

# M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE

## INTERNAL QUALITY ASSURANCE CELL –IQAC

### MINUTES OF MEETING (JULY- SEPTEMBER)

Date 17/07/2018

Members present/ absent (as per the Annexure)

**IQAC has called the meeting on 17/07/2018 at 2:30 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:**

- Applying for star college status/ CPE
- Preparation of short term goals of the department
- To conduct FDPs, training programs
- Submission of AQAR
- Academic and administration audit for the year
- NPTEL program

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

- Members discussed about application for star college status and applying for CPE
- All departments were asked to conduct training programs for teachers and non-teaching staff for the upcoming year 2018-19.
- All the departments are directed to set short term goals keeping NAAC re-accreditation in mind.
- Collecting the data from the departments as per the new AQAR format for year 2017-18 distributed among the IQAC members for compilation work.
- Last day to submit AQAR is scheduled for third week of September.
- All the faculty and departments keep the records for smooth conduct of AAA in all the departments and coordinated with internal and external auditors.
- All the departments are instructed to encourage students to register for NPTEL courses. For faculty as well for registering the NPTEL course as FDP
- The college has been recognized as NPTEL local chapter
- Departments were instructed to submit semester plan and advised to adhere to the calendar of events scheduled for the academic year.
- Next review meeting is scheduled for first week of September, 2018

**Action to be taken:**

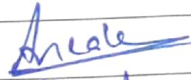


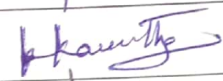
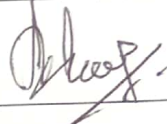

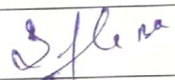
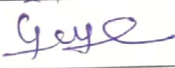
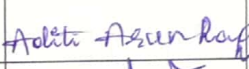
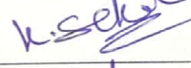


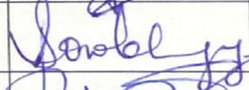
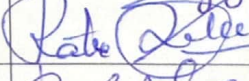


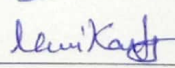
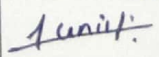
<b>Sl.no</b>	<b>Action</b>	<b>Responsible</b>	<b>Due date</b>
1	Submission of calendar and events, semester plan and documents relating to AQAR	HOD's	August 3 <sup>rd</sup> week.
2	Compilation and Submission of AQAR	IQAC	September 2018
3	Academic and administration audit for the year 2017-18	IQAC	Sept 2018
4	NPTEL program coordinator	Dr. Raju Dorai	Dec 2018
5	Applying for Star college status and CPE	Dr. Snehalatha	2018-19

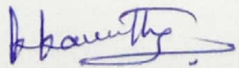


# M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE

## INTERNAL QUALITY ASSURANCE CELL –IQAC

### MEMBERS PRESENT/ABSENT ON IQAC MEETING HELD ON 17/07/2018

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	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	manikanta Sp.	Manager	Industry representative	
17	Sunit G.c		Student Member	

  
IQAC coordinator

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

## **INTERNAL QUALITY ASSURANCE CELL –IQAC**

### **MINUTES OF MEETING (OCTOBER - DECEMBER)**

**Date 04/10/2018**

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

**IQAC has called the meeting on 04/10/2018 at 2:30 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:**

- Academic calendar for PG program
- Extension activities through NSS/ NCC
- Student's feedback and analysis
- Bridge course report from few departments
- Value added course report

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

- Academic calendar for PG programs has to be strictly followed as decided in the beginning of the semester.
- NSS and NCC units were asked to submit the extension activities reports for this semester.
- All departments, committees and units were asked to plan for extension activities and submit the proposed budget for the next semester
- Members reviewed the AAA process and suggested measures for suitable actions.
- Submit Bridge course report conducted by all the departments to IQAC
- All the departments were asked to submit the report on various events conducted including value added programs, workshop, seminars in the departments
- Feedback from students, teachers, alumni and industry to be collected, analyzed with proper action through communicating the same with the University.

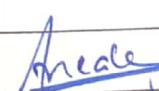


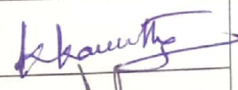
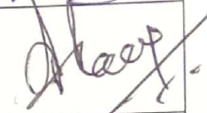

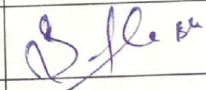
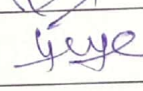
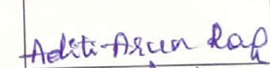
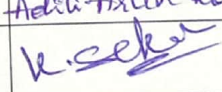
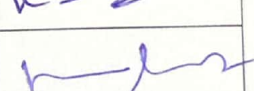


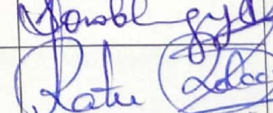
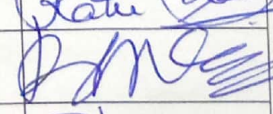

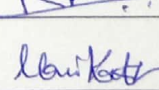
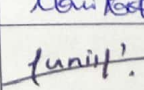
**Action to be taken:**

Sl.no	Action	Responsible	Due date
1	Academic calendar	HOD's	
2	Extension Activities Report	NSS , NCC & Departments	
3	Bridge course report	HOD's	
4	Feedback analysis	IQAC	



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

**MEMBERS PRESENT/ABSENT ON IQAC MEETING HELD ON 04/10/2018**

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	Manikanta Sp.	Manager	Industry representative	
17	Sunil G.C.		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 28/01/2019

Members present/ absent (as per the Annexure)

**IQAC has called the meeting on 28/01/2019 at 2:30 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:**

- Discussion about 4<sup>th</sup> cycle NAAC
- Details relating to SSR compilation
- To celebrate of national youth's day
- To organize industrial visits
- Parents teachers meeting to be held
- Alumni Day to be organized in March
- National science day to be celebrated
- IQAC seminar

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

- 4<sup>th</sup> cycle of NAAC A&A process and preparation was discussed, with emphasis on new revised methodology
- All the departments are directed to submit details relating to SSR compilation
- Departments were instructed to organize industrial visits and submit the report for the same along with list of students.
- Planned to organize National Youth day celebration, student activities finalized the guest speaker,
- Planned for industrial visits to students of each departments and submit the report to IQAC
- Parents teachers meeting to be conducted by second week of March
- Alumni Day is planned on Second Saturday of March, cultural committee is asked to plan activities, registration of alumni etc.



- National science day is planned with KSTA collaboration, events, competitions for students has been planned with prize distribution.
- IQAC initiated to organize One day National Seminar on New Methodology in the month of April, required preparations were discussed, list of speakers has been finalized.
- Next meeting is scheduled to discuss on National Seminar on 7/2/2019 in IQAC room

**Action to be taken:**

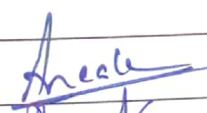


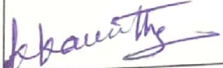
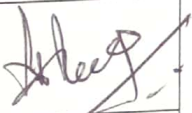

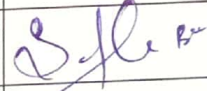
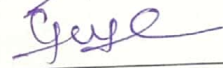
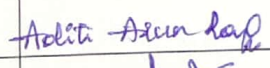
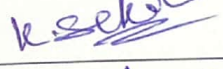


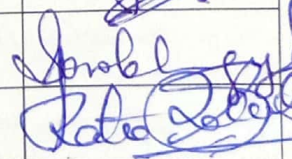
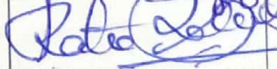
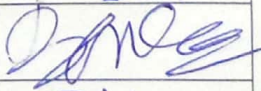
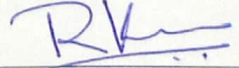
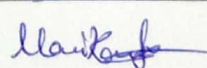
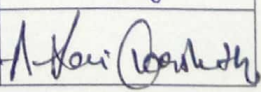
Sl.no	Action	Responsible	Due date
1	Organized industrial visits	Departments	March, 2019
2	National science day to be celebrated	Life Sciences	March, 2019
3	IQAC national seminar	IQAC	April, 2019
4	Alumni day	Alumni committee	March, 2019
5	National Youth Day	Center for Holistic development	February, 2019

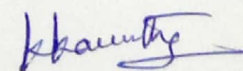


# M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE

## INTERNAL QUALITY ASSURANCE CELL –IQAC

### MEMBERS PRESENT/ABSENT ON IQAC MEETING HELD ON 28/01/2019

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	
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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	A. Sai Varshithy		Student Member	



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

## **INTERNAL QUALITY ASSURANCE CELL –IQAC**

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

**Date 04/04/2019**

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

**IQAC has called the meeting to discuss about curriculum feedback, workshops and other activities for the college. Meeting has been held on 04/04/2019 at 2:30 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:**

- Curriculum feedback
- Value added Courses
- Internship and student activities
- FDP on ICT tools, E-content development
- Library committee to understand the improvement opportunities of the library
- Structured format for report submission

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

- IQAC should start the process of collecting feedback and it analysis
- Departments should emphasize on more value added course with inter discipline certificate courses.
- Departments should encourage and provide opportunities for students to take up Internships.
- Every department is directed to develop e-content online courses with effect from next academic year, to help the faculty FDP is planned on e-content development training program
- IQAC has planned to organize FDP on uses of ICT and e-content development
- Development programs are planned for the non-teaching staff during May, 2019
- Infrastructure improvement requirement is collected from all the departments
- AAA report preparation and review has been scheduled



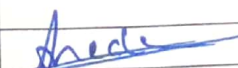
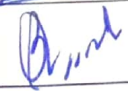

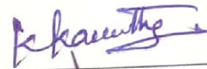
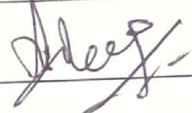

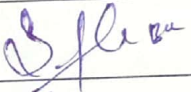
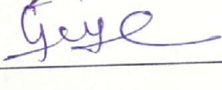
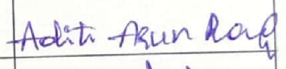
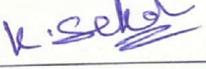




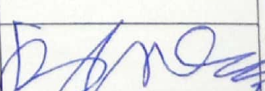
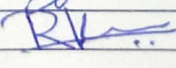
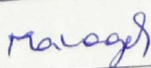
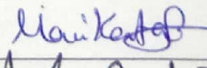
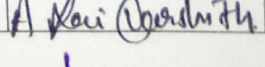
Action to be taken:

Sl.no	Action	Responsible	Due date
1	Curriculum feedback	IQAC	
2	FDP and training programs for teaching and non-teaching staff	IQAC	

# M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE

## INTERNAL QUALITY ASSURANCE CELL -IQAC

### MEMBERS PRESENT/ABSENT ON IQAC MEETING HELD ON 04/04/2019

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 Kanda Sp.		Industry representative	
17	A-Sai Varshi th		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 2018-19**

Action Taken Report of IQAC for the academic year 2018-19 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: 17/7/2018

2<sup>nd</sup> Quarter: 04/10/2018

3<sup>rd</sup> Quarter: 28/1/2019

4<sup>th</sup> Quarter: 04/04/2019

SL.NO	Resolution passed / plan of action	Action taken
1	Value add/ certificate course or skill oriented courses	<p>Following certificate / value add courses have been introduced during the academic year 2018-19:</p> <ul style="list-style-type: none"><li>• Python</li><li>• Analytical tech. in Bacterial proteomics</li><li>• Vedic Mathematics</li><li>• Handwriting Therapy</li><li>• Basics in Stock Market &amp; Technical Analysis</li><li>• Soaps &amp; Detergents making/Candle making/liquid soap/perfumes etc.</li><li>• Mammalian Cell Culture</li><li>• Food Safety and Quality Management</li><li>• Wine Production Technology</li><li>• Signal processing and its Application</li></ul>

2	PTA and Mentee meeting	PTA and mentor mentee meeting has been scheduled regularly every semester, each mentor meet mentee regularly to guide them in academics, personal issues as and when it arises 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>• One day "Personality Development" Workshop in collaboration with Interpret</li> <li>• Student Idea Conclave for Better Bengaluru.</li> <li>• Centre for holistic education regularly organises student development program for the first year students during the first month of the first semester.</li> <li>• Organized a Lecture Series on Suicide Prevention and Anxiety in collaboration with Ramaiah Medical College, Paediatric Department to all the First Year BBA, BA Departments.</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>• 30/08/2018 Blood donation Camp, 130 units of blood was collected</li> <li>• 04/11/18 and 05/11/18 First Aid And Disaster Managmnet Training Program</li> <li>• 1/2018 Idea Conclave for better Bangalore</li> <li>• No Plastic Awareness activity 20/03/2019</li> <li>• 15/03/2019 Waste Segregation awareness in Aramane Nagra ward No:35</li> </ul>

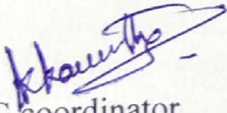


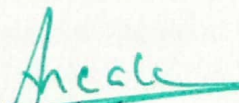
		<ul style="list-style-type: none"> <li>• Pulse polio drive along with BBMP health officers held on 12/12/2018</li> <li>• Awareness program on science was organised by Chemistry, Electronics and Computer science in a Government school in Hessargatta village in the month of March, 2019</li> </ul>
6	Conference / 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>• ONE DAY NATIONAL SEMINAR- "New Methodology of Assessment &amp; Accreditation by NAAC - Issues and Challenges" organised on 11/4/2019</li> <li>• Idea Conclave for Better Bengaluru.</li> <li>• Training Programme on International Auditing System and Process-Food Safety and Quality Management in 2nd week of April 2019 in association with Oncert-International Private Limited.</li> <li>• Microfest-2019 was organized on the theme "Challenges and new concepts in Antibiotics" and various competitions like Biorangoli, Collage, Power Point Presentation were organized on 26th March 2019</li> <li>• The Department organized an international guest Lecture in Psychology on '<i>New Neuron, Life style choices and mental health</i>' by Dr.Brenda Williams, Kings College, London on 27-09-2018.</li> <li>• A Three Day Workshop on " R Programming with Data Science " from 27<sup>th</sup>, 28<sup>th</sup> and 29<sup>th</sup> September 2018 conducted by Mrs. Firdouz from Flex Analytics</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. Few are mentioned below:</p> <ul style="list-style-type: none"> <li>• FDP on Intellectual Property Rights held on 19/12/2018</li> <li>• FDP on E-content development and lecture capturing system held on 27/6/2019</li> <li>• FDP on Leadership skills and Team Building.</li> <li>• FDP on Information and Communication Technology</li> <li>• FDP on 'Approaches to NEW ENGLISH TEXTBOOK' in association with Bangalore University English Teacher's Association (BUETA) was held on 12/2/2019</li> <li>• R-Programming with Data Science</li> <li>• "An Innovative New Generation Enzymatic PCR" Prerana- A Journey from Teacher to Guru on 20/7/2018</li> <li>• Effective Pedagogical Techniques for today's Google era on 4/9/2018</li> <li>• Intellectual property rights held on 19/12/2018</li> <li>• Staff development program for non teaching clerical staff on "Orientation about Examination" held on 3/9/2018</li> <li>• Staff development program-Positive mind set for accelerated growth, Time management, Interpersonal skills held on 22/1/2019</li> </ul>
9	"QUEST" a newsletter by IQAC	IQAC published 4 <sup>th</sup> issue of its newsletter 'QUEST' which covers all the quality related, extension and academic activities of the institution for the present academic year.
10	Student feedback	Feedback on curriculum from various stakeholders like student, alumni, teachers and employers has been collected, analysed and communicated to the competent authority for necessary actions.



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 New online database like e-shodhsindhu, EBSCO acquired as part of improvement of library and information services for staff and students. Extending library timing during exam time. Department library to help the students to borrow books during exam time
12	AQAR	AQAR for the academic year 2018-19 was compiled as per the new format (online mode) and placed before the management for their approval. AQAR has to be uploaded in online mode in NAAC website, the access to AQAR will be enabled after March 2020 as per the intimation by NAAC office (query raised in this regard in December 2019 by IQAC in HEI portal)
13	Infrastructure augmentation	New building with spacious classroom and laboratory with LCD and Wi-Fi with bandwidth 100 Mbps connectivity. Total classrooms with LCD is 35 and total 22 labs are fully equipped with latest instruments. Media centre is established to facilitate lecture recording facility. Language lab is equipped with latest software.

  
IQAC coordinator  
(Karanam Kavitha)

  
Principal  
(Dr. A Nagarathna)  
**Principal**  
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