

	S J P N Trust's	<b>Hirasugar Institute of Technology, Nidasoshi</b>	<b>Institute</b>
	<i>Inculcating Values, Promoting Prosperity</i>		<b>Committees</b>
	Approved by AICTE, Recognized by Govt. of Karnataka and Affiliated to VTU Belagavi.		<b>File.No.I-02</b>
	<b>Accredited at 'A' Grade by NAAC</b>		<b>(2020-21)</b>
<b>Programmes Accredited by NBA: CSE, ECE, EEE &amp; ME.</b>			

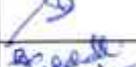
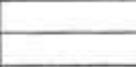
Ref: HSIT/NDS/Inst.Level.Commit/151/1 /2020-21

Date: 31-07-2020

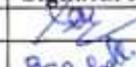
### OFFICE ORDER

The following Institute Level Committees are constituted for the academic year 2020-21 (01-08-2020 to 31-07-2021) with effect from 1<sup>st</sup> August 2020. The committees shall conduct sufficient number of relevant activities in accordance with institute calendar of events and submit a report to the undersigned. The committees shall conduct regular meetings and record proceedings in the meeting register.

#### 1. Internal Quality Assurance Cell (IQAC)

S.No.	Name	Category	Designation	Signature
1	Dr. S. C. Kamate	Principal	Chairman	
2	Sri. G. M. Patil	Management representative (Secretary of Trust).	Member	
3	Dr. R.M.Yadahalli	HOD, ECE	Member	
4	Dr. K.M.Akkoli	HOD, Mech	Member	
5	Prof. S.V. Manjaragi	HOD,CSE	Member	
6	Dr. S.N.Topannavar	Associate Professor/First Year Coordinator	Member	
7	Prof. D. N. Inamdar	Assistant Professor	Member	
8	Prof. U.B.Khadabadi	Committee member, Institute of Engineers, Belagavi Local Center	Member	
9	Er. Kapil Hukkeri	Alumnus	Member	
10	Er. Rajeev Rao	Industrialist	Member	
11	Mr. Umesh Hebbale	Student Representative	Member	
12	Dr. B.V.Madiggond	HOD,EEE	Member Convener	

#### 2. Research & Development Committee

S.No.	Name	Category	Designation	Signature
1	Dr. S. C. Kamate	Principal	Chairman	
2	Dr. R.M.Yadahalli	HOD, ECE	Member	
3	Dr. B.V.Madiggond	HOD, EEE	Member	
4	Dr. K.M.Akkoli	HOD, Mech	Member	
5	Prof. M.G.Huddar	Assistant Professor	Member	
6	Dr. M. S. Hanagadakar	Assoc. Professor	Member	
7	Dr. S.N Topannavar	Assoc. Professor	Member Convener	





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S.No.	Name	Category	Designation	Signature
1	Dr. S. C. Kamate	Principal	Chairman	
2	Prof. M.P.Yanagimath	Assistant Professor	Member	
3	Prof.S S Patil,	Assistant Professor	Member	
4	Prof.M.G. Huddar	Assistant Professor	Member	
5	Shri.V.S. Hiremath	Office Superintendent(Academic)	Member	
6	Shri.S R Koteppagol	Office Superintendent(Admin)	Member	
7	Shri.S B Chougala	FDA	Member	
8	Shri.M.B.Patil	FDA	Member	
9	Prof.M.I.Tanodi	Assistant Professor	Member Convener	

**4. Examination Committee**

S.No.	Name	Category	Designation	Signature
1	Dr. S. C. Kamate	Principal	Chairman	
2	Prof. M. A. Gholap	Assistant Professor	Member	
3	Prof. M.S.Futane	Assistant Professor	Member	
4	Prof. S. S. Itannavar	Assistant Professor	Member	
5	Smt. S.G.Huddar	Assistant Professor	Member	
6	Prof. S.J.Walki	Assistant Professor	Member	
7	Smt. A. A. Daptardar	Assistant Professor	Member	
8	Mr. S B Chougala,	FDA	Member	
9	Mr. T B Patil	FDA	Member	
10	Dr. S.N Topannavar	Associate Professor	Member Convener	

**5. Library Committee**

S.No.	Name	Category	Designation	Signature
1	Prof. S.G.Gollagi	Assistant Professor	Chairman	
2	Prof. S.B.Akkole	Assistant Professor	Member	
3	Prof. D.N.Inamdar	Assistant Professor	Member	
4	Prof. S.D.Hirekodi	Assistant Professor	Member	
5	Prof. S.A.Patil	Assistant Professor	Member	
6	Mr. G.S.Solabannavar	Librarian	Member Convener	

**6. Staff Performance Review Committee**

S.No.	Name	Category	Designation	Signature
1	Sri. G. M. Patil	Management Representative (Secretary of Trust).	Chairman	
2	Dr. R.M.Yadahalli	HOD, ECE	Member	
3	Dr. B.V.Madiggond	HOD, EEE	Member	
4	Dr. K.M.Akkoli	HOD, Mech	Member	
5	Prof. S.V. Manjaragi	HOD, CSE	Member	
6	Dr. S.N.Topannavar	First Year Coordinator	Member	
7	Dr. S. C. Kamate	Principal	Member Convener	





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### 7. Student Welfare Committee

S.No.	Name	Category	Designation	Signature
1	Prof. H.R.Zinage	Assistant Professor	Chairman	H.R.Zinage
2	Prof. S S Kamate	Assistant Professor	Member	S.S.Kamate
3	Prof. M.I.Tanodi	Assistant Professor	Member	M.I.Tanodi
4		I-Yr.ECE Student	Member	
5	Mr.Pranav Gaddi	II-Yr.CSE Student	Member	
6	Mr. Babasaheb Bagashi	III-Yr.ME Student	Member	
7	Miss. Ranjana Kadam	IV-Yr.EEE Student	Member	
8	Prof.R.R.Patil	Assistant Professor	Member Convener	R.R.Patil

### 8. Sports & Cultural /Extra Curricular Activities Committee

S.No.	Name	Category	Designation	Signature
1	Prof. S.V. Manjaragi	HOD, CSE	Chairman	S.V.Manjaragi
2	Prof. B.M.Dodamani	Assistant Professor	Member	B.M.Dodamani
3	Prof. D.B.Madihalali	Assistant Professor	Member	D.B.Madihalali
4	Prof. B.P.Khot	Assistant Professor	Member	B.P.Khot
5	Prof. O.B.Heddurshetti	Assistant Professor	Member	O.B.Heddurshetti
6	Mr. S.B.Sarawadi	Physical Director	Member Convener	S.B.Sarawadi

### 9. Anti-Ragging Committee

S.No.	Name	Category	Designation	Signature
1	Dr. S. C. Kamate	Principal	Chairman	S.C.Kamate
2	Dr. R.M.Yadahalli	HOD, ECE	Member	R.M.Yadahalli
3	Dr. B.V.Madiggond	HOD,EEE	Member	B.V.Madiggond
4	Dr. K.M.Akkoli	HOD, Mech	Member	K.M.Akkoli
5	Prof. S.V.Manjaragi	HOD,CSE	Member	S.V.Manjaragi
6	Dr. S.N.Topannavar	First Year Coordinator	Member	S.N.Topannavar
7	Prof. H.R.Zinage	Assistant Professor/Chief Warden Girls Hostel	Member	H.R.Zinage
8	Mr. Ganapati Kuganalli	PSI Police Station, Sankeshwar	Member	
9	Mr. Rahul A. Chougala(ME)	Student Representative Boy (Final Yr)	Member	
10	Mr. Mahesh Pattar (EEE)	Student Representative Boy (Final Yr)	Member	
11	Miss. Vidayshri Janagouda (CSE)	Student Representative Girl (Final Yr)	Member	
12	Miss. Sangeeta M.Ragha (ECE)	Student Representative Girl (Final Yr)	Member	
13	Prof. M.S.Futane	Chief Warden Boys Hostel	Member Convener	M.S.Futane





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**10. Anti-Ragging Squad**

S.No.	Name	Category	Designation	Signature
1	Dr. R.M.Yadahalli	HOD, ECE	Chairman	
2	Dr. B.V.Madiggond	HOD, EEE	Member	
3	Prof. S.V.Manjaragi	HOD,CSE	Member	
4	Dr. S.N.Topannavar	First Year Coordinator	Member	
5	Prof. N.K.Honnagoudar	Assistant Professor	Member	
6	Prof. V.M.Bhumannavar	Assistant Professor	Member	
7	Dr. K.M.Akkoli	Warden Boys Hostel	Member Convener	

**11. Anti-Sexual Harassment Committee/Internal Complaint Committee(ICC)**

S.No.	Name	Category	Designation	Signature
1	Smt. S.S.Malaj	Assistant Professor	Chairperson	
2	Prof. S.D.Hirekodi	Assistant Professor	Member	
3	Shri. S.D.Kotabagi	Advocate(NGO)	Member	
4	Prof. S.I.Shivamoggimath	Assistant Professor	Member	
5	Smt. S.S.Kankanawadi	Senior Lab Supervisor	Member	
6	Smt. S.S.Kamate	Assistant Professor	Member Convener	

**12. Grievance Redressal Committee**

S.No.	Name	Category	Designation	Signature
1	Dr. S. C. Kamate	Principal	Chairman	
2	Dr. R.M.Yadahalli	HOD, ECE	Member	
3	Dr. B.V.Madiggond	HOD,EEE	Member	
4	Dr. K.M.Akkoli	HOD, Mech	Member	
5	Prof. S.V.Manjaragi	HOD,CSE	Member	
6	Dr. S.N Topannavar	Associate Professor	Member	
7	Prof. S.L.Patil	Assistant Professor	Member	
8	Prof. M.M. Nagarmunnolli	Assistant Professor	Member	
9	Prof. S.S.Thabaj	Assistant Professor	Member Convener	

**13. NBA Quality Assurance Committee**

S.No.	Name	Category	Designation	Signature
1	Dr. S. C. Kamate	Principal	Chairman	
2	Dr. R.M.Yadahalli	HOD, ECE	Member	
3	Dr. B.V.Madiggond	HOD,EEE	Member	
4	Dr. K.M.Akkoli	HOD, Mech	Member	
5	Prof. S.V.Manjaragi	HOD,CSE	Member	
6	Dr. S.N Topannavar	Associate Professor	Member	
7	Prof. S.A.Goudadi	Assistant Professor	Member	
8	Prof. M.P.Yanagimath	Assistant Professor	Member	
9	Prof. D.B.Madihalli	Assistant Professor	Member	
10	Dr. M.S.Hanagadkar	Associate Professor	Member	
11	Prof. D. N. Inamdar	Assistant Professor	Member Convener	





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**14. Publicity/Advertisement/ Institute Website updates committee**

S.No.	Name	Category	Designation	Signature
1	Dr. S. C. Kamate	Principal	Chairman	
2	Prof. D. B. Madihalli	Assistant Professor	Member	
3	Prof. C. R. Belavi	Assistant Professor	Member	
4	Prof. S. S. Birade	Assistant Professor	Member	
5	Mr. S.R.Koteppagol	Office Suprintd	Member	
6	Prof. M.A.Hipparagi	Assistant Professor	Member Convener	

**15. Institute Maintenance Committee**

S.No.	Name	Category	Designation	Signature
1	Prof. S.D.Hirekodi	Assistant Professor	Chairman	
2	Mr. A.B. Sankeshwari	Foreman	Member	
3	Mr. P.S.Desai	Foreman	Member	
4	Mr. B S Sooji	Electrician	Member	
5	Mr. A A Patil.	Electrician	Member	
6	Mr. S N Biranagaddi	Electrician	Member	
7	Prof. M.A. Gholap	Assistant Professor	Member	
8	Prof. M.N. Nagarmunnoli	Assistant Professor	Member Convener	

**16. Hostel Committee**

S.No.	Name	Category	Designation	Signature
1	Shri. G.M.Patil	Management Representative (Secretary of Trust).	Chairman	
2	Dr. K.M.Akkoli	HOD,Mech	Member	
3	Smt. H.R.Zinage	Warden Girls Hostel	Member	
4	Mr.D.G.Kulkarni	FDA	Member	
5	Prof. M.S.Futane	Warden Boys Hostel	Member Convener	

**17. Training & Placement Cell**

S.No.	Name	Category	Designation	Signature
1	Dr. S. C. Kamate	Principal	Chairman	
2	Prof. P.M.Murari	Assistant Professor	Member	
3	Prof. P.V.Patil	Assistant Professor	Member	
4	Prof. M.I.Tanodi	Assistant Professor	Member	
5	Prof. M. A. Gholap	Assistant Professor	Member	
6	Mr. C.A. Jodatti	Assistant TPO	Member	
7	Prof. N. M. Patel	Training & Placement Officer	Member Convener	





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**18. Entrepreneurship Cell**

S.No.	Name	Category	Designation	Signature
1	Dr. S. C. Kamate	Principal	Chairman	
2	Prof. B.M.Dodamani	Assistant Professor	Member	
3	Prof. N.K.Honnagoudar	Assistant Professor	Member	
4	Prof. D M Kumbar	Assistant Professor	Member	
5	Prof. V.B.Dhere	Assistant Professor	Member Convener	

**19. Alumni Association**

S.No.	Name	Category	Designation	Signature
1	Prof. O.B.Heddurshetti	Assist. Professor	President	
2	Prof. S. S.Patil	Assist. Professor	Vice-President	
3	Prof. A.A. Daptardar	Assist. Professor	Vice-President	
4	Prof. N M.Patel	Assist. Professor	Secretary	
5	Prof. P. M. Murari	Assist. Professor	Joint Secretary	
6	Prof. M. A. Hipparagi	Assist. Professor	Treasurer	
7	Prof. S. A. Goudadi	Assist. Professor	Director	
8	Prof. R. R.Patil	Assist. Professor	Director	
9	Prof. M. P. Yanagimath	Assist. Professor	Director	
10	Prof. D. B. Madihalli	Assist. Professor	Director	
11	Shri Mahantesh Vakkund, Proprietor, PSSM Corporation Bridge Stone Tyres, Belagavi	Alumnus	Director	
12	Shri. Kuldeep P. Sambrekar, Asst.Professor, Gogte Institute of Technology, Belagavi	Alumnus	Director	
13	Shri.Praveen Baragale, Assistant Engineer, HESCOM	Alumnus	Director	
14	Shri. Gururaj B. Kankanawadi, Manager(IT) Regional Office, KVG Bank, Gokak.	Alumnus	Director	
15	Prof. P. V. Patil, Asst. Professor	Alumnus	Director	
16	Prof. K. G. Ambli	Alumnus	Director	
17	Dr. S.C.Kamate	Principal	Coordinator	

**20. Industry Institute Interaction Cell(HIC)**

S.No.	Name	Category	Designation	Signature
1	Dr. S. C. Kamate	Principal	Chairman	
2	Prof. B.M.Dodamani	Assistant Professor	Member	
3	Prof. S.G.Gollagi	Assistant Professor	Member	
4	Prof. K.B.Neglur	Assistant Professor	Member	
5	Prof.D.M.Kumbar	Assistant Professor	Member Convener	





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**21. SC/ST Cell**

S.No.	Name	Category	Designation	Signature
1	Dr. S. C. Kamate	Principal	Chairman	
2	Prof. M. A. Chitale	Assistant Professor	Member	
3	Prof. M.M. Shivashimpi	Assistant Professor	Member	
4	Prof. M.M.Gadag	Assistant Professor	Member	
5	Prof. K. B. Negalur	Assistant Professor	Member Convener	

**22. NAAC Committee**

S.No.	Name	Category	Designation	Signature
1	Dr. S. C. Kamate	Principal	Chairman	
2	Smt. S.S.Malaj (C1)	Assistant Professor	Member	
3	Dr.R.M.Yadahalli (C2)	Professor	Member	
4	Dr. S.N Topannavar (C3)	Associate Professor	Member	
5	Prof. S.G.Gollagi (C4)	Assistant Professor	Member	
6	Prof. O.B.Heddurshetti (C5)	Assistant Professor	Member	
7	Prof. D.N.Inamdar (C6)	Assistant Professor	Member	
8	Prof. R.R.Patil (C7)	Assistant Professor	Member	
9	Dr. B.V.Madiggond	Professor	Chief Convener	

**23. Women Empowerment Committee**

S.No.	Name	Category	Designation	Signature
1	Dr. S. C. Kamate	Principal	Chairman	
2	Smt. A.A.Daptardar	Assistant Professor	Member	
3	Smt. B.P.Khot	Assistant Professor	Member	
4	Smt. S. G. Huddar	Assistant Professor	Member	
5	Smt. S.S.Kankanwadi	Lab supervisor	Member	
6	Smt. S.S.Kamate	Assistant Professor	Member Convener	

**24. Minority Cell**

S.No.	Name	Category	Designation	Signature
1	Dr. S. C. Kamate	Principal	Chairman	
2	Prof. N.M.Patel	Assistant Professor	Member	
3	Prof. S.A.Goudadi	Assistant Professor	Member	
4	Prof. H.R.Zinage	Assistant Professor	Member	
5	Prof. S.B.Akkole	Assistant Professor	Member	
6	Prof. S.S.Thabaj	Assistant Professor	Member Convener	





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**25. OBC Cell**

S.No.	Name	Category	Designation	Signature
1	Dr. S. C. Kamate	Principal	Chairman	
2	Prof.P.V.Patil	Assistant Professor	Member	
3	Prof. M.A.Gholap	Assistant Professor	Member	
4	Prof. B.M.Dodamani	Assistant Professor	Member	
5	Prof.S.L.Patil	Assistant Professor	Member	
6	Prof.P.M.Murari	Assistant Professor	Member Convener	

**Committees for Professional Body Activities****26. ISTE Chapter**

S.No.	Name	Category	Designation	Signature
1	Dr. S. C. Kamate	Principal	Chairman	
2	Prof. D.N.Inamdar	Assistant Professor	Member	
3	Prof. V.B. Dhere	Assistant Professor	Member	
4	Prof. M.A.Chitale	Assistant Professor	Member	
5	Prof. S.S.Ittannavar	Assistant Professor	Member Convener	

**27. IEEE Chapter**

S.No.	Name	Category	Designation	Signature
1	Dr. S. C. Kamate	Principal	Chairman	
2	Prof. V.B. Dhere	Assistant Professor	Member	
3	Prof. M.G.Huddar	Assistant Professor	Member	
4	Prof. S.S.Kamate	Assistant Professor	Member Convener	

**28. Institution of Engineers**

S.No.	Name	Category	Designation	Signature
1	Dr. S. C. Kamate	Principal	Chairman	
2	Dr. R.M.Yadahalli	Professor	Member	
3	Dr. K.M.Akkoli	Assistant Professor	Member	
4	Prof. H.R.Zinage	Assistant Professor	Member	
5	Prof. M.M.Shivashimpi	Assistant Professor	Member Convener	





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### 29. Lead Cell

S.No.	Name	Category	Designation	Signature
1	Prof. S.S. Patil	Assistant Professor	Chairman	
2	Mr. Sachin Chinmuri (ME)	Student Representative	Member	
3	Miss. Ranjana Kadam (EEE)	Student Representative	Member	
4	Mr. Kiran Keliginamani (ECE)	Student Representative	Member	
5	Miss. Revati R. Patil (CSE)	Student Representative	Member	
6	Miss. Laxmi Patil (ECE)	Student Representative	Member Convener	

### 30. KSCST Committee

S.No.	Name	Category	Designation	Signature
1	Dr. S. C. Kamate	Principal	Chairman	
2	Prof.M.P.Yanagimath	Assistant Professor	Member	
3	Prof. S. B. Akkole	Assistant Professor	Member	
4	Prof.M.G.Huddar	Assistant Professor	Member	
5	Prof. M.S.Futane	Assistant Professor	Member Convener	



Copy to

1. All HODs
2. Prof. D.N.Inamdar, NBA Coordinator
3. Dr. B. V. Madiggond, NAAC Coordinator
4. Establishment Section
5. Library
6. Placement Cell
7. Hostel Wardens

31/7/20  
**PRINCIPAL**  
Hirasugar Institute of Technology  
NIDASOSHI-591 236

	S J P N Trust's	<b>Hirasugar Institute of Technology, Nidasoshi</b>	<b>Institute</b>
	<i>Inculcating Values, Promoting Prosperity</i>		<b>HOD Meeting</b>
	Approved by AICTE, Recognized by Govt. of Karnataka and Affiliated to VTU Belagavi.		<b>WARC</b>
	<b>Accredited at 'A' Grade by NAAC</b>		<b>2020-21</b>
<b>Programmes Accredited by NBA: CSE, ECE, EEE &amp; ME.</b>		<b>Even Semester</b>	

Ref. No.: HSIT/NDS/HOD-Meeting-14/2021-22

Date: 30.08.2021

## NOTICE

A meeting of all HODs is convened on 30.08.2021 in the office of the Principal at 11.00AM.  
The agenda of the meeting are as below:

### Agenda:

1. Review of First year syllabus coverage/attendance up to week no.12.
2. Review the First year admission campaign.
3. Finalization of CIE marks.
4. Evaluation of VII Sem. students Internship Progress.
5. Allotment of workload and additional responsibilities.
6. Any other matter with the permission of the chair.

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The average syllabus coverage/attendance of II Semester is 75/70%	All HODs	28.08.2021	
2	The inputs from various teams visited to CET centers at Belagavi, Jamakhandi, Gokak & Chikodi on 29-08-2021 have been discussed and parents inputs were taken into consideration for admissions.	MAH	29.08.2021	
3	The CIE for IV & VI Sem have been finalized as per University Circular (40:60) CIE: SEE 2017 & 2018 scheme (20:80) CIE: SEE 2015 scheme.	All HODs	-	
4.	The HODs are requested to assign their dept. faculty members to visit the Industries and conduct evaluation of Internship training program undergone by VII sem. students and submit progress report till 30 <sup>th</sup> Sept. 2021.	All HODs	-	
5.	All the HODs are requested to allocate workload for the AY 2021-22 and additional responsibilities as per AICTE 360° feedback requirement for the commencement of academic session from 1 <sup>st</sup> October 2021.	All HODs	-	
6	The meeting concluded with vote of thanks to chair			

### Members Present:

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. S.N.Topannavar	HOD-ME		Prof. S.V.Manjaragi	HOD-CSE	
Prof. S.B.Akkole	HOD-EC		Dr. K.M. Akkoli	I-Year Coord.	
Prof. S.D.Hirekodi	I/C HOD		Prof. O.B.Heddurshetti	AP	
Prof. P.M.Murari	AP		Prof.M.S.Futane	AP	
Prof. S.S.Ittannavar	AP		Prof. M.I.Tanodi	AP	
Mr.V.S.Hiremath	OS				

  
30/8/21  
Dr. S.C.Kamate  
Principal

	<b>S J P N Trust's</b>	<b>Hirasugar Institute of Technology, Nidasoshi</b>	<b>Institute</b>
	<i>Inculcating Values, Promoting Prosperity</i>		<b>HOD Meeting</b>
	Approved by AICTE, Recognized by Govt. of Karnataka and Affiliated to VTU Belagavi.		<b>WARC</b>
	Accredited at 'A' Grade by NAAC Programmes Accredited by NBA: CSE, ECE, EEE & ME.		<b>2020-21 Even Semester</b>

Ref. No.: HSIT/NDS/HOD-Meeting-13/2021-22

Date: 19.07.2021

## NOTICE

A meeting of all HODs is convened on 19.07.2021 in the office of the Principal at 3.30PM. The agenda of the meeting are as below:

### Agenda:

1. Review of First year syllabus coverage/attendance up to week no.09 and up to week no. 13 for IV, VI & VIII Sem.
2. To review the placement progress for AY 2020-21.
3. To review the preparations for re-opening of college from 26<sup>th</sup> July 2021.
4. Collection of students feedback as per NBA & NAAC requirement.
5. Preparation and participation of SSP 44<sup>th</sup> series of KSCST
6. To discuss the preparation of NBA compliance report.
7. Any other matter with the permission of the chair.

*(Pa)*  
19/7  
(Dr. B.V. Madiggond)  
Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The average syllabus coverage/attendance of II Semester is 51/78% and IV, VI & VIII Semester is 77/79%, 81/79% & 95/79%.	All HODs	17.07.2021	
2	TPO is requested to provide 3 years details of placements and training activities conducted department wise to HODs for the reference of aspiring students and parents.	N M Patel	22.07.2021	
3	Preparations for re-opening of college from 26 <sup>th</sup> July 2021 has been discussed and taskforce is constituted to implement SOP. Offline classes/Labs will be conducted as per students need.	R R Patil	24.07.2021	
4	It is decided to collect students feedback as per NBA/NAAC requirement from all semesters.	SSM & DNI	30.07.2021	
5	All the HODs/guides are requested to prepare students for participation in KSCST 44 <sup>th</sup> Series online competition.	All HODs	26.07.2021.	
6	The preparations required for submission of NBA compliance report due in 30.12.2021 is discussed and decided to keep all the supportive documents with information by 30.10.2021.	DNI	30.12.2021	
7	The meeting concluded with vote of thanks to chair.			

### Members Present:

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. S.N.Topannavar	HOD-ME	<i>(Signature)</i>	Prof. S.V.Manjaragi	HOD-CSE	<i>(Signature)</i>
Prof. S.B.Akkole	HOD-EC	<i>(Signature)</i>	Dr. K.M. Akkoli	I-Year Coord.	<i>(Signature)</i>
Prof. D.N.Inamdar	NBA Coord.	<i>(Signature)</i>	Prof. N.M.Patel	TPO	

*(Signature)*  
Dr.S.C.Kamate  
Principal

	<b>S J P N Trust's</b> <b>Hirasugar Institute of Technology, Nidasoshi</b> <i>Inculcating Values, Promoting Prosperity</i> Approved by AICTE, Recognized by Govt. of Karnataka and Affiliated to VTU Belagavi. <b>Accredited at 'A' Grade by NAAC</b> <b>Programmes Accredited by NBA: CSE, ECE, EEE &amp; ME.</b>	<b>Institute</b>
		<b>HOD Meeting</b>
		<b>WARC</b>
		<b>2020-21</b> <b>Even Semester</b>

Ref. No.: HSIT/NDS/HOD-Meeting-12/2021-22

Date: 12.07.2021

## NOTICE

A meeting of all HODs is convened on 12.07.2021 in the office of the Principal at 3.30PM. The agenda of the meeting are as below:

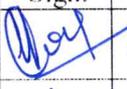
### Agenda:

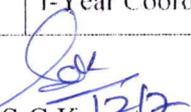
1. Review of First year syllabus coverage/attendance up to week no.08 and up to week no. 12 for IV, VI & VIII Sem.
2. Review of VTU I Sem.& VIII Sem. Exam Time-table
3. Any other matter with the permission of the chair.

  
 (Dr. B.V. Madiggond)  
 Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The average syllabus coverage/attendance of II Semester is 45/77% and IV, VI & VIII Semester is 71/79%, 78/80% & 90/80%.	All HODs	10.07.2021	
2	The VTU Exam Timetable for I Sem. (remaining subjects) and VIII Sem.(Regular) Scheduled from 27 <sup>th</sup> & 26 <sup>th</sup> July 2021 has been discussed and decided to take necessary preparations.	All HODs	10.07.2021	
3.	The meeting concluded with vote of thanks to chair.			

### Members Present:

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. S.N.Topannavar	HOD-ME		Prof. S.V.Manjaragi	HOD-CSE	
Prof. S.B.Akkole	HOD-EC		Dr. K.M. Akkoli	I-Year Coord.	

  
 Dr.S.C.Kamate  
 Principal



Ref. No.: HSIT/NDS/HOD-Meeting-11/2021-22

Date: 05.07.2021

## NOTICE

A meeting of all HODs is convened on 05.07.2021 in the office of the Principal at 4.00PM. The agenda of the meeting are as below:

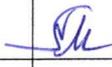
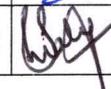
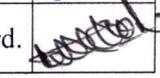
### Agenda:

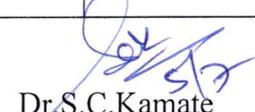
1. Review of First year syllabus coverage/attendance up to week no.07 and up to week no. 11 for IV, VI & VIII Sem.
2. Review of vaccination status of Staff and students.
3. VTU Recommendation for Permanent Affiliation.
4. Any other matter with the permission of the chair.

  
(Dr. B.V. Madiggond)  
Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The average syllabus coverage/attendance of I Semester is 38/79% and IV, VI & VIII Semester is 63/79%, 68/80% & 82/81%.	All HODs	03.07.2021	
2	The vaccination status of Staff and students till 5 <sup>th</sup> July 2021 was reviewed. 151 students and 53 staff members have got vaccinated in the Campus Vaccination Drive organized on Monday 5 <sup>th</sup> July 2021. Total number of staff vaccinated: 133/133 (100%) Total number of students vaccinated: 372/605 (62%)	All HODs	05.07.2021	
3.	The Recommendation letter issued by VTU for Permanent Affiliation from the AY 2020-21 to 2025-26 has been discussed and all the HODs have expressed their happiness for the academic achievement.	Principal	02.07.2021	
4.	The meeting concluded with vote of thanks to chair.			

### Members Present:

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. S.N.Topannavar	HOD-ME		Prof. S.V.Manjaragi	HOD-CSE	
Prof. S.S.Malaj	I/c HOD-EC		Dr. K.M. Akkoli	I-Year Coord.	

  
Dr.S.C.Kamate  
Principal



Ref. No.: HSIT/NDS/HOD-Meeting-10/2021-22

Date: 29.06.2021

## NOTICE

A meeting of all HODs is convened on 29.06.2021 in the office of the Principal at 4.00PM. The agenda of the meeting are as below:

### Agenda:

1. Review of First year syllabus coverage/attendance up to week no.06 and up to week no. 10 for IV, VI & VIII Sem.
2. Modification in the proforma department budget.
3. Any other matter with the permission of the chair.

(Dr. B.V. Madiggond)  
Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The average syllabus coverage/attendance of I Semester is 35/79% and IV, VI & VIII Semester is 53/79%, 59/80% & 77/80%.	All HODs	26.06.2021	
2	Formats for department wise budget have been discussed and finalized: Format-I & Format-II. HODs are requested to submit budget in the revised format for the FY 2021-22.	All HODs	02.07.2021	
3.	The meeting concluded with vote of thanks to chair.			

### Members Present:

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. S.N.Topannavar	HOD-ME		Prof. S.V.Manjaragi	HOD-CSE	
Prof. S.B.Akkole	HOD-EC		Dr. K.M. Akkoli	I-Year Coord.	
Prof. S.D.Hirekodi	AP		Dr. M.S.Hanagadkar	AP	
Prof. V.M.Bhumannavar	AP		Mr. Gururaj Solabannavar	Librarian	
Mr. S.R.Koteppagol	OS				

Dr.S.C.Kamate  
Principal



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**Programmes Accredited by NBA: CSE, ECE, EEE & ME.**

**Institute**  
**HOD Meeting**  
**WARC**  
**2020-21**  
**Even Semester**

Ref. No.: HSIT/NDS/HOD-Meeting-10/2021-22

Date: 23.06.2021

## NOTICE

A meeting of all HODs is convened on 23.06.2021 in the office of the Principal at 4.00PM. The agenda of the meeting are as below:

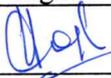
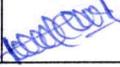
### Agenda:

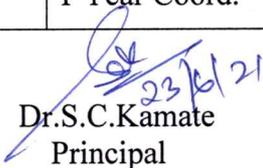
1. Review of First year syllabus coverage/attendance up to week no.05 and up to week no. 09 for IV, VI & VIII Sem.
2. To discuss First year admission strategy for the AY 2021-22.
3. Conduction of II IA for IV, VI & VIII Semester.
4. Review the preparations for VTU LIC visits.
5. Any other matter with the permission of the chair.

  
(Dr. B.V. Madiggond)  
Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The average syllabus coverage/attendance of I Semester is 29/80% and IV, VI & VIII Semester is 50/81%, 52/81% & 64/80%.	All HODs	19.06.2021	
2	Admission strategy for the AY 2021-22 has been discussed and it is decided to handle Management quota admission directly by respective dept. HODs to ensure maximum admissions.	All HODs	--	
3.	It is decided to conduct II IA for IV, VI & VIII Semester as per COE i.e. 24 <sup>th</sup> to 26 <sup>th</sup> June 2021.	All HODs	24.06.2021	
4.	The preparations required for VTU LIC visits for extension of temporary affiliation for the AY 2021-22 has been discussed and all HODs are requested to keep all the necessary documents as per VTU Circular for inspection.	All HODs	30.06.2021	
5.	The meeting concluded with vote of thanks to chair.			

### Members Present:

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. S.N.Topannavar	HOD-ME		Prof. S.V.Manjaragi	HOD-CSE	
Prof. S.B.Akkole	HOD-EC		Dr. K.M. Akkoli	I-Year Coord.	

  
23/6/21  
Dr.S.C.Kamate  
Principal



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**Institute**  
**HOD Meeting**  
**WARC**  
**2021-22**  
**Even Sem**

Ref. No.: HSIT/NDS/HOD-Meeting-01/2021-22

Date: 26.04.2021

## NOTICE

A meeting of all HODs is convened on 26.04.2021 in the office of the Principal at 3.30PM. The agenda of the meeting are as below:

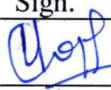
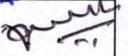
### Agenda:

1. To discuss the academic preparations during Janata Curfew/Lockdown.
2. Any other matter with the permission of the chair.

  
(Dr. B.V. Madiggond)  
Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The State Govt. guidelines of the Janata Curfew/Lockdown declared has been discussed and it is decided to : I) Conduct online classes as per time-table and collect day today report from the faculty. II) Counsel staff members to face covid-19 emergency situations effectively. III) Attending University exam duty and adhering to SOP IV) Teachers are permitted to work from home and limited Non teaching staffs are required to attend the work.	All HODs	10.05.2021	
2	The meeting concluded with vote of thanks to chair.			

### Members Present:

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. S.N.Topannavar	HOD-ME		Prof. S.V.Manjaragi	HOD-CSE	
Prof. S.B.Akkole	HOD-EC		Dr. K.M. Akkoli	I-Year Coord.	
Mr. S.R.Koteppagol	OS(Admn)		Mr. V.S.Hiremath	OS(Acad)	

  
Dr. S.C.Kamate  
Principal

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		<b>HOD Meeting</b>
		<b>WARC</b>
		<b>2021-22</b> <b>Even Sem</b>

Ref. No.: HSIT/NDS/HOD-Meeting-00/2021-22

Date: 19.04.2021

## NOTICE

A meeting of all HODs is convened on 19.04.2021 in the office of the Principal at 3.30PM. The agenda of the meeting are as below:

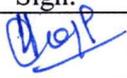
### Agenda:

1. Review of attendance of students for IV, VI & VIII Sem.
2. Conductio~~n~~ of offline classes.
3. Finalization of COE for Even Semester 2020-21.
4. Any other matter with the permission of the chair.

  
 (Dr. B.V. Madiggond)  
 Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The attendance status of students of IV, VI & VIII Semester has been reviewed and discussed about continuation of offline classes.	All HODs	-	
2	It is decided to conduct classes offline as of today and further modifications will be taken-up as per the prevailing situations.	All HODs	30.04.2021	
3.	The draft COE for Even Semester 2020-21 has been discussed and finalized.	All HODs	19.04.2021	
4.	The meeting concluded with vote of thanks to chair.			

### Members Present:

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. S.N.Topannavar	HOD-ME		Prof. S.V.Manjaragi	HOD-CSE	
Prof. S.B.Akkole	HOD-EC		Dr. K.M. Akkoli	I-Year Coord.	

  
 Dr.S.C.Kamate  
 Principal



Ref. No.: HSIT/NDS/HOD-Meeting-13/2020-21

Date: 29.03.2021

## NOTICE

A meeting of all HODs is convened on 29.03.2021 in the office of the Principal at 3.30PM. The agenda of the meeting are as below:

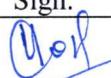
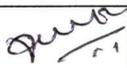
### Agenda:

1. Review of First year syllabus coverage/attendance up to week no.13 for I Sem.
2. To review the preparation for visit to PU Colleges.
3. Consideration of academic year for AQAR-2019-20 submission
4. Any other matter with the permission of the chair.

  
(Dr. B.V. Madiggond)  
Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The average syllabus coverage/attendance of I Semester is 97/85%.	I-year Co-ord.	27.03.2021	
2	All the HODs briefed about the department faculty members visit schedule of PU Colleges and completion of online registration Google form.	All HODs	03.04.2021	
3.	The academic year for submission of AQAR-2019-20 shall be 1 <sup>st</sup> July 2019 to 30 <sup>th</sup> June 2020 and AQAR to be submitted by 25 <sup>th</sup> May 2021.	All HODs	25.05.2021	
4.	The meeting concluded with vote of thanks to chair.			

### Members Present:

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. S.N.Topannavar	HOD-ME		Prof. S.V.Manjaragi	HOD-CSE	
Prof. S.B.Akkole	HOD-EC		Dr. K.M. Akkoli	I-Year Coord.	
Mr. V.S.Hiremath	OS		Mr. S.B.Chougala	FDA	

  
29/03/21  
Dr.S.C.Kamate  
Principal



S J P N Trust's  
**Hirasugar Institute of Technology, Nidasoshi**  
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**Institute**  
**HOD Meeting**  
**WARC**  
**2020-21**  
**Odd Semester**

Ref. No.: HSIT/NDS/HOD-Meeting-12/2020-21

Date: 22.03.2021

## NOTICE

A meeting of all HODs is convened on 22.03.2021 in the office of the Principal at 3.30PM. The agenda of the meeting are as below:

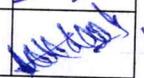
### **Agenda:**

1. Review of First year syllabus coverage/attendance up to week no.12 for I Sem.
2. Nomination of CR all years and GS (Boy & Girl) among final year: AY 2020-21.
3. Summer vacation for staff.
4. Any other matter with the permission of the chair.

  
(Dr. B.V. Madiggond)  
Convener & HOD (EE)

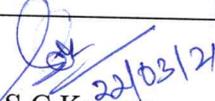
S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The average syllabus coverage/attendance of I Semester is 87/85%.	I-year Co-ord.	20.03.2021	
2	As per the convention of the Institution topper among the class will be nominated as respective class representative (CR). A Boy & Girl topper in the final year will be nominated as General Secretary (Boy & Girl). A committee consisting of all HODs shall scrutinize academic credentials of candidates and finalize the list of CR & GS.	All HODs	25.03.2021	
3.	It is decided to provide summer vacation from 8 <sup>th</sup> to 17 <sup>th</sup> April 2021 to all eligible staff. However, minimum one faculty and staff shall be available in the department during vacation. The concerned HOD is required to submit rotation duty chart. Staff members on exam duty and other mandatory requirements shall make themselves available in the campus and attend the duty without fail.	All HODs	05.04.2021	
4.	The meeting concluded with vote of thanks to chair.			

### **Members Present:**

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. S.N.Topannavar	HOD-ME		Prof. S.V.Manjaragi	HOD-CSE	
Prof. S.B.Akkole	HOD-EC		Dr. K.M. Akkoli	I-Year Coord.	

S.R.Koteppagol

OS

  
22/03/21  
Dr.S.C.Kamate  
Principal



Ref. No.: HSIT/NDS/HOD-Meeting-11/2020-21

Date: 16.03.2021

## NOTICE

A meeting of all HODs is convened on 16.03.2021 in the office of the Principal at 11.30AM.  
The agenda of the meeting are as below:

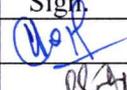
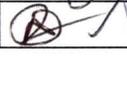
### Agenda:

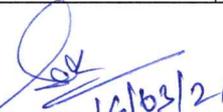
1. Review of First year syllabus coverage/attendance up to week no.11 for I Sem.
2. To review the preparations for submission of AQAR-2019-20 to NAAC.
3. To review the preparations for NBA documentation work.
4. Preparation for AICTE EOA Online application submission.
5. Conduction of I Sem III- IA & Lab IA
6. Any other matter with the permission of the chair.

  
(Dr. B.V. Madiggond)  
Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The average syllabus coverage/attendance of I Semester is 76/85%.	I-year Co-ord.	13.03.2021	
2	It is decided to convene the meeting of all NAAC Criterion coordinators and HODs on Wednesday 17-03-2021 at 3.30PM to review the preparation status.	NAAC Coord.	17.03.2021	
3.	It is decided to convene the meeting of all NBA department coordinators and HODs on Thursday 18-03-2021 at 3.30PM to review the preparation status.	NBA Coord.	18.03.2021	
4.	In view of the AICTE's notification for submission of online application for EOA for the academic year 2021-22 all the HODs are requested to provide updated information of their respective depts/course.	All HODs	16.03.2021	
5.	In view of extension of last working day the III IA & Lab IA for I Sem. is rescheduled on 5 <sup>th</sup> to 7 <sup>th</sup> April 2021 and Lab IA 9 <sup>th</sup> & 10 <sup>th</sup> April 2021 respectively.	I-year Co-ord	05.04.2021	
6.	The meeting concluded with vote of thanks to chair.			

### Members Present:

Name	Design.	Sign	Name	Dept.	Sign.
Dr. S.N.Topannavar	HOD-ME		Prof. S.V.Manjaragi	HOD-CSE	
Smt. S.S.Malaj	HOD-EC		Dr. K.M. Akkoli	I-Year Coord.	
Prof. D.N.Inamdar	NBA Coord.		Mr. S.R.Kotteppagol	OS.	

  
Dr.S.C.Kamate  
Principal



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**Institute**  
**HOD Meeting**  
**WARC**  
**2020-21**  
**Even Semester**

Ref. No.: HSIT/NDS/HOD-Meeting-09/2020-21

Date: 01.03.2021

## NOTICE

A meeting of all HODs is convened on 01.03.2021 in the office of the Principal at 4.00PM. The agenda of the meeting are as below:

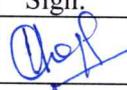
### **Agenda:**

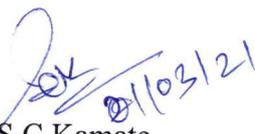
1. Review of First year syllabus coverage/attendance up to week no.9 for I Sem.
2. Finalization of AICTE activity point formats.
3. Any other matter with the permission of the chair.

  
(Dr. B.V. Madiggond)  
Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The average syllabus coverage/attendance of I Semester is 57/85%.	I-year Coord.	27.02.2021	
2	The formats for awarding AICTE activity points was discussed and finalized. The students activity is to be coordinated by Placement Officer & NSS Officer. The respective class teacher shall evaluate the activity report and award points in consultation with HOD.	All HODs	01.03.2021	
3.	The meeting concluded with vote of thanks to chair.			

### **Members Present:**

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. S.N.Topannavar	HOD-ME		Prof. S.V.Manjaragi	HOD-CSE	
Prof. S.B.Akkole	HOD-EC		Dr. K.M. Akkoli	I-Year Coord.	

  
Dr. S.C. Kamate  
Principal



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**Institute**  
**HOD Meeting**  
**WARC**  
**2020-21**  
**Even Semester**

Ref. No.: HSIT/NDS/HOD-Meeting-07/2020-21

Date: 15.02.2021

## NOTICE

A meeting of all HODs is convened on 15.02.2021 in the office of the Principal at 3.30PM. The agenda of the meeting are as below:

### **Agenda:**

1. Review of First year syllabus coverage/attendance up to week no.7 for I Sem.
2. Review of VGST proposals prepared by all the departments.
3. Finalization of formats for AICTE activity points.
4. Online submission/uploading of CIE marks on VTU portal.
5. Any other matter with the permission of the chair.

(Dr. B.V. Madiggond)  
Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The average syllabus coverage/attendance of I Semester is 40/80%.	All HODs	13.02.2021	
2	The proposals prepared by all the departments is reviewed and it is decided to submit with due corrections.	All HODs	15.02.2021	
3.	In view of bringing uniformity in the formats of report submission by students for Award of AICTE activity points. Prof. S.V.Manjaragi has been requested to collect formats from all departments and modify & prepare one model format. It is decided to circulate to students the model format for submission before 19-02-2021.	All HODs.	19.02.2021	
4	All the HODs are requested to complete mapping of their department faculty (Left/Joined) and upload CIE marks as per VTU scheme of study before 19-02-2021.	All HODs	19.02.2021	
5.	The meeting concluded with vote of thanks to chair.			

### **Members Present:**

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. S.N.Topannavar	HOD-ME		Prof. S.V.Manjaragi	HOD-CSE	
Prof. S.S.Malaj	HOD-EC		Dr. K.M. Akkoli	I-Year Coord.	

  
15/2/21  
Dr.S.C.Kamate  
Principal

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		<b>HOD Meeting</b>
		<b>WARC</b>
		<b>2020-21</b> <b>Odd Semester</b>

Ref. No.: HSIT/NDS/HOD-Meeting-05/2020-21

Date: 01.02.2021

## NOTICE

A meeting of all HODs is convened on 01.02.2021 in the office of the Principal at 3.00PM. The agenda of the meeting are as below:

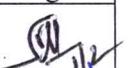
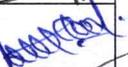
### Agenda:

1. Review of Contact Classes for III Sem. & portion coverage/attendance up to week no.5 for I Sem.
2. Submission of proposals for VGST & Modrobs
3. Review of information to be submitted for NIRF-2021.
4. Organizing PU College Teachers Forum meeting
5. Any other matter with the permission of the chair.

  
 (Dr. B.V. Madiggond)  
 Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The average syllabus coverage/attendance of I Semester is 23/81% and contact classes for III Semester were continued up to 27 <sup>th</sup> Feb 2021.	All HODs	30.01.2021	
2	It is decided to submit one proposal from each dept. to VGST.	All HODs	15.02.2021	
3.	Prof. D.N.Inamdar presented the institution data to be submitted to NIRF. After thorough discussion it is decided to submit the application.	Prof.DNI	03.02.2021	
4	In view of VTU examinations it is requested to organize PU College Teachers Forum meeting before 8 <sup>th</sup> Feb 2021.	Dr.MSH	02.02.2021	
5.	The meeting concluded with vote of thanks to chair.			

### Members Present:

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. S.N.Topannavar	HOD-ME		Prof. S.V.Manjaragi	HOD-CSE	
Prof. S.B. Akkole	HOD-EC		Dr. K.M. Akkoli	I-Year Coord.	
Dr. M.S.Hanagadkar	Chemistry		Prof. D.N.Inamdar	Mech.Dept.	

  
 Dr.S.C.Kamate  
 Principal



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**Institute**  
**HOD Meeting**  
**WARC**  
**2020-21**  
**Odd Semester**

Ref. No.: HSIT/NDS/HOD-Meeting-03/2020-21

Date: 18.01.2021

## NOTICE

A meeting of all HODs is convened on 18.01.2021 in the office of the Principal at 3.00PM. The agenda of the meeting are as below:

### **Agenda:**

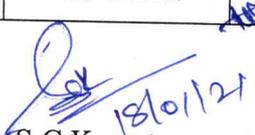
1. Review of portion coverage/attendance up to week no.3 for I & III Sem.
2. Submission of shortage of attendance & reporting of any issues related to online exam form filling.
3. Postponement of I Semester IA.
4. Organizing Welcome Function for I Year students.
5. Any other matter with the permission of the chair.

  
18/1/21  
(Dr. B.V. Madiggond)  
Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The average syllabus coverage/attendance of I & III Semester offline class & revision up to week no. 03 are 15/90% & 20/75% respectively.	All HODs	16.01.2021	
2	All the HODs are requested to report any specific issues related to exam form filling to office and get it resolved. Submit Shortage of attendance as per university calendar.	All HODs.	18.01.2021	
3.	In view of University revised COE it is decided to postpone I Sem. IA and publish the revised date.	Dr.KMA	28.01.2021	
4	Welcome Function for I Year students is scheduled on 19 <sup>th</sup> Jan 2021 at 3.00pm.	Dr.KMA	19.01.2021	
5.	The meeting concluded with vote of thanks to chair.			

### **Members Present:**

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. S.N.Topannavar	HOD-ME		Prof. S.V.Manjaragi	HOD-CSE	
Prof. S.B. Akkole	HOD-EC		Dr. K.M. Akkoli	I-Year Coord.	

  
18/01/21  
Dr.S.C.Kamate  
Principal

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		<b>HOD Meeting</b>
		<b>WARC</b>
		<b>2020-21</b> <b>Odd Semester</b>

Ref. No.: HSIT/NDS/HOD-Meeting-19/2020-21

Date: 11.01.2021

## NOTICE

A meeting of all HODs is convened on 11.01.2021 in the office of the Principal at 3.30PM. The agenda of the meeting are as below:

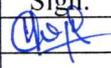
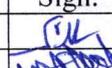
### Agenda:

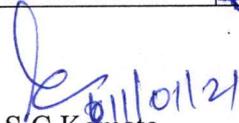
1. Review of portion coverage/attendance up to week no. ~~18~~ for 3,5,7 & week No. ~~3~~ for I Sem.
2. To review the implementation of Mentor- Mentee system.
3. To conduct IA for lateral entry- III sem students.
4. To organize welcome function for I year students.
5. Any other matter with the permission of the chair.

  
 (Dr. B.V. Madiggond)  
 Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The syllabus coverage and attendance of all semester has been reviewed and 1. I & III Semester student are attending offline classes/Lab w.e.f. 01-01-2021. 2. V & VII Semester theory syllabus has been covered through online/offline and lab experiments through offline. 3. The I Sem syllabus covered/attendance upto week no. 02 is 09/70%.	All HODs	09.01.2021	
2	The implementation of Mentor-mentee system in the institution has been reviewed thoroughly and suggested to weekly monitor the process. HODs are requested to submit copy of mentor-mentee allotment list.	All HODs	12.01.2021	
3.	It is decided to conduct I, II & III IA for III semester lateral entry students respectively in 3,5 and 7 week.	All HODs	27.02.2021	
4	It is decided to organize welcome function for I year students on Wednesday/Friday 13/15 January 2021.	I-Year Coord.	13.01.2021	
5.	The meeting concluded with vote of thanks to chair.			

### Members Present:

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. S.N.Topannavar	HOD-ME		Prof. S.V.Manjaragi	HOD-CSE	
Prof. S.B. Akkole	HOD-EC		Dr. K.M. Akkoli	I-Year Coord.	

  
 Dr.S.C.Kamate  
 Principal



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**Institute**  
**HOD Meeting**  
**WARC**  
**2020-21**  
**Odd Semester**

Ref. No.: HSIT/NDS/HOD-Meeting-18/2020-21

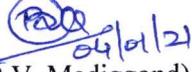
Date: 04.01.2021

## NOTICE

A meeting of all HODs is convened on 04.01.2021 in the office of the Principal at 3.30PM. The agenda of the meeting are as below:

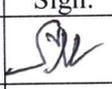
### **Agenda:**

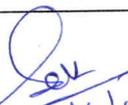
1. Review of portion coverage/attendance up to week no.18 for 3,5,7 & week No. 2 for I Sem.
2. To review the implementation of SOP in campus and Hostels.
3. To review the branch wise attendance of students for offline classes w.e.f. 01-01-2021.
4. Any other matter with the permission of the chair.

  
(Dr. B.V. Madiggond)  
Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The average syllabus coverage/attendance of III, V & VII Semester up to week no. 18 are 95/84%, 95/80% & 93/82% respectively and I Sem. 7.5/87%.	All HODs	02.01.2021	
2	The SOP implemented in the campus and Hostels has been reviewed and necessary instructions such as i. Admit only students with -Ve COVID-19 reports in Hostels. <i>Asymptomatic Report</i> ii. Isolation of symptomatic Students/Staff from attending class/duty.	All HODs	04.01.2021	
3.	The branch wise attendance of students for offline classes w.e.f. 01-01-2021 has been reviewed and found quite satisfactory.	All HODs	04.01.2021	
4.	The meeting concluded with vote of thanks to chair			

### **Members Present:**

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. S.N.Topannavar	HOD-ME		Prof. S.V.Manjaragi	HOD-CSE	
Prof. S.B. Akkole	HOD-EC		Dr. M.S. Hanagadakar	I-Year Coord.	
Smt. H.R. Zinage	Warden (LH)		Prof. M.S. Futane	Warden (BH)	

  
Dr.S.C.Kamate  
Principal



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**Institute**  
**HOD Meeting**  
**WARC**  
**2020-21**  
**Odd Semester**

Ref. No.: HSIT/NDS/HOD-Meeting-17/2020-21

Date: 29.12.2020

## NOTICE

A meeting of all HODs is convened on 29.12.2020 in the office of the Principal at 3.30PM. The agenda of the meeting are as below:

### Agenda:

1. Review of portion coverage/attendance up to week no.17 for 3,5,7 & week No. 1 for I Sem.
2. To review the branch wise admission status for the AY 2020-21.
3. Submission of Project proposals to KSCST.
4. Any other matter with the permission of the chair.

(Dr. B.V. Madiggond)  
Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The average syllabus coverage/attendance of III, V & VII Semester up to week no. 17 are 91/82%, 92/80% & 90/79% respectively and I Sem. 04/90%.	All HODs	26.12.2020	
2	The Branch wise admission status for the AY 2020-21 was discussed and is as below: First year CE-07, ME-07, EEE-17, ECE-46, CSE-53 Total: 130 & Lateral Entry -19.	All HODs	29.12.2020	
3.	Prof. M.I. Tanodi, Asst.Prof. Mechanical dept., College level coordinator for KSCST shall collect & consolidate the list of project proposals from all HODs and submit to KSCST.	MI Tanodi	04.01.2021	
4.	The meeting concluded with vote of thanks to chair			

### Members Present:

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. S.N.Topannavar	HOD-ME		Prof. S.V.Manjaragi	HOD-CSE	
Smt. S.S.Malaj	HOD-EC		Dr. K.M.Akkoli	I-Year Coord.	

29/12/20  
Dr.S.C.Kamate  
Principal



Ref. No.: HSIT/NDS/HOD-Meeting-16/2020-21

Date: 21.12.2020

## NOTICE

A meeting of all HODs is convened on 21.12.2020 in the office of the Principal at 4.00PM. The agenda of the meeting are as below:

### **Agenda:**

1. Review of portion coverage/attendance up to week no.16.
2. To review about completion I-year Induction Program.
3. Conducting of online III IA.
4. Informing students to attend offline classes.
5. Any other matter with the permission of the chair.

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The average syllabus coverage/attendance of III, V & VII Semester up to week no. 16 are 86/83%, 86/80% & 85/81% respectively.	All HODs	19.12.2020	
2	One week Induction Program for I-Year students was completed successfully from 14 <sup>th</sup> to 19 <sup>th</sup> Dec 2020.	Dr.K.M.A.	19.12.2020	
3.	In view of Covid-19, it is decided to conduct online III IA for 3,5 & 7 Semester from 28 <sup>th</sup> to 30 <sup>th</sup> Dec 2020.	All HODs	28.12.2020	
4.	It is decided to inform I, III & V Semester students to attend offline classes from 1 <sup>st</sup> Jan 2021 and strictly adhering to SOP	All HODs	30.12.2020	
5.	The meeting concluded with vote of thanks to chair			

### **Members Present:**

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. S.N.Topannavar	HOD-ME		Prof. S.V.Manjaragi	HOD-CSE	
Prof.M.P.Yanagimath	I/c HOD-EE		Dr. K.M.Akkoli	I-Year Coord.	
Prof. S.B.Akkole	HOD-EC				

**PRINCIPAL**



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**Institute**  
**HOD Meeting**  
**WARC**  
**2020-21**  
**Odd Semester**

Ref. No.: HSIT/NDS/HOD-Meeting-15/2020-21

Date: 14.12.2020

## NOTICE

A meeting of all HODs is convened on 14.12.2020 in the office of the Principal at 4.00PM. The agenda of the meeting are as below:

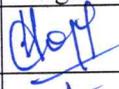
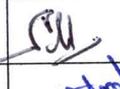
### **Agenda:**

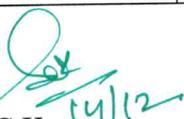
1. Review of portion coverage/attendance up to week no.15.
2. Conducting Physical Classes/Lab for III & V Sem. students
3. Conducting additional classes for Lateral Entry students.
4. Any other matter with the permission of the chair.

  
(Dr. B.V. Madiggond)  
Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The average syllabus coverage/attendance of III, V & VII Semester up to week no. 15 are 78/83%, 81/79% & 77/80% respectively.	All HODs	12.12.2020	
2	It is decided to call students for attending physical classes/Labs for III & V Semester students from 1 <sup>st</sup> Jan-2021 looking at the COVID-19 prevailing situation.	All HODs	01.01.2021	
3.	It is decided to conduct additional classes for Lateral entry students from 1 <sup>st</sup> Jan -2021.	All HODs	01.01.2021	
4.	The meeting concluded with vote of thanks to chair			

### **Members Present:**

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. S.N.Topannavar	HOD-ME		Prof. S.V.Manjaragi	HOD-CSE	
Prof. S.B.Akkole	HOD-EC		Dr. K.M.Akkoli	I-Year Coord.	

  
Dr.S.C.Kamate  
Principal



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**Institute**  
**HOD Meeting**  
**WARC**  
**2020-21**  
**Odd Semester**

Ref. No.: HSIT/NDS/HOD-Meeting-14/2020-21

Date: 08.12.2020

## NOTICE

A meeting of all HODs is convened on 08.12.2020 in the office of the Principal at 4.00PM. The agenda of the meeting are as below:

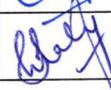
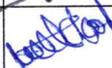
### **Agenda:**

1. Review of portion coverage/attendance up to week no.14.
2. Preparation of COE for I-Year.
3. To review preparations for I Year Induction Program.
4. Any other matter with the permission of the chair.

  
(Dr. B.V. Madiggond)  
Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The average syllabus coverage/attendance of III, V & VII Semester up to week no. 14 are 73/82%, 76/82% & 69/80% respectively.	All HODs	05.12.2020	
2	COE for I-Year to be prepared in line with VTU COE dated 04-12-2020 in consultation with IQAC coordinator.	Dr.K.M.A	10.12.2020	
3.	One week Induction program to be scheduled from 14-12-2020 to 19-12-2020 for I-year students.	Dr.K.M.A	10.12.2020	
4.	The meeting concluded with vote of thanks to chair			

### **Members Present:**

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. S.N.Topannavar	HOD-ME		Prof. S.V.Manjaragi	HOD-CSE	
Smt. S.S.Malaj	I/c HOD-EC		Dr. K.M.Akkoli	I-Year Coord.	

  
Dr. S.C.Kamate  
Principal



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**Institute**  
**HOD Meeting**  
**WARC**  
**2020-21**  
**Odd Semester**

Ref. No.: HSIT/NDS/HOD-Meeting-13/2020-21

Date: 01.12.2020

## NOTICE

A meeting of all HODs is convened on 01.12.2020 in the office of the Principal at 12.00PM.  
The agenda of the meeting are as below:

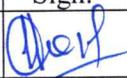
### **Agenda:**

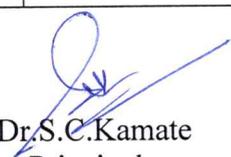
1. Review of portion coverage/attendance up to week no. 13.
2. To Plan College activities as per VTU revised COE.
3. To review preparation for conducting GATE-2021 classes.
4. Any other matter with the permission of the chair.

  
(Dr. B.V. Madiggond)  
Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The average syllabus coverage/attendance of III, V & VII Semester up to week no. 13 are 66/84%, 69/82% & 62/78% respectively.	All HODs	28.11.2020	
2	In view of revised VTU COE dated 25-11-2020, it is decided to reschedule 3 <sup>rd</sup> IA for III, V & VII Semester from 28 <sup>th</sup> to 30 <sup>th</sup> December-2020.	All HODs	28.12.2020	
3.	Preparations for conducting GATE-2021 classes was discussed and it is decided to schedule special coaching classes for students who have registered for GATE-2021 exam from 18-12-2020 & department wise separate timetable to be published. Induction session is scheduled on 18-12-2020 at 10 AM in Mechanical Seminar Hall.	All HODs	16.12.2020	
4.	The meeting concluded with vote of thanks to chair			

### **Members Present:**

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. S.N.Topannavar	HOD-ME		Prof. S.V.Manjaragi	HOD-CSE	
Prof. S.B.Akkole	HOD-EC		Dr. K.M.Akkoli	I-Year Coord.	

  
Dr.S.C.Kamate  
Principal



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**Institute**  
**HOD Meeting**  
**WARC**  
**2020-21**  
**Odd Semester**

Ref. No.: HSIT/NDS/HOD-Meeting-12/2020-21

Date: 17.11.2020

## NOTICE

A meeting of all HODs is convened on 17.11.2020 in the office of the Principal at 3.30PM. The agenda of the meeting are as below:

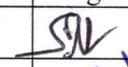
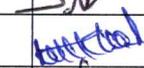
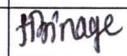
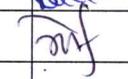
### **Agenda:**

1. Review of portion coverage/attendance up to week no. 11.
2. Review of preparations for Offline classes/Labs.
3. Any other matter with the permission of the chair.

  
(Dr. B.V. Madiggond)  
Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The average syllabus coverage/attendance of III, V & VII Semester up to week no. 11 are 58/82%, 61/80% & 51/80% respectively.	All HODs	14.11.2020	
2	Following activities have been taken up for ensuring smooth conduct of offline classes/Labs in line with Govt. SOP 1) Cleaning & sanitization of Toilets, Hostel Rooms, common areas & Classrooms/Labs. 2) Obtaining COVID-19 Test negative report for providing Hostel accommodation & permitting to attend classes/Labs is made mandatory. 3) Obtaining parents consent letter before permitting for attending classes. 4) Display of sign boards at prominent locations.	Wardens Principal HODs PED	21.11.2020	
3.	The meeting concluded with vote of thanks to chair			

### **Members Present:**

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. S.N.Topannavar	HOD-ME		Prof. S.V.Manjaragi	HOD-CSE	
Prof. S.B.Akkole	HOD-EC		Dr. K.M.Akkoli	I-Year Coord.	
Smt.H.R.Zinage	Warden LH		Prof. M.S.Futane	Warden BH	
Mr. S.R.Kotteppagol	OS		Mr. S.B.Sarawadi	PED	

  
Dr.S.C.Kamate  
Principal



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<b>Institute</b>
<b>HOD Meeting</b>
<b>WARC</b>
<b>2020-21</b> <b>Odd Semester</b>

Ref. No.: HSIT/NDS/HOD-Meeting/2020-21

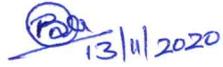
Date: 13.11.2020

## NOTICE

A meeting of all HODs is convened on 13.11.2020 in the office of the Principal at 11.00AM.  
The agenda of the meeting are as below:

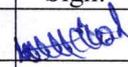
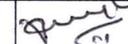
### **Agenda:**

1. Review the procedure for re-opening of College.
2. Student Registration on VTU web Portal.
3. Review of Students Feedback on joining online/offline classes.
4. Any other matter with the permission of the chair.

  
(Dr. B.V. Madiggond)  
Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	It is decided to re-open/start conducting offline classes as per VTU circular from time to time. Revised time table for conducting theory/labs will be published on 17th Nov. 2020.	All HODs	17.11.2020	
2.	All the HODs are requested to inform their respective dept. EMS coordinator & class teacher of III, V & VII Semester to complete online registration of students by 23-11-2020.	All HODs	23.11.2020	
3	Based on the feedback collected desirous students are allowed to attend online classes. Revised online class time table will be decided by respective subject teacher.	All HODs	13.11.2020	
4	The meeting concluded with vote of thanks to chair			

### **Members Present:**

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. S.N.Topannavar	HOD-ME		Dr. K.M.Akkoli	I-Year Coord.	
Prof. S.B.Akkole	HOD-EC		Mr. S.R.Koteppagol	OS	
Prof. S.V.Manjaragi	HOD-CSE		Mr. V.S.Hiremath	OS	

  
13/11/20.  
Dr.S.C.Kamate  
Principal

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		<b>HOD Meeting</b>
		<b>WARC</b>
		<b>2020-21</b> <b>Odd Semester</b>

Ref. No.: HSIT/NDS/HOD-Meeting/2020-21

Date: 11.11.2020

## NOTICE

A meeting of all HODs is convened on 11.11.2020 in the office of the Principal at 11.30AM. The agenda of the meeting are as below:

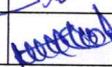
### **Agenda:**

1. Preparations for reopening of College.
2. Conducting II IA
3. Any other matter with the permission of the chair.

  
 (Dr. B.V. Madiggond)  
 Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	Preparations for reopening of College and arrangements for conducting offline classes/Labs was discussed as below: <ol style="list-style-type: none"> <li>1) Collection of data through Google form seeking course wise offline/online option &amp; Hostel accommodation requirement from students by 12<sup>th</sup> Nov 2020.</li> <li>2) Prepare plan of action/revision of Time-table for conducting offline/online classes.</li> <li>3) Every class shall be of 30 students &amp; 50 minutes duration followed by 10 minutes break.</li> <li>4) Practical/Lab to be conducted in the afternoon from 2.00 to 5.00PM every day.</li> <li>5) The VII Sem. class teacher has been assigned the responsibility of collecting Covid-19 test report of all students &amp; consent letters from students &amp; parents and submit consolidated report/data to HOD by 18<sup>th</sup> Nov-2020.</li> <li>6) Constitution of task force consisting of all HODs &amp; senior faculty for implementation of UGC/GOK/VTU-SOP &amp; guidelines.</li> <li>7) Review of food &amp; accommodation arrangement in Hostels.</li> </ol>	All HODs	13.11.2020	
2.	It is decided to conduct II-IA online on 23 <sup>rd</sup> , 24 <sup>th</sup> & 25 <sup>th</sup> Nov 2020 for III/V/VII Semesters.	All HODs	18.11.2020	
3	The meeting concluded with vote of thanks to chair			

### **Members Present:**

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. S.N.Topannavar	HOD-ME		Prof. S.V.Manjaragi	HOD-CSE	
Prof. S.B.Akkole	HOD-EC		Dr. K.M.Akkoli	I-Year Coord.	

  
 Dr.S.C.Kamate  
 Principal



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**Institute**  
**HOD Meeting**  
**WARC**  
**2020-21**  
**Odd Semester**

Ref. No.: HSIT/NDS/HOD-Meeting-11/2020-21

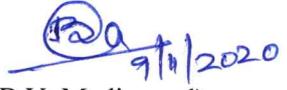
Date: 09.11.2020

## NOTICE

A meeting of all HODs is convened on 09.11.2020 in the office of the Principal at 4.30PM. The agenda of the meeting are as below:

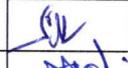
### **Agenda:**

1. Review of portion coverage/attendance up to week no. 10.
2. Postponement of II IA
3. Any other matter with the permission of the chair.

  
(Dr. B.V. Madiggond)  
Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The average syllabus coverage /attendance of III, V & VII Semester up to week no. 10 are 55/83%, 55/79% & 45/81% respectively.	All HODs	07.11.2020	
2	In view of occupancy of pre-placement training for VII Semester it is decided to postpone II-IA for 03, 05 & 7 Semester for two weeks will reviewed based on VTU guidance.	All HODs	11.11.2020	
3.	The meeting concluded with vote of thanks to chair			

### **Members Present:**

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. S.N.Topannavar	HOD-ME	--	Prof. S.V.Manjaragi	HOD-CSE	
Prof. S.B.Akkole	HOD-EC		Dr. K.M.Akkoli	I-Year Coord.	

  
Dr. S.C.Kamate  
Principal

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		<b>HOD Meeting</b>
		<b>WARC</b>
		<b>2020-21</b> <b>Odd Semester</b>

Ref. No.: HSIT/NDS/HOD-Meeting-10/2020-21

Date: 02.11.2020

## NOTICE

A meeting of all HODs is convened on 02.11.2020 in the office of the Principal at 3.30PM. The agenda of the meeting are as below:

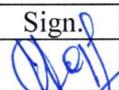
### Agenda:

1. Review of portion coverage/attendance up to week no. 09
2. Any other matter with the permission of the chair.

  
 (Dr. B.V. Madiggond)  
 Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The average syllabus coverage /attendance of III, V & VII Semester up to week no. 09 are 45/82%, 51/79% & 38/79% respectively.	All HODs	31.10.2020	
2.	The meeting concluded with vote of thanks to chair			

### Members Present:

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. S.N.Topannavar	HOD-ME		Prof. S.V.Manjaragi	HOD-CSE	
Prof. S.B.Akkole	HOD-EC				

  
 Dr.S.C.Kamate  
 Principal



Ref. No.: HSIT/NDS/HOD-Meeting-09/2020-21

Date: 27.10.2020

## NOTICE

A meeting of all HODs is convened on 27.10.2020 in the office of the Principal at 3.30PM. The agenda of the meeting are as below:

### Agenda:

1. Review of portion coverage/attendance up to week no. 08
2. Preparations for conducting Special Terminal Sem.Exam.
3. Preparing online Template for SAF
4. Evaluation of B9 of SAF (Part-B)
5. Any other matter with the permission of the chair.

*27/10*  
(Dr. B.V. Madiggond)  
Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The average syllabus coverage /attendance of III, V & VII Semester up to week no. 08 are 40/83%, 44/81% & 30/79% respectively.	All HODs	24.10.2020	
2.	VTU Circular dated 23-10-2020 for conducting Special Terminal Semester Exam was reviewed and all the HODs are requested to submit updated information.	All HODs	02.11.2020	
3	The template for format of SAF for online submission by respective faculty to HOD is decided.	Prof.SVM	10-11-2020	
4.	Evaluation of B9 of SAF (Part-B) was discussed and it is decided to uniformly award 05 out of 05 for the academic year 2019-20 due to Covid-19 situation (subject to approval of Management)	Principal	--	
5.	The meeting concluded with vote of thanks to chair.		--	

### Members Present:

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. S.N.Topannavar	HOD-ME	<i>[Signature]</i>	Dr. K M Akkoli	1 <sup>st</sup> year coord.	<i>[Signature]</i>
Dr.B.V.Madiggond	HOD-EE	<i>[Signature]</i>	Prof. D.N.Inamdar	AP	<i>[Signature]</i>
Prof. S.S.Malaj	HOD-EC	<i>[Signature]</i>	Mr. S.R.Koteppagol	OS	<i>[Signature]</i>
Prof. S.V.Manjaragi	HOD-CSE	<i>[Signature]</i>			

*27/10*  
Dr.S.C.Kamate  
Principal



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**Institute**  
**HOD Meeting**  
**WARC**  
**2020-21**  
**Odd Semester**

Ref. No.: HSIT/NDS/HOD-Meeting-08/2020-21

Date: 19.10.2020

## NOTICE

A meeting of all HODs is convened on 19.10.2020 in the office of the Principal at 3.30PM. The agenda of the meeting are as below:

### Agenda:

1. Review of portion coverage/attendance up to week no. 07
2. Submission of online class conducted details to VTU.
3. Any other matter with the permission of the chair.

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The average syllabus coverage /attendance of III, V & VII Semester up to week no. 07 are 34/80%, 38/80% & pre placement training respectively.	All HODs	17.10.2020	
2.	VTU Circular No. VTU/Aca/A13/2019-20/3144 dated 19-10-2020 was discussed and decided to submit the required information of online classes conducted up to 20-10-2020.	All HODs	21.10.2020	
3.	The meeting concluded with vote of thanks to chair.		--	

### Members Present:

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. S.N.Topannavar	HOD-ME		Prof. S.V.Manjaragi	HOD-CSE	
Smt.H.R.Zinage	HOD-EE		Dr. K M Akkoli	1 <sup>st</sup> year coord.	
Prof. S.B. Akkole	HOD-EC				

Dr. S.C. Kamate  
Principal  
14/10/20



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**Institute**  
**HOD Meeting**  
**WARC**  
**2020-21**  
**Odd Semester**

Ref. No.: HSIT/NDS/EEE-staff meeting-01/2020-21

Date: 14.10.2020

## NOTICE

A meeting of EEE staff members is convened on 14.10.2020 in the office of the Principal at 4.00PM. The agenda of the meeting are as below:

### **Agenda:**

1. Re-distribution of work load due to absence of Mr. V.B.Dhere & Mr. S.D.Hirekodi.
2. Any other matter with the permission of the chair.

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	It is decided to Re-distribute the work load among 09 existing staff members and submit revised workload due to absence of Mr. V.B.Dhere & Mr. S.D.Hirekodi	HOD	16.10.2020	
2.	The meeting concluded with vote of thanks to chair.			

### **Members Present:**

Name	Design.	Sign.	Name	Dept.	Sign.
Dr.B.V.Madiggond	HOD		Smt. H.R.Zinage	AP	
Mr.O.B.Heddurshetti	AP		Mr. A.U.Neshti	AP	
Mr. P.M.Murari	AP		Mr. K.B.Negalur	AP	
Smt. Sujata Huddar	AP		Mr. Sagar Birade	AP	
Mr. S.R.Koteppagol	OS		Mr. V.S.Hiremath	OS	

Dr. S.C. Kamate  
Principal



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**Institute**  
**HOD Meeting**  
**WARC**  
**2020-21**  
**Odd Semester**

Ref. No.: HSIT/NDS/HOD-Meeting-07/2020-21

Date: 12.10.2020

## NOTICE

A meeting of all HODs is convened on 05.10.2020 in the office of the Principal at 4.00PM. The agenda of the meeting are as below:

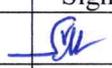
### **Agenda:**

1. Review of portion coverage/attendance up to week no. 06
2. Any other matter with the permission of the chair.

  
(Dr. B.V. Madiggond)  
Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The average syllabus coverage /attendance of III, V & VII Semester up to week no. 06 are 27/79%, 32/77% & pre placement training respectively.	All HODs	10.10.2020	
2.	The meeting concluded with vote of thanks to chair.		--	

### **Members Present:**

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. S.N.Topannavar	HOD-ME		Prof. S.V.Manjaragi	HOD-CSE	
Prof. S.B. Akkole	HOD-EC		Dr. K M Akkoli	1 <sup>st</sup> year coord.	

  
Dr.S.C.Kamate  
Principal

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		<b>HOD Meeting</b>
		<b>WARC</b>
		<b>2020-21</b> <b>Odd Semester</b>

Ref. No.: HSIT/NDS/HOD-Meeting-06/2020-21

Date: 05.10.2020

## NOTICE

A meeting of all HODs is convened on 05.10.2020 in the office of the Principal at 4.15PM. The agenda of the meeting are as below:

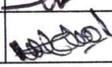
### **Agenda:**

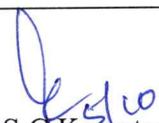
1. Review of portion coverage/attendance up to week no. 05
2. First IA for III & V Sem.
3. Updating of College Website.
4. Facilitating students for BE/B.Tech. (Honors)
5. Any other matter with the permission of the chair.

  
 5/10/2020  
 (Dr. B.V. Madiggond)  
 Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The average syllabus coverage /attendance of III, V & VII Semester up to week no. 05 are 25/80%, 29/77% & pre placement training respectively.	All HODs	03.10.2020	
2.	First IA for III & V Semester is conducted online.	All HODs	05.10.2020	
3.	It is decided to update and modify college website as per the present requirement.	C.R.Belavi	10.10.2020	
4.	As per VTU Circular eligible students will be facilitated to apply and persue B.E./B.Tech (Honors).	All HODs	--	
5.	The meeting concluded with vote of thanks to chair.			

### **Members Present:**

Name	Design.	Sign	Name	Dept.	Sign.
Dr. S.N.Topannavar	HOD-ME		Prof. S.V.Manjaragi	HOD-CSE	
Prof. S.B. Akkole	HOD-EC		Dr. K M Akkoli	1 <sup>st</sup> year coord.	

  
 Dr.S.C.Kamate  
 Principal



**S J P N Trust's**  
**Hirasugar Institute of Technology, Nidasoshi**  
*Inculcating Values, Promoting Prosperity*  
Approved by AICTE, Recognized by Govt. of Karnataka and Affiliated to VTU Belagavi.  
**Accredited at 'A' Grade by NAAC**  
**Programmes Accredited by NBA: CSE, ECE, EEE & ME.**

<b>Institute</b>
<b>HOD Meeting</b>
<b>WARC</b>
<b>2020-21</b> <b>Odd Semester</b>

Ref. No.: HSIT/NDS/HOD-Meeting-05/2020-21

Date: 28.09.2020

## NOTICE

A meeting of all HODs is convened on 28.09.2020 in the office of the Principal at 3.30PM. The agenda of the meeting are as below:

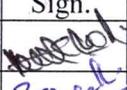
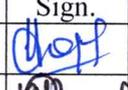
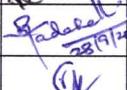
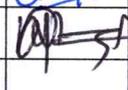
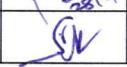
### **Agenda:**

1. Review of portion coverage/attendance up to week no. 04
2. Conducting pre placement Training Program.
3. Procurement of Digital Platform
4. Conducting of 1<sup>st</sup> IA
5. Any other matter with the permission of the chair.

  
(Dr. B.V. Madiggond)  
Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The average syllabus coverage /attendance of III, V & VII Semester up to week no. 04 are 20/83%, 23/77%, 24/77% respectively.	All HODs	26.09.2020	
2.	It is decided to suspend regular classes for VII Sem and allocate same schedule for pre placement training program from 29.09.2020 to 17.10.2020. 36 hours Technical Session, 36 hours Aptitude Session	Prof. N.M.Patel	29.09.2020	
3.	Discussed for procurement of Digital Platform/pen Digitizer and requested to HOD-CSE/NMPatel to suggest appropriate device.	Prof. N.M.Patel	10.10.2020	
4	It is decided to conduct First IA in online mode for III & V Sem. as per schedule and postpone VII Sem IA in view of pre Placement training to 19 <sup>th</sup> , 20 <sup>th</sup> & 21 <sup>st</sup> Oct 2020.	All HODs	05.10.2020	
5.	The meeting concluded with vote of thanks to chair.			

### **Members Present:**

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. K M Akkoli	HOD-ME		Dr. S.N.Topannavar	1 <sup>st</sup> year coord.	
Dr.Ravi M.Yadahalli	HOD-EC		Prof. N.M.Patel	TPO	
Prof. S.V.Manjaragi	HOD-CSE				

  
Dr.S.C.Kamate  
Principal



Ref. No.: HSIT/NDS/HOD-Meeting-04/2020-21

Date: 21.09.2020

## NOTICE

A meeting of all HODs is convened on 21.09.2020 in the office of the Principal at 3.30PM. The agenda of the meeting are as below:

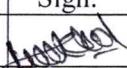
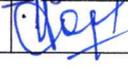
### **Agenda:**

1. Review of portion coverage/attendance up to week no. 03
2. Review of preparation for conducting CET option entry awareness camp.
3. Any other matter with the permission of the chair.

  
(Dr. B.V. Madiggond)  
Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The average syllabus coverage /attendance of III, V & VII Semester up to week no. 03 are 15/84%, 17/74%, 17/76% respectively.	All HODs	19.09.2020	
2.	Preparation for conducting CET option entry awareness camp is reviewed and confirmed the participation of DDPU Belgaum & Chikodi. Bus facility from Chikodi, Nipani, Hukkeri & Sankeshwar is arranged.	All HODs.	23.09.2020	
3.	The meeting concluded with vote of thanks to chair.			

### **Members Present:**

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. K M Akkoli	HOD-ME		Prof. S.V.Manjaragi	HOD-CSE	
Dr.Ravi M.Yadahalli	HOD-EC		Dr. S.N.Topannavar	1 <sup>st</sup> year coord.	

  
Dr.S.C.Kamate  
Principal



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**Institute**  
**HOD Meeting**  
**WARC**  
**2020-21**  
**Odd Semester**

Ref. No.: HSIT/NDS/HOD-Meeting-03/2020-21

Date: 16.09.2020

## NOTICE

A meeting of all HODs is convened on 16.09.2020 in the office of the Principal at 12.00PM. The agenda of the meeting are as below:

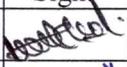
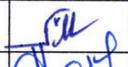
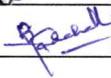
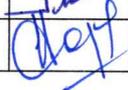
### Agenda:

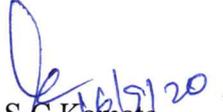
1. Review of portion coverage up to week no. 02
2. Review of stationery requirements i.e. Bluebook, faculty diary etc.
3. Any other matter with the permission of the chair.

  
(Dr. B.V. Madiggond)  
Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The average syllabus coverage /attendance of III, V & VII Semester up to week no. 02 are 11/83%, 10/78%, 11/75% respectively.	All HODs	12.09.2020	
2.	The requirement of stationery such as Bluebook, faculty diary, Index & certificate etc. has been reviewed and quantity finalized for printing.	BSK	30.09.2020	
3.	The meeting concluded with vote of thanks to chair.			

### Members Present:

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. K M Akkoli	HOD-ME		Prof. S.V.Manjaragi	HOD-CSE	
Dr.Ravi M.Yadahalli	HOD-EC		Dr. S.N.Topannavar	1 <sup>st</sup> year coord.	

  
Dr.S.C.Kamate  
Principal



Ref. No.: HSIT/NDS/HOD Meeting-02/2020-21

Date: 07.09.2020

## NOTICE

A meeting of all HODs is convened on 07.09.2020 in the office of the Principal at 11.00AM. The agenda of the meeting are as below:

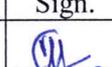
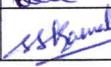
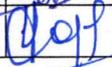
### Agenda:

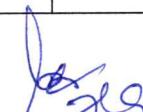
1. To review the online submission Status of CIE Marks.
2. To review the online conduct of classes.
3. Any other matter with the permission of the chair.

  
(Dr. B.V. Madiggond)  
Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The approval of online CIE marks entered on VTU web portal has been completed.	All HODs	05.09.2020	
2.	The status of online classes conducted during week No.1 for the Semesters 3/5/7 <sup>th</sup> is reviewed and is found quite satisfactory participation.	All HODs	05.09.2020	
3.	The meeting concluded with vote of thanks to chair.			

### Members Present:

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. K M Akkoli	HOD-ME		Prof. S.V.Manjaragi	HOD-CSE	
Smt. S.S.Kamate	HOD-EC		Dr. S.N.Topannavar	1 <sup>st</sup> year coord.	

  
Dr.S.C.Kamate  
Principal



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**Institute**  
**HOD Meeting**  
**WARC**  
**2020-21**  
**Odd Semester**

Ref. No.: HSIT/NDS/HOD Meeting-01/2020-21

Date: 28.08.2020

## NOTICE

A meeting of all HODs is convened on 28.08.2020 in the office of the Principal at 11.00AM. The agenda of the meeting are as below:

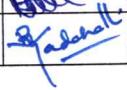
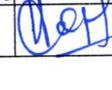
### Agenda:

1. Finalization of Calendar of Events for the Academic Year 2020-21.(ODD Sem.)
2. To discuss implementation of Earning of activity points for award of Degree.
3. To discuss about AICTE-ASPIRE Scheme.
4. Any other matter with the permission of the chair.

  
(Dr. B.V. Madiggond)  
Convener & HOD (EE)

S.N	Minutes of Meeting	Staff In charge	Due Date	Remarks
1.	The Calendar of Events for the Academic Year 2020-21 has been discussed and finalized in line with VTU COE. All the HODs are requested to prepare their respective dept. COE in line with Institute COE and make arrangements for wide circulation for the information of stakeholders including publication on the Institute website.	All HODs	31.08.2020	
2.	VTU Circular No. VTU/BGM/Aca-OS/Gen-Cirs/2019-20/3014 dated 01-08-2019 was discussed and plan activities for implementation of Earning of activity points for award of Degree in 4 years. HODs are requested to include the planned activities in their dept. COE.	All HODs	31.08.2020	
3.	The AICTE Circular dated 27 <sup>th</sup> Aug 2020 regarding ASPIRE Scheme was discussed and requested to convey the message to all the faculty members for participation in preparing proposals.	All HODs	15.09.2020	
4.	The meeting concluded with vote of thanks to chair.			

### Members Present:

Name	Design.	Sign.	Name	Dept.	Sign.
Dr. K M Akkoli	HOD-ME		Prof. S.V.Manjaragi	HOD-CSE	
Dr. Ravi M. Yadahalli	HOD-EC		Dr. S.N.Topannavar	1 <sup>st</sup> year coord.	

  
Dr. S.C.Kamate  
Principal