

INTERNAL QUALITY ASSURANCE CELL

Meeting Minutes

Meeting No.: **6**

Meeting Date: **7/03/2019**

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. Budget for the Financial Year 2019-20
3. Mid-term Internal Audit
4. Academic feedback from students
5. Head i/c – Placement & Training Department
6. Head i/c – Department of MBA
7. Graduation and Placement Offer Day
8. Formation of Campus Maintenance Committee
9. Formation of Industry - Institute Interaction Committee (IIIC)
10. Coordinator – Entrepreneur Development Cell (EDC)
11. Dean (Research and Development)
12. Chief Proctor
13. 24 hour Hackathon

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
Mr. Bharath N S	Site Engineer Gomini Constructions, Bangalore Alumni Nominee - Batch 2010-14 B.E. Civil Engg.
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 ite Knowledge Solutions, Bangalore Industrialist Nominee
Mr. Rathan Rao	Chief Technical Officer Tayana Software Solutions (P) Ltd, 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: Budget for the Financial Year 2019-20

Discussion had on preparing the Budget for the Financial Year 2019-20. The Department Heads shall submit the Budget of the respective departments.

Agenda item 3: Mid-term Internal Audit

Planned to conduct Mid-term Internal Academic Audit for all the semesters during the fourth week of March 2019.

Agenda item 4: 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 March and second week of May, 2019.

Agenda item 5: Head i/c – Placement & Training Department

Mr. Chetan Balaji, Assistant Professor, Department of CSE is entrusted with the additional responsibility as Head i/c – Placement & Training Department.

Agenda item 6: Head i/c – Department of MBA

Mr. Praveen Kumar T M, Assistant Professor, Department of MBA is entrusted with the additional responsibility as Head i/c – Department of MBA.

Agenda item 7: Graduation and Placement Offer Day

Proposed to organize Graduation and Placement Offer Day for the 2019 batch students during May 2019.

Agenda item 8: Formation of Campus Maintenance Committee

The Campus Maintenance Committee is constituted with the following composition.

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|----|--|-------------|
| 1. | Mr. Vinayak Rao S R
Asst. Professor, Dept. of CE | Coordinator |
| 2. | Ms. Asha C G
Asst. Professor, Dept. of CE | Member |
| 3. | Mrs. Ashwini S
Asst. Professor, Dept. of Physics | Member |
| 4. | Mrs. Jyothi T P
Asst. Professor, Dept. of Chemistry | Member |
| 5. | Mr. Naveen Kumara N
Asst. Professor, Dept. of Maths | Member |
| 6. | Mr. S R Pratap
Asst. Professor, Dept. of Chemistry | Member |
| 7. | Mr. Sreenivas P Patil
Asst. Professor, Dept. of ME | Member |
| 8. | Ms. Thara R
Asst. Professor, Dept. of ME | Member |

The Committee shall monitor the cleanliness in Classrooms, Hostel and all common facilities in the campus on regular basis.

Agenda item 9: Formation of Industry - Institute Interaction Committee (IIIC)

The Industry - Institute Interaction Committee (IIIC) is constituted with the following members.

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|----|---|---|
| 1. | Dr. Siddesh Kumar N G
Asso. Professor, Dept. of ME | IIIC Coordinator – Departments of ME and CE |
| 2. | Ms. Vidyarani K R
Asst. Professor, Dept. of ECE | IIIC Coordinator – Departments of ECE and EEE |
| 3. | Mr. Dharaneshkumar M L
Asst. Professor, Dept. of CSE | IIIC Coordinator – Department of CSE and ISE |

The responsibility of the Committee includes

- Arranging Internship / in-plant training for students
- Organizing Industrial Visits
- To assist the Departments in organizing workshops, seminars and Guest Lectures by Industry experts
- To assist the Training and Placement Department
- Signing Memoranda of Understanding between the Institute and industries for collaborative programmes

Agenda item 10: Coordinator – Entrepreneur Development Cell (EDC)

Dr. V. Ramesha, Professor, Department of Mechanical Engineering is entrusted with the additional responsibility as Coordinator – Entrepreneur Development Cell (EDC).

Agenda item 11: Dean (Research and Development)

Dr. Umesh Laddi, Professor, Department of Chemistry is entrusted with the additional responsibility as Dean (Research and Development).

The responsibility of the Dean (Research and Development) includes:

- Identifying thrust areas of research in each department.
- Identifying different organizations / industries to undertake collaborative research.
- Preparing and submitting proposals to funding agencies like AICTE, UGC, DST, DRDO etc. for obtaining funded projects.
- Carrying out all duties related to Research Centers of VTU.
- Reviewing and monitoring the progress of candidates registered for Ph.D.
- Applying and getting funds for conducting Seminar/Workshop/FDP from various available funding agencies.

Agenda item 12: Chief Proctor

Mr. Gavisiddappa, Assistant Professor, Department of Electronics and Communication Engineering is entrusted with the additional responsibility Chief Proctor.

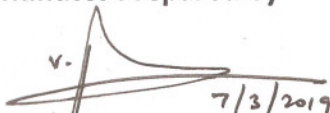
The responsibility of the Chief Proctor includes:

- Ensuring the academic progression of the students are continuously monitored and assessed.
- Ensuring the Proctors advise/counsel the students on all the academic matters.
- Ensuring the Proctors meet the assigned students at least once in a month.
- Ensuring the regular updation of Proctor files with the comprehensive information of the students' academic progress.
- Ensuring the Department level grievances are redressed in the respective Departments by the concerned Head of the Departments.
- Submitting the Institution level grievances to the Director's Office; ensuring the redressal of the same; and submitting the monthly-wise Institution-level consolidated report.

Agenda item 13: 24 hour Hackathon

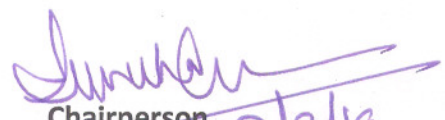
Proposed to organize a 24 hour Hackathon program during May 2019.

Minutes Prepared by


7/3/2019
IQAC Coordinator

DEAN (Academic)
CHANNABASAVESHWARA
INSTITUTE OF TECHNOLOGY,
GUBBI, TUMKUR-572 216

Minutes Approved by


Chairperson 7/3/19
DIRECTOR & PRINCIPAL
CHANNABASAVESHWARA
INSTITUTE OF TECHNOLOGY
GUBBI, TUMKUR - 572216