SJC INSTITUTE OF TECHNOLOGY

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Chickballapur - 562 101, Karnataka

Estd:1986

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INSTITUTION COUNCIL (IC) MEETING - 38

Minutes of the Meeting held on 7th November 2022

Venue: Principal Chamber

Agenda:

1. All semester students' registration
2. Kannada Rajyothsava
3. NAAC meeting
4. IC presentations
5. Other academic matters

The following points were discussed in the meeting:

➤ Principal formally welcomed Registrar, IC Convener/IQAC Chief Co-ordinator, HODs and other members for the 38th IC meeting.

➤ Principal appreciated HODs for deputing teachers to monitor students to attend classes and prayer with utmost discipline.

➤ Principal informed the following to HODs:

1. HODs to make random visits to classes and kindly instruct teachers to gain the attention of students in the class.
2. To inform class teachers and proctors to motivate students to pay fees in time.
3. To instruct 7th sem students to complete internships before placements. For those who have not yet completed should do it as early as possible.
4. To inform the internship coordinator to conduct internship presentations and to make a report of the same.
5. Kannada Rajyothsava program is tentatively scheduled on 24th of November 2022.
6. To select the project titles that are fundable, thereby all departments to send maximum number of proposals to KSCST.
7. NAAC presentation is scheduled on 8th November 2022 and freezing of final SSR is scheduled on 9th November 2022.
8. To celebrate Birthday of HODs, Staff and students at Sri Veeranjaneya Swamy Temple by taking the blessing of God, in this regard one staff coordinator and one student coordinator needs to be identified.
9. HODs to come out with strict strategic plans to improve the results for all subjects.

10. To plan for special classes for slow learners in the evening hours or on weekends.
11. To inform all faculties to use DHI software effectively.
12. To prepare NAAC mock visit report by IQAC coordinator.
13. To display photographs of the top 5 students and centum marks scorers on the notice boards in all departments.
14. To put schedule of IC meeting presentation in 2 clusters of following departments –
    ✓ CS, IS, EC, AI & ML, MBA, HRD, Library
    ✓ CV, ME, AS, AE, P, C, M, Sports
15. To bring efficient resource person to give guest lectures for certain modules where they can be paid in hourly basis.
16. To submit the list of BOE / BOS faculty members.
17. To initiate In-house lecture series in all departments and make a brochure and report containing details of resource person- content, attendance and feedback.

➢ Principal informed Mr. Lohith G N to take 7th sem students to Anke Gowda's Pustaka Mane: Haralahalli, Pandavapura, Mandya district Karnataka as a part of AICTE activity.

➢ The meeting was concluded with remarks and thanks to everyone by Principal.

Agenda	Proposed by	Minutes of Meeting/ Actions /	Responsibility assigned to	Status (Open/ closed /NA)
Functional committee meetings	IQAC Chairman	To submit functional committee meeting reports	All departments	open
Kannada Rajyothsava	Principal	To plan activities and organize Kannada Rajyothsava	Mr. Lohith G N	closed
Medicinal plants	IQAC Chairman	To plant medicinal plants in college	HODs of all departments	closed
NAAC	Principal	To paste a poster of list of projects sanctioned under KSCST/VGST/DST	Prof. Shashi Kumar N V	closed
Training programs	Principal	To think about programs related to skill development for FY students	HODs	open
Workload	Principal	Workload submission	All departments	open

> **Members of IC:**

Principal	Dr. G T Raju	Present
Registrar	Mr. Suresha J	Present
Chief Coordinator-IQAC & IC Convener	Dr. B N Shobha	Present
HOD of CSE	Dr. Manjunath Kumar B H	Present
HOD of AI & ML	Dr. Vikas Reddy S	Present
HOD of ISE	Prof. Sateesh Chandra Reddy	Present
Dept. of ME	Dr. Ranganath R	Present
HOD of CV	Dr. Narayana G	Present
HOD of AE	Dr. Deepa M S	Present
Dept. of AS	Dr. M V Suresh Gowda	Present
HOD of MBA	Dr. I G Srikanth	Present
Dept. of Physics	Prof. Sanjay V	Present
HOD of Chemistry	Dr. M N Manjunath	Present
HOD of Maths	Dr. Sreenivas Reddy Perla	Present
Placements, Manager HRD	Prof. Shashi Kumar N V	Present
Physical Education Director	Mr. Chandan T	Present
Library	Mr. Lohith G N	Present
Other Members	Prof. Manjula K [ECE dept.] Prof. Chandini A G [ECE dept.] Mrs. Shilpa	Present

B.N.Shobha
07/11/2022

IC Convener

Chief Coordinator
SJCIT-IQAC
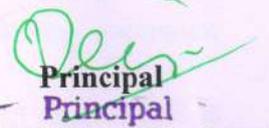
Principal
— Principal
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