



ATME^(R)
College of Engineering



Affiliated to VTU, Belagavi; Approved by AICTE, New Delhi and recognized by Government of Karnataka
Programs accredited by NBA, New Delhi – CV, EC, EE and ME
(Validity: 2022-23 to 2024-25)

MINUTES OF MEETING

Date: 11-01-2024

Meeting held from 1:20 PM to 2:00PM

Agenda:

- Welcoming
- Updates on happenings after the previous meeting.
- To conduct an activity in association with EDC Cell on account of Millet year
- Activities for Staff and Students on account of the Celebration of Women's Day
- Resource person for Women's Day Celebration on 11/03/2023
- Conduction of outreach program to Mellahalli students
- Organizing events for Republic Day
- Activities planned vs Activities conducted.
- Regarding AFH MOU
- Any other

Minutes of meeting

- The chairperson welcomed the coordinators.
- The chairperson informed the members that the meeting would be scheduled on the last Friday (working) of the month (once in two months). If it happens to be a holiday, then the meeting shall be conducted on the previous Day.
- The Chairperson informed to associate with the Dean Student Affairs office to coordinate one event on account of Republic Day.
- The Chairperson informed the members to associate with EDC to conduct an event to bring out the importance of Millet on 21st Feb 2024 afternoon by setting up a food stall by collecting a nominal registration fee. Faculty in charge is Shrilakshmi Prasad and Navya N
- The Chairperson informed Swapna H and Shruthi H G to distribute e-certificates to student volunteers of the outreach program before 29th January 2024.
- The Chairperson informed that documentation of hard copies of the reports of the events conducted needs to be filed by the event coordinators within three days after the completion of the event and the event coordinator must do the event report. The chairperson informed the member secretary to audit the documents before every meeting.
- The Chairperson informed the student volunteers to schedule the events for the IWD celebrations and informed the member secretary to include them in the minutes of the meeting.
- The Chairperson informed the members to suggest guests for IWD and IWD will be celebrated on 12/03/2024 preferably with a professional body.

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- The chairperson asked the member secretary to give the list of coordinators who have not conducted any events. Member secretary mentioned that Priyanka N B and Bhanu Priya J are planning to conduct the outreach program for Mellahalli Students on Wednesday afternoons in the month of February.
- The competition for Republic Day shall be organized by Dr Shakunthala, EEE Department.
- The chairperson informed the members to share the formats of the events that are conducted in OneDrive event-wise. She suggested the members to use the ready templates from the OneDrive to save a lot of time. She informed Bhanu Priya J to ensure the completion of work before 29/1/2024 and update the same to the chairperson.
- As Lavanya N is on leave, the Chairperson suggested Pushpa P to take charge of AFH. The Chairperson also said Pushpa needs to coordinate with all AFH activities and make it functional. She also mentioned Pushpa must coordinate with AFH & and IWD and no other coordination shall be given to Pushpa P unless it is essential. Pushpa P asked to meet the chairperson along with the update on 29/1/2024 at 10AM.
- Faculty coordinators will be assisted by student volunteers from their respective departments. Students who have volunteered shall be provided with the certificates.
- Shruthi H G suggested that each faculty coordinator shall conduct two events in a year other than IWD and they conduct in a team of two. The Chairperson agreed to the same.
- The Chairperson informed the faculty coordinators to report the completion of work done to the Member Secretary on 30/01/2024 through mail.
- The Chairperson called for a Girl CRS meeting on 12th February 2023 at 1.15 PM.
- Tentative dates for the activities to be conducted in connection with Women's Day celebration

Planned Date	Activity	Coordinator	Venue
19/2/24 5/02/2024 2.00PM to 3.00PM	Rangoli	Mrs. Shruthi H G Asst. Professor, CE	Girls common room
22/2/24 6/02/2024 3.00PM to 4.00PM	Singing	Dr. Shakuntala C Assco. Professor, EEE	401
3/2/24 7/02/2024 2.00PM to 4.00PM	Indoor Games	Mrs. Shrilakshmi Prasad Asst. Professor, CSE	Sports room
9/02/2024 2.00PM to 4.45PM	Throw ball	Mrs. Pushpa P Asst. Professor, CSE Mrs. Shrilakshmi Prasad Asst. Professor, CSE	Ground
12/02/2024 2.00PM to 4.45PM	Quiz	Ms. Swapna H Asst. Professor, EEE	401
13/02/2024 2.00PM to 3.00PM	Pencil Sketch	Mrs. Priyanka N B Asst. Professor, Maths	401
13/02/2024 3.00PM to 4.00PM	Essay Writing	Mrs. Bhanu Priya J Asst. Professor, Maths	401

24/2/24 - Dance games, chess, carrom, etc.

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Planned Date	Activity	Coordinator	Venue
14/02/2024 2.00PM to 3.30PM	Dance	Mrs. Pushpa P Asst. Professor, CSE Ms. Navya N Asst. Professor, ECE	401
12/03/2024	Ethnic Walk	Mrs. Shruthi H G Asst. Professor, CE	Auditorium

- Tentative dates for the activities to be conducted in connection with Women's day celebration for faculties

Planned Date	Activity	Coordinator	Venue
10/02/2023 11.00PM to 12.00PM	Rangoli	Mrs. Shruthi H G Asst. Professor, CE	Girls Common Room
10/02/2023 2.00PM to 3.00PM	Cooking without fire	Dr. Shakuntala C Assco. Professor, EEE	Chemistry Lab
24/02/2023 11.00AM to 12.30PM	Anthyakshari	Mrs. Pushpa P Asst. Professor, CSE Ms. Navya N Asst. Professor, ECE	401
24/02/2023 2.00PM to 4.00PM	Dumb Charades	Ms. Swapna H Asst. Professor, EEE Mrs. Priyanka N B Asst. Professor, Maths	401

- Brochure and short video related to IWD activities need to be ready by 29th Jan 2024. Faculty in charge Bhanu Priya J
- Circular related to IWD activities need to be ready by 29th Jan 2024. Faculty in charge Dr. Shakuntala C.
- Each faculty coordinator has to share the details of girls CR's in the one drive of Women's Cell in the following format

Sl.No.	Name	Department	Class and Section	Phone No.
1	X	CD	I Sem 'A'	1234567890

- Member secretary concluded the Meeting with a vote of thanks.

Dr. Bhagyashree S R

**Chairperson
Women cell**

ATME College of Engineering
13th KM. Mysuru-Kanakapura-Bangalore Road, Mysore

Sl. No	Faculty Name	Signature
1	Mrs. Priyanka N B	<i>Priyanka N B</i>
2	Ms. Swapna H	<i>Swapna H</i>
3	Mrs. Shruthi H G	<i>Shruthi H G</i>
4	Dr. Shakuntala C	ABSENT
5	Mrs. Srilakshmi Prasad	<i>Srilakshmi Prasad</i>
6	Ms. Navya N	LEAVE
7	Mrs. Pushpa P	<i>Pushpa P</i>
8	Mrs. Bhanu Priya J	<i>Bhanu Priya J</i>

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