

2016-2017



Ref: NHCK/IQAC/2016-17/04

12<sup>th</sup> July 2016

**Internal Quality Assurance Cell**

**CIRCULAR**

It is hereby notified that the meeting of Internal Quality Assurance Cell is scheduled on 14<sup>th</sup> July 2016 in Room No D12 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: 14th July 2016

Venue: Room No D12

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. Changes in IQAC Composition
4. Campus Placement
5. Induction Program for New Staff
6. Discussion on NAAC Accreditation
7. Discussion on MoUs with other Institutions
8. Review of Course Monitoring Record
9. Changes in IQAC File Format
10. Suggestion from External Members



## Internal Quality Assurance Cell

### Minutes of the Meeting

**Date: 14<sup>th</sup> July 2016**

A meeting of the IQAC was held in Room No D12 on Thursday, 14/07/2016 from 2:00 pm to 4:00 pm. The Coordinator, Nazneen Ahmed welcomed the members to the first IQAC meeting for the academic year 2016-2017.

1. **Approval of agenda :** Accepted
2. **Confirmation of Minutes of Meeting of the previous IQAC Meeting:** The Minutes of the previous meeting were read, accepted and approved by all the members.
3. **Changes in IQAC Composition:** Mr. Santhosh, Analyst, Subject Matter Expert, Accenture Private Ltd is taken as Alumni Member of the IQAC. The Chairperson and the IQAC team wholeheartedly welcomed Mr. Santhosh and sought his support for students placement in Accenture. He immediately assured that he is indebted to the Institution and would strive his best to bring Accenture for Campus Placement during this academic year.
4. **Campus Placement:** The campus placement drive for the year was organized by the Placement Cell and placement details of the outgoing students were discussed. Around 80 students from all the departments were placed in companies like INFOSYS, Capgemini, TCS, WIPRO, Life-Cell International, Northern Trust, ASAP with a pay package of 1.5 lakhs to 2.5 lakhs p.a. The Chairperson was happy about the placement and highlighted that new companies like CTS, Century Link, Pivotal and Accenture are also added to the list and the placement training programs are also scheduled to meet the requirements of these companies.
5. **Induction Program for New Staff:** The training and induction program for the newly appointed staff - teaching and non-teaching was discussed, planned and unanimously agreed by all the members.
6. **Discussion on NAAC Accreditation:** The committee resolved to start preparations for NAAC Accreditation process and the Road Map to NAAC was drafted and approved by all the members.



7. **Discussion on MoUs with other Institutions:** It was decided to initiate the process of signing MoU with Nancy Skill Development for the conduct of Attitude and Behavioral Development Program - a Value Added Program for the purpose of conducting Personality Development Program to the students of all the streams.

8. **Review of Course Monitoring Record:** All the departmental heads produced the attendance records and the syllabus completion report for the previous semester. It was observed that all the faculty members delivered the lectures effectively within the given time frame and maintained attendance records meticulously. The status of IQAC files in the department was reviewed and found to be maintained as per the requirements.

9. **Changes in IQAC file format - suggestion by the external members:** After reviewing the IQAC file format for the lesson planning and delivery document, a few changes were suggested by the external members. The IQAC Committee was requested to look into the matter and do the necessary changes as suggested.

**Members Present:**

1. Dr. S Edwin Christopher - Chairperson
2. CMA N Raveendranath Kaushik *PK*
3. Dr. Sheelan Mishra - External Member *g*
4. Ms. Vyshnavi - External Member *VB*
5. Mr. Santhosh - Alumni *San*
6. Ms. Saranya - Internal Member *S*
7. Ms. Sunitha - Internal Member *S*
8. Ms. Banumathi - Internal Member *Ban*
9. Ms. Sangeetha - Internal Member *S*
10. Dr. Neelima Dubey - Internal Member *N*
11. Ms. Vidhyashree - III Year BCOM student *Vidya*
12. Ms. Mohini - III Year BBA student *Mohini*
13. Ms. Sonu Jain - III Year BCA student *S Jain*
14. Ms. Nazneen Ahmed - IQAC Coordinator *N*

*Kalpana*  
IQAC Coordinator

*g*  
Chairperson



Ref: NHCK/IQAC/2016-17/05

15<sup>th</sup> September 2016

**Internal Quality Assurance Cell**

**CIRCULAR**

It is hereby notified that the meeting of Internal Quality Assurance Cell is scheduled on 16<sup>th</sup> September 2016 in Room No D12 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: 16<sup>th</sup> September 2016

Venue: Room No D12

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. Changes in the IQAC Composition
4. Result Analysis of May/June 2016 University Exams
5. Training and Placement Session for final year students
6. Research Publication for Faculty Members
7. Discussion on Revised Accreditation Framework of NAAC





## Internal Quality Assurance Cell

### Minutes of the Meeting

**Date: 16<sup>th</sup> September 2016**

A meeting of the IQAC was held in Room No D12 on Friday, 16/09/2016 from 2:00 pm to 4:00 pm.

The Coordinator, Kalpana V welcomed the members to the second meeting of the IQAC for the academic year 2016-2017.

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. With reference to the resolution passed in the IQAC meeting held on 7<sup>th</sup> August 2015, agenda discussion no. 4, where the faculty members must attend subject and skills related workshops/orientation, Dr. Neelima Dubey attended *National Workshop on Bengaluru Vishva Vidyalaya Ke Snatak Thrithiya Semester Ka Pathyakram, Sindhi Commerce College* on 8<sup>th</sup> August 2016. The Chairperson said that more such programmes will be notified in the future relevant to all the subjects.
3. **Changes in the IQAC Composition:** The Chairperson appointed Mrs. Kalpana V, Asst Professor, Dept of Commerce as the IQAC Coordinator.
4. **Result Analysis of May/June 2016 University Exams:** The pass% of the University exams conducted during May/June 2016 was 69.8%. With this the overall result of the Institution for the academic year 2015-16 stood at 68.52% (Nov 2015 - 67.25% and May 2016 - 69.8%). The Chairperson appreciated that the pass % has crossed the set target of 62% and there is a remarkable increase in the aggregate result of the Institution by 11.14% from the last year. The remedial classes were found to be very effective and the teachers were motivated to continue with the same zeal and spirit by initiating extra efforts. The target for this academic year was set at 67%
5. **Training and Placement Session for the final year students:** In order to improve the communication skills and confidence level of the outgoing students and crack interviews successfully, placement training sessions for these students were resolved



to be conducted with more focus on logical reasoning, quantitative aptitude, interpersonal skills, verbal ability, vocabulary, group discussions and personal interview techniques.

**6. Research Publication for Faculty Members:** Research is a quest for knowledge and it is one of the critical factors for the faculty to keep abreast of the improvements and advancements in their relevant subject area. Keeping this in view, it was resolved to come up with the policy of Research Publication which is made mandatory for all the faculty members. A minimum of two research papers in an academic year is published by each faculty in reputed, UGC listed Journals or National/International Conferences. The guidelines and ethical practices for research are also drafted by the IQAC and made available to all the faculty members for publishing their research papers.

**7. Discussion on Revised Accreditation Framework of NAAC:** The discussion on the revised accreditation framework of the NAAC was discussed and the necessary changes to be made in the respective formats and processes were also resolved.

**Members Present:**

1. Dr. S Edwin Christopher - Chairperson
2. CMA N Raveendranath Kaushik
3. Dr. Sheelan Mishra - External Member
4. Ms. Vyshnavi - External Member
5. Mr. Santhosh - Alumni
6. Ms. Saranya - Internal Member
7. Ms. Sunitha - Internal Member
8. Ms. Banumathi - Internal Member
9. Ms. Sangeetha - Internal Member
10. Dr. Neelima Dubey - Internal Member
11. Ms. Vidhyashree - III Year BCOM student
12. Ms. Mohini - III Year BBA student
13. Ms. Sonu Jain - III Year BCA student
14. Ms. Kalpana - IQAC Coordinator

  
IQAC Coordinator

  
Chairperson



Ref: NHCK/IQAC/2016-17/06


23<sup>rd</sup> March 2017

**Internal Quality Assurance Cell**

**CIRCULAR**

It is hereby notified that the meeting of Internal Quality Assurance Cell is scheduled on 24<sup>th</sup> March 2017 in Room No D12 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: 24<sup>th</sup> March 2017

Venue: Room No D12

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. Review of result of the Previous Semester
4. Academic Planning for the next academic year
5. NAAC accreditation Progress
6. Suggestion from External Members





## **Internal Quality Assurance Cell**

### **Minutes of the Meeting**

**Date: 24<sup>th</sup> March 2017**

A meeting of the IQAC was held in Room No D12 on Friday, 24/03/2017 from 2:00 pm to 4:00 pm. The coordinator, Mrs. Kalpana V welcomed the members to the third meeting of the IQAC for the academic year 2016-2017.

1. **Approval of agenda :** Accepted
2. **Confirmation of Minutes of Meeting of the previous IQAC Meeting:** The Minutes of the 1<sup>st</sup> IQAC meeting were read, accepted and approved by all the members. The various placement training programs like quantitative aptitude, logical reasoning, English language training and communication skills were conducted for the final year students as per the discussion made in agenda no.5 in the previous meeting.
3. **Result Analysis of the Previous Semester:** The November/December 2016 University exam witnessed a pass % of 63.3%. However, the individual results of the teachers were excellent. The reason for the same was analyzed and it was understood that the drop in the pass % is due to more number of failures in single subjects. The IQAC Coordinator commented that the result for the semester has dropped and the set target of 67% cannot be reached if the results fall below 70% for the next semester and hence it is utmost important for the faculty members to get back to their full potential and achieve higher results. Remedial classes to be taken up seriously and the hall tickets of those students who refrain from these classes must be withheld and must be issued only after passing the qualifying tests conducted by the respective subject teachers. The slow learners must be given rigorous coaching and the teachers must work as a team to avert failures in single subject. This decision was unanimously agreed by all.

4. **Academic Planning for the next academic year:** The Principal and the IQAC Team drafted the calendar of events for the year with due consideration to the University calendar of events. The dates for various events like orientation programs, internal examinations and improvement tests were scheduled. Various activities to be conducted for the year like seminars, conferences, workshops, industrial visits and extension activities were also chalked.
5. **NAAC Accreditation Progress:** The progress in NAAC work was reviewed and the IQAC core team was assigned the task of submitting the status report to the Chairperson after a detailed analysis.
6. **Suggestion from External Members:** Ms. Vyshnavi suggested to come out with a format for identifying the slow and advanced learners in order to train the students according to their needs and improve their performance. As a reflection of this, the IQAC core team was asked to draft a format for identifying and guiding advanced and slow learners submit to the undersigned.

**Members Present:**

1. Dr. S Edwin Christopher - Chairperson
2. CMA N Raveendranath Kaushik *RK*
3. Dr. Sheelan Mishra - External Member *Sheelan*
4. Ms. Vyshnavi - External Member *Vyshnavi*
5. Mr. Santhosh - Alumni
6. Ms. Saranya - Internal Member *Saranya*
7. Ms. Sunitha - Internal Member *Sunitha*
8. Ms. Banumathi - Internal Member
9. Ms. Sangeetha - Internal Member
10. Dr. Neelima Dubey - Internal Member
11. Ms. Vidhyashree - III Year BCOM student
12. Ms. Mohini - III Year BBA student *Mohini*
13. Ms. Sonu Jain - III Year BCA student *Sonu*
14. Ms. Nazneen Ahmed - IQAC Coordinator *Nazneen*

*Nazneen*  
IQAC Coordinator

*S Edwin Christopher*  
Chairperson