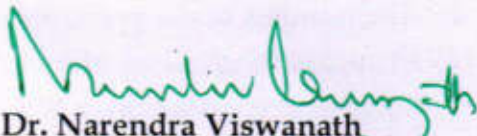
Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Ramakrishna. K.S	MBA
Prof. C V Shanmukswamy	CSE	Dr. Mahesh Kumar. G	Civil
Prof. K. P Chandraiah	Mech	Prof. Aizaz Ahamed Sharief	ECE
Prof. Ravi Kumar. G.H	EEE	Dr. Chethana C	Maths
Er. Anjanamurthy	T&P	Dr. Sadashivaiah. P. J	Phy

Meeting Proceedings:

1. The minutes of the previous meeting held on 23.08.2021 was reviewed and ratified.
1. Principal thanked all the HoDs, Teaching and Non-teaching staff members for the successful conduction of SIET Scholarship test on 05.09.2021.
2. Principal informed all the HoDs to update the details of the MOU's in the AICTE web portal. In this regard the HoDs are further informed to coordinate with Er. Anjanamurthy-Training and Placement Officer.
3. Principal informed to conduct 3rd internal assessments for 2nd semester B.E and 2nd semester MBA students from 20.09.2021 to 25.09.2021. Each day two IA to be conducted in two sessions i.e., morning session from 9.00 AM to 10.30 AM and afternoon session from 2.00PM to 3.30PM for 40 marks. He asked the Dean to prepare the timetable for the same and to circulate among the first year faculty members and students.
4. HoDs were informed to prepare the subject allotment and prepare draft time table for commencing the Odd semester as per VTU calendar.
5. Principal asked all the HoDs to finalize the Open elective subjects for the 7th semester students of all branches for the academic year 2020-21.
6. It was discussed and decided to celebrate the Graduation day for outgoing students of the 2020-2021 academic year on Wednesday 22.09.2021 from 9.00 AM to 1.30 PM. Principal asked the HoDs to find out total number of students participating in Graduation day from their concerned department and to submit the details to Dr. Mahesh Kumar G - HoD of Civil Engineering.

7. The following committees have been formed for the conduction of Graduation day.

Sl. No	Name of the Committee	Name of the Coordinator and Department
1.	Reception and registration Committee	Prof. Ravi Kumar. G.H EEE-Department
2.	Stage Committee	Dr. Ramakrishna.K.S MBA-Department
3.	Invitation and Banner Committee	Prof. C V Shanmukaswamy CSE-Department
4.	Publicity Committee	Er. Anjanamurthy T&P
5.	Catering Committee	Prof. Aizaz Ahamed Sharief ECE- Department Prof. B H Vasudeva Murthy ME - Department
6.	Mementos Committee	Dr. Chandrasekhar. N Basic Science Department
7.	Chief Coordinator and Event Conduction Committee	Dr. Mahesh Kumar. G Civil Department


Dr. Narendra Viswanath

Principal

SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

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Trustee, SCT for kind information

Dean Academics

Heads of the departments of: CSE / ISE / EEE / CV / ME / ECE /
MBA / Phy / Maths / T&P / OS



Sri Shridevi Charitable Trust (R.)
SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY
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(Approved by AICTE, New Delhi, Recognised by Govt. of Karnataka and Affiliated to Visvesvaraya Technological University, Belagavi)





Criteria 1.1

Curriculum Planning and Implementation

Minutes of Meeting

2021-2022

PRINCIPAL
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

	SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY SIRA ROAD, TUMKUR- 572 106.	
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Ref: SIET/Office/2021-22/

Date: 07-10-2021

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 04-10-2021, Monday at 3:30 P.M in his chamber to discuss about the academic activities for the odd semester 2021-22.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Mahesh Kumar. G	Civil
Prof. C V Shanmukswamy	CSE	Prof. Aizaz Ahamed Sharief	ECE
Prof. B.H. Vasudevamurthy	Mech	Dr. Chethana C	Maths
Prof. Ravi Kumar. G.H	EEE	Dr. Sadashivaiah. P. J	Phy
Er. Anjanamurthy	T&P	Prof. Prathap.B.N	MBA

Meeting Proceedings:

1. The minutes of the previous meeting held on 21.09.2021 was reviewed and ratified.
2. Principal informed all the HoDs to submit the Mentors list of their concerned department to the undersigned and ask all the Mentors to follow-up the students those who have not yet reported to the classes.
3. HoDs were informed to prepare the list of Books required for the Odd semester of 2021-22 academic year and to submit the same to the undersigned.
4. All HoDs were informed to give the indent for stationeries, Laboratory manuals, Laboratory records and other requirements for the current academic year.
5. All HoDs were informed to prepare the calendar of events for the current semester and to submit a copy to the undersigned.
6. Principal informed all the HoDs to conduct at least one event from each department such as workshops/paper presentation/symposium/Invited lectures etc., before Jan-2022.
7. HoDs were informed to plan for arranging Industrial visits/cultural activities/visit to the historical places for the students.
8. HoDs were informed to conduct department wise parents meet and to submit the report to the undersigned.

9. T&P Officer informed that two placement drives have been planned on 08-10-2021 by Poxelera Company and on 09-10-2021 by NTT data. All HoDs were informed to bring the same to the notice of all 7th semester students of their concerned department and to see that students will get maximum placements.


Dr. Narendra Viswanath
Principal
SHRI DEVA INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106
09/10/21

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Trustee, SCT for kind information
Dean Academics
Heads of the departments of: CSE / ISE / EEE / CV / ME / ECE /
MBA / Phy / Maths / T&P / OS



Ref: SIET/Office/2021-22/

Date: 11-10-2021

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 11-10-2021, Monday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2021-22.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Mahesh Kumar. G	Civil
Prof. C V Shanmukswamy	CSE	Prof. Aizaz Ahamed Sharief	ECE
Prof. B.H. Vasudevamurthy	Mech	Dr. Chethana C	Maths
Prof. Ravi Kumar. G.H	EEE	Dr. Sadashivaiah. P. J	Phy
Er. Anjanamurthy	T&P	Prof. Prathap.B.N	MBA

Meeting Proceedings:

1. The minutes of the previous meeting held on 04.10.2021 was reviewed and ratified.
2. It was discussed and decided to begin the classes for all the 3rd semester students from 18-10-2021.
3. HoDs were informed to prepare the list of Books required for the Odd semester of 2021-22 academic year and to submit the same to the undersigned.
4. All HoDs were informed to give budget for conducting various department wise events/activities for the current academic year.
5. All HoDs were informed to revive or to start new students clubs in the department level.
6. Principal informed all the HoDs to instruct the students of their concerned department to participate in various activities and to earn activity points required according to the University regulations.
7. HoDs were informed to plan for conducting events/activities with the MoU companies.
8. HoDs were informed to monitor the quality of work/progress carried out by the Internship students.
9. HoDs were informed to submit the biweekly academic progress report of the department to the undersigned.
10. HoDs were informed to see that lesson plans of all the subjects must be provided to the students well in time and are informed to submit a copy of the same to the undersigned on or before 18-10-2021.

11. HoDs were informed to monitor the regularity of the students and also to follow up the absentees students. The report of the follow up action taken on the absentees may be recorded in a note book.
12. HoDs were informed to instruct the attenders of the their concerned department to collect the Staff attendance register from the office of the Principal at 8.15AM and deposit the same at 8.45 AM in the morning session and to collect Staff attendance register at 4.15 PM and deposit the same at 4.45PM in the evening session with effect from 12-10-2021.
13. It is observed that some of the Teaching and non teaching staff members are submitting the CL forms very late to the Office of the undersigned. Henceforth all the Teaching and non teaching staff members are informed to avail the leave facilities well in advance by submitting the leave forms in time.
14. HoDs of all the departments were informed to finalize the elective subjects to be taught commonly among the departments at the earliest.



Dr. Narendra Viswanath
Principal

PRINCIPAL
SHRI DEVA INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106. 11/10/24

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Trustee, SCT for kind information
Dean Academics
Heads of the departments of: CSE / ISE / EEE / CV / ME / ECE /
MBA / Phy / Maths / T&P / OS



Ref: SIET/Office/2021-22/

Date: 21-10-2021

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 21-10-2021, Thursday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2021-22.


The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Mahesh Kumar. G	Civil
Prof. C V Shanmukswamy	CSE	Prof. Aizaz Ahamed Sharief	ECE
Prof. B.H. Vasudevamurthy	Mech	Dr. Chethana C	Maths
Prof. Ravi Kumar. G.H	EEE	Dr. Sadashivaiah. P. J	Phy
Prof. Prathap.B.N	MBA		

Meeting Proceedings:

1. The minutes of the previous meeting held on 11.10.2021 was reviewed and ratified.
2. HoDs were reminded to prepare the list of Books required for the Odd semester of 2021-22 academic year and to submit the same to the undersigned.
3. All HoDs were reminded to give budget for conducting various department wise events/activities for the current academic year.
4. All HoDs were reminded to revive or to start new students clubs in the department level.
5. HoDs were reminded to plan for conducting events/activities with the MoU companies.
6. HoDs were reminded to submit the biweekly academic progress report of the department to the undersigned.
7. HoDs were asked to see that lesson plans of all the subjects must be provided to the students well in time and are informed to submit a copy of the same to the undersigned on or before 18-10-2021. HoDs are informed to submit the same within two days.
8. HoDs were informed to monitor the regularity of the students and also to follow up the absentee students. The report of the follow up action taken on the absentees may be recorded in a note book.
9. HoDs of all the departments agreed that the Environmental Engineering subject to be taught as open elective for the ECE, EEE and ME departments and Project Management subject to be taught for the Civil and CSE branches.
10. HoDs were informed to issue the lab manuals and record to the students.

11. HoDs were informed to ask the counselors of their concerned department to make phone calls to the absentee students and also update the student records and attendance registers.
12. It was decided to conduct one hour CPH subject from 11.50AM to 12.45 PM commonly to all the CSE and ISE students and Kannada subject commonly for ECE, ME, EEE and Civil branch students.
13. It was decided to conduct 18CIV59 subject commonly for the 5th Semester students of all branches by the Civil Engineering department faculty.


Dr. Narendra Viswanath
Principal
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.
21/10/21

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The Hon'ble Director HR & IT- for kind information
Trustee, SCT for kind information
Dean Academics
Heads of the departments of: CSE / ISE / EEE / CV / ME / ECE /
MBA / Phy / Maths / T&P / OS



Ref: SIET/Office/2021-22/

Date: 28-10-2021

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 26-10-2021, Wednesday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2021-22.

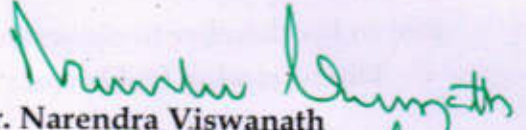
The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Mahesh Kumar. G	Civil	Prof. Aizaz Ahamed Sharief	ECE
Prof. C V Shanmukswamy	CSE	Dr. Chethana C	Maths
Prof. B.H. Vasudevamurthy	Mech	Dr. Sadashivaiah. P. J	Phy
Prof. Ravi Kumar. G.H	EEE	Prof. Prathap.B.N	MBA
Er. Anjanamurthy	T&P		

Meeting Proceedings:

1. The minutes of the previous meeting held on 21.10.2021 was reviewed and ratified.
2. Principal enquired about the attendance status of the students in all classes and the HoDs expressed that the attendance was improving and students are attending classes. Principal asked all HoDs to make sure that 3rd semester time table is displayed and classes are conducted regularly.
3. Principal asked all HoDs to finalize the class list in coordination with office and freeze the same.
4. Principal asked all HoDs to monitor the mentoring process and assign faculty as mentors to all students and submit the same to the undersigned.
5. Principal enquired about faculty mapping in the VTU portal and asked all HoDs to complete the process.
6. HoDs were asked to monitor the laboratory classes and report the progress of the same.
7. Principal asked all HoDs to comply with registration of students on the internship portal and also sign MoUs with domain specific industry for uploading on the portal.
8. HoDs were asked to monitor training and placement of 7th semester students through their placement coordinators and have regular interaction with the TPO.
9. HoDs were instructed to monitor and finalize faculty specific domain expertise and student project coordination for effective project by students. This was in view of the very bad project coordination and execution by students in the previous year for both VTU and KSCST projects.

10. Principal enquired about the completion of internship projects of 7th semester students and HoDs expressed that all 7th semester students have successfully completed the internship at various industries / organizations.
11. Principal asked all HoDs to plan departmental activities and also make 7th semester students present seminars about their internship experience and also have open discussion forums for students to improve their communication skills.


Dr. Narendra Viswanath

Principal
SHRI JEEVA INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

28/10/21

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MBA / Phy / Maths / T&P / OS



SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY

SIRA ROAD, TUMKUR- 572 106.



Ref: SIET/Office/2021-22/

Date: 08-11-2021

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 08-11-2021, Thursday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2021-22.

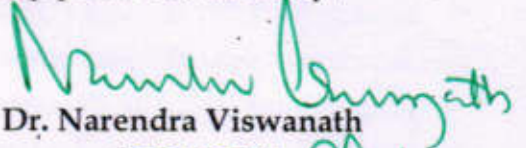
The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Mahesh Kumar. G	Civil
Prof. C V Shanmukswamy	CSE	Prof. Aizaz Ahamed Sharief	ECE
Prof. B.H. Vasudevamurthy	Mech	Dr. Chethana C	Maths
Prof. Ravi Kumar. G.H	EEE	Dr. Sadashivaiah. P. J	Phy
Er. Anjanamurthy	T&P	Prof. Prathap.B.N	MBA

Meeting Proceedings:

1. The minutes of the previous meeting held on 26.10.2021 was reviewed and ratified.
2. Principal enquired about the attendance status of the students in all classes and the HoDs expressed that the attendance was good and students are attending classes.
3. It was discussed and decided to conduct the First IA to the students of all the branches of 5th semester from 20th November to 22nd November 2021 and for 7th semester from 20th November to 21st November 2021 and HoDs were informed to prepare and circulate the copy of the First IA time table to all the students.
4. It was decided to conduct regular classes for the 3rd semester students of all the branches during these days and Tuesday timetable to be followed on Sunday (21.11.2021).
5. It was also decided to conduct regular classes for 7th semester on Monday 22nd November.
6. It was decided to follow Thursday afternoon time table on Saturday afternoon (20.11.2021) and to make sure that students are engaged in laboratory/tutorial sessions.
7. HoDs were informed to issue the lab manuals and record to the students and also to collect the required number of blue books from the central store.
8. HoDs were informed to plan well in advance to submit project proposals of good quality by the 7th semester students of all the branches for funding from KSCST and VTU.
9. HoDs were informed to submit the Names of the Project guides along with their area of specialization to the undersigned.

10. All the 5th semester students of all branches are informed to attend session on "Career and Confusion" to be delivered by Mr. Raghavendra, Human Value Trainer on 12th November 2021 from 10.45 AM to 1.00 PM and regular classes will be held for all till 10.35 AM. Labs to be conducted for the 3rd semester students and Aptitude test will be conducted for 7th semester students from 10.45 AM to 1.00 PM. Laboratory sessions will be held in the afternoon session.
11. All the HoDs and faculty members are informed to attend one day faculty Development Program (FDP) on 12th November 2021 from 9.30 AM to 3.30 PM.
12. Principal expressed concern about student participation in placement activities. He informed all HoDs to personally counsel students for placement and asked them to nominate a faculty member as placement coordinator and submit the name to the placement officer. The placement coordinator to report on progress of student involvement in placement activities.
13. Principal also expressed concern about students not joining companies after placement and he said that it will have an adverse effect on the placement efforts. He asked all HoDs to counsel students and it was decided to ensure only interested students are encouraged to participate in specific on campus drives and also an undertaking from students be taken regarding joining if selected. It was also decided to restrict students taking multiple offers as it will deter other students from opportunities.
14. Principal enquired about the student registration on the internship portal and asked all HoDs to complete the process for all students as soon as possible. He also stressed that each department must sign a MoU with industry relevant to their department and upload the document on the internship portal immediately.


Dr. Narendra Viswanath

Principal
SHRIDEVI INSTITUTE OF
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TUMKUR - 572106.

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Heads of the departments of: CSE / ISE / EEE / CV / ME / ECE /
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SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY

SIRA ROAD, TUMKUR- 572 106.



Ref: SIET/Office/2021-22/

Date: 24-11-2021

MINUTES OF THE MEETING


The meeting of HoDs was convened by the Principal, on 24 -11-2021, Wednesday at 3:00 pm in his chamber to discuss about the academic activities for the odd semester 2021-22.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Mahesh Kumar. G	Civil
Prof. C V Shanmukswamy	CSE	Prof. Aizaz Ahamed Sharief	ECE
Prof. B.H. Vasudevamurthy	Mech	Dr. Kishore Kumar. M. K	Maths
Prof. Ravi Kumar. G.H	EEE	Dr. Sadashivaiah. P. J	Phy
Er. Anjanamurthy	T&P	Prof. Prathap.B.N	MBA

Meeting Proceedings:

1. The minutes of the previous meeting held on 08.11.2021 was reviewed and ratified.
2. It was discussed and decided to conduct the First IA to the students of 3rd semester of all the branches from 3rd December to 6th December 2021 and all the HoDs were informed circulate the copy of the First IA time table to all the students. It was also decided to conduct regular classes for the 5th and 7th semester students.
3. HoDs were reminded to issue the lab manuals and records to the students.
4. All the HoDs were informed to ask the students to pay the Registration fee for the current academic year and fee dues of the previous academic year as per the list provided.
5. HoDs were informed to ask the 5th semester students for applying to B.E Honors Degree on or before 30.11.2021 in the VTU web portal.
6. HoDs were informed to distribute the scheme and solution of the First IA question paper to all the students of 5th and 7th semester.
7. It was discussed and decided to conduct the Constitution Day of India on 26.11.2021 at the Edusat hall. HoDs were informed to ask all the 3rd semester students, and Faculty members of their concerned Department to attend the function.


Dr. Narendra Viswanath
Principal
SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY
TUMKUR - 572 106
24/11/21

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Trustee, SCT for kind information
Dean Academics
Heads of the departments of: CSE / EEE / CV / ME / ECE /
MBA / Phy / Maths / T&P / OS



Ref: SIET/Office/2021-22/

Date: 01-12-2021

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 01-12-2021, Wednesday at 3:00 pm in his chamber to discuss about the academic activities for the odd semester 2021-22.

The following HoDs were present at the meeting.

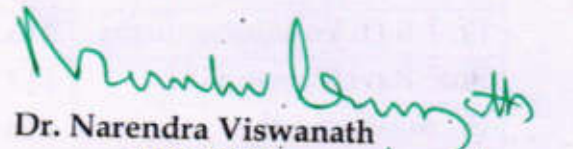
Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. K. S. Ramakrishna	MBA
Prof. C V Shanmukswamy	CSE	Dr. Mahesh Kumar. G	Civil
Prof. B.H. Vasudevamurthy	Mech	Prof. Aizaz Ahamed Sharief	ECE
Prof. Ravi Kumar. G.H	EEE	Dr. Chethana. C	Maths
Er. Anjanamurthy	T&P	Dr. Sadashivaiah. P. J	Phy

Meeting Proceedings:

1. The minutes of the previous meeting held on 24.11.2021 was reviewed and ratified.
2. In view of the 66th Kannada Rajyosthava function scheduled on 03.12.2021, the First IA tests to the students of 3rd semester of all the branches is postponed and rescheduled from 6th December to 8th December 2021 and all the HoDs were informed to bring the same to the notice of all the students.
3. HoDs of ME and EEE were informed to depute the one faculty member from their department to register and attend the 5 days FDP on Innovative and Design Thinking which will be starting from 6th December to 10th December 2021.
4. HoD of ECE was informed to depute one faculty member from the department to register and attend the 5 days FDP on Basic Electronics and communication which will be starting from 13th December to 17th December 2021.
5. HoDs of Physics and Chemistry were informed to register and attend the 5 days FDP on Scientific Foundation of Health which will be starting from 20th December to 24th December 2021.
6. HoDs were informed to ask departmental project coordinators to give the information about paper less online submission of the projects and about "My Smart shala" launched by VTU.
7. HoDs were informed to select quality projects from the 7th semester students and to submit the same to KSCST for funding before the last date 15th January 2022. In this regard Principal advised all HoDs to carry out a selection process to shortlist best

projects. He also asked all HoDs to submit the list of projects and project guides assigned for 7th semester students along with name of the project coordinator.

8. Principal informed the HoDs of CSE, ECE & CV about the new scheme for M.Tech. 3rd semester.
9. Principal informed that 170 students have opted our college in the first round of CET seat allotment.
10. Principal asked all HoDs to be ready for I year classes by making sure the new course curriculum for 2021 is reviewed and all arrangements are made for successful conduction of I year classes and laboratories. Principal also asked the basic Science Department to be ready with Induction program details.
11. Principal informed all HoDs to be ready for Hybrid or online teaching in case of any eventuality due to New Covid regulations.
12. As per the strict instructions from the District Commissioner, Principal informed all the HoDs to ensure that all the students and Faculty members have taken both the vaccinations:


Dr. Narendra Viswanath
Principal
SHRIDEVI INSTITUTE OF
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TUMKUR - 572106. 11/12/21

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Trustee, SCT for kind information
Dean Academics
Heads of the departments of: CSE /EEE /CV / ME / ECE /
MBA / Phy / Maths /T&P /OS



Ref: SIET/Office/2021-22/

Date: 13-12-2021

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 13 -12-2021, Monday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2021-22.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. K. S. Ramakrishna	MBA
Prof. C V Shanmukswamy	CSE	Dr. Mahesh Kumar. G	Civil
Prof. B.H. Vasudevamurthy	Mech.	Prof. Aizaz Ahamed Sharief	ECE
Prof. Ravi Kumar. G.H	EEE	Dr. Kishore Kumar. M	Maths
Er. Anjanamurthy	T&P	Dr. Sadashivaiah. P. J	Phy
Dr. Nagaraja. C	First Year		

Meeting Proceedings:

1. The minutes of the previous meeting held on 01.12.2021 was reviewed and ratified.
2. It was decided to conduct the Second IA tests to the students of 5th and 7th semester of all the branches is scheduled from 27th December to 29th December 2021 and all the HoDs were informed bring the same to notice of all the students and also to ask the students to clear the college fee dues before taking the second IA.
3. All the Heads of various departments were informed to send the 3rd and 5th semester students to attend Japanese Language Awareness Creation Seminar on 15th December 2021 at Medical Hospital Auditorium at 10.30AM.
4. It was decided to conduct "Students Induction Programme" to all the first year students of 2021-22 batch from 20-12-2021 to 1-1-2022.
5. Principal informed all the Head of the Departments to allot senior faculty members to handle classes for first year students of 2021-22 batch.


Dr. Narendra Viswanath

Principal

SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

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Trustee, SCT for kind information

Dean Academics

Heads of the departments of: CSE / EEE / CV / ME / ECE /

MBA / Phy / Maths / T&P / OS / First Year Program



Ref: SIET/Office/2021-22/

Date: 21-12-2021

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 21 -12-2021, Tuesday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2021-22.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. K. S. Ramakrishna	MBA
Prof. C V Shanmukswamy	CSE	Dr. Mahesh Kumar. G	Civil
Prof. B.H. Vasudevamurthy	Mech	Prof. Aizaz Ahamed Sharief	ECE
Prof. Ravi Kumar. G.H	EEE	Dr. Kishore Kumar. M	Maths
Er. Anjanamurthy	T&P	Dr. Sadashivaiah. P. J	Phy
Mr. Manthesh	O.S		

Meeting Proceedings:

1. The minutes of the previous meeting held on 13.12.2021 was reviewed and ratified.
2. All the Heads of various departments were reminded to announce the time table of 2nd IA for 5th and 7th semester students of all branches which is scheduled on 27th December 2021 and also to ask the students to clear the college fee dues before taking the second IA.
3. Principal asked all HoDs to complete the student registration process on VTU portal well in advance before the last date 30.12.2021. He also stressed the importance of registration and asked all HoDs to make sure that no error is committed as it is directly linked to CIE marks submission, final exam application and scholarship on SSP portal.
4. All the Heads of various departments were informed to go through the tentative examination time table announced by VTU and are informed to bring to the notice of the undersigned if any discrepancies are found in the time table.
5. All the HoDs were informed to ask the concerned faculty handling Practical classes to complete all the experiments well in advance as the VTU final Practical examination is scheduled from 1st February to 8th February 2022.
6. Principal informed all the Head of the Departments to prepare the time table for 6 days (Monday to Saturday) commonly for all the students as per the directions of the VTU.

7. Principal informed all the HoDs to concentrate on the Lateral entry admissions of their concerned departments.
8. Principal asked all HoDs and faculty to actively participate in all activities of the first year student induction program whenever possible while there are no other academic engagements. He also asked all HoDs to engage classes of their department subject for at least one hour per week for each section of first year. He also asked all HoDs to allot only senior experienced faculty to handle first year classes.
9. Principal informed all the HoDs to give the information to all the Faculty members and students of their concerned department to maintain the Proper dress code during college working hours.


Dr. Narendra Viswanath
Principal
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.
21/12/21

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Dean Academics
Heads of the departments of: CSE / EEE / CV / ME / ECE /
MBA / Phy / Maths / T&P / OS / First Year Program



Ref: SIET/Office/2021-22/

Date: 03-01-2022.

MINUTES OF THE MEETING

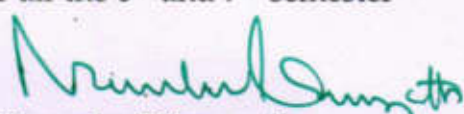
The meeting of HoDs was convened by the Principal, on 03 -01-2022, Monday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2021-22.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Mahesh Kumar. G	Civil
Prof. C V Shanmukswamy	CSE	Prof. Aizaz Ahamed Sharief	ECE
Prof. B.H. Vasudevamurthy	Mech	Dr. Kishore Kumar. M	Maths
Prof. Ravi Kumar. G.H	EEE	Er. Anjanamurthy	T&P
Dr. Nagaraja. C	First year studies		

Meeting Proceedings:

1. The minutes of the previous meeting held on 21.12.2021 was reviewed and ratified.
2. Principal wished everyone a Happy New Year and congratulated all the HoDs, Teaching and non-Teaching members of all the Departments for the successful conduction of Student Induction Programme (SIP) to all the first year students.
3. It was discussed and decided to conduct the 2nd IA for 3rd semester students of all branches from 14th January 2022 to 18th January 2022. All the HoDs are informed to bring the same to the notice of all the students of their concerned department.
4. It was discussed and proposed to conduct the 3rd IA for 5th and 7th semester students of all branches of B.E and 3rd semester MBA students tentatively from 27th January 2022 to 29th January 2022.
5. As the last working day for the Third year and Final year students is 31st December 2021, therefore all the HoDs and Faculty members. of all the Departments are informed to complete the theory and Practical classes for all the 5th and 7th semester students of all branches before the last working day.


Dr. Narendra Viswanath

Principal
SHRIDEVI INSTITUTE OF
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TUMKUR - 572106.

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Dean Academics
Heads of the departments of: CSE / EEE / CV / ME / ECE /
MBA / Phy / Maths / T&P / OS / First year studies

30/1/22



Ref: SIET/Office/2021-22/

Date: 10-01-2022

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 10-01-2022, Monday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2021-22.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Mahesh Kumar. G	Civil
Prof. C V Shanmukswamy	CSE	Prof. Aizaz Ahamed Sharief	ECE
Prof. B.H. Vasudevamurthy	Mech	Dr. Kishore Kumar. M	Maths
Dr. Sadashivaiah P J	Phy	Er. Anjanamurthy	T&P
Prof. Prathap B. N	MBA	Prof. Ravi Kumar. G.H	EEE
Dr. Nagaraja. C	First Year Studies		

Meeting Proceedings:

1. The minutes of the previous meeting held on 03.01.2022 was reviewed and ratified.
2. Principal informed that the last working day for 3rd semester students is extended up to 25th March 2022.
3. It was discussed and decided to conduct the 2nd IA for 3rd semester students of all branches during the first week of February 2022. All the HoDs are informed to bring the same to the notice of all the students of their concerned Department.
4. HoDs are informed to submit the 1st, 2nd IA marks and assignment details of 5th and 7th semester students of all branches on or before 14th January 2022 to the undersigned.
5. Principal informed that the practical external examiners are allotted by VTU for the conduction of odd semester 2022 batch practical examinations. Therefore HoDs are informed to see that all the experiments are completed within the last working day.
6. All the HoDs are informed to collect the Rotaract Club membership applications forms for the students of their concerned Department from T& P Officer and submit the same after duly collecting Rs. 100 towards the membership.

Dr. Narendra Viswanath

Principal

SHRIDEVI INSTITUTE OF
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TUMKUR - 572106.

10/1/22

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Trustee, SCT for kind information

Dean Academics

Heads of the departments of: CSE / EEE / CV / ME / ECE /

MBA / Phy / Maths / T&P / OS / First Year Studies



SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY

SIRA ROAD, TUMKUR- 572 106.



Ref: SIET/Office/2021-22/

Date: 24-01-2022

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 24-01-2022, Monday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2021-22.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Nagaraja. C	First year studies
Dr. Mahesh Kumar. G	Civil	Dr. Sadashivaiah P J	Phy
Prof. C V Shanmukswamy	CSE	Dr. Kishore Kumar. M	Maths
Prof. B.H. Vasudevamurthy	Mech	Er. Anjanamurthy	T&P
Prof. Ravi Kumar. G.H	EEE	Prof. Pradeep Kumar	ECE

Meeting Proceedings:

1. The minutes of the previous meeting held on 10.01.2022 was reviewed and ratified.
2. Principal informed that the last working day for 5th and 7th semester students is extended up to 10th February 2022 and the VTU practical and theory exams are postponed. Practical exams to be conducted after theory in last week of March 2022.
3. It was discussed and decided to conduct the 1st IA for 1st semester, 2nd IA for 3rd semester and 3rd IA for 5th and 7th semester B.E and 3rd semester MBA students from 7th February 2022 to 9th February 2022. All the HoDs are informed to bring the same to the notice of all the students of their concerned Department.
4. HoDs were informed to see that all the students of their concerned departments have completed applying for the VTU examination on or before 27.01.2022.
5. It was discussed and decided to implement common uniform for all the students to be worn compulsorily on Monday and for Laboratories. The same needed to be proposed to the management and approved.


Dr. Narendra Viswanath

Principal
SHRIDEVI INSTITUTE OF
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Trustee, SCT for kind information
Dean Academics
Heads of the departments of: CSE / EEE / CV / ME / ECE /
MBA / Phy / Maths / T&P / OS / First year studies

24/1/22



Ref: SIET/Office/2021-22/

Date: 31-01-2022

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal, on 31-01-2022, Monday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2021-22.

The following HoDs were present at the meeting.

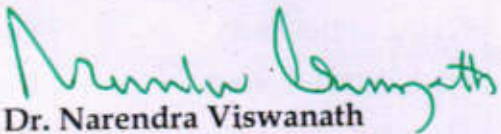
Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Nagaraja. C	First year studies
Dr. Mahesh Kumar. G	Civil	Dr. Sadashivaiah P J	Phy
Prof. C V Shanmukswamy	CSE	Dr. Kishore Kumar. M	Maths
Prof. B.H. Vasudevamurthy	Mech	Er. Anjanamurthy	T&P
Prof. Ravi Kumar. G.H	EEE	Prof. Aizaz Ahamed sharief	ECE
Prof. Grace Hemalatha	MBA		

Meeting Proceedings:

1. The minutes of the previous meeting held on 24.01.2022 was reviewed and ratified.
2. It was discussed and decided to conduct First year Inaugural Function on 05-02-2022.
3. It was discussed and decided to postpone the 1st IA for 1st semester students starting from 10th February 2022 to 12th February 2022 instead of 7th to 9th February 2022.
4. HoDs were informed to finalize the IA marks of 5th and 7th semester students immediately after the completion of III IA.
5. It was discussed and decided conduct the Soft skill and Aptitude training program for all the 5th semester students immediately after the completion of VTU practical examinations and attendance of the students is mandatory for the training.
6. All HoDs were reminded to collect the Rotaract club fees from all students and submit the details to Mr. Anjanamurthy and remit the fees collected to the office immediately.
7. It was discussed and decided to distribute the Academic excellence certificates to the Toppers of the previous academic year students during First year Inaugural function.

8. The following committees were formed for the conduction of First year Inaugural function.

Sl. No	Name of the committee	Department
01	Stage committee	Mechanical & EEE
02	Catering committee	ECE & Civil
03	Invitation, Banner and Publicity	Dr. Nagaraja. C
04	Academic excellence certificates	CSE
05	Reception committee	Applied Science



Dr. Narendra Viswanath

Principal
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

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Dean Academics
Heads of the departments of: CSE / EEE / CV / ME / ECE /
MBA / Phy / Maths / T&P / OS / First year studies



SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY

SIRA ROAD, TUMKUR- 572 106.



Ref: SIET/Office/2021-22/

Date: 7-03-2022
31-01-2022

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal i/c, on 07-03-2022, Monday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2021-22.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Nagaraja. C	First year studies
Dr. Mahesh Kumar. G	Civil	Dr. Sadashivaiah P J	Phy
Prof. C V Shanmukswamy	CSE	Dr. Kishore Kumar. M	Maths
Prof. B.H. Vasudevamurthy	Mech	Er. Anjanamurthy	T&P
Prof. Ravi Kumar. G.H	EEE	Prof. Aizaz Ahamed sharief	ECE
Dr. Suhas. G. K	ISE	Dr. Charan. K. V	AI&DS

Meeting Proceedings:

1. The minutes of the previous meeting held on 28.02.2022 was reviewed and ratified.
2. It was discussed and decided to conduct the 3rd IA for 3rd semester students from 19th March 2022 to 22nd March 2022.
3. It was discussed and decided to conduct the 2nd IA for 1st semester students from 26th March 2022 to 29th March 2022.
4. It was discussed and decided to send the progress report of the 1st semester students performance in the I IA and attendance status to their parents.
5. All the counselors of 1st semester are informed to conduct counseling to the allotted batch of students during the free laboratory batch slots and submit the report to the Head -First year studies.
6. All the HoDs informed that all the staff members of their concerned department have joined to the Shridevi Engineering & Technology and Shridevi Medical college face book and also assured to give wide publicity of the events in the social media.
7. As per the circular issued by the University, all the HoDs were informed to update the faculty information and subject mapping in the VTU portal.

(Dr. Narendra Viswanath)

Principal

SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

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Trustee, SCT for kind information

Dean Academics

Heads of the departments of: CSE / ISE / AI&DS/EEE /CV / ME / ECE /
MBA / Phy / Maths / T&P / OS / First year studies.



Ref: SIET/Office/2021-22/

Date: 17-03-2022

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal on 17-03-2022, Thursday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2021-22.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Nagaraja. C	First year studies
Dr. Mahesh Kumar. G	Civil	Dr. Ramakrishna K.S	MBA
Prof. C V Shanmukswamy	CSE	Dr. Sadashivaiah P J	Phy
Prof. B.H. Vasudevamurthy	Mech	Dr. Kishore Kumar. M	Maths
Prof. Ravi Kumar. G.H	EEE	Er. Anjanamurthy	T&P
Dr. Suhas. G. K	ISE	Prof. Aizaz Ahamed sharief	ECE
Dr. Charan. K. V	AI&DS		

Meeting Proceedings:

1. The minutes of the previous meeting held on 07.03.2022 was reviewed and ratified.
2. It was discussed and decided to reschedule the 3rd IA for 3rd semester students from 4th April 2022 to 6th April 2022.
3. It was discussed and decided to reschedule the 2nd IA for 1st semester students from 24th March 2022 to 26th March 2022.
4. It was discussed and decided to conduct the 3rd IA for 1st semester students from 11th March 2022 to 13th March 2022.
5. It was discussed and decided to commence the classes for 6th and 8th semester students from 4th April 2022.
6. It was discussed and decided to conduct Java programming for ECE, ME and EE students of 8th semester students as elective subject.
7. It was discussed and decided to conduct Renewable and Nonrenewable energy sources for CSE and Civil students of 8th semester students as elective subject.
8. All the HoDs are informed to take care of the activity points for 2018 scheme students.
9. It was discussed and decided to conduct Training program for 6th and 8th semester students from 4th April 2022 to 9th April 2022 and all the HoDs are informed to bring the same to the notice of all the students of their concerned department.

Manjunath
Principal
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.
17/3/22

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Dean Academics

Heads of the departments of: CSE / ISE / AI&DS/EEE /CV / ME / ECE /

MBA / Phy / Maths / T&P / OS / First year studies.



SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY

SIRA ROAD, TUMKUR- 572 106.



Ref: SIET/Office/2021-22/MoM/002

Date: 29-11-2022

MINUTES OF THE MEETING

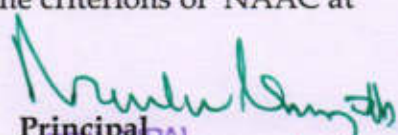
The meeting of HoDs was convened by the Principal on 29-11-2022, Monday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2022-23.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Nagaraja. C	First year studies
Dr. Mahesh Kumar. G	Civil	Dr. K. S.Ramakrishna	MBA
Prof. C V Shanmukswamy	CSE	Dr. Suhas. G. K	ISE
Dr. Kishore Kumar. M	Maths	Dr. Sadashivaiah P J	Phy
Dr. Charan. K. V	AI&DS	Er. Anjanamurthy	T&P
Prof. Ravi Kumar. G.H	EEE	Prof. Aizaz Ahamed sharief	ECE
Prof. K.P. Chandraiah	Mech		

Meeting Proceedings:

1. The minutes of the previous meeting held on 17.11.2022 was reviewed and ratified.
2. It was discussed in detail about the conduction of Student Induction Programme (SIP) for First Year Students which will be commencing from 01-12-2022.
3. As a part of Student Induction Programme (SIP), it was decided to take all the First Year Students to Shivagange Hill on 04th December 2022 (Sunday) and Devarayana Durga Hill, Namada Chilume, Siddganga Mutt and Mydala Orphanage School during the week days.
4. All the HoDs were asked to submit the timetable for taking extra classes for the students who have failed in the 2nd Semester examinations.
5. It was discussed and reviewed in detail about the result analysis of 4th Semester Students and HoDs were asked to submit the action plan for improving the results.
6. It was proposed to conduct Kannada Rajyothsava function on 07-12-2022.
7. All the HoDs were informed to complete the details of all the criterions of NAAC at the earliest.




Principal

SHRIDEVI INSTITUTE OF
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TUMKUR - 572106.

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Dean Academics

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 <p>SHRIDEVI INSTITUTE</p>	<p>SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY SIRA ROAD, TUMKUR- 572 106.</p>	
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Ref: SIET/Office/2021-22/MoM/003

Date: 06-12-2022

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal on 06-12-2022, Tuesday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2022-23.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Nagaraja. C	First year studies
Dr. Mahesh Kumar. G	Civil	Dr. K. S.Ramakrishna	MBA
Dr. Basavesh. D	CSE	Dr. Suhas. G. K	ISE
Dr. Kishore Kumar. M	Maths	Dr. Sadashivaiah P J	Phy
Dr. Charan. K. V	AI&DS	Er. Anjanamurthy	T&P
Prof. Ravi Kumar. G.H	EEE	Prof. Aizaz Ahamed sharief	ECE
Prof. K.P. Chandraiah	Mech		

Meeting Proceedings:

1. The minutes of the previous meeting held on 29.11.2022 was reviewed and ratified.
2. It was discussed in detail about the conduction of Student Induction Programme (SIP) for First Year Students which will be commencing from 01-12-2022.
3. It was decided to conduct the I year inaugural function on 12-12-2022 at 3.00PM
4. It was decided to give meritorious scholarship of Rs.6000 to all the students those have scored above 9 SGPA in first and second semester of the academic year 2021-22
5. It was discussed and decided to provide lunch for all the First year students and staff members at 1.00PM near SIMS & RH Seminar Hall.
6. The following committees are formed for the smooth conduction of Inaugural function.

Sl No.	Name of the Committee	Department Assigned
01	Stage Committee	MBA
02	Food Committee	Civil & ECE
03	Banner and Invitation Committee	CSE
04	Invitation Distribution Committee	EEE
05	Reception and Guest escort Committee	Basic Science
06	Guest Felicitation Committee	Principal & Office
07	Seating arrangements Committee	Mechanical

Manjunath Kumar
Principal
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.
6/12/22

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Dean Academics
Heads of the departments of: CSE / ISE / AI&DS/EEE /CV / ME / ECE /
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SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY
SIRA ROAD, TUMKUR- 572 106.



Ref: SIET/Office/2021-22/MoM/004

Date: 15-12-2022

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal on 15-12-2022, Thursday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2022-23.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Nagaraja. C	First year studies
Dr. Mahesh Kumar. G	Civil	Dr. Suhas. G. K	ISE
Dr. Basavesh. D	CSE	Dr. Sadashivaiah P J	Phy
Dr. Kishore Kumar. M	Maths	Er. Anjanamurthy	T&P
Dr. Charan. K. V	AI&DS	Prof. Aizaz Ahamed sharief	ECE
Prof. Ravi Kumar. G.H	EEE	Prof. K.P. Chandraiah	Mech

Meeting Proceedings:

1. The minutes of the previous meeting held on 06.12.2022 was reviewed and ratified.
2. It was informed to all the HoDs to see that remedial classes for failed students of second semester must be engaged effectively.
3. All the HoDs were informed to submit the VTU exam result analysis of 4th semester at the earliest.
4. All the HoDs were informed to forward the counselors list to Prof. K. P. Chandraiah as it is required for NAAC documentation.
5. It was informed to all the HoDs to see that the student's records are updated in all the respects.
6. All the HoDs were informed to arrange Parents and 3rd semester Students meet at the earliest.
7. All the HoDs were informed to submit the result analysis of internal assessment tests.

Principal

PRINCIPAL
SHRIDEVI INSTITUTE OF
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TUMKUR - 572106.

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Trustee, SCT for kind information

Dean Academics

Heads of the departments of: CSE / ISE / AI&DS/EEE / CV / ME / ECE /
MBA / Phy / Maths / T&P / OS / First year studies.



Ref: SIET/Office/2021-22/MoM-001

Date: 17-11-2022

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal on 17-11-2022, Monday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2022-23.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Nagaraja. C	First year studies
Prof. C V Shanmukswamy	CSE	Dr. Mahesh Kumar. G	Civil
Prof. VasudevaMurthy. B. H	Mech	Dr. Suhas. G. K	ISE
Dr. Charan. K. V	AI&DS	Dr. Sadashivaiah P J	Phy
Er. Anjanamurthy	T&P	Dr. Kishore Kumar. M	Maths
Prof. Ravi Kumar. G.H	EEE	Mr. Manthes	O.S
Prof. Aizaz Ahamed sharief	ECE		

Meeting Proceedings:

1. It was discussed in detail regarding the conduction of Shri Anveshana-2022 programme scheduled on 25-11-2022.
2. All the HoDs are given various responsibilities for the conduction of Shri Anveshana-2022 programme as follows.

Sl.No	Name of the Committee	Name of the HoD/Staff
01	Reception Committee	Prof. K. P. Chandraiah
02	Logistics Committee	Prof. C. V. Shanmukswamy
03	Story Narration Committee	Dr. Nagaraja. C
04	Poster/Model Presentation Committee	Dr. Chandrasekhar. N
05	Quiz Committee	Dr. Ramakrishna K. S Dr. Sadashivaiah P J
06	Stage Committee	Dr. Suhas. G. K
07	Feedback Committee	Prof. Kiran G. M Prof. Chethan M. S
08	Food Committee	Dr. Mahesh Kumar. G
09	Travelling Arrangement Committee	Prof. Aizaz Ahamed sharief
10	Prize and Certificates Issue Committee	Dr. Manjula. T
11	Technical Committee	Mr. Raghavendra Mr. Manjunath A. H

		Mr. Shivaprakash Mr. Sathish C A
12	Program Committee	Prof. Girish. L Prof. Praveen Kumar T M Prof. Prathap B N

- As per the directions from the VTU it was decided to commence the Student Induction Programme (SIP) for First year Students of 2022-23 academic year from 01-12-2022 to 10-12-2022.
- It was decided to run six sections for First year students as per the new NEP syllabus 2022-23.

Cycle	Branches	Section
Chemistry Cycle	Computer Science and Engineering (CSE)	A
	Computer Science and Engineering (CSE)	B
	Civil Engineering (CV)	C
Physics Cycle	Artificial Intelligence and Data Science (AI&DS)	D
	Information Science and Engineering (ISE)	E
	Electronics and Communication Engineering (ECE)	F
	Electrical and Communication Engineering (EEE)	

- All the HoDs are informed to submit the workload of the individual staff members of their concerned Departments at the earliest.
- All the HoDs are informed to allot senior faculty members for First year students.


Principal
 PRINCIPAL 17/11/22
 SHRIDEVI INSTITUTE OF
 ENGINEERING & TECHNOLOGY
 TUMKUR - 572106.

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 Trustee, SCT for kind information
 Dean Academics
 Heads of the departments of: CSE / ISE / AI&DS/EEE /CV / ME / ECE /
 MBA / Phy / Maths / T&P /OS / First year studies.



SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY
SIRA ROAD, TUMKUR- 572 106.



Ref: SIET/Office/2021-22/MoM/004

Date: 19-12-2022

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal on 19-12-2022, Monday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2022-23.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Nagaraja. C	First year studies
Dr. Mahesh Kumar. G	Civil	Dr. Suhas. G. K	ISE
Dr. Basavesh. D	CSE	Dr. Sadashivaiah P J	Phy
Dr. Kishore Kumar. M	Maths	Er. Anjanamurthy	T&P
Dr. Charan. K. V	AI&DS	Prof. Aizaz Ahamed sharief	ECE
Prof. Ravi Kumar. G.H	EEE	Prof. K.P. Chandraiah	Mech
Prathap B. N	MBA	Ms. Sumalatha	Library

Meeting Proceedings:

1. The minutes of the previous meeting held on 19.12.2022 was reviewed and ratified.
2. It was informed to all the HoDs to conduct extra internal assessment tests to the 2nd, 3rd and 4th students of their concerned branch from 26th December onwards.
3. All the HoDs were informed to conduct makeup tests for 7th semester students from Monday to Wednesday.
4. All the HoDs were informed to conduct regular tests for 7th semester students from Thursday to Saturday.
5. It was informed to all the HoDs to attend the NAAC presentation on 5th and 7th Criterion, scheduled on 20-12-2022, Tuesday.
6. All the HoDs were informed to ask all the teaching and nonteaching faculty members of their concerned department to attend the "Shridevi Antaranga"-monthly magazine releasing function to be held on 21-12-2022 at 13.30 AM without fail.

M. S. Srinivas
Principal

PRINCIPAL

SHRIDEVI INSTITUTE OF
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TUMKUR - 572106.

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Dean Academics

Heads of the departments of: CSE / ISE / AI&DS/EEE /CV / ME / ECE /
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SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY
Sira Road, Tumkur - 572 106, Karnataka, India.

Phone: 0816 - 2212629 | Principal: 0816 - 2212627, 9686114899 | Telefax: 0816 - 2212628

Email: info@shrideviengineering.org, principal@shrideviengineering.org | Website: www.shrideviengineering.org

(Approved by AICTE, New Delhi, Recognised by Govt. of Karnataka and Affiliated to Visvesvaraya Technological University, Belagavi)

ESTD: 2002



Criteria 1.1

Curriculum Planning and Implementation

Minutes of Meeting

2022-2023

PRINCIPAL
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.



SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY
SIRA ROAD, TUMKUR- 572 106.



Ref: SIET/Office/2022-23/MoM/006

Date: 26-12-2022

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal on 26-12-2022, Monday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2022-23.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Nagaraja. C	First year studies
Dr Ramakrishna K S	MBA	Dr. Mahesh Kumar. G	Civil
Dr. Basavesh. D	CSE	Dr. Suhas. G. K	ISE
Dr. Kishore Kumar. M	Maths	Dr. Sadashivaiah P J	Phy
Dr. Charan. K. V	AI&DS	Er. Anjanamurthy	T&P
Prof. Ravi Kumar. G.H	EEE	Prof. Aizaz Ahamed sharief	ECE
Prof. K.P. Chandraiah	Mech	Ms. Sumalatha	Library

Meeting Proceedings:

1. The minutes of the previous meeting held on 19.12.2022 was reviewed and ratified.
2. It was informed to all the HoDs to see that the failed students in second semester must attend all the remedial classes without fail.
3. All the HoDs were informed to distribute the students records to all 5th semester students of their respective branch.
4. All the HoDs were informed to conduct students- Parents meet at the earliest.
5. It was informed to all the NAAC coordinators to submit the hard copies pertaining to the different criterions of the NAAC and NAAC presentations are scheduled from 2nd January-2023.

Sumalatha
Principal

PRINCIPAL

SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

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Dean Academics

Heads of the departments of: CSE / ISE / AI&DS/EEE /CV / ME / ECE /
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SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY

SIRA ROAD, TUMKUR- 572 106.



Ref: SIET/Office/2022-23/MoM/007

Date: 27-02-2023

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal on 27-02-2023, Monday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2022-23.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Nagaraja. C	First year studies
Dr Ramakrishna K S	MBA	Dr. Mahesh Kumar. G	Civil
Dr. Basavesh. D	CSE	Dr. Suhas. G. K	ISE
Dr. Kishore Kumar. M	Maths	Dr. Sadashivaiah P J	Phy
Dr. Charan. K. V	AI&DS	Er. Anjanamurthy	T&P
Prof. Ravi Kumar. G.H	EEE	Prof. Aizaz Ahamed sharief	ECE
Prof. K.P. Chandraiah	Mech	Ms. Sumalatha H	Library

Meeting Proceedings:

1. It was informed to all the HoDs to announce the first internal assessment test time table for the 8th semester students.
2. All the HoDs were informed to monitor the IA test conduction strictly such that no student must indulge in malpractices.
3. All the HoDs were informed to conduct separate tests for lateral entry students.
4. All the HoDs were informed to bring to the notice of all the students of their concerned department to wear uniform compulsorily while writing all the IA, Lab tests and main exams.
5. All the HoDs were informed to ask all the faculty members teaching first semester to complete the I IA bluebooks evaluation latest by Saturday.
6. It was informed to all the NAAC coordinators to submit the hard copies pertaining to the different criterions of the NAAC.

Sumalatha H
Principal

PRINCIPAL

SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572 106

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Dean Academics

Heads of the departments of: CSE / ISE / AI&DS/EEE / CV / ME / ECE /
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SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY
SIRA ROAD, TUMKUR- 572 106.



Ref: SIET/Office/2022-23/MoM/008

Date: 06-03-2023

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal on 06-03-2023, Monday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2022-23.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Nagaraja. C	First year studies
Dr Ramakrishna K S	MBA	Dr. Mahesh Kumar. G	Civil
Dr. Basavesh. D	CSE	Dr. Suhas. G. K	ISE
Dr. Kishore Kumar. M	Maths	Dr. Sadashivaiah P J	Phy
Dr. Charan. K. V	AI&DS	Er. Anjanamurthy	T&P
Prof. Ravi Kumar. G.H	EEE	Prof. Aizaz Ahamed sharief	ECE
Prof. K.P. Chandraiah	Mech	Ms. Sumalatha H	Library

Meeting Proceedings:

1. It was discussed and decided to declare holidays on all the 1st and 3rd Saturdays as per the circular received from the University
2. It was informed to all the HoDs to schedule special time table for 2nd, 4th and 5th Saturdays including unit tests, tutorials, training & placement sessions, seminars, technical talks etc.,
3. All the HoDs were informed to monitor the faculty mapping of their concerned department faculty members in VTU portal which will be open from 07-03-2023.
4. All the HoDs were informed to ask the faculty members of their concerned department to apply VTU sponsored Joint Research Proposals with foreign universities faculty members.
5. It was discussed and decided to conduct the Alumni meet -2023 on 16-04-2023.
6. It was informed to all the HoDs to ask all the PG students must undergo two online courses as per the UGC norms.

Principal

PRINCIPAL

SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

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Dean Academics

Heads of the departments of: CSE / ISE / AI&DS/EEE / CV / ME / ECE /
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Criteria 1.1

Curriculum Planning and Implementation

3. Minutes of Meeting

2022 – 2023

Nandha Lakshmi
PRINCIPAL
SIET, TUMKUR.



Ref: SIET/Office/2022-23/MoM/010

Date: 17-08-2023

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal on 17-08-2023, Thursday at 3:00 P.M in his chamber to discuss about the academic activities for the even semester 2022-23.


The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Basavesh. D	CSE	Dr. Nagaraja. C	First year studies
Dr. Kishore Kumar. M	Maths	Dr. Mahesh Kumar. G	Civil
Dr. Charan. K. V	AI&DS	Dr. Sadashivaiah P J	Phy
Prof. Ravi Kumar. G.H	EEE	Er. Anjanamurthy	T&P
Prof. K.P. Chandraiah	Mech	Prof. Aizaz Ahamed sharief	ECE
Dr. Rekha	ISE	Ms. Sumalatha H	Library
Prof. Prathap. B N	MBA	Mr. Manthesh	O.S

Meeting Proceedings:

1. It was discussed hold the Teacher Parents meet on 1st September at 3.00 PM for discussing the progress of first year students.
2. It was informed to all the HoDs to schedule Teacher Parents meet as per their convenient dates for second, third and fourth year students.
3. All the HoDs were informed to prepare and submit the result analysis of both even and Odd semester for the academic year 2021-2022 and 2022-23.
4. All the HoDs were informed to submit the progressive result analysis of all the semesters from 2017 to till date.
5. All the HoDs were informed to plan for conducting FDPs, expert lectures, conferences, workshops and research publications for both students and faculty members.
6. All the HoDs were informed to prepare action plan for remedial classes for backlog subjects for all semester students.
7. All the HoDs were informed to plan of action for the current academic year 2023-24.
8. All the HoDs were asked to give the suggestions and feedback on curriculum for the new syllabus 2022-23 for higher semester students.
9. All the HoDs were asked to take the student feedback before third internal assessments on both the curriculum and facilities.

18. All the HODs are informed to bring to the notice of their concerned faculty members to register and take NPTEL online courses at least one per year.


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Dean Academics

Heads of the departments of: CSE / EE / AIMDS/EEE / CV / ME / ICE /
MBA / Phy / Maths / T&P / O5 / First year studies / Library.



Ref: SIET/Office/2022-23/MoM/008

Date: 06-03-2023

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal on 06-03-2023, Monday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2022-23.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Nagaraja. C	First year studies
Dr Ramakrishna K S	MBA	Dr. Mahesh Kumar. G	Civil
Dr. Basavesh. D	CSE	Dr. Suhas. G. K	ISE
Dr. Kishore Kumar. M	Maths	Dr. Sadashivaiah P J	Phy
Dr. Charan. K. V	AI&DS	Er. Anjanamurthy	T&P
Prof. Ravi Kumar. G.H	EEE	Prof. Aizaz Ahamed sharief	ECE
Prof. K.P. Chandraiah	Mech	Ms. Sumalatha H	Library

Meeting Proceedings:

1. It was discussed and decided to declare holidays on all the 1st and 3rd Saturdays as per the circular received from the University
2. It was informed to all the HoDs to schedule special time table for 2nd, 4th and 5th sturdays including unit tests, tutorials, training & placement sessions, seminars, technical talks etc.,
3. All the HoDs were informed to monitor the faculty mapping of their concerned department faculty members in VTU portal which will be open from 07-03-2023.
4. All the HoDs were informed to ask the faculty members of their concerned department to apply VTU sponsored Joint Research Proposals with foreign universities faculty members.
5. It was discussed and decided to conduct the Alumni meet -2023 on 16-04-2023.
6. It was informed to all the HoDs to ask all the PG students must undergo two online courses as per the UGC norms.

Principal
PRINCIPAL

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Trustee, SCT for kind information



Ref: SIET/Office/2021-22/MoM-001

Date: 17-11-2022

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal on 17-11-2022, Monday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2022-23.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Nagaraja. C	First year studies
Prof. C V Shanmukswamy	CSE	Dr. Mahesh Kumar. G	Civil
Prof. VasudevaMurthy. B. H	Mech	Dr. Suhas. G. K	ISE
Dr. Charan. K. V	AI&DS	Dr. Sadashivaiah P J	Phy
Er. Anjanamurthy	T&P	Dr. Kishore Kumar. M	Maths
Prof. Ravi Kumar. G.H	EEE	Mr. Manthes	O.S
Prof. Aizaz Ahamed sharief	ECE		

Meeting Proceedings:

1. It was discussed in detail regarding the conduction of Shri Anveshana-2022 programme scheduled on 25-11-2022.
2. All the HoDs are given various responsibilities for the conduction of Shri Anveshana-2022 programme as follows.

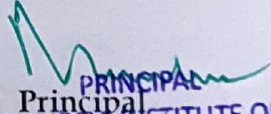
Sl.No	Name of the Committee	Name of the HoD/Staff
01	Reception Committee	Prof. K. P. Chandraiah
02	Logistics Committee	Prof. C. V. Shanmukswamy
03	Story Narration Committee	Dr. Nagaraja. C
04	Poster/Model Presentation Committee	Dr. Chandrasekhar. N
05	Quiz Committee	Dr. Ramakrishna K. S Dr. Sadashivaiah P J
06	Stage Committee	Dr. Suhas. G. K
07	Feedback Committee	Prof. Kiran G. M Prof. Chethan M. S
08	Food Committee	Dr. Mahesh Kumar. G
09	Travelling Arrangement Committee	Prof. Aizaz Ahamed sharief
10	Prize and Certificates Issue Committee	Dr. Manjula. T
11	Technical Committee	Mr. Raghavendra Mr. Manjunath A. H

		Mr. Shivaprakash Mr. Sathish C A
12	Program Committee	Prof. Girish. L Prof. Praveen Kumar T M Prof. Prathap B N

- As per the directions from the VTU it was decided to commence the Student Induction Programme (SIP) for First year Students of 2022-23 academic year from 01-12-2022 to 10-12-2022.
- It was decided to run six sections for First year students as per the new NEP syllabus 2022-23.

Cycle	Branches	Section
Chemistry Cycle	Computer Science and Engineering (CSE)	A
	Computer Science and Engineering (CSE)	B
	Civil Engineering (CV)	C
Physics Cycle	Artificial Intelligence and Data Science (AI&DS)	D
	Information Science and Engineering (ISE)	E
	Electronics and Communication Engineering (ECE)	F
	Electrical and Communication Engineering (EEE)	

- All the HoDs are informed to submit the workload of the individual staff members of their concerned Departments at the earliest.
- All the HoDs are informed to allot senior faculty members for First year students.


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 Dean Academics
 Heads of the departments of: CSE / ISE / AI&DS/EEE / CV / ME / ECE /
 MBA / Phy / Maths / T&P / OS / First year studies.

Ref: SIET/Office/2021-22/MoM/002

Date: 29-11-2022

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal on 29-11-2022, Monday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2022-23.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Nagaraja. C	First year studies
Dr. Mahesh Kumar. G	Civil	Dr. K. S.Ramakrishna	MBA
Prof. C V Shanmukswamy	CSE	Dr. Suhas. G. K	ISE
Dr. Kishore Kumar. M	Maths	Dr. Sadashivaiah P J	Phy
Dr. Charan. K. V	AI&DS	Er. Anjanamurthy	T&P
Prof. Ravi Kumar. G.H	EEE	Prof. Aizaz Ahamed sharief	ECE
Prof. K.P. Chandraiah	Mech		

Meeting Proceedings:

1. The minutes of the previous meeting held on 17.11.2022 was reviewed and ratified.
2. It was discussed in detail about the conduction of Student Induction Programme (SIP) for First Year Students which will be commencing from 01-12-2022.
3. As a part of Student Induction Programme (SIP), it was decided to take all the First Year Students to Shivagange Hill on 04th December 2022 (Sunday) and Devarayana Durga Hill, Namada Chilume, Siddganga Mutt and Mydala Orphanage School during the week days.
4. All the HoDs were asked to submit the timetable for taking extra classes for the students who have failed in the 2nd Semester examinations.
5. It was discussed and reviewed in detail about the result analysis of 4th Semester Students and HoDs were asked to submit the action plan for improving the results.
6. It was proposed to conduct Kannada Rajyothsava function on 07-12-2022.
7. All the HoDs were informed to complete the details of all the criterions of NAAC at the earliest.


Principal

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Dean Academics

Ref: SIET/Office/2021-22/MoM/003

Date: 06-12-2022

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal on 06-12-2022, Tuesday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2022-23.

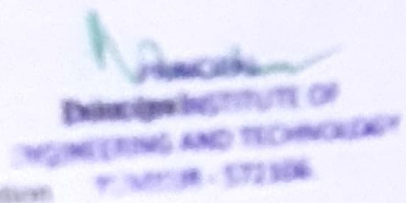
The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Nagaraja. C	First year studies
Dr. Mahesh Kumar. G	Civil	Dr. K. S. Ramakrishna	MBA
Dr. Basavesh. D	CSE	Dr. Suhas. G. K	ISE
Dr. Kishore Kumar. M	Maths	Dr. Sadashivaiah P J	Phy
Dr. Charan. K. V	AI&DS	Er. Anjanamurthy	T&P
Prof. Ravi Kumar. G.H	EEE	Prof. Aizaz Ahamed sharief	ECE
Prof. K.P. Chandraiah	Mech		

Meeting Proceedings:

1. The minutes of the previous meeting held on 29.11.2022 was reviewed and ratified.
2. It was discussed in detail about the conduction of Student Induction Programme (SIP) for First Year Students which will be commencing from 01-12-2022.
3. It was decided to conduct the I year inaugural function on 12-12-2022 at 3.00PM
4. It was decided to give meritorious scholarship of Rs.6000 to all the students those have scored above 9 SGPA in first and second semester of the academic year 2021-22
5. It was discussed and decided to provide lunch for all the First year students and staff members at 1.00PM near SIMS & RH Seminar Hall.
6. The following committees are formed for the smooth conduction of Inaugural function.

Sl No.	Name of the Committee	Department Assigned
01	Stage Committee	MBA
02	Food Committee	Civil & ECE
03	Banner and Invitation Committee	CSE
04	Invitation Distribution Committee	EEE
05	Reception and Guest escort Committee	Basic Science
06	Guest Felicitation Committee	Principal & Office
07	Seating arrangements Committee	Mechanical



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Ref: SIET/Office/2021-22/MoM/004

Date: 15-12-2022

MINUTES OF THE MEETING

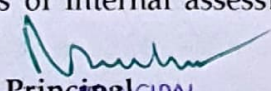
The meeting of HoDs was convened by the Principal on 15-12-2022, Thursday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2022-23.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Nagaraja. C	First year studies
Dr. Mahesh Kumar. G	Civil	Dr. Suhas. G. K	ISE
Dr. Basavesh. D	CSE	Dr. Sadashivaiah P J	Phy
Dr. Kishore Kumar. M	Maths	Er. Anjanamurthy	T&P
Dr. Charan. K. V	AI&DS	Prof. Aizaz Ahamed sharief	ECE
Prof. Ravi Kumar. G.H	EEE	Prof. K.P. Chandraiah	Mech

Meeting Proceedings:

1. The minutes of the previous meeting held on 06.12.2022 was reviewed and ratified.
2. It was informed to all the HoDs to see that remedial classes for failed students of second semester must be engaged effectively.
3. All the HoDs were informed to submit the VTU exam result analysis of 4th semester at the earliest.
4. All the HoDs were informed to forward the counselors list to Prof. K. P. Chandraiah as it is required for NAAC documentation.
5. It was informed to all the HoDs to see that the student's records are updated in all the respects.
6. All the HoDs were informed to arrange Parents and 3rd semester Students meet at the earliest.
7. All the HoDs were informed to submit the result analysis of internal assessment tests.


Principal

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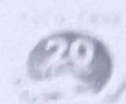
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Dean Academics

Heads of the departments of: CSE / ISE / AI&DS/EEE /CV / ME / ECE /

MBA / Phy / Maths / T&P / OS / First year studies.



Ref: SIET/Office/2021-22/MoM/004

Date: 19-12-2022

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal on 19-12-2022, Monday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2022-23.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Nagaraja. C	First year studies
Dr. Mahesh Kumar. G	Civil	Dr. Suhas. G. K	ISE
Dr. Basavesh. D	CSE	Dr. Sadashivaiah P J	Phy
Dr. Kishore Kumar. M	Maths	Er. Anjanamurthy	T&P
Dr. Charan. K. V	AI&DS	Prof. Aizaz Ahamed sharief	ECE
Prof. Ravi Kumar. G.H	EEE	Prof. K.P. Chandraiah	Mech
Prathap B. N	MBA	Ms. Sumalatha	Library

Meeting Proceedings:

1. The minutes of the previous meeting held on 19.12.2022 was reviewed and ratified.
2. It was informed to all the HoDs to conduct extra internal assessment tests to the 2nd, 3rd and 4th students of their concerned branch from 26th December onwards.
3. All the HoDs were informed to conduct makeup tests for 7th semester students from Monday to Wednesday.
4. All the HoDs were informed to conduct regular tests for 7th semester students from Thursday to Saturday.
5. It was informed to all the HoDs to attend the NAAC presentation on 5th and 7th Criterion, scheduled on 20-12-2022, Tuesday.
6. All the HoDs were informed to ask all the teaching and nonteaching faculty members of their concerned department to attend the "Shridevi Antaranga"-monthly magazine releasing function to be held on 21-12-2022 at 13.30 AM without fail.

Principal

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Ref: SIET/Office/2022-23/MoM/006

Date: 26-12-2022

MINUTES OF THE MEETING

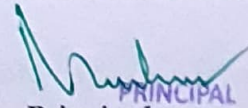
The meeting of HoDs was convened by the Principal on 26-12-2022, Monday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2022-23.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Dr. Nagaraja. C	First year studies
Dr Ramakrishna KS	MBA	Dr. Mahesh Kumar. G	Civil
Dr. Basavesh. D	CSE	Dr. Suhas. G. K	ISE
Dr. Kishore Kumar. M	Maths	Dr. Sadashivaiah P J	Phy
Dr. Charan. K. V	AI&DS	Er. Anjanamurthy	T&P
Prof. Ravi Kumar. G.H	EEE	Prof. Aizaz Ahamed sharief	ECE
Prof. K.P. Chandraiah	Mech	Ms. Sumalatha	Library

Meeting Proceedings:

1. The minutes of the previous meeting held on 19.12.2022 was reviewed and ratified.
2. It was informed to all the HoDs to see that the failed students in second semester must attend all the remedial classes without fail.
3. All the HoDs were informed to distribute the students records to all 5th semester students of their respective branch.
4. All the HoDs were informed to conduct students- Parents meet at the earliest.
5. It was informed to all the NAAC coordinators to submit the hard copies pertaining to the different criterions of the NAAC and NAAC presentations are scheduled from 2nd January-2023.



Principal

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Ref: SIET/Office/2022-23/MoM/007

Date: 27-02-2023

MINUTES OF THE MEETING

The meeting of HoDs was convened by the Principal on 27-02-2023, Monday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2022-23.

The following HoDs were present at the meeting.

Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar, N	Dean (Acad.) & Chemistry	Dr. Nagaraja, C	First year studies
Dr Ramakrishna K S	MBA	Dr. Mahesh Kumar, G	Civil
Dr. Basavesh, D	CSE	Dr. Subas, G. K	ISE
Dr. Kishore Kumar, M	Maths	Dr. Sadashivaiah P J	Phy
Dr. Charan, K. V	AI&DS	Er. Anjanamurthy	T&P
Prof. Ravi Kumar, G.H	EEE	Prof. Aizaz Ahamed sharief	ECE
Prof. K.P. Chandraiah	Mech	Ms. Sumalatha H	Library

Meeting Proceedings:

1. It was informed to all the HoDs to announce the first internal assessment test time table for the 8th semester students.
2. All the HoDs were informed to monitor the IA test conduction strictly such that no student must indulge in malpractices.
3. All the HoDs were informed to conduct separate tests for lateral entry students.
4. All the HoDs were informed to bring to the notice of all the students of their concerned department to wear uniform compulsorily while writing all the IA, Lab tests and main exams.
5. All the HoDs were informed to ask all the faculty members teaching first semester to complete the IIA bluebooks evaluation latest by Saturday.
6. It was informed to all the NAAC coordinators to submit the hard copies pertaining to the different criterions of the NAAC.

Principal
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 MBA / Phy / Maths / T&P / OS / First year studies / Library.