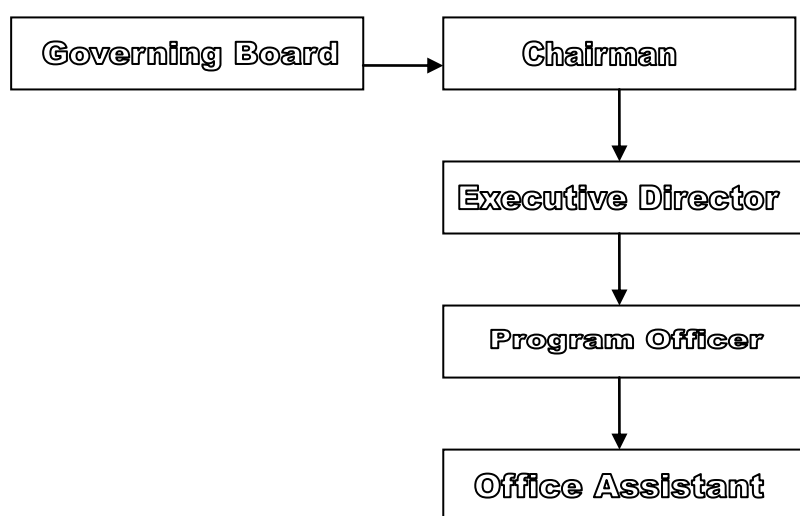


Information Manual In Accordance With Provisions Of Section 4(1)B

Board for IT Education Standards (BITES) is a non-profit society promoted by Government of Karnataka in June 2001 to enhance the quality of IT education in Karnataka. It is an ISO 9001:2000 certified organisation. All the information as per RTI Act, 2005 under section 4(1)(b) has also been provided in its website www.bites-bangalore.org.

4 1(B)(I) ORGANISATION, FUNCTIONS AND DUTIES

Organisation Chart of BITES



Functions and Duties of BITES

BITES is a non profit society set up by Government of Karnataka in co-operation with IT Industry and Educational Institutions, to promote education in IT. BITES works to promote and sustain the quality of IT education on a voluntary and self-financing basis. BITES strives to enhance education standards in Information Technology by disseminating information, and offering educational support services for updating IT skills.

BITES is registered under Society bearing the No. 208/2001-02 dated 12th June 2001. BITES conduct faculty development programs and distinguished lectures for BITES member and TEQIP institutions regularly once in a month. The stake holders of BITES are Institutional Members - 35 engineering colleges across Karnataka and corporate members – 8 IT industries. The list is as follows

Institutional Members	
B N M Institute of Technology	BMS College of Engg.
Dayananda Sagar College of Engineering	Don Bosco Institute of Technology

Dr. Ambedkar Institute of Technology	Ghousia College of Engineering
Global Academy of Technology	J S S Academy of Technical Education
K S Institute of Technology	K N S Institute of Technology
MSR Institute of Technology	PES Institute of Technology
Reva Institute for Engineering And Technology Studies	R N S Institute of Technology
RV College of Engineering	Siddaganga Institute of Technology
Sri Siddartha Institute of Technology	Sapthagiri College of Engineering
S J B Institute of Technology	Adichunchanagiri Institute of Technology
Canara Engineering College	National Institute of Engineering
NMAM, Nitte	NIT, Surathkal
K V G College of Engineering	Sri Jayachamarajendra College of Engineering
Srinivas Institute of Technology	B V B College of Engg. & Technology
Gogte Institute of Technology	K L E's College of Engg. & Technology
Sri Tontadarya College of Engineering	Appa Institute of Engineering & Technology
P D A College of Engineering	Gurunanak Dev Engineering College
IIIT, Bangalore	

Corporate Members	
CMC Ltd.	United Telecoms Limited
Microsoft India	Oracle India Pvt. Ltd.
ICICI Bank Limited	IBM India Ltd.
Philips Software Centre Private Limited	TCS

- Facilitate efficient interaction between key stakeholders and BITES by providing a forum for exchanging ideas and giving feedback about IT education issues.
- Provide educational support services including improved and enhancing curriculum and training of teachers and students
- Serve as an advisory body to the government and educational institutions on any issue with respect to quality manpower requirement of the industry.

4 1 (b)(ii) Powers and duties of Officers/Officials

Role	Powers and Duties
Governing Board	<ul style="list-style-type: none"> • Approving authority for all policy decisions needed to be taken by BITES • Decides on all programs to be undertaken
Chairman	<ul style="list-style-type: none"> • Heads the Governing Board

	<ul style="list-style-type: none"> • Responsible for convening meetings of the board • Ensure board ratification for all policy decisions • Overall responsible for providing directions for the operations of BITES • Framing the quality policy • Approval for resources • Chair the Management review meeting • Reports to the Governing Board
Executive Director	<ul style="list-style-type: none"> • Overall responsible for growth of the organisations • Ensuring quality objectives are set • Ensure customer focus within the organisation • Monitor organisation performance and set strategies for growth • Responsible for organising resources • Interactions with stakeholders and ensuring that all the decisions of the board are implemented • Customer feedback monitoring • Monitor smooth conduct of trainings programs, seminars and all other related activities • Approval of purchases after clearance from Chairman • Approval of recruitments after clearance from Chairman • Report to the Chairman in case of any problems
Program Officer	<ul style="list-style-type: none"> • Handle all matters related to general office administration • Organising training programs / seminars / workshops as per plan • Ensure smooth conduct of trainings / seminars / workshops • Co-ordinate with all stake holders to ensure smooth conduct of all BITES activities • Ensure quality is maintained in all activities • Preparation of purchase orders and liaison with suppliers for all purchases and maintenance of items • Report to Executive Director in case of any problems
Office Assistant	<ul style="list-style-type: none"> • Assist Program officer in all office admin activities • Ensure proper up keeping and maintenance of office • Ensure proper maintenance of all office equipment • Handling front office, couriers, printing, photocopying activities • Report to Program Officer in case of any problems

4 1 (b) (iii) The procedure followed in the decision making process, including channels of supervision and accountability

BITES Governing Board consists of distinguished people from Academia, Industry and Government.

Governing Board manages BITES so as to promote its objects. It defines the policies, and procedures to be followed in line with its objectives, which has to be implemented by the Executive Director. It has full powers to add, amend, alter or abridge all or any of the objectives, rules and regulations of the BITES from time to time.

Board constitutes special sub-committees from time to time on need basis to conduct activities keeping with the objectives of BITES. These committees are not standing committees but are constituted for a specific purpose and wound up after the committees submit their report. The committee consists of members drawn from IT Industry and Academia. Following committees have been constituted by BITES so far.

BITES Best PhD thesis Awards committee to consider and recommend awards for best Phd Thesis in Electronics & Communication and Computer Science category.

Curriculum Development committee to suggest improvements to be made in IT curriculum pertaining to autonomous institutions.

The committee submit their recommendations to the board for review. Board takes appropriate decision which will be implemented by the Executive Director as appropriate.

BITES sends out a Need Identification Form to all its institutional members to identify the needs. The needs are consolidated and a program summary list will be prepared and sent to all corporate members for conducting workshops and guest lectures for sharing of their resource persons. Based on the information received an event calendar will be prepared announcing the programs which will be sent out to all board members and institutional members.

4 1 (b) IV The norms set by it for the discharge of its functions;

The Governing Board which is highest decision making body meets once in a quarter and reviews the action taken report of the previous quarter. It also examines the recommendations of the sub committee and decides the course of action to be followed for the next quarter and authorises the Chairman and Executive Director to implement the decisions taken by it.

The Executive Director liaises with the IT industries and Educational institutions to implement the decision authorised by the Chairman which are much pertaining to conduct of seminars, workshops, quizzes and guest lectures.

The Program Officer interacts with co-ordinators of the institutions to fix the schedule, venue and send out the request for nominations from the colleges.

The Office Assistant keeps track of the nominations by receiving faxes, letter etc and files them in appropriate files and maintains necessary records.

4 1 (b) V & VI the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions; and a statement of the categories of documents that are held by it or under its control;

BITES being an ISO 9001:2008 organization has a set of following manuals which lays down rules, regulations and procedures to be adopted in the conduct of its functions.

SI No	Manuals
1	Quality Manual
2	Process manual
3	HR Manual
4	Purchase manual

In addition BITES publishes bi-monthly newsletters which are available online in its website for public access.

4 1 (b) VII the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

Every program of BITES has a feedback session with the participants from member institutions to get these views on the quality of the program conducted which will be consolidated and put up for board to review

Every year we also conduct a specialised customer feedback survey with our members to elicit their views and shape our policies for the betterment of IT education in our institutions.

As per ISO certification standards Stakeholders Satisfaction Survey and BITES programs Participant ratings are collected and target percentage of ratings are ensured.

Public are also invited to give their feedback for which a special feedback link "Write to Us" is provided on the website www.bites.org.in.

4 1 (b) VIII a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

BITES has a standing Governing Board which formulates its policies and advises Chairman and Executive Director in the conduct of its operations.

The BITES Governing Board consists of the following members

Chairman	Co-chairman
Dr. R. Natarajan Former Chairman, AICTE and Former Director, IIT Madras	Shri S. Gopalakrishnan CEO & MD Infosys Technologies Ltd.
Members	
Smt V Manjula Principal Secretary to Government, IT & BT, GoK	Prof. K. N. Balasubramanya Murthy VC, PES University
Dr. Annapoorna Gopal Head – Shared Learning Services Wipro Limited	Prof. M. N. Channabasappa Director, Siddaganga Institute of Technology
Dr. Sandhya Chintala VP, NASSCOM and Executive Director, IT-ITeS Sector Skills Council, NASSCOM	Prof. Maheshappa Vice Chancellor, Visvesvaraya Technological University
Shri Madhukar Dev MD, Tata Elxsi Ltd.	Shri H U Talawar Director, Directorate of Technical Education
Shri Aravind Srinivas Dean, iON academy Tata Consultancy Services Limited	Dr. Chandrashekar Ramanathan Associate Professor , IIIT-B
Prof. G Jagadeesh Chairman, Centre of Excellence in Hypersonics IISc, Bangalore	Prof. B. S. Sonde Former VC, Goa University
Prof. Mallikarjuna Babu Principal, BMSCE	Mr. Bharath Lal Meena Principal Secretary to Govt. (Higher Education)GoK

BITES has also constituted Sub Committee for the conduct of its functions. Some of the Sub Committees are

1. BITES Best PhD Thesis Award

Sl No	Members
1	Prof. B S Sonde
2	Prof. L M Patnaik
3	Prof. G Jagadeesh

2. BITES Remuneration Committee

Sl No	Members
1	Prof. B S Sonde
2	Prof. K Mallikarjuna Babu
3	Prof. K N B Murthy

4 1 b (ix) a directory of its officers and employees

Sl No.	Name	Designation	Telephone	Mobile
1	Prof. R. Natarajan	Chairman	23341033®	9886061242
2	Dr.Suresh Ramaswwamyreddy	Director	22207270/1	9483512589
3	H L Jyothi	Program Officer	22207270/1	9448358469
4	Somashekar	Office Assistant	22207270/1	9844019186

4 1 b (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

Details will be provided on request.

4 1 b (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

Budget Allocated	2014-15
Salaries	9,00,000.00
Communication Expenditure	40,000.00
Conveyance	50,000.00
Electricity & Water Charges	60,000.00
Office Maintenance	50,000.00
Administrative Expenditure	1,50,000.00
Training , Workshop & Seminar Related	2,50,000.00
Depreciation	1,00,000.00

4 1 b (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

Not Applicable

4 1 b (xiii) particulars of recipients of concessions, permits or authorisations granted by it;

Not Applicable

4 1 b (xiv) details in respect of the information, available to or held by it, reduced in an electronic form;

Information about Board for IT Education Standards activities may be seen in Website www.bites.org.in

4 1 b (xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

BITES is not maintaining library or reading room. Public can visit the website www.bites.org.in to get information about BITES.

4 1 b (xvi) the names, designations and other particulars of the Public Information Officers;

Mrs. Jyothi H L (Assistant Public Information Officer)

Program Officer

BITES

#9, Ground Floor, UNI Building

Thimmaiah Road, Millers Tank Bed

Bangalore – 560 052

Ph: 080-22207270

Fax: 080-22207271

Email: jyothi@bites.org.in

Mob: 9448358469

Dr. Suresh Ramaswamyreddy (Public Information Officer)

Executive Director

BITES

#9, Ground Floor, UNI Building

Thimmaiah Road, Millers Tank Bed

Bangalore – 560 052

Ph: 080-22207270

Fax: 080-22207271

Email: ed@bites.org.in

Mob: 9483512589

Prof. R. Natarajan (Appellate Authority)

Chairman

BITES

#9, Ground Floor, UNI Building

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Ph: 080-22207270

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Email: chairman@bites.org.in

Mob: 9886061242

4 1 (b) (xvii) such other information as may be prescribed;

NIL