



# ATRIA INSTITUTE OF TECHNOLOGY

1<sup>st</sup> Main, AG's Colony, Anand Nagar, Bangalore- 560024

## CIRCULAR

Ref.No: AI T/Exam/2020-21/

DATE: 10/07/2021

**Sub: August – September 2021 VTU Examination meeting – reg.**

\*\*\*

As per the VTU circular and the guidelines V & VII semester VTU Theory examinations will commence from 26<sup>th</sup> July 2021, Hence all the members of the Exam Committee are informed to attend the **August – September 2021 VTU Examination meeting** in the Examination Cell without Fail.

### Agenda:

1. Formation of Exam core team for the conduction of August – September 2021 Examinations.
2. Schedule of Exam Orientation Program.
3. Examination Schedule and Rooms identification.
4. Allotment of Invigilation's.
5. Smooth conduction of Examinations by following the SOP Guidelines..

### Members:

| Sl. No. | Faculty Name           | Designation / Dept.  | E-mail                        | Phone No.      | Signature |
|---------|------------------------|----------------------|-------------------------------|----------------|-----------|
| 1       | Dr. T N Sreenivasa     | Principal            | principal@atria.edu           | +91 9902489911 |           |
| 2       | Dr. Nalinakshi N       | Prof. & Head BSE & H | bsehod@atria.edu              | +91 8861562682 |           |
| 3       | Prof. Kavitha S        | Asst. Prof., ECE     | Kavitha.s@atria.edu           | +91 8904562163 |           |
| 4       | Prof. Nagendra Naik    | Asst. Prof., BSE&H   | nagendra.nk@atria.edu         | +91 9845439445 |           |
| 5       | Prof. Mahesh K S       | Asst. Prof., BSE&H   | mahesh@atria.edu              | +91 9743807598 |           |
| 6       | Prof. Nagasubramaniyan | Asst. Prof., CV      | nagasubramanian@atria.edu     | +91 9566861455 |           |
| 7       | Prof. Shruthi B        | Asst. Prof., ISE     | shruthi.b@atria.edu           | +91 8867564656 |           |
| 8       | Prof. Chikkakrishnappa | Asst. Prof., CSE     | chikkakrishnappa.tk@atria.edu | +91 9902393863 |           |
| 9       | Prof. Chetan C S       | Asst. Prof., ME      | chetan.es@atria.edu           | +91 9964571572 |           |
| 10      | Prof. Madhushree P R   | Asst. Prof., MBA     | madhushree.pr@atria.edu       | +91 9743601109 |           |

Principal

Atria Institute of Technology  
Anandanagar, Bangalore - 21



# ATRIA INSTITUTE OF TECHNOLOGY

Anandanagar, Bengaluru – 560 024

|                    |                           |                       |                           |
|--------------------|---------------------------|-----------------------|---------------------------|
| <b>Objective :</b> | VTU Examination Committee |                       |                           |
| <b>Date :</b>      | 13.07.2021                | <b>Location :</b>     | Examination Section       |
| <b>Time :</b>      | 11:30 A.M                 | <b>Meeting Type :</b> | VTU Examination Committee |
| <b>Called By :</b> | Principal                 | <b>Signature :</b>    |                           |

## Agenda of the Meeting:

|   |  |
|---|--|
| 1 | Schedule of Exam Orientation Program.          |
| 2 | Examination Schedule and Rooms identification. |
| 3 | Arrangements to follow SOP Guidelines          |
| 4 | Allotment of Invigilation's.                   |
| 5 | Smooth conduction of Examinations.             |

## Minutes of Meeting:

1. The Principal greeted all the members and briefed about the Exam committee and its importance.
2. Principal informed Dr. Nalinakshi N, Prof. & Head, BSE & H, to continue as Chairperson of Exam Committee.
3. Other Roles such as Internal DCs and members responsibilities were reframed as few faculties left and some of the faculties were assigned NBA work in the respective departments.
4. Principal informed chairperson to oversee and follow the SOP guidelines imposed by the VTU and Government, with the help of Dr. Shanthi Mahesh, Prof & Head, ISE, Dr. Surendra H J, Asst. Prof. & Head, CV and Prof. Archana Motta, Asst. Prof., MBA.
5. Informed Facility manager and the security to do the following at the entrance of the campus:
  - a) Thermal scanning to check the temperature to all the staffs' students entering the campus during the campus.
  - b) Make sure all the staffs and students to wear mask and hand gloves without fail before entering.
  - c) Oversee the Physical distance near the thermal scanning, notice board, near the class rooms, parking places, etc.,
6. Informed facility manager to make necessary arrangements for the SOP guidelines:
  - a) Provide the Hand Gloves to all the staffs involve in the examination process.



# ATRIA INSTITUTE OF TECHNOLOGY

Anandanagar, Bengaluru – 560 024

- b) Sanitize the college premises such as class rooms, exam section, principal cabin, HoDs cabin, labs, corridor, parking places etc., Before and after the completion of exams every day.
- c) Procure PPE kits for special cases.
7. Class rooms were identified to conduct the examinations, without disturbing I year and II year classes.
8. Examination Schedule & No of rooms
  - The examination Time table is announced by VTU for the dates starting from 26<sup>th</sup> July 2021 to 17<sup>th</sup> August 2021 for BE (1<sup>st</sup> Sem remaining papers), BE (8<sup>th</sup> Sem), MBA & M. Tech (1<sup>st</sup> Sem & 4<sup>th</sup> Sem)
  - The exams will be conducted in 40 rooms when we have all the students writing the exams or 20 rooms on particular days. When only PG exams are there, we may have only 3-4 rooms.
9. Invigilation Duties
  - The Invigilation duties are to be given to those faculty who had been allotted earlier and the exams were postponed. Later the other faculty who are handling 8<sup>th</sup> Sem & 1<sup>st</sup> Sem will be given duties. Aug 4<sup>th</sup>: Faculty will have Lab Exams (which is to be considered while allotting).
  - Prof. P. R. Madhu Shree & Prof. Nagendra Naik will be the in charge of allotting Invigilation Duty to the faculty after 18<sup>th</sup> July. Dr. Nalinakshi N will be sending a mail to all HOD's regarding the faculty list for invigilation with a deadline on 17<sup>th</sup> July 2021.
10. Smooth conduction of exam
  - All the team members will report to the examination cell on all regular days of exams. Prof. Mahesh K S & Prof. Shruthi B are responsible for PG exams.
  - Prof. Anand Kumar G & Prof. Kavitha B will be in charge of Checking B Forms.
  - Committee Members will be in charge of A Forms, Releveling duty, etc till the packing of the booklets.
  - For those who comes with an option saying they cannot do the duty and request for standby it is advised that the Committee members have to inform the faculty to get a **replacement with a formal letter** as there is no concept of Standby.
11. Chairperson informs the team to make necessary arrangements to send the invigilation duties to all the faculty members involved in exams (including Non-Teaching staffs).
12. Principal thanked all the members present and concluded the meeting.



# ATRIA INSTITUTE OF TECHNOLOGY

Anandanagar, Bengaluru – 560 024

## Members:

| Sl. No. | Faculty Name           | Role                 | E-mail                        | Phone No.      | Signature |
|---------|------------------------|----------------------|-------------------------------|----------------|-----------|
| 1       | Dr. T N Sreenivasa     | Chief Superintendent | principal@atria.edu           | +91 9902489911 |           |
| 2       | Dr. Nalinakshi N       | Chairperson DCS      | bsehod@atria.edu              | +91 8861562682 |           |
| 3       | Prof. Kavitha S        | DCS                  | Kavitha.s@atria.edu           | +91 8904562163 |           |
| 4       | Prof. Nagendra Naik    | Member               | nagendra.nk@atria.edu         | +91 9845439445 |           |
| 5       | Prof. Mahesh K S       | Member               | mahesh@atria.edu              | +91 9743807598 |           |
| 6       | Prof. Nagasubramaniyan | Member               | nagasubramanian@atria.edu     | +91 9566861455 |           |
| 7       | Prof. Shruthi B        | Member               | shruthi.b@atria.edu           | +91 8867564656 |           |
| 8       | Prof. Chikkakrishnappa | Member               | chikkakrishnappa.tk@atria.edu | +91 9902393863 |           |
| 9       | Prof. Chetan C S       | Member               | chetan.cs@atria.edu           | +91 9964571572 |           |
| 10      | Prof. Madhushree P R   | Member               | madhushree.pr@atria.edu       | +91 9743601109 |           |

Chairperson  
Dr. Nalinakshi. N  
Professor & Head  
Basic Science & Engineering  
Atria Institute of Technology  
Anandanagar, Bangalore-560 024

Principal  
Principal  
Atria Institute of Technology  
Anandanagar, Bengaluru-24