

Criteria 6.1
Minutes of Meeting
2022-2023

Narendra Kumar
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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SHRIKISHORE INSTITUTE OF
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TUMAKUR - 572308

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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

SHRIDEVI INSTITUTE OF
ENGINEERING AND TECHNOLOGY
TUMKUR - 572106

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

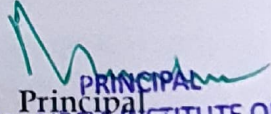
Sl.No	Name of the Committee	Name of the HoD/Staff
01	Reception Committee	Prof. K. P. Chandraiah
02	Logistics Committee	Prof. C. V. Shanmukswamy
03	Story Narration Committee	Dr. Nagaraja. C
04	Poster/Model Presentation Committee	Dr. Chandrasekhar. N
05	Quiz Committee	Dr. Ramakrishna K. S Dr. Sadashivaiah 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.


 PRINCIPAL
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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 /
 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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TUMKUR - 572106.

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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.

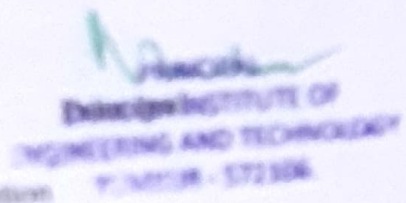
The following HoDs were present at the meeting.

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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Heads of the departments of CSE / EE / AI&DS/EEE /CV / ME / ICE /
MBA / Phy / Maths / ERP /CG / First year studies.

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

Date: 15-12-2022

MINUTES OF THE MEETING

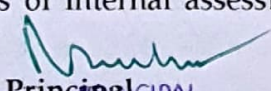
The meeting of HoDs was convened by the Principal on 15-12-2022, Thursday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2022-23.

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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Dean Academics

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

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

Date: 19-12-2022

MINUTES OF THE MEETING

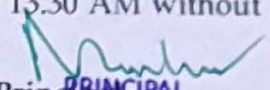
The meeting of HoDs was convened by the Principal on 19-12-2022, Monday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2022-23.

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

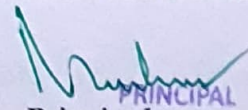
The meeting of HoDs was convened by the Principal on 26-12-2022, Monday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2022-23.

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



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
 SHRI DEVI INSTITUTE OF
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 MBA / Phy / Maths / T&P / OS / First year studies / Library.



Ref: SIET/Office/2021-22/ 90

Date: 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

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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 / AI&DS / EEE / CV / ME / ECE / MBA / Phy / Maths / T&P / OS / First year studies.



Ref: SIET/Office/2021-22/ 85

Date: 24-01-2022

MINUTES OF THE MEETING

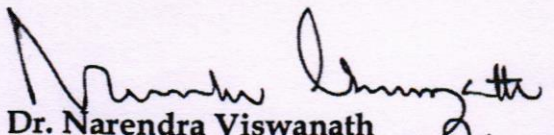
The meeting of HoDs was convened by the Principal, on 24-01-2022, Monday at 3:00 P.M in his chamber to discuss about the academic activities for the odd semester 2021-22.

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 25/1/22

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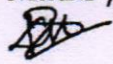
The Hon'ble Director HR & IT- for kind information

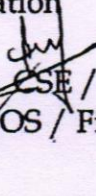
Trustee, SCT for kind information

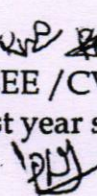
Dean Academics

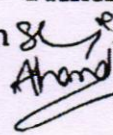
Heads of the departments of: CSE / EEE / CV / ME / ECE /
MBA / Phy / Maths / T&P / OS / First year studies



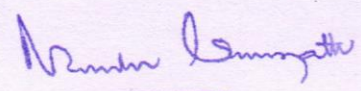














Ref: SIET/Office/2020-21/031

Date: 06-01-2021

MINUTES OF THE MEETING

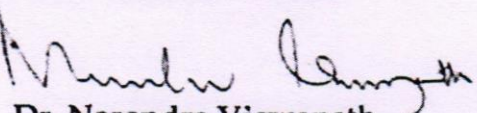
The meeting of HoDs was convened, by the Principal, on 04-01-2021, Monday at 3:00 P.M. in his chamber to discuss about the academic activities and admission process for the odd semester 2020-21.

The following HoDs were present at the meeting.

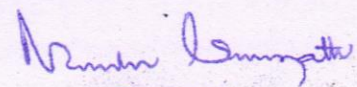
Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar. N	Dean (Acad.) & Chemistry	Prof. Rashmi. S.B	First Year Coordinator
Dr. Mahesh Kumar. G	Civil	Dr. Chethana. C	Maths
Prof. C.V. Shanmukha Swamy	CSE	Dr. B.S. Devaki	EEE
Dr. Sadashivaiah. P. J	Phy	Prof. Prathap. B.N	MBA
Dr. Lokesh 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 6/1/21

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


PRINCIPAL
SIET., TUMAKURU.



Ref: SIET/Office/2019-20/009

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 shariel	ECE	Er. Anjanamurthy	T&P
Dr. B.S. Devaki	EEE	Mr. Mahanthesh	OS
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 2/7/2020

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 / First Year Coordinator/T&P/OS



Ref: SIET/Office/2019-20/054

Date: 04-11-2019.

MINUTES OF THE MEETING

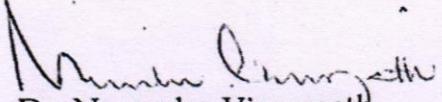
The meeting of HoDs was convened by the Principal, on 04-11-2019, Monday at 3:30 P.M. in his chamber to discuss about the academic activities of odd semester 2019-20.

The following HoDs were present at the meeting.

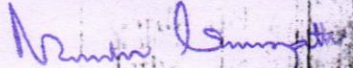
Name of the HoD	Department	Name of the HoD	Department
Dr. Chandrasekhar N	Dean (Acad.) & Chemistry	Prof. Malthesh Bhajanthri	First year coordinator
Prof. C.V. Shanmukha Swamy	CSE	Dr. Chethana .C	Maths
Dr. Devaki. B.S	EEE	Dr. Sadashivaiah. P. J	Physics
Prof. Aizaz Ahamed Sharief	ECE	Er. Anjana Murthy	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 5/11/19

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/Library/OS/ First year coordinator.


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