



- Approved by AICTE, New Delhi
- Recognised by Govt. of Karnataka

- Affiliated to VTU, Belagavi
- Accredited by NAAC

D: 05-07-2021

WAYANAMAC EDUCATION TRUST

Vision	Mission
<p>To become a World class Education Center to provide Globally Relevant Higher Education in the fields of Engineering and Management</p>	<p>Foster an Intellectual and Ethical environment, in which both Skill and Spirit thrive, so as to Impart High Quality Education, Training and services with an International Outlook</p>

DON BOSCO INSTITUTE OF TECHNOLOGY

Vision
<p>To be a center of excellence to transform young minds in technical and management education fostering innovation and entrepreneurial skills with ethical, environmental and social responsibility.</p>
Mission
<p>M1: To impart quality education in order to meet the needs of industry and society.</p>
<p>M2: To collaborate with academia, industry and research institutes to strengthen teaching and learning process.</p>
<p>M3: To promote equitable and harmonious development of students to work in teams.</p>
<p>M4: To imbibe lifelong learning skills and entrepreneurial skills exhibiting leadership.</p>

Executive Director

Don Bosco Institute of Technol

Don Bosco Institute of Technology Mysore Road, Kumbalagodu

Kumbalagodu, Mysore Road, Bengaluru-560074

Approved

Director - IQAC

Principal

Don Bosco Institute of Technology Kumbalagodu, Mysore Road.



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Executive Director
Executive Director

Approved

Director - IQAC

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Kumbalagodu, Mysore Road.



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[Signature]
Executive Director

'Approved'
[Signature] 5/7/21
Director - IQAC

[Signature] 5/7/21
Principal

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Kumbalagodu, Mysore Road, Bengaluru-560074

PRINCIPAL
Don Bosco Institute of Technology
Kumbalagodu, Mysore Road



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Department of Electrical & Electronics Engineering

MINUTES OF MEETING

Date & Time: 01-01-2024 4:15 PM- 4:30PM	Duration: 30 Minutes	
Location: HOD Cabin	Meeting called by : Dr Anguraja R	Note Taker & Compiler: Mrs. Sneha A S

Agenda in Detail:

- 1) 7th semester fees follow-up from parents
- 2) PLC SCADA workshop registration

Faculty Name	Signature
Dr. Anguraja R	
Mrs. Sulochana I Akkalkot	
Mrs. Sharmila R.S	
Mrs. Padmashree V Kulkarni	
Mr. Rajath Shankar P.S	
Mr. R Santhosh Kumar	
Mrs. Sneha A S	
Mrs Asma	
Mrs. Akshatha R Hegde	
Mrs Ramyashree H.P	

HOD-EEE

Head of the Department

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



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Department of Electrical & Electronics Engineering

MINUTES OF MEETING

Date & Time: 10-01-2024 4:00 PM- 4:40PM	Duration:30 Minutes	
Location:HOD Cabin	Meeting called by : Dr Anguraja R	Note Taker & Compiler: Mrs. Sneha A S

Agenda in Detail:

- 1) NIRF last date 19/1/24, NAAC updation (SSR preparation).
- 2) Academic audit.
- 3) NBA updation, Paper publication.
- 4) Any alteration in the regular class time table should be intimated in prior.
- 5) Fresher's day is scheduled on 13/01/24 (2:00 to 4:00pm)

Faculty Name	Signature
Dr. Anguraja R	
Mrs. Sulochana I Akkalkot	
Mrs. Sharmila R.S	
Mrs. Padmashree V Kulkarni	
Mr. Rajath Shankar P.S	
Mr. R Santhosh Kumar	
Mrs. Sneha A S	
Mrs Asma	
Mrs. Akshatha R Hegde	
Mrs Ramyashree H.P	

12/01/2024
HOD-EEE

Head of the Department

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Department of Electrical & Electronics Engineering

MINUTES OF MEETING

Date & Time: 24-01-2024 9:15 AM - 9:30 AM	Duration: 30 Minutes	
Location: HOD Cabin	Meeting called by: Dr. Anguraja R.	Note Taker & Compiler: Mrs. Sneha A.S.

Agenda in Detail:

- 1) IQAC
- 2) PhD registration & NIRF data last date is 31/01/2024
- 3) Department target: 2 patents, 1 sponsored project, publications, 1 consultancy work from company, innovative 2 or 3 projects converted to incubation, CO-PO mapping
- 4) Weekly attendance

Faculty Name	Signature
Dr. Anguraja R.	
Dr. Jyoti M.R.	
Dr. S.S. Pattar	
Mrs. Sulochana I. Akkalkot	
Mrs. Sharmila R.S.	
Mrs. Padmasubree V. Kulkarni	
Mr. Rajath Shankar P.S.	
Mr. R. Santhosh Kumar	
Mrs. Sneha A.S.	
Mrs. Asma	
Mrs. Akshatha R. Hegde	
Mrs. Ramyashree H.P.	

24/1/2024
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Department of Electrical & Electronics Engineering

MINUTES OF MEETING

Date & Time: 01-02-2024 3:45PM - 4:00PM	Duration: 30 Minutes	
Location: HOD Cabin	Meeting called by : Dr Anguraja R	Note Taker & Compiler: Mrs. Sneha A S

Agenda in Detail:

- 1) IEEE Membership
- 2) Yoga/NSS/NCC choice for students.
- 3) NPTEL students registration, encourage 3rd sem students to take-up any equivalent courses Coursera, Udemy etc.

Faculty Name	Signature
Dr. Anguraja R	
Dr. Jyoti M R	
Dr. S S Pattar	
Mrs. Sulochana I Akkalkot	
Mrs. Sharmila R.S	
Mrs. Padmashree V Kulkarni	
Mr. Rajath Shankar P.S	
Mr. R Santhosh Kumar	
Mrs. Sneha A S	
Mrs Asma	
Mrs. Akshatha R Hegde	
Mrs Ramyashree H.P	

21/2/24.
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Department of Electrical & Electronics Engineering

MINUTES OF MEETING

Date & Time: 13-03-2024 3:10 PM - 4:00PM	Duration: 30 Minutes	
Location: HOD Cabin	Meeting called by : Dr Anguraja R	Note Taker & Compiler: Mrs. Sneha A S

Agenda in Detail:

- 1) Paper presentation from department for AARAMBH-2024
- 2) Practical Batch uploading for 3rd sem.
- 3) Proctor book updation.
- 4) One page report on the event " Team Spirit for organisational growth".
- 5) 3rd Sem lateral entry students exam application form to be filled.
- 6) NBA files updation to be checked from the coordinators.

Faculty Name	Signature
Dr. Anguraja R	
Dr. Jyoti M R	
Dr. S S Pattar	
Mrs. Sulochana I Akkalkot	
Mrs. Sharmila R.S	
Mrs. Padmashree V Kulkarni	
Mr. Rajath Shankar P.S	
Mr. R Santhosh Kumar	
Mrs. Sneha A S	
Mrs Asma	
Mrs. Akshatha R Hegde	
Mrs Ramyashree H.P	

14/03/2024
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Head of the Department

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Department of Electrical & Electronics Engineering

MINUTES OF MEETING

Date & Time: 30-03-2024 4:00 PM - 4:15 PM	Duration: 15 Minutes	
Location: HOD Cabin	Meeting called by: Dr Anguraja R	Note Taker & Compiler: Mrs Sneha A S

Agenda in Detail:

- 1) Aarambh 2024 brochure is sent and share maximum to other colleges, compulsorily for 8th Sem
- 2) Monday Principal sir will be addressing the 8th Sem students regarding academics
- 3) Exit survey to be done for 8th Sem students (2024 batch)

Faculty Name	Signature
Dr Anguraja R	
Dr Jyoti M R	
Dr SY Pattar	
Mrs. Sulochana I Akkalkot	
Mrs. Sharmila R S	
Mrs. Padmashree V Kulkarni	
Mr. Rajath Shankar P S	
Mr. R. Santhosh Kumar	
Mrs. Sneha A S	
Mrs Asma	
Mrs. Akshatha R Hegde	
Mrs Ramyashree H P	


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Department of Electrical & Electronics Engineering

MINUTES OF MEETING

Date & Time: 05-04-2024 10:30 AM- 10:40 AM	Duration: 10 Minutes	
Location: HOD Cabin	Meeting called by : Dr Anguraja R	Note Taker & Compiler: Mrs. Sneha A S

Agenda in Detail:

- 1) Renovation of system lab. Providing requirements for upcoming labs with budget.
- 2) Workload and timetable copy to be submitted by the coordinator by 2:00pm.

Faculty Name	Signature
Dr. Anguraja R	
Dr. Jyoti M R	
Dr. S Y Pattar	
Mrs. Sulochana I Akkalkot	
Mrs. Sharmila R.S	
Mrs. Padmashree V Kulkarni	
Mr. Rajath Shankar P.S	
Mr. R Santhosh Kumar	
Mrs. Sneha A S	
Mrs Asma	
Mrs. Akshatha R Hegde	
Mrs Ramyashree H.P	

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Department of Electrical & Electronics Engineering

MINUTES OF MEETING

Date & Time: 20-04-2024 3:30 PM- 4:15PM	Duration: 45 Minutes	
Location: HOD Cabin	Meeting called by : Dr Anguraja R	Note Taker & Compiler: Mrs. Sneha A S

Agenda in Detail:

- 1) Online AICTE EVC meeting is scheduled on 24/04/2024. Kindly faculties don't avail leave on that day.
- 2) Aarambh project presentation and quiz registration(Meeting on 22/04/2024).
- 3) IEEE Xplore digital library workshop on 22/04/2024, compulsory registration for all faculties and 8th sem students.
- 4) Proctor book updation.
- 5) Arrange classes and timetable for 18scheme students. No seperate circular will be floated from VTU for 18 scheme arrear students.
- 6) Work on department target 2023-24.
- 7) Eligible students for placement (BE first class, without backlogs).
- 8) 4th & 6th sem students softskill development (student forum activities).
- 9) EV lab setup.

Faculty Name	Signature
Dr. Anguraja R	
Dr. Jyoti M R	
Dr. S Y Pattar	
Mrs. Sulochana I Akkalkot	
Mrs. Sharmila R.S	
Mrs. Padmashree V Kulkarni	
Mr. Rajath Shankar P.S	
Mr. R Santhosh Kumar	
Mrs. Sneha A S	
Mrs Asma	
Mrs. Akshatha R Hegde	
Mrs Ramyashree H.P	


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Department of Electrical & Electronics Engineering

MINUTES OF MEETING

Date & Time: 23-04-2024 12:00 PM- 12:45PM	Duration: 45 Minutes	
Location: HOD Cabin	Meeting called by : Dr Anguraja R	Note Taker & Compiler: Mrs. Sneha A S

Agenda in Detail:

- 1) AICTE EVC MEETING (online) is fixed on 24/04/2024 @ 10:00 am, individual faculty personal and course file should be ready. DA is 85% & HRA is 30% should be known.
- 2) Non-teaching faculty file to be maintained.
- 3) Stock register to be updated.
- 4) Tutorial room to be included.
- 5) All labs should be ready for tomorrow's EVC .
- 6) IQAC format resume to be updated.
- 7) Budget for last 3yrs to be ready.
- 8) Any 3 no. of students should be ready for EVC meeting.
- 9) 4th sem students attendance followup, inform parents regarding the same.
- 10) College level mentor file.
- 11) Result analysis file.
- 12) 1st year faculties: *Mrs. Sharmila R S, Mr. *Rajath Shankar P S.
- 13) Faculty list to be finalised (last two years).
- 14) Student list (last three years).
- 16) Attendance register to be updated.

Faculty Name	Signature
Dr. Anguraja R	
Dr. Jyoti M R	
Dr. S Y Pattar	
Mrs. Sulochana I Akkalkot	
Mrs. Sharmila R.S	
Mrs. Padmashree V Kulkarni	
Mr. Rajath Shankar P.S	
Mr. R Santhosh Kumar	
Mrs. Sneha A S	
Mrs Asma	
Mrs. Akshatha R Hegde	
Mrs Ramyashree H.P	


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Department of Electrical & Electronics Engineering

MINUTES OF MEETING

Date & Time: 29-04-2024 4:30 PM- 4:50PM	Duration: 20 Minutes	
Location: HOD Cabin	Meeting called by : Dr Anguraja R	Note Taker & Compiler: Mrs. Sneha A S

Agenda in Detail:

- 1) Submitted the application for autonomous status of college on 25/04/24, inspection for autonomous work might be within a week.
- 2) Department and college level BOS & BOE to be decided.
- 3) All staffs are requested to kindly co-operate and work towards the same.

Faculty Name	Signature
Dr. Anguraja R	
Dr. Jyoti M R	
Dr. S Y Pattar	
Mrs. Sulochana I Akkalkot	
Mrs. Sharmila R.S	
Mrs. Padmashree V Kulkarni	
Mr. Rajath Shankar P.S	
Mr. R Santhosh Kumar	
Mrs. Sneha A S	
Mrs Asma	
Mrs. Akshatha R Hegde	
Mrs Ramyashree H.P	


HOD-EEE

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Department of Electrical & Electronics Engineering

MINUTES OF MEETING

Date & Time: 10-05-2024 3.20 PM- 4:00 PM	Duration: 40 Minutes	
Location: HOD Cabin	Meeting called by : Dr Anguraja R	Note Taker & Compiler: Mrs. Sneha A S

Agenda in Detail:

- 1) Regarding student strength, subject teacher and mentor should coordinator with class teacher. Take undertaking from irregular students.
- 2) Proctor book updation.
- 3) Kindly enter daily attendance in attendance register in class.
- 4) Enter weekly attendance before Monday 11:00 am.
- 5) Monday submit theory and lab register of odd sem.
- 6) List of slow learners who cleared the subjects in previous semester.
- 7) Results comparison batch wise.
- 8) Add-on course from each faculty (subject expert domain).
- 9) FDP should be conducted from the department (online/offline).
- 10) Sunday (12/05/24) COMED-K duty.

Faculty Name	Signature
Dr. Anguraja R	
Dr. Jyoti M R	
Dr. S Y Pattar	
Mrs. Sulochana I Akkalkot	
Mrs. Sharmila R.S	
Mrs. Padmashree V Kulkarni	
Mr. Rajath Shankar P.S	
Mr. R Santhosh Kumar	
Mrs. Sneha A S	
Mrs Asma	
Mrs. Akshatha R Hegde	
Mrs Ramyashree H.P	


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Department of Electrical & Electronics Engineering

MINUTES OF MEETING

Date & Time: 21-05-2024 1:40 PM- 2:05 PM	Duration: 25 Minutes	
Location: HOD Cabin	Meeting called by: Dr Anguraja R	Note Taker & Compiler Mrs. Sneha A S

Agenda in Detail:

- 1) LIC inspection is scheduled tomorrow (22/05/24) @ 11:00 AM
- 2) All attendance registers to be signed and kept ready
- 3) Syllabus (3rd and 4th sem) and Scheme for 3rd to 8th semester

Faculty Name	Signature
Dr. Anguraja R	
Dr. Jyoti M R	
Dr. S. V. Pattar	
Mrs. Sulochana I Akkalkot	
Mrs. Sharmila R S	
Mrs. Padmasubree V Kulkarni	
Mr. Rajath Shankar P S	
Mr. R. Santhosh Kumar	
Mrs. Sneha A S	
Mrs. Asma	
Mrs. Akshatha R Hegde	
Mrs. Ramyashree H P	

HOD-EEE

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Department of Electrical & Electronics Engineering

MINUTES OF MEETING

Date & Time: 06-06-2024 2:00 PM- 2:15 PM	Duration: 15 Minutes	
Location: HOD Cabin	Meeting called by : Dr Anguraja R	Note Taker & Compiler: Mrs. Sneha A S

Agenda in Detail:

- 1) GRADUATION DAY & FAREWELL is scheduled on 7/6/24 & discussed regarding its preparation.
- 2) Academic audit will be done shortly .

Faculty Name	Signature
Dr. Anguraja R	
Dr. Jyoti M R	
Dr. S Y Pattar	
Mrs. Sulochana I Akkalkot	
Mrs. Sharmila R.S	
Mrs. Padmashree V Kulkarni	
Mr. Rajath Shankar P.S	
Mr. R Santhosh Kumar	
Mrs. Sneha A S	
Mrs Asma	
Mrs. Akshatha R Hegde	
Mrs Ramyashree H.P	

[Signature]
HOD-EEE

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

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Department of Management Studies & Research

Date: 6/7/2023

Minutes of the meeting

The meeting was held in Director's office on 5th July, 2023 at 4.25 pm & below points was discussed:


- To prepare calendar of events.
- Budget to be prepared.
- By 6th evening, Annual report of 2021-22 to be furnished.
- Faculties to guide students for Swayam registration matching to their specialization.
- Faculties Research papers to be updated.

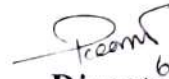
Faculty:

Dr. Buvaneshwari P 

Prof Shivlingappa B 

Prof Usha G 

Prof Teena Jaculin 


6/7/23
Director - MBA



Department of Management Studies & Research





Date: 4/8/2023

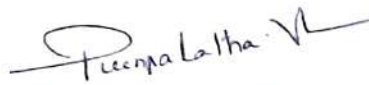
Minutes of the meeting

In line with the meeting held in Principal's Office on 2nd August 2023, a meeting in Director's office was held at 11.00 am & below points was discussed:

- Installation of ERP software has been finalized
- Dr Teena Jaculin G to coordinate from the department
- Every Thursday, from the department presentation to be given for VP sir
- Dr Buvaneshwari P is in charge of research & paper publication works
- Prof Shivalingappa B is in charge of academic, department & college special events
- Prof Usha G is in charge of workshop, industry visit, outbound training and faculty development training programme
- Dr Teena, in charge of Value addition programme like Swayam
- Prof Usha is in charge of blue books and Dr Teena Jaculin for attendance.
- Portions to be completed by 25th of August 2023
- Out of 40 marks: 5 for Quiz, 25 for IA, 10 for Assignments
- Faculties needs to be humble towards the students
- Everyday attendance of students in two time slots (9.15 & 11.15 am) to be furnished to principal
- Faculties has to be 5 minutes early to the classes
- Faculties to do publications & paper presentation by the end of December every year to enhance their profile

Faculty:

Dr. Buvaneshwari P 
Prof Shivlingappa B 
Prof Usha G 
Dr Teena Jaculin G 



Director - MBA



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Department of Management Studies & Research

Date: 21/8/2023

Minutes of the meeting

The meeting was held in Director's office today at 11.00 am & below points was discussed:

- Plagiarism of 10% & below mandatory for project work (drillbit)
- By 23rd August 2023, soft copy of project works has to be submitted
- Accounts due of 4th semester students needs to be cleared by 25th of this month
- No dues form to be issued from 21/8/2023
- Syllabus has to be completed by 26th of this week only
- By 23rd Wednesday, question paper for 2nd internal assessment of 2nd semester to be submitted to the coordinator
- Subjects feedback from the students need to be done by Prof Teena
- Mentors have to follow-up examination fee collection for 2nd semester as per the instruction from the principal.
- Memorandum of Understanding (MOU'S) to be done with various industry as per the requirement of NIRF

Faculty:

Dr. Buvaneshwari P

Prof Shivlingappa B

Prof Usha G

Dr Teena Jaculin G

[Signature]
21/08/23

[Signature]
21/8/23

[Signature]

[Signature]

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21/8/2023
Director -MBA



Department of Management Studies & Research

Date: 27/9/2023

Minutes of the meeting

The meeting was held in HOD's office today at 12.00 pm & below points was discussed:

- To update the proctor book
- Faculties Subject allotment for 3rd semester & 1st semester

Faculty:

Prof Shivlingappa B
Prof Iisha G
Dr Teena Jaculin G

Shivlingappa B
Iisha G
Teena Jaculin G

[Signature]
27/9/23
HOD - MBA



Department of Management Studies & Research

Date: 3/10/2023

Minutes of the meeting

The meeting was held in HOD's office today at 3.30 pm & below points was discussed:

- Finalization of IA marks of 2nd semester
- Finalization of subject allotment for 3rd & 1st semester

Faculty:

Prof Shivlingappa B

Prof Usha G

Dr Teena Jaculin G

Shivlingappa B
Usha G
Teena Jaculin G

Shivlingappa B
03/10/23
HOD - MBA



Department of Management Studies & Research

Date: 16/10/2023

Minutes of the meeting

In line with the meeting held in Principal's Office on 13th October 2023, a meeting in HOD's office was held today at 10.45 am & below points was discussed:

- Saturdays full working day time table needs to be done
- Compensatory working days needs to be adjusted for Saturdays time table
- faculty resource needs to be allotted subjects accordingly
- no online workshops or classes to be conducted on Saturdays
- 2nd semester students going for internship should produce the company's permission letter

Faculty:

Prof Shivlingappa B
Prof Usha G
Dr Teena Jaculin G

Shivlingappa B
Usha G
Teena Jaculin G

16/10/23
HOD - MBA



Department of Management Studies & Research

Date: 17/10/2023

Minutes of the meeting

In line with the meeting held in Principal's Office on 12th October 2023, a meeting in HOD's office was held today at 9.30 am & below points was discussed:

- Website updation to be completed by 18th October 2023
- Photo session of faculties, group & along with students will be there for website uploading
- Faculties can upload their subjects notes in new website
- National Conference is being planned on December 2023.
Prof.K.B.Shivakumar would lead the conduction of this conference.
Departments to host a conference with a nice gesture towards the outgoing students so that they carry a good memory of their institute.
- Each of the faculty to submit a charter for the ensuing A.Y. 2023-24 to indicate the specific activities being planned along with specific deliverable.
- Dr.Teena Jaculin G is the coordinator for NIRF

Faculty:

Prof Shivlingappa B
Prof Usha G
Dr Teena Jaculin G

Shiv
Usha G
Teena

Teena
17/10/23
HOD - MBA



Department of Management Studies & Research

Date: 20/10/2023

Agenda: 1. Updates of Daily Stand-Up Meeting (online meeting)

Minutes of the meeting

In line with the online meeting held with principal on 19th October 2023, a meeting in HOD's office was held today at 11.45 am & below points was discussed:

- Faculties to come up with good practices to be taken in the department
- Calendar of event needs to be done once we get to know the end date of 3rd semester from the VTU
- Charter plan from each faculty needs to be submitted
- Academic audit to take place on 31st October 2023
- 1st semester COPO mapping & 2nd semester Course End Survey needs to be done
- Students to submit their assignments online in pdf format
- Details regarding Ayudha Pooja

Faculty:

Prof Shivlingappa B

Prof Usha G

Dr Teena Jaculin G

20/10/23

HOD - MBA



Department of Management Studies & Research

Date: 26/10/2023

Agenda: 1. Updates of Daily Stand-Up Meeting (online meeting)

Minutes of the meeting

In line with the online meeting held with principal on 25th October 2023, a meeting in HOD's office was held today at 11.10 am & below points was discussed:

- Any activity intended to conduct in the department has to go through IQAC later principal shall approve the same
- Feed back about the academic curriculum, faculties and students to be collected through google forms from the alumni of the institution
- Initiatives in good practice
 - a) To start the day with prayers
 - b) Wishing with good messages to the students on their birthday's
- To encourage students for additional certificate courses
- Students to submit company's approval letter for internship (3rd semester)
- Check list for the academic audit to be followed accordingly
- Department committee list to be finalized
- Student approval date for IA marks to be mentioned in Calendar of Events
- Interested faculties can attend meditation classes conducted every Saturdays

❖ **Faculty:**

Prof Shivlingappa B

Prof Usha G

Dr Teena Jaculin G

26/10/23
HOD - MBA



Department of Management Studies & Research

Date: 27/10/2023

Agenda: 1. Updates of Daily Stand-Up Meeting (online meeting)

Minutes of the meeting

In line with the online meeting held with principal on 26th October 2023, a meeting in HOD's office was held today at 9.30 am & below points was discussed:

- Proposal for including engineering students along with MBA students for internship
- Prof Shivalingappa B is the ERP coordinator for MBA department

Faculty:

Prof Shivlingappa B

Prof Usha G

Dr Teena Jaculin G






HOD - MBA



Department of Management Studies & Research

Date: 7/11/2023

Agenda: 1. Updates on department audit conducted on 6th November, 2023

Minutes of the meeting

The meeting was held in HOD's office today at 9.30 am & below points was discussed:

- Personal files to be updated
- In academic files, COPO's & stakeholders feedback to be included
- Minutes of meeting for the year 2021-2022 to be filed
- Quality policy & calendar of events (CoE from VTU, CoE from IQAC & CoE of the department) to be maintained
- Students list, class teacher along with class representatives details from 2020 to till date has to be maintained
- For each semester, portion coverage has to be taken before each internal assessment (3 internals)
- Separate assignment files to be maintained
- Result analysis of the slow learners to be done
- Faculty to encourage students to take up value added courses, certificate of the same to be maintained in the department
- Department & annual budgets to be done

Points discussed in Principal meeting:

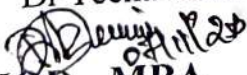
- Any requirement from facility department has to be approved from principal & then by VP sir
- Department asset file to be maintained for audit


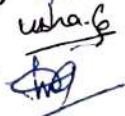
Faculty:

Prof Shivlingappa B

Prof Usha G

Dr Teena Jaculin G


HOD - MBA



Department of Management Studies & Research

Date: 12/12/2023

Minutes of the meeting

The meeting was held in HOD's office today at 9.30 am & below points was discussed:

- Vidwan Portal to be updated by all faculties
- NSS to celebrate Republic Day, Independence Day & Yoga Day in the college
- World Human Rights Day to be observed on 10th December of every year by MBA department in association with other departments
- Club activities to be conducted department wise on an regular basis

Faculty:

Prof Shivlingappa B

Prof Usha G

Dr Teena Jaculin G

Shivlingappa B
Usha G

[Signature]
12/12/23
HOD - MBA



Department of Management Studies & Research

Date: 26/12/2023

Agenda: 1. Updates of Daily Stand-Up Meeting

Minutes of the meeting

In line with the meeting held with principal on 26th December 2023, a meeting in HOD's office was held today at 4.15 pm & below points was discussed:

- Students to be intimated to pay college fees at the earliest. Any extension of dates to be followed in writing duely signed by mentors & principal.
- Any student having shortage of attendance and having less internal marks can be detained under NSSR (not satisfying session requirement)
- Proposal for the faculty vacation
- Course exit survey to be maintained for 1st & 2nd semester of batch 2022-24.
- NIRF data to be updated.

Faculty:

Prof Shivlingappa B

Prof Usha G

Shivlingappa B
Usha G
27/12/23

Prof. Deena Jaculin G — *AB* —

[Signature]
HOD - MBA



Department of Management Studies & Research

Date: 4/1/2024

Minutes of the meeting

In line with the meeting held with principal on 4th January 2024, a meeting in HOD's office was held today at 4.00 pm & below points was discussed:

- Examination duty list will be available one week before the start of the exams. Faculties to strictly follow it.
- 26th January 2024, Republic day celebration to be attended by all the members of the department.
- Students scoring low in Internal Assessment & also having shortage of attendance can be detained with proper records.
- To encourage students to enroll for MPTL courses.
- Attendance status of each student to be informed to their parents & follow up to be done by respective mentors.
- Students should submit their project completion certificate.
- 2nd mock Viva Voce to be held on 17th January 2024.
- Faculties to submit last semesters blue books, assignment books & mentoring books.

Faculty:

Prof Shivlingappa B

Prof Usha G

Dr Teena Jaculin G

Shivlingappa B
Usha G
Teena Jaculin G

Dr Teena Jaculin G
05/01/2024
HOD - MBA



Department of Management Studies & Research

Date: 5/2/2024

Minutes of the meeting

In line with the meeting held with principal, a meeting in HOD's office was held today at 11.45 am & below points was discussed:


- To update ERP individually.
- 3rd semester college & hostel fees to be collected.
- Encourage students for KSIT project.
- 1st semester time table to be prepared
- 12th February 2024, 1st semester classes to start.

Faculty:

Prof Shivlingappa B

Prof Usha G

Dr Teena Jaculin G


05/02/24
HOD - MBA



Wayanamac Education Trust (R)
DON BOSCO INSTITUTE OF TECHNOLOGY
Kumbalagodu, Mysore Road, Bangalore - 560074
Ph: +91-80-28437028 / 29/30 Fax: +91-80-28437031
www.dbit.co.in



Department of Management Studies & Research

Date: 31/1/2024

Minutes of the meeting

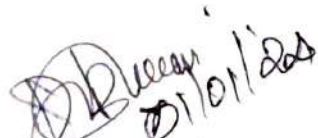
- To encourage students to enroll in skilled based training programs
- Inauguration day for 1st semester to be finalized.
- To be followed by 2 day orientation.
- Fresher's day to be done in February month.

Faculty:

Prof Shivlingappa B

Prof Usha G

Dr Teena Jaculin G


HOD - MBA




Department of Management Studies & Research

Date: 9/2/2024


Minutes of the meeting


The meeting was held in HOD's office today at 11.00 am & was followed by introduction of Prof. Rajashekhara R (new faculty) to the department.

Faculty:

Prof Shivlingappa B 

Prof Usha G 

Dr Teena Jaculin G 

Prof Rajashekhara R 


10/02/24
HOD - MBA



Department of Management Studies & Research


Date: 12/2/2024

Minutes of the meeting

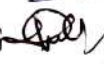
The meeting was held in HOD's office today at 4.30 pm & below points was discussed:


- Introduction of Prof. Shalini M (new faculty) to the department
- Inauguration program to be held on 21st February 2024 for 1st semester students.
- Classes for 1st semester to be carried on slow phase till 19th February (second round of selection from PG CET to be completed)

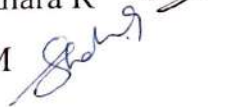
Faculty:

Prof Shivlingappa B 

Prof Usha G 

Dr Teena Jaculin G 

Prof Rajashekhara R 

Prof Shalini M 


HOD - MBA



Department of Management Studies & Research


Date: 26/2/2024

Minutes of the meeting

The meeting was held in HOD's office today at 3.30 pm & below points was discussed:


- Shuffling of 1st semester classes for the faculties
- 3rd semester exam fees to be collected before 29th February, 2024
- Conduction of third internal assessment for 3rd semester students
- Identifying some students (3rd sem) to take up project & research work.

Faculty:

Prof Shivlingappa B 

Prof Usha G 

Dr Teena Jaculin G 

Prof Rajashekhara R 

Prof Shalini M 


HOD - MBA

Head of Department
MBA Department
DON BOSCO INSTITUTE OF TECHNOLOGY
Kumbalagodu, Mysore Road,
Bangalore - 74



MINUTES OF MEETING

Date & Time: 7/03/2024 & 4:00 PM	Duration: 45 Minutes	Agenda of Meeting: Project guide, attendance, IA marks, workshop, mentors, pending fees, COPO mapping
Location: HoD Cabin	Meeting called by: Dr. Buvanewari P	Note Taker & Compiler:

Agenda in Detail

Time	Topic
45 min	<p>HOD Dr. Buvanewari P welcomed all faculty members for meeting.</p> <p>The following points were addressed and discussed by the HOD with all faculty members</p> <ul style="list-style-type: none">• Regarding 3rd semester:<ul style="list-style-type: none">➤ For summer project specialization list to be finalised.➤ Five year balance sheet of the company or authorization of the financial statement is compulsory.➤ Under HR, MM & BA specialization, no need for balance sheet.➤ Finalization of IA marks.➤ No due form to be issued.➤ To follow up with college fee dues.➤ COPO mapping for 1st & 2nd semester of 2022-2024 batch has to be completed.• Regarding 1st semester:<ul style="list-style-type: none">➤ To check all the students attend the classes from 11th March onwards.➤ Proctor books to be updated.➤ To start with class presentation➤ Industry visit & outbound training to be scheduled in March month.➤ After 1st internal assessment, parent meeting to be called.➤ ERP to be updated.• Report regarding the workshops conducted to be submitted.


Co-ordinator


HOD



MINUTES OF MEETING

Date & Time: 11/03/2024 & 4:15 PM	Duration: 30 Minutes	Agenda of Meeting: Internal Assessment, Project guide list
Location: HOD Cabin	Meeting called by: Dr. Buvaneswari P	Note Taker & Compiler: Sowmyababu

Agenda in Detail

Time	Topic																								
30 min	<p>HOD Dr. Buvaneswari P welcomed all faculty members for meeting.</p> <p>The following points were addressed and discussed by the HOD with all faculty members</p> <ul style="list-style-type: none"> 1st semester internal assessment date finalization. <ul style="list-style-type: none"> ❖ 21st, 22nd & 23rd of March will be first internal assessment. ❖ 18th, 19th & 20th of April will be second internal assessment. ❖ 20th, 21st & 22nd of May will be third internal assessment. Finalization of project guide list for 3rd semester students. <ul style="list-style-type: none"> ❖ Finance - 35 <table border="1" data-bbox="426 995 898 1234"> <thead> <tr> <th>No. Of Students</th> <th>Faculty</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>Dr Buvaneswari P</td> </tr> <tr> <td>10</td> <td>Prof Shivalingappa B</td> </tr> <tr> <td>10</td> <td>Prof Usha G</td> </tr> <tr> <td>5</td> <td>Prof Rajashekhara R</td> </tr> </tbody> </table> ❖ HR - 16 <table border="1" data-bbox="426 1276 898 1430"> <thead> <tr> <th>No. Of Students</th> <th>Faculty</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>Dr Teena Jaculin G</td> </tr> <tr> <td>8</td> <td>Prof Shalini M</td> </tr> </tbody> </table> ❖ Marketing - 9 <table border="1" data-bbox="426 1472 898 1671"> <thead> <tr> <th>No. Of Students</th> <th>Faculty</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>Prof Rajashekhara R</td> </tr> <tr> <td>2</td> <td>Dr Teena Jaculin G</td> </tr> <tr> <td>2</td> <td>Prof Shalini M</td> </tr> </tbody> </table> 	No. Of Students	Faculty	10	Dr Buvaneswari P	10	Prof Shivalingappa B	10	Prof Usha G	5	Prof Rajashekhara R	No. Of Students	Faculty	8	Dr Teena Jaculin G	8	Prof Shalini M	No. Of Students	Faculty	5	Prof Rajashekhara R	2	Dr Teena Jaculin G	2	Prof Shalini M
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2	Prof Shalini M																								

Co-ordinator

11/03/24
HOD



MINUTES OF MEETING

Date & Time: 21/03/2024 & 4:15 PM	Duration: 30 Minutes	Agenda of Meeting: Aarambh 2024, publication of project work, COPO of 1 st & 2 nd semester
Location: HOD Cabin	Meeting called by: Dr.Buvaneswari P	Note Taker & Compiler: Sowmyababu

Agenda in Detail

Time	Topic
30 min	<p>HOD Dr. Buvaneswari P welcomed all faculty members for meeting.</p> <p>The following points were addressed and discussed by the HOD with all faculty members</p> <ul style="list-style-type: none">✓ Aarambh – to participate in an innovative way.✓ Faculties to go through DST & VGST website related to research & management proposals & apply for the same.✓ Faculty development programme to be planned for 5 days for 30 hours.✓ Mandatory for 1st semester students to enrol for 3 days workshop on Financial Markets Elevation Program & get the certificate for the same.✓ Students to fill feedback form of Tableau workshop & only then the certificate get generated.✓ iARF rank framework to be completed by 26th March.✓ All 60 project works of the students to be published. Next publication is on June, free of cost.✓ For 6 weeks summer project, 3rd semester students can opt for free lance wherein they are required to meet their guide weekly once.✓ COPO of 1st & 2nd semester of 2022-2024 batch to be completed by 10th April, 2024.✓ Absenteeism in internal assessment test to be strictly addressed.✓ College fees of 1st semester students to be cleared by 15th April, 2024.✓ Attendance for 1st semester students to be prepared as on 20th march.✓ Industry visit & outbound training for 1st semester to be conducted before 3rd internals.


Co-ordinator


HOD



MINUTES OF MEETING

Date& Time: 27/03/2024 & 11:15 AM	Duration: 30 Minutes	Agenda of Meeting: PTM, remedial classes, course exit survey
Location: HOD Cabin	Meeting called by: Dr. Buvaneswari P	Note Taker & Compiler: Sowmyababu

Agenda in Detail

Time	Topic
30 min	<p>HOD Dr. Buvaneswari P welcomed all faculty members for meeting.</p> <p>The following points were addressed and discussed by the HOD with all faculty members</p> <ul style="list-style-type: none">✓ All mentors to intimate their mentees parents about parent's teacher meeting on 30th Saturday 2024.✓ Remedial classes for 1st semester students to start from 28th March 2024.✓ Course exit survey to be completed for 3rd semester students.✓ 1st semester students to make cash payment towards uniform.

Co-ordinator

27/03/2024

HOD

MINUTES OF MEETING

Date & Time: 17/05/2024 & 4:00 PM	Duration: 45 Minutes	Agenda of Meeting: Autonomous Scheme, IAA, PGCET Online Coaching, Societal Project
Location: HOD Cabin	Meeting called by: Dr. Buvaneshwari P	Note Taker & Compiler: Dinesha Naik A

Agenda in Detail

Time	Topic
45 min	<p>HOD Dr. Buvaneshwari P welcomed all faculty members for meeting.</p> <p>The following points were addressed and discussed by the HOD with all faculty members</p> <ol style="list-style-type: none">1. All The Faculties have informed to prepare Autonomous Scheme and submit it before 21/05/2024.2. It has been discussed to check how many have filled Alumni feedback form.3. It has been informed that there will be internal Audit on June 1st week and all the Faculties keep their Blue book, Attendance, mentoring course file and personal file ready.4. Students of 1st Semester have to start with the Societal project after their semester exam. All the Faculties are informed to give topics for Societal Project.5. It has been discussed that Graduation day can be scheduled for 4th semester students on a before their last working day.6. Cultural fest might be scheduled in the month of June.7. It has been planned to organise PGCET online Coaching for degree students in the month of June.8. It has informed to submit 3rd internal attendance before work days.9. Important note has been given for 3rd & 1st Semester college fees. All the Faculties are informed to confirm their Mentors regarding fees due and make their to pay before 22nd May 2024

CO-ORDINATOR


HOD



MINUTES OF MEETING

Date & Time: 29/05/2024 & 4:00 PM	Duration: 45 Minutes	Agenda of Meeting: Autonomous Scheme, IAA, PG CET Online Coaching, Societal Project
Location: HOD Cabin	Meeting called by: Dr. Buvaneswari P	Note Taker & Compiler: Dinesha Naik A

Agenda in Detail

Time	Topic
45 min	<p>HOD Dr. Buvaneswari P welcomed all faculty members for meeting.</p> <p>The following points were addressed and discussed by the HOD with all faculty members</p> <ul style="list-style-type: none">✓ All The Faculties have Informed to prepare Autonomous Scheme and submit it before 21/05/2024.✓ It has been discussed to check how many have filled Alumni feed back form.✓ It has been informed that there will be internal Audit on June 1st week and all the Faculties keep their Blue book , Attendance, mentoring course file and personal file ready.✓ Students of 1st Semester have to start with the Societal project after their semester exam. All the Faculties are Informed to give topics for Societal Project.✓ It has been discussed that Graduation day can be scheduled for 4th semester students on a before their last working day.✓ Cultural fest might be scheduled in the month of June.✓ It has been planned to organise PG CET online Coaching for degree students in the month of June.✓ It has informed to submit 3rd internal attendance before work days.✓ Important note has been given for 3rd & 1st Semester college fees. All the Faculties are informed to confirm their Mentors regarding fees due and make their to pay before 22nd May2024


CO-ORDINATOR


HOD



MINUTES OF MEETING

Date & Time: 24/06/2024 & 4:15 PM	Duration: 45 Minutes	Agenda of Meeting: Subject Allotment
Location: HOD Cabin	Meeting called by: Dr. Buvaneswari P	Note Taker & Compiler: Dinesha Naik A

Agenda in Detail

Time	Topic
45 min	<p>HOD Dr. Buvaneswari P welcomed all faculty members for meeting.</p> <p>The following points were addressed and discussed by the HOD with all faculty members</p> <ul style="list-style-type: none">✓ It has been discussed that all the faculty have to update the files within 3 weeks. External from outside will visit for Audit.✓ It is informed to the faculty that they should not take more OOD and HOD's should check their OOD availed and give permission.✓ No Gossips with other department faculty . It is said as a serious note.✓ Students undertaking form has been issued to the students who didn't attend classes from 10th June 2024 attendance should be strictly followed . Attendance register should be taken to the class and make attendance in the register.✓ Automous syllabus should be kept ready.✓ All the faculty should go to class take class if one student is present.✓ It has instructed in HOD's Meeting that all the faculty have to update ERP and all notes, PPT,s, 5 years Question papers should be uploaded in ERP then only vacation will be given to the faculty.


CO-ORDINATOR


HOD



Department of Management Studies & Research

Date: 6/7/2023

Minutes of the meeting

The meeting was held in Director's office on 5th July, 2023 at 4.25 pm & below points was discussed:


- To prepare calendar of events.
- Budget to be prepared.
- By 6th evening, Annual report of 2021-22 to be furnished.
- Faculties to guide students for Swayam registration matching to their specialization.
- Faculties Research papers to be updated.

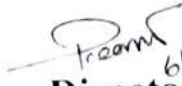
Faculty:

Dr. Buvaneshwari P 

Prof Shivlingappa B 

Prof Usha G 

Prof Teena Jaculin 


6/7/23
Director - MBA

MINUTES OF MEETING

Date& Time: 29/07/2024 & 4:15 PM	Duration: 30 Minutes	Agenda of Meeting: PGCET Online Coaching, Add on Course, NPTEL, Societal Project Viva, 4 th Sem Project Viva, File Updation
Location: HOD Cabin	Meeting called by: Dr.Buveneswari P	Note Taker & Compiler: Dinesha Naik A

Agenda in Detail

Time	Topic
30 min	<p>HOD Dr. Buveneswari P welcomed all faculty members for meeting.</p> <p>The following points were addressed and discussed by the HOD with all faculty members</p> <ul style="list-style-type: none">✓ It was discussed about conduction of PGCET online coaching has been scheduled on 01-08-2024.✓ It has been instructed to all the faculty should make their mentees to register for NPTEL course and make sure that they pay for the exam.✓ HOD discussed about which add on course can be given for students and about the resource persons.✓ The titles for societal project was finalized and it was said to the faculty to inform 2nd semester students and mentors will be guiding their mentees.✓ Project VIVA date has been announced by VTU and HOD informed to the department faculty about submission of the project report.✓ It has been informed to the entire faculty about updating the department files before internal audit.