

**INTERNAL QUALITY ASSURANCE CELL**

**Meeting Minutes**

Meeting No.: **4**

Meeting Date: **4/9/2018**

Meeting Location: **Board Room – CIT Campus**

Meeting Start: **2:30 pm**

Meeting End: **4.30 pm**

**AGENDA**

1. Confirmation of minutes of previous meeting
2. Academic feedback from students
3. Mid-term Internal Audit
4. Allotment of Internal Assessment Marks
5. Department Coordinators for the PMKVY Skill Development Programmes
6. Time extension for availing library, sports and lab facilities
7. Constitution of Construction and Maintenance Department (CMD)
8. Formation of Discipline Committee

**ATTENDANCE**

| Name                             | Designation   |
|----------------------------------|---|
| <b>Dr. Suresh D S</b>            | Director & Principal<br>Chairperson   |
| <b>Dr. Shantala C P</b>          | Vice Principal, Professor & Head, Dept of CSE<br>Nominee - Member from the Management |
| <b>Prof. Pradeep V</b>           | Dean (Academics)<br>IQAC - Coordinator  |
| <b>Dr. Keshava Prasanna</b>      | Dean (Students) & MR-ISO<br>Nominee - Senior Administrative officer                   |
| <b>Prof. Giridhar S Kulkarni</b> | Dean (Admin) & Head, Dept. of Mech. Engg.<br>Nominee - Senior Administrative officer  |
| <b>Prof. V C Kumar</b>           | Dean (Exams) & Head, Dept. of EEE<br>Nominee - Senior Administrative officer          |
| <b>Prof. G S Suresh</b>          | Dean (Professional Societies)<br>Nominee - Senior Administrative officer              |
| <b>Prof. Chetan Balaji</b>       | Coordinator – Youth Empowerment Cell<br>Nominee - Senior Administrative officer       |
| <b>Dr. Sudhi Kumar G S</b>       | Professor & Head, Dept. of Civil Engg.<br>Nominee - Teacher                           |

|                                 |   |
|---------------------------------|---|
| <b>Dr. Rajagopala R</b>         | Professor & Head, Dept. of ECE<br>Nominee - Teacher   |
| <b>Dr. Shivaprakash M C</b>     | Professor & Head, Dept. of Physics<br>Nominee - Teacher   |
| <b>Prof. Anil kumar G</b>       | Coordinator, Dept of CSE<br>Nominee - Teacher   |
| <b>Prof. Sekar R</b>            | Coordinator, Dept of ECE<br>Nominee - Teacher   |
| <b>Dr. Siddesh Kumar N G</b>    | Associate Professor, Dept. of Mech. Engg.<br>Nominee - Teacher  |
| <b>Prof. Ramya H N</b>          | Assistant Professor, Dept. of Civil Engg.<br>Nominee - Teacher  |
| <b>Prof. Thara D K</b>          | Assistant Professor, Dept. of ISE<br>Nominee - Teacher  |
| <b>Prof. Chikkannaswamy V M</b> | Assistant Professor, Dept. of Mech. Engg<br>Nominee - Teacher   |
| <b>Mrs. Inchara R</b>           | Software Engineer<br>Intel Technology India Pvt. Ltd., Bangalore<br>Alumni Nominee - Batch 2009-13 B.E. CSE |
| <b>Mr. Bharath N S</b>          | Site Engineer<br>Gomini Constructions, Bangalore<br>Alumni Nominee - Batch 2010-14 B.E. Civil Engg.         |
| <b>Mr. Rathan Rao</b>           | Chief Technical Officer<br>Tayana Software Solutions (P) Ltd, Bangalore<br>Industrialist Nominee            |
| <b>Mr. Sanjeev Kubakaddi</b>    | Director<br>itie Knowledge Solutions, Bangalore<br>Industrialist Nominee                                    |
| <b>Mr. Gangadhar S</b>          | VII Semester B.E. CSE<br>Student Nominee – USN: 1CG15CS027  |
| <b>Ms. Sree Lakshmi P</b>       | VII Semester B.E. ISE<br>Student Nominee – USN: 1CG15IS054  |
| <b>Mr. Nanith B V</b>           | VII Semester B.E. ECE<br>Student Nominee – USN: 1CG15EC009  |
| <b>Mr. Raushan Kumar Gupta</b>  | VII Semester B.E. EEE<br>Student Nominee – USN: 1CG15EE033  |
| <b>Mr. Mohan N</b>              | VII Semester B.E. ME<br>Student Nominee – USN: 1CG15ME048   |
| <b>Mr. Chandan Kumar C G</b>    | VII Semester B.E. CE<br>Student Nominee – USN: 1CG16CV402   |
| <b>Ms. Lavanya M U</b>          | IV Semester MBA<br>Student Nominee – USN: 1CG17MBA26  |

## DISCUSSIONS / DECISIONS

### Agenda item 1: Confirmation of minutes of previous meeting

The resolutions of the last IQAC meeting were reviewed and confirmed.

### **Agenda item 2: Academic feedback from students**

Proposed to conduct academic feedback audits from students through Moodle software on the various quality parameters of Teaching and Learning during third week of September and first week of November, 2018.

### **Agenda item 3: Mid-term Internal Audit**

Planned to conduct Mid-term Internal Audit on 15<sup>th</sup> and 16<sup>th</sup> September 2018 for higher semesters and 5<sup>th</sup> and 6<sup>th</sup> October 2018 for First semester.

### **Agenda item 4: Allotment of Internal Assessment Marks**

Following guidelines are framed for the allotment of Internal Assessment Marks for all the B.E. students:

| Scheme      | IA Test | Q&A based Learning | Assignment/Unit test |   | Total Marks |
|-------------|---------|--------------------|----------------------|---|-------------|
|             |         |                    | 1                    | 2 |             |
| 2017 & 2018 | 30      | 4                  | 3                    | 3 | 40          |
| 2015        | 15      | 2                  | 3                    | - | 20          |

- Each IA Test shall be conducted for 40 marks for 2015 and 2017 schemes; 50 marks for 2018 scheme.
- Final test marks shall be the average of three tests for 2017 and 2018 schemes; average of the best two tests for 2015 scheme.
- For Q&A based learning, it is recommended to award 1 mark for each 5 multiple choice questions.
- Each Unit-test shall be 45 minutes duration and for maximum 20 marks.
- Each Assignment shall be a 2 hours of work.
- IA Test, Q&A based learning, Assignment and Unit-test shall be maintained hand-written in Blue Books.

### **Agenda item 5: Department Coordinators for the PMKVY Skill Development Programmes**

Following faculty members are identified as Department Coordinators for the PMKVY Skill Development Programmes:

- CSE - Domestic Data entry Operator: Mr. Lohitesh Kumar N
- Mechanical - Lathe Operator: Mr. Harikiran M P
- MBA - Retail Team Leader: Mr. Nagendra R
- Civil - Mason General: Mr. Manjunatha M Katti
- EEE - Junior Mechanic (Electrical): Mr. Lokanathan M S

### **Agenda item 6: Time extension for availing library, sports and lab Facilities**

The availability of the following facilities is extended upto 6.30 pm on all working days from Monday to Friday for the benefits of students and staff members.

1. Library
2. Department Labs
3. Sports

College bus facility shall be provided to leave the campus at 6.45 pm.

### Agenda item 7: Constitution of Construction and Maintenance Department (CMD)

The Construction and Maintenance Department (CMD) is constituted that concerns on the construction, rehabilitation, maintenance, operation and administration of the academic facilities that includes the following:

- CCTV / Electrical and IT Infrastructure
- Batteries / UPS / Generator
- Computers / Printers / Software
- Building Maintenance Works

Following are the members of the Committee:

1. Dr. Suresh D S, Director & Principal - Chairman
2. Mr. Pradeep V, Dean (Academics) - Member
3. Mr. Giridhar S Kulkarni, Head, Department of ME - Member
4. Prof. V. C. Kumar, Head, Department of EEE- Member
5. Mr. Sekar R, Assistant Professor, Department of ECE - Member
6. Mrs. Ramya H N, Assistant Professor, Department of CE - Member
7. Mr. Raju S, Foreman, Department of ECE - Member
8. Mr. Murali N, Programmer, Department of CSE - Member
9. Mr. Mallikarjunaiah K S, Lab Technician, Department of CSE - Member
10. Mr. Manjunath T N, Clerk - Member

### Agenda item 8: Formation of Discipline Committee

To impart discipline and inculcate professionalism among the students with an optimistic approach, the Discipline Committee is constituted. The committee shall monitor the movement of the students and prevent them loitering around in the campus during the college working hours. The committee shall also ensure that all the students attend classes without bunking and prevent them from leaving the college early.

Following are the members of the Committee:

1. Mr. Jagadeesha G, Physical Education Director
2. Dr. Rajagopala R, Professor and Head, Department of ECE
3. Dr. Shivaprakash M C, Professor and Head, Department of Basic Science
4. Mr. Vageesha V K, Assistant Professor, Department of Physics
5. Mr. Chikkannaswamy V M, Assistant Professor, Department of Mech. Engg.

Minutes Prepared by

  
4/9/2018

ICAC Coordinator  
DEAN (Academic)

CHANNABASAVESHWARA  
INSTITUTE OF TECHNOLOGY,  
GUBBI, TUMKUR-572 216

Minutes Approved by

  
Chairperson

DIRECTOR & PRINCIPAL  
CHANNABASAVESHWARA  
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