



INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE
Bangalore

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

Summary					
Meeting Topic	Internal Quality Assurance Committee				
Date :	July 10, 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
03	Dr. S Shyam Prasad	Examination Controller	Coordinator, Senior Administrative Officer and Signing Authority
04	Shurllly 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:

- Presentation of Meeting minute held on 17 June 2020
- Beginning of the New Academic Year
- Presentation of Academic Calendar 2019-2020
- Introduction of Value Added Programmes for the Academic Year 2019-2020
- Preparation of Academic Committee and Curriculum Development Committee.


Minutes of Meeting:

- Principal, Dr. Kiran Kumar Presented the meeting minute held on 17 June 2019.
- Kiran Kumar- Principal mentioned that the new academic year will began on the end of July 2019 and he pointed that all the necessary arrangements are made for the beginning of the semester. Director Nitin Garg proposed some correction in the academic activities.
- Kiran Kumar, Principal presented the Academic Calendar for the coming Academic Year 2019-2020.
- The meeting discussed about the Value Added courses for the Academic Year 2019-2020. According to the recommendations received from the stakeholders the committee decided to introduce the following Value added courses for the coming Academic Year.
- Business Communication
- TallyPRIME Essentials
- MS Office For beginners
- Introduction to Python
- The committee discussed about formation of new academic committees and constituted the same.
- The meeting wound up at 5.30. Pm, Sudindra. T R, Senior Assistant Professor delivered the vote of thanks.

Signatures:

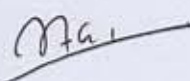
01 Kiran Kumar KV 

02 Dr. Swaroop Reddy

03 Dr. S Shyam Prasad 


04 Shurllly 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 :	6 th December 2019	From:	04:30 pm	To :	05:30 pm
Location :	Board Room			Duration	60 Mins.

Sl No.	Name	Designation	Role
01	Kiran Kumar KV	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	Shurllly Tiwari	Senior Assistant Professor	Faculty
06	Sudindra VR	Senior Assistant 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	Rishav Chakrabarti	Student	Invitee: Student Coordinators
11	Shivakumar	Education / Industry	Member



Agenda:

- Review of outcomes of previous IQAC Audit

Minutes of Meeting:

- Mr. Kiran Kumar , introduced and discussed the general observation of IQAC internal audit.

Some of the observation includes;

- Publication of blogs and journals is less in number
- Sponsored Research and Consultancy is not undertaken
- Students activities need continuity and proper handover
- Session plans with proper code and standardisation in terms of number of classes, evaluation criteria and structure as per required format.
- Budgeting and library staff meeting is need standardisation
- Alumni involvement in various activities need to increased
- Dash board to be created for all the department to assess the continuous improvement of the institution.
- Next IQAC audit to be scheduled in the second week of January 2020
- To prepare strategic plan for the institution and update the same in the next Board meeting.
- Updated policy on Faculty/Leader selection
- IQAC Reviewed Academic Audit Report of 2019-20
- New Committee formed for the academic & administrative audit for the year 2019-20
- Dr S Shyam and Prof. Shurllly 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

Plan of Action:

- Based on previous board meeting, Plan of action for Internationalisation of programs to be finalised.
- MOOC course to be encouraged
- Undertake more consultancy and Sponsored research programs.
- Faculty Development through publications in reputed Journals (UGC, ISSN/ISBN, Scopus Indexed), Conferences, FDP and Blogs.
- Library budget proposals and Faculty/Students Feedback to be updated.
- Dash board for all the institutional parameters, both at discipline level and management level.

Signatures:

- 01 Kiran Kumar KV 
- 02 Dr. Rony Kurien 
- 03 Dr. S Shyam Prasad 
- 04 Dr. Ramesh Kumar Murugesan 
- 05 Shurllly Tiwari 
- 06 Sudindra VR
- 07 Nitin Garg 
- 08 R Vardharaju
- 09 Joy





INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE
Bangalore

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

Summary					
Meeting Topic	Internal Quality Assurance Committee				
Date :	11 th March 2020	From:	04:30 pm	To :	04:45 pm
Location :	Board Room			Duration	15 Mins.

Committee list:




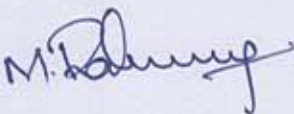

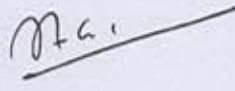

Sl No.	Name	Designation	Role
01	Kiran Kumar KV	Principal	Chairperson and Signing Authority
02	Dr. Rony Kurien	Dean	Senior Administrative Officer and Signing Authority
03	Dr. S Shyam Prasad	Examination Controller	Coordinator, Senior Administrative Officer and Signing Authority
04	Dr. Ramesh Kumar Murugesan	Associate Professor	Faculty
05	Shurllly Tiwari	Senior Assistant Professor	Faculty
06	Sudindra VR	Senior Assistant 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	Rishav Chakrabarti	Student	Invitee: Student Coordinators
11	Shivakumar	Education / Industry	Member



Minutes of Meeting:

- New procedure document to be prepared to get approval from governing board.
- To record the observations and comments related to BBA.
- Academic performance of students discussed

Signatures:

- 01 Kiran Kumar KV 
- 02 Dr. Rony Kurien 
- 03 Dr. S Shyam Prasad 
- 04 Dr. Ramesh Kumar Murugesan 
- 05 Shurly Tiwari 
- 06 Sudindra VR
- 07 Nitin Garg 
- 08 R Vardharaju
- 09 Joy
- 10 Rishav Chakrabarti 
- 11 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 16, 2020	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. 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	Shurllly Tiwari	Senior Assistant Professor	Faculty
06	Sudindra VR	Senior Assistant 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	Rishav Chakrabarti	Student	Invitee: Student Coordinators
11	Shivakumar	Education / Industry	Member

Agenda:

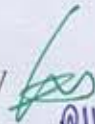


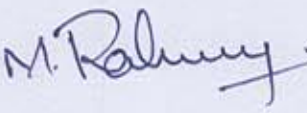



- Presentation of Meeting minute Held on March 11, 2020
- Review of the Academic Year 2019-2020
- Reviewing the Completion of Proposed Value Added Courses
- Collection of feedbacks from stakeholders and review.



Minutes of Meeting:

- Mr. Kiran Kumar Principal welcomed the gathering and presented the meeting minute held on March 11,2020.
- Principal presented the Academic Performance and curricular and extra -curricular activities held on the academic year 2019-2020. 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.
- The meeting wound up on 5.30. Pm. Prof. Shyam Prasad, delivered the vote of thanks

Signatures:

- 01 Kiran Kumar KV 
- 02 Dr. Rony Kurien 
- 03 Dr. S Shyam Prasad 
- 04 Dr. Ramesh Kumar Murugesan 
- 05 Shurllly Tiwari 
- 06 Sudindra VR
- 07 Nitin Garg 
- 08 R Vardharaju
- 09 Joy
- 10 Rishav Chakrabarti 
- 11 Shivakumar

