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| **AIBM** | **MINUTES OF MEETING REGISTER** | Format No. | **ACD44** |
| Issue No. | 01 |
| Rev. No. | 00 |

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| Meeting No. |  | Date | 24th June,2023 |

# Members Present

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Name** | **Signature** |
| 1 | Dr.Prakasha Rao K S |  |
| 2 | Dr.Pradeep G.Desai |  |
| 3 | Mr.Vijay Mahantesh |  |
| 4 | Mrs.Deepthi D B |  |
| 5 | Mr.Lakshmikanth D R |  |
| 6 | Mr.Raghavendra Kaushik |  |
| 7 | Mrs.Radhika G |  |
| 8 | Mr.Sachin B C |  |
| 9 | Ms.Kavya H A |  |
| 10 | Mr.Rakesh Hosmani |  |
| 11 | Mrs.Saila Rani T B |  |
| 12 | Ms.Spandana M J |  |
| 13 | Mrs.Kowshalya T P |  |
| 14 | Mrs.Sumitha D Souza |  |
| 15 | Mr.Ramesh K N |  |
| 16 | Ms.Tanuja P S |  |
| 17 | Mrs.Kavitha J |  |
| 18 | Mrs.Srilalitha K |  |

# Members absent

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl.No | Name | Signature | Sl.No. | Name | Signature |
|  | Nil | NA |  | Nil | NA |

## Review of Previous Meeting Minutes. Meeting No. Date: 24th June,2023

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| --- | --- | --- | --- | --- |
| **Sl No** | **Action Plan** | **Resp** | **By Date** | **Status\*\*\*** |
| 1 | A workshop on Minutes of meeting to improve the report writing skills for Faculty members | Faculty & HOD | 26-06-2023 | In Progress |
| 2 | Discussion regarding Certification Course for Faculty members | Mr. Rakesh | 28-06-2023 | In  Progress |

**Agenda for the Meeting:**

1. Complete and effective usage of DHI Portal.

2. Consistency in timely reporting.

3. Awareness session on DHI and free online certification course by Mr. Sachin & Mr. Rakesh.

4. Allocation of Mentors for different classes

**Action Plan from this Meeting**

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| --- | --- | --- | --- |
| Sl No | Action Plan | Resp | By Date |
| 1 | Option in DHI Regarding events plan to be used & report should be Generated. | Faculty & HOD | 26-06-2023 |
| 2 | Uploading of University Scores of students final exams into DHI Portal. | Mr. Sachin Kumar B C | 15-07-2023 |
| 3 | A Work shop on CO, PO and Bloom’s Taxonomy. | Mr. Sachin Kumar B C | 15-07-2023 |
| 4 | A presentation on DHI portal by Language faculty team | Mrs Deepthi, Mrs Radhika, Mrs Saila Rani T B | 08-07-2023 |
| 5 | Display of Mentors & Mentee list on DHI portal | HOD & Mr. Sachin Kumar B C | 01-07-2023 |
| 6 | Updating attendance of students within 4:00 pm everyday without fail | Faculty and HOD | 26-06-2023 |

Signature of the MR