

2015-2016



Ref: NHCK/IQAC/2015-16/01

30<sup>th</sup> July 2015

**Internal Quality Assurance Cell**

**CIRCULAR**

It is hereby notified that the meeting of Internal Quality Assurance Cell is scheduled on 31<sup>st</sup> July 2015 in Room No D10 at 2:00 pm to 4:00 pm. All IQAC members are invited to attend the meeting. Please find the agenda attached herewith.

Kindly go through it and all concerned are requested to take necessary action in this regard.

  
IQAC Coordinator

  
Chairperson

## Internal Quality Assurance Cell

### Meeting Agenda

Date: 31<sup>st</sup> July 2015

Venue: Room No. D10

Time: 2:00 pm to 4:00 pm

Called by: IQAC Coordinator

Attendees: IQAC Committee Members

#### Agenda:

1. Discussion on IQAC Structure
2. Discussion on Quality Policy
3. Discussion on Roles, Responsibilities and Functions of IQAC
4. List of Documents required
5. List of Formats
6. Quality Audit Mechanism
7. Suggestions form External Expert Members



## **Internal Quality Assurance Cell**

### **Minutes of the Meeting**

**Date: 31<sup>st</sup> July 2015**

A meeting of the IQAC was held in Room No D10 on Friday, 31/07/2015 from 2:00 pm to 4:00 pm.

The Coordinator, Nazneen Ahmed welcomed the members to the first meeting of the IQAC for the academic year 2015-2016. In particular, she extended a warm welcome to the external experts Dr Sheelan Mishra, Head of the Department, MBA Program, New Horizon Engineering College, Marathalli and Ms. Vyshnavi, Project Manager, IBM Private Ltd.

1. **Approval of agenda** : Accepted

2. **IQAC Structure** : The Composition of IQAC was discussed. The Chairperson Dr. S Edwin Christopher highlighted the roles and responsibilities of the members

The following IQAC Structure was approved by the Management:

The Internal Members from the department were selected based on their experience, nature of working, expertise in their field etc.

1. Dr. S Edwin Christopher, Chairperson
2. Mrs. Banumathi K R, Management Representative
3. Mrs. Nazneen Ahmed, IQAC Coordinator
4. Mrs. Sunitha S, Assistant Professor
5. Dr. Neelima Dubey, Associate Professor
6. Mrs. Sangeetha, Assistant Professor
7. Ms. Saranya, Student Counsellor
8. Mr. Manoj Kumar - Student III Year BCA
9. Ms. Srilekha - Student III Year BBA
10. Mr. Balashankar - Student III Year BCOM

**The following external members were also selected approved by the Management:**

1. Dr Sheelan Mishra, Head of the Department, MBA Program, New Horizon Engineering College, Marathalli.
2. Ms. Vyshnavi, Project Manager, IBM Private Ltd.
3. CMA N Raveendranath Kaushik, Consultant - Raveendranath Kaushik & Associates

**2. Discussion on Quality Policy, Functions and Responsibilities of IQAC:** The Vision and Mission of the Institution was first explained to the external experts by the Chairperson in order to make Quality Policy aligned with the Institutional Vision and Mission. Some key parameters like Quality, Quality Initiatives, Transparency, Responsibilities were considered. After a thorough discussion and analysis, a Quality Policy and the Objectives of the IQAC were drafted.

**Quality Policy:** To become pioneers of excellence in all our endeavors embracing teaching, research, consultancy, extension and to emphasize & inculcate a quality culture with responsive, reliable and transparent efforts through a combination of incessant transformation through self and external quality evaluation.

**Objectives:**

Role of the IQAC Coordinator, functions and responsibilities of IQAC were also deliberated and finalized. After discussion on Quality Policy, Role, Responsibilities and Functions of IQAC, it is resolved that the Coordinator Mrs. Nazneen Ahmed will take the initiative to design the first version Quality Manual which shall consist of Quality Policy, Objectives, Composition of IQAC, Roles and Responsibilities of Coordinator and Committee as a whole.

**3. Document Requirement:** The IQAC Coordinator explained the various documents required for the teaching learning process. Each document was discussed and suggestion from the members were taken to improve its quality in all aspects. In this way, all the documents were finalized. Then the draft of each format based on the final document was prepared.

**4. List of Formats:** Below is the list of formats finalized by the members of IQAC:

- Academic Calendar
- Master Timetable
- Workload

- Individual Timetable
- Teaching Plan
- Attendance Sheet
- Result Analysis
- Student Feedback Form
- Mentoring Format
- Research Publication and Award owned by students and staff
- Workshop, Seminar, Conferences, FDPs attended by the students and the staff
- Training and Placement record

5. **Quality Audit Mechanism:** It was decided to form committees in each department which included HOD, Dept IQAC Coordinator and one or two senior members. In case of Internal Audit, interdepartmental committee will visit and check all the documents thoroughly. Documents in the required filled format are marked with the letter "P" - representing Perfect. Documents available but not filled in the required format are marked with the letters "IC" - representing Incomplete and the Documents not found are marked with the letters "RA" - Re-audit. In case of IC and RA, re-audit will be arranged to complete and ensure the conformity of the work. In case of external audit, external expert of IQAC Visit to all departments to check the performance in terms of quality of teaching and learning. The Internal Audit frequency was decided once in a semester and the external audit frequency was decided once in a year.

**6. Suggestion from External Expert Members:**

- Conduct of Value Added Programs: Ms.Vyshnavi, external member appreciated the Institution's effort in offering Value Added Programs for the Institution as a measure to supplement the curriculum offered by the University. Adding to that, she suggested that these Programs to be conducted in such a manner that they match the Industry requirements and must also include personality development programs. Adding to this CMA Kaushik highlighted that coaching for CA foundation, CPT, CAT, IPCC etc in association with reputed Institutions would definitely serve as best supplement to the curriculum
- Dr. Sheelan Mishra, external member suggested that a committee for monitoring the attendance and the performance of students under the IQAC can

be formed and the students who are identified as slow learners can be given special coaching. They must be given extra attention and care so as to ensure that they secure pass marks in the University examination and thereby increase the pass percentage of the Institution. This was most welcome by the Chairperson and all the committee members.

These suggestions were accepted and approved by the members. The Chairperson asked the HODs and the IQAC Coordinator to review the CA/CPT coaching which is already been in practice and suggest modifications, if any is required to strengthen the coaching.

The meeting concluded with a vote of thanks by the IQAC Coordinator.

**Members Present:**

1. Dr. S Edwin Christopher - Chairperson
2. CMA N Raveendranath Kaushik - External Member *PK*
3. Dr. Sheelan Mishra - External Member *S*
4. Ms. Vyshnavi - External Member *V*
5. Ms. Saranya - Internal Member *Saranya*
6. Ms. Sunitha - Internal Member *Sunitha*
7. Ms. Banumathi - Internal Member *Banumathi*
8. Ms. Sangeetha - Internal Member *Sangeetha*
9. Dr. Neelima Dubey - Internal Member *Neelima*
10. Mr. Manoj Kumar - III Year BCA student *Manoj Kumar - P.M.*
11. Ms. Srilekha - III Year BBA student *Srilekha*
12. Mr. Balashankar. T. P - III Year BCOM student *Balashankar*
13. Ms. Nazneen Ahmed - IQAC Coordinator *Nazneen*

*Nazneen*  
IQAC Coordinator

*S. Edwin Christopher*  
Chairperson



Ref: NHCK/IQAC/2015-16/02

6<sup>th</sup> August 2015

**Internal Quality Assurance Cell**

**CIRCULAR**

It is hereby notified that the meeting of Internal Quality Assurance Cell is scheduled on 7<sup>th</sup> August 2015 in Room No D10 at 2:00 pm to 4:00 pm. All IQAC members are invited to attend the meeting. Please find the agenda attached herewith.

Kindly go through it and all concerned are requested to take necessary action in this regard.

  
IQAC Coordinator

  
Chairperson

**Internal Quality Assurance Cell  
Meeting Agenda**

Date: 7<sup>th</sup> August 2015

Venue: Room No.D10

Time: 2:00 pm to 4:00 pm

Called by: IQAC Coordinator

Attendees: IQAC Committee Members

**Agenda:**

1. Approval of Agenda
2. Confirmation of Minutes of Meeting of the 1<sup>st</sup> IQAC Meeting
3. Result Analysis of the Previous year and discussion on quality initiatives towards improvement of students' performance for the current academic year and RESATT Committee
4. Discussion on Placement training and Campus Recruitment Activities
5. Discussion on conduct of Seminars, Workshops and Conferences
6. Formation of various committees
7. Internal Audit Review
8. Introduction of Course and Program Outcomes for all the departments.



## Internal Quality Assurance Cell

### Minutes of the Meeting

**Date: 7<sup>th</sup> August 2015**

A meeting of the IQAC was held in Room No D10 on Friday, 07/08/2015 from 2:00 pm to 4:00 pm.

The Coordinator, Nazneen Ahmed welcomed the members to the second meeting of the IQAC for the academic year 2015-2016.

1. **Approval of agenda :** Accepted
2. **Confirmation of Minutes of Meeting of the 1<sup>st</sup> IQAC Meeting:** The Minutes of the 1<sup>st</sup> IQAC meeting were read, accepted and approved by all the members.
3. **Result Analysis of the Previous Year and RESATT and Quality Improvement and Special Coaching Committee:** The overall result of the Institution for the academic year 2014-15 stood at 57.38% (November 2014 exam - 59.44% and May 2015 exam - 55.32%). The Chairperson said that the result is the key performance area and needs to be improved and specified that target for this academic year is 62% and the faculty members should work towards achievement of the same. Various quality initiatives and measures to improve the performance of the students were discussed and planned in order to improve the results.

**Identification of slow learners and advanced learners:** After series of discussions and deliberations, a process manual for identifying and guiding slow and advanced learners has been designed.

**RESATT and Quality Improvement and Special Coaching Committee:** With due consideration to the recommendation made in the first IQAC meeting by Dr. Sheelan Mishra, external member for formation of a special committee to monitor and guide the slow learners, the RESATT Committee (Result and Attendance Improvement) and Quality Improvement and Special Coaching Committee was established. The main objective of this committee is to monitor and counsel the slow learners and the students with shortage of attendance and extend personal care by the subject teachers to them by way of conducting remedial classes and offering mentoring services by the assigned mentors and to ensure imparting quality education. The

Heads of the Departments and one of the IQAC members and the examination committee head are the members of the committee Chaired by the Head of the Institution. This committee shall function under the guidance of the IQAC. The Chairperson instructed the IQAC and the members of the committee to draft the objectives, the roles and responsibilities and action plan of the committee and submit to the IQAC for further discussions and action.

4. **Discussion on Placement Training and Campus Recruitment Activities:** The Chairperson highlighted that the Placement Cell is working meticulously to place students in reputed companies with good pay packages and companies like ASAP, Capgemini, Northern Trust, TCS, Thomson Reuters, INFOSYS, WIPRO etc are listed for campus recruitment for the year.
5. **Discussion on conduct of Seminars, Workshops and Conferences for all the departments:** It was resolved that all the departments must plan and organize conference/seminar/workshop relevant to their field and submit the action plan to IQAC. In addition to this, the faculty members must also attend workshops/orientation programs offered by the affiliating University or other Institutions relevant to their subject and skills. The happening of such programs will be notified by the Head of the Institution, the IQAC Coordinator and the Heads of the Departments from time to time and the faculty members must make optimum use of such opportunities.
6. **Formation of Various Committees:** The Chairperson suggested various committees for smooth conduct of work at the Institutional level. The main objectives to form these portfolio is to delegate the responsibilities among the faculty members and staff to do quality work. These committees monitor the quality policy and plan of the Institution for effective implementation. This was the best opportunity offered into the staff to groom their leadership.

The list of few suggested committees are given below

- Website Committee
- NAAC Steering Committee
- Timetable Committee
- Examination Committee

7. **Internal Audit Review:** Two Internal Audits - one within the department by the Heads and one by the IQAC committee members to be conducted each semester in order to ensure the conformity of academic teaching learning process.


8. **Introduction of Course and Program Outcomes for all the departments.:** It is resolved in meeting to introduce Course Outcomes, Program Outcomes and Program Specific Outcomes for all the departments and mapping process for theory and practical subjects for all classes.

9. The next meeting date was fixed during the third week of April 2016.

**Members Present:**

1. Dr. S Edwin Christopher - Chairperson
2. CMA N Raveendranath Kaushik - External Member
3. Dr. Sheelan Mishra - External Member
4. Ms. Vyshnavi - External Member
5. Ms. Saranya - Internal Member
6. Ms. Sunitha - Internal Member
7. Ms. Banumathi - Internal Member
8. Ms. Sangeetha - Internal Member
9. Dr. Neelima Dubey - Internal Member
10. Mr. Manoj Kumar - III Year BCA student
11. Ms. Srilekha - III Year BBA student
12. Mr. Balashankar. T. P - III Year BCOM student
13. Ms. Nazneen Ahmed - IQAC Coordinator

*Nafsan*  
IQAC Coordinator

  
Chairperson



Ref: NHCK/IQAC/2015-16/03

21<sup>st</sup> April 2016


**Internal Quality Assurance Cell**

**CIRCULAR**

It is hereby notified that the meeting of Internal Quality Assurance Cell is scheduled on 22<sup>nd</sup> April 2016 in Room No D10 at 2:00 pm to 4:00 pm. All IQAC members are invited to attend the meeting. Please find the agenda attached herewith.

Kindly go through it and all concerned are requested to take necessary action in this regard.

  
IQAC Coordinator

  
Chairperson

**Internal Quality Assurance Cell  
Meeting Agenda**

Date: 22<sup>nd</sup> April 2016

Venue: Room No D10

Time: 2:00 pm to 4:00 pm

Called by: IQAC Coordinator

Attendees: IQAC Committee Members

**Agenda:**

1. Approval of Agenda
2. Confirmation of Minutes of Meeting of the previous IQAC Meeting
3. Planning of Academic Calendar
4. Change of College Timings
5. Suggestion from External Members



**Internal Quality Assurance Cell**  
**Minutes of the Meeting**

**Date: 22<sup>nd</sup> April 2016**

A meeting of the IQAC was held in Room No D10 on Friday, 22/04/2016 from 2:00 pm to 4:00 pm.

The Coordinator, Nazneen Ahmed welcome the members to the third meeting of the IQAC for the academic year 2015-2016.

**1. Approval of agenda :** Accepted

**2. Confirmation of Minutes of Meeting of the 2<sup>nd</sup> IQAC Meeting:** The Minutes of the previous IQAC meeting were read, accepted and approved by all the members. During this meeting, the agenda no.3 - Result Analysis of the previous semester (Nov/Dec 2015 University Exams) was made. The overall result of the odd semester stood at 67.25%. This was much appreciated by the Chairperson. He mentioned that the results of this semester have considerably increased in comparison with the result of the Nov/Dec 2014 exam which was only 59.44%. and in order to achieve an overall target of 62%, the same pass percentage must be maintained for the next semester as well. The faculty members have to continue with their efforts consistently to achieve the target.

With reference to the resolution passed in the previous meeting, agenda discussion no. 4, where the faculty members must attend subject and skills related workshops/orientation, Ms. Sangeetha J attended "National Conference on Modern Trends in English Language Teaching: Placing the Learners in 'The Spotlight at St. Joseph's Evening College" on 17<sup>th</sup> August 2015. The Chairperson said that more such programmes will be notified in the future relevant to all the subjects.

**3. Planning of the next academic year:** The academic calendar for next academic year was planned. The reopening of classes for the higher semester, conduct of classes, conduct of various events, internal exams, value added programs etc were all discussed and planned.

4. **Change in the timings of the Institution:** W.e.f the academic year 2016-17, the work timing of the Institution was fixed from 8.30 am to 4.00 pm. The same was approved by the Chairperson and agreed by all the members.

5. **Suggestion from External Experts - Introduction of Course and Program Outcomes for all the departments.:** Dr. Sheelan Mishra , external member suggested that the Course Outcomes and Program Outcomes are necessary for all the Courses across all Programs and it is also important to attain the objectives on the completion of the course. The same was accepted and approved by the committee and the necessary actions were assured to be initiated.

**Members Present: •**

1. Dr. S Edwin Christopher - Chairperson
2. CMA N Raveendranath Kaushik - External Member
3. Dr. Sheelan Mishra - External Member
4. Ms. Vyshnavi - External Member
5. Ms. Saranya - Internal Member
6. Ms. Sunitha - Internal Member
7. Ms. Banumathi - Internal Member
8. Ms. Sangeetha - Internal Member
9. Dr. Neelima Dubey - Internal Member
10. Mr. Manoj Kumar - III Year BCA student
11. Ms. Srilekha - III Year BBA student
12. Mr. Balashankar. T. P - III Year BCOM student
13. Ms. Nazneen Ahmed - IQAC Coordinator

  
IQAC Coordinator

  
Chairperson