

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

**MINUTES OF MEETING (JULY – SEPTEMBER: 2017)**

**Date 06/07/2017**

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

**IQAC has called the meeting on 06/07/2017 at 11:00am 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. Academic and Administrative Audit
2. Faculty publication, support from management
3. Submission of Documents for AAA
4. Preparation of AQAR for the year 2016-17
5. Scholarships for deserving students

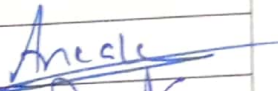
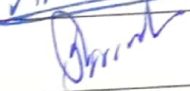
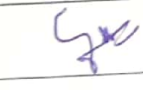
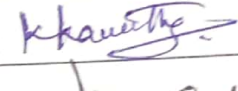
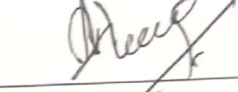

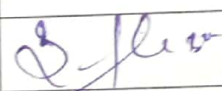
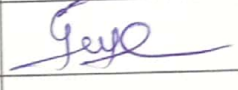
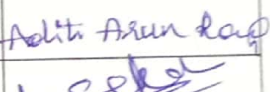


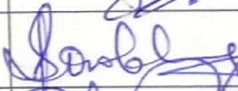
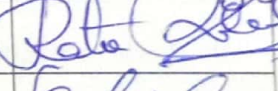
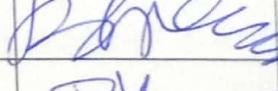
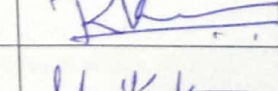
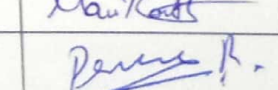
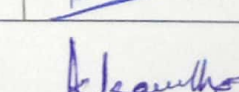
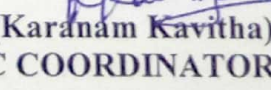
**Following Resolutions were passed in the meeting:**

1. Discussed AAA, and report for the same has been prepared and reviewed.
2. Departments were asked to set quantifiable objectives and review every month.
3. Student workshop on SCILAB programming and maxima
4. FDP on Meditation for work life balance for Teachers and non-teaching staff is scheduled
5. The expiry date of the ISBN number is March 2018, hence faculty were asked to use the number for their book publications
6. All the 7 criteria as per the new methodology were discussed, criteria in charge persons were oriented prepare the SSR as per RAF
7. Student database has to be prepared for the present first year
8. AQAR has been collected compilation work will be carried on by criteria in charge persons

**Action to be taken:**

Sl.No	Action	Responsible	Due date
1	Academic audit	IQAC	October, 2017
2	Student database	Respective department	August, 2017

**M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE**  
**INTERNAL QUALITY ASSURANCE CELL –IQAC**  
**MEMBERS PRESENT/ABSENT ON IQAC MEETING HELD ON 06/07/2017**

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	Manikanda. Sp.	Manager	Industry representative	
17	Pgaveen. R		Student Member	

  
(Karanam Kavitha)  
**IQAC COORDINATOR**



# M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE

## INTERNAL QUALITY ASSURANCE CELL –IQAC

### MINUTES OF MEETING (OCTOBER – DECEMBER: 2017)

Date 16/ 11 /2017

Members present/ absent (as per the Annexure)

IQAC has called the meeting to discuss about Reports for Annual day, 10<sup>th</sup> National Women Science Congress Souvenir, and other activities for the college.

Meeting has been held on 16/ 11 /2017 at 11:30am 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. IQAC members responsible for AAA
2. New Methodology of NAAC
3. Extension activities list and report
4. Introduction of new value added courses

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

The Academic & Administrative audit is scheduled on 21<sup>st</sup> and 24<sup>th</sup> November, 2017

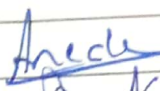
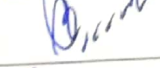

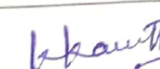
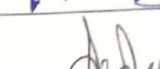
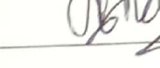

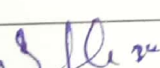
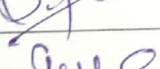
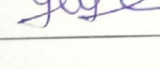
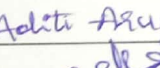
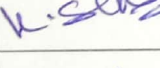


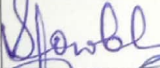
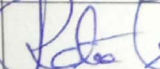


1. Teaching and non-teaching staff self-appraisal forms have to be submit
2. Documents of the Audit is as follows:
  - Part-A- Faculty profile
  - Part-B- Student profile
  - Part C- Student progression with result analysis
3. Faculty orientation about new methodology has been scheduled in the last week of November
4. 10<sup>th</sup> National Women Science Congress conference was succfully organized and conference souvenir is released as e- copy
5. Certificate course on Basic French is planned
6. NCC and NSS units were instructed to submit extension activity reports conducted in this semester
7. Student workshops and guest lectures on 'Map to effective communication', 'spectroscopy of organic compounds', were planned and executed by the department.

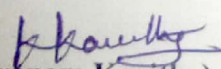
**Action to be taken:**

<b>Sl.No.</b>	<b>Action</b>	<b>Responsible</b>	<b>Due date</b>
1	Academic & Administrative audit	IQAC	Nov 2017
2	NAAC new methodology and SSR for 4 <sup>TH</sup> cycle	IQAC coordinator and IQAC members	Dec 2017
3	Extension activity	NCC or NSS and the department	Jan 2018
4	Basic French	Mrs. Lalitha C K	



**M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE**  
**INTERNAL QUALITY ASSURANCE CELL –IQAC**  
**MEMBERS PRESENT/ABSENT ON IQAC MEETING HELD ON 16/ 11 /2017**

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 S	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	manikandasp	manag	Industry representative	
17	Likith.j		Student Member	

  
(Karanam Kavitha)  
**IQAC COORDINATOR**



# M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE

## INTERNAL QUALITY ASSURANCE CELL –IQAC

### MINUTES OF MEETING (JANAURY – MARCH: 2018)

Date 18/01/2018

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

IQAC has called the meeting to discuss about New AQAR format, College calendar of events and other activities for the college.

Meeting has been held on 18/01/2018 at 11:00am 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:

- Admission Register & Scholarship details
- Upload Internal Marks
- College Calendar of Events
- External and Administrative Academic Audit
- To conduct guest lecture, seminar, workshop etc.
- To celebrate National Science day.
- Adoption of new teaching pedagogy

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

- All the departments are expected to submit the 7 criteria inputs of NAAC as per new methodology.
- Student admission register has to be updated for each course separately with student photo.
- Scholarship details have been checked and found intact.
- University procedures must be followed as per its guidelines for uploading internal marks.
- Academic calendar is reviewed by IQAC.
- The Department Calendar of events should be submitted to the office of the undersigned on or before 06.02.2018.
- Faculty should include the teaching pedagogy in the work diary for each of the modules of the syllabus
- IQAC has scheduled External Audit by External Member on 15/03/2018 and asked all the departments to get ready for the same.
- As the new methodology for SSR has changed, IQAC will conducted orientation program about the AQAR format and guidelines.

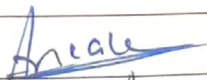


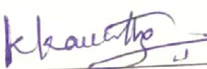
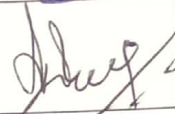


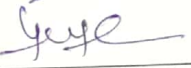
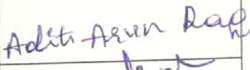
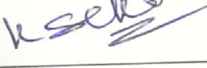


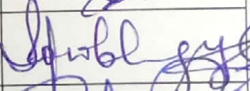
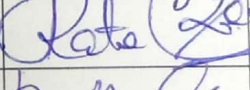
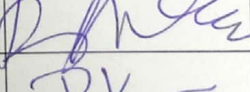
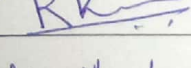
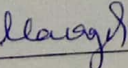
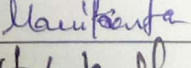
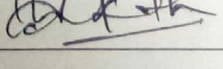
- Planned to conduct Guest lecture by Dr. Wayne Fallen from Western Sydney University on "Leadership Management"
- Planned to conduct a seminar on "E-Commerce and its Application" by Soumyojit Roy, Indian Institute of E-Commerce.
- Planned to Organize, Two-day workshop on "Holistic Personality Development" for all the students in association with Disha Charitable Trust for Value Initiatives.
- Life sciences to organise National Science Day in association with KSTA, Department of Science and Technology, GOK.

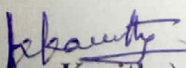
**Action to be taken:**

Sl.No	Action	Responsible	Due date
1	External Audit has been conducted by External Member and the report is submitted to the Management and NAAC.	IQAC with external members	15/03/2018
2	To Organize a National Seminar on "Science and Technology for Sustainable Future" in commemoration of National Science Day in association with KSTA, Department of Science and Technology, GOK.	Dr. Pushpa. H.	12 <sup>th</sup> March 2018
3	To conduct Two day workshop on "Holistic Personality Development" for all the students	Dr. Anuradha Ramanna	6 <sup>th</sup> and 7 <sup>th</sup> March 2018
4	Workshops, guest lectures and seminar	All departments	Every semester



**M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE**  
**INTERNAL QUALITY ASSURANCE CELL -IQAC**  
**MEMBERS PRESENT/ABSENT ON IQAC MEETING HELD ON 18/01/2018**

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	
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15	Mr. Ravi Kiran		Alumni Member	
16	Mani Kande.S.P.		Industry representative	
17	L P Kirthi .j		Student Member	

  
**(Karanam Kavitha)**  
**IQAC COORDINATOR**



# MS RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE

## INTERNAL QUALITY ASSURANCE CELL –IQAC

### MINUTES OF MEETING (APRIL – JUNE: 2018)

Members present/ absent (as per the Annexure)

Date 02/04/2018

IQAC has called the meeting on 02/04/2018 at 11:30am 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:

- Departmental Report & Committee Report 2017-18
- Examination Orientation Meeting
- Faculty Orientation program
- Feedback on curriculum
- Increasing bandwidth, more computer requirement

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

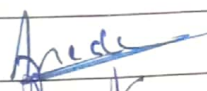

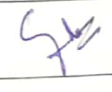
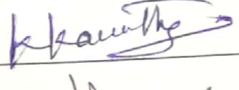


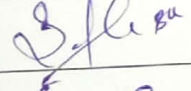
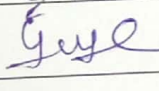
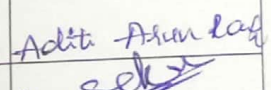
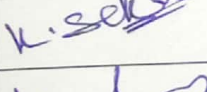
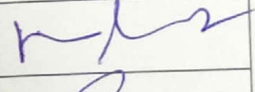
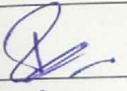
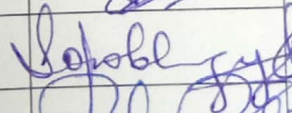
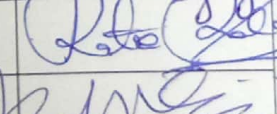
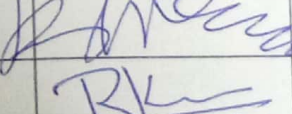
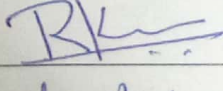
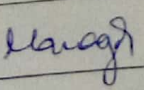
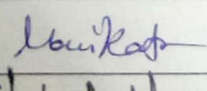
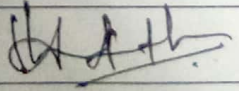
- The committee Convener/Members are hereby informed to send the report for the academic year 2017-18.
- University has adopted online admission process and internal marks upload, hence internet facility should be strengthened. Bandwidth has been increased for the same.
- All the staff members are instructed to bring at least 2 paper publications per year.
- IQAC will collect, analyze the feedback on curriculum and report the same to the university for updating the syllabus.
- FDP on 'Effective pedagogical techniques for Today's Google Era' is scheduled to help the teachers to adopt new teaching pedagogy in their classroom teaching.
- IQAC has initiated 'UGC-NET study circle' where teachers and students can share their learning contents and materials.

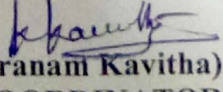
#### Action taken:

Sl.No.	Action	Responsible	Due date
1	To submit departmental report & committee report	Dept. HOD	April 2017
2	To Collect the student feedback	IQAC	May 2017



**MS RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE**  
**INTERNAL QUALITY ASSURANCE CELL -IQAC**  
**MEMBERS PRESENT/ABSENT ON IQAC MEETING HELD ON 02/04/2018**

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 S	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	Manikanda. Sp.		Industry representative	
17	Likitha. j		Student Member	

  
**(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 2017-18**

Action Taken Report of IQAC for the academic year 2017-18 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: 06/7/2017

2<sup>nd</sup> Quarter: 16/11/2017

3<sup>rd</sup> Quarter: 18/01/2018

4<sup>th</sup> Quarter: 02/04/2018

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 introduced during the academic year 2017-18: <ul style="list-style-type: none"><li>• Auto Desk Maya</li><li>• Mental Health</li><li>• MS Excel</li><li>• Basic Course and Digital marketing courses-Finarc</li><li>• Financial Markets Beginners Course-NCFM</li><li>• Tally training program</li><li>• Basic Tools in Bacterial Genomics</li><li>• Trading in stock market-Finmark</li><li>• Basic Tech. for DNA Isolation and Protein Purification</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>• Two day workshop on "3D Game Designing using Unity" in association with Innovation Cell IIT Bombay.</li> <li>• Two day workshop on "Public Speaking Skills - Speak Smart Spontaneously"</li> <li>• Centre for Holistic Education has organised workshop on Personality Development in association with 'Disha Foundation'.</li> <li>• A seminar on "Map to Effective Communications" by Mr. Bharath from '13' Organization.</li> </ul>
4	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.
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>• Around 200 saplings were planted along the road sides of Nanjappa layout in Vidyaranyapura 15/8/2017</li> <li>• NCC Cadets, NSS volunteers has participated in Rally for Rivers on 01st Sep 2017</li> <li>• NCC Cadets and NSS volunteers has participated in mental Awareness rally organized by Psychology Dept. on 16 Oct 2017</li> <li>• 12 Cadets participated in 1962 India China War Memorial held at Indhiragandhi Music Fountain Bangalore on 12 Nov 2017</li> <li>• Eco-Ganesha campaign to create awareness about the use of eco-friendly Ganesha idols. 22/9/2017</li> <li>• As a regular practice NSS and YRC volunteers participated in the pulse polio drive along with NCC cadets to</li> </ul>




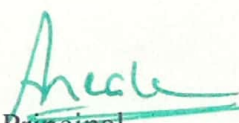
		<p>help BBMP health Officials and the Health Department on 4/11/2017 450houses were visited and data was collected</p> <ul style="list-style-type: none"> <li>• The NSS volunteers along with the students from various streams of our college donated blood and 200 units of blood collected. 27/10/2017</li> </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> <ul style="list-style-type: none"> <li>• State level Conference on "Emerging Technologies and its Application"</li> <li>• One day Symposium on "GST- A Review"</li> <li>• Organised a National Seminar on "Science and Technology for Sustainable Future" in commemoration of National Science Day in association with KSTA, Department of Science and Technology, GOK.</li> <li>• A seminar on "E-Commerce and its Application" by Soumyojit Roy, Indian Institute of E-Commerce</li> <li>• Guest lecture on "Genome Editing in Plants" delivered by Dr. Ramu S V, University of Agricultural Sciences , Bangalore</li> <li>• Indian Academy of Sciences sponsored lecture workshop on "Recent Trends in Cancer Biology" in collaboration with Indian Academy of Sciences- Bangalore, The National Academy of Sciences- Allahabad, Indian National Sciences Academy- New Delhi.</li> <li>• Seminar on "Career opportunities in clinical research" in association with MMS Holding (MMS)- Canton, Michigan, USA.</li> <li>• Guest lecture by Tony Syng from University of Leeds on "Creativity in Marketing"</li> <li>• Guest lecture by Dr. Wayne Fallen from Western Sydney University on "Leadership Management"</li> </ul>

7	Academic and Administrative Audit	Internal and external audit was conducted in October and March to review the activities of departments, faculty and students.
8	Faculty development program and staff development program	<p>IQAC along with other departments organises Faculty development program and staff development program regularly every year. Few are mentioned below:</p> <ul style="list-style-type: none"> <li>• Two day FDP on "Application of MS Excel in Academics and Research" held on 29/11/2017</li> <li>• FDP on "Gender in the Workplace" by Prof. Dr. Sarasu Esther Thomas, Professor of Law at NLSIU, Bangalore.</li> <li>• FDP on "Meditation for Work-Life Balance" was conducted 16/9/2017</li> <li>• UGC NET- study circle was initiated to create an environment for teachers and PG students to take up NET exam</li> <li>• FDP on ICT Enabled Teaching &amp; Learning was organised on 30/10/2017</li> <li>• "Kannada Baraha Training Programme" was organised on 9/8/2017 for non teaching clerical staff</li> <li>• "How to Publish in Scopus and High Impact Journal" one day FDP held on 5/2/2018</li> <li>• Programme Outcome and Course Outcome based Education" on 12/3/2018</li> </ul>
9	"QUEST" a newsletter by IQAC	IQAC brings out its 3 <sup>rd</sup> issue of the newsletter 'QUEST' to cover all quality activities organised in the institution during the present academic year.
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. Feedback on teachers along with the course/ curriculum has been collected and communicated to competent authority.



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	IQAC has compiled the data for AQAR for the year 2017-18 and placed it before the management for their approval. AQAR has been submitted to NAAC through mail on 11/9/2018
13	Infrastructure augmentation	New building with spacious classroom and laboratory with LCD and wifi connectivity. 17 new Laboratories were established with latest equipment's, additional 10 rooms with LCD. New auditorium and seminar halls with updated technology has been established

  
 IQAC coordinator  
 (Karanam Kavitha)

  
 Principal  
 Principal  
 (Dr. A. Nagarathna)  
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