



**INTERNATIONAL INSTITUTE
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Date: August 01, 2014

To,

The Members of IQAC,

IIT Bangalore.

Dear Sir/Madam,

NOTICE AND AGENDA FOR 1st IQAC MEETING

1. Greetings to You.
2. The First Internal Quality Assurance Cell meeting of our institute is being conducted on August 11, 2014 (Monday) at 2.00 p.m. in the Board Room of the Institute.
3. The Agenda for the meeting is appended below.
 - Introduction to IQAC members,
 - Objectives of IQAC cell,
 - Functions of IQAC cell,
 - General discussions.
4. You are kindly requested to confirm your presence as it will help us to make further arrangements.

Looking forward to your presence in the meeting.



Your Sincerely

D. Das

Coordinator, IQAC & Dean (Academics & R&D)

Minutes of the First Internal Quality Assurance Cell meeting

The First IQAC meeting was conducted on August 11, 2014 in the Board Room of the institute at 2.00 p.m.

As per the guidelines of National Assessment and Accreditation Council (NAAC), constitution of an Internal Quality Assurance Cell (IQAC) and submission of Annual Quality Assurance Report (AQAR) to NAAC in a timely manner was considered.

The institute has constituted an IQAC committee as per the NAAC guidelines.

Following is the composition of the IQAC members.

1. Chairperson: **Prof. S Sadagopan (Director of the Institute)**
2. Faculty Members:
 1. **Prof Chandrashekar Ramanathan (Associate Dean)**
 2. **Prof. Muralidhara V N, Coordinator (M.Tech.)**
 3. **Prof. Jyotsna Bapat, Coordinator (Integrated M.Tech.)**
 4. **Prof. Jaya S Nair, Coordinator (Research Programmes)**
3. Member from the Management:
4. Senior Administrative Officer: Ramachandra A N
5. Nominee from Local Society, Students and Alumni: **Mr. Gautam Hegde**
6. One Nominee Each from Employers / Industrialists/ Stakeholders:
7. Coordinator of the IQAC: **Prof. Debabrata Das, Convener and Dean (Academics and R & D)**

Points discussed in the meeting are as follows,

1. The meeting commenced with a formal address by the Director about the need and importance of formation of an IQAC at the institute and its functions and welcomed the members of the newly constituted IQAC.
2. IQAC Coordinator made a detailed presentation of the IQAC composition, and its objectives and functions.
3. IQAC Coordinator briefly explained the agenda of the first meeting.
4. The committee decided to meet once in every semester to assess the quality of teaching and best practices to be adopted for improving the quality of Academics, Administration and Research activities of the institute.
5. The IQAC coordinator suggested to start numbering IQAC meetings henceforth including the current one starting with 1, subsequent to start of 2nd cycle of NAAC accreditation.

IQAC Coordinator requested cooperation from all the IQAC members to make IQAC at the institute to succeed in achieving its aims and objectives.

Your Sincerely



Coordinator, IQAC & Dean (Academics & R&D)

