

## INTERNAL QUALITY ASSURANCE CELL

### Meeting Minutes

Meeting No.: **7**

Meeting Date: **3/6/2019**

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. Internship
3. Faculty Development Programmes
4. ISO surveillance external audit
5. Stock Verification
6. NBA Accreditation Process
7. Induction Programme for the I and III Semester students
8. ORCID IDs of all the faculty members
9. NSS Unit-2
10. Social Media Champion (SMC)
11. AICTE Activity Point Programme
12. Formation of NDLI Club
13. Youth Red Cross (YRC) Unit

#### ATTENDANCE

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

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

- Students of VI semester UG programmes shall undergo Internship during the vacation after the VTU semester-end examination for the duration of 4 weeks as per the regulation of VTU.
- Students shall undergo Internship during July 2019 and upto August 11, 2019.
- Department Heads shall explore the available Internship opportunities and guide the students accordingly.
- Department Heads shall monitor the Internships undergoing by the VI semester students.
- As per the VTU regulation, after the completion of Internship, students shall submit a report with attendance and completion certificates.

### **Agenda item 3: Faculty Development Programmes**

Discussed and proposed to conduct Faculty Development Programmes with special focus on Artificial Intelligence and IOT, Mendeley software, Advanced Image Processing, NBA Awareness, E-resources and Technology Platforms, Remote Sensing and GIS during the month of July 2019.

### **Agenda item 4: ISO surveillance external audit**

The ISO surveillance external audit is scheduled during June 6 & 7, 2019.

### **Agenda Item 5: Stock Verification**

Proposed to carry out the stock verification in all the departments by forming the committees. The committees shall submit the report at the mid of month July 2018.

### **Agenda Item 6: NBA Accreditation Process**

Dr. Shanmukha Swamy M N, Professor, Department of ECE will be the Head, NBA Accreditation Process. The Department Heads shall submit the NBA pre-qualifiers in the prescribed format to Dr. Shanmukha Swamy at the earliest.

### **Agenda Item 7: Induction Programme for the I and III Semester students**

Induction Programme for the Academic Year 2019-20 shall be planned for 11 days for the I Semester and 2 days for the III semester B.E. students from the date of commencement of Odd semester classes.

### **Agenda Item 8: ORCID IDs of all the faculty members**

All the faculty members have to register for the ORCID ID. The Department Heads shall submit the ORCID IDs of all the faculty members.

### **Agenda Item 9: NSS Unit-2**

VTU has sanctioned NSS (National Service Scheme) Unit-2 in our Institution and Mr. Ravi N S, Assistant Professor, Department of Mechanical Engineering is appointed as the NSS Program Officer. The NSS Unit-2 will be utilized exclusively for women to enhance social responsibilities among women students.

### **Agenda Item 10: Social Media Champion (SMC)**

Mr. Anilkumar G, Assistant Professor, Department of CSE is identified as 'Social Media Champion (SMC)' to share the Institution's achievements using social media platforms. He shall publicize the same among the staff and students.

### **Agenda Item 11: AICTE Activity Point Programme**

Over and above the academic credits, all the regular and lateral entry students of the 2018 scheme B.E. shall earn 100 and 75 Activity Points respectively for the award of degree through the AICTE Activity Point Programme. The Activity Points earned will be reflected on the student's Eighth semester Grade Card. In case a student fails to earn the prescribed activity Points, the Eighth semester Grade Card shall be issued only after earning the required activity Points. The student shall be admitted for the award of the degree only after the release of the Eighth semester Grade Card. VTU has suggested around 15 activities vide the circular dated 1.8.2019, that may be carried out by the students. In this regard, the Department Heads shall monitor and ensure the progress of the same.

### **Agenda Item 12: Formation of NDLI Club**

The NDLI (National Digital Library of India) club is constituted with the following composition.

- |     |  |             |
|-----|--|-------------|
| 1.  | Dr. Suresh D S, Director & Principal               | Chairman    |
| 2.  | Mr. Pradeep V, Dean (Academics)                    | Convener    |
| 3.  | Ms.T S Nagarathna, Librarian                       | Co-Convener |
| 4.  | Mr.Chikkannaswamy V M, Asst.Professor, Dept. of ME | Member      |
| 5.  | Mr.Vinayak Rao S R, Asst.Professor, Dept. of CV    | Member      |
| 6.  | Mrs.Monika M, Asst.Professor, Dept. of CSE         | Member      |
| 7.  | Mrs.Thara D K, Asst.Professor, Dept. of ISE        | Member      |
| 8.  | Mr.Madhu R S, Asst.Professor, Dept. of ECE         | Member      |
| 9.  | Mr.Lokanathan M S, Asst.Professor, Dept. of EEE    | Member      |
| 10. | Mr.Praveen Kumar B H, Asst.Professor, Dept. of MBA | Member      |
| 11. | Mrs.Radhika D N, Asst. Librarian                   | Member      |

**Agenda Item 13: Youth Red Cross (YRC) Unit**

Mr. G L Gowda, Assistant Professor, Department of CSE is entrusted with the responsibility as Programme Officer, CIT - Youth Red Cross (YRC). The responsibilities of the Programme Officer include:


- Formation of the Unit, motivating the student youth to understand the values and philosophy of YRC and monitoring its performance.
- Helping the students to plan, implement and evaluate the activities of YRC under his charge and give proper guidance and directions to the student volunteers.
- Maintenance of records / accounts, liaison with District / State / University coordinators and sending the activity reports.

Minutes Prepared by

  
3/6/2019  
IQAC Coordinator

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

Minutes Approved by

  
3/6/19  
Chairperson  
DIRECTOR & PRINCIPAL  
CHANNABASAVESHWARA  
INSTITUTE OF TECHNOLOGY  
GUBBI, TUMKUR - 572216