

M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE

INTERNAL QUALITY ASSURANCE CELL –IQAC

MINUTES OF MEETING (JULY- SEPTEMBER)

Date 20/07/2015

Members present/ absent (as per the Annexure)

IQAC has called the meeting to finalize the IQAC Newsletter, calendar of events and other activities for the college.

Meeting has been held on 20/07/2015 at 2:00pm in IQAC room

Principal chaired the meeting by welcoming all the members.

Previous meeting resolutions were read by the coordinator, and the meeting started with following agenda;

Agenda:

- NAAC PTV report
- IQAC Newsletter
- Calendar of Activities
- Seminar and workshops to be organized
- To conduct seminar, workshop etc.

Following Resolutions were passed in the meeting:

- Review of NAAC report by external members and HOD's were discussed, suggestions to be implemented at the earliest
- Admission profile is reviewed by IQAC.
- IQAC has prepared a Quality improvement report and forwarded it to the management
- Guest lecture on "soft skills- English Career"
- Workshop on "Finance- Stock mind" has been planned in September
- IQAC has conducted the workshop on uses of ICT with the faculty.
- Personality development seminar for students is planned in 5 sessions in August, in association with Deccan Herald
- To organize a seminar on Computers for Business - MIS by Jetking Hardware solutions.



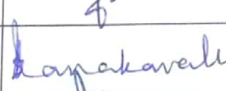
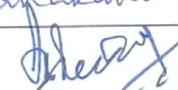


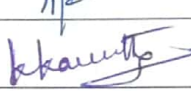
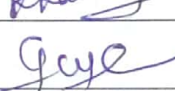
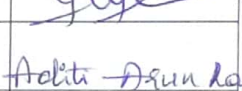
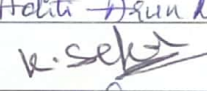
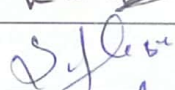
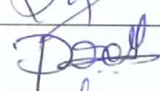
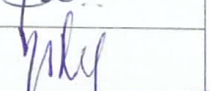
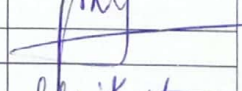


Action to be taken:


Sl.no	Action	Responsible	Due date
1	IQAC News Letter	IQAC	Nov 2015
2	To conduct seminar/ workshop	Respective departments	4/7/2015
4	FDP on uses of ICT	Mrs. Kanakavalli	2 nd week of august 2015

M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE

INTERNAL QUALITY ASSURANCE CELL –IQAC

MEMBERS PRESENT/ABSENT ON IQAC MEETING HELD ON 20/07/2015

SL.NO	NAME	DESIGNATION	IQAC DESIGNATION	Signature
1	Dr. A Nagarathna	Principal	Chairperson	
2	S M Acharya	CEO	Member from Management	
3	G Ramachandra	CFO	Member from Management	
4	Prof. T E Kanakavalli	Professor	IQAC Coordinator	
5	Mr. S Hanumantha Reddy	Accounts Manager	Administrative officer	
6	Mr. Vishwanatha Kulkarni	Admission Manager	Administrative officer	
7	Mrs. Alaknanda J Adur	Assistant Professor	Academic Member	
8	Mrs. Karanam Kavitha	Assistant Professor	Academic Member	
9	Mrs. Haripriya	Assistant Professor	Academic Member	
10	Mrs. Aditi Arun Rao	Assistant Professor	Academic Member	
11	Mr. Shekar K	Assistant Professor	Academic Member	
12	Mrs. Savitha B H	Assistant Professor	Academic Member	
13	Mrs. Pratibha S	Assistant Professor	Academic Member	
14	Prof. N S Rama Rao	Principal MSRP	External Member	
15	C A Anand		Alumni Member	
16	Mani Kantappa	Manager	Industry representative	
17	K. Balaji		Student Member	


(T E Kanakavalli)
IQAC COORDINATOR

M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE

INTERNAL QUALITY ASSURANCE CELL –IQAC

MINUTES OF MEETING (OCTOBER - DECEMBER)

Date 25/11/2015

Members present/ absent (as per the Annexure)

IQAC has called the meeting on 25/11/2015 at 3:00 pm in IQAC room

Principal chaired the meeting by welcoming all the members.

Previous meeting resolutions were read by the coordinator, and the meeting started with following agenda;

Agenda:

Review meeting on National Conference – BIOBLOOMS
IQAC conference on Research, consultancy and innovation
Student council for IQAC

Following Resolutions were passed in the meeting:

- National conference on “Science and Technology for indigenous development in India” BIOBLOOMS is successfully organized on 5th, 6th and 7th of October
- Student conference on “Recent trends in Computers Application” has been organized in October
- External Audit has been conducted in the first week of November
- NCC and NSS should plan extension activities and community activities.
- Two students from every department has been selected for IQAC student council
- IQAC National conference on Research, consultancy is planned in April, 2016

Action to be taken:

Sl.no	Action	Responsible	Due date
1	IQAC conference is planned in April	IQAC	
2	Selection of Student coordinator	IQAC	
3	Student conference	BCA dept	

M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE

INTERNAL QUALITY ASSURANCE CELL -IQAC

MEMBERS PRESENT/ABSENT ON IQAC MEETING HELD ON 25/11/2015

SL.NO	NAME	DESIGNATION	IQAC DESIGNATION	Signature
1	Dr. A Nagarathna	Principal	Chairperson	<i>[Signature]</i>
2	S M Acharya	CEO	Member from Management	
3	G Ramachandra	CFO	Member from Management	<i>[Signature]</i>
4	Prof. T E Kanakavalli	Professor	IQAC Coordinator	<i>[Signature]</i>
5	Mr. S Hanumantha Reddy	Accounts Manager	Administrative officer	<i>[Signature]</i>
6	Mr. Vishwanatha Kulkarni	Admission Manager	Administrative officer	<i>[Signature]</i>
	Mrs. Alaknanda J Adur	Assistant Professor	Academic Member	<i>[Signature]</i>
	Mrs. Karanam Kavitha	Assistant Professor	Academic Member	<i>[Signature]</i>
7	Mrs. Haripriya	Assistant Professor	Academic Member	<i>[Signature]</i>
8	Mrs. Aditi Arun Rao	Assistant Professor	Academic Member	<i>[Signature]</i>
9	Mr. Shekar K	Assistant Professor	Academic Member	<i>[Signature]</i>
10	Mrs. Savitha B H	Assistant Professor	Academic Member	<i>[Signature]</i>
11	Mrs. Pratibha S	Assistant Professor	Academic Member	<i>[Signature]</i>
12	Prof. N S Rama Rao	Principal MSRP	External Member	<i>[Signature]</i>
13	C A Anand		Alumni Member	<i>[Signature]</i>
14	Manikanta Sp.	<i>[Signature]</i>	Industry representative	<i>[Signature]</i>
15	Satish M		Student Member	<i>[Signature]</i>

[Signature]
(T E Kanakavalli)
IQAC COORDINATOR

M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE

INTERNAL QUALITY ASSURANCE CELL –IQAC
MINUTES OF MEETING (JANUARY - MARCH)

Date 05/02/16

Members present/ absent (as per the Annexure)

IQAC has called the meeting on 05/02/16 at 3:00 pm in IQAC room

Principal chaired the meeting by welcoming all the members.

Previous meeting resolutions were read by the coordinator, and the meeting started with following agenda;

Agenda:

- The Challenges and Weakness of the department, Courses and programmes
- Academic Audit data has to be collected
- Departments should plan academic and extension activities and incorporate the same in their academic calendar
- Library improvement

Following Resolutions were passed in the meeting:

- IQAC had a discussion with library committee to understand the improvement Opportunities of the library.
- IQAC has collected data for academic audit.
- Academic audit is conducted and report is forwarded to the principal and management.
- IQAC has recommended remodeling of website
- New Laboratories were planned and constructed in the new building



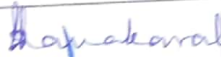



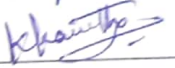

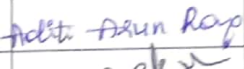
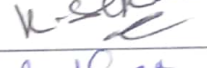

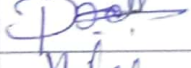
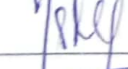




Action to be taken:


Sl.no	Action	Responsible	Due date
1	Calendar of Event to be planned	Department	
2	All Department Activities	Department	
3	IQAC data has to be collected	IQAC Members	

M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE

INTERNAL QUALITY ASSURANCE CELL -IQAC

MEMBERS PRESENT/ABSENT ON IQAC MEETING HELD ON 05/02/16

SL.NO	NAME	DESIGNATION	IQAC DESIGNATION	Signature
1	Dr. A Nagarathna	Principal	Chairperson	
2	S M Acharya	CEO	Member from Management	
3	G Ramachandra	CFO	Member from Management	
4	Prof. T E Kanakavalli	Professor	IQAC Coordinator	
5	Mr. S Hanumantha Reddy	Accounts Manager	Administrative officer	
6	Mr. Vishwanatha Kulkarni	Admission Manager	Administrative officer	
	Mrs. Alaknanda J Adur	Assistant Professor	Academic Member	
	Mrs. Karanam Kavitha	Assistant Professor	Academic Member	
7	Mrs. Haripriya	Assistant Professor	Academic Member	
8	Mrs. Aditi Arun Rao	Assistant Professor	Academic Member	
9	Mr. Shekar K	Assistant Professor	Academic Member	
10	Mrs. Savitha B H	Assistant Professor	Academic Member	
11	Mrs. Pratibha S	Assistant Professor	Academic Member	
12	Prof. N S Rama Rao	Principal MSRP	External Member	
13	C A Anand		Alumni Member	
14	Mani Kanda Sp.		Industry representative	
15	Satish M		Student Member	


(T E Kanakavalli)
IQAC COORDINATOR

M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE

INTERNAL QUALITY ASSURANCE CELL –IQAC

MINUTES OF MEETING (APRIL - JUNE)

Date 28/04/2016

Members present/ absent (as per the Annexure)

**IQAC has called the meeting to discuss IQAC audit and other activities for the college.
Meeting has been held on 28/04/2016 at 1:30 pm in IQAC room**

Principal chaired the meeting by welcoming all the members.

Previous meeting resolutions were read by the coordinator, and the meeting started with following agenda;

Agenda:

Extension and community activities
All department should plan for guest lectures.
All the department should prepare results analysis

Following Resolutions were passed in the meeting:

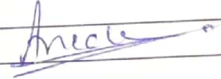

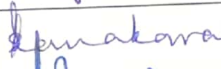
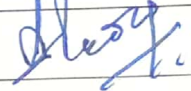

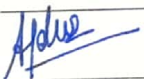
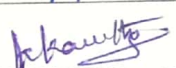
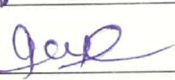
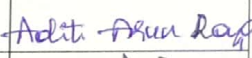
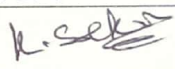
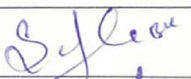


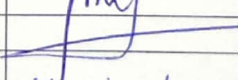
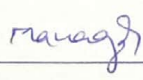
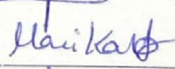
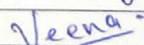
- Green audit report has been forwarded to the management for review.
- Session plan is created by the faculties and reviewed by IQAC.
- Academic calendar is reviewed by IQAC.
- Infrastructure improvement requirement is collected from the department.
- IQAC has collected the student feedback analyze and prepared a report on it.
- IQAC has successfully organized National Conference on "Research, Consultancy & Innovation in Higher Educational Institutions - Issues & Challenges" on 5th of April

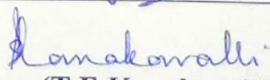
Action to be taken:

Sl.no	Action	Responsible	Due date
1	Plan for guest lecturers, workshop, seminar	Department	Every semester
2	Academic Calendar	Department	30/5/2016
3	Student feedback report	Department	3 rd week of May

M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE

**INTERNAL QUALITY ASSURANCE CELL –IQAC
MEMBERS PRESENT/ABSENT ON IQAC MEETING HELD ON 28/04/2016**

SL.NO	NAME	DESIGNATION	IQAC DESIGNATION	Signature
1	Dr. A Nagarathna	Principal	Chairperson	
2	S M Acharya	CEO	Member from Management	
3	G Ramachandra	CFO	Member from Management	
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10	Mrs. Savitha B H	Assistant Professor	Academic Member	
11	Mrs. Pratibha S	Assistant Professor	Academic Member	
12	Prof. N S Rama Rao	Principal MSRP	External Member	
13	C A Anand		Alumni Member	
14	Manikanda Sp.		Industry representative	
15	VEENA. P.		Student Member	


(T E Kanakavalli)
IQAC COORDINATOR

M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT FOR THE ACADEMIC YEAR 2015-16

Action Taken Report of IQAC for the academic year 2015-16 is based on academic planner and meeting held during the year. ATR has been placed before the management for the inclusion in the institutional annual report. Following quality initiatives have been taken to ensure quality culture in the institution with quality sustenance and quality assurance measures.

Academic planner is prepared in the beginning of the year with proposed dates for activities, CIE, National festivals etc.

Quarterly IQAC meeting held during the academic year are mentioned below with the date:

1st Quarter : 20/7/2015

2nd Quarter: 25/11/2015

3rd Quarter: 05/02/2016

4th Quarter: 28/04/2016

SL.NO	Resolution passed / plan of action	Action taken
1	Review of NAAC PTV report	<p>IQAC has reviewed the PTV report and directed the following departments for improvement of their services;</p> <ol style="list-style-type: none">1. Academic : More value added, certificate programs for students, student centric activities through academic clubs.2. Administrative Office: introduce institutional scholarships for merit students.3. Placement: Pre-placement training, student friendly placements should be concentrated.4. Library: Upgrading e-resources, databases, journals to promote research culture among faculty and students.5. Research cell: To provide publication incentives to encourage quality publications among faculty, revenue generation through consultation and suitable policy
2	Value add/ certificate course or skill oriented courses	<p>Following certificate / value add courses have been introduced during the academic year 2015-16:</p> <ul style="list-style-type: none">• Java and J2EE• Basic Tech in DNA Cloning• Cytotoxicity and antifungal, Antibacterial activity.

		<ul style="list-style-type: none"> • Techniques in Histopathology and Immunohistochemistry • Intermediate certificate programme in enhancing personal effectiveness • Training to Tally programme • ARDUINO UNO • SCILAB Programming • IDE-for 8085 Microprocessor • Insight into Computer Basics
3	PTA and Mentee meeting	PTA and mentor mentee meeting has been scheduled regularly every semester, each mentor meet mentees regularly and maintain records for the same
4	Personality development programs for students	<p>Various committees / centres/units as well as departments organises student development programs to inculcate values and ethics in students life. Following are regular activities for personality development programs;</p> <ul style="list-style-type: none"> • Personality development program was conducted in association with Deccan Herald for 5 day • Centre for Holistic Education has organised workshop on Personality Development in association with 'Disha Foundation' during first week of first semester for UG students.
5	Remedial class	All the departments have conducted remedial class for slow learners for extending support in academics. Remedial class has been conducted before exams, mainly focusing on exam preparation.
6	Outreach and extension activities	<p>NCC, NSS and YRC is active with it wide range of activities for the student development particularly and society at large. Following the regular activities organised on the following dates:</p> <ul style="list-style-type: none"> • Eye Checkup Camp - 4th September 2015 • Pulse polio drive on 21/11/2015 • NSS Camp Blood Grouping 26th December 2015 to 1st January 2016 • Tree plantation on 12/1/2016

7	Conference / Workshop / guest lectures on quality issues	<p>IQAC along with other department, committees and units conduct various quality related academic oriented workshops and guest lectures. Following are the activities organised in the academic year:</p> <ul style="list-style-type: none"> • National Conference on "Research, Consultancy & Innovation in Higher Educational Institutions - Issues & Challenges" organised on 5/4/2016 • "State level student conference - 2015" on 05/10/2015 • Lecture on "Research Opportunities in Biofuels" In association with Karnataka State Council for Science and Technology, IISc. • Organized Guest Lecture on "Principles of Statistics in Scientific Analysis" by Prof. N.S.Murthy, research coordinator, community medicine, MSRMCH. • Hands on workshop on "Concepts and Methods in Molecular Virology" on 17/03/2016-18/03/2016 • Two day workshop on "Arduino- the open source board" was organised in association with Govt. of India Society, Ministry of MSME, Technology development centre- Leading Edge, Electronics Service and Training Centre(ESTC) – ACEL • Two days workshop on "Hands on Training in Plant Tissue Culture" • Two day workshop on SCILAB PROGRAMMING and MAXIMA • One day Hands-on training program on "Software training- Jetking" 20/03/2016
8	Academic and Administrative Audit	Internal and external audit was conducted in October and March to review the activities of departments, faculty and students.
9	Faculty development program and staff development program	<p>IQAC along with other departments organises Faculty development program and staff development program regularly. Following are the activities conducted below:</p> <ul style="list-style-type: none"> • "Technology Enabled Teaching Learning in Higher Education" on 27/7/2015 • "Yoga for Physical and Mental Health" on 2/2/2016

		<ul style="list-style-type: none"> "Organized training program on Aseptic Techniques" organised for non-teaching (lab assistants) staff on 2/3/2016
10	"QUEST" a newsletter by IQAC	IQAC brings out its first issue of the newsletter 'QUEST' which covers all quality activities of the institution
11	Student feedback	Student feedback on teaching and learning, facilities at the institution has been collected, analysed and reported to the principal and management for necessary action.
12	Library services	Library and information services improved by adopting digital access to journal and new open access resources like J gate and Proquest, DELNET and British library are some of the resources accessible to staff and students. Extending library timing during exam time. Department library to help the students to borrow books during exam time
13	AQAR	IQAC has compiled AQAR for the year 2015-16 and submitted to NAAC through mail on 13/8/2016

Ramalakshmi
IQAC coordinator

Ackle
Principal
Principal
M.S. Ramaiah College of Arts, Science & Commerce
MSRIT Post, MSR Nagar
Bangalore 56 0054