

**CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A), HYDERABAD-75**

No.CBIT/Admn./MoM/005/2019

Dt.15.07.2019

Minutes of the meeting of Directors, Heads of the Departments/ Sections & Chair Persons-Board of Studies held on 13.07.2019 at 10.30AM in the Conference Hall.

**Members Present:**

1. Dr. N. V. Koteswara Rao, Director - Academics.
2. Dr. K. Krishnaveni, Director - Students Progression.
3. Prof. P. Sreenivas Sarma, Director - Students Affairs.
4. Dr. R. Sreedhar Rao, Prof., Dept. of Chem. Engg
5. Dr. Y. Raja Sree, I/c-Head, Dept. of Biotechnology.
6. Dr. B. Sreedhar Rao, Head, Dept. of Chem. Engg.
7. Dr. K. Lakshmi, Prof. & Head, Dept. of Chemistry.
8. Dr. M. Koti Reddy, Prof. & Head, Dept. of Civil Engg.
9. Dr. M. Swamy Das, Prof.& Head, Dept. of CSE.
10. Dr. G. Suresh Babu, Prof.& Head, Dept. of EEE.
11. Dr. D. Krishna Reddy, Prof.& Head, Dept. of ECE.
12. Smt. A. Vijaya Lakshmi, Asst. Prof., Dept. of English.
13. Dr. Suresh Pabboju, Prof.& Head, Dept. of IT.
14. Dr. D. L. Srinivasa Reddy, Head, Dept. of MCA.
15. Dr. P. Raj Reddy, Prof.& Head, Dept. of Mathematics.
16. Dr. M.V.S. Murali Krishna, Prof. & Head, Dept. of Mech. Engg.
17. Dr. Y. Sreenivasa Reddy, Asst. Prof., Dept. of Physics.
18. Dr. T. S. Poorna Chandrika, Academics I/c, Dept. of SMS.
19. Dr. C. Srikanth Reddy, Librarian.
20. Dr. G. Shyam Mohan Reddy, PD & I/c- Maintenance.
21. Dr. N. L. N. Reddy, Training & Placement Officer.
22. Dr. P. Venkata Prasad, Controller of Examinations.

Dr. P. Ravinder Reddy, Principal, CBIT, occupied the Chair and conducted the proceedings.

**Item No.1 :** To incorporate the following subjects in all BE / B. Tech. under R18 (AICTE Model Curriculum) and to prepare the syllabus according to the needs of respective Engineering Branch.

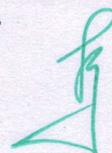
- (a) Artificial Intelligence
- (b) Blockchain Technology
- (c) Data Analytics
- (d) Coding

**Minutes :** The point is discussed and it is resolved to incorporate the first three Subjects (i.e., excluding Coding) in all BE / B. Tech. under R18 (AICTE Model Curriculum). These three subjects ( Artificial Intelligence, Blockchain Technology and Data Analytics) will be included as core subjects in all the branches in the V, VI & VII Semesters.

Principal advised all Chair Persons-BoS to discuss in their Board to frame the syllabus for the said subjects according to the Department's requirement. Principal also advised to call some Industrial experts to discuss on framing the syllabus.

It is also decided to accommodate these as core subjects by shifting the three of the present subjects as electives for all the branches.

- Item No.2 : To consider / review the following subjects, to include in the AICTE Model Curriculum (R18):  
Embedded Software, Cyber Security, Internet of Things, AR/ VR, Mobility, Cloud Computing, 3-D Printing and Design, Data Sciences, Robotics.
- Minutes : Principal requested all the Heads of the Departments to consider for including these subjects as electives, in the AICTE Model Curriculum (R18).
- Item No.3 : To list the NPTEL online equivalent courses by the Respective BoS Chair Persons for the Core / Open Electives of VIII Semester of BE / B. Tech. Curriculum.
- Minutes : NPTEL online courses with 3 Credits weightage shall be identified and notified to facilitate the students to complete the NPTEL Courses. The identified courses shall be submitted to the undersigned on or before 25<sup>th</sup> July, 2019, so that the students can register for completing the courses of VII & VIII Semesters.
- Item No.4 : To add one more clock hour in the time-table for Basic Electrical Engineering Lab course in R18 Curriculum.
- Minutes : This is approved. Further, the Principal advised all Heads of the Departments to instruct their faculty to prepare Power Point Presentations for all the experiments of the laboratory and to share to all the students concerned. That PPT shall cover all the experiments of the Lab. It is also advised to extend one more hour to Lab, if possible, without detrimental to class work. If needed, workload of the concerned faculty can be increased.
- Item No.5 : Cautioning the students by respective Heads of the Departments regarding the subjects / courses which have only CIE.
- Minutes : All the Heads of the Departments are advised to make sure that the students are well monitored by the concerned faculty and should complete the failed subjects. Heads of the Departments are advised to see that the faculty concerned shall call the parents and inform them about their attendance and progress on the subjects. Principal advised to maintain a register and get the signature of students and their parents. Further, the students must be well informed that if they fail such courses, they have to re-register only when such courses are offered next time. However, as per the Curriculum, Project Seminar is offered in VII Semester and its evaluation is based only on CIE. If a student fails in this, he / she may be permitted to register in the VIII Semester. Similarly, a Seminar is offered in VIII Semester of the programme which has only CIE for award of Credits. If the student fails this, he / she may be permitted to register in the subsequent semester.
- Item No.6 : As per rules, some detained students are taking Re-admission under new regulations. Such students have to appear and secure at least "pass" grade in the equivalent subjects before the completion of the course. To monitor such students, the following procedure is proposed.
- i. Respective Heads of the Departments have to identify the Mentor(s) and allotting these students to them.
  - ii. The mentor has to see that the student registers for the equivalent subject(s) in the appropriate semester(s).



- iii. The mentor ensures that the CIE is carried out as per schedule / almanac and assessment of the same reaches AEC.
- iv. AEC sends CIE assessment of such students to CoE for further process.

**Minutes** : The point is discussed. It is resolved to follow the above procedure.

**Item No.7** : Any other item with the permission of the Chair

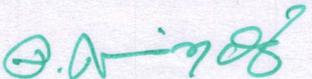
- Minutes** :
1. Principal informed Director - Academics to prepare a resolution on the Mini Project / Project Seminar and the same should be put forth in the Governing Body for their approval.
  2. Principal advised all Heads of the Departments not to entertain anything against rules and not to forward anything which is not mentioned in the Rules Book. He suggested to educate the students as well as parents on the Rules and Regulations of the Course and Promotion Rules.
  3. Regarding awarding of credits for Internships done by the students, it is decided to issue a Circular on the same.
  4. Draft proposal for Almanac for the III & IV Semesters of ME / M. Tech. prepared by Director-Academics was discussed and approved.
  5. With regard to Rules Book of ME / M. Tech. under CBCS, it is informed that the soft copy has already been circulated to all Directors, Heads of the Departments.
  6. Principal informed that all the ME / M. Tech. students admitted through GATE Rank will be given a stipend of Rs.5,000/- per month by the College from this year onwards. Principal informed that the information may be informed to all the students who are seeking admission in different sources.
  7. Principal informed that UGC has granted Autonomous status to CBIT up to 2022-23. Management and Principal congratulated all the Directors, Heads of the Departments / Sections, faculty and all the staff who worked hard for the Renewal of Autonomous status to CBIT.
  8. Principal informed that a faculty viz., Sri Mohanlal Varma is appointed by Rashtriya Sanskrit Sansthan to CBIT, for the Informal Sanskrit Learning Centre for this year.
  9. Principal advised all Heads of the Departments of PG Courses i.e., ME / M. Tech., MBA & MCA to submit the Prequalifiers immediately to AEC so as to enable us to upload the same on the NBA Web Portal for getting the programmes Accredited by NBA.
  10. Regarding maintenance of Students' Attendance, it is decided and resolved to strictly stick on the Rule specified in the Rules Book, If a student attains <75% of attendance, he / she will be detained. In this regard, it is decided to issue a Circular. Heads of the Departments in turn to circulate the same to all the faculty and Attendance Monitoring Committee, students and get it signed by all the faculty and students.



11. Principal advised all the Heads of the Departments to submit the disciplinary teams to the Director-Students Affairs, as the present semester started already to monitor Students Discipline in the Campus. Principal also advised that the list of the Disciplinary teams shall be submitted well in advance i.e., one week before the start of every semester as a routine process. Principal also advised all Heads of the Departments to instruct all their Disciplinary teams to ensure that no student shall be roaming outside the class room during their class work.
12. Principal informed that all the needy students can approach Students' Counselor for any of their problems. No attendance shall be given for free periods. Heads of the Departments are advised to instruct their faculty to ensure their students shall stay in the library, sports or laboratory during the free periods. While preparing Time Tables in future, keep the free hour (library) only during the last hours.
13. Students should be permitted to go out of the College by 3.30PM. One hour permission for all the vacation staff is as given below.
- |         |   |                    |
|---------|---|--------------------|
| Morning | : | 9.00AM to 10.00AM. |
| Evening | : | 3.30PM to 4.30PM   |
- One hour permission for all the Non-vacation staff is as given below.
- |         |   |                    |
|---------|---|--------------------|
| Morning | : | 9.00AM to 10.00AM. |
| Evening | : | 4.30PM to 5.30PM   |
- For deciding, Half - a - Day CL; the reference time is 12.45PM.
14. Principal informed that permission has been accorded by AICTE for the students to admit into B. Tech. Biotechnology course in to CBIT without Maths Bridge Course from this academic year onwards.
15. Librarian informed about the Lecture on IEEE Xplore for all the staff and students. He also informed about the poor response from the students. In this context, Principal informed all Heads of the Departments that whenever any programme is arranged, all the teachers who ever allotted for that period have to monitor the attendance of the students and the concerned teacher should also be present for that programme. Librarian requested all Heads of the Departments to suggest their faculty to attend the Expert Lecture.
16. Principal informed that the Code of Conduct is being prepared by the Director - Students Affairs and a meeting will be conducted on 20.07.2019 to discuss exclusively on the same. A draft copy of the same may be sent to all Heads of the Departments. They can come along with their suggestions on the same before finalisation. Class Representatives meeting will also be arranged to discuss in this connection to acquire their suggestions. In continuation, he stressed the need for the staff also to exhibit a good conduct in the campus. Referring to some observations of staff throwing used tea cups in the campus, he said that such incidents will be viewed seriously from now onwards and a fine may be imposed, if found guilty.
17. As the procurement process has been changed, Librarian requested all Heads of the Departments to submit the list of books required well in advance so that the books can be purchased by the library.

18. Placement Officer informed that two students viz., Mr. Vaishnavi & Mr. Chandramouli from CSE Department got a highest package of Rs. 41 lakhs per annum. Principal congratulated the Students, Head of the Department, Staff and Placement Officer.
19. Placement Officer informed that the Software Companies are allowing the core branch students with Infy-TQ certification for Software job. He also informed about the special features offered by E-Kalasa platform for all the branches of students. He informed about the surprise test conducted by the Cognizant for our students and the result analysis.
20. Principal informed all Heads of the Departments that the LORs shall be routed through Career Guidance Cell. Students who are going for higher education should not accept dream offers. The companies are very serious, if offered students are not joining, then subsequent year, they are not willing to come for campus placements. The purpose is that each and every student should get placement offer. Heads of the Departments are advised to maintain profiles of the students while giving No-Dues Certificates.
21. Principal advised Placement Officer to get more placements for Core Branch students also.
22. Principal informed that from this semester onwards, Campus Recruitment Training (CRT) will be arranged to train the students of all the years at their level, i.e., for 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year students on Saturdays and Sundays.
23. An Alumnus Mr. Santhosh Reddy is donating one month salary to CBIT every year, which can be used as Alumni Scholarship. For this year also he has donated Rs.1,68,516.75/-.
24. Principal informed that the Graduation Day will be celebrated on 10<sup>th</sup> /17<sup>th</sup> August and the Research Day will be celebrated on 23<sup>rd</sup> August this year. Principal informed that this will be discussed on the next meeting. Principal informed that regarding Induction Programme and SUDHEE shall also be discussed on coming Saturday.

There being no other items, the meeting concluded with a vote of thanks to the Chair.

  
PRINCIPAL

To  
All Directors, Heads of the Departments / Sections, for information.  
IQAC Co-ordinator, AO, HR, COE & AEC I/C, for information.