

**M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE**

**INTERNAL QUALITY ASSURANCE CELL –IQAC**

**MINUTES OF MEETING (JULY- SEPTEMBER)**

**Date 19/7/2016**

**Members present/ absent (as per the Annexure)**

**IQAC has called the meeting to finalize the calendar of events and other activities of the college. Meeting has been held on 19/7/2016 at 3:30 pm in IQAC room**

**Agenda:**

1. Calendar of events
2. Creation of EDC cell
3. Development program for teaching and non-teaching staff
4. Guidelines for publications
5. Value added course
6. To conduct seminar, guest lecture etc.

**Following Resolutions were passed in the meeting:**

1. Every department was asked to submit the calendar of events for the upcoming semester
2. Entrepreneurship Development cell was created keeping the current situation in mind through MSME and Ms. Surekha was given initiative of starting the cell
3. Departmental monthly meetings were planned. 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of every month were chosen for the meetings at 3.30 p.m
4. FDPs were planned for every semester and two days were fixed for FDPs
5. Every staff members was asked to publish at least one paper per year under preformed guidelines
6. English department was asked to conduct an value added course on foreign language
7. Planned to conduct guest lecture on "Effectiveness of Investor Portfolio Management" by BSE investor service centre.
8. Planned to organize guest lecture on "Psychology and its Applied Fields" by Karnataka Life Skills and Counselling Centre
9. Planned to conduct Workshop on "Cloud Computing"

**Action to be taken:**

Sl.no	Action	Responsible	Due date
1	To conduct workshop and seminars	Respective department	
2	Entrepreneurship development cell	Surekha	Immediate
3	FDPs	HODs of Dept.	Immediate
4	Publications	All faculty	Every year
5	Value added course on foreign language	English Dept.	3 months

**M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE**

**INTERNAL QUALITY ASSURANCE CELL –IQAC  
MEMBERS PRESENT/ABSENT ON IQAC MEETING HELD ON 19/7/2016**

SL.NO	NAME	DESIGNATION	IQAC DESIGNATION	Signature
1	Dr. A Nagarathna	Principal	Chairperson	<i>A. Nagarathna</i>
2	S M Acharya	CEO	Member from Management	
3	G Ramachandra	CFO	Member from Management	<i>G. Ramachandra</i>
4	Mrs. Karanam Kavitha	Assistant Professor	IQAC Coordinator	<i>K. 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. Haripriya	Assistant Professor	Academic Member	<i>H. Haripriya</i>
8	Mrs. Aditi Arun Rao	Assistant Professor	Academic Member	<i>A. Aditi Arun Rao</i>
9	Mr. Shekar K	Assistant Professor	Academic Member	<i>K. Shekar</i>
10	Mrs. Savitha B H	Assistant Professor	Academic Member	<i>B. Savitha</i>
11	Mrs. Pratibha S	Assistant Professor	Academic Member	<i>S. Pratibha</i>
12	Mr. Rama Rao	Principal MSRP	External Member	<i>R. Rama Rao</i>
13	C A Anand		Alumni Member	<i>A. Anand</i>
14	<i>Manikanda Sp.</i>	<i>Manikanda</i>	Industry representative	<i>Manikanda</i>
15	<i>VEENA . P.</i>		Student Member	<i>Veena</i>

*K. Karanam Kavitha*  
(Karanam Kavitha)  
IQAC COORDINATOR

M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE

INTERNAL QUALITY ASSURANCE CELL –IQAC

MINUTES OF MEETING (OCTOBER - DECEMBER)

Date 18/10/2016

Members present/ absent (as per the Annexure)

IQAC has called the meeting to discuss student centric activities, external audit dates and other activities for the college. Meeting has been held on 18/10/2016 at 3:30 pm in IQAC room

Agenda:

1. External Audit dates
2. Best practice to be included in Academic audit
3. Foreign Language enquiry with VETA
4. Calendar of events for next semester
5. Introducing student centric activities in association of DISHA

Following Resolutions were passed in the meeting:

1. FDP programme organized by Aditi on 'AIM INSIGHTS' was successful and the faculty members were benefitted from the programme.
2. External audit dates were fixed as 2,3,4 and 7<sup>th</sup> of November 2016, tentatively. All departments are advised to submit the documents to external auditors during audit work
3. Best practice of the college was identified and was included in academic audit
4. As discussed about value added course in the previous meeting, decided to enquire with VETA
5. Departments are asked to prepare calendar of events for next semester
6. Center for Holistic education in association with DISHA has planned student development programs for first year students of all program

Action to be taken:

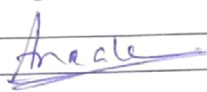

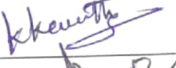
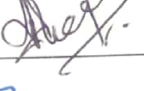

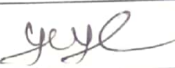
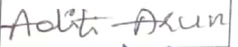
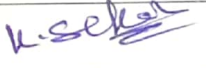
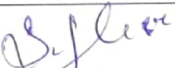
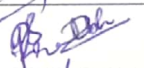

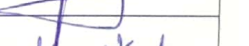
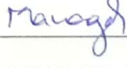
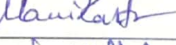

Sl.no	Action	Responsible	Due date
1	External audit	IQAC	One month
2	DISHA – Students centric program	Dr. Anuradha	Regular for every year
3	Workshops, guest lectures	Respective department	Every semester
4	Enquiry with VETA regarding Foreign language	English dept.	Immediate
5	Calendar of events	HODs of all dept.	One week



**M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE**

**INTERNAL QUALITY ASSURANCE CELL -IQAC**

**MEMBERS PRESENT/ABSENT ON IQAC MEETING HELD ON 18/10/2016**

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	
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. Haripriya	Assistant Professor	Academic Member	
8	Mrs. Aditi Arun Rao	Assistant Professor	Academic Member	 <i>Rep</i>
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	Mr. Rama Rao	Principal MSRP	External Member	
13	C A Anand		Alumni Member	
14	Mani Kandas Sp.		Industry representative	
15	VEENA P.		Student Member	

  
(Karanam Kavitha)  
IQAC COORDINATOR

**M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE**

**INTERNAL QUALITY ASSURANCE CELL –IQAC**

**MINUTES OF MEETING (JANUARY - MARCH)**

**Date 23/1/2017**

**Members present/ absent (as per the Annexure)**

**IQAC has called the meeting to discuss IQAC and administrative audits and other activities for the college. Meeting has been held on 23/1/2017 at 3:30 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:**

1. Administrative audit,
2. IQAC compulsory audit
3. Monthly staff meeting and HOD meeting
4. Consultation cell establishment
5. IQAC News letter
6. Lab manuals upload
7. Initiative of IQAC
8. Departmental documents
9. Uploading the research paper
10. Uploading notes and PPT in e-learning portal
11. Initiative for CSR
12. Innovative teaching methodology
13. To conduct seminar, conference, workshop etc.

**Following Resolutions were passed in the meeting:**

1. External audit was done on 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 7<sup>th</sup> of November. All departments were advised to follow the suggestions of the external auditor such as maintenance of work diaries, staff books, assignments, log books up to date
2. Administrative and academic audit should be done twice in a year
3. Monthly general staff meeting, HOD meeting and IQAC meeting should be conducted
4. Establishment of Consultation cell , Members to be - Dr. Rajdurai, Dr. Santosh Anand, Dr. Payal Sarkar, Dr. Lakshmipathi Naidu
5. QUEST – IQAC newsletter should include all the quality related activities held in the institution
6. Lab manuals to be uploaded by May 2017
7. New initiative of IQAC – consultation cell, EDC, Add on/Value added course, Code of conduct for students and staff
8. Every department should conduct one extension activity

9. All departments should maintain result analysis, lab manuals, department manuals and AQAR, calendar of events, objective of dept.
10. Upload notes, PPTs in e-learning portal
11. All the departments should take initiatives for Community service activities
12. New and innovative teaching methods should be adopted
13. To conduct One day workshop on "Behavior Management and Discipline" for students
14. Planned to organize One day symposium on "Demonetization and Indian Economy - Its Future" was organised in association with Commerce and Management Departments.
15. Two day FDP on "Image Processing using MATLAB"
16. Two day workshop on "MATLAB Tool"

**Action to be taken:**

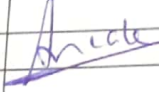

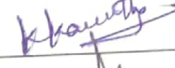
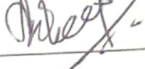

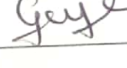
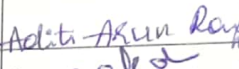
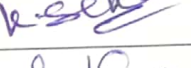




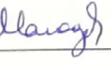
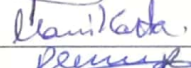

Sl.no	Action	Responsible	Due date
1	Maintenance of stock book, staff books, work diaries, assignments.	All faculty	Every semester
2	Audit	IQAC	Every semester
3	Meetings	Principal	Monthly
4	Consultation cell	Dr. Rajdurai	
5	Lab manuals upload	Concerned HODs	May 2017
7	Extension activity	All departments	Every semester
8	Departmental documents	All departments	Every semester
9	Research paper	All faculties	15/5/2017
10	Uploading notes and PPT in e-learning portal	All faculties	15 days
11	CSR	HODs	Every semester
12	New innovative teaching method	All faculties	Every semester



# M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE

## INTERNAL QUALITY ASSURANCE CELL -IQAC

### MEMBERS PRESENT/ABSENT ON IQAC MEETING HELD ON 23/1/2017

SL.NO	NAME	DESIGNATION	IQAC DESIGNATION	Signature
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2	S M Acharya	CEO	Member from Management	
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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	Mr. Rama Rao	Principal MSRP	External Member	
13	C A Anand		Alumni Member	
14	Manikanda Sp.		Industry representative	
15	Praveen, R		Student Member	

  
(Karanam Kavitha)  
IQAC COORDINATOR

**M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE**

**INTERNAL QUALITY ASSURANCE CELL –IQAC**

**MINUTES OF MEETING (APRIL - JUNE)**

**Date 21/4/2017**

**Members present/ absent (as per the Annexure)**

**IQAC has called the meeting to discuss guidelines for consultancy cell and other activities for the college. Meeting has been held on 23/1/2017 at 3:30 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:**

1. Guidelines for Consultancy cell and EDC
2. Policy on research, consultancy
3. Faculty publications
4. Checking of Academic audit

**Following Resolutions were passed in the meeting:**

1. Guidelines for Consultancy cell and EDC and EDC should meet MSME
2. Policy on research and consultancy should be finalized
3. Every department asked to identify research areas and consultancy areas of the departments
4. AQAR compilation work distributed to all IQAC members
5. External AAA report is discussed, suggestions for improvements were notified to all the departments.
6. Letters to external IQAC members were sent
7. The members of IQAC are asked to give recommendations on consultancy, research and extension activities
8. Faculties advised to publish more no. of research articles
9. Checking of Part A, B and C (Academic audit)

**Action to be taken:**

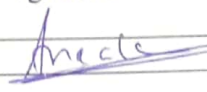

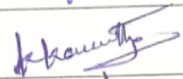
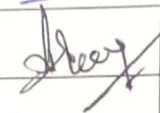

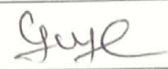
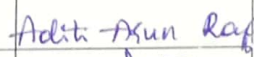
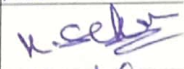


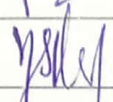
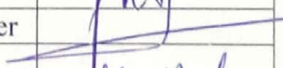

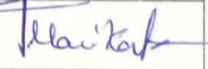
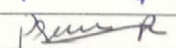
Sl.no	Action	Responsible	Due date
1	Guidelines for Consultancy cell and EDC	IQAC	One month
2	AQAR compilation work	IQAC members	
3	External IQAC members	Principal	One week
4	Faculty publications	All faculties	
5	Checking of Academic audit	IQAC members	September 2017



**M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE**

**INTERNAL QUALITY ASSURANCE CELL –IQAC**

**MEMBERS PRESENT/ABSENT ON IQAC MEETING HELD ON 21/4/2017**

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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(Karanam Kavitha)  
IQAC COORDINATOR

**M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**ACTION TAKEN REPORT FOR THE ACADEMIC YEAR 2016-17**

Action Taken Report of IQAC for the academic year 2016-17 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:

1<sup>st</sup> Quarter : 19/7/2016

2<sup>nd</sup> Quarter: 18/10/2016

3<sup>rd</sup> Quarter: 23/1/2017

4<sup>th</sup> Quarter: 21/4/2017

SL.NO	Resolution passed / plan of action	Action taken
1	Value add/ certificate course or skill oriented courses	Following certificate / value add courses have been offered by various department during the academic year 2016-17: <ul style="list-style-type: none"><li>• Concepts and methods in Molecular virology</li><li>• Clinical Research and Pharmacovigilance</li><li>• Instrumentation Tech for Phytochemical analysis</li><li>• Advanced chomaography &amp; spectroscopy Tech</li><li>• Advanced Automated Techniques of Clinical Biochemistry</li><li>• Technical Analysis in stock market</li><li>• Tally training -A practical approach</li></ul>
2	PTA and Mentee meeting	PTA and mentor mentee meeting has been scheduled regularly every semester, every mentor meet mentees regularly and maintain records for the same

3	Personality development programs for students	<p>Following are the activities conducted to enhance the life skills with values for better prosperity of students:</p> <ul style="list-style-type: none"> <li>• A series of workshops on "Campus to Career", "Leadership Skills", "Presentation Skills", "Responsible use of Social Media" and "Handling Emotions" were organised in association with Deccan Herald</li> <li>• Centre for Holistic Education has organised workshop on Personality Development in association with 'Disha Foundation' during first week of first semester for all UG students.</li> </ul>
4	Remedial class	<p>Departments were directed to identify slow learners after the internal assessment and conduct remedial class or coaching class for slow learners for extending support in academics. Remedial class has been conducted before exams, mainly focusing on exam preparation.</p>
5	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"> <li>• Lake restoration awareness and cleaning at the vicinity of the lake was organized in association of lake welfare club of Chikkabanavara 23.3.2017</li> <li>• Eco-Ganesha festival celebration - A campaign to create awareness about the use of eco-friendly Ganesha idols which was depicted by several posters and banners</li> <li>• PULSE POLIO DRIVE: On the eve of National Pulse Polio day Cadets of NCC participated in the Drive along with the Mathikere Ward BBMP Officials and the Health Department 22/5/2016</li> </ul>




6	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.</p> <p>Following are the activates conducted along with the dates:</p> <ul style="list-style-type: none"> <li>• A seminar on "Pollution &amp; Health: A Current Scenario" in commemoration of National Science Day.</li> <li>• A Workshop on "Cloud Computing"</li> <li>• A Guest Lecture on "Preparation for Competitive Examination" by Mr. Venugopal from Competitive Learning Success India Pvt. Ltd.</li> <li>• One day symposium on "Health and safety - Trends on anti-nutritional factors for sustainable health" on 25/11/2016</li> <li>• Conference on "Emerging Technologies and their Applications" SLCETA-17 on 10/03/2017</li> <li>• One day symposium on "Demonetization and Indian Economy - Its Future" was organised jointly by Commerce and Management Departments on 3/3/2017</li> <li>• Industrial training on Basic course on Animal Cell Culture Techniques" in association with Biozeen</li> <li>• One day symposium on "Health and safety - Trends on anti-nutritional factors for sustainable health".</li> <li>• A guest lecture on "Psychology and its Applied Fields" by Karnataka Life Skills and Counselling Centre</li> <li>• Organized Guest Lecture on "Crystallography - Past, Present and Future" by Manish Mehta, Donald.R.Longman Professor, Oberlin College of Arts &amp; Sciences.</li> </ul>
7	Academic and Administrative Audit	<p>Internal and external audit was conducted in October and March and reviewed the activities of departments, faculty and students.</p> <p>Administrative audit highlighted the admission process, document verification for university purpose. E-governance policy and practice is reviewed.</p>

8	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 along with the dates.</p> <ul style="list-style-type: none"> <li>• A workshop on "ERP &amp; Reporting Tools" conducted by Clerisy Learning Solutions.</li> <li>• Two day FDP on "Image Processing using MATLAB"</li> <li>• FDP on Communicative skills</li> <li>• "Computer Applications in Research and Teaching"</li> <li>• "Research and Publication Strategy for Academic Career"</li> <li>• Staff training program on "Solid waste management" for support staff was organised on 7/3/2017</li> </ul>
9	"QUEST" a newsletter by IQAC	IQAC brings out its 2 <sup>nd</sup> issue of the newsletter 'QUEST' which covers all quality activities of the institution
10	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.
11	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
12	AQAR	<p>IQAC has compiled AQAR for the year 2016-17 placed before the management for their approval.</p> <p>AQAR has been submitted to NAAC through mail on 10/8/2017.</p>

13	Infrastructure augmentation	MSRCASC New building has spacious classroom and laboratory with LCD and wifi connectivity. 5 laboratories has been established with new equipments. New auditorium and seminar halls with updated technology has been established in the new building.
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