



INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE
Bangalore

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

Summary					
Meeting Topic	Internal Quality Assurance Committee				
Date :	July 14, 2022	From:	04:30 pm	To :	05:30 pm
Location :	Board Room			Duration	60 Mins.

Committee List

Sl No.	Name	Designation	Role
01	Rema Viswanathan	Principal	Chairperson and Signing Authority
02	Dr. Rony Kurien	Dean	Senior Administrative Officer and Signing Authority
03	Dr. S Shyam Prasad	Examination Controller	Coordinator, Senior Administrative Officer and Signing Authority
04	Dr. Ramesh Kumar Murugesan	Associate Professor	Faculty
05	Shruthi Nanjappa	Senior Assistant Professor	Faculty
06	Shashikala Patil	Associate Professor	Faculty
07	Nitin Garg	Director and Board Member	Member of Management
08	R Vardharaju	External Auditor	External Auditor
09	Joy	Sarjapur Welfare association- President	Invitee: Nominee from Local association
10	Ishan D	Student	Invitee: Student Coordinators
11	Siddarth Ostwal	Alumni	Invitee: Nominee from Alumni
12	Shivakumar	Education / Industry	Member



Agenda:

- Presentation of Meeting minute held on 08 April 2022
- Beginning of the New Academic Year
- Presentation of Academic Calendar 2022-23
- Introduction of Value Added Programmes for the Academic Year 2022-2023
- Preparation of Academic Committee and Curriculum Development Committee.
- Reviewing the Status of NAAC Documentation.
- Remedies to taking the improvement of results on the coming academic year.
-

Minutes of Meeting:

- Principal, Rema Viswanathan Presented the meeting minute held on 08 April 2022.
- Rema Viswanathan - Principal mentioned that the new academic year will began on the end of August 2022.
- Rema Viswanathan, Principal presented the Academic Calendar for the coming Academic Year 2022-2023.
- The meeting discussed about the Value Added courses for the Academic Year 2022-2023. According to the recommendations the committee decided to introduce the following Value added courses for the coming Academic Year.
 - a) Accounting with Tally
 - b) Excel Skills for Business
 - c) Fundamentals of Visualization with Tableau
 - d) Get Started With Tableau
 - e) Python and its applications
 - f) Introduction to Microsoft office
- g) The committee discussed about formation of new academic committees and constituted the same.
- The committee discussed about the progress of NAAC Documentation. And the director *advised that the college will go for accreditation for the coming academic year.*
- The meeting wound up at 5.30. Pm, Dr. Ramesh Kumar Murugesan, Senior Assistant Professor delivered the vote of thanks.

Action Taken

- Speeding up the NAAC Documentation Procedure
- Decisions are taken to introduce value added programme.

Signatures:

Rema Viswanathan



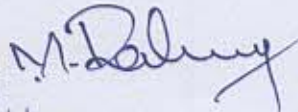
Dr. Rony Kurien



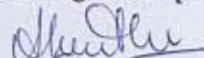
Dr. S Shyam Prasad



Dr. Ramesh Kumar Murugesan



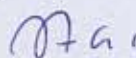
Shruthi Nanjappa



Shashikala Patil



Nitin Gaj





INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE
Bangalore

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

Summary					
Meeting Topic	Internal Quality Assurance Committee				
Date :	6 th October 2022	From:	04:30 PM	To :	04:50 PM
Location :	Library			Duration	20 Mins.

Committee list :

Sl No.	Name	Designation	Role
01	Rema Viswanathan	Principal	Chairperson and Signing Authority
02	Dr. Rony Kurien	Dean	Senior Administrative Officer and Signing Authority
03	Dr. S Shyam Prasad	Examination Controller	Coordinator, Senior Administrative Officer and Signing Authority
04	Dr. Ramesh Kumar Murugesan	Associate Professor	Faculty
05	Shruthi Nanjappa	Senior Assistant Professor	Faculty
06	Shashikala Patil	Associate Professor	Faculty
07	Nitin Garg	Director and Board Member	Member of Management
08	R Vardharaju	External Auditor	External Auditor
09	Joy	Sarjapur Welfare association- President	Invitee: Nominee from Local association
10	Ishan D	Student	Invitee: Student Coordinators
11	Siddarth Ostwal	Alumni	Invitee: Nominee from Alumni
12	Shivakumar	Education / Industry	Member



Agenda:

- Internal audit of all current semesters done
- Action plan for the next semesters IQAC

Minutes of Meeting:

- Discussion of Internal audit observations
- Discuss the various plan for new semester IQAC
- IQAC Reviewed Academic Audit Report of 2021
- New Committee formed for the academic & administrative audit for the year 2022-23
- 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
-


Action taken:

- Communication of internal audit observation to respective faculty and suggested to update the IQAC file.
- Rechecking of file after faculty update the IQAC folders in MYISME.

01 Rema Viswanathan



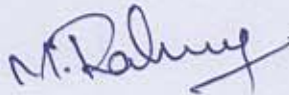
02 Dr. Rony Kurien



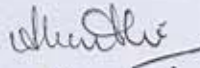
03 Dr. S Shyam Prasad



04 Dr. Ramesh Kumar Murugesan



05 Shruthi Nanjappa



06 Shashikala Patil



07 Nitin Garg



08 R Vardharaju



09 Joy

10 Ishan D



11 Siddarth Ostwal



12 Shivakumar





INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE
Bangalore

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

Summary					
Meeting Topic	Internal Quality Assurance Committee				
Date :	31 st March 2023	From:	9:30 AM	To :	9:45 AM
Location :	Library			Duration	15 Mins.

Committee list:

Sl No.	Name	Designation	Role
01	Rema Viswanathan	Principal	Chairperson and Signing Authority
02	Dr. Rony Kurien	Dean	Senior Administrative Officer and Signing Authority
03	Dr. S Shyam Prasad	Examination Controller	Coordinator, Senior Administrative Officer and Signing Authority
04	Dr. Ramesh Kumar Murugesan	Associate Professor	Faculty
05	Shruthi Nanjappa	Senior Assistant Professor	Faculty
06	Shashikala Patil	Associate Professor	Faculty
07	Nitin Garg	Director and Board Member	Member of Management
08	R Vardharaju	External Auditor	External Auditor
09	Joy	Sarjapur Welfare association- President	Invitee: Nominee from Local association
10	Ishan D	Student	Invitee: Student Coordinators
11	Siddarth Ostwal	Alumni	Invitee: Nominee from Alumni
12	Shivakumar	Education / Industry	Member



Agenda:

- Action plan for the next semesters IQAC
- Discussion on NAAC criterias

Minutes of Meeting:

- Discuss the plan for next semester of IQAC

Action taken:

- Plans to be implemented for improving students quality
-

01 Rema Viswanathan



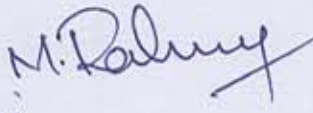
02 Dr. Rony Kurien



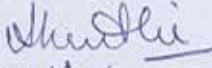
03 Dr. S Shyam Prasad




04 Dr. Ramesh Kumar Murugesan



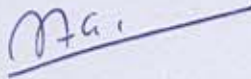
05 Shruthi Nanjappa



06 Shashikala Patil



07 Nitin Garg



08 R Vardharaju

09 Joy

10 Ishan D



11 Siddarth Ostwal



12 Shivakumar





INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE
Bangalore

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

Summary					
Meeting Topic	Internal Quality Assurance Committee				
Date :	June 18, 2023	From:	04:30 pm	To :	05:30 pm
Location :	Board Room			Duration	60 Mins.

Committee List

Sl No.	Name	Designation	Role
01	Rema Viswanathan	Principal	Chairperson and Signing Authority
02	Dr. Rony Kurien	Dean	Senior Administrative Officer and Signing Authority
03	Dr. S Shyam Prasad	Examination Controller	Coordinator, Senior Administrative Officer and Signing Authority
04	Dr. Ramesh Kumar Murugesan	Associate Professor	Faculty
05	Shruthi Nanjappa	Senior Assistant Professor	Faculty
06	Shashikala Patil	Associate Professor	Faculty
07	Nitin Garg	Director and Board Member	Member of Management
08	R Vardharaju	External Auditor	External Auditor
09	Joy	Sarjapur Welfare association- President	Invitee: Nominee from Local association
10	Ishan D	Student	Invitee: Student Coordinators
11	Siddarth Ostwal	Alumni	Invitee: Nominee from Alumni
12	Shivakumar	Education / Industry	Member



Agenda:

- Presentation of Meeting minute Held on 31 March 2023
- Review of the Academic Year 2022-23
- Reviewing the Completion of Proposed Value Added Courses
- Collection of feedbacks from stakeholders and review.

Minutes of Meeting:

- Rema Viswanathan, 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 2022-2023. 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:

Rema Viswanathan



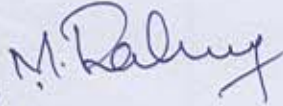
Dr. Rony Kurien



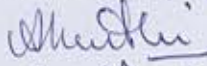
Dr. S Shyam Prasad



Dr. Ramesh Kumar Murugesan



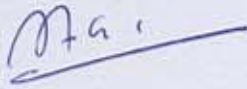
Shruthi Nanjappa



Dr. Shashikala Patil



Nitin Garg



R Vardharaju

Joy



Ishan D

Siddarth Ostwal



Shivakumar

