

2017-2018



Ref: NHCK/IQAC/2017-18/07

11th July 2017

Internal Quality Assurance Cell

CIRCULAR

It is hereby notified that the meeting of Internal Quality Assurance Cell is scheduled on 12th July 2017 in Board Room 1:00 pm to 3:00 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.

Kalpana
IQAC Coordinator

[Signature]
Chairperson

Internal Quality Assurance Cell

Meeting Agenda

Date: 12th July 2017

Venue: Board Room

Time: 1:00 pm to 3:00 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. Change in the IQAC Composition
4. Assessment of PO, CO and PSO
5. NAAC progress - Criterion wise analysis
6. Suggestion from External Members



Internal Quality Assurance Cell

Minutes of the Meeting

Date: 12th July 2017

A meeting of the IQAC was held in Room No D10 on 12/07/2017 from 1:00 pm to 3:00 pm.

The coordinator, Mrs.Kalpna welcomed the members to the first meeting of the IQAC for the academic year 2017-2018.

1. **Approval of agenda** : Accepted
2. **Confirmation of Minutes of Meeting of the 1st IQAC Meeting:** The Minutes of the previous IQAC meeting were read, accepted and approved by all the members. The placement of students for the year were discussed. Totally 92 students across all the programs were successfully placed in the listed companies like INFOSYS, Asha Wellness, Learn Pedia, Pin Click, Caterpillar, Pivotal, Trip Factory, SLK, Amazon, with a package of 2.5 lakhs to 3 lakhs pa. The Chairperson was happy to inform the considerable hike in the pay package from 2015-16 to 2016-17. However, he mentioned that more focus will be given to the pay package for this academic year.
3. **Change in the IQAC Composition:** Mr. John Paul, Asst Professor was included as a new member of the IQAC Committee. The members extended a warm welcome to him.
4. **Assessment of PO, CO and PSO:** It was resolved in the meeting to assess the CO PO and PSO attainment process. Mrs. Nandini.N was assigned the responsibility of identifying the tools and design the formats for CO - PO - PSO attainment process.
5. **Discussion on NAAC Revised Accreditation Framework - Revised we.f July 2017 and suggestion by External Members:** The IQAC Coordinator gave a presentation on the Revised Accreditation Framework of the NAAC which included new assessment process, revised grading

system, revised fees structure and criterion-wise Quality Indicator Framework (QIF). The external member Dr. Sheelan Mishra gave some valid and constructive inputs about some key indicator points. She suggested to circulate the revised NAAC Manual among all the staff members and to come up with new processes and strategies that are essential to fulfill the NAAC requirement.

Members Present:

1. Dr. S Edwin Christopher - Chairperson
2. CMA N Raveendranath Kaushik - External Member *rk*
3. Dr. Sheelan Mishra - External Member *Sheelan*
4. Ms. Vyshnavi - External Member *Vyshnavi*
5. Mr. Santhosh - Alumni *Santhosh*
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. John Paul - Internal Member
11. Ms. Nithya Nandhini - III Year BCA student *Nithya*
12. Ms. Soundarya - III Year BBA student
13. Mr. Harshith G.- III Year BCOM student
14. Ms. Kalpana V - IQAC Coordinator *Kalpana*

Kalpana
IQAC Coordinator

John Paul
Chairperson



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Ref: NHCK/IQAC/2017-18/08

26th October 2017

Internal Quality Assurance Cell

CIRCULAR

It is hereby notified that the meeting of Internal Quality Assurance Cell is scheduled on 27th October 2017 (Friday) in Board Room 1:00 pm to 3:00 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.

Malpan
IQAC Coordinator

Janu
Chairperson

Internal Quality Assurance Cell

Meeting Agenda

Date: 27th October 2017

Venue: Board Room

Time: 1:00 pm to 3:00 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. Usage of ICT in teaching learning process and innovative methodologies in teaching
4. Result Analysis of the May/June 2017 examinations and the overall result for the academic year 2016-17
5. Website Updation



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Internal Quality Assurance Cell

Minutes of the Meeting

Date: 27th October 2017

A meeting of the IQAC was held in Board Room on Friday, 27/10/2017 from 1:00 pm to 3:00 pm.

The coordinator, Mrs.Kalpana welcomed the members to the second meeting of the IQAC for the academic year 2017-2018.

1. **Approval of agenda** : Accepted
2. **Confirmation of Minutes of Meeting of the 1st IQAC Meeting**: The Minutes of the 1st IQAC meeting were read, accepted and approved by all the members. With reference to the resolution passed in the IQAC meeting held on 7th August 2015, agenda discussion no. 4, where the faculty members must attend subject and skills related workshops/orientation, Ms. Kalpana V and Ms. Ritu Chowdhury attended ONE DAY FACULTY DEVELOPMENT PROGRAM ON GOODS AND SERVICES TAX (GST), ASC DEGREE COLLEGE, RAJAJINAGAR on 25th July 2017, Ms.Kalpana and Ms.Jyothi attended ONE DAY WORKSHO ON IFM AT CICMS CAMPUS, JAYANAGAR.
3. **Usage of ICT in teaching learning process and innovative methodologies in teaching**: The Chairperson highlighted the importance of Novel Teaching-Learning methods blended with ICT enabled teaching which improves analytical, reasoning and critical thinking ability of the learners like Case Studies, Presentation by Students, Flipped Classrooms, Group Discussions, Crosswords, Jumbles etc and the same to be adopted by the teaching faculty and to be included in the lesson plans.
4. **Result Analysis of the May/June 2017 examinations and the overall result for the academic year 2016-17**: The University exam result of May/June 2017 was 77%. The aggregate result of the Institution for the

academic year 2016-17 was 70.15% (Nov 2016 - 63.3% and May 2017 - 77%). The Chairperson appreciated that the pass % has crossed the set target of 67% inspite of a huge dip in the results of the odd semester. However, the increase from the last year to this year is 1.62% which can definitely be improved. The remedial classes need to be monitored more stringently by the HODs and the IQAC Coordinator and the students who don't attend the classes must be dealt sternly. The target for this academic year was set at 72%.

5. **Website Updation:** It was resolved by the committee members as per the guidelines of the Chairperson that the Institutional Website to be updated with latest events, photos, mandatory disclosures, various committees and all other relevant information and the time line for such updation was fixed on or before 16th August 2017.

Members Present:

1. Dr. S Edwin Christopher - Chairperson
2. CMA N Rayeendranath Kaushik - External Member
3. Dr. Sheelan Mishra - External Member
4. Ms. Vyshnavi - External Member
5. Mr. Santhosh - Alumni
6. Ms. Sunitha - Internal Member
7. Ms. Banumathi - Internal Member
8. Ms. Sangeetha - Internal Member
9. Dr. Neelima Dubey - Internal Member
10. Mr. John Paul - Internal Member
11. Ms. Nithya Nandhini - III Year BCA student
12. Ms. Soundarya - III Year BBA student
13. Mr. Harshith G.- III Year BCOM student
14. Ms. Kalpana V - IQAC Coordinator

Kalpana
IQAC Coordinator

John Paul
Chairperson



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Ref: NHCK/IQAC/2017-18/09

14th March 2018

Internal Quality Assurance Cell

CIRCULAR

It is hereby notified that the meeting of Internal Quality Assurance Cell is scheduled on 15th March 2018 (Thursday) in Board Room 1:00 pm to 3:00 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: 15th March 2018

Venue: Board Room

Time: 1:00 pm to 3:00 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. Change in the composition of IQAC
4. Review of results of the previous semester
5. Academic planning for the next academic year
6. Research Paper publication by faculty members
7. NAAC - Criterion 4
8. Suggestion by external members



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Internal Quality Assurance Cell

Minutes of the Meeting

Date: 15th March 2018





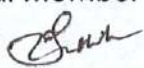



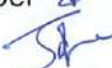

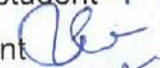


A meeting of the IQAC was held in Board Room on Thursday, 15/03/2018 from 1:00 pm to 3:00 pm.

The coordinator, Mrs. Kalpana welcomed the members to the third meeting of the IQAC for the academic year 2017-2018.

1. **Approval of agenda :** Accepted
2. **Confirmation of Minutes of Meeting of the previous IQAC Meeting:**
The Minutes of the 1st IQAC meeting were read, accepted and approved by all the members.
3. **Change in the IQAC Composition:** Mrs. Sunitha S was appointed as adhoc Chairperson of the IQAC Committee and the members extended a warm welcome to her.
4. **Review of results of the previous semester:** The November/December 2017 University exam witnessed a pass % of 72.88%. This was a big hike from the Nov 2016 exam where the pass% was only 63.3%. The number of single subject failures have reduced considerably. However, the same result must be maintained for the next semester in order to achieve the set target of 72%. The same protocol must be followed in conduct and monitoring of remedial classes.
5. **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. Value added programs were for the next year were also decided.

6. **Research Paper publication by faculty members:** As discussed earlier, the Chairperson reinforced that it is mandatory for all the faculty members to publish a minimum of two research papers/articles in the academic year.
7. **NAAC - Criterion 4 - Infrastructure and Learning Resources:** Dr. Logeswari, Criterion Head, submitted her Criterion file for review to the Committee. The Committee suggested the following:
- To work on signing up an MoU with a nearby, well equipped hospital and the facilitation will be enabled by the Management.
 - To procure a few more Gym equipment.
 - In the statistical board, displayed in the Library, membership with IIMB and NLIST must also be included.
8. **Suggestion by External members:** CMA Kaushik suggested that the following parameters shall be included in the performance appraisal index for the faculty members: Research publication - to promote research culture among faculty members, Attending Seminars, Conferences and Workshops - to encourage faculty members to keep themselves updated, Usage of ICT enabled techniques and innovative methodologies by faculty members - to improve the quality of the teaching learning process.

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. Mr. Santhosh - Alumni 
 6. Ms. Sunitha - Internal Member 
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 14. Ms. Kalpana V - IQAC Coordinator 
- IQAC Coordinator**


Chairperson