Invitation letter

Dear committee members,

Subject: Invitation to IT Committee Meeting

We are excited to invite you to the upcoming IT Committee meeting at IIBS, Bengaluru. Your expertise in the field of information technology is highly valued, and we would be honored to have you join us. Below are the committee members.

S.L No	Name	Designation	Position
1	Dr. M. Kethan	Principal	Chairperson
2	Mr Ramesh	IT - Head	Member Secretary
3	Dr.Venkateshwarulu	Associate Professor	Member
4	Mr Matcha Ashok	Assistant Professor	Member
5	Dr. A. Rambabu	Associate Professor	Member
6	Prof. Anil Kumar	Associate Professor	Member

Date: 19 July 2021

Time: 12:00 PM

Location: Online zoom meeting

Agenda:

1. Welcome and Introductions
2. Review of Previous Meeting Minutes
3. Updates on IT Infrastructure and Systems
4. Discussion on IT Security Measures
5. Planning for Future IT Projects and Initiatives
6. Any Other Business
7. Next Meeting Date and Adjournment

Your participation in the IT Committee meeting will help us address key IT-related issues and ensure the effective functioning of our organization's technology systems.

Thank you for your dedication to maintaining and improving our organization's IT infrastructure, and we look forward to your valuable contributions at the meeting.

Sincerely,

Director

IIBS, Bengaluru

DIRECTOR
INTERNATIONAL INSTITUTE
OF BUSINESS STUDY
#75 Muthugadahalli, Jala Hobli,
Bengaluru North - 562157

Invitation letter

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4	Mr Matcha Ashok	Assistant Professor	Member
5	Dr. A. Rambabu	Associate Professor	Member
6	Prof. Anil Kumar	Associate Professor	Member

Date: 20 January 2022

Time: 1:00 PM

Location: Mini Boardroom

Agenda:

1. Welcome and Introductions
2. Review of Previous Meeting Minutes
3. Updates on IT Infrastructure and Systems
4. Discussion on IT Security Measures
5. Planning for Future IT Projects and Initiatives
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3	Dr.Venkateshwarulu	Associate Professor	Member
4	Mr Matcha Ashok	Assistant Professor	Member
5	Dr. A. Rambabu	Associate Professor	Member
6	Prof. Anil Kumar	Associate Professor	Member

Date: 25 July 2022

Time: 1:00 PM

Location: Mini Board room

Agenda:

1. Welcome and Introductions
2. Review of Previous Meeting Minutes
3. Updates on IT Infrastructure and Systems
4. Discussion on IT Security Measures
5. Planning for Future IT Projects and Initiatives
6. Any Other Business
7. Next Meeting Date and Adjournment

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4	Mr Matcha Ashok	Assistant Professor	Member
5	Dr. A. Rambabu	Associate Professor	Member
6	Prof. Anil Kumar	Associate Professor	Member

Date: 21 January 2023

Time: 2:00 PM

Location: Mini Boardroom

Agenda:

1. Welcome and Introductions
2. Review of Previous Meeting Minutes
3. Updates on IT Infrastructure and Systems
4. Discussion on IT Security Measures
5. Planning for Future IT Projects and Initiatives
6. Any Other Business
7. Next Meeting Date and Adjournment

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#75 Muthugadahalli, Jala Hobli,
Bengaluru North - 562157

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3	Ms Akriti Gupta	Assistant Professor	Member
4	Mr Matcha Ashok	Assistant Professor	Member
5	Mr Manjunath	Assistant Professor	Member
6	Mr. Dhanush M N	Assistant Professor	Member

Date: 11 July 2023

Time: 12:30 PM

Location: Mini Board room

Agenda:

1. Welcome and Introductions
2. Review of Previous Meeting Minutes
3. Updates on IT Infrastructure and Systems
4. Discussion on IT Security Measures
5. Planning for Future IT Projects and Initiatives
6. Any Other Business
7. Next Meeting Date and Adjournment

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Director

IIBS, Bengaluru

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Bengaluru North - 562157

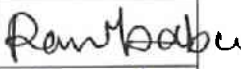# Agenda for IT Committee Meeting

Date: 19 July 2021

Time: 12:00 PM

Location: Online zoom meeting

1. Welcome and Introductions
2. Review of Previous Meeting Minutes
3. Updates on IT Infrastructure and Systems
4. Discussion on IT Security Measures
5. Planning for Future IT Projects and Initiatives
6. Any Other Business
7. Next Meeting Date and Adjournment
8. Minutes of the IT Committee Meeting

Attendees:

S.L No	Name	Designation	Position	Signature
1	Dr. M. Kethan	Principal	Chairperson	
2	Mr Ramesh	IT - Head	Member Secretary	
3	Dr. Venkateshwarulu	Associate Professor	Member	
4	Mr Matcha Ashok	Assistant Professor	Member	
5	Dr. A. Rambabu	Associate Professor	Member	
6	Prof. Anil Kumar	Associate Professor	Member	

Agenda Item 1: Welcome and Introductions

1. The meeting was called to order at 12:00 PM.
2. Attendees introduced themselves and their roles within the organization.

Agenda Item 2: Review of Previous Meeting Minutes

1. The minutes of the previous meeting were reviewed.
2. Corrections and amendments were noted.
3. The minutes were approved as corrected.

Agenda Item 3: Updates on IT Infrastructure and Systems

1. Updates on recent changes, improvements, or issues with IT infrastructure and systems.

Agenda Item 4: Discussion on IT Security Measures

2. Discussion points on current IT security measures and any identified vulnerabilities.
3. Summarize suggestions and plans for enhancing security protocols.

Agenda Item 5: Planning for Future IT Projects and Initiatives

1. Discussion on upcoming IT projects and initiatives, including timelines and resource allocation.
2. Outline any new proposals or strategic directions.

Agenda Item 6: Any Other Business

Agenda Item 7: Next Meeting Date and Adjournment

1. The next meeting is scheduled for 20 January 2022.

Approved by:

Director,

IIBS, Bengaluru

<u>**Agenda for IT Committee Meeting**</u>

Date: 20 January 2022

Time: 1:00 PM

Location: Mini Boardroom

1. Welcome and Introductions
2. Review of Previous Meeting Minutes
3. Updates on IT Infrastructure and Systems
4. Discussion on IT Security Measures
5. Planning for Future IT Projects and Initiatives
6. Any Other Business
7. Next Meeting Date and Adjournment
8. Minutes of the IT Committee Meeting

Attendees:

S.L No	Name	Designation	Position	Signature
1	Dr. M. Kethan	Principal	Chairperson	
2	Mr Ramesh	IT - Head	Member Secretary	
3	Dr. Venkateshwarulu	Associate Professor	Member	
4	Mr Matcha Ashok	Assistant Professor	Member	
5	Dr. A. Rambabu	Associate Professor	Member	Rambabu.
6	Prof. Anil Kumar	Associate Professor	Member	

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1. Discussion on upcoming IT projects and initiatives, including timelines and resource allocation.
2. Outline any new proposals or strategic directions.

Agenda Item 6: Any Other Business

Agenda Item 7: Next Meeting Date and Adjournment

1. The next meeting is scheduled in the next session.

Approved by:

Director,

IIBS, Bengaluru

DIRECTOR
INTERNATIONAL INSTITUTE
OF BUSINESS STUDY
#75 Muthugadahalli, Jala Hobli,
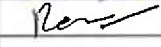Bengaluru North - 562157
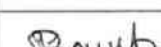
<u>Agenda for IT Committee Meeting</u>

Date: 25 July 2022

Time: 1:00 PM

Location: Mini Board room

1. Welcome and Introductions
2. Review of Previous Meeting Minutes
3. Updates on IT Infrastructure and Systems
4. Discussion on IT Security Measures
5. Planning for Future IT Projects and Initiatives
6. Any Other Business
7. Next Meeting Date and Adjournment
8. Minutes of the IT Committee Meeting

Attendees:

S.L No	Name	Designation	Position	Signature
1	Dr. M. Kethan	Principal	Chairperson	
2	Mr Ramesh	IT - Head	Member Secretary	
3	Dr. Venkateshwarulu	Associate Professor	Member	
4	Mr Matcha Ashok	Assistant Professor	Member	
5	Dr. A. Rambabu	Associate Professor	Member	
6	Prof. Anil Kumar	Associate Professor	Member	

Agenda Item 1: Welcome and Introductions

1. The meeting commenced at 1:00 PM.
2. Participants introduced themselves, specifying their roles within the organization.

Agenda Item 2: Review of Previous Meeting Minutes

1. Examined the minutes from the prior meeting.
2. Made note of any necessary corrections and adjustments.
3. Approved the minutes once amendments were applied.

Agenda Item 3: Updates on IT Infrastructure and Systems

1. Provided updates on recent alterations, enhancements, or challenges concerning IT infrastructure and systems.

Agenda Item 4: Discussion on IT Security Measures

1. Engaged in discourse regarding existing IT security protocols and any identified vulnerabilities.

DIRECTOR
INTERNATIONAL INSTITUTE
OF BUSINESS STUDY
#75 Muthugadahalli, Jala Hobli,
Bengaluru North - 562157

2. Summarized suggestions and strategies for bolstering security measures.

Agenda Item 5: Planning for Future IT Projects and Initiatives

1. Discussed forthcoming IT projects and initiatives, including timelines and allocation of resources.
2. Presented any new proposals or strategic pathways.

Agenda Item 6: Any Other Business

Agenda Item 7: Next Meeting Date and Adjournment

1. The subsequent meeting is scheduled for January 21, 2023.

Approved by:

Director,

IIBS, Bengaluru

DIRECTOR
INTERNATIONAL INSTITUTE
OF BUSINESS STUDY
#75 Muthugadahalli, Jala Hobli,
Bengaluru North - 562157

Agenda for IT Committee Meeting

Date: 21 January 2023

Time: 2:00 PM

Location: Mini Boardroom

1. Welcome and Introductions
2. Review of Previous Meeting Minutes
3. Updates on IT Infrastructure and Systems
4. Discussion on IT Security Measures
5. Planning for Future IT Projects and Initiatives
6. Any Other Business
7. Next Meeting Date and Adjournment
8. Minutes of the IT Committee Meeting

Attendees:

S.L No	Name	Designation	Position	Signature
1	Dr. M. Kethan	Principal	Chairperson	*[signature]*
2	Mr Ramesh	IT - Head	Member Secretary	*[signature]*
3	Dr. Venkateshwarulu	Associate Professor	Member	*[signature]*
4	Mr Matcha Ashok	Assistant Professor	Member	
5	Dr. A. Rambabu	Associate Professor	Member	*Rambabu*
6	Prof. Anil Kumar	Associate Professor	Member	*[signature]*

Agenda Item 1: Welcome and Introductions

1. The meeting commenced at 2:00 PM.
2. Participants introduced themselves, specifying their roles within the organization.

Agenda Item 2: Review of Previous Meeting Minutes

1. Examined the minutes from the prior meeting.
2. Made note of any necessary corrections and adjustments.
3. Approved the minutes once amendments were applied.

Agenda Item 3: Updates on IT Infrastructure and Systems

1. Provided updates on recent alterations, enhancements, or challenges concerning IT infrastructure and systems.

Agenda Item 4: Discussion on IT Security Measures

1. Engaged in discourse regarding existing IT security protocols and any identified vulnerabilities.

2. Summarized suggestions and strategies for bolstering security measures.

Agenda Item 5: Planning for Future IT Projects and Initiatives

1. Discussed forthcoming IT projects and initiatives, including timelines and allocation of resources.
2. Presented any new proposals or strategic pathways.

Agenda Item 6: Any Other Business

Agenda Item 7: Next Meeting Date and Adjournment

1. The subsequent meeting is scheduled for the next session.

Approved by:

Director,

IIBS, Bengaluru

DIRECTOR
INTERNATIONAL INSTITUTE
OF BUSINESS STUDY
#75 Muthugadahalli, Jala Hobli,
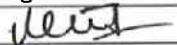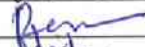Bengaluru North - 562157
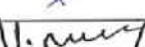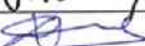
Agenda for IT Committee Meeting

Date: 11 July 2023

Time: 12:30 PM

Location: Mini Board room

1. Welcome and Introductions
2. Review of Previous Meeting Minutes
3. Updates on IT Infrastructure and Systems
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1. Discussion on upcoming IT projects and initiatives, including timelines and resource allocation.
2. Outline any new proposals or strategic directions.

Agenda Item 6: Any Other Business

Agenda Item 7: Next Meeting Date and Adjournment

1. The next meeting is scheduled for 14 January 2024.

Approved by:

Director,

IIBS, Bengaluru

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INTERNATIONAL INSTITUTE
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#75 Muthugadahalli, Jala Hobli,
Bengaluru North - 562157