**INTERNATIONAL INSTITUTE
OF INFORMATION TECHNOLOGY BANGALORE**

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To,

The Members of IQAC,
IIIT Bangalore

Dear Sir/ Madam,

NOTICE AND AGENDA FOR 10th IQAC MEETING

1. Greetings to You.

2. The 10th Internal Quality Assurance Cell meeting of our institute is being conducted on January 07, 2019 (Monday) at 2.00 p.m. in the Board Room of the Institute.

3. The Agenda for the meeting is appended below.

   o To Confirm the Minutes of the Nineth IQAC meeting.
   o Preparations for NAAC reaccreditation.
   o Upgradation of Institute Website.
   o Organizing workshop on Research.
   o Orientation for Faculty Members.
   o POSH workshop for Faculty, Staff and Students.
   o Discussion on Content for RISE Events.
   o Extracurricular Activities and Events.
   o Updating of MS By Research manual.
   o General Discussions.

4. You are requested to make it convenient to attend.

Yours Sincerely,

Coordinator, IQAC & Dean (Academics)

Internal Quality Assurance Cell Meeting

Minutes of 10th IQAC

The 10th IQAC meeting was conducted on January 07, 2019 in the Board Room of the institute at 2.00 PM, the following members were present in the meeting.

Sl. No.	Name	Designation	Role
1.	Prof. S Sadagopan	Director	IQAC Chairperson
2.	Prof. Chandrashekar Ramanathan	Dean (Academics)	IQAC Coordinator
3.	Prof. Jyotsna Bapat	Dean (Faculty)	Faculty Member, IQAC
4.	Prof. Srinath Srinivasa	Dean (R & D)	Faculty Member, IQAC
5.	Prof. Manisha Kulkarni	Coordinator (MS by Research & Ph.D)	Faculty Member, IQAC
6.	Prof. V. N. Muralidhara	Coordinator (MTech)	Faculty Member, IQAC
7.	Prof. Madhav Rao	Coordinator (iMTech)	Faculty Member, IQAC
8.	Prof. Amit Prakash	Coordinator (M.Sc. Digital Society)	Faculty Member, IQAC
9.	Prof. G. Srinivasaraghavan	Coordinator (Placements & Internships)	Faculty Member, IQAC
10.	Prof. Chetan D. Parikh	Coordinator (Student Affairs)	Faculty Member, IQAC
11.	Prof. Debabrata Das	Professor	Faculty Member, IQAC
12.	Prof. S. Rajagopalan	Professor	Faculty Member, IQAC
13.	Prof. V. Sridhar	Professor	Faculty Member, IQAC
14.	Mr. Vivek Yadav	Alumnus	Invited Member
15.	Cmde. S. R. Sridhar (Retd.)	Registrar	Senior Staff Member, IQAC

1. Director and IQAC Chairperson welcomed the committee members, stressed upon the need to enhance our NAAC Grading in the coming re-accreditation assessment and he appealed to all members to make concerted efforts towards it.

2. As no feedback / comments was received on the circulated Minutes of 9th IQAC, the Minutes of 9th IQAC meeting held on June 12, 2018 was confirmed, the action taken points are appended below.

Sl.No	Points Discussed	Action Taken
a.	Preparations of renewal of UGC approval	Registrar office and Dean (Academics) prepared documentation for submitting to UGC after the discussions with Director and faculty members. The UGC Expert Committee will be visiting the institute on 11th & 12th January 2019.
b.	Setting Up of HR platform	As per the suggestions, Registrar office adopted a HR platform and designated a qualified person as HR. ZingHR is a cloud - based HR platform covering the entire process from hire to retire. The entire life cycle of the employee is covered viz employee database, onboarding, leave management, payroll etc.
c.	Recreational Events for Faculty and Staff members	After the Directors' approval on the proposal, Registrar office planned an unwinding event for faculty and staff members and decided to organize a half-a day event every month and named it as "Happy Healthy Hour."
d.	Discussion on Need of Plagiarism Software procurement	Library committee discussed at length on various plagiarism softwares available in the market and their efficacy and in consultation with the faculty members, recommended to procure Turnitin software.
e.	Participation in NIRF Ranking	Registrar office assigned this work to outreach office. With the help of outreach office, Institute submitted the data on time to NIRF.

3. The proceedings of the 10th IQAC Meetings are as follows

Sl. No.	Quality Feedback	Action To be Taken
a.	Preparations of NAAC reaccreditation	Registrar's Office informed the IQAC committee to commence preparing for NAAC reaccreditation process as the validity of NAAC will be expiring in May 2019.
b.	Organizing workshop on Research	Alumni representative informed the IQAC to organize the workshop related to Research. IQAC coordinator requested Dean (R & D) to coordinate.
c.	Orientation to Faculty Members	Committee suggested to organize an orientation program to the faculty members to discuss on the academic activities of ensuing academic year.

d.	POSH workshop for Faculty, Staff and Students	Director informed to organize POSH workshops at the institute, as it is mandatory as per UGC norms.
e.	Content Discussions for RISE Events	Dean (R & D) requested committee to plan and discuss the theme for organizing the upcoming RISE event.
f.	Extracurricular Activities and Events	Coordinator Student Affairs suggested to plan more events for students community and also for society.
g.	Updating of MS By Research manual	MS & Ph.D coordinator requested the IQAC members for a discussion on updating the Research program manual.
h.	Upgradation of Institute Website	On the basis of Institute IT committee request, IQAC requested the members to discuss on updating the website for content and provide suggestions to update the content with the User-friendly website which includes the mandatory disclosures as well as the details that showcases the research activities of the institute to the outside world.

4. As there were no other points for further discussions, the meeting ended with the chairman thanking the members.

Yours Sincerely,

Coordinator, IQAC & Dean (Academics)