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1. Formation of new ISTE Faculty Chapter Office bearers

The ISTE Faculty Chapter office bearers include the following positions;

- 1) Chairman – Principal of SMVITM
- 2) ISTE Institute Coordinator - 1
- 3) ISTE Secretary - 1
- 4) ISTE Treasurer - 1
- 5) ISTE Members from each department (Basic Science, CSE,CVE,ECE,ME)

The elected ISTE Faculty Chapter office bearers will continue serving ISTE for two years. If for any valid reason, there can be a change in the list by replacing another member in their position. This list can be prepared by taking opinion and suggestion from the Heads of each department (HOD).

The format of ISTE Faculty Chapter Office Bearers is shown below;



Shri Madhwa Vadiraja Institute of Technology and Management
(A Unit of Shri Sode Vadiraja Mutt Education Trust®)
Vishwothama Nagar, Bantakal - 574 115, Udupi District, Karnataka, INDIA

Office Bearers of ISTE Faculty Chapter
Chapter No KA - 118

Sl.No	Name	Position	Email ID	Mobile No
1	Prof. Dr. Thirumaleshwara Bhat	Chairman	principal@sode-edu.in	9449330555
2	Mr. Siju V Soman	Coordinator	sijvusoman@gmail.com	9164332645
3	Mrs. Ramya D Shetty	Secretary	shettyramya29@gmail.com	9620488077
4	Mr. Deepak Rao	Treasurer	rmdeepak@gmail.com	9743083663
5	Ms. Shiny Melita D Souza	Member	dsouza.shinny@gmail.com	9880696853
6	Mrs. Raviprabha K	Member	prabhaprakash28@gmail.com	9844990322
7	Mrs.Dhanyashree Vinay	Member	dhanyashree88@gmail.com	9663391945
8	Mrs.Kusuma Prabhu	Member	kusum.prabhu@gmail.com	9739319656
9	Mr.Vinaya Kumar S.R	Member	srvinayssit@gmail.com	9741851552
10	Mr.Ravinarayan R Rao	Member	ravinarayan.rrao@gmail.com	9481939824
11	Mr.Manjunath S	Member	manjunatha79smys@gmail.com	9900185033
12	Mrs.Nishitha D'Souza	Member	shoan500@gmail.com	9916823370
13	Mr.Roshan S. Kotian	Member	roshanskotian@gmail.com	9742406206


Chairman - ISTE Chapter (SMVITM)
(Prof.Dr.Thirumaleshwara Bhat)
SHRI MADHWA VADIRAJA INSTITUTE OF TECHNOLOGY & MANAGEMENT
Vishwothama Nagar, Udupi Dist.
BANTAKAL - 574 115

2. Formation of new ISTE Student Chapter Office bearers

The ISTE Student Chapter office bearers include the following positions;

- 1) ISTE Student Chapter Coordinator – 1
- 2) ISTE Student Chapter Secretary – 1
- 3) ISTE Student Chapter Joint Secretary – 2
- 4) ISTE Student members from each class of every department – 1 from each class/section

The ISTE Institute Coordinator can select the students for the positions (1),(2) and (3) by considering the opinion from HOD/Faculty members of the concerned department. Whereas the students that belong to position (4) can be selected by the respective ISTE Faculty Chapter members of each department and let it be restricted to one student from one section of each department.

The elected ISTE Student Chapter office bearers need to serve ISTE for one year compulsorily. If the existing student members are willing to continue to serve ISTE and if they were active in all ISTE activities in the previous year, we can retain them in the list. If any student was not very active, then we can remove them without their consent too for the next academic year.

The format of ISTE Student Chapter Office Bearers is shown below;

Shri Madhwa Vadiraja Institute of Technology and Management
(A Unit of Shri Siddha Vadiraja Mutt Education Trust)
Vishwathama Nagar, Bantakal – 574 115, Udipi District, Karnataka, INDIA

Office Bearers of ISTE Students Chapter 2017-18
(Chapter No KA – 114)

Sl.No	Name	Class /Sem	Position
1	Mr.Gourav K.G	7 th sem ME 'A'	Co-ordinator
2	Ms.Sanchha .B	7 th sem CSE 'B'	Secretary
3	Mr. V.K.Rudrappa	5 th sem ECE 'W'	Joint Secretary
4	Mr. Sandeep Nayak H	3 rd sem CV	Joint Secretary
5	Ms.Adithi R Hedge	7 th sem CSE 'A'	Member
6	Ms.Chaitra K.Pai	5 th sem CSE 'A'	Member
7	Ms.Sahana Lakpa	3 rd sem CSE 'B'	Member
8	Ms. Jyothi J.Kamath	3 rd sem CSE 'A'	Member
9	Mr. Trivikrama Bhat	3 rd sem CSE 'B'	Member
10	Mr.Kishor	7 th sem CV	Member
11	Mr.K.Aneesh Bhat	3 rd sem CV	Member
12	Ms.Krithika Pai M	7 th sem ECE 'A'	Member
13	Ms.Shenoy Pooja D.J	7 th sem ECE 'B'	Member
14	B.M.Shikha	5 th sem ECE 'A'	Member
15	Ms.Ashvitha Bhat	3 rd sem ECE 'A'	Member
16	Ms.Vashtavi Pai	3 rd sem ECE 'B'	Member
17	Mr.Abhinav Karaba	7 th sem ME 'A'	Member
18	Mr.Sandeep Kumar	7 th sem ME 'B'	Member
19	Mr.Ashish Prabh	5 th sem ME 'A'	Member
20	Mr.Rakshith R	5 th sem ME 'B'	Member
21	Mr. Anirudh Rao	3 rd sem ME 'A'	Member
22	Mr. Pavanish K.Shetty	3 rd sem ME 'B'	Member
23	Mr. Deepak Nayak	1 st sem 'A'	Member
24	Mr.Raunak Choudhary	1 st sem 'B'	Member
25	Mr.Aneesh R Upadhy	1 st sem 'C'	Member
26	Mr.Punath Acharya	1 st sem 'D'	Member
27	Ms.Ajitha Gowkar	1 st sem 'E'	Member
28	Mr.Pranav K.R.	1 st sem 'F'	Member
29	Mr.Shrikama Acharya	1 st sem 'G'	Member

(Signature)
Chairman – ISTE (SMVITM)
(Prof. Dr. Phirumaleshwara Bhat)
P.O. 1100
SHRI MADHWA VADIRAJA
INSTITUTE OF TECHNOLOGY AND MANAGEMENT
VISHWATHAMA NAGAR, BANTAKAL - 574 115
KARNATAKA - INDIA

3. Monthly ISTE meeting in SMVITM

Once the ISTE Faculty Chapter and Student Chapter Office bearers list is prepared, then we can start having a monthly meeting which is scheduled for First Tuesday of each month from July to November in Odd Semester, and February to May in the Even Semester.

The monthly meeting is preferred to be kept after college working hours from 4:45 PM. The attendance list for both ISTE Faculty and Student Chapter need to be prepared before the meeting and mark their attendance with their signatures in it.

The attendance list format is enclosed herewith for reference;

Office Bearers of ISTE Faculty Chapter
Chapter No. KA-118

Date of Meeting: 2 May 2018 Venue: Seminar Hall (Admin Block)

Sl.No	Name	Position	Signature
1	Dr. Thirumaleswarar Bhat	ISTE Chairman	
2	Mr. Siju V Sojan	ISTE Coordinator	
3	Mrs. Ramya D Shetty	ISTE Secretary	
4	Mr. Deepak Rao	ISTE Treasurer	
5	Ms. Shiny Mehta D Souza	Member (CSE Dept.)	
6	Mrs. Raviprabha K	Member (Basic Science Dept.)	
7	Ms. Dhruvashree Vijaya	Member (Basic Science Dept.)	
8	Ms. Kusuma Prabhu	Member (ECE Dept.)	
9	Mr. Vinay Kumar S.R	Member (ECE Dept.)	
10	Mr. Ravinayakan R Rao	Member (ME Dept.)	
11	Mr. Manjunath S	Member (ME Dept.)	
12	Ms. Nishitha D Souza	Member (Civil Engg. Dept.)	
13	Mr. Rohan S. Kattian	Member (Civil Engg. Dept.)	

Office Bearers of ISTE Students Chapter
Chapter No KA - 114

Date of Meeting: 2 May 2018 Venue: Seminar Hall, Admin Block

Sl.No	Name	Class /Sem	Position	Signature
1	Mr. Gourav K.G	8 th sem ME 'A'	Coordinator	
2	Ms. Sanjitha B	8 th sem CSE 'B'	Secretary	
3	Mr. V K Reddy	6 th sem ECE 'B'	Joint Secretary	
4	Mr. Sandeep Nayak, H	4 th sem CV	Joint Secretary	
5	Ms. Adithi R Hegde	8 th sem CSE 'A'	Member	
6	Ms. Chaitra K Rai	8 th sem CSE 'A'	Member	
7	Ms. Sebaso Vijaya	8 th sem CSE 'B'	Member	
8	Ms. Jayoti J Ganesh	4 th sem CSE 'A'	Member	
9	Mr. Soukumar Bhat	4 th sem CSE 'B'	Member	
10	Mr. Kishor	8 th sem CV	Member	
11	Mr. K Anesh Bhat	6 th sem CV	Member	
12	Ms. Koshika Rai M	8 th sem ECE 'A'	Member	
13	Ms. Shreya Poole D. J	8 th sem ECE 'B'	Member	
14	B M Shikha	6 th sem ECE 'A'	Member	
15	Ms. Akashree Bhat	4 th sem ECE 'A'	Member	
16	Ms. Vaishnavi Rai	4 th sem ECE 'B'	Member	
17	Mr. Abhinav Karab	8 th sem ME 'A'	Member	
18	Mr. Sandesh Kumar	8 th sem ME 'B'	Member	
19	Mr. Ashish Prabhu	6 th sem ME 'A'	Member	
20	Mr. Rakesh R	6 th sem ME 'B'	Member	
21	Mr. Anurath Rao	4 th sem ME 'A'	Member	
22	Mr. Renuksh K Shetty	4 th sem ME 'B'	Member	
23	Mr. Deepak Nayak	2 nd sem 'A'	Member	
24	Mr. Sunil Chaudhary	2 nd sem 'B'	Member	
25	Mr. Anesh R Upadhyay	2 nd sem 'C'	Member	
26	Mr. Anesh Acharya	2 nd sem 'D'	Member	
27	Ms. Arha I Gurjar	2 nd sem 'E'	Member	
28	Mr. Pranav K.R	2 nd sem 'F'	Member	
29	Mr. Shikhar Acharya	2 nd sem 'G'	Member	

4. ISTE Faculty Membership application

4.1 Updating the ISTE Faculty members list with the newly joined faculties who are already an ISTE Life Member

The newly joined faculties can either be an ISTE Life Member already (or) may not be a member yet. If the faculty is already a ISTE Life Member, then we need to ask him/her to provide their ISTE Membership Number (preferably ask them to send the ISTE Membership Certificate by e-mail to **istefc@sode-edu.in** to avoid mistake in the number while entering in the file)

4.2 Updating the ISTE Faculty members list with the newly joined faculties who are yet to become an ISTE Life Member

If the newly joined faculty members are yet to become a ISTE Life Member, then we need to ask him/her to fill the ISTE Membership Form along with a covering letter addressed to Principal, SMVITM with a request to deduct the membership fee of Rs.3000 in three installments from their salary.

After collecting all the filled forms from every department, then we need to hand over the covering letters of each newly joined faculty to the Finance department for deducting the membership fee from their salary in 3 months.

Then, with a request letter addressing to Principal, SMVITM request for issuing a Demand Draft so as to apply for the ISTE Life Membership for the newly joined faculties. This should be send to ISTE New Delhi as mentioned in the contact details.

5. ISTE Student Membership application

Once the first year student admissions are completed for the new academic year, we need to collect the ISTE Student Membership filled up forms from the Main Office. After the Lateral entry students are also admitted, we need to collect their ISTE Student Membership forms too.

After collecting both the category of above mentioned students, then we need to start processing their application form by filling all the forms with the necessary information.

The money to be considered for sending to ISTE, New Delhi is only the ISTE Share, the institute share need to be retained with us and deposit in the ISTE Account maintained in Karnataka Bank through Principal and Finance Executive's consent as the money will be transferred from College Account to ISTE account from the Finance department.

The split up of the ISTE Student Membership share is as follows;

Base Fee: Rs.200 (out of which ISTE share of Rs.120 with SMVITM, and remaining Rs.80 need to be sent to ISTE, New Delhi from each student)

Admission Fee: Rs.50 to ISTE, New Delhi

Therefore, total amount per student to be sent to ISTE New Delhi is Rs.130.

Remaining amount collected from the student during the admission process in SMVITM, need to be transferred into ISTE account from the college account. This has to be done between ISTE treasurer, Finance department of SMVITM and Principal-SMVITM.

6. Conduction of activities in each department

It is the decision of the respective department to decide about all the possible technical activities that they can conduct under the banner of ISTE Student Chapter as well as ISTE Faculty Chapter. The only request that we have is to plan the activities that should not affect the regular academics of students.

The respective department ISTE Faculty members are required to conduct the activities in their department which consists of preparing the invitation for the program, planning for refreshments(if required), formally inviting the HODs, faculty and staff through e-mail, photography etc.

After the event, the department office bearer needs to send one page report about the event to the ISTE Institute Coordinator with a copy to HOD of their respective department as well as to ISTE Secretary to keep them updated. Along with the report, selected 3-4 photos of the event also need to be sent.

The ISTE banner which is available with the stores need to be taken by the respective department member and after using the banner, they need to replace it back to the stores without any damage.

7. Conduction of activities common to all departments

There are certain events that can be conducted in general, which can be common to the entire department for example Engineers Day, Avishkar, IIOT etc. For these events, put the banner according to the participating audience i.e if the event is for student; let them put the ISTE Student Chapter banner. If the event is for both the students and faculties, we have a combined banner in stores, that banner can be used.

The reports for these general events need to be prepared by the ISTE Institute Coordinator for the Annual ISTE report purpose as well as for sending to ISTE Newsletter purpose.

8. Sending monthly ISTE reports for the ISTE Newsletter

The activities held under ISTE Chapters (Faculty & Student Chapter) for each month can be send to istedhq@vsnl.net and hard copy to the address mentioned below;

The Executive Secretary
Indian Society for Technical Education
Shaheed Jeet Singh Marg, Near Katwaria Sarai,
Opp: Sanskrit Vidyapeeth, New Delhi – 110016.

While sending the report, it is better to send with the photograph which is in good clarity and the ISTE logo should be visible clearly in the photo, otherwise they don't consider it.

9. Nomination for ISTE Student Chapter Award along with Best Student Award in the State Level

When we receive the notification from ISTE Karnataka Section regarding ISTE Student Convention, it is at that time we need to send them a covering letter by recommending one of our student in the ISTE Office bearers list for the “Best Student Award” category. Along with this we also send the full list of activities (in brief, not necessary detailed) held in SMVITM for the duration that they have mentioned in their notification. It is better if we can send some selected photos also along with the hard copy to the Chairman of ISTE Karnataka Section (The name and address of the chairman need to be verified before sending).

10. Financial support for the entire activities in SMVITM

To conduct the activities in the institute, we need not have to take any permission from ISTE New Delhi, it is all the decision with the institute level only. Only if there is any FDP proposal which is sponsored by ISTE, then we need to follow the procedures as per the proposal.

Otherwise, the financial support from KSTE in conducting several activities in the institute can be managed with the ISTE account of SMVITM itself, which includes remuneration for guest speakers, travel allowance, memento, refreshments, certificates, gifts, etc..

The financial support from ISTE should be provided only after the prior permission from the Principal-SMVITM and ISTE Treasurer. The bills need to be produced to the ISTE treasurer for the settlement.

11. Conduction of ISTE Annual Day

To mark the closure of that year successful completion of ISTE activities in SMVITM, it is decided to have an ISTE Annual Day every year which is mainly held to support, encourage and appreciate the efforts put forward by all the ISTE Office bearers of that respective year from all the departments.

12. Contact details to remember

Some of the contact details related to ISTE are as follows;

1) For sending ISTE membership application of both faculty and student, monthly reports for newsletter;

**The Executive Secretary
Indian Society for Technical Education
Shaheed Jeet Singh Marg, Near Katwaria Sarai,
Opp: Sanskrit Vidyapeeth, New Delhi – 110016.**

2) For sending the nominations for Best Student Award and Best Student Chapter award in the ISTE Karnataka Section is to the acting Chairman of ISTE Karnataka Section;

**Dr.C.K Subbaraya
Chairman – ISTE Karnataka Section
Director – AIT,
Chikkamagaluru – 577102.
Karnataka.**

(Please verify the name and address before sending)