



INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE  
Bangalore

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

Summary					
Meeting Topic	Internal Quality Assurance Committee				
Date :	July 09, 2021	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	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	Anand Binesh	Student	Invitee: Student Coordinators
11	Bukke Reddy Naik	Alumni	Invitee: Nominee from Alumni
12	Shivakumar	Education / Industry	Member



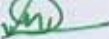
**Agenda:**

- Presentation of Meeting minute held on 30 April 2021
- Beginning of the New Academic Year
- Presentation of Academic Calendar 2021-2022
- Introduction of Value Added Programmes for the Academic Year 2021-2022
- Preparation of Academic Committee.
- Reviewing the Status of NAAC Documentation.
- Remedies to taking the improvement of results on the coming academic year.

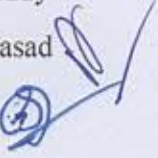
**Minutes of Meeting:**


- Principal, Rema Viswanathan Presented the meeting minute held on 30 April 2020.
- Rema Viswanathan - Principal mentioned that the new academic year will began on the end of July 2021.
- Rema Viswanathan, Principal presented the Academic Calendar for the coming Academic Year 2021-2022.
- The meeting discussed about the Value Added courses for the Academic Year 2021-2022. According to the recommendations the committee decided to introduce the following Value added courses for the coming Academic Year.
  - (a) Advanced Excel
  - (b) Forensic Accounting and Tally
  - (c) Introduction to Tally
  - (d) MS OFFICE
  - (e) Python and its application in HR, Marketing and Finance
  - (f) Predictive analytics python programming
- The committee discussed about formation of new academic committees and constituted the same.
- The committee discussed about the progress of NAAC Documentation.
- 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 :	15 <sup>th</sup> December 2021	From:	8:45 am	To :	09:00 am
Location :	Zoom			Duration	30 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	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	Anand Binesh	Student	Invitee: Student Coordinators
11	Bukke Reddy Naik	Alumni	Invitee: Nominee from Alumni
12	Shivakumar	Education / Industry	Member



**Agenda:**

- Internal audit for all semesters planned
- Action plan for the new batch

**Minutes of Meeting:**

- Internal audit of all semesters to be conducted
- Discuss the various plan for new batch students
- IQAC Reviewed Academic Audit Report of 2020
- New Committee formed for the academic & administrative audit for the year 2021-22
- 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:**

- Communicating the previous observation of Internal audit
- Planning for training the new faculty on IQAC course file check list and process

**Signatures:**

01 Rema Viswanathan



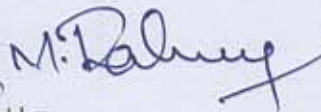
02 Dr. Rony Kurien



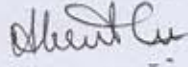
03 Dr. S Shyam Prasad



04 Dr. Ramesh Kumar Murugesan



05 Shruthi Nanjappa



06 Sudindra VR

07 Nitin Garg



08 R Vardharaju

09 Joy

10 Anand Binesh



11 Bukke Reddy Naik

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 2022	From:	4:30 PM	To :	5:00 PM
Location :	Zoom			Duration	30 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	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	Anand Binesh	Student	Invitee: Student Coordinators
11	Bukke Reddy Naik	Alumni	Invitee: Nominee from Alumni
12	Shivakumar	Education / Industry	Member



**Agenda:**

- Internal audit of all current semesters to be conducted
- Action plan for the next semesters IQAC

**Minutes of Meeting:**

- Discussion of Internal audit observations o
- Discuss the various plan for new semester IQAC
- Discussion on improving and developing IQAC audit checklist

**Action taken:**

- Communicating the previous observation of Internal audit
- *Planning for training the new faculty on IQAC course file check list and process in the next Faculty meeting.*

**Signatures:**

01 Rema Viswanathan

02 Dr. Rony Kurien

03 Dr. S Shyam Prasad

04 Dr. Ramesh Kumar Murugesan

05 Shruthi Nanjappa

06 Sudindra VR

07 Nitin Garg

08 R Vardharaju

09 Joy

10 Anand Binesh

11 Bukke Reddy Naik

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 :	8 <sup>th</sup> June 2022	From:	8:45 AM	To :	9:15 AM
Location :	Zoom			Duration	30 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
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11	Bukke Reddy Naik	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
- Draft review of NBA SAR
- NBA reaccreditation

**Minutes of Meeting:**

- Discussion of Internal audit observations to be undertaken
- Discuss the various plan for new semester IQAC
- Plan for external audit in the month of May 2022

**Action taken:**

- Communicating the previous observation of Internal audit
- Training for new joined faculty on COPO mapping
- Assigning responsibility for NAAC reaccreditation

**Signatures:**

01 Rema Viswanathan

02 Dr. Rony Kurien

03 Dr. S Shyam Prasad

04 Dr. Ramesh Kumar Murugesan

05 Shruthi Nanjappa

06 Sudindra VR

07 Nitin Garg

08 R Vardharaju

09 Joy

10 Anand Binesh

11 Bukke Reddy Naik

12 Shivakumar

