



Wayanamac Education Trust ®
DON BOSCO INSTITUTE OF TECHNOLOGY

Kumbalagodu, Mysore Road, Bengaluru – 560074

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Dr. Sajani Bhat, Head of the Counselling Cell acts as a support provider with the faculty members in the driving seat. Active facilitation is the main role the Cell plays. In this venture, the Counseling Cell works silently without compromising on the core principles of Counselling.

Aspiration of the Counselling Cell

The Counseling Cell is committed to working in collaboration with other faculty members, Principal and the management of the DBIT group of Institutions in the true spirits of Counseling philosophy. The Cell aspires to positively contribute to the wholesome spirit of "one large DBIT family" and provide meaningful counselling services to students, parents and faculty members in equal measure that brings transformation in the lives of students.

Role of the Counselling Cell

Following are the important responsibilities of the Counselling Cell:

- The Mentors are taking up the task more seriously and keeping the Mentoring Books meticulously, based on the guidelines developed by the Cell.
- Students come from multi-cultural, mainly rural backgrounds. Helping them to blend with DBIT culture without posing a threat to their ingrained belief sets is a big challenge. Addressing this is one of the most important tasks of the Cell.
- Many students belong to an impressionable age group (i.e. 17-20 years). Therefore, they are provided with careful nurturing by the Counselling Cell.
- Most of the students (mainly first-year students) move out of the psychological safety of their homes for the first time and therefore face initial adjustment problems. Issues such as psychosocial problems including food habits, sharing of accommodation with multiple roommates, linguistic barriers, and lack of bonding with class fellows frequently come to the fore.
- The sudden transition from a controlled school environment to a liberated college environment gives students a false sense of freedom. All such problems manifest themselves in signs such as depression, absenteeism, loneliness, and difficulty in understanding the course content, fear of failure, anxiety, over-expressive behavioural pattern, and social withdrawal.
- The Counselling Cell further helps the faculty to manage all these aspects for better learning by the students for achieving academic goals.



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- Accredited by NAAC



Date 25/06/2020

Proctor / Mentor / Parent – Teachers Meeting Committee

NOTIFICATION

As per the direction of the Principal and Director, IQAC, the following members are nominated for Proctor / Mentor / Parent – Teachers Meeting as coordinators to work under the IQAC guidelines for the academic year 2020-2021.

The constitution of the Proctor / Mentor / Parent – Teachers Committee will be as follows:

Proctor / Mentor / Parent – Teachers Meeting Committee members:

SL.No.	Faculty Name	Designation	Department	Role
1	Dr. Hemadri Naidu T	Principal	-	Chairman
2	Dr. R Anguraja	Professor & Head	EEE	Convener
3	Dr. Chandrasekhar N S	Associate Professor	ECE	Member
4	Mr. Puneeth Kumar P	Assistant Professor	AI&ML	Member
5	Mrs. Asha K H	Assistant Professor	ISE	Member
6	Mr. Giridhar .G	Associate Professor	CSE	Member
7	Mr. S M Mahesh	Assistant Professor	ME	Member
8	Mrs. Sulochana I Akkalkot	Associate Professor	EEE	Member
9	Ms. Manjularani P	Assistant Professor	CIVIL	Member
10	Mr. Shyam Sundar S A	Assistant Professor	MBA	Member
11	Dr. Bhavyashree Shetty	Professor	S&H PCM	Member
12	Mrs. K Krishnaveni	Assistant Professor	S&H PCM	Member


HOD
Head of the Department
Dept. of Electrical & Electronics Engg
Don Bosco Institute of Technol.
Kumbalagodu, Bangalore - 560 074




25-06-2020
PRINCIPAL
Don Bosco Institute of Technology
Kumbalagodu, Mysore Road,
Bangalore - 560 074.

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25.06.2020

Proctor/Mentor/Parent-Teachers Meeting Committee

Objective:

- To conduct periodical meetings to address issues related to student academics.
- To counsel and mentor the students for academic improvement, career advancement, and overall development.
- To allocate proctors (mentors) to each student at the beginning of the academic year.
- To interact with parents w.r.t. academically weaker section students.

Roles & Responsibilities:

- To understand the problems of students, the concerned proctor remains in regular contact with all his mentees. He also conducts quarterly Class Committee meetings. During these meetings, Class Proctors discuss various issues with the students of their batches and provide necessary counselling.
- The details of such as student's address, his parents details, contact numbers, economics background etc. Are kept in record.
- Proctor book is issued to each student with detailed calendar and names of co-ordinators of various activities.
- During the Class Committee meeting performance in internal and final examinations, attendance in class, special achievements by the student etc. Are discussed.
- In addition to this, Proctor takes regular feedback from the students and Class Representatives about the difficulties and problems of students and discuss with the respective heads of the departments.
- He verifies the statement of marks and attendance of the students every quarter before informing to the parents. He also interacts with parents/guardians of the students as and when necessary.
- Proctor should have the fair idea of the performance, skill and attitude of the student. He informs the HOD if any student is not attending the classes/ practical/tests etc.
- Regular parent-Teacher-Committee meetings are held to monitor progress of students.

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Standard Operating Procedure:

- The members of the Committee shall meet minimum once in a month.
- Convener shall prepare the agenda for the meeting with the approval from the chairman.
- During the meeting, the members shall discuss about the agenda and suggestions are noted.
- Roles and responsibilities of the members of the committee are assigned from time to time as per the requirements of the activity to be carried out.
- Convener shall distribute the minutes of the meeting comprising an action list summarizing what was covered, what was resolved and what actions need to be taken for issues requiring further clarification to all the members who have participated in the meeting in consent with the chairperson of the committee.

25/06/2020
Convener
Head of the Department
Dept. of Electrical & Electronics Engg.
Don Bosco Institute of Technology
Kumbalagodu, Bangalore - 560 074

Director, IQAC
IQAC
25/6/20

25-06-2020
Principal
PRINCIPAL
Don Bosco Institute of Technology
Kumbalagodu, Mysore Road,
Bangalore - 560 074.



Proctor / Mentor / Parent – Teachers Meeting Committee

Circular

Date: 02/09/2020

It is proposed to conduct the Proctors Committee meeting in the Principal cabin on 04th September 2020 at 2.00 pm. The committee members are requested to attend the meeting.

Agenda:

- Sensitizing the mentors on the importance of mentoring
- Have a better understanding about individual mentee
- Do's & Don'ts
- Helping them to set long term and short term goals

21/9/2020
Convener of the committee
Head of the Department
Dept. of Electrical & Electronics Engg.
Don Bosco Institute of Technology
Kumbalagodu, Bangalore - 560 074

22/9/2020
Chairman of the Committee
PRINCIPAL
Don Bosco Institute of Technology
Kumbalagodu, Mysore Road,
Bangalore - 560 074.

SL No.	Name	Role	Signature
1	Dr. Chandrasekhar N S	Member	<i>ASK</i>
2	Mrs. Asha K H	Member	<i>AKH</i>
3	Mr. Giridhar .G	Member	<i>Giridhar</i>
4	Mr. S M Mahesh	Member	<i>Mahesh</i>
5	Mrs. Sulochana I Akkalkot	Member	<i>Sulochana</i>
6	Ms. Manjularani P	Member	<i>Manjularani</i>
7	Mr. Shyam Sundar S A	Member	<i>Shyam Sundar</i>
8	Dr. Bhavyashree Shetty	Member	<i>Bhavyashree</i>
9	Mrs. K Krishnaveni	Member	<i>Krishnaveni</i>



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Kumbalagodu, Mysuru Road, Bengaluru - 560 074
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Date: 04/09/2020

Attendance List of Proctor / Mentor Meeting

Sl. No.	Name	Role	Signature
1	Dr. Hemadri Naidu T	Chairman	<i>Hemadri</i> 04/09/2020
2	Dr. R Anguraja	Convener	<i>R Anguraja</i> 4/9/2020
3	Dr. Chandrasekhar N S	Member	<i>Chandrasekhar</i> 4/9/2020
4	Mrs. Asha K H	Member	<i>Asha</i> 4/9/2020
5	Mr. Giridhar .G	Member	<i>Giridhar</i> 4/9/2020
6	Mr. S M Mahesh	Member	<i>S M Mahesh</i> 4/9/2020
7	Mrs. Sulochana I Akkalkot	Member	<i>Sulochana</i> 4/9/2020
8	Ms. Manjularani P	Member	<i>Manjularani</i> 4/9/2020
9	Mr. Shyam Sundar S A	Member	<i>Shyam Sundar</i> 4/9/2020
10	Dr. Bhavyashree Shetty	Member	<i>Bhavyashree</i> 4/9/2020
11	Mrs. K Krishnaveni	Member	<i>K Krishnaveni</i> 4/9/2020

Minutes of Proctor / Mentor Meeting held 04/09/2020 at 2 PM

Agenda:

- Sensitizing the mentors on the importance of mentoring
- Have a better understanding about individual mentee
- Do's & Don'ts
- Helping them to set long term and short term goals

Member present:

1. Dr. Hemadri Naidu T, Principal, DBIT, Bengaluru
2. Dr. R Anguraja, Head, Dept. of EEE, DBIT, Bengaluru
3. Dr. Chandrasekhar N S, Associate Professor, Dept. of ECE, DBIT, Bengaluru
4. Mrs. Asha K H, Assistant Professor, Dept. of ISE, DBIT, Bengaluru
5. Mr. Giridhar .G, Assistant Professor, Dept. of CSE, DBIT, Bengaluru
6. Mr. S M Mahesh, Assistant Professor, Dept. of ME, DBIT, Bengaluru
7. Mrs. Sulochana I Akkalkot, Associate Professor, Dept. of EEE, DBIT, Bengaluru
8. Ms. Manjularani P, Assistant Professor, Dept. of Civil, DBIT, Bengaluru
9. Mr. Shyam Sundar S A, Assistant Professor, Dept. of MBA, DBIT, Bengaluru
10. Dr. Bhavyashree Shetty, Associate Professor, Dept. of Physics, DBIT, Bengaluru
11. Mrs. K Krishnaveni, Assistant Professor, Dept. of Chemistry, DBIT, Bengaluru

Key Points Discussed:

- 1) Dr. Hemadri Naidu T, Chairman of the committee briefed about agenda of the meeting.
- 2) Principal spoke about the role of mentors.
- 3) Dr. R Anguraja Convener of the committee suggested that mentoring has to be done weekly once.
- 4) Dr. R Anguraja also stressed that extra care has to be taken for first year students.
- 5) Mentor should discuss with their mentees about their long term and short term goals.
- 6) He stressed that after every internals, mentor should update the progress of the ward to their respective parents and the consolidated marks list should not be floated in the mentees and parents group.
- 7) He also suggested that individual marks and attendance of the students has to be sent to their respective parents through normal message.

Supra 04/09/2020
Convener of the committee

Head of the Department
Dept. of Electrical & Electronics Engg,
Don Bosco Institute of Technology
Kumbalagodu, Bangalore - 560 074

Hemadri Naidu T 05/09/2020
Chairman of the Committee

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Bangalore - 560 074



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Proctor / Mentor / Parent – Teachers Meeting Committee

Circular

Date: 19/10/2020

It is proposed to conduct the Proctors Committee meeting in the Principal cabin on 20th October 2020 at 2.00 pm. The committee members are requested to attend the meeting.

Agenda:

- Discuss IA-I Marks & Attendance
- Action plan for Low performers (Remedial classes could be arranged)
- Attendance status of mentoring session
- Identifying strengths and weaknesses
- Discuss their VTU Results & Backlogs if any (Remedial classes could be arranged).

19/10/2020
Convener of the committee
Head of the Department
Dept. of Electrical & Electronics Engg.
Don Bosco Institute of Technology
Kumbalagodu, Bangalore - 560 074

19/10/2020
Chairman of the Committee
PRINCIPAL
Don Bosco Institute of Technology,
Kumbalagodu, Mysore Road,
Bangalore - 560 074.

Sl. No.	Name	Role	Signature
1	Dr. Chandrasekhar N S	Member	<i>CS</i>
2	Mrs. Asha K H	Member	<i>AKH</i>
3	Mr. Giridhar .G	Member	<i>Giridhar</i>
4	Mr. S M Mahesh	Member	<i>Mahesh</i>
5	Mrs. Sulochana I Akkalkot	Member	<i>Sulochana</i>
6	Ms. Manjularani P	Member	<i>Manjularani</i>
7	Mr. Shyam Sundar S A	Member	<i>Shyam Sundar</i>
8	Dr. Bhavyashree Shetty	Member	<i>Bhavyashree</i>
9	Mrs. K Krishnaveni	Member	<i>Krishnaveni</i>














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Kumbalagode, Mysuru Road, Bangalore - 560 074
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Date: 20/10/2020

Attendance List of Proctor / Mentor Meeting

Sl. No.	Name	Role	Signature
1	Dr Hemadri Naidu T	Chairman	
2	Dr. R Anguraja	Convener	
3	Dr Chandrasekhar N S	Member	
4	Mrs. Asha K H	Member	
5	Mr Gridhar G	Member	
6	Mr S M Mahesh	Member	
7	Mrs Sulochana I Akkalkot	Member	
8	Ms Manjularani P	Member	
9	Mr Shyam Sundar S A	Member	
10	Dr. Bhavyashree Shetty	Member	
11	Mrs. K Krishnaveni	Member	

Minutes of Proctor / Mentor Meeting held 20/10/2020 at 2 PM

Agenda:

- Discuss IA-I Marks & Attendance
- Action plan for Low performers (Remedial classes could be arranged)
- Attendance status of mentoring session
- Identifying strengths and weaknesses
- Discuss their VTU Results & Backlogs if any (Remedial classes could be arranged).

Member present:

1. Dr. Hemadri Naidu T, Principal, DBIT, Bengaluru
2. Dr. R Anguraja, Head, Dept. of EEE, DBIT, Bengaluru
3. Dr. Chandrasekhar N S, Associate Professor, Dept. of ECE, DBIT, Bengaluru
4. Mrs. Asha K H, Assistant Professor, Dept. of ISE, DBIT, Bengaluru
5. Mr. Giridhar .G, Assistant Professor, Dept. of CSE, DBIT, Bengaluru
6. Mr. S M Mahesh, Assistant Professor, Dept. of ME, DBIT, Bengaluru
7. Mrs. Sulochana I Akkalkot, Associate Professor, Dept. of EEE, DBIT, Bengaluru
8. Ms. Manjularani P, Assistant Professor, Dept. of Civil, DBIT, Bengaluru
9. Mr. Shyam Sundar S A, Assistant Professor, Dept. of MBA, DBIT, Bengaluru
10. Dr. Bhavyashree Shetty, Associate Professor, Dept. of Physics, DBIT, Bengaluru
11. Mrs. K Krishnaveni, Assistant Professor, Dept. of Chemistry, DBIT, Bengaluru

Key Points Discussed

- 1) Dr. Hemadri Naidu T, Chairman of the committee briefed about agenda of the meeting.
- 2) He also instructed mentors to discuss about the previous semester VTU results. Remedial classes can be conducted for those who have backlogs.
- 3) Principal instructed all the mentors to inform the first IA marks and attendance status to the parents through call.
- 4) Dr. Anguraja R, Convener of the committee discussed about the remedial classes for the poor performers in first IA.
- 5) He also told the mentors to identify the strengths and weakness of the students.

824
21/10/2020
Convener of the committee

Head of the Department
Dept. of Electrical & Electronics Engg.
Don Bosco Institute of Techno...
Kumbalagodu, Bangalore - 560 074

Naidu
21/10/2020
Chairman of the Committee

PRINCIPAL
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Kumbalagodu, Mysore Road,
Bangalore - 560 074.





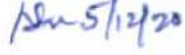


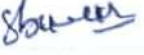




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Date: 05/12/2020

Attendance List of Proctor / Mentor Meeting

Sl. No.	Name	Role	Signature
1	Dr. Hemadri Naidu T	Chairman	 05/12/2020
2	Dr. R Anguraja	Convener	 5/12/2020
3	Dr. Chandrasekhar N S	Member	 5/12/20
4	Mr. Puneeth Kumar P	Member	
5	Mrs. Asha K H	Member	 5/12/20
6	Mr. Giridhar .G	Member	 Mahesh
7	Mr. S M Mahesh	Member	
8	Mrs. Sulochana I Akkalkot	Member	 Sulochana
9	Ms. Manjularani P	Member	 Manjularani
10	Mr. Shyam Sundar S A	Member	 Shyam Sundar
11	Dr. Bhavyashree Shetty	Member	 Bhavyashree
12	Mrs. K Krishnaveni	Member	 Krishnaveni



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Proctor / Mentor / Parent – Teachers Meeting Committee

Circular

Date: 26/04/2021

It is proposed to conduct the Proctors Committee meeting in the Principal cabin on 28th April 2021 at 2.00 pm. The committee members are requested to attend the meeting.

Agenda:

- Sensitizing the mentors on the importance of mentoring
- Have a better understanding about your mentee (1st year)
- Do's & Don't's
- Helping them to set long term and short term goals

Sup 26/4/2021
Convener of the committee

Head of the Department
Dept. of Electrical & Electronics Engg.
Don Bosco Institute of Technology
Kumbalagodu, Bangalore - 560 074

Head 26/04/2021
Chairman of the Committee

Don Bosco Institute of Technology
Kumbalagodu, Mysore Road,
Bangalore - 560 074.

Sl. No.	Name	Role	Signature
1	Dr. Chandrasekhar N S	Member	<i>Ch</i>
2	Mr. Puneeth Kumar P	Member	<i>P</i>
3	Mrs. Asha K H	Member	<i>A</i>
4	Mr. Giridhar .G	Member	<i>G</i>
5	Mr. S M Mahesh	Member	<i>M</i>
6	Mrs. Sulochana I Akkalkot	Member	<i>S</i>
7	Ms. Manjularani P	Member	<i>M</i>
8	Mr. Shyam Sundar S A	Member	<i>S</i>
9	Dr. Bhavyashree Shetty	Member	<i>B</i>
10	Mrs. K Krishnaveni	Member	<i>K</i>

Minutes of Proctor / Mentor Meeting held 28/4/2021 at 2 PM

Agenda:

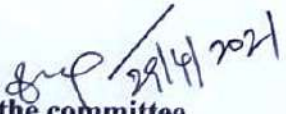
- Sensitizing the mentors on the importance of mentoring
- Have a better understanding about your mentee(1st year)
- Do's & Don't's
- Helping them to set long term and short term goals

Member present:

1. Dr. Hemadri Naidu T, Principal, DBIT, Bengaluru
2. Dr. R Anguraja, Head, Dept. of EEE, DBIT, Bengaluru
3. Dr. Chandrasekhar N S, Associate Professor, Dept. of ECE, DBIT, Bengaluru
4. Mr. Puneeth Kumar P, Assistant Professor, Dept. of AIML, DBIT, Bengaluru
5. Mrs. Asha K H, Assistant Professor, Dept. of ISE, DBIT, Bengaluru
6. Mr. Giridhar .G, Assistant Professor, Dept. of CSE, DBIT, Bengaluru
7. Mr. S M Mahesh, Assistant Professor, Dept. of ME, DBIT, Bengaluru
8. Mrs. Sulochana I Akkalkot, Associate Professor, Dept. of EEE, DBIT, Bengaluru
9. Ms. Manjularani P, Assistant Professor, Dept. of Civil, DBIT, Bengaluru
10. Mr. Shyam Sundar S A, Assistant Professor, Dept. of MBA, DBIT, Bengaluru
11. Dr. Bhavyashree Shetty, Associate Professor, Dept. of Physics, DBIT, Bengaluru
12. Mrs. K Krishnaveni, Assistant Professor, Dept. of Chemistry, DBIT, Bengaluru

Key Points Discussed:

- 1) Dr. Hemadri Naidu T, Chairman of the committee briefed about agenda of the meeting.
- 2) Dr. R Anguraja Convener of the committee felt that mentoring has to be done weekly once.
- 3) Dr. R Anguraja also stressed that extra care has to be taken for first year students.
- 4) Mentor should monitor the online class attendance of their mentees and attendance status should be inform to their parents regularly.
- 5) Mentor should gather the information about the progress of long term and short term goals.
- 6) He stressed that after every internals, mentor should update the progress of the ward to their respective parents and the consolidated marks list should not be floated in the mentees and parents group.
- 7) He also suggested that individual marks and attendance of the students has to be sent to their respective parents through normal message.


Convener of the committee
Head of the Department
Dept. of Electrical & Electronics Engg.
Don Bosco Institute of Technology
Kumbalagodu, Bangalore - 560 074


Chairman of the Committee
PRINCIPAL
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Bangalore - 560 074.



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Proctor / Mentor / Parent – Teachers Meeting Committee

Circular

Date: 05/06/2021

It is proposed to conduct the Proctors Committee meeting in the Principal cabin on 7th June 2021 at 2.00 pm. The committee members are requested to attend the meeting.

Agenda:

- Discuss IA-1 Marks & Attendance
- Action plan for Low performers (Remedial classes could be arranged)
- Attendance status of mentoring session
- Identifying strengths and weaknesses
- Discuss their VTU Results & Backlogs if any (Remedial classes could be arranged).

05/06/2021
Convener of the committee
Head of the Department
Dept. of Electrical & Electronics Engg.
Don Bosco Institute of Technology/
Kumbalagodu, Bangalore - 560 074

05/06/2021
Chairman of the Committee
PRINCIPAL
Don Bosco Institute of Technology
Kumbalagodu, Mysore Road,
Bangalore - 560 074,

Sl. No.	Name	Role	Signature
1	Dr. Chandrasekhar N S	Member	<i>AShe</i>
2	Mr. Puneeth Kumar P	Member	<i>Puneeth</i>
3	Mrs. Asha K H	Member	<i>Asha</i>
4	Mr. Giridhar .G	Member	<i>Giridhar</i>
5	Mr. S M Mahesh	Member	<i>Mahesh</i>
6	Mrs. Sulochana I Akkalkot	Member	<i>Sulochana</i>
7	Ms. Manjularani P	Member	<i>Manjularani</i>
8	Mr. Shyam Sundar S A	Member	<i>Shyam Sundar</i>
9	Dr. Bhavyashree Shetty	Member	<i>Bhavyashree</i>
10	Mrs. K Krishnaveni	Member	<i>Krishnaveni</i>



Don Bosco Institute of Technology, Bangalore

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Date: 07/06/2021

Attendance List of Proctor / Mentor Meeting

Sl. No.	Name	Role	Signature
1	Dr. Hemadri Naidu T	Chairman	<i>Hemadri</i> 07/06/2021
2	Dr. R Anguraja	Convener	<i>R Anguraja</i> 7/6/2021
3	Dr. Chandrasekhar N S	Member	<i>Chandrasekhar</i> 7/6/21
4	Mr. Puneeth Kumar P	Member	
5	Mrs. Asha K H	Member	<i>Asha</i> 7/6/2021
6	Mr. Giridhar .G	Member	<i>Giridhar</i> Natar
7	Mr. S M Mahesh	Member	
8	Mrs. Sulochana I Akkalkot	Member	<i>Sulochana</i>
9	Ms. Manjularani P	Member	<i>Manjularani</i>
10	Mr. Shyam Sundar S A	Member	<i>Shyam Sundar</i>
11	Dr. Bhavyashree Shetty	Member	<i>Bhavyashree</i>
12	Mrs. K Krishnaveni	Member	<i>Krishnaveni</i>



Don Bosco Institute of Technology, Bangalore

Kumbalagodu, Mysuru Road, Bengaluru - 560 074
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Proctor / Mentor / Parent – Teachers Meeting Committee

Circular

Date: 26/07/2021

It is proposed to conduct the Proctors Committee meeting in the Principal cabin on 28th July 2021 at 2.00 pm. The committee members are requested to attend the meeting.

Agenda:

- Updating mentor books
- Discuss IA-2 Marks & Attendance
- Learning from mistakes
- Review their Performance & Behavioral pattern

sup 26/7/2021
Convener of the committee

Head of the Department
Dept. of Electrical & Electronics Engg
Don Bosco Institute of Technology
Kumbalagodu, Bangalore - 560 074

Prasad 26/07/2021
Chairman of the Committee

PRINCIPAL
Don Bosco Institute of Technology
Kumbalagodu, Mysore Road,
Bangalore - 560 074.

Sl. No.	Name	Role	Signature
1	Dr. Chandrasekhar N S	Member	<i>AK</i>
2	Mr. Puneeth Kumar P	Member	<i>[Signature]</i>
3	Mrs. Asha K H	Member	<i>[Signature]</i>
4	Mr. Giridhar .G	Member	<i>[Signature]</i>
5	Mr. S M Mahesh	Member	<i>[Signature]</i>
6	Mrs. Sulochana I Akkalkot	Member	<i>[Signature]</i>
7	Ms. Manjularani P	Member	<i>[Signature]</i>
8	Mr. Shyam Sundar S A	Member	<i>[Signature]</i>
9	Dr. Bhavyashree Shetty	Member	<i>[Signature]</i>
10	Mrs. K Krishnaveni	Member	<i>[Signature]</i>




Don Bosco Institute of Technology, Bangalore

Kumbalagodu, Mysuru Road, Bengaluru - 560 074
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Date: 28/07/2021

Attendance List of Proctor / Mentor Meeting

Sl. No.	Name	Role	Signature
1	Dr. Hemadri Naidu T	Chairman	 28/07/2021
2	Dr. R Anguraja	Convener	 28/7/2021
3	Dr. Chandrasekhar N S	Member	 28/7/21
4	Mr. Puneeth Kumar P	Member	
5	Mrs. Asha K H	Member	
6	Mr. Giridhar .G	Member	 28/7/21
7	Mr. S M Mahesh	Member	 Mahesh
8	Mrs. Sulochana I Akkalkot	Member	 Sulochana
9	Ms. Manjularani P	Member	 Manjularani
10	Mr. Shyam Sundar S A	Member	 Shyam
11	Dr. Bhavyashree Shetty	Member	 Bhavyashree
12	Mrs. K Krishnaveni	Member	 Krishnaveni

Minutes of Proctor / Mentor Meeting held 28-7-2021 at 2 PM

Agenda:

- Discuss IA-I Marks & Attendance
- Action plan for Low performers (Remedial classes could be arranged)
- Attendance status of mentoring session
- Identifying strengths and weaknesses
- Discuss their VTU Results & Backlogs if any (Remedial classes could be arranged).

Member present:

1. Dr. Hemadri Naidu T, Principal, DBIT, Bengaluru
2. Dr. R Anguraja, Head, Dept. of EEE, DBIT, Bengaluru
3. Dr. Chandrasekhar N S, Associate Professor, Dept. of ECE, DBIT, Bengaluru
4. Mr. Puneeth Kumar P, Assistant Professor, Dept. of , DBIT, Bengaluru
5. Mrs. Asha K H, Assistant Professor, Dept. of ISE, DBIT, Bengaluru
6. Mr. Giridhar .G, Assistant Professor, Dept. of CSE, DBIT, Bengaluru
7. Mr. S M Mahesh, Assistant Professor, Dept. of ME, DBIT, Bengaluru
8. Mrs. Sulochana I Akkalkot, Associate Professor, Dept. of EEE, DBIT, Bengaluru
9. Ms. Manjularani P, Assistant Professor, Dept. of Civil, DBIT, Bengaluru
10. Mr. Shyam Sundar S A, Assistant Professor, Dept. of MBA, DBIT, Bengaluru
11. Dr. Bhavyashree Shetty, Associate Professor, Dept. of Physics, DBIT, Bengaluru
12. Mrs. K Krishnaveni, Assistant Professor, Dept. of Chemistry, DBIT, Bengaluru

Key Points Discussed

- 1) Dr. Hemadri Naidu T, Chairman of the committee briefed about agenda of the meeting.
- 2) He also instructed mentors to discuss about the previous semester VTU results. Remedial classes can be conducted for those who have backlogs.
- 3) Principal instructed all the mentors to inform the first IA marks and attendance status to the parents through call.
- 4) Dr. Anguraja R, Convener of the committee discussed about the remedial classes for the poor performers in first and Second IA.
- 5) He also told the mentors to identify the strengths and weakness of the students.

Anguraja R
29/7/2021
Convener of the committee
Head of the Department
Dept. of Electrical & Electronics Engg.
Don Bosco Institute of Technology
Kumbalagodu, Bangalore - 560 074

Hemadri
29/07/2021
Chairman of the Committee
PRINCIPAL
Don Bosco Institute of Technology
Kumbalagodu, Mysore Road,
Bangalore - 560 074.