



1. Academic Council

Academic council ensures quality in academic activities.

Objective: The **Council's** main **objective** is to ensure a healthy **academic** atmosphere and enhance the learning experience for the students. It monitors the students' **academic** experience and reviews.

Structure & Constitution of the Academic Council shall be as under:

ACADEMIC COUNCIL			
Sl. No.	Name	Position	Contact No
1	Dr. L BASAVARAJ	Chairman	9448285641
2	Dr. M S GOVINDE GOWDA	Member Secretary	9972940201
3	Dr. RATHNAKAR G	Member	9844018701
4	Dr. BHAGYASHREE S R	Member	9900110944
5	Dr. PARTHASARATHY L	Member	9035064022
6	Dr. MAHESH P K	Member	8884968896
7	Dr. PUTTE GOWDA D	Member	9900622401
8	Dr. SRINIVASA K	Member	9945045415
9	Dr. MOHAMMED ELIYAS	Member	7353647918
10	Dr. MAHESH LOHITH K S	Member	9845206504
11	MANU VIJAY	Member	9738601201
12	NASREEN FATHIMA	Member	9986617206
13	JYOTHI D N	Member	9738806913
14	LAKSHMI K	Member	9741841872
15	HARSHITHA N	Member	8105710316
16	DIVYA K	Member	9620191619
17	SUKUMAR R Director, Cognisite Technologies Pvt. Ltd	Member	9886406726
18	Dr. MANGALA KESHAVA, BMSCE, Bangalore	Member	

Meetings: The Member Secretary shall, with the approval of the Head of the Institute convene the meetings of the Academic Council at least twice in a year

and on such other occasions as may be necessary. Member Secretary shall with the approval of the Head of the Institute prepare the agenda for the meeting. One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the meeting.

Roles & Responsibilities: Without prejudice to the generality of functions mentioned, the Roles & Responsibilities of Academic Council is as under.

- Discuss and deliberate upon the affiliated University prescribed courses of study, academic regulations, curricula, scheme syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto and send opinion, comments and modification request to the affiliating University for its consideration.
- Adopt the Regulations regarding the admission of students consistent with the university/ Government norms to different programmes of study in the College.
- Frame Regulations consistent with the University norms for the conduct of CEA and initiate measures for improving the quality of teaching, student's evaluation and student advisory system in the College.
- To formulate policies to improve the TLP in the Institute by promoting Innovative teaching methods, adoption of ICT tools for teaching, identifying teaching needs and arranging for the same.
- Make regulations for sports, extra-curricular activities and proper maintenance and functioning of playgrounds and hostels.
- Recommend to the Governing Body the proposals for the institution of new programmes of study at the College.
- Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals and to frame regulations for award of the same.
- Advise the Governing Body on suggestions pertaining to academic affairs.
- Encourage the faculty members to undertake Sponsored Research, Industrial Consultancy, Continuing education, and related activities and
- Perform such other functions as may be assigned to it by the Governing Body.



2. Anti-Ragging Committee.

In accordance with All India Council for Technical Education (AICTE) notification for prevention and prohibition of ragging in AICTE approved technical Institutions vide No. 37-3/Legal/AICTE/2009 dated 01.07.2009, the Anti-Ragging Committee shall be set up to avoid ragging activities in the Institutes.

Objective: To aware the students of the dehumanizing effect of **ragging** inherent in its perversity. To keep a continuous watch and vigil over **ragging** so as to prevent its occurrence and recurrence. To promptly and stringently deal with the incidents of **ragging** brought to our notice.

Structure & Constitution of the Anti-Ragging Committee shall be as under:

MEMBERS OF ANTI-RAGGING COMMITTEE			
Sl. No.	Name	Position	Contact No
1	Dr. L BASAVARAJ	Chairman	9448285641
2	Dr. RATHNAKAR G	Member Secretary	9844018701
3	Police Inspector – Varuna Police Station	Rep. of Police Administration	
4	Dr. PARTHASARATHY L	Member	8884968896
5	Dr. MAHESH P K	Member	9945045415
6	Dr. SRINIVASA K	Member	9738601201
7	Dr. PUTTEGOWDA D	Member	9035064022
8	Dr. MOHAMED ELIYAS	Member	9845206504
9	MANU VIJAY	Member	8105598832
10	Dr. MURALIDHAR M P	Member	9611551921
11	DEVARAJ M R	Member	9972322811
12	MARIA SUSHMA	Member	9902831147
13	SHALINI V S	Member	8553232589
14	BHARATHI R	Member	9845075297
15	LAVANYA N	Member	9611551921
16	NADEESH H G	Member	8747899855
17	SUJATHA M	Member	9008710988
18	SOMASUNDAR	Member	9110655005
19	SHREEDHARA T S	Parents' Representative	9743938119
20	JYOTHISHREE	Parents' Representative	7760683447

Meetings: The Member Secretary shall, with the approval of the Chairman of the Committee convene the meetings of the Anti-Ragging Committee every month and on such other occasions as may be necessary. Member Secretary shall with the approval of the Chairman of the Committee prepare the agenda for the meeting. One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the meeting.

Roles & Responsibilities: Without prejudice to the generality of functions mentioned, the Roles & Responsibilities of Anti-Ragging Committee is as under.

- To arrange to send letters to parents, guardians of the students at the beginning of the academic year for creation of awareness.
- To constitute an anti-ragging squad and monitor the functioning of the same.
- To suggest measures to tighten vigil against any act which constitutes ragging.
- Take Measures for prevention of ragging so that fresher, senior students and every staff of the institute are made aware of the measures.
- Take Measures for prohibition of ragging to eliminate the scourge of ragging as per the definition given in the relevant regulations, including the formation of the Anti-Ragging Squad, Mentoring Cell on ragging etc.
- Ensuring that undertakings are in the form of Affidavit by students, parents / guardians and staff members of the institutes are taken.
- Ensuring that the actions to be taken are as per the guidelines of the relevant regulations of the regulatory bodies
- To Timely circulation of action taken report to the concerned authorities against Anti Ragging in the institute.
- Devise mechanism for receiving, processing and addressing all information regarding incidence of ragging.
- Devise and promulgate a credible anti-ragging policy in college.
- Advise Disciplinary Committee and sub – committees on new policies or directives on handling cases of ragging (as applicable) from time to time.
- Timely address grievances of stakeholders and especially those related to gender sensitivity issues including sexual harassment of women.
- Sensitization of employees towards cases of ragging.
- Compile/ submit biannual basis, the grievance summary report (on cases related to ragging) if any along with recommendations.

- Maintain all records, statements, actions and other correspondences related to ragging cases.
- Discuss major cases of ragging to generate awareness amongst students and faculty.
- Ensure the formation of the various cells and committees and their proper functioning and monitoring mechanism.



3. Anti-Ragging Squad

In accordance with All India Council for Technical Education (AICTE) notification for prevention and prohibition of ragging in AICTE approved technical Institutions vide No. 37-3/Legal/AICTE/2009 dated 01.07.2009, the Anti-Ragging Committee shall be set up to avoid ragging activities in the Institutes.

Objective: To aware the students of the dehumanizing effect of **ragging** inherent in its perversity. To keep a continuous watch and vigil over **ragging** so as to prevent its occurrence and recurrence. To promptly and stringently deal with the incidents of **ragging** brought to our notice.

Structure & Constitution of the Anti-Ragging squad shall be as under:

MEMBERS OF ANTI RAGGING SQUAD			
Sl. No.	Name	Position	Contact Details
1	Dr. MOHAMED ELIYAS	Squad Leader	7353647918
2	Dr. MURALIDHAR M P	Member	9611551921
3	SHALINI V S	Member	8553232589
4	LAVANYA N	Member	9036098516
5	DEVARAJ M R	Member	9972322811
6	SRIVATHSA H U	Member	8867572081
7	Dr. SRINIVASA K	Member	9945045415
8	SOMA SUNDAR	Member	9739929289
9	SUJATHA M	Member	9008710988

Meetings: The Member Secretary shall, with the approval of the Chairman of the Committee convene the meetings of the Anti-Ragging Committee every month and on such other occasions as may be necessary. Member Secretary shall with the approval of the Chairman of the Committee prepare the agenda for the meeting. One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the meeting.

Roles & Responsibilities: Without prejudice to the generality of functions mentioned, the Roles & Responsibilities of Anti-Ragging Squad Committee is as under.

- To arrange to send letters to parents, guardians of the students at the beginning of the academic year for creation of awareness.
- To suggest measures to tighten vigil against any act which constitutes ragging.
- Take Measures for prevention of ragging so that fresher, senior students and every staff of the institute are made aware of the measures.
- Take Measures for prohibition of ragging to eliminate the scourge of ragging as per the definition given in the relevant regulations, including the formation of the Anti-Ragging Squad, Mentoring Cell on ragging etc.
- Ensuring that undertakings in the form of Affidavit by students, parents / guardians and staff members of the institutes are taken.
- To Ensuring that the actions to be taken are as per the guidelines of the relevant regulations of the regulatory bodies
- To Timely circulation of action taken report to the concerned authorities against Anti Ragging in the institute.
- Devise mechanism for receiving, processing and addressing all information regarding incidence of ragging.
- Devise and promulgate a credible anti-ragging policy in college.
- Advise Disciplinary Committee and sub – committees on new policies or directives on handling cases of ragging (as applicable) from time to time.
- Timely address grievances of stakeholders and especially those related to gender sensitivity issues including sexual harassment of women.
- Sensitization of employees towards cases of ragging.
- Compile/ submit biannual basis, the grievance summary report (on cases related to ragging) if any along with recommendations.
- Maintain all records, statements, actions and other correspondences related to ragging cases.
- Discuss major cases of ragging to generate awareness amongst students and faculty.
- Ensure the formation of the various cells and committees and their proper functioning and monitoring mechanism.



4. GRIEVANCE REDRESSAL COMMITTEE

In accordance with All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2012, F. No. 37-3/Legal112012, dated 25.05.2012 a Grievance Redressal Committee has been constituted. The objective of Grievance Redressal Committee is to prevent regarding unfair practices, alleged discrimination, and addressing the scholarship issues and sexual harassment cases and to provide a mechanism to students and stakeholders for Redressal of their grievances.

Objective: It is to deal with the complex situations in a tactful manner to lessen the condition felt to be oppressive or dissatisfied. Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.

Structure & Constitution of the Grievance Redressal Committee shall be as under:

GRIEVANCE REDRESSAL COMMITTEE			
Sl. No.	Name	Position	Contact Details
1	Dr. RATHNAKAR G	Chairman	9844018701
2	ANOOP M	Member Secretary	9845900756
3	Dr. PARTHASARATHY L	Member	9035064022
4	Dr. PRATHIBHA M K	Member	9449610089
5	Dr. SRINIVASA K	Member	9945045415
6	SUDHAKAR N	Member	9480573571
7	JYOTHI D N	Member	9738806913
8	SNEHA N P	Member	9538751493
9	CAROLINE S ECE Branch	Student Member	9686899679
10	PETER A X ME Branch	Student Member	8970400483

Meetings: The Member Secretary shall, with the approval of the Chairman of the Committee convene the meetings of the Grievance Redressal Committee as and when the need arises. One half of the total members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned

meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the meeting.

Member Secretary shall present the case before the committee for resolution. Both the complainant and the person against whom the complaint is raised are to be presented along with any other person whose presence is required for the speedy resolution of the grievance.

In the case, the complainant not satisfied with the decision of the Committee, they may send their appeals to the “OMBUDSMAN” appointed by the Affiliating University. The OMBUDSMAN will fix a date for hearing the Complainant which shall be communicated to the Institute and the aggrieved person. The Institution shall comply with the order of the ombudsman.

Roles & Responsibilities: Without prejudice to the generality of functions mentioned, the Roles & Responsibilities of Grievance Redressal Committee is as under.

- The Grievance Redressal Committee shall consider all grievances submitted in writing or online by an individual member of the Institution regarding employment/ association, working conditions and any other alleged injustice done to an employee/ student while discharging his/her duties at the Institution.
- The member secretary shall call for a meeting and the member Secretary shall present the case before the committee for resolution. Both the complainant and the respondent need to be present along with any other person whose presence is required for the speedy resolution of the grievance.
- The Grievance Redressal Committee will study the documents namely, petition/ application, the relevant documents, the statements of complainant, the statements of respondent and statements of witnesses, and shall discuss with those concerned and submit its recommendations to the Head of the Institution within one month if possible, but in any case not beyond three months, for further action.
- In case of false and frivolous complaint (if proved), the Grievance Redressal Committee will recommend Head of the Institution/ Disciplinary Committee to take appropriate action against the complainant.
- In resolving the grievances before it, the GRC will follow principles of natural justice.

- The Grievance Redressal Committee may mediate between the complainant and respondent, if required.
- In the case, the complainant not satisfied with the decision of the Committee, they may send their appeals to the “OMBUDSMAN” appointed by the Affiliating University. The OMBUDSMAN will fix a date for hearing the Complainant which shall be communicated to the Institute and the aggrieved person. The Institution shall comply with the order of the ombudsman.



5. Internal Complaint Committee.

Internal Complaint Committee is constituted as per the guidelines of Supreme Court, UGC, and Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013, to provide protection against discrimination and sexual harassment of women at workplace and for the prevention and Redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto. The Internal Complaint Committee will be responsible for the Redressal of complaints made by employees and ensure time-bound treatment of the complaints as provided in the Act.

Objective: The objectives of the Internal Complaint Committee to Prevent Sexual Harassment of Women at the institute.

Structure & Constitution of the Internal Complaint Committee shall be as under:

INTERNAL COMPLAINT COMMITTEE			
Sl. No.	Name	Position	Contact Details
1	Dr. BHAGYASHREE S R	Chairperson	9900110944
2	CHANDRASHEKHAR C	Member Secretary	9845115924
3	PRIYANKA N B	Member	9663674218
4	Dr. PRAKASH KURUVATTI	Member	9110872296
5	RAVIKUMAR S	Member	9880543740
6	NASREEN FATHIMA	Member	9986617206
7	SWAPNA H	Member	9591562578
8	AMRUTHA KASHYAP	Member	9945657709
9	HEMALATHA	NGO Representative	9448056478

Meetings: The Member Secretary shall, with the approval of the Chairman of the Committee convene the meetings of the internal complaint Committee at least twice in a year and on such other occasions as may be necessary. Member Secretary shall with the approval of the Chairman of the Committee prepare the agenda for the meeting. One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the meeting.

Roles & Responsibilities: Without prejudice to the generality of functions mentioned, the Roles & Responsibilities of Internal Complaint Committee is as under.

- To develop a policy against sexual harassment of women at the Institute.
- Prevent discrimination and sexual harassment, by promoting gender amity among students and employees.
- Make recommendations to the management for changes/elaborations in the Rules in the student hand book and Employees hand book, to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment, by the students and the employees.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Recommend appropriate punitive action against the guilty party to the Management.
- To evolve a permanent mechanism for the prevention and Redressal of sexual harassment cases and other acts of gender-based violence at the Institute.
- To uphold the commitment of the Institute to provide an environment free of gender-based discrimination.



6. SC-ST Committee.

SC/ST Committee has been constituted in the Institute as per the statutory requirements and resolve the issues related to the SC-ST Employees and Students of the Institute. The primary focus of SC-ST Employees and Students of the Institute is to empower students who belong to the schedule committee was formed with the intention to implement various schemes meant for educational purpose through the institutional policies which provide importance to social justice, economic welfare, and social defense.

Objective: Ensure Equal Opportunity and Social Justice to the Scheduled Caste and Scheduled Tribes students by providing them equal opportunities in the fields of education, economic and social security.

Structure & Constitution of the SC-ST Committee shall be as under:

SC - ST COMMITTEE			
Sl. No.	Name	Position	Contact Details
1	Dr. L BASAVARAJ	Chairman	9448285641
2	Dr. SURESH KUMAR S	Member Secretary	9739582217
3	PAVITHRA A C	Member	8884699040
4	SUDHAKAR N	Member	9480573571
5	PAVAN KUMAR K P	Member	9739369963
6	JUSLIN FRANKLIN	Member	9036065420
7	UMA	Member	8073603315
8	SOMASUNDAR	Member	9739929289
9	KUSHAL R	Member	9738461046

Meetings: The Member Secretary shall, with the approval of the Chairman of the Committee convene the meetings of the SC-ST Committee at least twice in a year and on such other occasions as may be necessary. Member Secretary shall with the approval of the Chairman of the Committee prepare the agenda for the meeting. One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the meeting.

Roles & Responsibilities: Without prejudice to the generality of functions mentioned, the Roles & Responsibilities of SC-ST Committee is as under.

- Ensure Equal Opportunity and Social Justice to the Scheduled Caste and Scheduled Tribes students by providing them equal opportunities in the fields of education.
- Ensure that students belonging to the category should get their due scholarship and other benefit from the various schemes of the government
- To extend support in the form of learning opportunities by organizing extra coaching, remedial classes so as to bring them in par with good performers.
- To ensure equality among all the staff and students by counselling and sensitizing the stakeholders.
- The Committee regularly organizes interactive sessions and informal meetings with students to attend to their personal, social and academic problems.



7. Finance Committee

Finance committee is a standing committee to assist the Governing Council to control & overview the Institutes financial matters. The finance committee is entrusted with protecting and renewing the institution's resources and assisting the board fulfilling its fiduciary responsibilities.

Objectives: The role of the finance committee is primarily to provide financial oversight for the **organization**. Typical task areas for small and mid-sized groups include budgeting and financial **planning**, financial reporting, and the creation and monitoring of internal controls and accountability policies.

Structure & Constitution of the Finance Committee shall be as under:

FINANCE COMMITTEE			
Sl. No.	Name	Position	Contact Details
1	VEERESH R	Chairman	9448285652
2	Dr. L BASAVARAJ	Member Secretary	9448285641
3	Dr. BHAGYASHREE S R	Member	9900110944
4	AMRUTHA KASHYAP	Member	9945657709
5	ANOOP M	Member	9845900756
6	STATUTORY AUDITOR	Special Invite	

Meetings: The Member Secretary shall, with the approval of the Chairman of Finance Committee convene the meetings of the Finance Committee at least twice in a year and on such other occasions as may be necessary. Member Secretary shall with the approval of the Finance Committee Chairman prepare the agenda for the meeting. One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the meeting.

Roles & Responsibilities: Without prejudice to the generality of functions mentioned, the Roles & Responsibilities of Finance Committee is as under.

- Examine and scrutinize the proposal submitted by various departments in connection with preparation of annual budget of the Institute, finalizing the same and make suggestions, recommendations to the governing council for approval.
- To protect the Institute against illegal, unethical, or incompetent activities by employees & Committees and from conflict of interest.
- To monitor financial dealings engaged in by individuals or groups that the organization deals with, or financial arrangements that may harm the organization.
- Participating in the annual audit and carrying out meticulous pre audit checks.
- To evaluate both the financial operations and the people in charge of it meticulously by preparing a detailed plan of expenditure for day to day activities of the Institute.
- To mobilize resources through banks, donations from society, through funding agencies under various schemes, etc.
- To prepare proposals and interact with the Fee Fixation Committee set up by the State Govt. for fixation of tuition and other fees of the college.



8. Resource Planning & Purchase Committee

To maintain an uninterrupted flow of materials to support the development schedules. To procure materials economically at a cost consistent with the quality and service required. However, generally, all purchases may be attempted at the lowest cost. Provide the necessary expertise, advice, information to the Curators and Education Officers with regard to the best quality of material available in the market, supplier's capability and performance, etc. Should maintain ATME's reputation and credibility in the market by fair dealings and prompt payments.

Objectives: The objective of the committee is to create a balanced and sustainable ongoing budget that supports the University's Strategic Initiatives. This involves strategic investments, assessing capacity, and reallocating existing resources to align with divisional and university priorities.

Structure & Constitution of the Resource planning and purchase Committee shall be as under:

RESOURCE PLANNING & PURCHASE COMMITTEE			
Sl. No.	Name	Position	Contact Details
1	SHIVASHANKAR K	Chairman	9448285651
2	Dr. L BASAVARAJ	Member Secretary	9448285641
3	Dr. M S GOVINDE GOWDA	Member	9972940201
4	Dr. BHAGYASHREE S R	Member	9900110944
5	NASREEN FATHIMA	Member	9986617206
6	AMRUTHA KASHYAP	Member	9945657709
7	HARISH	Member	9008960806

Meetings:

The Member Secretary shall, with the approval of the Chairman of the Committee convene the meetings of the Resource Planning & Purchase Committee at least twice in a year and on such other occasions as may be necessary. Member Secretary shall with the approval of the Chairman of the Committee prepare the agenda for the meeting. One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the meeting.

Roles and Responsibilities

- To take indents from the departments/committees/ faculties etc. against the requirement.
- To supervise all the purchases made in the campus.
- To analyze quotations provided by the logistics department, and provide recommendations for approval by the person having delegated powers.
- To request technical input from relevant staff as required.
- To ensure proportionality, transparency, accountability and fairness in the procurement process.



9. Staff Recruitment & Selection Committee

The Staff Recruitment Committee is formed to evaluate the requirement of staff for the institution and plan accordingly to recruit adequate qualitative staff on merit. The selection committee shall have members who have legitimate and direct interests in the selection process. Criteria used in selecting the Search Committee members often include the following:

- Knowledge of the substantive area
- Demonstrated ability in promoting a deliberative process
- Knowledge of the campus and its surrounding communities
- Strong interpersonal and recruitment skills

Objectives: To devise and implement strategies to recruit quality staff and faculty for the ATMECE.

Structure & Constitution of the Staff Recruitment and selection Committee shall be as under:

STAFF RECRUITMENT & SELECTION COMMITTEE			
Sl. No.	Name	Position	Contact Details
1	ARUN KUMAR L	Chairman	94482865650
2	Dr. L BASAVARAJ	Member Secretary	9448285641
3	Dr. M S GOVINDE GOWDA	Member	9972940201
4	ANOOP M	Convener	9845900756
5	Concerned Dept. HOD	Invitee	
6	Subject Expert 1	Member	
7	Subject Expert 2	Member	
8	Dr. RADHAKRISHNA	VTU Nominee	9886064102

Meetings: On need basis

Roles and Responsibilities:

- Set a timetable for each search procedure.
- Formulate the position description.
- Determine job-related criteria for the position.
- Develop job-related evaluation forms.
- Select newspapers, Websites and journals in which advertisements will appear.
- Draft advertisement.
- A background check will be performed for employment in this position.

- Plan a search that is sensitive to affirmative action issues and the need for a diverse pool of candidates.
- Develop all written communications.



10. Statutory Approval & Affiliation Committee (AICTE, VTU etc.,)

All India Council for Technical Education (AICTE) is an Apex body and a Regulator of Technical Education in the Country. It is responsible for planning and coordinated development of the Technical Education system throughout the Country.

VTU is one of the largest Technological Universities in India with 20 years of Tradition of excellence in Engineering & Technical Education, Research and Innovations. It came into existence in 1998 to cater the needs of Indian industries for trained technical manpower with practical experience and sound theoretical knowledge. The ATMCE is affiliated to VTU.

Objective: The main objective of the committee shall be keeping track of updates in the websites of AICTE and VTU and inform the concerned. Keep all the documents up to date.

Structure & Constitution of the Approval & Affiliation Committee shall be as under:

STATUTORY APPROVAL & AFFILIATION COMMITTEE (AICTE,VTU,ETC.,)			
Sl. No.	Name	Position	Contact Details
1	Dr. L BASAVARAJ	Chairman	9448285641
2	Dr. M S GOVINDE GOWDA	Member Secretary	9972940201
3	MANJUNATH K	Member	9738403734
4	YASHWANTH N	Member	8951787291
5	RAGHAVENDRA L	Member	7829859477
6	SHASHANK P	Member	9008710988
7	AMRUTHA KASHYAP	Member	9945657709
8	SOWMYA K	Member	9148136494

Meetings: The members of the statutory approval & Affiliation committee shall meet once in a month. Member Secretary shall with the approval of the chairperson prepare the agenda for the meeting. One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the

members present shall themselves constitute the quorum and conduct the meeting. Member secretary shall distribute the minutes of the meeting comprising an action list summarizing what was covered, what was resolved and what actions need to be taken for issues requiring further clarification to all the members who participated in the meeting in consent with the chairperson of the committee.

Roles and Responsibilities

- The committee shall make note of the circulars sent by AICTE and VTU and send it to appropriate Deans through the proper channel.
- Committee shall send the reports to the respective body as and when required by the regulatory bodies.
- Committee shall have an internal audit minimum one week before the inspection by the regulatory body and make sure that the appropriate actions are being taken.
- Proper information of faculty and students must be sent to the respective body.
- The circulars from the regulatory body must be properly documented.
- The documents submitted by the institution shall be properly documented.



11. Mentoring Committee

Mentoring committee should address the conflicts in attitudes, habits and knowledge of the students towards learning practices. Committee should monitor the students' regularity and discipline. It enables the parents to know about the performance and regularity of their wards. Committee counsels the students for solving their problems and taking confidence, building measures to achieve their goals. It supports students in their career related challenges. It also helps the students to get the suitable jobs / placements.

Objectives: Develops and implements mechanisms to match participants with the most appropriate **mentors**/mentees. Provides on Boarding documents and webinars to ensure a successful start to the mentoring relationship. Collects resources for best practices in successful **mentoring** relationships.

Structure & Constitution of the Mentoring Committee shall be as under:

MENTORING COMMITTEE			
Sl. No.	Name	Position	Contact Details
1	Dr. RATHNAKAR G	Chairman	9844018701
2	Mr. RAVIKUMAR S	Member secretary	9880543740
3	Dr. GORABAL J V	Member	8073319424
4	Dr. PRATHIBHA M K	Member	9449610089
5	SUNITHA PATEL M S	Member	9986041490
6	ABHILASH G	Member	9986721213
7	Dr. CHETHAN S	Member	9844928905
8	PRAVEEN KUMAR M	Member	9731251884
9	JYOTHI D N	Member	9738806913
10	BHANU PRIYA J	Member	8867904101

Meetings:

The Member Secretary shall, with the approval of the chairman of the committee, convene the meetings of the mentoring committee at least twice in a year and on such other occasions as may be necessary. Member Secretary shall with the approval of the chairman of the committee prepare the agenda for the meeting. One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned

to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the meeting. Member secretary shall distribute the minutes of the meeting comprising an action list summarizing what was covered, what was resolved and what actions need to be taken for issues requiring further clarification to all the members who participated in the meeting in consent with the chairperson of the committee.

Roles and Responsibilities:

- Every class/section has coordinators/mentors and each mentor will not have more than twenty students.
- Informal mentoring takes place spontaneously between mentor and the student.
- Informal mentoring occurs through the mentoring program with an established structure.
- If any unusual and abnormal activity is observed on the part of the student the mentor shall identify and discuss with the student for further counseling and rectification of the problems.
- Mentoring happens three times a semester.
- Mentor Responsibilities is to:
 - Commit a minimum of one hour per month with your student
 - Commit for mentoring a batch of students from 3rd sem to 8th sem and beyond.
 - Make sure that students' parents visit the college campus at least once; introduce them to student's lecturers.
 - Keep ALL student subject matter strictly confidential to the Mentor Program.
 - Create an equal relationship between the mentor and student.
 - Be caring, supportive, and sensitive to the student
 - Upon completion of an interaction with a student, updated report to ATME ERP under counselling module. This is a crucial step for the proper evaluation of the Mentor Program.
 - Keep clear and regular documentation of progress in ERP.
 - Be sure to always provide relevant feedback and suggestions to ATME.
 - If a student has any financial or personal concerns, please inform ATME.



12. Alumni Committee

Alumni committees will interact with our passed-out students regarding where they are placed and gather information from the students whether their job is on the basis of on campus or off-campus placements. To get information whether they are in any entrepreneurship. Alumni committees will help create a network among pass-out and current students.

Objectives: To increase alumni interaction with the institution. To foster and keep alive the loyalty to the institution and creating concern for its welfare. To inculcate exchange of ideas among alumni and between alumni and the students. To assist the current students to achieve their goals by means of mentorship and scholarship setup through Alumni.

Structure & Constitution of the Alumni Committee shall be as under:

ALUMNI COMMITTEE			
Sl. No.	Name	Position	Contact Details
1	Mr Shashank - ECE	President	9483313014
2	Mr Pavan – ME	Vice President	8867098981
3	Dr Puttegowda D - CSE	Secretary	9900622014
4	Akashatha A - CSE	Joint Secretary	8095620284
5	Anupama Shettar – ECE	Treasurer	9738484396
6	Hemanth B R – ME	Member	7026251531
7.	Shivaraj R - CE	Member	8884722072
8	Karthik K – CS	Member	9738548107
9	Amrutha R – EEE	Member	8123308770

Meetings:

The Member Secretary shall, with the approval of the chairman of the committee, convene the meetings of the Alumni committee at least twice in a year (During June and December). Member Secretary shall with the approval of the chairman of the committee prepare the agenda for the meeting. One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then

the members present shall themselves constitute the quorum and conduct the meeting. Member secretary shall distribute the minutes of the meeting comprising an action list summarizing what was covered, what was resolved and what actions need to be taken for issues requiring further clarification to all the members who participated in the meeting in consent with the chairperson of the committee.

Roles and Responsibilities

- To organize alumni meetings twice a year.
- To keep alumni registered in every department for updated data entry.
- To form groups of pass-out students on social media.
- To inform the alumni about the happenings of the institution through social media.
- Sending an invitation to the alumni for all the major events of the institution
- To have a database of alumni coordinators and classifying the database as alumni studying abroad,, entrepreneurs
- To Identify the alumni who can become the members for various departmental and institutional level committees
- To involve alumni in various activities of the institution as resource persons, jury members etc.
- To organize a board of Alumni members meet once in two months.
- To give an opportunity for Board of Alumni members to conduct activities related to cultural/ literary/social causes for the students of PU and Diploma.
- To have earmarked space in the college magazine for achievements of alumni (Doing higher studies abroad, becoming entrepreneurs, having promotions in career).
- Sending softcopy of the magazine to all the alumni.



13. Training & Placement Advisory Committee

The main motto of the committee is to guide students in the matter of career options, and also to promote entrepreneurship. The Placement Committee at ATMECE is a student body which is responsible for carrying out all placements related activities. It consists of a Bi-Cameral framework consisting of senior and junior members. The Placement Committee looks into tasks like student brochure development, resume vetting, pitching, student's skills-job mapping and placement related event organizing. Apart from these tasks, the Placement Committee at ATME also conducts mock group discussions, interviews and workshops which equips the students to face the placement interviews and be industry ready. The Placement Committee also plays an important role in developing and sustaining a long term mutually beneficial relationship with the industry.

Objectives: The Placement Cell's primary objective is to provide training and placements to college students. Various activities take place throughout the academic year in the college. Students are motivated to take the initiative to develop their attitude, soft skills and are given the opportunity to develop technical skills alongside analytical capabilities. The Training and Placement Cell aims to expose students to the nature of the corporate world therefore providing insight to their future professional careers.

Structure & Constitution of the Training and Placement Advisory Committee shall be as under:

TRAINING & PLACEMENT ADVISORY COMMITTEE			
Sl. No.	Name	Position	Contact Details
1	Dr. L BASAVARAJ	Chairman	9448285641
2	DEEPAK M V S	Member Secretary	7204401042
3	Dr. M S GOVINDE GOWDA	Member	9972940201
4	Dr. RATHNAKAR G	Member	9844018701
5	ASHA RANI - HR Yantriks	Member	8618670455
6	PRABHU - I Quebets HR	Member	9901472092
7	SRI VIDYA Lead Training Solution Pvt. Ltd.	Member	9742472777
8	VINOD KUMAR P	Member	9538006039
9	SHREESHAYANA R	Member	9739002631

10	MANDEEP G	Member	9916212530
11	SRIVTHSA H U	Member	8867572081
12	KEERTHI KUMBAR A	Member	9538550857
13	GURU PRASAD K N	Member	9739319567
14	KAVYASHREE E D	Member	7259488108
15	JYOTHI M PATIL	Member	9880565579
16	YATHISHA N	Member	9980639945
17	KEERTHANA M M	Member	9008923086
18	HARSHITHA N	Member	8105710316

Meetings: The members of the committee should meet bi-monthly to examine the placement opportunities and convey the message from the corporates to placement student coordinators so that students can be prepared for the upcoming placements. The Member Secretary shall, with the approval of the Head of the Institute convene the meetings. Member Secretary shall with the approval of the Head of the Institute prepare the agenda for the meeting. One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the meeting. TPO and senior board members must meet monthly to assess the report of the number of placed and non-placed students. Member secretary shall distribute the minutes of the meeting comprising an action list summarizing what was covered, what was resolved and what actions need to be taken for issues requiring further clarification to all the members who participated in the meeting in consent with the chairperson of the committee.

Roles & Responsibilities:

- Arrange guest lectures from industry experts to make students understand the needs of the industry, knowhow of the industry (Once in a month).
- Arrange industrial visits for students.
- Seeking the interests of the students before the commencement of 5th semester and plan accordingly.
- Each department will identify a group of industries that need to be invited on to the campus.

- Each department nominates two students to work as volunteers during the conduct of campus interviews.
- Coordinate with the resource persons for providing the training courses to students where the students make self-assessment & groom them for job they are fit for.
- Analyzing students' scores and taking measures to improve that.
- Coordinates with the different industries for on-campus and off-campus interviews for the students for providing suitable jobs in their organizations.
- Arrange mock interviews and mock tests.
- Promote self-reliance among students
- Formulate action plan to be implemented in arranging special training program for soft skills, mock interviews etc.
- Counsel the students to choose a professional career and guide them to do specializations on the same.
- Recognizing the placed students in the respective departments, institution by displaying their credentials on the department notice board, college notice board and college website, College display board.



14. Students Welfare & Disciplinary Committee

Students Welfare Committee has been formed with the sole intention to act as an interface between the Management and Students. The Committee administers and makes decisions concerning Student Welfare, taking up issues reported by students and resolves them by bringing it to the notice of the management.

Objective: The main objective of SWDC is to identify and encourage creative talents, inculcate a spirit of discipline, leadership, social awareness and promote physical and mental development among the students.

Structure & Constitution of the Committee shall be as under:

STUDENTS WELFARE & DISCIPLINARY COMMITTEE			
Sl. No.	Name	Position	Contact Details
1	Dr. RATHNAKAR G	Chairman	9844018701
2	Dr. SURESH KUMAR S	Member Secretary	9739582217
3	PAVITHRA A C	Member	9449610089
4	ANIL KUMAR C J	Member	9900477621
5	RAGHAVENDRA L	Member	7829859477
6	BHARATHI B	Member	8496009262
7	THEJKUMAR J	Member	9880543740
8	Dr. MURALIDHARA M P	Member	9611551921
9	PRIYANKA N B	Member	9663674218
10	SNEHA N P	Member	9538751493

Meetings: The Committee meets on a monthly basis to discuss the problems and probable ways of improvement in the standards with respect to facilities and the like. The Member Secretary shall, with the approval of the chairperson of the committee shall convene the meetings on a monthly basis and on such other occasions as may be necessary. Member Secretary shall with the approval of the chairperson prepare the agenda for the meeting. One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the

meeting. Member secretary shall distribute the minutes of the meeting comprising an action list summarizing what was covered, what was resolved and what actions need to be taken for issues requiring further clarification to all the members who participated in the meeting in consent with the chairperson of the committee.

Roles and Responsibilities:

- This committee shall review the conditions that contribute to the academic success, personal development and well-being of students
- To develop the student-teacher relationship bond
- Listening to their problems and understanding what is required for their development in any manner.
- Assisting the students in their learning process - Addressing and solving their various issues
- Conducting periodic meetings to talk over student welfare. By organizing activities and facilitating student interests.
- Managing the needs for extracurricular activities
- Ensure the coordination between Students, Parents & College authority.



15. Accreditation & ISO

ISO 9001 is the internationally recognized standards for Quality Management System (QMS).It provides a framework and set of principles that ensure a common sense approach to the management activities to consistently achieve customer satisfaction. It provides assurance that the Institution or program has been evaluated and has met accepted standards established by and with the profession. For prospective employers, it provides assurance that the curriculum covers essential skills and knowledge needed for today's jobs.

Objective: The main objective of the committee sets out the role, membership, responsibilities, administrative matters and governance of the ISO Committee.

Structure & Constitution of the Accreditation & ISO Committee shall be as under:

ACCREDITATION & ISO			
Sl. No.	Name	Position	Contact Details
1	Dr. L BASAVARAJ	Chairman	9448285641
2	Dr. M S GOVINDE GOWDA	Member Secretary	9972940201
3	Dr. MAHESH P K	Member	8884968896
4	MANU VIJAY	Member	9738601201
5	Dr. MAHESH LOHITH K S	Member	9845206504
6	VINOD KUMAR P	Member	9538006039
7	SHREESHAYANA R	Member	9739002631
8	Dr. AKSHAYA B J	Member	9986870588
9	SRIVATHSA H U	Member	8867572081
10	Dr. YATHISHA L	Member	9902238768
11	GIRISH M	Member	9964406640
12	ANIL KUMAR C J	Member	9900477621
13	SUNITHA PATEL M S	Member	9986041490
14	THEJKUMAR J	Member	9741421194
15	RAVIKUMAR S	Member	9880543740
16	NASREEN FATHIMA	Member	9986617206

17	JUSLIN FRANKLIN	Member	9036065420
18	KAVYASHREE E D	Member	7259488108
19	Dr. AVINASH K	Member	9148623123
20	BHANU PRIYA J	Member	8867904101
21	DIVYA K	Member	9620191619
22	SUJATHA M	Member	9008710988
23	UMA	Member	8073603315

Meeting: The members of the Accreditation & ISO shall meet once in week. Member Secretary shall with the approval of the chairperson prepare the agenda for the meeting. One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the meeting. Member secretary shall distribute the minutes of the meeting comprising an action list summarizing what was covered, what was resolved and what actions need to be taken for issues requiring further clarification to all the members who participated in the meeting in consent with the chairperson of the committee.

Roles and Responsibilities:

- To ensure quality management system processes are established, implemented and maintained.
- To review the status of quality management system periodically through Management Review Meetings (MRM).
- To establish quality policy and communicate the same to the staff members.
- To arrange and undertake internal audits.
- To ensure that the audit happens in line with ISO standards.
- To invite the external auditors for the final audit.
To conduct an internal audit.
- Provide technical advice for the staff members when required.
- Recommending corrective actions where ever required.
- To ensure the meeting of targets and benchmarks.
- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters of higher education;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programmes/activities leading to quality improvement;
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- Development of Quality Culture in the institution;
- Preparation of the Annual Report as per guidelines and parameters of NAAC and NBA.



16. Canteen & Convenience Shop Committee

The College has a well-established canteen on the campus. It forms the junction of the students from different courses. It makes all edible items available to the students and faculty members as per their requirement. The environment in the canteen is clean & hygienic. The rates charged for various items of food are checked and approved by the college administration. Canteen is open on working days from 8.30 am to 5.30pm.

Objectives: Canteen and Convenience shop committee will supervise to provide necessary stationeries and ensure efficient management of the canteen towards providing hygienic, healthy and tasteful foods for everyone at the institute.

Structure & Constitution of the Canteen & Convenience Shop Committee shall be as under:

CANTEEN & CONVENIENCE SHOP COMMITTEE			
Sl. No.	Name	Position	Contact Details
1	Dr. RATHNAKAR G	Chairman	9844018701
2	SHRUTHI H G	Member Secretary	9538343733
3	JUSLIN FRANKLIN	Member	9036065420
4	SUSHMA V	Member	9164866651
5	BHARATHI R	Member	9845075297
6	PRAVEEN KUMAR M	Member	9731251884
7	ANOOP M	Member	9845900756

Meetings: The members of the Canteen & Convenience shop committee shall meet once in a month. Member Secretary shall with the approval of the chairperson prepare the agenda for the meeting. One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the meeting. Member secretary shall distribute the minutes of the meeting comprising an action list summarizing what was covered, what was resolved and what actions need to be taken for issues requiring further clarification to all the members who participated in the meeting in consent with the chairperson of the committee.

Roles and Responsibilities:

- To facilitate hygienic and nutritious food at reasonably priced merchandise and services essential to the comfort and well-being of stakeholders.
- For monitoring the operations of the canteen and implementing and reviewing the canteen policy. They may also be responsible for specific decisions as specified in the canteen policy, such as changes in the menu. A canteen committee is a proven way to give the canteen enough autonomy to operate as a business while maintaining strong connections with the institute.
- Committee should also make sure all the stationeries are in the convenience shop required for all branch students in time.



17. E-Cell & Career Guidance Committee

To develop and act as the core facility in fostering growth of innovation and entrepreneurship amongst the faculty and students of ATME College and promote entrepreneurial culture in the college.

Objective: To encourage students to start their own enterprise and to assist them in pursuing higher studies.

Structure & Constitution of the E-Cell and Career guidance Committee shall be as under:

E-CELL & CAREER GUIDANCE COMMITTEE			
Sl. No.	Name	Position	Contact Details
1	Dr. RATHNAKAR G	Chairman	9844018701
2	DEEPAK M V S	Member Secretary	7204401042
3	YATHISHA N	Member	9980639945
4	MANU –Infopine Solutions Pvt. Ltd.	Special Invitee	9916291513
5	RAGHAVENDRA PRASAD, RPV Consultant Pvt. Ltd.	Special Invitee	9845243340
6	SUDHEESH Alliance Mechatronics Pvt. Ltd.	Special Invitee	9741783913
7	SHREESHAYANA R	Member	9739002631
8	VINOD KUMAR P	Member	9538006039
9	LAKSHMI K	Member	9741841872
10	SRIVATHSA H U	Member	8867572081
11	MANDEEP G	Member	9916212530
12	GURUPRASAD K N	Member	9739319567
13	KEERTHI KUMBAR A	Member	9538550857
14	KAVYASHREE E D	Member	7259488108
15	JYOTHI M PATIL	Member	9880565579

Meetings: The members of the committee should meet once in a month to examine the E -cell opportunities and convey the message from the corporates to E cell student coordinators so that students can prepare themselves for the upcoming events. Meetings are also possible when a student has a new project to run in the incubator. Chairman of the committee and senior board members shall meet bi-annually with the report of activities of the committee. The Member

Secretary shall, with the approval of the chairperson of the committee shall convene the meetings at least once in a month and on such other occasions as may be necessary. Member Secretary shall with the approval of the chairperson prepare the agenda for the meeting. One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the meeting. Member secretary shall distribute the minutes of the meeting comprising an action list summarizing what was covered, what was resolved and what actions need to be taken for issues requiring further clarification to all the members who participated in the meeting in consent with the chairperson of the committee.

Roles and Responsibilities:

- To motivate and train Engineering Students to become Entrepreneurs generating jobs for self and for others.
- To Conduct
 - Entrepreneurship Awareness Camps (EAC)
 - Entrepreneurship Development Programs (EDP)
 - Skill Development Programs (SDP)
- To assist students in starting Enterprises/Industries covering:
 - Product/Service Identification
 - Market Survey
 - Preparation of Project Reports
 - Financial Assistance
- To develop Technology Business Incubation (TBI) Centers
- To conduct one day activity (during odd semesters) during which students can exhibit and sell their products.
- Collect information on higher education opportunities and conduct awareness programs. (Twice a year).



18. Magazine & News Letter Committee

The College Magazine “Dynamics” is launched annually. The purpose of the Magazine Committee is to publish a magazine that highlights student talents in literary activities and their achievements. It will be a student-led publication that is written by students and also faculties and boards, for students. The responsible committee for the publication of Magazine will facilitate this, giving advice and guidance where needed. Newsletters can be published in the blog section of the website.

Objective: Provide a platform for students to express themselves through various forms of writing like research articles, comments on current topics, literary/creative writing. Encourage freedom of expression. Provide a medium for exchange of thoughts and information.

Structure & Constitution of the Magazine & Newsletter Committee shall be as under:

MAGAZINE & NEWS LETTER COMMITTEE			
Sl. No.	Name	Position	Contact Details
1	Dr. PUTTEGOWDA D	Chairman	9035064022
2	THEJKUMAR J	Member Secretary	9741421194
3	PRADEEP KUMAR Y	Member	9986646017
4	AKSHATHA A	Member	8095620284
5	LAKSHMI K	Member	9741841872
6	Dr. MADHUSUDHAN K V	Member	8904516386
7	PAVAN KUMAR K P	Member	9739369963
8	SHASHANK P	Member	9164552009

Meetings: The Member Secretary shall, with the approval of the chairperson of the committee shall convene the meetings at least thrice in a year and on such other occasions as may be necessary. Member Secretary shall with the approval of the chairperson prepare the agenda for the meeting. One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the

meeting. Member secretary shall distribute the minutes of the meeting comprising an action list summarizing what was covered, what was resolved and what actions need to be taken for issues requiring further clarification to all the members who participated in the meeting in consent with the chairperson of the committee.

Roles and Responsibilities:

- Design a newsletter/ Magazine template. All issues include a message from the dignitaries, from the chief editor.
- Produce two newsletters bi-annually in the month of June, and December
- To conduct meeting with all the student and the staff coordinators
- Have subcommittees to have a better publication
- Assign topics to committee members for information gathering
- Gather relevant advertisements
- Edit all articles
- Design the newsletter/ Magazine
- Publish it to website and distribute to all the stakeholders



19. Research, Publication & Co-Curricular Activities Committee

In a globalized world, the role of research in an academic institution is significant for its sustainability and development, and it is imperative to have knowledge-driven growth based on innovation. The quest for knowledge is the basic principle behind research. The quality of research work directly translates to the quality of teaching and learning in the classroom, thereby benefiting the students, the society and the country. ATMECE focuses on promotion of research through quality publications so that institutions can evolve as a knowledge reservoir in the international arena. Co-curricular activities help in enhancing the learning process, improving social skills, intellectual skills, moral values, personality progress, time management skills and character appeal in students. Participation in co-curricular activities help students to **explore a Plethora of Interests.**

Objectives: To conduct an active advocacy program to promote and support research activities. To create a conducive environment for promotion of Research &. Innovation activities in the institute.

Structure & Constitution of the Research, publication and co-curricular activities Committee shall be as under:

RESEARCH, PUBLICATION & CO-CURRICULAR ACTIVITIES COMMITTEE			
Sl. No.	Name	Position	Contact Details
1	Dr. BHAGYASHREE S R	Chairperson	9900110944
2	Dr. MOHAMMED NADEEM M	Member secretary	9886556739
3	Dr. SUNEETH KUMAR	Member	7845614709
4	Dr. PRATHIBHA M K	Member	9449610089
5	Dr. CHETHAN S	Member	9844928905
6	Dr. MAHESH LOHITH K S	Member	9845206504
7	Dr. AVINASH K	Member	9148623123
8	PAVITHRA A C	Member	8884699040
9	NASREEN FATHIMA	Member	9986617206
10	RAGHURAM A S	Member	9448552109
11	SATHISH K R	Member	9611982696
12	YATHISHA N	Member	9980639945
13	PUNEETH K	Member	8762506972
14	AKSHATHA A	Member	8095620284

Meetings: The Member Secretary shall, with the approval of the chairperson of the committee shall convene the meetings at least once in a month and on such other occasions as may be necessary. Member Secretary shall with the approval of the chairperson prepare the agenda for the meeting. One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the meeting. Member secretary shall distribute the minutes of the meeting comprising an action list summarizing what was covered, what was resolved and what actions need to be taken for issues requiring further clarification to all the members who participated in the meeting in consent with the chairperson of the committee.

Roles and Responsibilities:

- Motivating Faculty members to actively involve in Research & Publication.
- Monitoring the activities of the Research Centers.
- Monitoring the research progress of faculty members pursuing a PhD.
- Create and maintain a database regarding Faculty expertise.
- Maintain a database of resource persons from other reputed institutions.
- Recommending faculty members for participation in Conference/ Seminar/ Workshop.
- Recommending faculty members for incentives pertaining to publication.
- Recommending project proposals of departments / individual faculty to funding agencies.
- Recommending faculty members to avail the facilities mentioned in the Incentive policy of the Institute.
- Facilitating in setting up/ procuring equipment & consumables required to conduct research/consultancy projects.
- Monitoring the activities of the innovation and creativity of the college.
- Monitoring the progress of product development in the departments.
- Monitoring of effective utilization of funds of externally funded projects and related financial matters.
- To formulate policy for Sponsored Research and Consultation Project.
- All matters related to sponsored research and consultation services, continuing education programme, Industry Institute Interaction Programme, etc.
- All matter related to IPR.
- Coordinate for co-curricular activities (Project exhibitions, Tech fests, quizzes, etc.) for the students.



20. Hostel Committee

The Hostels shall function under the overall supervision of administrative control of Chief Warden. There will be two assistant wardens for each hostel. All the wardens will act under the supervision and directions of the Chief Warden. The policy framework/decisions regarding hostels shall be decided by Chief Warden, Wardens and Student representatives and Mess Council. These decisions will be implemented by the Chief Warden and Wardens. The decisions of Chief Warden & Warden in their respective jurisdictions shall be final. Apart from these Rules the Chief Warden can issue further directives in the interest of smooth functioning of the hostel affairs after due deliberations in the regular meeting of Wardens to be chaired by the Chief Warden.

Objective: To provide clean, safe and comfortable accommodation effectively and efficiently to the students.

Structure & Constitution of the Hostel Committee shall be as under:

HOSTEL COMMITTEE			
Sl. No.	Name	Position	Contact Details
1	Dr. RATHNAKAR G	Chairman	9844018701
2	DEVARAJ M R	Member Secretary	9972322811
3	JYOTHI DN	Member	9738806913
4	KEERTHANA M M	Member	9008923086
5	PRAVEEN KUMAR M	Member	9731251884
6	RAGHU	Member	8970425914
7	MANDEEP G	Member	9916212530
8	DIVYA K	Member	9620191619
9	ANOOP M	Member	9845900756

Meetings: The Member Secretary shall, with the approval of the chairperson of the committee shall convene the meetings at least once in a month and on such other occasions as may be necessary. Member Secretary shall with the approval of the chairperson prepare the agenda for the meeting. One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the

meeting. Member secretary shall distribute the minutes of the meeting comprising an action list summarizing what was covered, what was resolved and what actions need to be taken for issues requiring further clarification to all the members who participated in the meeting in consent with the chairperson of the committee.

Roles and Responsibilities:

- To provide them infrastructure conducive for their growth.
- To provide good healthy and hygienic food.
- To create an overall disciplined environment in the hostel.
- To create an environment so that a feeling of homesickness is not there amongst the students.
- The committee shall create a positive ambience in hostels.
- To organize various cultural and sports events in the hostel to bring out creative abilities of students.
- Proper maintenance of hostel and mess and to have a check on quality of food.



21. Sports & Extra Curricular Committee

The Sports and Cultural committee focuses on extracurricular activities of the law school. Sports form one of the most important aspects for enhancing concentration level and sportsman spirit in students. Recreational activities in the forms of music, dance, theater performance and other cultural activities play a pivotal role in the development of students.

Objective: The Sports and Extra Curricular Committee is to promote every individual's health, **physical well-being** as well as the acquisition of physical **skills** among the students. The committee aspires to inculcate qualities such as sportsmanship, team spirit and bonding.

Structure & Constitution of the Sports & Extra Curricular Committee shall be as under:

SPORTS & EXTRA CURRICULAR COMMITTEE			
Sl. No.	Name	Position	Contact Details
1	Dr. RATHNAKAR G	Chairman	9844018701
2	Dr. MURALIDHAR M P	Member Secretary	9611551921
3	HARSHITHA N	Member	8105710316
4	KIRAN B	Member	8095620284
5	SATHISH K R	Member	9611982696
6	ROHITH S	Member	9739866912
7	RUDRESH A N	Member	9743580290
8	RAMACHANDRA M N	Member	9742100542
9	KEERTHI KUMBAR A	Member	9538550857
10	BHANU PRIYA J	Member	8867904101

Meetings: The Member Secretary shall, with the approval of the chairperson of the committee shall convene the meetings at least once in a month and on such other occasions as may be necessary. Member Secretary shall with the approval of the chairperson prepare the agenda for the meeting. One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day

fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the meeting. Member secretary shall distribute the minutes of the meeting comprising an action list summarizing what was covered, what was resolved and what actions need to be taken for issues requiring further clarification to all the members who participated in the meeting in consent with the chairperson of the committee.

Roles and Responsibilities:

- To create zeal amongst students towards sports.
- To organize training, coaching and education in sports for everybody so that they can learn to keep themselves physically fit.
- Having a database of students who are good at various sports
- To inculcate qualities such as sportsmanship, team spirit and bonding by organizing healthy competitions within campus.
- The committee shall serve the interests of the student's community by organizing competitive sports and other recreational activities i.e. both indoor and outdoor.
- To organize regular sports events in order to train students for state and national level competitions.
- To set the goals to win prizes in various state level and National level competitions.
- To arrange for additional coaching facilities to meet the set goals.
- To have Proper maintenance of sports accessories.
- To provide necessary infrastructure for the sports.
- To do inventory annually and submitting the report to the Head of the Institution.
- To give requirements on sports equipment to the committee, annually.
- To plan sports activities for the students of High school and PU College in the college campus annually (In the first week of August)
- To plan to conduct the competition at the university level at least once in two years.
- To conduct sports activities during college annual festival
- To conduct sports activities for staff.
- To give wide publicity to the students achievements in the department and college notice board.
- Publicizing students' achievements in websites and local newspapers.
- Exhibiting the trophies won by the students in the best possible ways.



22. Website, Publicity & Promotion Committee.

Publicity committee helps in creating awareness about the institute and helps in maintaining brand equity.

Objective: To ensure ongoing, high-quality publicity and build a brand equity of the institute.

Structure & Constitution of the Website, Publicity & Promotion Committee shall be as under:

WEBSITE, PUBLICITY & PROMOTION COMMITTEE.			
Sl. No.	Name	Position	Contact Details
1	Dr. L BASAVARAJ	Chairman	9448285641
2	Dr. RATHNAKAR G	Member Secretary	9844018701
3	ABHILASH G	Member	9986721213
4	JUSLIN FRANKLIN	Member	9036065420
5	Dr. KIRAN KUMAR P	Member	9739460662
6	LAVANYA N	Member	9036098516
7	PUNEETH K	Member	8762506972
8	MARIA SUSHMA	Member	9902831147
9	NIRANJAN KUMAR V S	Member	9945614138
10	ANOOP M	Member	9845900756
11	UMA	Member	8073603315

Meeting:

The members of the Website, publicity and promotion committee shall meet once in a week. Member Secretary shall with the approval of the chairperson prepare the agenda for the meeting. One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the meeting. Member secretary shall distribute the minutes of the meeting comprising an action list summarizing what was covered, what was resolved and what actions need to be

taken for issues requiring further clarification to all the members who participated in the meeting in consent with the chairperson of the committee.

Roles and Responsibilities:

- The main aim of the Institution website is to provide the required information in accessible format with the best user experience (UX). This will include the slider speed, page loading speed, user navigation, easy access to contact page.
- Committee is responsible in publishing each and every event conducted in the institute
- Institution must provide all the necessary information about the future events as well as it should have a blog/news menu where it can publish about the past events.
- Make sure that the newsletters are published on the website.
- Monitor the posts that are posted on social media channels.
- Committee should encourage students and faculties to share the post, posted on the institute webpage and social media pages.



23. ERP committee

ATME College of Engineering has been using ERP solutions for the smooth process of all activities in the college, this solution is fully ready to implement online and integrates all the activities of the college such that the data is shared in real time between all stakeholders.

The solution starts from the identification and classification of students till the time the student becomes an Alumni of the university/college/school including the entire student management, fee management, affiliation management, certificate management, faculty management, attendance management, Grievance Redressal System, Admission ticket management, Student ID generation, lesson planning, schema management, mentoring system, sharing of Knowledge Library/database, Alumni management, evaluation of colleges & students, etc.

The solution also contains various types of analytical reports and also standard reports as required by the university/college/ school.

Objective: To fill in all details to the ERP system and make the data easily accessible as and when required.

Structure & Constitution of the ERP Committee shall be as under:

ERP COMMITTEE			
Sl. No.	Name	Position	Contact Details
1	Dr. L BASAVARAJ	Chairman	9448285641
2	KIRAN B	Member Secretary	8095620284
3	MOHAN M	Member	9916088975
4	Dr. KIRAN KUMAR P	Member	9739460662
5	PRADEEP KUMAR Y	Member	9986646017
6	RAGHURAM A S	Member	9448552109
7	ROHITH S	Member	9739866912
8	SWAPNA H	Member	9591562578
9	SHRUTHI H G	Member	9538343733
10	PRIYANKA N B	Member	9663674218
11	NANNAIAH	Member	9036035129

Meetings: The members of the ERP committee shall meet once in fortnight. Member Secretary shall with the approval of the chairperson prepare the agenda for the meeting. One half of the members shall constitute the quorum, However, if

there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the meeting. Member secretary shall distribute the minutes of the meeting comprising an action list summarizing what was covered, what was resolved and what actions need to be taken for issues requiring further clarification to all the members who participated in the meeting in consent with the chairperson of the committee.

Roles and Responsibilities:

The members of the committee shall

- Work like liaison between stakeholders and Developer
- Check for online publishing of marks and attendance.
- Manage fee concessions and discounts for financially weaker students
- Automated reminders for faculties/students/parents
- Promote paperless office helps in encouraging a greener environment
- Automated salary processing as per set policies of the Institute
- Avoid any mismanagement of funds/fee collected from students/parents
- Result analysis for students, batch-wise / faculty-wise / subject-wise comparison of results, etc.
- Details of fee collected / pending payment/defaulters list at a click of a button
- Monitor the periodic mentoring that happens through ERP
- Update student / Parent / Faculty feedback



24. NSS, Red Cross & Social Outreach Committee

The NSS Unit organizes several programs including: voluntary blood donation camps, special camps for community service, outreach programmes, medical checkups for orphanages, celebration of national festivals, national youth week programs, intercollegiate conventions for social responsibility of the youth, environmental cycle rallies, save oil campaigns, walkathons and rallies for the prevention of AIDS and female feticide, The NSS is thus a link between campus and community.

Objective: To inspire, encourage and initiate at all times all forms of humanitarian activities so that human suffering can be minimized and even prevented and thus contribute to creating more congenial climate for peace.

Structure & Constitution of the NSS, Red Cross & Social Outreach Committee shall be as under:

NSS, RED CROSS & SOCIAL OUTREACH COMMITTEE			
Sl. No.	Name	Position	Contact Details
1	Dr. RATHNAKAR G	Chairman	9844018701
2	RUDRESH A N	Member Secretary	9743580290
3	Dr. MADHUSUDHAN K V	Member	8904516386
4	Dr. MURALIDHAR M P	Member	9611551921
5	HARSHITHA N	Member	8105710316
6	SHRUTHI H G	Member	9538343733
7	SATHISH K R	Member	9611982696
8	RAGHU	Member	8970425914
9	LAVANYA N	Member	9036098516

Meetings: The members of the NSS, Red Cross and Social outreach committee shall meet once in fortnight. Member Secretary shall with the approval of the chairperson prepare the agenda for the meeting. One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the meeting. Member secretary shall distribute the minutes of the meeting comprising

an action list summarizing what was covered, what was resolved and what actions need to be taken for issues requiring further clarification to all the members who participated in the meeting in consent with the chairperson of the committee.

Roles and Responsibilities

- Development of short-, medium- and long-term plans, programmes and activities in-line with the overall strategic plan and relevant policies of the Indian Red Cross Society and NSS.
- To plan for yearlong events before the commencement of the semester
- Updating the upcoming events on the website.
- To give the annual budget to meet the yearlong expenditure.
- To make necessary recommendations to the Executive Committee to implement IRCS (Indian Red Cross Society) Junior/Youth development programmes.
- To suggest a theme annually to focus Youth Red Cross activities for that year.
- Conduct community reach programme and maintain expenditure,
- To submit the minutes of its meetings to the Managing Body.
- Maintain the record of volunteers, project activity reports, and Blood donors directory,
- Sending the report to local newspapers and to the College magazine after the conduction of each and every event.



25. Library Committee

The function of the committee is to help the operations of the library so that it can facilitate the library development plans. The purpose of the library committee is to act as guidance for the holistic development of the library and to establish a bridge between the library and the academic fraternity.

Objective: To decide and adopt policies to govern the management and programme of the library. To prepare the annual budget, rules and regulations for the library.

Structure & Constitution of the Library Committee shall be as under:

LIBRARY COMMITTEE			
Sl. No.	Name	Position	Contact Details
1	Dr. L BASAVARAJ	Chairman	9448285641
2	LIBRARIAN	Member Secretary	
3	Dr. GOVINDE GOWDA M S	Member	9972940201
4	Dr. BHAGYASHREE S R	Member	9900110944
5	Dr. SUNEETH KUMAR	Member	7845614709
6	Dr. GORABAL J V	Member	8073319424
7	Dr. MOHAMMED NADEEM M	Member	9886556739
8	SUDHAKAR N	Member	9480573571
9	MARIA SUSHMA S	Member	9902831147
10	ANUPAMA SHETTER	Member	9738484396

Meetings: The Library Committee shall meet once in a semester normally, before the end of the semester. A special meeting of the Committee may be called by the Librarian when required. Member Secretary shall with the approval of the chairperson prepare the agenda for the meeting. One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the meeting. Member secretary shall distribute the minutes of the meeting comprising an action list summarizing what was covered, what was resolved and what actions

need to be taken for issues requiring further clarification to all the members who participated in the meeting in consent with the chairperson of the committee.

Roles & Responsibilities:

- Advice on maintenance of documentations of books, journals, magazines, newspapers, CD's & library materials.
- Recommend measures for upgrading the library facilities.
- Recommend for enriching stock with e-resources.
- Check for the proper functioning of jammers for surfing inappropriate websites in the library internet cafe.
- Solve the issues and problems raised by the students and staff members
- Carryout physical verification during even semester holidays and submit the report to management.



26. Industry-Institute Interaction Committee

Industry Institution Interaction Cell (IIIC) is responsible for building institute-industry collaboration for mutual benefit. The objective of the III Cell is to reduce the gap between industry expectations (practice) and academic offerings (theory) by direct involvement of industry to attain a symbiosis. Their inputs are taken for curriculum development and also for training programs to make students job ready.

Objective: To provide continuing education to people working in **industries** so that they can upgrade their technical knowledge, and / or obtain higher degrees. To catalyze the further growth and development of **interaction** between the **Institute and Industry**.

Structure & Constitution of the Industry-Institute Interaction Committee shall be as under:

INDUSTRY-INSTITUTE INTERACTION COMMITTEE			
Sl. No.	Name	Position	Contact Details
1	Dr. RATHNAKAR G	Chairman	9844018701
2	YASHWANTH N	Member Secretary	8951787291
3	Dr. PRAKASH KURUVATTI	Member	9110872296
4	Dr. MAHESH LOHITH K S	Member	9845206504
5	BHARATHI B	Member	8496009262
6	ANIL KUMAR B H	Member	9916732611
7	MARIA SUSHMA	Member	9902831147
8	SUSHMA V	Member	9164866651

Meetings: The members of IIIC shall meet once in a month. Member Secretary shall with the approval of the chairperson prepare the agenda for the meeting. One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the meeting. Member secretary shall distribute the minutes of the meeting comprising an action list summarizing what was covered, what was resolved and what actions need to be taken for issues requiring further clarification to all the members who participated in the meeting in consent with the chairperson of the committee.

Roles and Responsibilities:

- Establish linkage between industry and the institute.
- Joint research projects.
- Industrial consultancy.
- Dissemination of knowledge.
- Recommending seminars, workshops, continuing education programs etc.
- Promoting industrial training for students.
- Help in getting permission for industrial visits/ Training to students.
- Mediating for laboratory testing facilities.
- Encouraging students in participating in technical symposiums, coding competitions conducted in industries and providing necessary information on the same.



27. Cultural, National & International Events Committee

The Cultural Committee of ATMECE is one of the crucial committees responsible for the jazz factor during the students' college life. Members of the committee are motivated individuals who believe that a college should have its equal share of fun & frolic along with the case studies. The cultural committee is an attempt to capture the vibrant persona of the students by offering them a platform to showcase their inner musicians, dancers, actors, painters, writers, photographers and dreamers.

Objective: To provide a platform for budding engineers to showcase their talents.

Structure & Constitution of the Cultural Committee shall be as under:

CULTURAL, NATIONAL & INTERNATIONAL EVENTS COMMITTEE			
Sl. No.	Name	Position	Contact Details
1	Dr. L BASAVARAJ	Chairman	9448285641
2	Dr. MAHESH P K	Member Secretary	8884968896
3	RAMACHANDRA M N	Member	9742100542
4	Dr. MADHUSUDHAN K V	Member	8904516386
5	PAVAN KUMAR K P	Member	9739369963
6	BHARATHI B	Member	8496009262
7	SHRUTHI H G	Member	9538343733
8	KEERTHANA M M	Member	9008923086
9	KARTHIK KUMAR M	Member	9844870275
10	SHALINI V S	Member	8553232589
11	SWAPNA H	Member	9591562578
12	CHANDRASHEKHAR C	Member	9845115924
12	SOWMYA K	Member	9148136494

Meetings: The members of the cultural, National & international events committee shall meet once in fortnight. Member Secretary shall with the approval of the chairperson prepare the agenda for the meeting. One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the

meeting. Member secretary shall distribute the minutes of the meeting comprising an action list summarizing what was covered, what was resolved and what actions need to be taken for issues requiring further clarification to all the members who participated in the meeting in consent with the chairperson of the committee.

Roles and Responsibilities:

- Shall identify the talents of the students soon after the commencement of an academic year and prepare a database based on students' interests (dance, music, theater performance etc.).
- Shall identify the artists who can train the students in the respective field.
- Shall Train the students with the help of well-known artists.
- Shall take the responsibility of any stage event that happens in the institution.
- Shall Prepare the calendar of events for the entire year
- Shall prepare the annual budget plan by considering all the expenses that need to be met.
- Shall prepare the brochure and other necessary documents pertaining to the event planned.
- Shall publicize the event through the publicity committee.
- Shall Conduct the event
- Shall submit the report within one week after the completion of the event
- Shall encourage students to participate in the events conducted in contemporary institutions.
- Shall encourage students to participate in state and national events.
- Shall organize cultural events for students of high school, PU College and polytechnics.
- Shall publicize the students' achievements in website, department notice boards and local newspapers.
- Shall maintain the database of student participants and prize winners.



28. Students Competition & Exhibition Committee

Students Competition and Exhibition committee encourages research and development activities amongst the budding engineers during the formative years of their undergraduate studies so that they begin their professional career well prepared with ideas and innovative skills. In order to provide impetus to the economic growth of the country and its development, it is important to promote leading edge indigenous technologies which are innovative, cost effective and appropriate for our environment.

Structure & Constitution of the Students competition and Exhibition Committee shall be as under:

STUDENTS COMPETITION & EXHIBITION COMMITTEE			
Sl. No.	Name	Position	Contact Details
1	Dr. RATHNAKAR G	Chairman	9844018701
2	Dr. PRAKASH KURUVATTI	Member Secretary	9110872296
3	Dr. MOHAMED ELIYAS	Member	7353647918
4	ANIL KUMAR C J	Member	9900477621
5	ANIL KUMAR B H	Member	9916732611
6	GIRISH M	Member	9964406640
7	RUDRESH A N	Member	9743580290
8	JYOTHI M PATIL	Member	9880565579
9	KARTHIK KUMAR M	Member	9844870275
10	ANUPAMA SHETTER	Member	9738484396
11	SWAPNA H	Member	9591562578
12	SOWMYA K	Member	9148136494

Objective: To conduct more technical symposiums, conferences and competitions and encourage students to take part in competitions or the hackathons conducted at ATMECE or at the other institute.

Meetings: The members of the Students and competition and Exhibition committee shall meet once in fortnight. Member Secretary shall prepare the agenda for the meeting with the approval of the chairperson. One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and

conduct the meeting. Member secretary shall distribute the minutes of the meeting comprising an action list summarizing what was covered, what was resolved and what actions need to be taken for issues requiring further clarification to all the members who have participated in the meeting in consent with the chairperson of the committee.

Roles & Responsibilities:

- Planning for competitions, project exhibitions and hackathons; the yearlong events before the commencement of the academic year.
- Preparing the budget plan and submitting to the head of the institution.
- Identify the students who are willing to take part in technical competition and project exhibitions (in the third semester).
- Motivating the interested students to do mini projects from 3rd semester onwards.
- Motivate the students to participate in the competitions organized in state and national level.
- Encourage students to participate in KSCST, IEEE project competitions.
- Encourage students to participate in Hackathons at state and national level.
- Publicizing the students' achievements in websites, department notice boards and local newspapers.
- Motivate students to do interdisciplinary projects.
- Motivate students to do projects of societal concern.
- Submitting the report of all the events conducted during the end of each semester.
- Maintaining the database of student participants and prize winners.



29. IQAC

The IQAC plays a key role in improving and maintaining the quality of education of an institute. Our IQAC was established in the year **2009**. The Cell has been functioning actively for our Academic and Administrative activities. “Quality Policy” is the major objective of our IQAC through continuous monitoring and constant follow-up of undergoing activities. “The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.”

Objective: To the enhancement and integration among the various activities of the institution and institutionalize many good practices. To provide a sound basis for decision making to improve institutional functioning.

Structure & Constitution of the IQAC Committee shall be as under:

IQAC			
Sl. No.	Name	Position	Contact Details
1	Dr. L BASAVARAJ	Chairman	9448285641
2	Dr. MAHESH P K	Member Secretary	8884968896
3	Dr. SHYAM VASUDEVA RAO Founder & Director Renalyx Health Systems	Member	
4	ACHUTHA BACHALLI Chairman Unilof Infopine solutions	Member	9880455199
5	Dr. SURESH R Prof, VTU RO, Chairman IEI	Member	
6	Dr. YATHISHA L	Member	9902238768
7	Dr. AKSHAYA B J	Member	9986870588
8	Dr. CHETHAN S	Member	9844928905
9	Dr. AVINASH K	Member	9148623123
10	SNEHA N P	Member	9538751493
11	VINOD KUMAR P	Member	9538006039
12	SUSHMA V	Member	9164866651

13	ANUPAMA SHETTER	Member	9738484396
14	SUJATHA M	Member	9008710988

Meetings: The members of the Internal Quality Assurance committee shall meet once in fortnight. Member Secretary shall prepare the agenda for the meeting with the approval of the chairperson. One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the meeting. Member secretary shall distribute the minutes of the meeting comprising an action list summarizing what was covered, what was resolved and what actions need to be taken for issues requiring further clarification to all the members who have participated in the meeting in consent with the chairperson of the committee.

Roles and Responsibilities:

- Development and application of quality benchmarks.
- Parameters for various academic and administrative activities of the institution;
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters to all stakeholders;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programs/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- Periodical conduct of Academic and Administrative Audit and its follow-up.



30. Admission Committee

The **Admissions Committee** at ATMECE is a student coordinated body which seeks to bring in diversity as well as improve the quality of future student batches through the various activities they conduct. The committee is the interface between aspirants and the institute, and through the efforts facilitate admissions in an as seamless manner as possible.

Objective: To guide the **parents and the students** and oversee the counselling process in the **admission** department. To help solve queries of parents and students interested in taking **admission** to the different programs of the Institution.

Structure & Constitution of the Admission Committee shall be as under:

ADMISSION COMMITTEE			
Sl. No.	Name	Position	Contact Details
1	Dr. RATHNAKAR Gr	Chairman	9844018701
2	Dr. MOHAMED ELIYAS	Member Secretary	7353647918
3	Dr. GORABAL J V	Member	8073319424
4	ANOOP M	Member	9845900756
5	SUNITHA PATEL M S	Member	9986041490
6	CHANDRASHEKAR C	Member	9845115924
7	RAGHAVENDRA L	Member	7829859477
8	ABHILASH G	Member	9986721213
9	RAGHURAM A S	Member	9448552109
10	Dr. MOHAN KUMAR K C	Member	9880543740
11	NIRANJAN KUMAR V S	Member	9945614138
12	BHARATHI B	Member	8496009262
13	SHALINI V S	Member	8553232589
14	BHARATHI R	Member	9845075297
15	SOWMYA K	Member	9148136494

Meetings: The members of the Admission committee shall meet twice in a year. Member Secretary shall prepare the agenda for the meeting with the approval of the chairperson. One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the meeting. Member secretary shall distribute the minutes of the meeting comprising an action list summarizing what was covered, what was resolved and what actions need to be taken for issues requiring further clarification to all the members who have participated in the meeting in consent with the chairperson of the committee.

Roles and Responsibilities:

- The Admissions Committee is responsible for the graduate student admissions in the program.
- Develop contacts with other relevant graduate admissions committees with the goal of identifying potential candidates who would be more appropriate for the Bachelor program.
- The admissions committee tracks the success of the admissions process each year by maintaining a database of pertinent information on the applicants.
- This committee reviews admission requirements for the program annually.
- Recommendations for change in the standards for admission are made to the steering committee.

