



RAMAIAH

College of Arts, Science &
Commerce

M S Ramaiah College of Arts, Science and Commerce

Re-accredited 'A' by NAAC, Permanently Affiliated to Bengaluru Central University,
Approved by Government of Karnataka, Approved by AICTE, New Delhi,
Recognized by UGC under 2F & 12B of UGC act 1956

INTERNAL QUALITY ASSURANCE CELL –IQAC
MINUTES OF MEETING (JULY- SEPTEMBER)

Date 18/07/2019

Ref: MSRCASC/IQAC/Q1-2019-20

Venue: IQAC room

Time: 2.30 pm

Members present/ absent (as per the Annexure)

In the chair: Principal

Meeting commenced by the Principal welcoming all the members.

IQAC coordinator read the resolutions of previous meeting and the meeting started with following agenda;

Agenda:

- To read and confirm the minutes of the previous meeting along with ATR held on 4/4/2019
- Submission of AQAR for 2018-19
- Biocon-Ramaiah Certificate program in Quality Control Analytical (QCA) 2019
- International Conference by life science departments
- Applying for CPE
- To conduct FDPs, training programs
- Academic and administration audit for the year
- Academic calendar
- Workshop on IPR, research and LMS
- SSR Compilation for 4th cycle of NAAC

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Action Taken Report for the meeting held in the academic year 2018-19:

- Minutes of previous meeting held on 4/4/2019 were read and confirmed
- Action Taken Report for the academic year 2018-19 was prepared as a consolidation of all 4 meeting held during the academic year and forwarded it to the management, the members confirmed the ATR for the academic year 2018-19.

Following Resolutions were passed in the meeting:

- Collecting the data from the all departments as per the new AQAR format for year 2018- 19, each criteria in charge person assigned the compilation work and submit the final copy by August. Last day to submit AQAR is scheduled in Last week of November, 2019 through online mode.
- Biocon-Ramaiah certificate program on Quality Control Analytical (QCA) for 2019 was scheduled from August 16th to October 15th (8 weeks).
- IQAC initiated to organize International Conference on life sciences, three department of life science Biotechnology, Microbiology and Chemistry has been instructed to start the process of printing brochures, call for papers.
- Members discussed about application for star college status and applying for CPE,
- IQAC has planned to conduct FDP and Staff development programs in July and August
- AAA is planned in the month of November, 2019. All the faculty and departments should keep the records for smooth conduct of AAA. Departments were instructed to coordinate with internal and external auditors.
- IPR cell of the college has planned workshop for students and faculty in September.
- 4th cycle of NAAC A&A process is due in March, 2020. SSR preparation work has been shared among the IQAC members along with one faculty from each department.

The meeting concluded with the Vote of Thanks presented by the Coordinator of the IQAC to the Chairman of the meeting and other distinguished members present in the meeting.

M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE
INTERNAL QUALITY ASSURANCE CELL –IQAC
MEMBERS PRESENT/ABSENT ON IQAC MEETING HELD ON 18/07/2019

SL.NO	NAME	DESIGNATION	IQAC DESIGNATION	Signature
1	Dr. A Nagarathna	Principal	Chairperson	<i>A. Nagarathna</i>
2	Mr.B S Ramaprasad	CEO	Member from Management	<i>B.S. Ramaprasad</i>
3	Mr.G Ramachandra	CFO	Member from Management	<i>G. Ramachandra</i>
4	Mrs. Karanam Kavitha	Assistant Professor	IQAC Coordinator	<i>Karanam Kavitha</i>
5	Mr. S Hanumantha Reddy	Accounts Manager	Administrative officer	<i>S. Hanumantha Reddy</i>
6	Mr. Vishwanatha Kulkarni	Admission Manager	Administrative officer	<i>V. Kulkarni</i>
7	Mrs. Savitha B H	Assistant Professor	Academic Member	<i>S. Savitha</i>
8	Mrs. Hari Priya G S	Assistant Professor	Academic Member	<i>H. Priya</i>
9	Mrs. Aditi Arun Rao	Assistant Professor	Academic Member	<i>Aditi Arun Rao</i>
10	Mr. Shekar K	Assistant Professor	Academic Member	<i>K. Shekar</i>
11	Dr. Prasanna Srinivas	Assistant Professor	Academic Member	<i>P. Srinivas</i>
12	Mrs. Roopashree B N	Assistant Professor	Academic Member	<i>R. Roopashree</i>
13	Dr. Sowbhagya R	Assistant Professor	Academic Member	<i>S. Sowbhagya</i>
13	Dr. Shakuntala Katre	Former Academic Consultant ,NAAC	External Member	<i>Dr. Shakuntala Katre</i>
14	Dr.,B.S Srikanta	Principal, Sindhi College	External Member	<i>B.S. Srikanta</i>
15	Mr. Ravi Kiran		Alumni Member	<i>R. Kiran</i>
16	<i>Manikanta Sp.</i>	<i>Manager</i>	Industry representative	<i>Manikanta</i>
17	<i>A. Sai Varshithy</i>		Student Member	<i>A. Sai Varshithy</i>

Karanam Kavitha
(Karanam Kavitha)
IQAC COORDINATOR



INTERNAL QUALITY ASSURANCE CELL –IQAC

MINUTES OF MEETING (OCTOBER - DECEMBER)

Date 05/10/2019

Ref: MSRCASC/IQAC/Q2-2019-20

Venue: IQAC room

Time: 3.00 pm

Members present/ absent (as per the Annexure)

In the chair: Principal

Meeting commenced by the Principal welcoming all the members. IQAC coordinator read the previous meeting resolutions and the meeting started with following agenda;

Agenda:

- Review of IIQA and SSR submission
- Extension activities through NSS/ NCC
- Bridge course report from few departments
- Value added course reports from departments
- Internship opportunities for students
- E-content development by faculty
- Strengthening Research publication
- Any other relevant items for discussion

Following Resolutions were passed in the meeting:

- Draft SSR was discussed in detail, suggestion for improvement on various parameters were discussed. Members suggested to submit IIQA by third week of December, 2019.
- NSS and NCC units were asked to submit the extension activities reports for this semester.
- Departments were instructed to submit Bridge course report conducted for the first year students, who have joined the program from different streams. Departments advised to conduct remedial class for slow learners.
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- The departments were asked to submit the report on various events conducted including value added programs, workshop, seminars latest by first week of November, 2019.
- Students were benefited by E-content (PPTs, Lecture notes etc) that is available for them in the student mobile app.
- KSTA accepted for sponsoring the International conference (ICLCHS- 2019), necessary preparations for the conference has been entrusted to the committee. Research committee advised to give publicity for the event and mobilize resources.
- Faculty has been guided to develop e-contents for online course, which the institution wish to offer through their Moodle facility.
- Members appreciated the efforts of IQAC for applying for NIRF for the consecutive 3rd year and reviewed the document, suggested areas for improvement such as thrust for research, Ph.D qualification of faculty.
- Faculty has been supported financially for research publication, proposals has been encouraged to seed money for projects. Faculty were encouraged to apply for funding to government sponsored projects.

Action Taken Report for meeting held on 18/7/2019

Sl.no	Resolution passed / plan of action	Action taken
1	Submission of AQAR for the academic year 2018-19	IQAC has collected data from all the departments for compilation of AQAR for the academic year 2018-19. AQAR has been submitted to management for their approval before online submission.
2	Applying for CPE status	Three faculty members has been given the responsibility to prepare and submit the CPE application to the office of principal latest by 2 nd , November, 2019
3	International Conference in Life Science	ICLCHS- 2019 committee has sent the communication to delegates for presentation of paper on the themes relevant to the conference. KSTA has consented for sponsoring event. Conference has been scheduled in the month of October, 2019
4	Faculty Development Programs	IQAC initiative "UGC – NET study circle" for aspiring staff and students.

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5	Academic and Administrative Audit	IQAC has formed the internal committee to conduct AAA in the month of December, 2019. External committee to conduct the audit in April next year.
6	Academic calendar	IQAC prepares academic calendar with the inclusion of CIE, other activities of the institution. Uploaded the same on the institutional website.
7	Workshop / seminar	IPR cell has conducted one day seminar on 'Software and IPR' separately for BCA and B.Sc students on 4 th and 5 th September, 2019
8	SSR compilation for 4 th cycle	IQAC has collected the data and documents for the preparation of SSR for 4 th cycle due in March 2020. Each Criteria in charge persons have been designated with the roles and responsibility. Deadline for the first draft SSR has been set as last week of November, 2019
9	Biocon- Ramaiah Certificate program	Biocon Academy has enrolled 18 students across the nation for the Batch I of the QCA program. Out of the 18 enrolment, five students were selected from Department of Chemistry-Biochemistry, MSRCASC.

M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE
INTERNAL QUALITY ASSURANCE CELL –IQAC

MEMBERS PRESENT/ABSENT ON IQAC MEETING HELD ON 05/10/2019

SL.NO	NAME	DESIGNATION	IQAC DESIGNATION	Signature
1	Dr. A Nagarathna	Principal	Chairperson	
2	Mr.B S Ramaprasad	CEO	Member from Management	
3	Mr.G Ramachandra	CFO	Member from Management	
4	Mrs. Karanam Kavitha	Assistant Professor	IQAC Coordinator	
5	Mr. S Hanumantha Reddy	Accounts Manager	Administrative officer	
6	Mr. Vishwanatha Kulkarni	Admission Manager	Administrative officer	
7	Mrs. Savitha B H	Assistant Professor	Academic Member	
8	Mrs. Hari Priya G	Assistant Professor	Academic Member	
9	Mrs. Aditi Arun Rao	Assistant Professor	Academic Member	
10	Mr. Shekar K	Assistant Professor	Academic Member	
11	Dr. Prasanna Srinivas	Assistant Professor	Academic Member	
12	Mrs. Roopashree B N	Assistant Professor	Academic Member	
13	Dr. Sowbhagya R	Assistant Professor	Academic Member	
13	Dr. Shakuntala Katre	Former Academic Consultant ,NAAC	External Member	
14	Dr.,B.S Srikanta	Principal, Sindhi College	External Member	
15	Mr. Ravi Kiran		Alumni Member	
16	Mani.Kanta.S.P	Manager	Industry representative	
17	Nikhil Kumar-67		Student Member	

(Karanam Kavitha)
IQAC COORDINATOR

INTERNAL QUALITY ASSURANCE CELL –IQAC

MINUTES OF MEETING (JANUARY - MARCH)

Date 27/1/2020

Ref: MSRCASC/IQAC/Q3 -2019-20

Venue: IQAC room

Time: 2.30 pm

Members present/ absent (as per the Annexure)

In the chair: Principal

Meeting commenced by the Principal welcoming all the members. IQAC coordinator read the previous meeting resolutions and the meeting started with following agenda;

Agenda:

- Application for CPE status
- Discussion submission of IIQA and SSR
- Alumni Day to be organized in March
- National science day celebration
- NAAC revised new methodology
- Application for Research Centre to BCU
- Any other relevant item for discussion (IQAC initiatives)

Following Resolutions were passed in the meeting:

- Members were informed that the Institution has sent the application to UGC for CPE status on 01/01/2020.
- IIQA submission has been approved, and permitted to upload on NAAC portal by second week of February, 2020 after confirming all the documents for SSR upload.
- SSR has been reviewed and criterion wise documents were checked, few corrections were identified, which needs to be corrected by 07/02/2020 for verification by the members.

- Life science departments have planned to celebrate National Science Day on 27th and 28th February, 2020 on the theme declared by UNO – International year of Plant health through organizing events for students. Planning to invite an environmentalist as chief guest for the National Science Day Celebrations.
- Members appreciated the efforts taken by the institution towards applying for Research Centre status to Bangalore Central University.
- Members suggested the management to encourage faculty and student publications in reputed journals through attractive incentives.
- Members appreciated the efforts of faculty and students for securing 10 University Ranks recently declared results of BCU
- Orientation of faculty on NAAC revised manual for affiliated colleges has been organized, formats, data collection and presentations has been verified by the members with a detail discussion as per the new manual.

Action Taken Report for meeting held on 05/10/2019

Sl.no	Resolution passed / plan of action	Action taken
1	Applying for CPE status	The institution has sent the application for CPE status to UGC on 1/1/2020
2	International Conference in Life Science	ICLCHS- 2019 in collaboration with KSTA has been conducted successfully on 24 th , 25 th and 26 th October, 2019. 166 posters and 148 oral presentations of abstracts has been received. Delegates from across the country and abroad made the event a grand success.
3	Faculty Development Programs	<ul style="list-style-type: none"> • Information and Communication Technology” was held on 14-9-2019 • FDP on the topic” <u>Leadership Skills and Team Building</u>” was held on 18/9/2019 • IQAC initiated online course content development by the faculty. Relevant workshops were conducted and faculty were trained in the development of e-content, assessment etc.
4	SSR compilation for 4 th cycle	Draft IIQA and SSR as per the new manual has been checked and reviewed by the members. SSR has to be checked again for certain changes in presentation of data as per NAAC new manual w.e.f January, 2020

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5	Extension activities	<p>NSS and NCC have successfully conducted activities in the neighborhood on various awareness and orientation.</p> <p>Blood donation camps were conducted in the institution.</p> <p>Visits to nearby schools and villages has been scheduled and organized by the departments individually.</p>
6	Remedial classes	<p>Departments have conducted remedial classes for slow learners during the month of October and November before the final semester exam of university.</p> <p>Advance learners given special coaching to target for ranks and centum in the exams.</p>
7	Successful completion of Biocon-Ramaiah certificate program	<p>After successful completion of QCA program started from August 16th to October 15th (8 weeks). Biocon Academy conducted campus placement and placed all the 18 students in Bio Pharma Industry.</p> <p>All 5 students from MSRCASC have also been placed.</p>

M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE
INTERNAL QUALITY ASSURANCE CELL –IQAC

MEMBERS PRESENT/ABSENT ON IQAC MEETING HELD ON 27/01/2020

SL.NO	NAME	DESIGNATION	IQAC DESIGNATION	Signature
1	Dr. A Nagarathna	Principal	Chairperson	
2	Mr.B S Ramaprasad	CEO	Member from Management	
3	Mr.G Ramachandra	CFO	Member from Management	
4	Mrs. Karanam Kavitha	Assistant Professor	IQAC Coordinator	
5	Mr. S Hanumantha Reddy	Accounts Manager	Administrative officer	
6	Mr. Vishwanatha Kulkarni	Admission Manager	Administrative officer	
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10	Mr. Shekar K	Assistant Professor	Academic Member	
11	Dr. Prasanna Srinivas	Assistant Professor	Academic Member	
12	Mrs. Roopashree B N	Assistant Professor	Academic Member	
13	Dr. Sowbhagya R	Assistant Professor	Academic Member	
13	Dr. Shakuntala Katre	Former Academic Consultant ,NAAC	External Member	
14	Dr.,B.S Srikanta	Principal, Sindhi College	External Member	
15	Mr. Ravi Kiran		Alumni Member	
16	Mani Kanda. S.p.	Manager	Industry representative	
17	Nikhil Kumar G		Student Member	

(Karanam Kavitha)
IQAC COORDINATOR



INTERNAL QUALITY ASSURANCE CELL –IQAC

MINUTES OF MEETING (JANUARY - MARCH)

Ref: MSRCASC/IQAC/Q4 -2019-20

Date 18/04/2020

Venue/ mode: Online through Google Meet

<https://meet.google.com/iug-grgr-vrz>

Time: 3.30 pm

Members present/ absent (as per the Annexure)

In the chair: Principal

Meeting commenced by the Principal welcoming all the members.

IQAC coordinator read the previous meeting resolutions and the meeting started with following agenda;

Agenda:

- **Online classes during COVID-19 pandemic**
- **Counselling session for students**
- **Training sessions for teachers and students on ERP**
- **Feedback on curriculum**
- **Virtual IA test, assignment through ERP**
- **AAA and other audits**

Following Resolutions were passed in the meeting:

1. **Online classes during COVID-19 pandemic**

Principal madam has briefed the members on online teaching schedules undertaken by the departments. Members appreciated the teachers for conducting teaching in online mode, through various platforms available, the efforts taken by the institution during COVID-19 pandemic were appreciated by the members.



2. Counselling session for students

IQAC coordinator has brought to the notice of the members, efforts taken by the departments, proctors in reaching out to the students, counselling them in the hard times of pandemic. IQAC has taken special interest in organizing counselling sessions for students and teachers.

3. Training sessions for teachers and students on ERP

Campus Technology an ERP portal has made provisions for online classes, content sharing, attendance, assignments and IA test provisions in the ERP system. IQAC has conducted orientation programs for teachers and students at regular intervals, until all the users are familiar with the system.

4. Feedback on curriculum

Members reviewed the feedback system conducted through ERP, and gave suggestions to include some other features and questions to make it more dynamic.

5. Virtual IA test, assignment through ERP

Members reviewed the IA test options in ERP and suggested to add few more options and features to make ERP more user friendly

6. AAA and other audits

IQAC coordinator briefed the members about the various types of audits conducted like, AAA, green audit, energy audit, environment audit

Action Taken Report for meeting held on 27/1/2020

Sl. No	Resolution passed / plan of action	Action taken
1	CPE application to UGC	The application has been sent, new guideline from UGC is expected to come in few days.
2	Submission IIQA and SSR	IIQA has been approved on 6/3/2020 by the NAAC through HEI portal. 20/04/2020 is the last date to submit SSR. Due to COVID-19 and lockdown, SSR submission was delayed and portal has been disabled by NAAC. Once the lockdown is lifted the college will request for opening the portal to enable the submission of SSR.

**RAMAIAH**

College of Arts, Science & Commerce

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3	Faculty Development Programs	Based on the suggestion of members, orientation programs on quality issues has been conducted. <ul style="list-style-type: none">• FDP-Preparation to NAAC New Methodology was held from 25/11/2019 to 29/11/2019• Institutional accreditation for NAAC, NIRF for better quality improvement 14/2/2020 to 19/2/2020
5	Extension activities	NSS and NCC has successfully conducted activities in the neighborhood on various awareness and orientation. Blood donation camps were conducted in the institution. Visits to nearby schools and villages has been scheduled and organized by the departments individually.
6	Remedial classes	Departments have conducted remedial classes for slow learners during the month of October and November before the final semester exam of university. Advance learners given special coaching to target for ranks and centum in the exams.
7	Feedback	Online feedback from all stakeholders has been collected through ERP software and analysis is submitted to the Principal for necessary Action to be taken. Feedback has been communicated to the University.

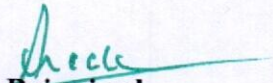
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Members present / absent for the meeting:

SL.NO	NAME	DESIGNATION	IQAC DESIGNATION
1	Dr. A Nagarathna	Principal	Chairperson
2	Mr.B S Ramaprasad	CEO	Member from Management
3	Mr.G Ramachandra	CFO	Member from Management
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9	Mrs. Aditi Arun Rao	Assistant Professor	Academic Member
10	Mr. Ashwini Ramesh M	Assistant Professor	Academic Member
11	Dr. Ramakrishnaiah T N	Assistant Professor	Academic Member
12	Mrs. Roopashree B N	Assistant Professor	Academic Member
13	Dr. Sowbhagya R	Assistant Professor	Academic Member
13	Dr. Shakuntala Katre	Former Dean, Dept. of Zoology, Bangalore University	External Member
14	Dr.,B.S Srikanta	Principal, Sindhi College, Bengaluru	External Member


IQAC coordinator


Principal