Channabasaveshwara Institute of Technology

(Affiliated to VTU, Belgaum & Approved by AICTE, New Delhi)
(**NAAC Accredited & ISO 9001:2015 Certified Institution**)
NH 206 (B.H. Road), Gubbi, Tumkur – 572 216. Karnataka.

INTERNAL QUALITY ASSURANCE CELL
Meeting Minutes

Meeting No.: **5**

Meeting Date: **17/12/2018**

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. End-term Internal Audit
4. Research centre under VTU
5. VTU Local Inquiry Committee visit
6. Formation of committees for taking the stock of furniture and fixtures
7. Hands-on Training Programme on MS-Office for the Non-Teaching Staff
8. Intra College Annual Sports Meet

ATTENDANCE

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

Dr. Rajagopala R	Professor & Head, Dept. of ECE Nominee - Teacher
Dr. Shivaprakash M C	Professor & Head, Dept. of Physics Nominee - Teacher
Prof. Anil kumar G	Coordinator, Dept of CSE Nominee - Teacher
Prof. Sekar R	Coordinator, Dept of ECE Nominee - Teacher
Dr. Siddesh Kumar N G	Associate Professor, Dept. of Mech. Engg. Nominee - Teacher
Prof. Ramya H N	Assistant Professor, Dept. of Civil Engg. Nominee - Teacher
Prof. Thara D K	Assistant Professor, Dept. of ISE Nominee - Teacher
Prof. Chikkannaswamy V M	Assistant Professor, Dept. of Mech. Engg Nominee - Teacher
Mr. Manjunath H N	Senior Associate Cognizant Technology Solutions, Bangalore Alumni Nominee - Batch 2001-05 B.E. CSE
Mrs. Inchara R	Software Engineer Intel Technology India Pvt. Ltd., Bangalore Alumni Nominee - Batch 2009-13 B.E. CSE
Mr. Umesh Kalappa	Principal Compiler Engineer Nvidia, Bangalore Alumni Nominee - Batch 2001-05 B.E. ISE
Mr. Sundar K S	Associate Vice President and Head, IMS Academy Infosys Limited, Mysuru Industrialist Nominee
Mr. Sanjeev Kubakaddi	Director itie Knowledge Solutions, Bangalore Industrialist Nominee
Mr. Gangadhar S	VII Semester B.E. CSE Student Nominee – USN: 1CG15CS027
Ms. Sree Lakshmi P	VII Semester B.E. ISE Student Nominee – USN: 1CG15IS054
Mr. Nanith B V	VII Semester B.E. ECE Student Nominee – USN: 1CG15EC009
Mr. Raushan Kumar Gupta	VII Semester B.E. EEE Student Nominee – USN: 1CG15EE033
Mr. Mohan N	VII Semester B.E. ME Student Nominee – USN: 1CG15ME048
Mr. Chandan Kumar C G	VII Semester B.E. CE Student Nominee – USN: 1CG16CV402
Ms. Lavanya M U	IV Semester MBA 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 I year students through Moodle software on the various quality parameters of Teaching and Learning during first week of January, 2019.

Agenda item 3: End-term Internal Audit

Planned to conduct End-term Internal Audit for I year subjects on 7th, 8th and 9th January, 2019.

Agenda Item 4: Research centre under VTU

Proposed to apply for recognizing the Department of Electrical and Electronics as Research centre under VTU from the Academic Year 2019-20.

Agenda Item 5: VTU Local Inquiry Committee visit

Departments Heads shall be prepared to receive the VTU Local Inquiry Committee members in the month of February 2019. Following work shall be completed before the Committee visit:

- Records of Teaching and Learning Process
- Placement achievements
- Sample IA books and IA marks sent to VTU
- Personal files of Faculty members
- Consolidated faculty list in the prescribed format
- Reports of activities of Youth Empowerment Cell and Professional bodies
- MoUs copies of all the Departments
- VTU Valuation details
- Details of Power backup facilities in the Departments
- Records of Remedial classes
- Purchase details
- Library resources related to the respective Departments
- Details of Funds received
- Records of One-Time Exit Scheme
- Necessary records of Research Centers
- Records of Open Elective courses

Agenda Item 6: Formation of committees for taking the stock of furniture and fixtures

Proposed to carry out the stock of furniture and fixtures of the campus in the respective departments and submit the report during the month of January 2019.

Agenda Item 7: Hands-on Training Programme on MS-Office for the Non-Teaching Staff

Proposed to organize a Hands-on Training Programme on MS-Office for all the Non-Teaching Staff members.

Agenda Item 8: Intra College Annual Sports Meet

Proposed to organize an Intra College Annual Sports Meet during the beginning of the even semester 2019.
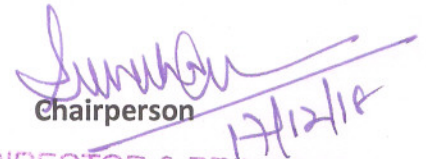
Minutes Prepared by	Minutes Approved by
17/12/2018	17/12/18
IQAC Coordinator	**Chairperson**
DEAN (Academic)	DIRECTOR & PRINCIPAL
CHANNABASAVESHWARA	CHANNABASAVESHWARA
INSTITUTE OF TECHNOLOGY	INSTITUTE OF TECHNOLOGY
GUBBI, TUMKUR-572 216	GUBBI, TUMKUR - 572216