




ATRIA INSTITUTE OF TECHNOLOGY

Anandanagar, Bengaluru – 560 024

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| Objective : | VTU Examination Committee | | |
| Date : | 17.08.2020 | Location : | Board Room |
| Time : | 11:30 A.M | Meeting Type : | VTU Examination Committee |
| Called By : | Principal | Signature : |  |

Minutes of Meeting:

1. The Principal greeted all the members and briefed about the Exam committee and its importance.
2. Dr. Nalinakshi N, Prof. & Head, BSE & H, Chairperson of Exam Committee, was asked to reframe the examination committee as few faculties left and were assigned some academic work. Hence, other Roles such as Internal DCs and responsibilities were reframed as required.
3. During this Pandemic situation and exams to be conducted offline to all final year students and arrear subjects of lower semesters, a new team was formed 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 exclusively to monitor, implement and follow the SOP guidelines laid by the VTU and Government.
4. 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.,
5. 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.
 - 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.
6. 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).
7. Class rooms were identified to conduct the examinations and about the arrangements to be made according to the SOP guidelines.
8. In case of Special cases, different class rooms were identified to conduct the Exams for such students.
9. Discussed about how to conduct the Final Year Viva voce project examination and the same been conveyed to all the HoDs after the meeting.
10. Decided to conduct an online exam orientation meet with all the staffs on 22.08.2020.
11. Principal thanked all the members present and concluded the meeting.



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Members:

| Sl. No. | Faculty Name | Role | E-mail | Phone No. |
|---------|-----------------------|----------------------|---------------------------|----------------|
| 1 | Dr. K V Narayanaswamy | Chief Superintendent | principal@atria.edu | +91 9980852708 |
| 2 | Dr. Nalinakshi N | Chairperson DCS | bsehod@atria.edu | +91 8861562682 |
| 3 | Prof. Ramesh N | DCS | nuthakki.ramesh@atria.edu | +91 9448476272 |
| 4 | Prof. Mahesh K S | Member | mahesh@atria.edu | +91 9743807598 |

Chairperson

Principal