



# ATME<sup>®</sup>

## College of Engineering



Affiliated to VTU, Belagavi, Approved by AICTE, New Delhi and Recognized by Government of Karnataka, Programs accredited by NBA, New Delhi – **UG:** CV, ECE, EEE and ME (Validity up to June 2025), **UG:** CSE (Validity up to June 2026)

### MINUTES OF MEETING

**Date: 18-06-2024**

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

#### **Agenda:**

- Welcoming
- Action plan for the AY 2024-25.
- Any other

#### **Minutes of meeting**

- The chairperson welcomed the coordinators.
- The member secretary informed the members to give the information about Plan of action. She informed that the each member must conduct one activity individually or two members can conduct two activities together except IWD activities.
- Two outreach program must be conducted.

Name of the Coordinators	Events planned	Tentative month	Target Audience
Priyanka N B and Bhanu Priya J	Outreach Program	November/December	School Students
	Martial Arts Workshop	At the time of first year induction (August)	First year girl students
Swapna H and Keerthi A Kumbar	Talk by Savitha N, Assistant professor, AIML on Power BI	July/August	Faculties / Instructors
	Financial Literacy Workshop	October	Students and Faculties
Shruthi H G and Srilakshmiprasad	Outreach Program	July/August	School Students
	Motivational talk	December	Students
Dr. Shakuntala C and Savitha N	Talk on Health (Aerobics)	August/September	Students and Faculties
	Motivational talk	December/January	Students

- All the event coordinators must plan the activity prior to 10 days of conduction of an event (submission of budget letter, permission letter and other related documents).
- All the documents must be filed up within 3 days of completion of an event (budget submission, report etc.)
- After completion of the respective event report must be uploaded to website without fail.
- AFH events will be coordinated by Lavanya N.
- Member secretary concluded the Meeting with a vote of thanks.

*Dr. Bhagyashree S R*

**Dr. Bhagyashree S R**  
**Chairperson**  
**Women cell**

