

Invitation Letter

Dear committee members,

Subject: Invitation to Administration Committee Meeting

We are pleased to invite you to the upcoming Administration Committee meeting at IBS, Bengaluru. Your participation is crucial for ensuring the effective governance and smooth operation of our institution. Below are the committee members:

Sr. No.	Name	Designation	Position
1.	Dr. Tripuraneni Jaggaiah	Director	Chairperson
2.	Dr Samiya Mubeen	Coordinator	Member Secretary
3.	Mr. Krishna Yadav	Admin Head	Member
4.	Mr. Jashwant Singh	Supervisor	Member
5.	Mr. Hari Prasad	Supervisor	Member

Date: 6 July 2021

Time: 12:00 PM

Location: Online zoom meeting

Agenda:

1. Welcome and Introductions
2. Review of Previous Meeting Minutes
3. Updates on Administrative Policies and Procedures
4. Discussion on Operational Efficiency
5. Planning for Future Administrative Initiatives
6. Any Other Business
7. Next Meeting Date and Adjournment

Your insights and contributions will be invaluable in addressing key administrative issues and implementing strategic initiatives to improve our institution's performance.

Thank you for your dedication and commitment to our institution. We look forward to your valuable contributions at the meeting.

Sincerely,

Director,



IIBS, Bengaluru

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

Invitation Letter

Dear committee members,

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We are pleased to invite you to the upcoming Administration Committee meeting at IIBS, Bengaluru. Your participation is crucial for ensuring the effective governance and smooth operation of our institution. Below are the committee members:

Sr. No.	Name	Designation	Position
1.	Dr. Tripuraneni Jaggaiah	Director	Chairperson
2.	Dr.Samiya Mubeen	Coordinator	Member Secretary
3.	Mr. Krishna Yadav	Admin Head	Member
4.	Mr. Jashwant Singh	Supervisor	Member
5.	Mr. Hari Prasad	Supervisor	Member

Date: 8 January 2022

Time: 11:00 AM

Location: Mini board room

Agenda:

1. Welcome and Introductions
2. Review of Previous Meeting Minutes
3. Updates on Administrative Policies and Procedures
4. Discussion on Operational Efficiency
5. Planning for Future Administrative Initiatives
6. Any Other Business
7. Next Meeting Date and Adjournment

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IIBS, Bengaluru

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

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1.	Dr. Tripuraneni Jaggiah	Director	Chairperson
2.	Dr.Samiya Mubeen	Coordinator	Member Secretary
3.	Mr. Krishna Yadav	Admin Head	Member
4.	Mr. Jashwant Singh	Supervisor	Member
5.	Mr. Hari Prasad	Supervisor	Member

Date: 10 January 2023

Time: 1:00 PM

Location: Mini board room

Agenda:

1. Welcome and Introductions
2. Review of Previous Meeting Minutes
3. Updates on Administrative Policies and Procedures
4. Discussion on Operational Efficiency
5. Planning for Future Administrative Initiatives
6. Any Other Business
7. Next Meeting Date and Adjournment

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Director,

IIBS, Bengaluru


DIRECTOR
INTERNATIONAL INSTITUTE
FOR STUDY
AND RESEARCH
IN
HUMANITIES AND SOCIAL SCIENCES

Invitation Letter

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2.	Dr Samiya Mubeen	Coordinator	Member Secretary
3.	Mr. Krishna Yadav	Admin Head	Member
4.	Mr. Jashwant Singh	Supervisor	Member
5.	Mr. Hari Prasad	Supervisor	Member

Date: 7 July 2022

Time: 12:00 PM

Location: Board room

Agenda:

1. Welcome and Introductions
2. Review of Previous Meeting Minutes
3. Updates on Administrative Policies and Procedures
4. Discussion on Operational Efficiency
5. Planning for Future Administrative Initiatives
6. Any Other Business
7. Next Meeting Date and Adjournment

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IIBS, Bengaluru

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Sr. No.	Name	Designation	Position
1.	Dr. Tripuraneni Jaggaiah	Director	Chairperson
2.	Dr M Kethan	Principal	Member Secretary
3.	Mr. Krishna Yadav	Admin Head	Member
4.	Mr. Jashwant Singh	Supervisor	Member
5.	Mr. Hari Prasad	Supervisor	Member

Date: 12 July 2023

Time: 12:00 PM

Location: Mini Board room

Agenda:

1. Welcome and Introductions
2. Review of Previous Meeting Minutes
3. Updates on Administrative Policies and Procedures
4. Discussion on Operational Efficiency
5. Planning for Future Administrative Initiatives
6. Any Other Business
7. Next Meeting Date and Adjournment

Your insights and contributions will be invaluable in addressing key administrative issues and implementing strategic initiatives to improve our institution's performance.

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Sincerely,

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IIBS, Bengaluru

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2.	Dr M Kethan	Principal	Member Secretary
3.	Mr. Krishna Yadav	Admin Head	Member
4.	Mr. Jashwant Singh	Supervisor	Member
5.	Mr. Hari Prasad	Supervisor	Member

Date: 1 January 2024

Time: 1:00 PM

Location: Mini Board room

Agenda:

1. Welcome and Introductions
2. Review of Previous Meeting Minutes
3. Updates on Administrative Policies and Procedures
4. Discussion on Operational Efficiency
5. Planning for Future Administrative Initiatives
6. Any Other Business
7. Next Meeting Date and Adjournment

Your insights and contributions will be invaluable in addressing key administrative issues and implementing strategic initiatives to improve our institution's performance.

Thank you for your dedication and commitment to our institution. We look forward to your valuable contributions at the meeting.

Sincerely,

Director,

IIBS, Bengaluru

Agenda for Administration Committee Meeting

Date: 6 July 2021

Time: 12:00 PM

Location: Online zoom meeting

1. Welcome and Introductions
2. Review of Previous Meeting Minutes
3. Updates on Administrative Policies and Procedures
4. Discussion on Operational Efficiency
5. Planning for Future Administrative Initiatives
6. Any Other Business
7. Next Meeting Date and Adjournment

Minutes of the Administration Committee Meeting

Attendees:

Sr. No.	Name	Designation	Position	Signature
1.	Dr. Tripuraneni Jaggaiah	Director	Chairperson	
2.	Dr Samiya Mubeen	Coordinator	Member Secretary	
3.	Mr. Krishna Yadav	Admin Head	Member	
4.	Mr. Jashwant Singh	Supervisor	Member	
5.	Mr. Hari Prasad	Supervisor	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 institution.

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 Administrative Policies and Procedures

1. Updates on recent changes or developments in administrative policies and procedures.
2. Summarize key points discussed.

Agenda Item 4: Discussion on Operational Efficiency

1. Discussion points on improving operational efficiency within the institution.
2. Summarize suggestions and action items identified.

Agenda Item 5: Planning for Future Administrative Initiatives

1. Discussion on proposed administrative initiatives, including goals, timelines, and resource allocation.

2. Summarize agreed-upon initiatives.

Agenda Item 6: Any Other Business

Agenda Item 7: Next Meeting Date and Adjournment

1. The next meeting is scheduled for 8 January 2022.

Approved by:



Director,

DIRECTOR
INTERNATIONAL INSTITUTE
OF BUSINESS STUDY

IIBS, Bengaluru
15 Muthugadahalli, Jala Hobli,
Bengaluru North - 562157

Agenda for Administration Committee Meeting

Date: 8 January 2022


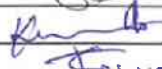


Time: 11:00 AM

Location: Mini board room

1. Welcome and Introductions
2. Review of Previous Meeting Minutes
3. Updates on Administrative Policies and Procedures
4. Discussion on Operational Efficiency
5. Planning for Future Administrative Initiatives
6. Any Other Business
7. Next Meeting Date and Adjournment

Minutes of the Administration Committee Meeting

Attendees:

Sr. No.	Name	Designation	Position	Signature
1.	Dr. Tripuraneni Jaggaiah	Director	Chairperson	
2.	Dr. Samiya Mubeen	Coordinator	Member Secretary	
3.	Mr. Krishna Yadav	Admin Head	Member	
4.	Mr. Jashwant Singh	Supervisor	Member	
5.	Mr. Hari Prasad	Supervisor	Member	

Agenda Item 1: Welcome and Introductions

1. The meeting was called to order at 11:00 AM.
2. Attendees introduced themselves and their roles within the institution.

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 Administrative Policies and Procedures

1. Updates on recent changes or developments in administrative policies and procedures.
2. Summarize key points discussed.

Agenda Item 4: Discussion on Operational Efficiency

1. Discussion points on improving operational efficiency within the institution.
2. Summarize suggestions and action items identified.

Agenda Item 5: Planning for Future Administrative Initiatives

1. Discussion on proposed administrative initiatives, including goals, timelines, and resource allocation.
2. Summarize agreed-upon initiatives.

Agenda Item 6: Any Other Business

Agenda Item 7: Next Meeting Date and Adjournment

1. The next meeting to be decided in the next session.

Approved by:

Director,

IIBS, Bengaluru



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

Agenda for Administration Committee Meeting

Date: 10 January 2023

Time: 1:00 PM

Location: Mini board room

1. Welcome and Introductions
2. Review of Previous Meeting Minutes
3. Updates on Administrative Policies and Procedures
4. Discussion on Operational Efficiency
5. Planning for Future Administrative Initiatives
6. Any Other Business
7. Next Meeting Date and Adjournment

Minutes of the Administration Committee Meeting

Attendees:

Sr. No.	Name	Designation	Position	Signature
1.	Dr. Tripuraneni Jaggaiah	Director	Chairperson	
2.	Dr. Samiya Mubeen	Coordinator	Member Secretary	
3.	Mr. Krishna Yadav	Admin Head	Member	
4.	Mr. Jashwant Singh	Supervisor	Member	
5.	Mr. Hari Prasad	Supervisor	Member	

Agenda Item 1: Welcome and Introductions

1. The meeting commenced at 1:00 PM.
2. Participants introduced themselves and their roles within the institution.

Agenda Item 2: Review of Previous Meeting Minutes

1. The minutes from the previous meeting were reviewed.
2. Corrections and amendments were noted.
3. The revised minutes were approved.


Agenda Item 3: Updates on Administrative Policies and Procedures

1. Provided updates on recent changes or developments in administrative policies and procedures.
2. Key points of the discussion were summarized.

Agenda Item 4: Discussion on Operational Efficiency

1. Discussed strategies for improving operational efficiency within the institution.
2. Summarized suggestions and identified action items.

Agenda Item 5: Planning for Future Administrative Initiatives


DIRECTOR
INTERNATIONAL INSTITUTE
OF BUSINESS STUDY
#75 Mathugatta, Bangalore
Bangalore, Karnataka 560075

Agenda for Administration Committee Follow-up Meeting

Date: 8 January 2024

Time: 12:00 PM

Location: Mini Board Room

Agenda Items:

1. Welcome and Introductions
2. Review of Previous Meeting Minutes
3. Status Updates on Action Items from the Previous Meeting
4. Evaluation of Implemented Administrative Policies and Procedures
5. Progress Report on Operational Efficiency Measures
6. Review and Update of Future Administrative Initiatives
7. Any Other Business
8. Next Meeting Date and Adjournment

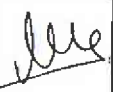


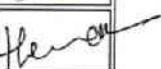
Minutes of the Administration Committee Meeting

Date: 8 January 2024

Time: 12:00 PM

Location: Mini Board Room

Attendees:

Sr. No.	Name	Designation	Position	Signature
1.	Dr. Tripuraneni Jaggaiah	Director	Chairperson	
2.	Dr. M. Kethan	Principal	Member Secretary	
3.	Mr. Krishna Yadav	Admin Head	Member	
4.	Mr. Jashwant Singh	Supervisor	Member	
5.	Mr. Hari Prasad	Supervisor	Member	

Agenda Item 1: Welcome and Introductions

1. The meeting was called to order at 12:00 PM by Dr. Tripuraneni Jaggaiah.
2. Attendees introduced themselves and their roles within the institution.

Agenda Item 2: Review of Previous Meeting Minutes

1. The minutes of the previous meeting (dated 12 July 2023) were reviewed.

Agenda for Administration Committee Meeting

Date: 12 July 2023

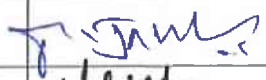
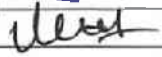

Time: 12:00 PM

Location: Mini Board room

1. Welcome and Introductions
2. Review of Previous Meeting Minutes
3. Updates on Administrative Policies and Procedures
4. Discussion on Operational Efficiency
5. Planning for Future Administrative Initiatives
6. Any Other Business
7. Next Meeting Date and Adjournment

Minutes of the Administration Committee Meeting

Attendees:

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2.	Dr M Kethan	Principal	Member Secretary	
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Agenda Item 1: Welcome and Introductions

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1. Updates on recent changes or developments in administrative policies and procedures.
2. Summarize key points discussed.

Agenda Item 4: Discussion on Operational Efficiency

1. Discussion points on improving operational efficiency within the institution.
2. Summarize suggestions and action items identified.

Agenda Item 5: Planning for Future Administrative Initiatives

1. Discussion on proposed administrative initiatives, including goals, timelines, and resource allocation.

2. Summarize agreed-upon initiatives.

Agenda Item 6: Any Other Business

Agenda Item 7: Next Meeting Date and Adjournment

1. The next meeting is scheduled for 16 January 2024.

Approved by:

Director,

IIBS, Bengaluru



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