



# ATRIA INSTITUTE OF TECHNOLOGY

Anandanagar, Bengaluru – 560 024

Ref.No: AI T/Exam/2022-23/

DATE: 25.01.2023

## Sub: Feb - March 2023 VTU Examination Committee meeting – reg.

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As per the VTU circular and the guidelines V semester Regular & Arrears VTU Theory examinations will commence from 13<sup>th</sup> Feb 2022, Hence all the members of the Exam Committee are informed to attend the Feb - March VTU Examination Committee meeting on 28.01.2023 in the Examination Cell without Fail.

### Agenda:

1. Formation of Exam core team for the conduction of Feb – March 2023 Examinations.
2. Schedule of Exam Orientation Program.
3. Examination Schedule and Rooms identification.
4. Allotment of Invigilation's.
5. Smooth conduction of Examinations.

### Members:

S No	Name of Members	Designation	Status	Contact Number	Email	Sign
1	Dr. Y Vijaya Kumar	Principal	Chairperson CS	9845748949	principal@atria.edu	
2	Dr. Nalinakshi N	HOD, BSE&H	Convener DCS	8861562682	bsehod@atria.edu	
3	Dr. Keshava Murthy	Prof, ECE	DCS	9844662014	keshavamurthy@atria.edu	
4	Dr. Jayasudha K	Assoc. Prof. ISE	DCS	8217626881	Jayasudha.k@atria.edu	
5	Prof. Annappa C	Asst. Prof., ECE	Member	8431748462	annappa.c@atria.edu	
6	Prof. Chikkakrishnappa	Asst. Prof., CSE	Member	9986659724	krishnamurty.h@atria.edu	
7	Dr. Manjunatha C J	Asst. Prof., ME	Member	9964034721	manjunatha.cj@atria.edu	
8	Prof. Vasanth C B	Asst. Prof., MCA	Member	9886194777	vasanth.cb@atria.edu	
9	Prof. Madhu Shree P R	Asst. Prof., MBA	Member	9743601109	madhushree.pr@atria.edu	
10	Prof. Mahesh K S	Asst. Prof., BSE & H	Member	9743807598	mahesh@atria.edu	
11	Prof. Anandakumar G	Asst. Prof., CV	Member	9845748949	anandkumar.g@atria.edu	

PRINCIPAL  
Principal  
Atria Institute of Technology  
Anandanagar, Bengaluru-74



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Objective :	VTU Examination Committee		
Date :	28.01.2023	Location :	Examination Section
Time :	10:30 A.M	Meeting Type :	VTU Examination Committee
Called By :	Principal	Signature :	

## Agenda of the Meeting:

1	Formation of Exam core team for the conduction of Feb – March 2023 VTU Examinations.
2	Schedule of Exam Orientation Program.
3	Examination Schedule and Rooms identification.
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 Convener of Exam Committee.
3. Other Roles such as Internal DCs and members responsibilities were reframed as faculties were assigned NAAC work in the respective departments. In this regards Dr. Keshava Murthy is identified as Deputy Chief Superintendent (DCS) along with Dr. Nalinakshi N.
4. Class rooms were identified to conduct the examinations, without disturbing I and II year classes.
5. Discussed about how to conduct the Practical exams and schedules of the same are discussed brief and suggestions are welcomed by the members.
6. Dr. Nalinakshi N, 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. Principal thanked all the members present and concluded the meeting.



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Convener

Principal  
**Principal**  
Atria Institute of Technology  
Anandanagar, Bengaluru-24