



## ADMISSION COMMITTEE

### Minutes of the Meeting

Dt: 29<sup>th</sup> July 2020

The members of the committee attended a meeting held at Principal's Office on 29<sup>th</sup> September 2020 at 11.00 am. The following were discussed:

- The activities to be carried out by the committee for the Academic Year 2020-21 was listed and documented.
- The various entrance exam dates
- KCET is completed
- DCET, PG CET and COMEDK examinations are pending.

*Sharmila R S*  
 Sharmila R S 29/07/20  
 Convener of the committee

*Hemadri Naidu*  
 Dr. Hemadri Naidu T  
 Chairman of the Committee

## ADMISSION COMMITTEE

Sl. No.	Name	Position
1	Dr. Hemadri Naidu T	Chairman
2	Prof. Sharmila R S	Convener
3	Prof. Manjunath G	Co-Convener
4	Tahseen Taj	Member
5	Chaitra A S	Member
6	Arun Kumar K H	Member
7	Bushra Erram	Member
8	Rajeeva H S	Member
9	Rajath Shankar P S	Member
10	Shyam Sundar	Member
11	Smt. Savitha V	Member- invitee
12	Sri. Ramu N	Member- invitee

*Signature*  
*Hemadri Naidu* 29/07/2020  
*Sharmila R S*  
*GM jith*  
*Tahseen Taj*  
*Chaitra A S*  
*Arun K H*  
*Bushra Erram*  
*Rajeeva H S*  
*Rajath Shankar P S*  
*Shyam Sundar*  
*Savithe V*  
*Ramu N*



# Don Bosco Institute of Technology, Bangalore

Kumbalagodu, Mysuru Road, Bengaluru – 560 074  
(NAAC Accredited Institution)



## ADMISSION COMMITTEE

### Minutes of the Meeting

Dt: 29<sup>th</sup> August 2020

The members of the committee attended a meeting held at Principal's Office on 29<sup>th</sup> August 2020 at 11.00 am. The following were discussed.

- Review of the previous meeting regarding pending examinations – DCET, COMEDK & PG CET.
- Setting up of helpdesk for option entry.

*Sharmila R S*  
29/08/20

Sharmila R S

Convener of the committee

*Dr. Hemadri Naidu T*  
29/08/2020

Dr. Hemadri Naidu T

Chairman of the Committee

## ADMISSION COMMITTEE

Sl. No.	Name	Position
1	Dr. Hemadri Naidu T	Chairman
2	Prof. Sharmila R S	Convener
3	Prof. Manjunath G	Co-Convener
4	Tahseen Taj	Member
5	Chaitra A S	Member
6	Arun Kumar K H	Member
7	Bushra Erram	Member
8	Rajeeva H S	Member
9	Rajath Shankar P S	Member
10	Shyam Sundar S A	Member
11	Smt. Savitha V	Member- invitee
12	Sri. Ramu N	Member- invitee

Signature  
*Dr. Hemadri Naidu T*  
29/08/2020

*Sharmila R S*

*G.M. Jith*

*Tahseen Taj*

*Chaitra A S*

*Arun K H*

*Bushra Erram*

*Rajeeva H S*

*Rajath Shankar P S*

*Shyam Sundar S A*

*Smt. Savitha V*

*Sri. Ramu N*



# Don Bosco Institute of Technology, Bangalore

Kumbalagodu, Mysuru Road, Bengaluru – 560 074  
(NAAC Accredited Institution)



## ADMISSION COMMITTEE

### Minutes of the Meeting

Dt: 23<sup>rd</sup> October 2020

The members of the committee attended a meeting held at Principal's Office on 23<sup>rd</sup> October 2020 at 11.00 am. The following were discussed.

- The status of conduction of entrance examinations by examination authorities – All the entrance examinations have been completed by various authorities for admissions of UG & PG courses.
- To brief the parents and aspirants who are visiting the college.

*Sharmila R S*  
Sharmila R S 23/10/20

Convener of the committee

*Hemadri Naidu T*  
23/10/2020  
Dr. Hemadri Naidu T

Chairman of the Committee

### ADMISSION COMMITTEE

Sl. No.	Name	Position
1	Dr. Hemadri Naidu T	Chairman
2	Prof. Sharmila R S	Convener
3	Prof. Manjunath G	Co-Convener
4	Tahseen Taj	Member
5	Chaitra A S	Member
6	Arun Kumar K H	Member
7	Bushra Erram	Member
8	Rajeeva H S	Member
9	Rajath Shankar P S	Member
10	Shyam Sundar S A	Member
11	Smt. Savitha V	Member- invitee
12	Sri. Ramu N	Member- invitee

Signature  
*Hemadri Naidu T*  
23/10/2020  
*Sharmila R S*  
*G.M. Jith*  
*Tahseen Taj*  
*Chaitra A S*  
*Arun K H*  
*Bushra Erram*  
*Rajeeva H S*  
*Rajath Shankar P S*  
*Shyam Sundar S A*  
*Smt. Savitha V*  
*Sri. Ramu N*



# Don Bosco Institute of Technology, Bangalore

Kumbalagodu, Mysuru Road, Bengaluru - 560 074

(NAAC Accredited Institution)



## ADMISSION COMMITTEE

### Minutes of the Meeting

Dt: 26<sup>th</sup> February 2021

The members of the committee attended a meeting held at Principal's Office on 26<sup>th</sup> February 2021 at 11.00 am. The following were discussed

- Status of admission process by examination authorities - admission process is completed (inclusive of management)

Admission type	No of admissions by the end of final round
UG - KCET, COMEDK, MGMT,	482
DCET	44
PGCET	40
Total no of admissions (UG +PG)	576

- Plan of action for admission for academic year 2021-22- the following suggestions were made
  1. To restructure the committee, by adding new members.
  2. To increase the number of hoardings
  3. To increase electronic media presence

*Sharmila R S*  
26/02/21

Sharmila R S  
Convener of the committee

*Hemadri Naidu*  
26-02-2021

Dr. Hemadri Naidu  
Chairman of the Committee

## ADMISSION COMMITTEE

Sl. No.	Name	Position
1	Dr. Hemadri Naidu T	Chairman
2	Prof. Sharmila R S	Convener
3	Prof. Manjunath G	Co-Convener
4	Tahseen Taj	Member
5	Chaitra A S	Member
6	Arun Kumar K H	Member
7	Bushra Erram	Member
8	Rajeeva H S	Member
9	Rajath Shankar P S	Member
10	Shyam Sundar S A	Member
11	Smt. Savitha V	Member- invitee
12	Sri. Ramu N	Member- invitee

Signature

*Hemadri Naidu* 26-02-2021  
*Sharmila R S*  
*G.M. Manjunath*  
*Tahseen Taj*  
*Chaitra A S*  
*Arun Kumar K H*  
*Bushra Erram*  
*Rajeeva H S*  
*Rajath Shankar P S*  
*Shyam Sundar S A*  
*Smt. Savitha V*  
*Sri. Ramu N*



# Don Bosco Institute of Technology, Bangalore

(NAAC Accredited Institution)



IQAC

18.07.2020

DBIT/IQAC/2020-2021/JULY/

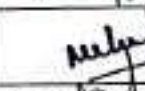
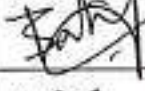
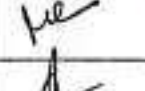


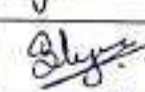



## Circular

This is to inform you all that the College has decided to constitute "Conference and Publication Committee", for the year 2020-2021 to work under the guidelines of IQAC.

### Objectives

The role of research in an academic institution plays significant role in its sustainability and development. It is imperative to have a knowledge-driven growth based on innovation. Every faculty should have quest for knowledge. The quest for knowledge is the basic principle behind research. The quality of research work, directly translates quality of teaching and learning in the classroom, thereby benefiting the students, the society and the country. DBIT focuses in promoting research through quality publications, so that institution acts like a reservoir of knowledge in India and Abroad.

### Members of the Committee:

Sl. No.	Name of the Faculty	Email id / Contact no.	Department	Role	Signature
1	Dr. Hemadri Naidu T	principal@dbit.co.in	Principal	Chairman	 18.07.2020
2	Dr. Manjula S Dalabanjan	9886982901	Mathematics	Convener	
3	Dr. R. C Patil	8971454722	ECE	Member	
4	Dr. Prakash P K	9900160849	EEE	Member	
5	Mr. Gobinath S	9591099633	CIV	Member	
6	Dr. Manjunath Swamy	9686300554	CSE	Member	
8	Mrs. Yashaswini D K.	9595959809	ISE	Member	
9	Mr. Shyam Sunder S. D.	9886316522	MBA	Member	
10	Dr. Arun Magdam	9449772530	ME	Member	
11.	Dr. Somaraya B. Tallolli	9449960206	Library	Member	



## IQAC

### Roles and Responsibilities:

- Motivating Faculty members to actively involve in Research & Publication
- Monitoring the research progress of faculty members pursuing a Ph. D.
- Create and maintain a database regarding Faculty expertise.
- Maintain a database of resource persons from other reputed institutions.
- Recommending faculty members for participation in conference/ seminar/ workshop.
- Recommending faculty members to present papers in the conference.
- Recommending faculty members for incentives pertaining to publication.
- Recommending project proposals of departments / individual faculty to funding agencies.
- Recommending faculty members to avail the facilities mentioned in the Incentive policy of the Institute.

### Standard Operating Procedure

The convener of the committee with the approval of the chairperson of the committee shall convene the meetings at least once in a month or as and when it becomes necessary to conduct the meeting. The convener shall with the approval of chairperson, prepare agenda for the meeting. Under the guidelines of IQAC one half of the members shall involve in preparing Quality of Reporting of Meta-analyses standards (QUOROM). The convener shall distribute the minutes of meeting comprising of an action list summarizing what was covered, what was resolved and what actions need to be taken for issues, issues soughting further clarification to all the members who participated in the meeting in consent with the chairperson of the committee.

**IQAC DIRECTOR**



*[Signature]*  
18/07/2020

**PRINCIPAL**

**PRINCIPAL**

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



DBIT/IQAC/2020-2021/Nov/

30-11-2020

## Circular

All the members of "Conference and Publication Committee", are hereby informed to attend the meeting organised in the Principal's Chamber on December 1st at 3.30 p.m.

### Members of the Committee:

Sl. No.	Name of the Faculty	Department	Role	Signature
1	Dr. Hemadri Naidu T	Principal	Chairman	<i>Hemadri Naidu T</i> 30/11/2020
2	Dr. Manjula S Dalabanjan	Mathematics	Convener	<i>Manjula S Dalabanjan</i>
3	Dr. R. C Patil	ECE	Member	<i>R. C Patil</i>
4	Dr. Prakash P K	EEE	Member	<i>Prakash P K</i>
5	Mr. Gobinath C	CIV	Member	<i>Gobinath C</i>
6	Dr. Manjunath Swamy	CSE	Member	<i>Manjunath Swamy</i>
8	Mrs. Yashaswini D K.	ISE	Member	<i>Yashaswini D K.</i>
9	Mr. Shyam Sunder S. A.	MBA	Member	<i>Shyam Sunder S. A.</i>
10	Dr. Arun Magdam	ME	Member	<i>Arun Magdam</i>
11.	Dr. Somaraya B. Tallolli	Library	Member	<i>Somaraya B. Tallolli</i>

### Agenda:

- 1) Regarding 2<sup>nd</sup> (ICDSMLA-2020)
- 2) Preparation of voice ppt.

*Manjula S Dalabanjan*  
30/11/2020  
Convener

IQAC Director

*Hemadri Naidu T*  
30-11-2020  
Principal  
PRINCIPAL  
Don Bosco Institute of Technology  
Kumbalagodu, Mysore Road,  
Bangalore - 560 074.



# Don Bosco Institute of Technology, Bangalore

(NAAC Accredited Institution)  
Department of Mathematics



DBIT/IQAC/2020-21/DEC/01

01.12.2020

## Minutes of Meeting

Date: 01.12.2020 Time: 3.30 p.m	Duration: 30 Minutes	<b>Meeting Agenda:</b> 1) Regarding 2 <sup>nd</sup> (ICDSMLA-2020) 2) Preparation of voice ppt.
Location: Principal's Chamber	Meeting called by Dr. Manjula S D	Note Taker and Compiler: Mr. Suresh K R

The Conference and Publication Committee committee meeting was held on 01-12-2020 in the Principal's Chamber at 3.30 pm. The enclosed list of committee members attended the meeting. Dr. Hemadri Naidu T. Principal and Chairman of the committee welcomed all the committee members.

**Agenda 1 :** Regarding 2nd International Conference on Data Science and Machine Learning Algorithms. (ICDSMLA-2020).

The convenor, Dr. Manjula S. Dalabanjan updated the details of the papers accepted in the conference to publish in the proceedings. About 59 papers were accepted. Some papers were not accepted due to lack of English Grammar and and some due to Plagiarism. The Plagiarism level was allowed upto 15%.

**Agenda 2:** Status of preparation of voice ppt.

The convenor also enquired about the preparation of voice ppt by the department faculty. To publish the papers in Springer publication presentation by one of the authors in the conference is a mandatory through voice ppt.

Dr. Manjula S Dalabanjan thanked the members of the committee for attending the meeting and sharing their ideas. The meeting ended with permission from the chair.

*Manjula S Dalabanjan*  
01/12/2020  
Convenor



*Manjula S Dalabanjan*  
Principal 01-12-2020  
**PRINCIPAL**  
Don Bosco Institute of Technology  
Kumbalagodu, Mysore Road,  
Bangalore - 560 074.





# Don Bosco Institute of Technology, Bangalore

(NAAC Accredited Institution)  
Department of Mathematics



Members Present in the meeting of Conference and Publication Committee  
held on 01-12-2020 at 3.30 pm.

Sl. No.	Name of the Faculty	Department	Role	Signature
1	Dr. Hemadri Naidu T	Principal	Chairman	<i>[Signature]</i> 01/12/2020
2	Dr. Manjula S Dalabanjan	Mathematics	Convener	<i>[Signature]</i>
3	Dr. R. C Patil	ECE	Member	<i>[Signature]</i>
4	Dr. Prakash P K	EEE	Member	<i>[Signature]</i>
5	Mr. Gobinath S	CIV	Member	<i>[Signature]</i>
6	Dr. Manjunath Swamy	CSE	Member	<i>[Signature]</i>
8	Mrs. Yashaswini D K.	ISE	Member	<i>[Signature]</i>
9	Mr. Shyam Sunder	MBA	Member	<i>[Signature]</i>
10	Dr. Arun Magdam	ME	Member	<i>[Signature]</i>
11.	Dr. Somaraya B. Tallolli	Library	Member	<i>[Signature]</i>



# Don Bosco Institute of Technology, Bangalore

(NAAC Accredited Institution)  
Department of Mathematics



DBIT/IQAC/2020-2021/MAR/

12-03-2021

## Circular

All the members of "Conference and Publication Committee", are hereby informed to attend the meeting organised in the Principal's Chamber on March 15 at 3.30 pm.

### Members of the Committee:

Sl. No.	Name of the Faculty	Department	Role	Signature
1	Dr. Hemadri Naidu T	Principal	Chairman	<i>Hemadri</i> 12-03-2021
2	Dr. Manjula S Dalabanjan	Mathematics	Convener	<i>Manjula</i>
3	Dr. R. C Patil	ECE	Member	<i>R. C Patil</i>
4	Dr. Prakash P K	EEE	Member	<i>Prakash</i>
5	Mr. Gobinath S	CIV	Member	<i>Gobinath</i>
6	Dr. Manjunath Swamy	CSE	Member	<i>Manjunath</i>
8	Mrs. Yashaswini D K.	ISE	Member	<i>Yashaswini</i>
9	Mr. Shyam Sunder S. A.	MBA	Member	<i>Shyam</i>
10	Dr. Arun Magdam	ME	Member	<i>Arun</i>
11.	Dr. Somaraya B. Tallolli	Library	Member	<i>Somaraya</i>

### Agenda:

- 1) Protocols and suggestions to publish research articles.

*Manjula*  
Convener

*Hemadri*  
Principal 12-03-2021

**PRINCIPAL**

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



# Don Bosco Institute of Technology

(NAAC Accredited Institution)  
Kumbalagodu, Mysore Road, Bangalore-560074



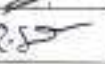
## MAIN PROJECT COMMITTEE

ACADEMIC YEAR 2020-2021

30.06.2020

### Circular

This is to inform that Main Project Committee members should attend the meeting which is scheduled on 2<sup>nd</sup> July 2020 at 03.00 pm in Principal Office, DBIT.

Sl. no.	Name of committee members	Designation	Department	Role	Signature
1	Dr Hemadri Naidu T	Principal		Chairperson	
2	Dr Venugeetha Y	Professor	CSE	Convenor	
3	Mr. Dharshan B G	Associate Professor	MECH	Member	
4	Dr R C Patil	Associate Professor	ECE	Member	
5	Dr Manjula V	Associate Professor	ISE	Member	
6	Mr Raghavendra D	Assistant Professor	CV	Member	
7	Ms. Thaseen Taj	Assistant Professor	CSE	Member	
8	Mr.R Santhosh Kumar	Assistant Professor	EEE	Member	
9	Dr M S Vijaya Rao	Associate Professor	MBA	Member	

  
Convenor  
30/6/2020



  
Principal  
30/06/2020

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



## Main Project Committee

### Minutes of Meeting

- Members of the Committee:

Sl. no.	Name of committee members	Designation	Department	Role	Signature
1	Dr Hemadri Naidu T	Principal		Chairperson	
2	Dr Venugeetha Y	Professor	CSE	Convenor	
3	Mr. Dharshan B G	Associate Professor	MECH	Member	
4	Dr R C Patil	Associate Professor	ECE	Member	
5	Dr Manjula V	Associate Professor	ISE	Member	
6	Mr Raghavendra D	Assistant Professor	CV	Member	
7	Ms. Thaseen Taj	Assistant Professor	CSE	Member	
8	Mr.R Santhosh Kumar	Assistant Professor	EEE	Member	
9	Dr M S Vijaya Rao	Associate Professor	MBA	Member	

### Agenda:Project Phase I

- Briefing about the project work for final year students.
- Types of project work to be taken by the students.
- Forming a panel member committee for assessing the project review.
- Schedule for the reviews.

### Brief Description:

- Dr Hemadri Naidu T, Principal and chairperson for the committee welcomed all the members for the meeting.
- Chairperson informed the Members to discuss about the project syllabus, weightage of marks, type of projects to be taken up like societal needs, environment oriented, Automation in agriculture, innovation materials for acoustics, user friendly devices for aged or challenged people, techniques for air pollution control, treating industrial effluents, robotics, cyber security, bioenergy solar power application, technologies related to after Covid-19 etc to the students. As they have a scope, need for society, and not limited to these topics. Encourage the students to apply for funded projects, inform them to take up courses in NPTEL and reputed online schools related to their project. Inform them to submit their certificate.



# Don Bosco Institute of Technology

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- Students batch should decide and submit their proposed project domain, title to the department in 4th weeks of the odd semester opening.
- Every department ought to constitute a project panel consisting of project guide, two senior faculty member and project coordinator.
- Project guide can have a maximum of 3 batches allocated and every batch can have a maximum of 4 members.
- Project coordinator along with HOD and senior faculty member can allocate project guide for the batches according to the domain interest of the faculty during the 6th week of the odd semester.
- Project guide should have regular meetings with the project batch. Guide shall also verify the project logbook kept for every batch updating it with every project discussion meeting.
- Project coordinator shall prepare for faculty panel list, timing, and venue for the review. Inform the students and members prior 3 days before every review. There will an abstract review for finalizing the project with any suggestion. If panel does not approve the topic reschedule of the review shall be done prior information to be given. Schedule for the 1<sup>st</sup> review is during 9<sup>th</sup> week and 2<sup>nd</sup> review is during 12<sup>th</sup> week. Phase-I report submission will be during 14<sup>th</sup> week.
- Evaluation of draft project report shall be submitted during the final review of project phase-I.

*[Signature]*  
Convener  
22/7/2020

IQAC Director  
*[Signature]*  
23/7/20

*[Signature]*  
03-07-2020  
Principal

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



# Don Bosco Institute of Technology

(NAAC Accredited Institution)

Kumbalagodu, Mysore Road, Bangalore-560074



MAIN PROJECT COMMITTEE

ACADEMIC YEAR 2020-2021

12.12.2020

## Circular

This is to inform that Main Project Committee members should attend the meeting which is scheduled on 15<sup>th</sup> December 2020 at 03.00 pm in Principal Office, DBIT.

Sl. no.	Name of committee members	Designation	Department	Role	Signature
1	Dr Hemadri Naidu T	Principal		Chairperson	<i>Hemadri</i> 12-12-2020
2	Dr Venugeetha Y	Professor	CSE	Convenor	<i>Dr Venugeetha</i>
3	Mr. Dharshan B G	Associate Professor	MECH	Member	<i>Dharshan</i>
4	Dr R C Patil	Associate Professor	ECE	Member	<i>R C Patil</i>
5	Dr Manjula V	Associate Professor	ISE	Member	<i>Manjula</i>
6	Mr Raghavendra D	Assistant Professor	CV	Member	<i>Raghavendra</i>
7	Ms. Thaseen Taj	Assistant Professor	CSE	Member	<i>Thaseen</i>
8	Mr.R Santhosh Kumar	Assistant Professor	EEE	Member	<i>R. Santhosh</i>
9	Dr M S Vijaya Rao	Associate Professor	MBA	Member	<i>M. Vijaya</i>

*Dr*  
12/12/2020

IQAC Director  
*[Signature]*

*Hemadri*  
12-12-2020  
Principal

**PRINCIPAL**

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



# Don Bosco Institute of Technology

(NAAC Accredited Institution)  
Kumbalgedu, Mysore Road, Bangalore-560074



## Main Project Committee 15.12.2020

### Minutes of Meeting

- Members of the Committee:

Sl. no.	Name of committee members	Designation	Department	Role	Signature
1	Dr Hemadri Naidu T	Principal		Chairperson	
2	Dr Venugeetha Y	Professor	CSE	Convenor	
3	Mr. Dharshan B G	Associate Professor	MECH	Member	
4	Dr R C Patil	Associate Professor	ECE	Member	
5	Dr Manjula V	Associate Professor	ISE	Member	
6	Mr Raghavendra D	Assistant Professor	CV	Member	
7	Ms. Thaseen Taj	Assistant Professor	CSE	Member	
8	Mr.R Santhosh Kumar	Assistant Professor	EEE	Member	
9	Dr M S Vijaya Rao	Associate Professor	MBA	Member	

### Agenda:Project Phase I& II

- Briefing about the project work phase-II for final year students.
- Project work completion and results.
- Converting the project work into publication in journal and conference.
- Miscellaneous.

### Brief Description:

- Dr Hemadri Naidu T, Principal and chairperson for the committee welcomed all the members for the meeting.
- Chairperson informed the Members to communicate to students to complete the project on schedule. Encourage the students to convert the project work into publication in reputed journal and conferences.
- Project guide should continue to maintain the logbook whenever the discussion of project meet happens with the project batch.
- Project coordinator should select best 3 projects. Motivate the students to attend and present their project in project exhibition.
- Project coordinator shall prepare for faculty panel list, timing, and venue for the review. Inform the students and members prior 3 days before every review.



# Don Bosco Institute of Technology

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- Schedule the 1<sup>st</sup> review of project phase-II during 5<sup>th</sup> week and 2<sup>nd</sup> and final review is during 10<sup>th</sup> week. Draft of phase-II report submission will be during 11<sup>th</sup> week.
- Evaluation of draft project report shall be submitted during the final review of project phase-II.

*[Handwritten Signature]*  
Convenor  
15/12/2020

IQAC Director  
*[Handwritten Signature]*  
16/12/20

*[Handwritten Signature]*  
Principal  
16-12-2020  
**PRINCIPAL**  
Don Bosco Institute of Technology  
Kumbalagodu, Mysore Road,  
Bangalore - 560 074.





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**DON BOSCO INSTITUTE OF TECHNOLOGY**

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- Recognised by Govt. of Karnataka

- Affiliated to VTU, Belagavi
- 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:**

SLNo.	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 Technology  
Kumbalagodu, Bangalore - 560 074



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

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WAYANAMAC EDUCATION TRUST®

# DON BOSCO INSTITUTE OF TECHNOLOGY

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

- Affiliated to VTU, Belagavi
- Accredited by NAAC



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 coordinators 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 04<sup>th</sup> 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

*02/09/2020*  
**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>




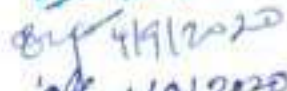
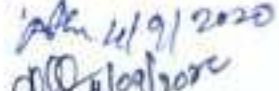





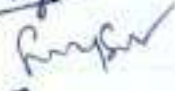


# Don Bosco Institute of Technology, Bangalore

Kumbalagodu, Mysuru Road, Bengaluru - 560 074  
(NAAC Accredited Institution)



Date: 04/09/2020

## 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. Giridhar 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 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 5/9/2020*  
**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**

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



# Don Bosco Institute of Technology, Bangalore

Kumbalagodu, Mysuru Road, Bengaluru - 560 074  
(NAAC Accredited Institution)



## 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 20<sup>th</sup> 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	
2	Mrs. Asha K H	Member	
3	Mr. Giridhar .G	Member	
4	Mr. S M Mahesh	Member	
5	Mrs. Sulochana I Akkalkot	Member	
6	Ms. Manjularani P	Member	
7	Mr. Shyam Sundar S A	Member	
8	Dr. Bhavyashree Shetty	Member	
9	Mrs. K Krishnaveni	Member	



# Don Bosco Institute of Technology, Bangalore

Kumbalagode, Mysuru Road, Bangalore - 560 074  
(NAAC Accredited Institution)



Date: 20/10/2020

## Attendance List of Proctor / Mentor Meeting

Sl. No.	Name	Role
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 Giridhar 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

Signature

*Hemadri*  
20/10/2020

*R. Anguraja*  
20/10/2020

*Dr. Chandrasekhar N S*  
20/10/2020

*Asha K H*  
20/10/2020

*Giridhar G*  
20/10/2020

*Mahesh*  
20/10/2020

*Sulochana I Akkalkot*  
20/10/2020

*Manjularani P*  
20/10/2020

*Shyam Sundar S A*  
20/10/2020

*Bhavyashree Shetty*  
20/10/2020

*K Krishnaveni*  
20/10/2020



**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. Girdhar 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.

*82P*  
*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

*Naad*  
*21/10/2020*  
**Chairman of the Committee**  
**PRINCIPAL**

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



# Don Bosco Institute of Technology, Bangalore

Kumbalagodu, Mysuru Road, Bengaluru - 560 074  
(NAAC Accredited Institution)



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	 5/12/20
3	Dr. Chandrasekhar N S	Member	 5/12/20
4	Mr. Puneeth Kumar P	Member	
5	Mrs. Asha K H	Member	
6	Mr. Giridhar G	Member	 5/12/20
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



# Don Bosco Institute of Technology, Bangalore

Kumbalagode, Mysuru Road, Bangalore - 560 074  
(NAAC Accredited Institution)



## 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 28<sup>th</sup> 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 (1<sup>st</sup> year)
- Do's & Don't's
- Helping them to set long term and short term goals

*26/4/2021*  
Convener of the committee

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

*26/04/2021*  
Chairman of the Committee

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

Sl. No.	Name	Role	Signature
1	Dr. Chandrasekhar N S	Member	<i>[Signature]</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>

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

**Agenda:**

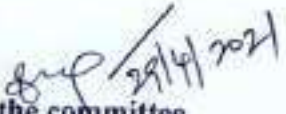
- Sensitizing the mentors on the importance of mentoring
- Have a better understanding about your mentee(1<sup>st</sup> year)
- Do's & Don't's
- Helping them to set long term and short term goals

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



# Don Bosco Institute of Technology, Bangalore

Kumbalagodu, Mysuru Road, Bengaluru – 560 074  
(NAAC Accredited Institution)



## 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 7<sup>th</sup> 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>CShe</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

Kumbalagodu, Mysuru Road, Bengaluru - 560 074  
(NAAC Accredited Institution)



Date: 07/06/2021

## Attendance List of Proctor / Mentor Meeting

Sl. No.	Name	Role	Signature
1	Dr. Hemadri Naidu T	Chairman	<i>Hemadri</i> 7/6/2021
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>K Krishnaveni</i>



**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 28<sup>th</sup> 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 Technol.,  
Kumbalagodu, Bangalore - 560 074

*Prasad 26/07/2021*  
**Chairman of the Committee**

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

Sl. No.	Name	Role	Signature
1	Dr. Chandrasekhar N S	Member	<i>[Signature]</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  
(NAAC Accredited Institution)



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 Sundar
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.

*849-29/7/2021*  
**Convener of the committee**  
Head of the Department  
Dept. of Electrical & Electronics Engg.  
Don Bosco Institute of Technology  
Kumbalagodu, Bangalore - 560 074

*Hemadri*  
*29/7/2021*  
**Chairman of the Committee**  
**PRINCIPAL**  
Don Bosco Institute of Technology  
Kumbalagodu, Mysore Road,  
Bangalore - 560 074.



D: 27-06-2020

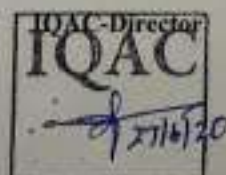
**NOTIFICATION**

As per the direction of the Dean & Director and IQAC, the following members are nominated for R&D/Incubation/Start Ups Committee to work under the IQAC guidelines for the academic year 2020-2021.

**R&D/Incubation /Start Ups Committee Members**

Sl. No	Name of the Member	Designation	Department	Role
1.	Dr.Nataraj K R	Dean & Director	Dean & Director	Chairman
2.	Dr Arun A Magadum	Assoc. Prof	Mechanical Engineering	Convener
3.	Dr. Ramesh Kumar V	Assoc. Prof	Electrical & Electronics Engineering	Member
4.	Dr. Manjunathswamy B E	Assoc. Prof	Computer Science Engineering	Member
5.	Dr. R C Patil	Assoc. Prof	Electronics & Communication Engineering	Member
6.	Dr. J P Shubha	Professor	Chemistry	Member
7.	Prof. Gobinath S	Asst. Prof.	Civil Engineering	Member
8.	Dr. Manjula V	Assoc. Prof	Information science and Engineering	Member
9.	Prof. Usha G	Asst. Prof	MBA	Member

  
Convener



  
Dean & Director (R&D)  
27/6/20

Sl. No.	Name of the Member	Mobile	E-Mail
1.	Dr.Nataraj K R	9916065415	director.research@dbit.co.in
2.	Dr Arun A Magadam	9449772530	arunmagadam123@gmail.com
3.	Dr. Ramesh Kumar V	9482165757	rameshkumarv@dbit.co.in
4.	Dr. Manjunathswamy B E	9686300554	manjunathswamy@dbit.co.in
5.	Dr R C Patil	871454722	rcpatil@dbit.co.in
6.	Dr. J P Shubha	9535507171	shubhajn@dbit.co.in
7.	Prof.Gobinath S	9092327244	sgobinath@dbit.co.in
8.	Dr. Manjula V	8197603006	manjufeb14@gmail.com
9.	Prof. Usha G	9916711188	ushagadiga@dbit.co.in



**R&D/Incubation /Start Ups Committee**

**Objectives**

- To encourage Science and Technology students to choose entrepreneurship as their careers.
- To motivate students and faculty to convert their Innovations / Ideas and projects into viable Business Models.
- To orient students on how they can conceptualize social business start-ups that will address social issues.
- To handhold students during the entire course of their study, for launching their startups.
- To equip students with the necessary skills for managing their business enterprise


**Roles and Responsibilities**

- Expose students to the engineer's responsibilities and ethics.
- Familiarize with various materials, processes, products and their applications along with relevant aspects of quality control
- Promote academic, professional and/or personal development.
- Expose the students to future employers.
- Learn to apply the Technical knowledge in real industrial situations
- Gain experience in writing Technical reports/projects.
- Understand the social, economic and administrative considerations that influence the working environment of industrial organizations
- Understand the psychology of the workers and their habits, attitudes and approach to problem solving.

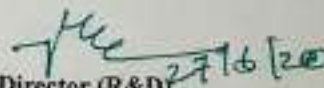
**Standard Operating Procedure**

1. The meeting invitation is circulated among the committee members
2. Based on the prevailing situation the meeting is organised in physical or online mode
3. Minimum two presentations have to be conducted for R&D/Incubation /Start Ups
4. There must be a common evaluation procedure to evaluate the student performance

5. One meeting in ODD semester & one meeting EVEN semester to be conducted
6. The Copy of the Minutes of Meeting is mailed or circulated to the Dean & Director, IQAC, all HODs and R&D/Incubation /Start Ups committee members to seek their approvals

  
Convener

IQAC-Director  
**IQAC**  
  
27/6/20

  
Dean & Director (R&D) 27/6/20



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Date: 04/09/2020

**Circular**

As per the guidelines of IQAC, it is proposed to conduct R&D/Incubation /Start Ups Committee meeting for the current academic year 2020-21(Odd semester) on 21<sup>st</sup> September, 2020 at 2.30 pm. The committee members are requested to attend the meeting.

**Agenda:**

1. To promote and accelerate quality research within the institute and in collaboration with industry, other institutes and R&D Organizations
2. Minimum time duration for the Start Ups
3. Discuss regarding R&D/Incubation /Start Ups policies
4. Encourage the students for start-ups
5. Build industry institute relationship
6. Improve institutional credibility & branding

**Venue:** Dean & Director office

**Committee members**

Sl. No.	Name of the Member	Department	Role	Signature
1.	Dr. Nataraj K R	Dean & Director	Chairman	
2.	Dr. Arun A Magadam	Mechanical Engineering	Convener	
3.	Dr. Ramesh Kumar V	Electrical & Electronics Engineering	Member	
4.	Dr. Manjunathswamy B E	Computer Science Engineering	Member	
5.	Dr. R.C.Patil	Electronics & Communication Engineering	Member	
6.	Dr. J P Shubha	Chemistry	Member	
7.	Prof. Gobinath S	Civil Engineering	Member	
8.	Dr. Manjula V	Information science and Engineering	Member	
9.	Prof. Usha G	MBA	Member	

Convener

**IQAC**  
 IQAC Director  
 4/9/20

Dean & Director (R&D)



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Date: 04/03/2021

**Circular**

As per the guidelines of IQAC, it is proposed to conduct **R&D/Incubation /Start Ups** Committee meeting for the current academic year 2020-21(Even semester) on 11<sup>th</sup> March, 2021 at 2.30 pm. The committee members are requested to attend the meeting.

**Agenda:**

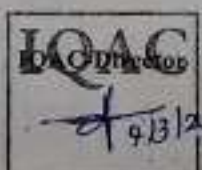
1. To discuss and prepare standard operating procedure
2. To Review the Research work and status of faculty who are pursuing Ph.D
3. Discuss regarding R&D/Incubation /Start Ups policies and status of Incubation
4. Encourage the students for start-ups
5. Build industry institute relationship
6. Improve institutional credibility & branding

**Venue:** Dean & Director office

**Committee members**

Sl. No.	Name of the Member	Department	Role	Signature
1.	Dr.Nataraj K R	Dean & Director	Chairman	
2.	Dr Arun A Magadam	Mechanical Engineering	Convener	
3.	Dr. Ramesh Kumar V	Electrical & Electronics Engineering	Member	
4.	Dr. Manjunathswamy B E	Computer Science Engineering	Member	
5.	Dr. R.C.Patil	Electronics & Communication Engineering	Member	
6.	Dr. J P Shubha	Chemistry	Member	
7.	Prof.Gobinath S	Civil Engineering	Member	
8.	Dr. Manjula V	Information science and Engineering	Member	
9.	Prof. Usha G	MBA	Member	

Convener



Dean & Director (R&D)



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Date: 11/03/2021

**Minutes of the Meeting**

R&D/Incubation /Start Ups Committee meeting was held on 11<sup>th</sup> March, 2021 at 2.30 pm. in Dean & Director office. The following are the outcomes of the meeting.

1. It was decided in the meeting to prepare standard operating procedure for R&D activities.
2. It was instructed to all the coordinators to update status of faculty who are pursuing Ph.D.
3. The Members of all departments agree to encourage students to come up with new start-ups and Innovations.
4. The Members of all departments agree to strengthen the industry institute relationship with MOU
5. The Members of all departments agree to Improve institutional credibility & branding

**The following members were Present**

Sl. No.	Name of the Member	Department	Role	Signature
1.	Dr. Nataraj K R	Dean & Director	Chairman	
2.	Dr Arun A Magadam	Mechanical Engineering	Convener	
3.	Dr. Ramesh Kumar V	Electrical & Electronics Engineering	Member	
4.	Dr. Manjunathswamy B E	Computer Science Engineering	Member	
5.	Dr R.C. Patil	Electronics & Communication Engineering	Member	
6.	Dr. J P Shubha	Chemistry	Member	
7.	Prof. Gobinath S	Civil Engineering	Member	
8.	Dr. Manjula V	Information science and Engineering	Member	
9.	Prof. Usha G	MBA	Member	

Convener



Dean & Director (R&D)





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Date: 21/09/2020

**Minutes of the Meeting**

R&D/Incubation /Start Ups Committee meeting was held on 21<sup>st</sup> September, 2020 at 2.30 pm, in Dean & Director office. The following are the outcomes of the meeting.

1. It was decided in the meeting to promote and accelerate quality research within the institute and in collaboration with industry, other institutes and R&D Organizations.
2. It was instructed to all the coordinators and they agree to motivate the student's community for the Start Ups.
3. The Members of all departments agree to encourage students to come up with new start-ups and Innovations.
4. The Members of all departments agree to strengthen the industry institute relationship
5. The Members of all departments agree to Improve institutional credibility & branding

**The following members were Present**

Sl. No.	Name of the Member	Department	Role	Signature
1.	Dr. Nataraj K R	Dean & Director	Chairman	
2.	Dr Arun A Magadam	Mechanical Engineering	Convener	
3.	Dr. Ramesh Kumar V	Electrical & Electronics Engineering	Member	
4.	Dr. Manjunathswamy B E	Computer Science Engineering	Member	
5.	Dr R.C. Patil	Electronics & Communication Engineering	Member	
6.	Dr. J P Shubha	Chemistry	Member	
7.	Prof. Gobinath S	Civil Engineering	Member	
8.	Dr. Manjula V	Information science and Engineering	Member	
9.	Prof. Usha G	MBA	Member	

Convener

IQAC-Director  
  
22/09/20

Dean & Director (R&D)



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Date: 06/07/2020

**TIME TABLE COMMITTEE**

**NOTIFICATION**

As per the direction of principal and IQAC, the following members are nominated for time table committee to work under the IQAC guidelines for the academic year 2020-21.

**Time Table Committee Members**

S.No	Name of the Member	Department	Role
1.	Dr. Hemadri Naidu T	Principal	Chairman
2.	Dr. Shivanna	MECH	Convener
3.	Prof. Shankar Gowda S R,	ISE	Member
4.	Prof. Sriranga B K	MECH	Member
5.	Prof. Roopa K.R	ECE	Member
6.	Prof. Saritha Latha Karmeg G.	CSE	Member
7.	Prof. Sandhyarani G M	CVL	Member
8.	Prof. Rajath Shankar P S	EEE	Member
9.	Prof. Puneethkumar P	AI & ML	Member
10.	Prof. Saritha L.	MBA	Member
11.	Prof. Yashodha S.R	S&H	Member

**Objectives of the Time table Committee**

1. To allot subjects to the faculty based on their specialization and preferences.
2. To ensure better utilization of time and resources.
3. To provide a balanced workload for the faculty in order to have better performance.
4. Coordinating the Timetables and making it available to the faculty on the prescribed day before each semester.
5. Ensuring the Timetable is available on the departmental notice boards before beginning of the semester.
6. Reviewing and managing the Timetables and addressing any of the conflicts regarding the clashes/overlapping of the subjects.

### Rules and Responsibilities

- Preparing the class and laboratory Timetables at the beginning of every semester
- Preparing faculty individual Timetables and workload
- Preparing consolidated Time table
- Assigning subjects to the faculty based on their specialization and preferences that were approved by the Head of the department
- Maintaining a Timetable committee file
- Posting the class and lab Timetables on the department notice board and on the respective laboratory notice boards
- Making sure that the faculty individual Timetables are submitted to each faculty before the beginning of the semester
- Working collaboratively with other members to meet the Timetable requirements
- Attempting to resolve the conflicts within the faculty regarding the published Timetable

### Standard Operating Procedure

1. The meeting invite is sent to all HOD's to attend the meeting along with the agenda
2. The meeting is held in principal office insynchronization with the agenda and the required resolutions are passed.
  - a) College works for Five and half days in a week.
  - b) The allocation of theory and laboratory class hours to be allotted as per VTU syllabus.
  - c) Morning session timings 9:00 am to 1:15 pm with short break of 15 minutes, lunch timings 1:15 to 2:00 pm and afternoon session 2:00 pm to 4:45 pm
  - d) The common time slot for open electives to be maintained.
  - e) Allocation of theory classes preferably in morning session.
  - f) Laboratory/Tutorials/Seminars/Projects hours to be allotted in the afternoon session
  - g) Departmental activity programs to be conducted only on Saturdays
  - h) Allocation of online teaching hours restricted to Four hours/day based on situation.
3. The copy of the minutes of the meeting is circulated to the Principal, IQAC and all HOD's to seek their approvals.

*[Signature]*  
6/7/2020  
Convener

Professor & Head  
Dept. of Mechanical Engineering  
Don Bosco Institute of Technology  
Bangalore - 560 074



*[Signature]*  
06/7/2020  
Principal

**PRINCIPAL**  
Don Bosco Institute of Technology  
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Bangalore - 560 074



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**Time Table Committee**

Academic Year 2020-21(Odd semester)

Date: 19/08/2020

**Circular**

It is proposed to conduct time table committee meeting for the current academic year 2020-21(Odd semester) on August 20<sup>th</sup> 2020 at 10:30 am. The committee members are requested to attend the meeting.

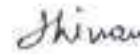
**Agenda :**

1. Verification of department workload and Individual staff members
2. Allocation of theory class / lab / project hours
3. Time schedule for online class
4. Allocation of kannada / CPH / CIV hours
5. Commencement of odd semester classes
6. Any other Matters.

**Venue:** Principal office

**Time table Committee Members**

S.No	Name of the Member	Department	Role	Signature
1.	Dr.Hemadri Naidu T	Principal	Chairman	
2.	Dr.Shivanna	MECH	Convener	
3.	Prof. Shankar Gowda S R,	ISE	Member	
4.	Prof.Sriranga B K	ME	Member	
5.	Prof.Roopa K.R	ECE	Member	
6.	Prof.Santhosh kumar G.	CSE	Member	
7.	Prof.Sandhyarani G M	CIV	Member	
8.	Prof.Rajath Shankar P.S	EEE	Member	
9.	Prof.Puneethkumar P	AI & ML	Member	
10.	Prof.Saritha L	MBA	Member	
11.	Prof.Yashodha S.R	S&H	Member	

  
Convener 19/8/2020

Professor & Head  
Dept. of Mechanical Engineering  
Don Bosco Institute of Technology  
Bengaluru 560 074.



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**Minutes of the Meeting**

Name of the committee: Time Table  
 Academic Year: (2019-21 Old Semester)  
 Date & Time: August 20<sup>th</sup> 2020 at 10:30 AM  
 Venue: Principal office

Meeting chair: Dr Hemadri Naidu I, Principal

**The following agenda discussed in the meeting**

Agenda	Decision taken
Verification of department workload and individual staff members	The work load of department and individual staff members were verified.
Allocation of theory class / lab / project hours	The instruction hours to be allotted for theory, lab and project were discussed and finalized.
Time schedule for online class	The time schedule for online class were finalized and conveyed to all members.
Allocation of kannada / C/P/ TV hours	The instruction hours for the allocation of kannada / C/P/ / TV hours were allotted and informed.
Commencement of Old-A semester classes	Conveyed to commence classes as per calendar of events.
Any Other Matters	Clarification raised by the members were got cleared.

**The Following members were Present**

S.No	Name of the Member	Department	Role	Signature
1	Dr. Hemadri Naidu I	Principal	Chairman	
2	Dr. Shivanna	MECH	Convener	
3	Prof. Shankar Gowda S.R.	ISE	Member	
4	Prof. Sriranga B.K.	MECH	Member	
5	Prof. Roopa K.R.	ECE	Member	
6	Prof. Sreedhar Gowda / G	CSE	Member	
7	Prof. Sandhyaram G.M.	CIV	Member	
8	Prof. Rapolu Shankar P.S.	EIE	Member	
9	Prof. Puncethkumar P.	AI & ML	Member	
10	Prof. Saritha L.	MBA	Member	
11	Prof. Yashodha S.R.	S&H	Member	

Shivan  
 20/8/2020  
 Professor R. S. S. S.  
 Dept. of Electrical Engineering  
 Don Bosco Institute of Technology  
 Bangalore - 560074



Pravali 20-08-2020  
**PRINCIPAL**  
 Don Bosco Institute of Technology  
 Kumbalagodu, Mysore Road,  
 Bangalore - 560 074.



## Time Table Committee

Academic Year 2020-21(Even semester)

Date: 08/04/2021

### Circular

It is proposed to conduct time table committee meeting for the current academic year 2020-21(Even semester) on April, 9<sup>th</sup> 2021 at 10:30 am. The committee members are requested to attend the meeting.

#### Agenda :

1. Verification of department workload and Individual staff members
2. Allocation of Theory class / lab / project hours
3. Time schedule for online class
4. Allocation of kannada / CPH //CIV/ Technical seminarhours
5. Commencement of Even semester classes
6. Any other Matters

Venue: Principal office

#### Time table Committee Members

S.No	Name of the Member	Department	Role	Signature
1.	Dr. Hemadri Naidu T	Principal	Chairman	
2.	Dr. Shivanna	MECH	Convener	
3.	Prof. Shankar Gowda S R,	ISE	Member	
4.	Prof. Sriranga B K	MECH	Member	
5.	Prof. Roopa K.R	ECE	Member	
6.	Prof. Srinivas Kumar G.	CSE	Member	
7.	Prof. Sandhyarani G M	CIV	Member	
8.	Prof. Rajath Shankar P S	EEE	Member	
9.	Prof. Puneethkumar P	AI & ML	Member	
10.	Prof. Saritha L	MBA	Member	
11.	Prof. Yashodha S.R	S&H	Member	

Convener 8/11/2021

Professor & Head  
Dept. of Mechanical Engineering  
Don Bosco Institute of Technology



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**Minutes of the Meeting**

Name of The committee : Time Table  
 Academic Year : 2020-21(Even Sem)  
 Date & Time : April, 9<sup>th</sup> 2021 at 10:30 am  
 Venue : Principal office

**Meeting chair** : Dr.Hemadri Naidu T, Principal  
**The following agenda discussed in the meeting**

Agenda	Decision taken
Verification of department workload and Individual staff members	The work load of department and Individual staff members were verified.
Allocation of theory class / lab / project hours	The Instruction hours to be allotted for theory, lab and project were discussed and finalized
Time schedule for online class	The time schedule for online class were finalized and conveyed to all members
Allocation of kannada / CPH //CIV/ Technical seminar hours	The Instruction hours for the allocation of kannada / CPH/CIV/Seminar hours were allotted and informed
Commencement of Even semester classes	Conveyed to commence classes as per calendar of events .
Any Other Matters.	Clarification raised by the members were got cleared

**The Following members were Present**

S.No	Name of the Member	Department	Role	Signature
1.	Dr. Hemadri Naidu T	Principal	Chairman	
2.	Dr. Shivanna	MECH	Convener	
3.	Prof. Shankar Gowda S R,	ISE	Member	
4.	Prof. Sriranga B K	ME	Member	
5.	Prof. Roopa K.R	ECE	Member	
6.	Prof. Santhoshkumar G.	CSE	Member	
7.	Prof. Sandhyarani G M	CIV	Member	
8.	Prof. Rajath Shankar P S	EEE	Member	
9.	Prof. Puneethkumar P	AI & ML	Member	
10.	Prof. Saritha L	MBA	Member	
11.	Prof. Yashodha S R	S&H	Member	

Convener 9/4/2021

**Professor & Head**  
 Dept. of Mechanical Engineering,  
 Don Bosco Institute of Technology,  
 Bengaluru - 560 074.

**IQAC Director**



Principal 09/04/2021

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