



NAGARJUNA COLLEGE OF MANAGEMENT STUDIES

(Affiliated to Bengaluru North University, Recognized by the Government of Karnataka)
Chikkamarali Village, Doddamarali Post, Nandi Hobli, Chickballapur Taluk & District-562101

Internal Quality Assurance Cell

2018-2019

IQAC: - Cir 001/2018

Date: - 20/07/2018

CIRCULAR

All faculty members are hereby informed to attend the meeting on July 23, 2018 at 2:00 P.M. in the UG Staff room. Kindly ensure your presence for the meeting.

The agenda for the meeting is as follows:

- a. Formation of IQAC.
- b. Any other matter with the permission of the chair.

IQAC Coordinator

Internal Quality Assurance cell

2018-2019

IQAC: - Cir 001/2018

Minutes of Meeting -1

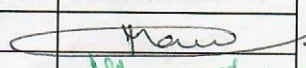
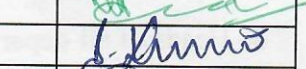


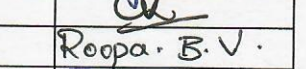
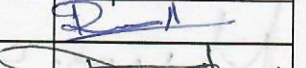
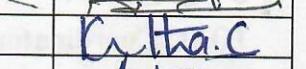

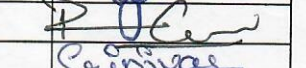
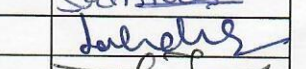

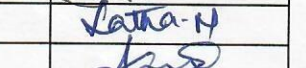
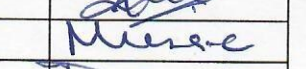
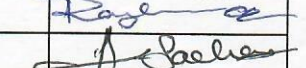
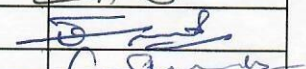
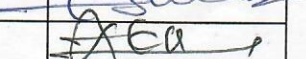


Date: - 23/07/2018

The meeting of IQAC team was held on 23.07.2018 at 2.00pm in UG Staff Room.

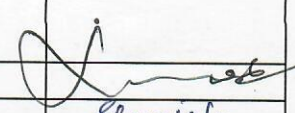
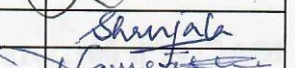
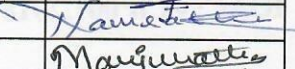
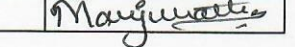
Agenda:

- Formation of IQAC.
- Any other matter with the permission of the chair.

Members Present in the Meeting:-

Sl. No.	Name	Designation	Signature
1	Prof. Manohar Narajji	Director	
2	Dr. Anandamma N	Principal	
3	Ms. Kusuma S	HOD - C & M	
4	Mrs. Aruna C	HOD- Science	
5	Mr. Ambarisha A	Assistant Professor, Kannada	
6	Mr. Ajith S	Assistant Professor, Computer Science	
6	Mr. Girish Kumar H V	Assistant Professor, C&M	
7	Mrs. Roopa B V	Assistant Professor, C&M	Roopa. B. V.
8	Ms. Roja A	Assistant Professor, C&M	
9	Mrs. Nirmala Mary T	Assistant Professor, English	
10	Ms. Kavitha C	Assistant Professor, C&M	
11	Ms. Latha K S	Assistant Professor, C&M	
12	Ms. Savitha G	Assistant Professor, C&M	
13	Mr. Pramod Gowda N	Assistant Professor, C&M	
14	Mr. Srinivas P	Assistant Professor, C&M	
15	Mrs. Lakshmi Devi N	Assistant Professor, C&M	
16	Ms. Firdose Fathima	Assistant Professor, C&M	
17	Mrs. Bugide Sreevidya	Assistant Professor, Electronics	
18	Mrs. Latha N	Assistant Professor, C&M	
20	Mr. Kiran Kumar T N	Assistant Professor, C&M	
21	Mrs. Meena C	Assistant Professor, C&M	
22	Dr. Raghavendra H K	Assistant Professor, English	
23	Mrs. Anuradha Sachar	Assistant Professor, English	
24	Mrs. Thanushree B V	Assistant Professor, C&M	
25	Ms. Chinmayi Shekar V	Assistant Professor, C&M	
26	Mr. Anil Kumar A	Assistant Professor, English	

Members Absent in the Meeting:-


Sl. No.	Name	Designation	
1	Mr. Lakshminarayana P	Librarian	
2	Mrs. Shrujala R	Assistant Professor , English	
3	Ms. Namratha T A	Assistant Professor , C&M	
4	Mr. Manjunatha M R	Assistant Professor , C&M	

Proceedings of the Meeting

1. The meeting started with welcome note by Dr. Anandamma, Principal, NCMS. Later Principal discussed about the importance of IQAC, its Formation and its vital role in the quality improvement.
2. It was discussed to identify the IQAC Coordinator and its member

Resolution of the Meeting:-

1. Mrs. Meena. C, Assistant Professor of C&M was appointed as IQAC coordinator.
2. Stakeholders including students, parent and industry representative were included in the IQAC Composition.
3. Heads of all departments and Mrs. Kavitha C, Mr. Ajith S, Mr. Kiran Kumar T N, Mr. Girish Kumar H V, Mr. Anil Kumar A & Mr. Naveen Kumar K M – Office Assistant were nominated as members to IQAC.


IQAC Coordinator


Principal

MANJUNATHA COLLEGE OF MANAGEMENT STUDIES
CHICKBALLAPUR - 562101



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Chikkamarali Village, Doddamarali Post, Nandi Hobli, Chickballapur Taluk & District-562101

Internal Quality Assurance Cell
2018-2019

IQAC: - Cir 002/2018

Date: - 10/08/2018

CIRCULAR

All the IQAC members are hereby informed to attend the first meeting of IQAC on August 13, 2018 at 2:00 P.M. in the IQAC Room. Kindly ensure your presence for the meeting.

The agenda for the meeting is as follows:

- a. IQAC Proposed plan.
- b. Any other matter with the permission of the chair.


IQAC Coordinator

Internal Quality Assurance Cell

2018-2019

Date: - 13/08/2018

IQAC: - Cir 002/2018

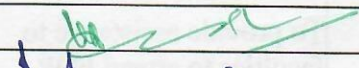
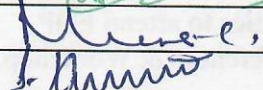
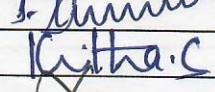
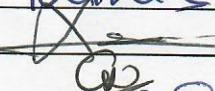

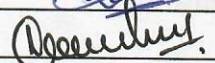


Minutes of meeting – 2

The meeting of IQAC team was held on 13.08.2018 at 2.00pm in IQAC Room.

Agenda:

- a. IQAC Proposed plan.
- b. Any other matter with the permission of the chair.

Members Present:-

Sl. No.	Name	Signature
1	Dr. Anandamma N, (IQAC Chairperson)	
2	Mrs. Meena. C, (IQAC Coordinator)	
3	Ms. Kusuma S, (Members)	
4	Mrs. Kavitha C, (Members)	
5	Mrs. Aruna C , (Members)	
6	Mr. Girish Kumar H V, (Members)	
7	Mr. Kiran Kumar T N, (Members)	
8	Mr. Naveen Kumar K M, (Members)	

Members Absent:-

Prof. Manohar Narajji, (Director, NES)

Proceedings of meeting:

1. The IQAC Coordinator, Mrs. Meena C., started the meeting by welcoming the members. She stated that IQAC has to work more through various initiatives to improve the quality of education for the development of students and staff.
2. She also requested the members to share their suggestions to enhance the working procedures of IQAC and further improvement of the quality of education.

Resolution of the meeting

Agenda 1:- IOAC Proposed plan.

1. It was resolved that Mrs. Meena C., IQAC Coordinator, to present the academic plan for the current year and the same to be approved by the chairperson of IQAC

Sl. No.	Recommendation made by IQAC	Resolution of the Meeting
1	Plan of action for the Academic year 2018-2019	It was resolved to :- <ul style="list-style-type: none">➤ Have a comprehensive review of the existing curriculum.➤ Introduce Add on courses for M.Com Students➤ Department Heads to prepare Calendar of events for the semester.
2	To start preparing department wise POs & Cos.	It was decided that:- <ul style="list-style-type: none">➤ Department Heads to prepare Program Outcomes and Course Outcomes.➤ Timelines were specified for the completion of POs and COs
3	To provide assistance to faculties to attend FDP, Conferences & Workshop.	<ul style="list-style-type: none">➤ It was approved to provide OOD for the faculties to encourage them to attend FDP, Conferences & Workshop.
4	To start the other Cells as per the UGC norms.	It was resolved to :- <ul style="list-style-type: none">➤ Identify the essential cells specified by the UGC which are applicable to the institution.➤ Cell Coordinators and Members to be formed.➤ Define the roles and responsibilities of the members associated with each cell.
5	To conduct National & International Conference.	It was approved to conduct International Conference. <ul style="list-style-type: none">➤ Date of the conference was finalized.➤ The theme and focus area for the conference was finalized.➤ Organizing committee comprising members from departments of C&M and Science was formed.➤ Roles and Responsibilities were specified to the committee members

6	Training for Teaching Staff.	<p>It was decided to :-</p> <ul style="list-style-type: none"> ➤ Conduct In-house FDPs and Workshops by external experts. ➤ The Resource person to be identified based on the area of expertise and experience.
7	To strengthen Career Advancement Cell.	<p>It was resolved to :-</p> <ul style="list-style-type: none"> ➤ Provide effective career guidance, Counseling, and skill development opportunities to students.
8	To discuss and approve Add-on courses for the academic year	<p>It was decided to provide the following "Add-on Course." for M.Com with the 30hours duration.</p> <ul style="list-style-type: none"> • Teaching Skill Enhancement (I Year M.com) • Programming in Python (5th sem BCA) • French
9	Result Analysis	<p>It was decided to review the results by the IQAC and submit the report of the same to the Principal.</p>


IQAC Coordinator


Principal

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Internal Quality Assurance Cell

2018-2019

Date: - 09/05/2019

IQAC: - Cir 003/2019

CIRCULAR

All the IQAC members are hereby informed to attend the meeting of IQAC on May 14, 2019 at 2:00 PM in the IQAC room. Kindly ensure your presence for the meeting.

The agenda for the meeting is as follows:

- a.** To Review and approve the ATR of IQAC.
- b.** Stakeholders' Feedback analysis.
- c.** Other issues with the permission of the chair.


IQAC Coordinator

Internal Quality Assurance Cell
2018-2019

IQAC :- 003/2019

Date:- 14/05/2019



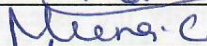





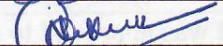
Minutes of Meeting – 3

The meeting of IQAC team was on 14/05/2019 at 2:00 PM in the IQAC room.

Agenda of the Meeting:-

- a. To Review and approve the ATR of IQAC.
- b. Stakeholders' Feedback analysis.
- c. Other issues with the permission of the chair.

Members Present:-

Sl. No.	Name	Signature
1	Dr. Anandamma N, (IQAC Chairperson)	
2	Prof. Manohar Narajji, (Director, NES)	
3	Mrs. Meena. C, (IQAC Coordinator)	
4	Ms. Kusuma S, (Members)	
5	Mrs. Kavitha C, (Members)	
6	Mrs. Aruna C , (Members)	
7	Mr. GirishKumar H V, (Members)	
8	Mr. Kiran Kumar T N, (Members)	
9	Mr. Naveen Kumar K M,(Members)	

Members Absent :- Prof. Manohar Narajji, (Director, NES)

Proceedings of the meeting:

1. The IQAC Coordinator started the meeting by welcoming the members. She stated that IQAC is continuously striving to improve the quality of education for the development of students and staff.
2. She also sought the member's suggestions to enhance the working procedures of IQAC and further to improve the quality of education.

Resolution of the Meeting: -

A. To Review and approve the ATR of IOAC.


ACTION TAKEN PLAN FOR JUNE 2018 - MAY 2019

Sl. No.	Resolution of the Meeting	Compliance
1	<p>It was resolved to :-</p> <ul style="list-style-type: none"> ➤ Have a comprehensive review of the existing curriculum. ➤ Introduce Add on courses for M.Com Students ➤ Department Heads to prepare Calendar of events for the semester. 	<ul style="list-style-type: none"> ➤ Department wise calendar of events were prepared.
2	<p>It was decided that:-</p> <ul style="list-style-type: none"> ➤ Department Heads to prepare Program Out comes and Course Outcomes. ➤ Timelines were specified for the completion of POs and COs 	<ul style="list-style-type: none"> ➤ Department wise POs & Cos were prepared.
3	<ul style="list-style-type: none"> ➤ It was approved to provide OOD for the faculties to encourage them to attend FDP, Conferences & Workshop. 	<ul style="list-style-type: none"> ➤ Faculties attended the FDP's availing OOD facility
4	<p>It was resolved to :-</p> <ul style="list-style-type: none"> ➤ Identify the essential cells specified by the UGC which are applicable to the institution. ➤ Cell Coordinators and Members to be formed. ➤ Define the roles and responsibilities of the members associated with each cell. 	<ul style="list-style-type: none"> ➤ Following Cells were formed <ol style="list-style-type: none"> 1. Anti – Sexual Harassment Cell 2. Equal Opportunity Cell 3. Mentoring Cell 4. Women Cell 5. Entrepreneurial Development Cell
5	<p>It was approved to conduct International Conference.</p> <ul style="list-style-type: none"> ➤ Date of the conference was finalized. ➤ The theme and focus area for the conference was finalized. ➤ Organizing committee comprising members from departments of C&M and Science was formed. ➤ Roles and Responsibilities were specified to the committee members 	<ul style="list-style-type: none"> ➤ Department of Science, Commerce and Management Organised an International Students Conference on, "Issues and Challenges for Sustainability in the VUCA World", on 12 April 2019.

6	<p>It was decided to :-</p> <ul style="list-style-type: none"> ➤ Conduct In- house FDPs and Workshops by external experts. ➤ The Resource person to be identified based on the area of expertise and experience. 	<ul style="list-style-type: none"> ➤ The in- house FDP "Fostering Academic Leadership for Institution Excellence" was conducted on 2nd and 3rd June 2018 at NDC Campus. ➤ The In- house FDP "Innovative teaching Pedagogy for Millennium Teachers" was conducted on 19th January 2019 at NCMS Campus.
7	<p>It was resolved to :-</p> <ul style="list-style-type: none"> ➤ Provide effective career guidance, Counseling, and skill development opportunities to students. 	<ul style="list-style-type: none"> ➤ Campus recruitment drive by M/s Net Connect Pvt. Ltd was held on 13/10/2018 for final year B.Com and BBA students. ➤ Campus recruitment drive by 24/7 Pvt. Ltd was held on 23/10/2018 for final Year B.Com and BBA students.
8	<p>It was decided to provide the following "Add-on Course." for M.Com with the 30 hours duration.</p> <ul style="list-style-type: none"> • Teaching Skill Enhancement (I Year M.com) • Programming in Python (5th sem BCA) • French 	<ul style="list-style-type: none"> ➤ Teaching Skill Enhancement (I Year M.com) was done.
9	<p>It was decided to review the results by the IQAC and submit the report of the same to the Principal.</p>	<p>The result analysis report was submitted to the Principal</p>

B. Stakeholders' Feedback analysis

It was decided to analyze and consider the suggestions given by the stakeholders to improve the quality in NCMS.


IQAC Coordinator


Principal

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