



Ref. No: SJBIT/CSE/FM - 01 ODD SEM 2021-22

Date: 11/08/2021

Circular

It is hereby informed to all the faculty members to attend the meeting on **11/08/2021 at 11.00 am in seminar hall**. All the faculty members are here by informed to attend the meeting positively.

Points to discuss:

- Regarding NBA.
- Regarding subject allotment.
- Regarding college website.
- Any other matter with the permission of the chair.

Sl. No	Staff Name	Signature	Sl. No.	Staff Name	Signature
1.	Dr. Krishna A N		23.	Shubha T V	Exam Duty
2.	Dr. Srikantaiah K C		24.	Prakruthi M K	-
3.	Dr. Naveena C	Exam Duty	25.	Roopashree K S	-
4.	Dr. Gopalakrishna M T	Exam Duty	26.	Sarala N R	-
5.	Dr. Nandakishore Sirdeshpande		27.	Manasa B S	Exam Duty
6.	Dr. Ajay Prakash B V	Exam Duty	28.	Manjula H S	Exam Duty
7.	Dr. Bindiya M K	Exam Duty	29.	Lochan Gowda M	Exam Duty
8.	Dr. Ajay B N	Exam Duty	30.	Srinidhi K S	
9.	Dr. Manu K S		31.	Basamma Patil	CL
10.	Dr. Adarsha Sagar H V		32.	Savitri Kulkarni	Exam Duty
11.	Nirmala H		33.	Arun Kumar D R	Atel
12.	Roopa M J		34.	Raghavendra K M	Permission
13.	Pavithra G S		35.	Rajatha	
14.	Dhananjaya M	CL	36.	Anusha M	
15.	Shantha Kumar H C		37.	Rajeshwari G L	
16.	Umashankar M L	OOD			
17.	Chaitra H K				
18.	Chandana C				
19.	Chandan K N				
20.	Chandrashekar D K				
21.	Kala Chandrashekar	portal meeting			
22.	Chaitra M				

Attended - 18

Exam Duty - 10

portal meeting - 01

Permission - 01

Not Attend - 01

OOD - 01

CL - 02 + 01 = 03

Head of the Department
Dept. of Computer Science and Engineering
SJB INSTITUTE OF TECHNOLOGY
BGS Health & Education City,
No. 67, Uttarahalli Road, Kengeri,
Bengaluru-560 060.

Agenda of the Meeting:

- Regarding NBA.
- Regarding subject allotment.
- Regarding college website.
- Regarding academic matters.


Highlights of the Meeting:

1. Preparation of NBA supporting documents.
2. Discussion on improvement of the admission and teaching-learning process.
3. Subject allotment for the forthcoming semester has been done and faculties are assigned with the suitable theory and laboratory sessions.
4. Regarding improvements to the college website content and design.

Discussions, Issues & Notes.

Forum opens to discussion.

Topic	Presented by	Issues / Discussions / Observations	Decision taken / Responsibility Assigned.	Status (Open / Closed / NA)
NBA	HOD	Preparation of supporting documents for NBA	Criteria wise faculties are assigned and most of the preparation is completed.	Closed
Course file preparation	HOD	Format for the course file is shared. Course materials need to be prepared.	Course coordinator need to maintain the course file with the help of subject teachers. Course file should contain academic calendar, personal time table, attendance register, syllabus, notes, assignments, quizzes, description of CO-PO mapping, CO-PO attainment calculations and result analysis sheet. Both theory and laboratory session particulars are shared.	Closed


Recorded by
Mrs. Basamma Patil


Approved by HOD
Head of the Department
Dept. of Computer Science and Engineering
SJB INSTITUTE OF TECHNOLOGY
BGS Health & Education City,
No. 67, Uttarahalli Road, Kengeri,
Bengaluru-560 060.

SJB Institute of Technology

(Affiliated to Visvesvaraya Technological University, Belagavi & Approved by AICTE New Delhi)
No. 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru-560060

Read and Approved:

Date: 11.08.2021

MINUTES OF MEETING

Date : 11.08.2021 (Wednesday)

Time : 11.00 am to 12:00 pm

Location:

Meeting Title: HOD and Faculties Meeting

Chair: Dr. Krishna A N, Prof and Head, Dept. Of CSE, SJBIT

Attendees Present:

Sl. No.	Name of the Faculty	Designation	Department	Signature
1.	Dr. Krishna A N	Professor & Head	CSE	
2.	Dr. Srikantaiah K C	Professor	CSE	
3.	Dr. Naveena C	Professor	CSE	
4.	Dr. Gopalakrishna M T	Professor	CSE	
5.	Dr. Nandakishore Sirdeshpande	Professor	CSE	
6.	Dr. Ajay Prakash B V	Associate Professor	CSE	
7.	Dr. Bindiya M K	Associate Professor	CSE	
8.	Dr. Ajay B N	Associate Professor	CSE	
9.	Dr. Manu K S	Assistant Professor	CSE	
10.	Dr. Adarsha Sagar H V	Assistant Professor	CSE	
11.	Nirmala H	Assistant Professor	CSE	
12.	Roopa M J	Assistant Professor	CSE	
13.	Pavithra G S	Assistant Professor	CSE	
14.	Dhananjaya M	Assistant Professor	CSE	
15.	Shantha Kumar H C	Assistant Professor	CSE	
16.	Umashankar M L	Assistant Professor	CSE	
17.	Chaitra H K	Assistant Professor	CSE	
18.	Chandana C	Assistant Professor	CSE	
19.	Chandan K N	Assistant Professor	CSE	
20.	Chandrashekar D K	Assistant Professor	CSE	
21.	Kala Chandrashekar	Assistant Professor	CSE	
22.	Chaitra M	Assistant Professor	CSE	
23.	Shubha T V	Assistant Professor	CSE	
24.	Prakruthi M K	Assistant Professor	CSE	
25.	Roopashree K S	Assistant Professor	CSE	
26.	Sarala N R	Assistant Professor	CSE	
27.	Manasa B S	Assistant Professor	CSE	
28.	Manjula H S	Assistant Professor	CSE	
29.	Lochan Gowda M	Assistant Professor	CSE	
30.	Srinidhi K S	Assistant Professor	CSE	
31.	Basamma Patil	Assistant Professor	CSE	
32.	Savitri Kulkarni	Assistant Professor	CSE	
33.	Arun Kumar D R	Assistant Professor	CSE	
34.	Raghavendra K M	Assistant Professor	CSE	
35.	Rajatha	Assistant Professor	CSE	
36.	Anusha M	Assistant Professor	CSE	
37.	Rajeshwari G L	Assistant Professor	CSE	