



**K. S. SCHOOL OF ENGINEERING & MANAGEMENT
DEPARTMENT OF MANAGEMENT STUDIES
SESSION – 2021-22 ODD SEMESTER**

28.02.2022

KSSEM/MBA/FM/2021-22/3

CIRCULAR

Department Faculty meeting is scheduled at 9.15 AM on 28.02.2022.

● **Agenda of the meeting**

To discuss the activities to be undertaken in the department.

v.vidyashree
27/02/22
Coordinator

[Signature]
HOD-MBA



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FACULTY COUNCIL-MINUTES OF MEETING

Date: 28-02-2022

Time: 9.15am-10.00am

AGENDA: To discuss the activities to be done in the department.

MINUTES OF MEETING

1. Orientation report to be prepared and filed by Prof. Roopa Balavenu
2. Introducing class Representatives to faculty team. The 1st year Class representatives are Chinmayadithya and Thanuja.
3. Monitoring dress code and discipline is the duty of all faculty and to be viewed strictly.
4. Attendance register to be updated
5. Proctor Proforma to be collected by faculty after the details is filled and parent's signature is taken.
6. All the documents to be transferred to the box files after the nomenclature is done.
7. Project guide allocation and guidelines briefing was done.
8. Internship marks finalization status taken and was informed to all faculty to keep it ready for Principal sirs approval and updation.
9. Internal dates was briefed and finalized.
10. Industry visits coordinator was informed to orient students on sectoral analysis.
11. Course file , Personal files and Research file to be updated and kept ready for review.
1. Club formation (HR, Marketing, Finance , Eco club, Photography, Sports, Cultural, Yoga, Entrepreneurship Development and P ublic speaking) to be formalized by class teacher.
2. Placement student committee to be formed by placement coordinator and data capturing to be completed at the earliest.
3. Workshop, FDP, Conference, Paper publication data to be updated in the excel sheet for the current academic year, 2021-2022.
4. Project orientation to be done to final year students and guides to ensure usage of statistical tool for analysis.
5. Fresher's party and farewell party can be organized after taking approval from Principal sir. (Plan of action to be prepared by class teacher after consulting the respective batches).
6. Time table for 2nd and 4th semester to be prepared. (to understand faculty requirement)



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Members of Faculty Council

DR. SHEKAR H S	
PROF. ROOPA BALAVENU	
PROF. SREEDHAR N	
PROF. SNEHA R	
PROF. V.VIDYASHREE	-on leave -
PROF. RUPA CHATTERJEE DAS	
PROF. ARUNDATHI K L	

v.vidyashree
2/3/22
Coordinator

HOD-MBA

K. Rama
Principal
Dr. K. RAMA NARASIMHA
Principal/Director
K S School of Engineering and Management
Bengaluru - 560 109