




ATRIA INSTITUTE OF TECHNOLOGY

Anandanagar, Bengaluru – 560 024

Objective :	VTU Examination Committee		
Date :	15.01.2021	Location :	Board Room
Time :	11:30 A.M	Meeting Type :	VTU Examination Committee
Called By :	Principal Dr. T N Sreenivasa		

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.
 - 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. Discussed about how to conduct the Practical exams and schedules of the same are discussed brief and suggestions are welcomed by the members.
9. Discussed to conduct an online Exam orientation meet on 22/01/2021 for all staffs.
10. 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).
11. 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.
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

Principal