**Nitte Meenakshi Institute of Technology**

**Dept.of Information Science & Engineering**

**Minutes of Meeting held on 5th August 2017**

**Date:** 5th August 2017

**Time :**10AM-12.30 PM

**Venue :** HOD's Chamber

**Agenda :**

1. Regarding Academics of the year 2017-18[odd sem]

2. Allotment of Coordinators for various Activities in the Department.

**Attendees:** Dr. Sanjay H A, Dr. Prasant Gogoi, Dr. N. G. Goudru, Mr. Karunakar Rai, Mrs. Vidyadevi Biradar, Mrs. Ashwini J P, Mr. Aditya Shastry,Mr. Chandrashekar B N, Mr. Manjunath B A,  Mr. Rohith H P,  Mrs. Lakshmi H, Mrs. Lakshmi M, Mrs. Deepika K M, Mrs. Sumithra Amith, Mrs. Roopa R, Mrs. Yashawini H M, Ms. Navya, Mr. Promodh Jain, Mrs. Tulasi Srinivas, Ms. Mrudula, Mr. Kiran, Mr. Rangavittala, Mrs. Vani E

**Minutes:**

1. HOD informed Classes will start at 8.45 AM

2. HOD Allotted coordinators for various activities in the Department are as follows

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| Sl.No | Type of Work Assignment | Name of the allotted Faculty coordinator |
| 1 | Test Coordinators | Mrs. Vani E & Mrs. Navya C |
| 2 | Tutorial Coordinator | Mr. Ranga Vittala |
| 3 | Technical Seminar Coordinator | Mrs. Mrudula |
| 4 | Internship Coordinator | Mr. Kiran |
| 5 | Project Coordinator | Mrs. Yashaswini H M |
| 6 | Gurukul Coordinator | Mr. Pramodh Jain |
| 7 | Time Table coordinator | Mr. Manjunath B A |
| 8 | Mentor Coordinator | Mrs. Vidyadevi Biradar |
| 9 | Industry Interaction Coordinator | Mr. Karunakar Rai |
| 10 | Autonomous Coordinator | Mrs. Sumithra Amith |
| 11 | Library Coordinator | Mrs. Tulasi |
| 12 | Foreign Students Mentoring Coordinator | Mr. Manjunath B A |
| 13 | Placement Coordinator | Mr. Preetham N |
| 14 | M.Tech Coordinator | Mrs. Deepika K M |
| 15 | Exam Coordinator | Mrs. Akshatha & Ms. Disha |
| 16 | Meeting Coordinator | Mrs. Roopa R |
| 17 | Colloquium Coordinator | Mrs. Roopa R |
| 18 | Website Coordinator | Mr. RangaVittala |
| 19 | Inforium Coordinator | Mrs. Sumithra Amith |
| 20 | Faculty Welfare Coordinator | Mr. Pramodh Jain |
| 21 | AICTE & NIRF Coordinator | Mrs. Navya C |
| 22 | Department Activities Coordinator | Mr. Chandrashekar B N |

i] Faculty those who are handling courses having tutorials,has to prepare tutorial Sheets[4 tutorial sheets] every month 1st and submit to the Tutorial coordinator.[ For August month Deadline to submit tutorial sheets is on 10th August 2017]. Later it will be scrutinized by DUGC members.

ii] For MSEs, question paper should be common to all sections with respect to the courses. Before 1st MSE, ever faculty should cover 1.75/2 units in their respective course.

iii] HOD informed senior faculty members to use Edusat room , if they use presentation for their course.

3.Course & Lab Head allotment is as follows

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| Sl. No | Sem | Course & Lab | Course Head |
| 1 | 1st Sem | Computer Concepts and C programming | Mr. Chandrashekar B N |
| CCP Lab | Mr. Rohith H P |
| 2 | 3rd Sem | Principles of Analog and Digital design | Mr. Karunakar Rai |
| Discrete Mathematical Structures | Mr. N. G. Goudru |
| Data Structures | Mrs. Vidyadevi Biradar |
| Unix Shell Programming (USP) | Mrs. Lakshmi H |
| DS Lab | Mrs. Yashaswini H M |
| PADD Lab | Mrs. Vani E |
| 3. | 5th Sem | Computer Networks-I | Mr. Srinivas D B |
| System Programming | Mr. Sanjay H A |
| Operating System | Mr. Manjunath B A |
| Database Management Systems | Mr. Ranga Vittala |
| Finite Languages &amp; Automata Theory | Mr. Adithya Shastry |
| DBMS Lab | Ms. Disha |
| SP Lab | Mrs. Akshatha |
| 4 | 7th Sem | Parallel Programming Principals | Mrs. Ashwini J P |
| Software project management | Mrs. Mrudula |
| Venture Process management &amp; IPR | Mrs. Sumithra Amith |
| WT Lab | Mrs. Tulasi |
| DC Lab | Mr. Preetham N |

i] Course head Responsibility :

He/ She has to make sure that other faculty are in phase with their respective courses.

Preparation of MSE question paper in consultation with other faculty for their respective courses.

ii] Lab head Responsibility :

He/ She has to make sure that other faculty are in phase with their respective Labs.

Problem Statements for the respective labs has to be defined on or before 12th August.

4. Class teachers Allotment is as follows

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| Sl. No | Sem | Section | Class Teacher Name |
| 1 | 1st Sem | L | Mr. Chandrashekar B N |
| M | Mr. Rohith H P |
| N | Mrs. Roopa R |
| 2 | 3rd Sem | A | Mrs. Akshatha |
| B | Mrs. Sumithra Amith |
| C | Mr. Pramodh Jain |
| 3 | 5th Sem | A | Mrs. Disha |
| B | Mr. Kiran |
| 4 | 7th Sem | A | Mrs. Vani E |
| B | Mrs. Navya C |

5. Mentors Allotment is as follows:

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| Sl. No | Year | Mentors Name |
| 1 | 1st Year | Mr. Chandrashekar B N  Mr. Rohith H P  Mrs. Roopa R  Mr. Ranga Vittala  Mrs. Ashwini J P  Mrs. Akshatha  Mr. Kiran  Ms. Mrudula  Mrs. Yashaswini H M |
| 2 | 2nd Year | Mr. Adithya Shasthri  Mrs. Sumithra Amith  Mr. Preetham N  Mrs. Lakshmi H  Mrs. Deepika K M  Mr. Manjunath B A  Mrs. Padmavathi  Mrs. Sreekala  Mrs. Pallavi |
| 3 | 3rd Year | Mr. N G Goudru  Mr. Prasant Gogoi  Mr. Pramodh Jain  Mrs. Tulasi  Mrs. Vani. E  Mrs. Navya |
| 4 | 4th Year | Mr. Sreenivas D B  Mr. karunakar Rai  Ms. Disha |

6. Allotment of Lab In charge is as follows

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| Sl. No | Lab Name | Lab In charge [Faculty] name |
| 1 | LAB 1 | Mrs. Yashaswini H M |
| 2 | LAB 2 | Mrs. Navya C |
| 3 | LAB 3 | Mrs. Sumithra Amith |
| 4 | LAB 4 | Mrs. Vani E |
| 5 | LAB 5[IOT] | Mr. Ranga Vittala |
| 6 | LAB 6 | Mrs. Akshatha |
| 7 | Grid LAB | Mrs. Deepika K M |
| 8 | iignis innovations Lab | Mr. Pramod Jain |

i] Lab In charge faculty should come with Motivational Quotes for their respective labs by 20th August 2017

7. HOD informed Mr. Ravi Prakash to change the wifi password for every 15 days and password should be given to either HOD or Mrs. Roopa , So that they can circulate password to other faculty and also HOD Informed to faculty , not to reveal password to students.

8. Mrs. Sumithra Amith has nominated to make schedule for brain storming session in the period between 7th August to 12th August 2017. [Every faculty has to plan for the Learning Activities for their respective course before the classes start]