

Name	Designation
Dr. Suresh D S	Director / Principal
Mr. Giridhar S Kulkarni	Dean (Admin) / Head, Department of Mechanical Engg.
Dr. Keshava Prassanna	Dean (Students)
Mr. Pradeep V	Dean (Academics)
Mrs. R Ganga	HR Manager (Academics)
Prof. V C Kumar	Head, Department of EEE
Dr. Sudhi Kumar	Head, Department of Civil Engg.
Dr. Rajagopal R	Head, Dept of ECE
Mr. Sekar R	Coordinator, Department of ECE
Dr. Prsanna Kumar T M	Head, Department of MBA.
Dr. Shivaprakash	Head, Department of Basic Science
Dr. Umesh Laddi	Head, Department of Chemistry
Dr. K S Shambhulingaiah	Head, Department of Mathematics
Mr. Ravi Kumar Y S	Head, Department of ISE
Mr. Anil Kumar G	Coordinator, Department of CSE

AGENDA

- ✓ Forthcoming LIC Visit
- ✓ Flair 2018
- ✓ Any other issues with the permission of the chair.

DECISIONS / DISCUSSIONS

- Director welcomed all the Deans / HODs / Coordinators for the meeting.
- The issues of the previous meeting were viewed and the present agenda of the meeting was taken for discussion.
The Director addressed on the following issues.
- **LIC Team Visit** : The VTU-LIC team visit is scheduled on 24th Feb 2018. All HODs and coordinators are informed to be ready with all documents and presentation as per the requirement from LIC. Also informed to update the documents like Result Analysis, Teaching dairy, Course records, Attendance, Faculty Personal Files, Day book, Stock book, Expenditure statement, IA Statements & other supporting documents, Proctorial and Feedback reports of their respective departments.
- All the HODs and coordinators were informed to prepare the detailed list of softwares using and also the list of open source softwares identified and used by each departments. Also informed to have the details of FDP, Workshops, conferences, Project proposals, grants Research consultancy and EDUSAT.
- Research centre heads are informed to maintain the progress reports of their respective research centers.

- > All the HODs and coordinators were informed to update the college website with the recent activities of the department.
- > All the HODs and coordinators were informed that any issues related to LIC can be discussed and clarified with Mr. Pradeep V, Dean (Academics) and Mr. Shekar, Coordinator, Dept. of ECE.
- > Any issues related to research centre can be discussed with Dr. Umesh Laddi, Coordinator, Research centre.
- > **Flair 2018** : As decided earlier Flair 2018 is scheduled on 1st and 2nd March 2018. As per the coordinators, the preparations for the event are going on well.

The meeting ended with thanking all Deans / HODs / Coordinators for attending the meeting.

 31/2/18

R Ganga

HR Manager (Academics)

 3/2/18

Pradeep V

Dean (Academics)

Minutes Approved by

Dr. D. S. Suresh Kumar

Director / Principal



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.



Deans / HODs / Coordinators meeting with Director

19.02.2018

Agenda:

Attendance:

Sl No.	Name	Designation	Signature
1	Dr. Suresh D S	Principal/ Director	
2	V C Kumar	HOD, ISE	
3	Dr. Rajagopala R	HOD, BCE	
4	Y S. RAVIKUMAR	HOD ISE	
5	Dr. Shivasakthi M.C.	HOD B.S.	
6	G Anil Kumar	Coordinator, CSE	
7	K.S. Shambhu	HOD & Staff	
8	R. SEETHA	Asst. - Prof.	
9	Dr. Keshava Prasanna	Dean (Students)	
10	M.A.S. Sathikumar	HOD, CUIE	
11	Dr. Umesh	HOD, Chem	
12	Pradeep J.	Dean (Acad)	
13	Giridhar S. Kulkarni	HOD, M.E	
14	R. Ganga.	HR Manager.	
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Core Team – Meeting Minutes

Meeting No.: **41**

Meeting Date: **20/06/2018**

Meeting Location: **Meeting Room – Director's Office**

Meeting Start: **11:00 am**

Meeting End: **12.30 pm**

AGENDA

1. Internship
2. VTU Exam duties
3. Vacation leave
4. National Conference
5. Others

ATTENDANCE

Name	Designation
Dr. Suresh D S	Director & Principal
Dr. Shantala C P	Vice Principal & Head, Department of CSE
Mr. Pradeep V	Dean (Academics)
Dr. Keshava Prassanna	Dean (Students)
Mr. Giridhar S Kulkarni	Head, Department of Mechanical Engg.
Dr. Sudhikumar G S	Head, Department of Civil Engg.
Dr. Rajagopala R	Head, Department of ECE
Prof. V C Kumar	Head, Department of EEE
Dr. Shivaprakash M C	Head, Department of Basic Science
Dr. Umesh Laddi	Head, Department of Chemistry
Dr. K S Shambhulingaiah	Head, Department of Mathematics
Mr. Anil kumar G	Coordinator, Department of CSE

DISCUSSIONS / DECISIONS

Agenda Item 1: Internship

- AICTE has recently signed an MoU with Internshala, an internship & training platform. Department Heads are responsible to create awareness on the same among the students and enable them to register on the online portal of Internshala.
- Paid internship shall not be entertained.
- Department Heads shall explore the available Internship opportunities and guide the students accordingly.

- Students shall be permitted for the Internship only after getting the prior approval from the Director & Principal by submitting the company profiles.

Agenda Item 2: VTU Exam duties

- During VTU Exams, the Room superintends shall stay till the completion of exam process of the particular session.
- Only authorized persons shall involve in downloading and printing the question papers.
- Carrying mobile phones are completely restricted for the Room Superintends; using mobile phones are restricted at the maximum for the Chief Superintend and Deputy Chief Superintends.
- Faculty members are not allowed to alter exam duties for valuation work.

Agenda Item 3: Vacation leave

- Faculty members who completed one year of service in CIT shall avail vacation from 2nd to 14th July 2018.
- Application for vacation leave in the prescribed format shall be forwarded by the respective HODs and Dean (Academics) and shall be submitted in the HR Department for obtaining the final approval from the Director.

Agenda Item 4: National Conference

- Title of the National level Conference is proposed as "National Conference on Technology for Rural Development"
- Following are the proposed important dates of the Conference:
 - Submission of full length paper: Aug 15, 2018
 - Acceptance of Paper: Aug 21, 2018
 - Last date for Registration: Aug 31, 2018
 - Conference Dates: Sep 7 & 8, 2018
- Proposed faculty team to coordinate in scrutinizing the papers: Mrs. Monika M (CSE), Mr. Gavisiddappa (ECE), Dr. Yuvaraja T (EEE), Dr. Siddesh Kumar N G (ME) and Dr. Sudhi Kumar G S (CE).
- Other discussion on conference include:
 - Registering with online portal EasyChair, a conference management system.
 - Application to reputed journals for publishing the selected papers of the conference.
 - Submitting proposals to various funding agencies.

Agenda Item 5: Others

- Faculty development programmes shall be planned by the departments during July 16-31, 2018.
- Appropriate action shall be taken against the faculty members if performance evaluation by students remains consistently below satisfactory.
- Storage areas for the old documents need to be identified.

Minutes Prepared by

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

Minutes Approved by

26/6/18
DIRECTOR & PRINCIPAL
CHANNABASAVESHWARA
INSTITUTE OF TECHNOLOGY,
GUBBI, TUMKUR - 572216



Core Team – Meeting Minutes

Meeting No.: 2018-19/1

Meeting Date: 03/08/2018

Meeting Location: Board Room

Meeting Start: 03:00 pm

Meeting End: 04.30 pm

ATTENDANCE

Name	Designation
Dr. Suresh D S	Director & Principal
Mr. Pradeep V	Dean (Academics)
Dr. Keshava Prassanna	Dean (Students)
Mr. Giridhar S Kulkarni	Head, Department of Mechanical Engg.
Dr. Sudhikumar G S	Head, Department of Civil Engg.
Dr. Rajagopala R	Head, Department of ECE
Prof. V C Kumar	Head, Department of EEE
Dr. Shivaprakash M C	Head, Department of Basic Science
Dr. Umesh Laddi	Head, Department of Chemistry
Dr. K S Shambhulingaiah	Head, Department of Mathematics
Mr. G S Suresh	Dean (Professional Bodies)
Mr. Sekar R	Coordinator, Department of ECE
Mr. Anil kumar G	Coordinator, Department of CSE
Dr. R H Jayaprakash	Professor, Department of Mechanical Engg.
Dr. Sridhar S	Associate Professor, Department of Mechanical Engg.
Dr. Siddesh Kumar N G	Associate Professor, Department of Mechanical Engg.
Dr. Shankar M	Professor, Department of ECE
Mrs. Jyothi K S	Assistant Professor, Department of CSE
Mr. Chetan Balaji	Assistant Professor, Department of CSE
Mrs. Thara D K	Assistant Professor, Department of ISE
Mrs. Ramya H N	Assistant Professor, Department of Civil Engg.
Mr. Sanjay C P	Assistant Professor, Department of ECE
Mr. Praveen Kumar T M	Assistant Professor, Department of MBA

DISCUSSIONS / DECISIONS

Agenda Item 1: Review of previous Meeting Minutes

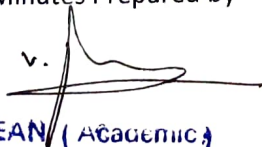
- Action Plans for the Academic Year 2018-19, to be submitted by 28.07.2018, is pending from few Department Heads and Dean – Professional Societies.
- Establishing the Mentor Graphics 'Centre of Excellence' is in the pipeline and proposed to offer various courses.

- The Training and Placement department plans to train the students from III semester. Department Heads shall ensure the involvement of the department placement coordinators in assessing and monitoring the students.
- Mr. Pradeep V is taken the charge as Coordinator for ISE department.
- Department heads shall communicate in appropriate means to the students regarding commencement of classes.
- Awareness on medical insurance facility among the students shall be ensured.
- Due to the financial constraints, Department heads shall recommend the available books under book bank scheme based on coverage of syllabus instead of purchasing new books.
- Proposed to identify the advanced learners in III semester and facilitate them with necessary training.
- The Youth Empowerment Cell shall be strengthened and the coordinator shall plan for more motivational activities.
- Department heads shall identify the alumni students from north India to establish alumni chapters.
- Workload for the first year shall be calculated for 8 sections.
- Proposed to release a book on CIT CAT that reflects the social impact.
- New dates of National level Conference planned will be October 12 & 13, 2018.
- Department heads and faculty can plan for special classes for detained students in CITRIS during 6 pm to 9 pm.
- Department heads shall ensure the necessary alternative arrangements of classes in the same week, if faculty members apply for leave.

ACTION ITEMS

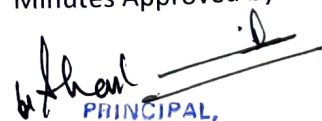
Action	Responsible	Deadline
Action plans for the Ac. Year 2018-19	Department Heads Dean-Professional Bodies	03.08.2018
Preparing curriculum for the following courses proposed under Mentor Graphics 1. Electrical design 2. Automotive design 3. PCB design	1. Prof. V C Kumar 2. Dr. Siddesh Kumar N G 3. Mr. Sekar R	16.08.2018
Action plan pertaining to the Agenda item – 3 of the previous meeting	Department Heads	16.08.2018
Report on motivating the detained students to apply for revaluation and attend classes by submitting the form of undertaking	Department Heads	11.08.2018
Submitting the contact details of Core Mechanical and Civil Engineering companies pertaining to Placement	Department Heads of Mechanical and Civil Engineering	18.08.2018

Minutes Prepared by

v.


DEAN (Academic)
CHANNABASAVESHWARA
INSTITUTE OF TECHNOLOGY,
GUBBI, TUMKUR-572216

Minutes Approved by



PRINCIPAL,
Channabasaveshwara
Institute of Technology,
GUBBI, TUMKUR-572216



Core Team – Meeting Minutes

Meeting No.: 2018-19/2

Meeting Date: 15/09/2018

Meeting Location: Meeting Room – Director’s Office

Meeting Start: 02:30 pm

Meeting End: 03.30 pm

ATTENDANCE

Name	Designation
Dr. Suresh D S	Director & Principal
Mr. Pradeep V	Dean (Academics) & Coordinator, Department of ISE
Dr. Keshava Prassanna	Dean (Students)
Mr. Giridhar S Kulkarni	Head, Department of Mechanical Engg.
Dr. Sudhikumar G S	Head, Department of Civil Engg.
Dr. Rajagopala R	Head, Department of ECE
Prof. V C Kumar	Head, Department of EEE
Dr. Shivaprakash M C	Head, Department of Basic Science
Dr. Umesh Laddi	Head, Department of Chemistry
Dr. K S Shambhulingaiah	Head, Department of Mathematics
Mr. G S Suresh	Dean (Professional Bodies)
Mr. Sekar R	Coordinator, Department of ECE
Mr. Anil kumar G	Coordinator, Department of CSE

DISCUSSIONS / DECISIONS

- To improve the students’ attendance, students not attending the theory classes shall not be allowed to attend the laboratory classes.
- Department Heads shall take the complete responsibility of making sure the information available in the website and Moodle are updated. Department-wise Faculty coordinators shall be identified to entrust the work.
- A meeting with Dr. Sridhar Rao on Q&A based learning is planned for next week.
- Assessment of faculty members of CSE and ISE by Dr. Sridhar Rao is planned to evaluate the knowledge and understanding of the subject they are teaching
- As a consequence of only 4 members selected for Mphasis placement, the placement training process have to be strengthened and the Department placement coordinators are expected to take on more responsibility.
- Faculty shall apply for casual leave only if the alternative class arrangements are done in the same week.
- Following are clarified regarding the registration fee for National level Conference scheduled on October 12 & 13, 2018: Registration Fee per Paper including journal publication fee: Rs.1000/-; Participation fee: Rs.250/-.

ACTION ITEMS

Action	Responsible	Deadline
Submission of IA-1 marks of III, V and VII semesters	Department Heads	22.09.2018
Submission of copy of all question papers of IA-1 for evaluation by external experts.	Department Heads	18.09.2018
Photocopying the first year course materials	Head - Basic Science and Concerned Department Heads	17.09.2018
Guidelines for the allotment of Internal Assessment Marks	Dean (Academics) and MR-ISO	16.09.2018
Submission of Proctor Reports of III, V and VII semesters	Department Heads	22.09.2018

Minutes Prepared by



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



Minutes Approved by
DIRECTOR & PRINCIPAL
CHANNABASAVESHWARA
INSTITUTE OF TECHNOLOGY
GUBBI, TUMKUR - 572216

Core Team – Meeting Minutes

Meeting No.: 2018-19/4

Meeting Date: 05/11/2018

Meeting Location: Meeting Room – Director's Office

Meeting Start: 12:30 pm

Meeting End: 02.00 pm

AGENDA

1. PMKVY
2. Alumni Tracker Program
3. Others

ATTENDANCE

Name	Designation
Dr. Suresh D S	Director & Principal
Mr. Pradeep V	Dean (Academics)
Dr. Prasanna Kumar T M	Head, Department of MBA
Mr. Giridhar S Kulkarni	Head, Department of Mechanical Engg.
Dr. Sudhikumar G S	Head, Department of Civil Engg.
Dr. Rajagopala R	Head, Department of ECE
Prof. V C Kumar	Head, Department of EEE
Mr. Anil kumar G	Coordinator, Department of CSE
Mr. Nagaraja P	Dean (Skill Development Activities)

DISCUSSIONS / DECISIONS

Agenda Item 1: PMKVY

- Utilization certificate for phase 1 of 2017-18 Courses has to be sent by 12.11.2018 and the utilization certificate for phase 2 of 2016-17 Courses has to be sent at the earliest.
- Assessment of 2017-18 Courses has to be started. College shall pay the fees initially, and later, the same can be collected from the students.
- Following faculty members were identified as Department PMKVY Coordinators:
 - 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
- Mr. Nagaraj P shall identify the roles and responsibilities of HoDs and PMKVY coordinators and communicate the same through the mail.

- The Mechanical Department shall purchase CNC Lathe machine as part of the requirements for the Lathe Operator course.
- All the documents have to be properly maintained from the 2018-19 courses.
- Mr. Nagaraj P shall prepare a presentation on benefits of PMKVY courses and the same has to be delivered to the students registered under PMKVY courses.
- HoDs and PMKVY coordinators shall ensure the availability of course materials before the commencement of classes.
- The Departments shall submit the requirements towards running the 2018-19 courses.

Agenda Item 2: Alumni Tracker Program

- Under the Alumni Tracker Program, the Departments shall maintain the statistics of Alumni from 2001-05 batch; collect the professional details and maintain the soft copy; create whatsapp and email groups; help the Placement department with necessary information.

Agenda Item 3: Others

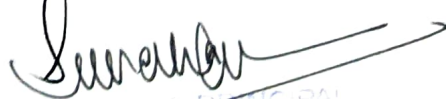
- The college will remain closed on 6th to 8th November 2018 on account of Diwali festival. 10th, 17th and 18th November 2018 are full working days to compensate the holidays declared on 31st August 2018, 10th September 2018 and 7th November 2018 respectively.
- IA test - 3 is scheduled on 23rd, 24th and 25th November 2018.
- 'Technology Barrier Reduction Program for the rural school students' has to be initiated and Dr. Prasanna Kumar T M is identified as the coordinator.
- Possibilities to associate with the following projects shall be explored.
 - RuTAG (Rural Technology Action Group) project of IIT Madras
 - Taiwan's New Southbound Policy (NSP) initiative
 - Mitacs Canada – Research and Training Programs
 - ISRO's RESPOND Program
 - BARC's BRNS Research Grants
 - MSME's Business Incubator
- Each department shall submit minimum 3 proposals under AICTE Quality Improvement Scheme (AQIS) 2018-19.
- Following Departments are given responsibilities for organizing the respective events during 2018-19 even semester.
 - Flair – Mechanical
 - Intra-college Sports Day – CSE/ISE
 - K-NEW – ECE/EEE

Minutes Prepared by

 1/11/2019

DEAN (ACADEMIC)
 CHANNarayana
 INSTITUTE OF TECHNOLOGY
 CHENNAI, TAMIL NADU 600 076

Minutes Approved by



PRINCIPAL
 CHANNarayana
 INSTITUTE OF TECHNOLOGY
 CHENNAI, TAMIL NADU 600 076



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.



Core Team – Meeting Minutes

Meeting No.: 2018-19/6

Meeting Date: 13/12/2018

Meeting Location: Meeting Room – Director's Office

Meeting Start: 03:15 pm

Meeting End: 04.30 pm

ATTENDANCE

Name	Designation
Dr. Suresh D S	Director & Principal
Mr. Pradeep V	Dean (Academics) & Coordinator, Department of ISE
Dr. Keshava Prassanna	Dean (Students) & MR-ISO
Dr. Prasanna Kumar T M	Head, Department of MBA
Dr. R H Jayaprakash	Professor, Department of Mechanical Engg.
Dr. Sudhikumar G S	Head, Department of Civil Engg.
Dr. Rajagopala R	Head, Department of ECE
Prof. V C Kumar	Head, Department of EEE
Dr. Shivaprakash M C	Head, Department of Basic Science
Dr. Umesh Laddi	Head, Department of Chemistry
Mr. G S Suresh	Dean (Professional Bodies)
Mr. Anil kumar G	Coordinator, Department of CSE
Mr. Sekar R	Coordinator, Department of ECE
Mr. Chetan Balaji	Coordinator, Youth Empowerment Cell

DISCUSSIONS / DECISIONS

- Feedbacks regarding the Practical Examinations were received from the concerned Department Heads and discussed on the same.
- Department Heads shall ensure publicizing and attracting more Alumni to join the Telegram group. Proposed to organize an Alumni Meet tentatively on January 26, 2019.
- Installation of CCTV is completed in the examination halls. Proposed to install in all the Labs and staff rooms. Installation of Public addressing system is also proposed.
- Department of Civil Engineering shall submit a plan for constructing a Garden with Huts in the north-east corner of the campus.
- Utilization certificate of PMKVY 2017-18 batch was submitted. The Departments shall ensure the smooth conduction of PMKVY 2018-19 courses.
- Department Heads shall prepare a proposal for organizing Conference under AICTE Quality Improvement Scheme (AQIS).

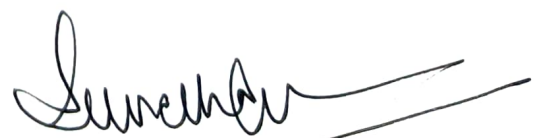
- All senior faculty members shall concentrate on completing Ph.D. at the earliest.
- Department Heads shall submit the Plan of action for organizing FDPs during January 2019.
- Head of Basic Science Department shall involve in the following activities of the Physics, Chemistry and Mathematics departments:
 - Planning FDPs
 - Organizing faculty meetings
 - Verifying the IA question papers
 - Distributing notes to the students
- Proposed to organize an outbound activity for faculty members after January 15, 2019.
- Vacation leaves are planned from 20th December, 2018 to 2nd January 2019 for the faculty members handing higher semesters and from 17th to 27th January, 2019 for the Basic Science and MBA faculty members.
- VTU Local Inquiry Committee (LIC) visit to our college is expected during 1st week of January 2019. Department Heads shall prepare for the same.
- Proposed to apply for NBA Accreditation before December 2019.
- Department Heads shall complete the subjects' allocation to the faculty members for even semester before applying for vacation.
- Proctors shall be assigned with the responsibility of filling the respective students' exam application forms in the VTU online portal to avoid mistakes.
- Students' clubs shall be categorized under two categories: Curricular and Extracurricular clubs.
- Department Heads shall submit proposals for organizing workshops/events in CITRIS and apply for funding from IEI, Tumkur chapter.
- Various companies are in pipeline to visit our campus for recruiting students. Department Heads of Mechanical and Civil Engineering shall submit the contact details of Core Mechanical and Civil Engineering companies to the Placement department by January 15th, 2019.

Minutes Prepared by



DEAN (Academic)
 CHANNABAGAVESHWARA
 INSTITUTE OF TECHNOLOGY,
 GURBI, TUMKUR - 572 216

Minutes Approved by



DIRECTOR & PRINCIPAL
 CHANNABAGAVESHWARA
 INSTITUTE OF TECHNOLOGY,
 GURBI, TUMKUR - 572 216

Core Team – Meeting Minutes

Meeting No.: **2018-19/7**

Meeting Date: **04/01/2019**

Meeting Location: **Meeting Room – Director's Office**

Meeting Start: **03:00 pm**

Meeting End: **04.15 pm**

ATTENDANCE

Name	Designation
Dr. Suresh D S	Director & Principal
Mr. Pradeep V	Dean (Academics) & Coordinator, Department of ISE
Dr. Keshava Prassanna	Dean (Students) & MR-ISO
Dr. Prasanna Kumar T M	Head, Department of MBA
Mr. Giridhar S Kulkarni	Head, Department of Mechanical Engg.
Dr. Rajagopala R	Head, Department of ECE
Prof. V C Kumar	Head, Department of EEE
Dr. Shivaprakash M C	Head, Department of Basic Science
Dr. Umesh Laddi	Head, Department of Chemistry
Dr. K S Shambhulingaiah	Head, Department of Mathematics
Mr. G S Suresh	Dean (Professional Bodies)
Mr. Anil kumar G	Coordinator, Department of CSE
Mr. Sekar R	Coordinator, Department of ECE
Mr. Chetan Balaji	Coordinator, Youth Empowerment Cell
Mr. Nagaraja P	Dean (Skill Development Activities)
Mrs. Ramya H N	Assistant Professor, Department of Civil Engg.

DISCUSSIONS / DECISIONS

- Following events and dates are finalized:
 - Intra-college Sports Day – March 1st and 2nd, 2019
 - Flair – March 8th and 9th, 2019 (Brochure shall be prepared immediately)
- Department Heads of Mechanical and Civil Engineering shall depute two faculty members each to work with Placement department.
- Mphasis has shown interest to visit our campus during 4th week of January for holding its second placement drive for 2019 batch students.
- In view of NBA Accreditation, Departments shall contact the Alumni of previous four batches and collect the copies of authenticated documents of their employment.
- Departments/Professional societies shall submit the Calendar of Events for the coming semester.

- ① Department Heads shall organize Faculty Development Programmes during this month.
- Proposed to apply for NBA Accreditation before December 2019. Department coordinators need to be identified for the same.
 - Performance review of identified faculty members is planned this month.
 - II Floor of CRC Block shall be blocked for conducting I year theory exams. Necessary alternative classroom arrangements shall be done for conducting higher semester classes.

Minutes Prepared by

DEAN (Academics)
CHANNABASAVESHWARA
INSTITUTE OF TECHNOLOGY
GUBBI, TUMKUR - 572219

Minutes Approved by

DIRECTOR & PRINCIPAL
CHANNABASAVESHWARA
INSTITUTE OF TECHNOLOGY
GUBBI, TUMKUR - 572219

10/1/19

Core Team – Meeting Minutes

Meeting No.: **2018-19/9**

Meeting Date: **22/02/2019**

Meeting Location: **Meeting Room – Director's Office**

Meeting Start: **04:20 pm**

Meeting End: **05.15 pm**

ATTENDANCE

Name	Designation
Dr. Suresh D S	Director & Principal
Mr. Pradeep V	Dean (Academics) & Coordinator, Department of ISE
Dr. Keshava Prassanna	Dean (Students) & MR-ISO
Dr. Prasanna Kumar T M	Head, Department of MBA
Mr. Giridhar S Kulkarni	Head, Department of Mechanical Engg.
Dr. Sudhi Kumar G S	Head, Department of Civil Engg.
Dr. Rajagopala R	Head, Department of ECE
Prof. V C Kumar	Head, Department of EEE
Dr. Shivaprakash M C	Head, Department of Basic Science
Dr. Umesh Laddi	Head, Department of Chemistry
Mr. Prashanth Kumar S	Coordinator, Department of Mathematics
Mr. G S Suresh	Dean (Professional Bodies)
Mr. Anil kumar G	Coordinator, Department of CSE
Mr. Sekar R	Coordinator, Department of ECE
Mr. Chetan Balaji	Coordinator, Youth Empowerment Cell

DISCUSSIONS / DECISIONS

- Departments Heads shall be prepared to receive the VTU Local Inquiry Committee members on 25.2.2019 by 9 am. Following work shall be completed before the Committee visit:
 - Records of Teaching and Learning Process
 - Flex display of Placement achievements in the Placement office
 - 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 policy
- 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
- Internship evaluation shall be done uniformly across all the Departments; Dean (Academics) / MR-ISO shall circulate the evaluation guidelines to all the Departments; Students shall submit the Internship Reports on or before 10.3.2019.
- Department of Mechanical Engineering shall hold the responsibility of organizing the activities under Entrepreneurship Development Cell (EDC).
- Department of Civil Engineering shall initiate the activities under Professional bodies immediately.
- Departments of CSE/Civil/EEE shall submit the self evaluation report of NBA by 01.03.2019.

Minutes Prepared by

DEAN (Academic)
CHANNABASAVESHWARA
INSTITUTE OF TECHNOLOGY,
GUBBI - 572216.

Minutes Approved by

DIRECTOR & PRINCIPAL
CHANNABASAVESHWARA
INSTITUTE OF TECHNOLOGY,
GUBBI, TUMKUR - 572216



Core Team – Meeting Minutes

Meeting No.: 2018-19/11

Meeting Date: 25/04/2019

Meeting Location: Board Room – Admin Block

Meeting Start: 04:30 pm

Meeting End: 05.15 pm

ATTENDANCE

Name	Designation
Dr. Suresh D S	Director & Principal
Mr. Pradeep V	Dean (Academics) & Head i/c , Department of ISF
Dr. Keshava Prassanna	Dean (Students) & MR ISO
Mr. Giridhar S Kulkarni	Head, Department of Mechanical Engg.
Dr. Sudhi Kumar G S	Head, Department of Civil Engg.
Prof. V C Kumar	Head, Department of EEI
Mr. G S Suresh	Dean (Professional Bodies)
Dr. V. Ramesha	Dean (Exams) & Coordinator - FDC
Mr. Anil kumar G	Coordinator, Department of CSE
Mr. Praveen Kumar T M	Head i/c – Department of MBA
Mr. Chetan Balaji	Head i/c – Placement & Training & Coordinator - YEC

DISCUSSIONS / DECISIONS

- Department Heads shall identify the ways of promoting and publicizing the strengths of the Institution and the Departments towards achieving good admission during the academic year 2019-20.
- Department Heads shall nurture, among the faculty members, the routine practice of submitting the proposals and receiving grants from the various funding agencies.
- Lack of Associate Professors, as per the requirements, in all the departments is a threat to the Institution; and hence the faculty members are advised to put forth the best effort towards completing the Ph.D at the earliest.
- As per the discussion in the previous Core Team meetings, the Departments of CSE/Civil/EEI shall prepare themselves to apply for the NBA Accreditation by December 2019. If the departments require any assistance, they can identify a suitable resource person to guide the department accordingly
- Placements in the Departments of Mechanical and Civil have to be improved. The Department Heads shall support the Placement department in identifying and visiting the industries.
- Placement Offer Day is tentatively planned on 14th May 2019 and Farewell of 2019 batch students is planned on 20th May 2019. Department Heads shall nominate the Best Outgoing Students at the earliest.

Minutes Prepared by

v.

DEAN (Academic)
CHANNABASAVESHWARA
INSTITUTE OF TECHNOLOGY,

Minutes Approved by

DIRECTOR & PRINCIPAL
CHANNABASAVESHWARA
INSTITUTE OF TECHNOLOGY
GUBBI, TUMKUR - 572 216.

Core Team – Meeting Minutes

Meeting No.: 2019-20/2

Meeting Date: 29/08/2019

Meeting Location: Board Room – Admin Block

Meeting Start: 3:45 pm

Meeting End: 4.45 pm

ATTENDANCE

Name	Designation
Dr. Suresh D S	Director & Principal
Mr. Pradeep V	Dean (Academics) & Head i/c , Department of ISE
Dr. Keshava Prassanna	Dean (Students) & MR-ISO
Mr. Giridhar S Kulkarni	Head, Department of Mechanical Engg.
Dr. Sudhi Kumar G S	Head, Department of Civil Engg.
Dr. Rajagopala R	Head, Department of ECE
Prof. V C Kumar	Head, Department of EEE
Dr. Shivaprakash M C	Head, Department of Basic Science
Dr. Shanmukha Swamy M N	Coordinator, NBA Accreditation
Dr. Umesh Laddi	Head, Department of Chemistry
Mr. G S Suresh	Dean (Professional Bodies)
Mr. Prashanth Kumar S	Coordinator, Department of Mathematics
Dr. V Ramesha	Dean (Exams) & Coordinator - EDC
Mr. Anil kumar G	Coordinator, Department of CSE
Mr. Sekar R	Coordinator, Department of ECE
Dr. Shankar M	Professor, Department of EEE
Mr. Chetan Balaji	Head i/c – Placement & Training and Coordinator - YEC
Mr. Gavisiddappa	Chief Proctor
Mr. Nagendra R	Assistant Professor, Department of MBA

DISCUSSIONS / DECISIONS

- Discussed regarding the performance of the students in the even semester examination of the Academic Year 2018-19. Head of the Departments shall submit the schedule of remedial classes planned for the subjects with more than 10 failures by 31.8.2019.
- IA test 1 is planned on 6th, 7th and 9th September 2019 for the III and V semesters.
- Department Heads shall motivate the faculty members to submit the proposals for various Schemes of the Department of Science and Technology.
- Mr. Anilkumar G 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.

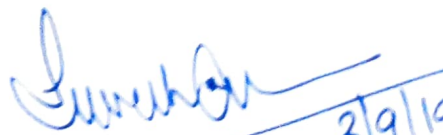
- Over and above the academic credits, all the regular and lateral entry students of the 2018 scheme B.E. shall earn 100 and 75 Activity Points respectively for the award of degree through the AICTE Activity Point Programme. The Activity Points earned will be reflected on the student's Eighth semester 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 come forward to carry out one or more activities and shall submit the same by 31.8.2019.
- 'Knew – Technical Symposium' is tentatively planned for two days during 18th and 19th / 25th and 26th October 2019. Dr. Keshava Prassanna is identified as the Coordinator and the Department Heads shall nominate following no. of faculty members for the same: ME-3, CSE-3, CV-2, IS-1, EC-2, EE-2.
- The following two Faculty development programs proposed from the Department of CSE are identified to get sponsorship from the Institute of Engineers - Tumkur Local Chapter: 1. Deep Learning and Machine Learning and 2. Open Source Technologies.
- Department Heads of ME, CE and EE are informed to organize the sessions on the importance and opportunities of the respective departments to the I year B.E. students by inviting the Industry experts.
- Discussed regarding the feedback received by the trainers of the Pre-Placement Training conducted from August 14th to 23rd 2019 to the Final Year B.E. students. Department Heads are requested to recommend the top 10 students towards a special mentorship program by 31.8.2019.
- The following staff members of the Department of CSE shall stay on the campus up to 7.30 PM till the completion of printing the ID cards of all the students.
 - Mr. Shivakumara M, Clerk
 - Mr. Nagaraju T G, Attender
 - Mr. Mahesh H M, Attender

Minutes Prepared by


29/8/2019

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

Minutes Approved by


31/8/19
DIRECTOR & PRINCIPAL
CHANNABASAVESHWARA
INSTITUTE OF TECHNOLOGY
GUBBI, TUMKUR-572216

Core Team – Meeting Minutes

Meeting No.: 2019-20/4

Meeting Date: 17/12/2019

Meeting Location: Board Room – Admin Block

Meeting Start: 02:30 pm

Meeting End: 04:00 pm

ATTENDANCE


Name	Designation
Dr. Suresh D S	Director & Principal
Dr. K N Sridar Rao	Chief Advisor (Research and Academics)
Dr. Giridhar S Kulkarni	Dean (Admin) & Head, Department of Mechanical Engg.
Mr. Pradeep V	Dean (Academics) & Head i/c, Department of ISE
Dr. Keshava Prassanna	Dean (Students) & MR-ISO
Dr. Sudhi Kumar G S	Head, Department of Civil Engg.
Prof. V C Kumar	Head, Department of EEE
Dr. Shanmukha Swamy M N	Coordinator, NBA Accreditation
Mr. Anil Kumar G	Coordinator, Department of CSE
Mr. Sekar R	Coordinator, Department of ECE
Dr. V Ramesha	Professor, Department of Mechanical Engg.
Dr. Sridhar S	Professor, Department of Mechanical Engg.
Dr. Nagaraj H P	Professor, Department of EEE
Mr. Praveen Kumar T M	Head i/c – Department of MBA
Mr. Chetan Balaji	Head i/c – Placement & Training and Coordinator - YEC
Mr. G S Suresh	Asst. Professor, Department of CSE
Dr. Venkatesh	Asst. Professor, Department of Chemistry
Dr. Vinay K	Asst. Professor, Department of Chemistry
Mrs. Ramya H N	Coordinator, Department of Civil Engg.
Mrs. Radha B N	Asst. Professor, Department of EEE
Mrs. Ashwini S	Asst. Professor, Department of Physics
Mr. Chandrashekar J	Asst. Professor, Department of Mathematics
Mr. Rajendra C J	Asst. Professor, Department of ECE
Mr. Chikkannaswamy V M	Asst. Professor, Department of Mechanical Engg.
Mrs. Monika M	Asst. Professor, Department of CSE

DISCUSSIONS / DECISIONS


- Discussed regarding the faculty requirements and procurements of lab equipment for 2019-20 Even Semester.
- Department Heads shall encourage the faculty members to submit the proposals under various schemes of AICTE AQIS before the deadline.

- Faculty members who have completed one year of service at CIT shall avail vacation from 22nd to 29th December 2019. During the vacations period, faculty members should compulsorily attend the VTU Exam related duties.
- Department Heads shall ensure the usage of Open source software available for various subjects by the concerned faculty members as per the list suggested by the CS and IS faculty members as part of the CS for CIT initiative.
- It has been found that few staff members are violating the Institution's rules by signing the attendance register even though they have not attended the college and not registered the biometric attendance. Such a violation will impose necessary actions against the concerned staff.
- Peer learning sessions will commence on 21st December 2019. Department Heads shall depute faculty members to attend the sessions.
- Department Heads shall extend their support to apply for NBA Accreditation at the earliest.
- Two-days workshops under all engineering departments, in association with IEI Tumkur chapter and ISTE Karnataka section, are planned during the last week of January 2020.
- Dr. K N Sridar Rao has enlightened the following initiatives:
 - CIT Technology Review Publishing
 - Workshop on "No Fear Learning" Environment in the classroom
 - "Zoom" remote video conferencing using cloud computing.
- International Conference in association with TIE and Springer is planned during April 2020.
- Faculty Performance Evaluation by the external experts is planned during the third week of January 2020.
- Department Heads shall maintain the department-wise Asset Register.
- Department Heads shall prepare the Progress report of Research centers as part of the VTU affiliation process.
- The student exchange program is planned by the MBA department in association with ISBR Business School.

Minutes Prepared by


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

Minutes Approved by


 DIRECTOR
 CHANNABASAVESHWARA
 INSTITUTE OF TECHNOLOGY
 GUBBI, TUMKUR-572 216

Core Team – Meeting Minutes

Meeting No.: 2019-20/6

Meeting Date: 27/01/2020

Meeting Location: Board Room – Admin Block

Meeting Start: 04:30 pm

Meeting End: 05:30 pm

ATTENDANCE


Name	Designation
Dr. Suresh D S	Director & Principal
Dr. Giridhar S Kulkarni	Dean (Admin-1) & Head, Department of Mechanical Engg.
Mr. Pradeep V	Dean (Academics) & Head i/c, Department of ISE
Dr. Keshava Prassanna	Dean (Students) & MR-ISO
Dr. Sudhi Kumar G S	Head, Department of Civil Engg.
Dr. Nagananda M S	Head, Department of ECE
Mr. Sekar R	Dean (Admin-2) & Coordinator, Department of ECE
Mr. Anil Kumar G	Coordinator, Department of CSE
Dr. V Ramesha	Professor, Department of Mechanical Engg.
Dr. Nagaraj H P	Professor, Department of EEE
Mr. Praveen Kumar T M	Head i/c – Department of MBA
Mr. Chetan Balaji	Placement & Training Officer and Coordinator - YEC
Mr. G S Suresh	Asst. Professor, Department of CSE
Dr. Vinay K	Dean (Exams) & Coordinator – Activity Points
Mrs. Thara D K	Coordinator, Department of ISE
Mrs. Radha B N	Coordinator, Department of EEE
Mrs. Ashwini S	Asst. Professor, Department of Physics
Mr. Rajendra C J	Asst. Professor, Department of ECE
Mr. Harsha G	Asst. Professor, Department of ECE
Mr. Girish L	Asst. Professor, Department of CSE
Mr. Asif Ulla Khan	Asst. Professor, Department of CSE

DISCUSSIONS / DECISIONS


- **Two-day Workshops on 31st Jan & 1st Feb 2020:**
 - The inauguration of the Workshop series is scheduled on 31.01.2020 at 11.00 a.m. Dr. Pratapsinh Kakaso Desai, President, Indian Society for Technical Education (ISTE), New Delhi will be the Chief Guest and Dr. G Sangameshwara, Former Vice-Chancellor, JSS Science and Technology University, Mysuru will be the Guest of Honor. The Department of ECE will organize the Inauguration function.

- All the faculty members of the following departments should compulsorily attend the respective workshops
 - CSE/ISE - Practical Machine Learning
 - ECE/EEE - Industrial Robotisation
 - ME - Digital Manufacturing and Industry 4.0
 - CE - Environment and Water Management Systems
- The coordinators of the workshops shall submit the details of registered participants by 28.01.2020.
- The inauguration of Career Advancement and Development Cell is scheduled on 31.01.2020. The Department of CSE will organize the same.
- Department Heads shall ensure that the details of VTU Ranks are displayed on or before 30.01.2020.
- 1st International Conference on Innovation in Computer Science, Electrical and Electronics Engineering (ICICEE 2020) is scheduled on 17th & 18th April 2020. Dr. V Ramesha is nominated for checking the plagiarism of the manuscripts submitted.
- Activity Point Heads shall ensure that they start their activity from 10.02.2020.

Minutes Prepared by


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

Minutes Approved by


DIRECTOR
CHANNABASAVESHWARA
INSTITUTE OF TECHNOLOGY
GUBBI, TUMKUR-572 216

Core Team – Meeting Minutes

Meeting No.: 2019-20/8

Meeting Date: 25/02/2020

Meeting Location: Board Room – Admin Block

Meeting Start: 12:00 pm

Meeting End: 01:15 pm

ATTENDANCE

Name	Designation
Dr. Suresh D S	Director & Principal
Dr. Giridhar S Kulkarni	Dean (Admin-1) & Head, Department of Mechanical Engg.
Mr. Pradeep V	Dean (Academics) & Head i/c, Department of ISE
Dr. Keshava Prassanna	Dean (Students) & MR-ISO
Dr. Sudhi Kumar G S	Head, Department of Civil Engg.
Dr. Nagananda M S	Head, Department of ECE
Dr. Shivaprakash M C	Head, Department of Basic Science
Mr. Sekar R	Dean (Admin-2) & Coordinator, Department of ECE
Mr. Anil Kumar G	Coordinator, Department of CSE
Dr. V Ramesha	Professor, Department of Mechanical Engg.
Dr. Shivaprakash M C	Head, Department of Basic Science
Dr. Umesh Laddi	Head, Department of Chemistry
Dr. Nagaraj H P	Professor and Head, Department of EEE
Mr. Praveen Kumar T M	Head i/c – Department of MBA
Prof. V C Kumar	Associate Professor, Department of EEE
Dr. Shanmukha Swamy M N	Professor, Department of ECE
Mr. G S Suresh	Asst. Professor, Department of CSE
Dr. Vinay K	Coordinator, AICTE Activity Point Program
Mr. Gavisiddappa	Chief Proctor
Mrs. Thara D K	Coordinator, Department of ISE
Mrs. Ramya H N	Coordinator, Department of Civil Engg.
Mrs. Radha B N	Coordinator, Department of EEE
Mr. Chandrashekar J	Asst. Professor, Department of Mathematics
Dr. Ashwini S	Head, Department of Physics
Dr. Venkatesh	Coordinator, AICTE Activity Point Program
Dr. S R Pratap	Asst. Professor, Department of Chemistry

DISCUSSIONS / DECISIONS

- Department Heads shall strictly follow the following university guidelines on Open Elective courses:

- All B.E (CBCS) students should study one Open elective each in the 5th and 6th Semester as a part of their Programme.
 - Students should registers for the Open elective in the beginning of the 5th/6th semester in the department, where the elective is offered.
 - An Open elective is not offered in a department if the registered student's strength is less than 10.
 - All Open electives are offered to students of all B.E. Programmes (branches) of engineering in general.
 - However, if a student of a particular Programme has already studied/going to study, in the higher semester a similar Core course with majority of topics same as that of a particular Open elective, then that Open elective is not offered to that student. In which case, the student has to select an alternative Open elective.
 - Having studied/selected a particular Open Elective, a student is not eligible to take a Professional elective of his/her Programme in the Higher semesters/same semester which will have majority of topics same as that of the Open elective studied/selected. In which case, the student has to select an alternative Professional elective.
 - Students are advised to select an Open elective of their interest and if they have a prerequisite knowledge to study that particular Open elective.
 - The above conditions are to be monitored by an Open elective coordinator of the department to which the student belongs and the coordinator of the department where the student registers for the Open elective in the beginning of the 5th/6th semester.
- Following guidelines are framed for the allotment of Internal Assessment Marks for all the theory courses of B.E. programmes of 2017 and 2018 schemes with immediate effect:

IA Test	Q&A based Learning	Assignment / Unit Test / Mini-Project	Total Marks
30	4	3 + 3	40

- Each IA Test shall be conducted for 40 marks for the 2017 scheme and 50 marks for the 2018 scheme.
- Final test marks shall be the average of three tests.
- For Q&A based learning, it is recommended to award 1 mark for every 3 multiple-choice questions.
- Each Unit-test shall be 45 minutes duration and for a maximum of 20 marks.
- Each Assignment shall be a 2-hours of work.
- At least one mini-project per student in each semester is compulsory. The batch size shall be 3 or 4. A single mini-project shall be considered for more than one subject based on the concepts used.
- IA Test, Q&A based learning, Assignment, Unit-test and Mini project (Synopsis) shall be maintained hand-written in Blue Books as per the VTU regulations.

- An orientation program for the faculty members on "Dynamic Class Rooms: Why and How?" is planned to organize on 29th February 2020 on our campus. Dr. N. Nagesha, Professor & Chairman, Department of IPE, UBDT College of Engineering, Davangere will be the resource person.
- Policy guidelines for Slow and Advanced learners shall be designed and defined by the ISO QMS team.
- Proposed to develop the Institutional Manual for NBA Accreditation process.
- All the faculty members shall assist in promoting our following programs:
 - International Conference ICICEE 2020 scheduled on 17th & 18th April 2020.
 - Flair – the cultural fest scheduled on 13th and 14th March 2020.
- Department Heads/Coordinators shall ensure the following
 - Singing MoUs (at least 5) with reputed industries
 - Effective use of the licensed Zoom Cloud Meeting Software
 - Smooth execution of AICTE Activity Point Program
 - Initiatives on Consultancy / Research / Funding
- The coordinator of EDC shall actively involve in organizing the events and submitting the proposals.

Minutes Prepared by

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

Minutes Approved by 2/3/2020

DIRECTOR & PRINCIPAL
CHANNABASAVESHWARA
INSTITUTE OF TECHNOLOGY
GUBBI, TUMKUR - 572 216.

Core Team – Meeting Minutes

Meeting No: 2020-21/17

Meeting Date: 24/02/2021

Meeting Location: Board Room

Meeting Start: 12:15pm

Meeting End: 1:15 pm

Attendance

Dr. Suresh D S	Director and Principal
Dr. Giridhar S Kulakarni	Dean (Admin) & Head, Dept. of ME
Mr. Pradeep V	Dean(Academics)& Head, Dept. of ISE
Mr. Anil Kumar G	Coordinator, Dept. of CSE
Dr. Shivaprakash M C	Dean (Exam) & Head, Dept. of Basic Science
Dr. Sudhi Kumar G S	Head, Dept. of Civil
Dr. Naganand M S	Head, Dept. of ECE
Mr.Sekar R	Coordinator, Dept. of ECE
Mr. Chethan Balaji	Head, Dept. of T&P
Mr. Chandrashekar J	Coordinator, Dept. of Mathematics
Mr. Praveen Kumar T M	Head, Dept. of MBA
Mr. Chandrashekar J	Coordinator, Dept. of Mathematics

Discussions / Decisions:

1. Academic:
 - Syllabus completion status –Online / Offline to be submitted to Dean Academics.
 - Mr Pradeep & Mr. Keshava Prasanna to take feedback from I sem BE students.
 - Complete I IA evaluation immediately.
 - ISO audit will be scheduled in first week of March preferably after 3rd March.
2. AICTE Affiliation- Department heads/ Coordinators are requested to –
 - Submit Expenses report from Dept. of last 5 financial years – to be submitted to Mr. Sekar R.
 - Prepare VTU research centre progress report and presentation.
3. E – Waste to be dumped before 31st March, 2021.
 - Department heads/ Coordinators were informed to prepare data sheet before dumping e waste.
 - Mr. V C Kumar is insisted to coordinate with all departments and submit report.
4. Biometric attendance is made compulsory from 24/02/2021 for both teaching and non-teaching staff.



Channabasaveshwara Institute of Technology

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NH 206 (B.H. Road), Gubbi, Tumkur - 572 216, Karnataka.



5. All department heads shall give article about their dept. achievements to Dr. Jayaraju by 3rd Mach, 2021.
6. Dr. G S Kulkarni - In charge for 3 centre of excellence inauguration.

Minutes Prepared by

Ms. Swathi J
HR Manager

Minutes Approved by

Dr. Suresh D S
Director & Principal
27/2/2021

Core Team – Meeting Minutes

Meeting No.: 2020-21/99

Meeting Date: 17/07/2021

Meeting Location: Board Room

Meeting Start: 12:00 pm

Meeting End: 01:00 pm

ATTENDANCE

Name	Designation
Dr. Suresh D S	Director & Principal
Dr. Shantala C P	Vice Principal, Prof & Head, Department of CSE
Dr. Giridhar S Kulkarni	Dean (Admin) & Head - Mech. Engg.
Mr. Pradeep V	Dean (Academics) & Head, Department of ISE
Dr. Keshava Prassanna	Dean (Students) & MR-ISO
Dr. Sudhi Kumar G S	Head, Department of Civil Engg.
Dr. Nagananda M S	Head, Department of ECE
Dr. Shivaprakash M C	Dean (Exams) & Head, Department of Basic Science
Dr. Umesh Laddi	Head, Department of Chemistry
Mr. Anil Kumar G	Coordinator, Department of CSE
Mr. Sekar R	Coordinator, Department of ECE
Mr. Praveen Kumar T M	Head, Department of MBA
Mr. Chetan Balaji	Head i/c – Placement & Training
Mr. Chandrashekar J	Coordinator, Department of Mathematics
Prof. V C Kumar	Head, Department of EEE
Mr. G S Suresh	Asst. Professor, Department of CSE
Dr. Vinay K	Asst. Professor, Department of Chemistry

DISCUSSIONS / DECISIONS

1. VTU Local Inquiry Committee (LIC) Visit is expected on 20th July 2021. Department Heads shall prepare for the same.
2. Department heads shall ensure
 - All the necessary documents are available wrt the teaching-learning process.
 - Stock book & Daybook
 - Personal files of all faculty
 - Faculty list
 - Reports of activities from all cells and Professional bodies.
 - MoUs Copies
 - Valuation details
 - Library resources
 - Records of research Centre.



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3. Department heads shall make sure that all the teaching faculty members to be present on the campus during the LIC visit and an appropriate dress code shall be maintained.
4. Department heads shall keep the dept. PPT ready by highlighting the achievements & progress so far.
5. Mr. Pradeep V to prepare institution PPT for the LIC visit.
6. Mr. G S Suresh is made I/c for virtual campus tour during the LIC Visit.

Minutes Prepared by

Ms. Swathi J
HR Manager

Minutes Approved by

Dr. Suresh D S
Director & Principal

DIRECTOR
C.I.T. GROUP OF INSTITUTIONS

Core Team – Meeting Minutes

Meeting No.: 2021-22/01/24

Meeting Date: 07/10/2021

Meeting Location: Board Room

Meeting Start: 12:30 pm

Meeting End: 1:30 pm

ATTENDANCE

Name	Designation
Dr. Suresh D S	Director & Principal
Dr. Giridhar S Kulkarni	Dean (Admin) & Head - Mech. Engg.
Dr. Gavisiddappa	Dean (Academics) & Head, Department of ISE
Dr. KeshavaPrassanna	Dean (Students) & MR-ISO
Dr. Shivaprakash M C	Dean (Exams) & Head, Department of Basic Science
Dr. Sudhi Kumar G S	Head, Department of Civil Engg.
Mr. Anil Kumar G	Coordinator, Department of CSE
Mr. Sekar R	Coordinator, Department of ECE
Prof. V C Kumar	Head, Department of EEE
Dr. Siddesh Kumar NG	Coordinator, Department of ME
Mrs. Radha BN	Coordinator, Department of EEE

DISCUSSIONS / DECISIONS

1. Matter regarding setting up of multi disciplinary special laboratories to enhance employability skills for students was discussed. The HODs and Coordinators were asked to submit a write up (as per the guidelines of the VTU circular vide Ref. No.: VTU/PS/2021-22/2939, dated 5th October, 2021) on setting up of such special laboratories in their departments with the available resources either on 7th or 8th of October to the office of the Director. The colleges are required to submit the details of Special laboratories to VTU before 15th of October, 2021.
2. The departments of Computer Science and Electronics were informed to MOUs with more number of companies in order to enhance internship opportunities for the students.
3. It was opined in the meeting that the students should take up only such internship which aid them in knowledge advancement. Departments should offer necessary guidance to students during the selection of internships and necessary gap analysis to be made before allotting students t.
4. Prof. Anil Kumar, Coordinator of CSE department pitched in his thoughts on how students progress reports can be communicated to parents.
5. It was decided in the meeting to implement ERP system at college for smoothening and streamlining academic and office related activities.



Channabasaveshwara Institute of Technology

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(NAAC Accredited & ISO 9001:2015 Certified Institution)

NH 206 (B.H. Road), Gubbi, Tumkur – 572 216.Karnataka.



6. Departments were informed to follow a common template for time table and workload as given by ISO office.
7. Mr. Kiran Gowda, Assistant professor, Department of Mechanical will ^{be the} Chief proctor.
8. All the departments shall submit the Library book requirements for the academic year. 2021-22
9. Vaccination drive has been arranged on 8.10.2021 for students and staffs all Department heads/ Coordinators are insisted to inform in their department.

Minutes Prepared by


Dr. Shivaprakash M C
Dean (Examination)

Minutes Approved by


Dr. Suresh D S
DIRECTOR
C.I.T. GROUP OF INSTITUTIONS

Core Team – Meeting Minutes

Meeting No.: 2021-22/01/24

Meeting Date: 07/10/2021

Meeting Location: Board Room

Meeting Start: 12:30 pm

Meeting End: 1:30 pm

ATTENDANCE

Name	Designation
Dr. Suresh D S	Director & Principal
Dr. Giridhar S Kulkarni	Dean (Admin) & Head - Mech. Engg.
Dr. Gavisiddappa	Dean (Academics) & Head, Department of ISE
Dr. KeshavaPrassanna	Dean (Students) & MR-ISO
Dr. Shivaprakash M C	Dean (Exams) & Head, Department of Basic Science
Dr. Sudhi Kumar G S	Head, Department of Civil Engg.
Mr. Anil Kumar G	Coordinator, Department of CSE
Mr. Sekar R	Coordinator, Department of ECE
Prof. V C Kumar	Head, Department of EEE
Dr. Siddesh Kumar NG	Coordinator, Department of ME
Mrs. Radha BN	Coordinator, Department of EEE

DISCUSSIONS / DECISIONS

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4. Prof. Anil Kumar, Coordinator of CSE department pitched in his thoughts on how students progress reports can be communicated to parents.
5. It was decided in the meeting to implement ERP system at college for smoothening and streamlining academic and office related activities.

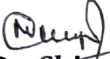


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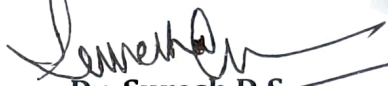


6. Departments were informed to follow a common template for time table and workload as given by ISO office.
7. Mr. Kiran Gowda, Assistant professor, Department of Mechanical will ^{be the} Chief proctor.
8. All the departments shall submit the Library book requirements for the academic year. ~~2021-22~~
9. Vaccination drive has been arranged on 8.10.2021 for students and staffs all Department heads/ Coordinators are insisted to inform in their department.

Minutes Prepared by


Dr. Shivaprakash M C
Dean (Examination)

Minutes Approved by


Dr. Suresh D S
DIRECTOR
C.I.T. GROUP OF INSTITUTIONS



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Core Team – Meeting Minutes

Meeting No.: 2020-21/25
Meeting Date: 01/12/2021
Meeting Location: Board Room
Meeting Start: 12:40 pm
Meeting End: 1:40 pm

ATTENDANCE

Name	Designation
Dr. Suresh D S	Director & Principal
Dr. Giridhar S Kulkarni	Dean (Admin) & Head - Mech. Engg.
Mr. Gavisiddappa	Dean (Academics) & Head, Department of ISE
Dr. KeshavaPrassanna	Dean (Students) & MR-ISO
Dr. Shivaprakash M C	Dean (Exams) & Head, Department of Basic Science
Mr. Anil Kumar G	Coordinator, Department of CSE
Mr. Sekar R	Coordinator, Department of ECE
Dr. Sudhi Kumar G S	Head, Department of Civil
Mrs. Ramya HN	Coordinator, Dept. of Civil
Prof. V C Kumar	Head, Department of EEE
Mr. Chandrashekar J	Coordinator, Department of Mathematics
Mr. Praveen Kumar T M	Head, Department of MBA
Mr. Nagendra R	Coordinator, Department of MBA

DISCUSSIONS / DECISIONS

Academic:

1. IA evaluation to be done in the IA Test Hall. HoD's and Coordinator shall do their subject evaluation in the department. In case if any senior faculty wish to evaluate the IA books in the department, HoD may permit and must ensure that no deviation occurs from the established procedures of IA Test.

2. BE(Hons.) Program -

- Efforts made by various departments in promoting BE (Hons.) Program - Documents shall be maintained
- Department head/ Coordinators are insisted to provide the data of Number of students eligible for BE (Hons.) Program - To be submitted to Dean Examination.




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- Following staff is identified as coordinators for BE (Hons.) Program -
 1. Mr. Mahesh N - Dept. of CSE
 2. Mr. Anil Kumar - Dept. of ISE
 3. Mr. Harsha G - Dept. of ECE
 4. Mrs. Arpitha H B - Dept. of EEE
 5. Mrs. Sushma S - Dept. of Mechanical
 6. Mr. Venkatesh A L - Dept. of Civil
- 3. Skill lab -
 - Students of various branches can enrol for Skill Labs being offered by CSE&ISE/ECE&EEE branches.
 - Dept. of Mechanical & Civil is informed to identify courses which can be offered to students.
- 4. MR - ISO is requested to introduce the new system for collecting student feedback. The gross feedback must be the average of the following.
 - a. Feedback from all students
 - b. Feedback from Students who have maintained considerably good attendance.
 - c. Feedback from the best performing students in tests and examinations.
- 5. Regarding Lesson planning/execution/ attendance/IA and other requirements of Teaching and Learning processes for audit courses with 1 credit (ENG, EVS, CPC etc.) ISO office was requested to frame guidelines in line with ISO/VTU norms and inform all the concerned.
- 6. Admission section to collect all the necessary data of students like Caste, category and others during the time of admission.
- 7. Department Head/ Coordinators are requested to submit a copy of department MOM to HR office.
- 8. Mr. Nagendra - To Prepare Campus Mitra January 2022 edition.

Minutes Prepared by


Dr. Shivaraj Prakash M C
11/12/2021
Dean Exam

Minutes Approved by


Dr. Suresh D S
11/12/2021
DIRECTOR
C.I.T. DIRECTOR & PRINCIPAL
GUBBI, TUMKUR - 572 216

Core Team – Meeting Minutes

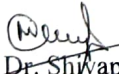
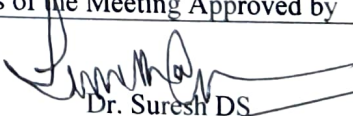
Meeting No.: 2021-22/24
Meeting Date: 07/01/2022
Meeting Location: Amphitheater
Meeting Start: 03:30 pm
Meeting End: 04:15 pm

ATTENDANCE

Name	Designation
Dr. Suresh D S	Director & Principal
Dr. Giridhar S Kulkarni	Dean (Admin) & Head - Mech. Engg.
Mr. Sekar R	Dean Admin (Affairs) & Coordinator, Department of ECE
Dr. Shivaprakash M C	Dean (Academics & Exams) & Head, Department of Basic Science
Dr. Gavisiddappa	Dean -IQAC (I/c) & Head, Department of ISE
Dr. Sudhi Kumar G S	Head, Department of Civil Engg.
Mr. Anil Kumar G	Coordinator, Department of CSE
Prof. V C Kumar	Head, Department of EEE
Mr. Praveen Kumar TM	Head, Department of MBA
Dr. Siddesh Kumar NG	Coordinator, Department of ME
Mrs. Radha BN	Coordinator, Department of EEE
Mrs. Thara DK	Coordinator, Department of ISE

Sl.No.	Agenda	Meeting Outcomes
1	Academic activities of 3 rd semester lateral entry students of the academic year 2021-22	It was resolved in the meeting that a separate sections be made particularly in ME, CV and EE departments exclusively for lateral entry students, as admissions in this category is more at these branches when compared to rest. And classes and laboratories to be conducted by framing a separate time table for lateral entry students from Monday (10 th January, 2022) in all departments. The separate calendar of events will be issued by VTU shortly (as per a telephonic conversation with VTU). It must be ensured that all the internal tests and other formalities of 3 rd semester are completed for lateral entry students as per the COE released for them by VTU. All efforts must be made from departments' side for bettering the results of lateral entry students.
2	NAAC Accreditation (2 nd Cycle)	As it is required for those who go for 2 nd cycle of NAAC accreditation must apply 6 months before the expiry of their accreditation status, hence 31 st March, 2022 is set as deadline for applying for 2 nd cycle of NAAC accreditation. Coordinators from each department will be made for providing data required for NAAC, NIRF and others.

3	Book bank scheme and Skill laboratories	It was resolved to ensure that all first year students (2021-22 admitted) must subscribe for Book bank facility and register for any one of the Skill laboratories set up at CSE and ECE departments for enhancing their knowledge and technical skills.
4	Special laboratory sessions for higher semesters	Highest priority to be given towards completion of laboratories of all higher semesters of BE (3 rd , 5 th and 7 th). Due to the close proximity of last working day, Special laboratory sessions be planned after 4 PM to till 7.30 PM from Monday (10 th January, 2022) in addition to existing laboratory sessions to complete laboratories pending and Lab internals, project phase-1 and other formalities of the semesters. Mean time the stock of the situation about portion coverage was taken. It was observed that around 80% of portion is being completed across all departments for 5 th and 7 th semester. It was also noted that the portion coverage of 3 rd semester MBA as around 35%.
5	Draft time table for theory examinations of 5 th and 7 th semesters.	It was informed in the meeting that, as per the draft time table released from VTU, theory examinations for 5 th and 7 th semester BE are going to commence from 1 st February, 2022.
6	Fee dues	List of students having fee dues will be sent to all departments from Accounts Section. HODs and Coordinators must ensure that those students must clear their fee dues before they submit their examination applications. It must be further ensured that those who come for collecting documents at departments/examination section must have cleared any fees dues with the college. The documents to be issued only after taking confirmation from the Accounts section regarding clearance of fee dues.
7	Online classes during weekend curfew	As weekend curfew is imposed by the State Govt in view of up surging cases of covid-19 and its variant across entire state, during weekend curfew it must be ensured that classes being conducted in the online mode as per the time table without fail. Further, It was also resolved to ensure all students, faculty members and staff follow Covid appropriate behavior as per the guidelines of Govt. and University during offline classes.
8	First year classes	It was informed in the meeting to ensure all first year classes and laboratories be conducted as per the time table and students attendance must be monitored.

Minutes of the Meeting Prepared by	Minutes of the Meeting Approved by
 10/01/2022 Dr. Shivaprakash MC (Dean-Academics & Examinations)	 Dr. Suresh DS (Director & Principal-CIT Gubbi)

DIRECTOR
C.I.T. GROUP OF INSTITUTIONS
GUBBI, TUMKUR - 572 216.

Core Team – Meeting Minutes

Meeting No.: 2021-22/
Meeting Date: 19/02/2022
Meeting Location: Board Room
Meeting Start: 12:00 pm
Meeting End: 1:30 pm

ATTENDANCE

Name	Designation
Dr. Suresh D S	Director & Principal
Dr. Giridhar S Kulkarni	Dean (Admin) & Head - Mech. Engg.
Dr. Gavisiddappa	Dean (Academics) & Head, Department of ISE
Dr. KeshavaPrassanna	Dean (Students) & MR-ISO
Dr. Sudhi Kumar G S	Head, Department of Civil Engg.
Dr. Naganada M S	Head, Department of ECE
Dr. Umesh Laddi	Head, Department of Chemistry
Mr. Anil Kumar G	Coordinator, Department of CSE
Mr. Sekar R	Coordinator, Department of ECE
Prof. V C Kumar	Head, Department of EEE
Mrs. Jyothi K S	Prof. Dept. of CSE
Mr. Chethan Balaji	Head, Department of CAD/C
Dr. Siddesh Kumar NG	Coordinator, Department of ME
Mrs. Radha BN	Coordinator, Department of EEE
Mrs. Ramya H M	Coordinator, Department of Civil

Sl.No.	Agenda	Remarks
1	Syllabus completion status 3 rd & 1 ST Sem	<ul style="list-style-type: none"> It was decided that additional classes to be conducted for 1st semester as few subjects require more hours. Also decided that from next Saturday shall be full working day for 1 year BE program and time table shall be framed accordingly.
2	Student Attendance	<ul style="list-style-type: none"> HoD's were informed those students should be allowed to attend lab session who has attended at least 85% of theory classes in that week.
3	Feedback	<ul style="list-style-type: none"> It is imperative that the interdisciplinary department receives feedback from 1sem students by next week.
4	Mathrubasaha Divas	<p>International Mother Language Day is a worldwide annual observance held on 21 February to promote awareness of linguistic and cultural diversity and to promote multilingualism.</p> <p>Mr.G S Suresh in association with NSS team member</p>



Core Team – Meeting Minutes

Meeting No.: 2021-22/

Meeting Date: 09/06/2022

Meeting Location: Board Room

Meeting Start: 1:20 pm

Meeting End: 2:40 pm

ATTENDANCE

Name	Designation
Dr. Suresh D S	Director & Principal
Dr. Giridhar S Kulkarni	Dean (Admin) & Head – Mech. Engg.
Dr. Gavisiddappa	Dean (Academics) & Head, Department of ISE
Dr. KeshavaPrassanna	Dean (Students) & MR-ISO
Dr. Shivaprakash M C	Dean (Exams) & Head, Department of Basic Science
Dr. Sudhi Kumar G S	Head, Department of Civil Engg.
Mr. Anil Kumar G	Coordinator, Department of CSE
Mr. Sekar R	Coordinator, Department of ECE
Prof. V C Kumar	Head, Department of EEE
Dr. Siddesh Kumar NG	Coordinator, Department of ME
Mrs. Radha BN	Coordinator, Department of EEE
Dr. Chaithanya S	Head, Department of MBA

DISCUSSIONS / DECISIONS

1. All the department is insisted to look into the final year Project completion status.
2. Department heads/ Coordinators –
 - To complete the final year projects.
 - Status of Technical seminar.
 - Insisted to introduce plagiarism check before taking any reports by students.
3. To reduce the malpractices during the IA, Insisted for form Malpractices committee and frame the guideless accordingly and circulate.
4. Annual sports meet shall be held on 21st and 22nd June 2022, Mr. Rajendra - sports coordinator to submit the report after completion.
5. Flair, College cultural fest to be held on 24th and 25th June 2022, Prof. Anil, Coordinator, Dept. of CSE will be I/c for the event.
6. We urge all department heads to inform their staff about biometric attendance and maintain a serious attitude towards it.

Minutes Prepared by

Ms. Swathi J
HR Manager

Minutes Approved by

Dr. Suresh D S
Director & Principal



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Core Team – Meeting Minutes

Meeting No.: 2021-22/

Meeting Date: 23/06/2022

Meeting Location: Board Room

Meeting Start: 12:00 pm

Meeting End: 1:30 pm

ATTENDANCE

Name	Designation
Dr. Suresh D S	Director & Principal
Dr. Giridhar S Kulkarni	Dean (Admin) & Head – Mech. Engg.
Dr. Gavisiddappa	Dean (Academics) & Head, Department of ISE
Dr. KeshavaPrassanna	Dean (Students) & MR-ISO
Dr. Shivaprakash M C	Dean (Exams) & Head, Department of Basic Science
Dr. Sudhi Kumar G S	Head, Department of Civil Engg.
Mr. Anil Kumar G	Coordinator, Department of CSE
Mr. Sekar R	HoD, Department of ECE
Prof. V C Kumar	Head, Department of EEE
Dr. Siddesh Kumar NG	Coordinator, Department of ME
Dr. Chaithanya S	Head, Department of MBA

DISCUSSIONS / DECISIONS

- It is mandatory for the department heads to assemble the result analysis and categorize lateral entry students and regular entry students together.
- Department heads/ Coordinators –
 - To submit the details of the extra classes conducted and the measures taken to improve the results.
 - Detailed report on failure of student in practical examination.
 - Follow-up details of students who have not attended remedial classes are being contacted by staff.
- A student is eligible to take an improvement test if he/she has attended all three IAs.
- Mathematics department is insisted to get the IA QP set by External Professor and requested to identify the professor for various institute and get approval for the same.
- It is requested that faculty members who have been assigned regular classes not attend the DCS. In the event that you desire to attend, you will be responsible for making the necessary arrangements and then taking care of such duties after receiving final approval from HR.

Core Team – Meeting Minutes

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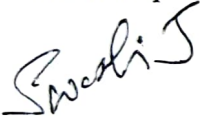
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4	Mathrubasaha Divas	<p>International Mother Language Day is a worldwide annual observance held on 21 February to promote awareness of linguistic and cultural diversity and to promote multilingualism.</p> <p>Mr.G S Suresh in association with NSS team member</p>

		Mr. Vijayaprakash, Celebrating Mathrubasaha Divas with few renowned guest In Vivekananda Hall from 11:00am to 12:30pm.
		Inauguration of MBA 1 st Year program.
5	Institution Innovation Council	Mr. Sekar R, is informed to prepare IIC events and have assign the topics to concerned department. The assigned department has to conduct and submit the relevant report positively on or before 28th February 2022.
6	College Website Data Updating	HoD's were informed that department website coordinator to go through the college website every week and insisted to keep it updated.
7	MoU's	HoD's were insisted to identify organization / firms and encouraged to sign MoU's for the befit of students and dept.
8	NACC	Dr. Gavisidappa, to present the status of work in progress w.r.t to NACC by 7 th March, 2022.
9	Women's Day Celebration	Mrs. Jyothi K S, was informed to submit the budget for the conduction of the said event.
10	CIT Linkdn Page	Mr. Anil Kumar G, Had created the CIT College LinkedIn page and mentioned how this page can keep us informed about our students occupational details and also in maintaining alumni database.

MOM Prepared by



Ms. Swathi J
HR Manager

MOM Approved by



Dr. D S Suresh
Director & Principal

Core Team – Meeting Minutes

Meeting No.: 2021-22/

Meeting Date: 09/06/2022

Meeting Location: Board Room

Meeting Start: 1:20 pm

Meeting End: 2:40 pm

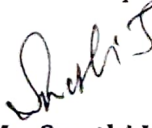
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Mr. Anil Kumar G	Coordinator, Department of CSE
Mr. Sekar R	Coordinator, Department of ECE
Prof. V C Kumar	Head, Department of EEE
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Mrs. Radha BN	Coordinator, Department of EEE
Dr. Chaithanya S	Head, Department of MBA


DISCUSSIONS / DECISIONS

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6. We urge all department heads to inform their staff about biometric attendance and maintain a serious attitude towards it.

Minutes Prepared by


Ms. Swathi J
HR Manager

Minutes Approved by


Dr. Suresh D S
Director & Principal

Core Team – Meeting Minutes

Meeting No.: 2021-22/

Meeting Date: 23/06/2022

Meeting Location: Board Room

Meeting Start: 12:00 pm

Meeting End: 1:30 pm

ATTENDANCE

Name	Designation
Dr. Suresh D S	Director & Principal
Dr. Giridhar S Kulkarni	Dean (Admin) & Head – Mech. Engg.
Dr. Gavisiddappa	Dean (Academics) & Head, Department of ISE
Dr. KeshavaPrassanna	Dean (Students) & MR-ISO
Dr. Shivaprakash M C	Dean (Exams) & Head, Department of Basic Science
Dr. Sudhi Kumar G S	Head, Department of Civil Engg.
Mr. Anil Kumar G	Coordinator, Department of CSE
Mr. Sekar R	HoD, Department of ECE
Prof. V C Kumar	Head, Department of EEE
Dr. Siddesh Kumar NG	Coordinator, Department of ME
Dr. Chaithanya S	Head, Department of MBA

DISCUSSIONS / DECISIONS

- It is mandatory for the department heads to assemble the result analysis and categorize lateral entry students and regular entry students together.
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- A student is eligible to take an improvement test if he/she has attended all three IAs.
- Mathematics department is insisted to get the IA QP set by External Professor and requested to identify the professor for various institute and get approval for the same.
- It is requested that faculty members who have been assigned regular classes not attend the DCS. In the event that you desire to attend, you will be responsible for making the necessary arrangements and then taking care of such duties after receiving final approval from HR.



- All the final Internal Assessment marks of Project, Internship and Internals shall get an approval from Director and Principal before submitting to university.
- From July 2nd onwards, peerlearning sessions will be held every Saturday and Prof. Siddesh Kumar shall be the coordinator.

Minutes Prepared by

Ms. Swathi J
HR Manager

Minutes Approved by

Dr. Suresh D S
Director & Principal

Core Team – Meeting Minutes

Meeting No.: 2022-23/

Meeting Date: 26/09/2022

Meeting Location: Board Room

Meeting Start: 1:25 pm

Meeting End: 2:00 pm

ATTENDANCE

Name	Designation
Dr. Suresh D S	Director & Principal
Dr. Shantala C P	Vice Principal & Head Dept. of CSE
Dr. Giridhar S Kulkarni	Dean (Admin) & Head - Dept. of Mech.
Dr. Gavisiddappa	Head, Department of AI & DS
Dr. KeshavaPrassanna	Dean (Students)
Dr. Sudhi Kumar G S	Head, Department of Civil Engg.
Prof. G S Suresh	Department of CSE
Prof. V C Kumar	Head, Department of EEE & MR-ISO
Dr. Thara D K	Head, Department of ISE
Mr. Chethan Balaji	Head, Department of CAD/C
Dr. Siddesh Kumar NG	Coordinator, Department of ME
Mrs. Radha BN	Coordinator, Department of EEE
Mrs. Ramya H M	Coordinator, Department of Civil

Sl.No.	Agenda	Remarks
1	Class Commencement	<ul style="list-style-type: none"> Those Students who are not attending 7th-semester classes were advised by their HoDs to immediately send messages to them and ensure they attend classes regularly henceforth.
2	Department Advisory Committee	<ul style="list-style-type: none"> Department heads were advised to form department advisory committees that include Industry experts, Academic experts, and Alumni.
3	Student Internship	<ul style="list-style-type: none"> All the department HoD are insisted to submit the student internship details for this AY to the office of Director by 27.09.2022 3rd Sem Internship details and Plan of action for the same shall be submitted to be submitted to the HR Office.
4	ISO Internal audit	<ul style="list-style-type: none"> Internal audit of all department is preponed to 26th, 27th & 28th September 2022.
5	AICTE Activity Points	<ul style="list-style-type: none"> Dr. Ramesh V – AICTE activity point Head, to submit the consolidated report to the office of Director by 28.09.2022. All the Department HoD are insisted to submit the report on

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Email id:hr@cittumkur.org Ph:08131-223818/223365



		AICTE activity completion to the of Director by 27 th September 2022.
6	Infrastructure/ Facility/ Teaching Aid requirement Human Resource Requirement Book Requirement	<ul style="list-style-type: none">Any facility required for teaching learning process shall for the AY shall be submitted to the to the Director's office.The HoD shall submit the request for Human Resources if any, while submitting such request kindly include the current workload and the university requirements, to the Director's office.Requisitions for additional books for the academic year should be submitted to the library department head.
7	Ayudha Pooja	<ul style="list-style-type: none">It is planned to celebrate Ayudha Puja on 3rd October 2022. It is expected that all faculty members (teaching and non-teaching) be on campus without fail.
8	Vacation	<ul style="list-style-type: none">A faculty member who has completed one year of service is eligible for vacation from 29th September to 1st October.Those faculty members who are assigned with any university works shall come to campus and attend it without fail.
9	Compensatory Working	<ul style="list-style-type: none">The institution will remain closed on 22nd & 25th October 2022 due to Deepavali festival and therefore 15th & 29th October 2022 will be compensated full working days.
10	Professional society activities	<ul style="list-style-type: none">The Institution of Electronics and Telecommunication Engineers (IETE) will be started from this AY. Mr. Sekar R is nominated as a Coordinator.
11	Alumni Meet 2022	<ul style="list-style-type: none">Department Heads are insisted to plan for the Alumni meet and make necessary arrangements for the same.Tentative Dates CSE/ISE - 5th November 2022 ECE/EEE - 19th November 2022 ME/CE - 12th November 2022 MBA/M.Tech/ Polytechnic - 26th November
12	Training for Technical staff & Non-Teaching staff	<ul style="list-style-type: none">It is mandatory that all department heads plan to conduct at least one program for both technical and non-teaching staff in a semester.

MOM Prepared by

Ms. Swathi J
HR Manager

MOM Approved by

22/9/2022
Dr. D S Suresh

Director & Principal
DIRECTOR & PRINCIPAL
CHANNABASAVESHWARA
INSTITUTE OF TECHNOLOGY
GUBBI, TUMKUR - 572216



BANGALOR

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