



INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE  
Bangalore

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

Summary					
Meeting Topic	Internal Quality Assurance Committee				
Date :	9 <sup>th</sup> July 2020	From:	04:30 pm	To :	04:40 pm
Location :	Zoom			Duration	10 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	Sakeerthi S	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	Vishnu Prakash	Student	Invitee: Student Coordinators
12	Shivakumar	Education / Industry	Member



**Agenda:**

- Discussion on status of IQAC

**Minutes of Meeting:**

- The scheduled IQAC 30/03/2020 and 31/03/2020 could not be conducted due to COVID
- Need to plan for IQAC after college reopens
- Discussed on apply for NAAC and the allocation of responsibility for draft NAAC preparation.
- The meeting discussed about the Value Added courses for the Academic Year 2020-2021. According to the recommendations received from the stakeholders the committee decided to introduce the following Value added courses for the coming Academic Year.  
*Business Analytics*  
Certification on Tally  
Communication Skills  
Excel for Beginners\_ Advanced Functions  
English for career development
- IQAC Reviewed Academic Audit Report of 2019-20
- New Committee formed for the academic & administrative audit for the year 2020-21
- 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
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**Action Taken:**

- Allocating the responsibility to NAAC and start working on NAAC SSR preparation

**Signatures:**

01 Rema Viswanathan

02 Dr. Rony Kurien

03 Dr. S Shyam Prasad

04 Dr. Ramesh Kumar Murugesan

05 Sakeerthi S

06 Sudindra VR

07 Nitin Garg

08 R Vardharaju

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10 Vishnu Prakash

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 :	31 <sup>st</sup> October 2020	From:	04:30 pm	To :	04:40 pm
Location :	Zoom			Duration	10 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
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10	Vishnu Prakash	Student	Invitee: Student Coordinators
12	Shivakumar	Education / Industry	Member



**Agenda:**

- Discussion on status of IQAC
- Internal audit of all semesters conducted

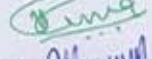

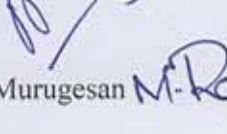
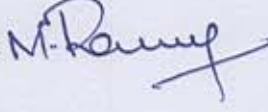
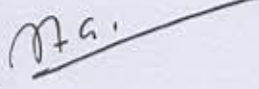

**Minutes of Meeting:**

- Internal audit observations to be discussed
- Discussed on NAAC and the criteria wise review of write up and supporting document by Prof. Nitin and Internal teams

**Action taken:**

- Discussion on review of SSR draft copy and sending an email to respective faculty/staff for modification.
- Sending email to respective faculty on internal audit and updating the gaps.

**Signatures:**

- 01 Rema Viswanathan 
- 02 Dr. Rony Kurien 
- 03 Dr. S Shyam Prasad 
- 04 Dr. Ramesh Kumar Murugesan 
- 05 Sakeerthi S
- 06 Sudindra VR
- 07 Nitin Garg 
- 08 R Vardharaju
- 09 Joy
- 10 Vishnu Prakash 
- 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 :	1 <sup>st</sup> February 2021	From:	4:15 pm	To :	04:30 pm
Location :	Zoom			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
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10	Vishnu Prakash	Student	Invitee: Student Coordinators
12	Shivakumar	Education / Industry	Member

Agenda:

- Internal audit of all semesters to be conducted.
- NAAC preparation



**Minutes of Meeting:**

- Discussion on previous audit reports .
- NAAC process responsibility and the criteria wise review of write ups
- Draft consolidation of NAAC SSR for review with Dr. Madhukar
- Discussion on IQAC Academic audit for BBA courses

**Action taken:**

- Communicating the observation of Internal audit
- Discussion on association with Dr. Madhukar and plan for sending consolidated documents for review
- *Communicated to UG –HOD to identify audit in charge and to start the process.*

**Signatures:**

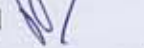
01 Rema Viswanathan



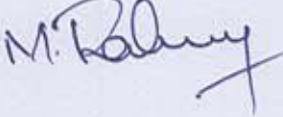
02 Dr. Rony Kurien



03 Dr. S Shyam Prasad



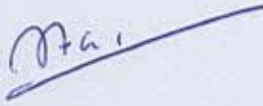
04 Dr. Ramesh Kumar Murugesan



05 Sakeerthi S

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11 Shivakumar





INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE  
Bangalore

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

Summary					
<b>Meeting Topic</b>	Internal Quality Assurance Committee				
<b>Date :</b>	28 <sup>th</sup> May 2021	<b>From:</b>	4:15 pm	<b>To :</b>	04:30 pm
<b>Location :</b>	Zoom			<b>Duration</b>	15 Mins.

Committee List :

Sl No.	Name	Designation	Role
01	Rema Viswanathan	Principal	Chairperson and Signing Authority
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**Agenda:**

- Internal audit of all semesters conducted




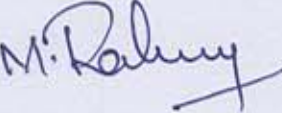


**Minutes of Meeting:**

- Previous audit action items discussed
- Improvement plan for weak students discussed
- Examination dates for Internals planned

**Action taken:**

- Communicating the observation of Internal audit

**Signatures:**

- 01 Rema Viswanathan 
- 02 Dr. Rony Kurien 
- 03 Dr. S Shyam Prasad 
- 04 Dr. Ramesh Kumar Murugesan 
- 05 Sakeerthi S
- 06 Sudindra VR
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