



INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE  
Bangalore

Minutes of the Meeting: Internal Quality Assurance Committee (IQAC)

Summary					
Meeting Topic	Internal Quality Assurance Committee				
Date :	July 06, 2018	From:	04:30 pm	To :	05:30 pm
Location :	Board Room			Duration	60 Mins.

Committee List

Sl No.	Name	Designation	Role
01	Kiran Kumar KV	Principal	Chairperson and Signing Authority
02	Dr. Swaroop Reddy	Dean	Senior Administrative Officer and Signing Authority
03	Dr. S Shyam Prasad	Examination Controller	Coordinator, Senior Administrative Officer and Signing Authority
04	Shurly Tiwari	Senior Assistant Professor	Faculty
05	Sudindra VR	Senior Assistant Professor	Faculty
06	Nitin Garg	Director and Board Member	Member of Management
07	R Vardharaju	External Auditor	External Auditor
08	Joy	Sarjapur Welfare association- President	Invitee: Nominee from Local association
09	Varun Singh	Student	Invitee: Student Coordinators
10	Shivakumar	Education / Industry	Member






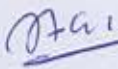

### Agenda:

- Beginning of the New Academic Year
- Presentation of Academic Calendar 2018-2019
- Introduction of Value Added Programmes for the Academic Year 2018-2019
- Preparation of Academic Committees and Curriculum Development Committees.

### Minutes of Meeting:

- Kiran Kumar- Principal mentioned that the new academic year will begin on the end of July 2018 and he pointed that all the necessary arrangements are made for the beginning of the semester.
- Kiran Kumar, Principal presented the Academic Calendar for the coming Academic Year 2018-2019.
- The meeting discussed about the Value Added courses for the Academic Year 2018-2019. According to the recommendations received from the stakeholders the committee decided to introduce the following courses for the coming Academic Year.
  - (a) Dashboards and storytelling with Tableau
  - (b) Retail Management
  - (c) Business Tools
  - (d) Python and its application in HR
  - (e) Data Visualization through Tableau
  - (f) Python and its application in Finance
- The committee discussed about formation of new academic committees and constituted the same.
- The meeting wound up at 5.30. Pm, Shurly Tiwari, Senior Assistant Professor delivered the vote of thanks.

### Signatures:

- 01 Kiran Kumar KV 
- 02 Dr. Swaroop Reddy
- 03 Dr. S Shyam Prasad 
- 04 Shurly Tiwari 
- 05 Sudindra VR
- 06 Nitin Garg 
- 07 R Vardharaju
- 08 Joy
- 09 Varun Singh 
- 10 Shivakumar





INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE  
Bangalore

Minutes of the Meeting: Internal Quality Assurance Committee (IQAC)

Summary					
Meeting Topic	Internal Quality Assurance Committee				
Date :	December 08, 2018	From:	04:30 pm	To :	05:00 pm
Location :	Board Room			Duration	60 Mins.

Committee List

Sl No.	Name	Designation	Role
01	Kiran Kumar KV	Principal	Chairperson and Signing Authority
02	Dr. Swaroop Reddy	Dean	Senior Administrative Officer and Signing Authority
03	Dr. S Shyam Prasad	Examination Controller	Coordinator, Senior Administrative Officer and Signing Authority
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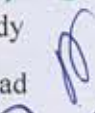
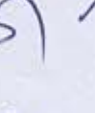
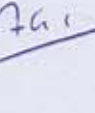
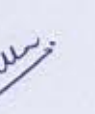

### Agenda:

- Academic audit and updates taken
- Internal audit observations to be discussed
- MYISME updates and documentation progress

### Minutes of Meeting:

- Kiran Kumar- Principal reviewed the documentation and explained the faculty/staff in charge to update the respective criteria and be prepared for next meeting.
- **Highlights of the review as follows:**
  1. Vision, Mission and BU curriculum objectives discussed
  2. Strategic plan can be divided into short term and long term
  3. Well defined budget allocation
  4. Prof. Kiran very well explained the CO PO – BU courses and overall attainment
  5. Curriculum and learning process well defined, but documents need to be revisited
  6. Placement and higher studies data to be maintained
  7. Evidence for pedagogical initiatives to be made available
  8. Can be given better examples of best practices
  9. Improvement in the quality of students admitted to program is well presented
- IQAC Reviewed Academic Audit Report of 2018-19
- New Committee formed for the academic & administrative audit for the year 2019-20
- Dr S Shyam and Prof. Shurly Tiwari were appointed as members of the academic and Administrative Audit committee. Committee will be conducting Academic and Administrative Audit every year and will be authorised to sign on the academic audit report

### Signatures:

- 01 Kiran Kumar KV 
- 02 Dr. Swaroop Reddy 
- 03 Dr. S Shyam Prasad 
- 04 Shurly Tiwari 
- 05 Sudindra VR
- 06 Nitin Garg 
- 07 R Vardharaju
- 08 Joy
- 09 Varun Singh 
- 10 Shivakumar





INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE  
Bangalore

Minutes of the Meeting: Internal Quality Assurance Committee (IQAC)

Summary					
Meeting Topic	Internal Quality Assurance Committee				
Date :	March 17, 2019	From:	04:30 pm	To :	05:30 pm
Location :	Board Room			Duration	60 Mins.

Committee List

Sl No.	Name	Designation	Role
01	Kiran Kumar KV	Principal	Chairperson and Signing Authority
02	Dr. Swaroop Reddy	Dean	Senior Administrative Officer and Signing Authority
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10	Shivakumar	Education / Industry	Member

Agenda:

- Review of IQAC Audit

Minutes of Meeting:

- Mr. Kiran Kumar- Principal explained the audit findings on various areas, requested the respective Faculty/Staff in charges to implement the findings of previous audit.

Academics: Kiran Kumar

1. Need signature on academic calendar for all the years
2. Frequent changes in course update register can be avoided
3. Attendance pattern are different in the two cases. One uniform pattern should be adopted



**Examination: Dr. Shyamprasad**

1. More attention to be paid to ensure coverage of entire course in the question paper
2. Efforts to be taken to training weak students

**Students Activities: Respective club leads**

1. Social Club: Document records can be converted to Academic year wise instead calendar year wise and Avoid overwriting in attendance
2. Sports Club: Over writing in attendance can be avoided
3. Finance Club: Executed for 5 weeks, Club plan can be revised or implementation can be done as per plan
4. E-Cell: Course update register can be updated and Activities can be updated according to date wise.
5. Students External Activities: Amount of ISME sponsorship, student list with participation to be updated
6. Management Fest: Management fest: all details as per requirement should be made available

**Library:**

1. 380 additional e books can be added
2. More hard copy of international journals can be added
3. Students internship copies can be made available
4. Hard copy of faculty publication can be made available
5. Reading room can be increased to further 30 nos
6. Reprographic facilities can be made available
7. Budgeting can be made available

**Institutional: Principal**

1. Vision, Mission and PEO's can be made available in all Cabins and notice boards

**Placement:**

1. Comparison data can be compiled in tabular form/diagrammatical form
2. Fortnightly reports submitted by students to the faculty, but the same is not submitted to COC in turn. It is suggested that all report should be available to COC in 100% of the cases
3. Best 5 copy reports are required to be be made available in Library
4. Records of compilation of feedback and analysis can be kept and action taken if required can be recorded
5. Some check point may be introduced to ensure receipt of internship feedback for all the students from the companies

**Infrastructure:**

1. Monthly or bi weekly review records can be created for contracts/services
2. List of the Fire Extinguisher, charging date due can be maintained

**Research:**

1. In house Research journal with ISSN number can be introduced near future

**Signatures:**

Kiran Kumar KV

Dr. Swaroop Reddy

Dr. S Shyam Prasad

Shurllly Tiwari

Sudindra VR

Nitin Garg

R Vardharaju

Joy

Varun Singh

Shivakumar





INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE  
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Minutes of the Meeting: Internal Quality Assurance Committee (IQAC)

Summary					
Meeting Topic	Internal Quality Assurance Committee				
Date :	June 17, 2019	From:	04:30 pm	To :	05:30 pm
Location :	Board Room			Duration	60 Mins.

Committee List

Sl No.	Name	Designation	Role
01	Kiran Kumar KV	Principal	Chairperson and Signing Authority
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10	Shivakumar	Education / Industry	Member

Agenda:

- Presentation of Meeting minute Held on March 17, 2019
- Review of the Academic Year 2018-2019
- Reviewing the Completion of Proposed Value Added Courses
- Collection of feedbacks from stakeholders and review.

Minutes of Meeting:

- Mr. Kiran Kumar Principal welcomed the gathering and presented the meeting minute held on March 17, 2019.



- Principal presented the Academic Performance and curricular and extra -curricular activities held on the academic year 2018-2019. The committee reviewed all the activities and made suggestions for improvement.
- The committee reviewed the performance of various value added courses offered during the Academic Year. The committee decided to continue the value added courses during the coming Academic Year.

**Signatures:**

Kiran Kumar KV

Dr. Swaroop Reddy

Dr. S Shyam Prasad

Shurly Tiwari

Sudindra VR

Nitin Garg

R Vardharaju

Joy

Varun Singh

Shivakumar

