

Internal Quality Assurance Cell

2019-2020

IQAC: - Cir 001/2019

Date: - 19/07/2019

CIRCULAR

All the IQAC members are hereby informed to attend the meeting of IQAC on 22nd July, 2019 at 2:00 P.M.inthe IQAC room. Kindly ensure your presence for the meeting.

The agenda for the meeting is as follows:

- Proposed plan for the year 2019 – 2020
- Any other matter with the permission of the chair.



IQAC Coordinator

Internal Quality Assurance Cell 2019-2020

IQAC: Cir001/2019

Date: 22.07.2019

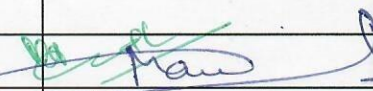
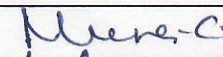
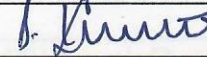
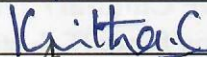




Minutes of meeting – 1

The meeting of IQAC team was held on 22.07.2019 at 2.00pm in IQAC office.

Agenda:

- Proposed plan for the year 2019 - 2020
- Any other matter with the permission of the chair.

Members Present:-

Sl. No.	Name	Signature
1	Dr. Anandamma N, (Chairman)	
2	Prof. Manohar Narajji, (Governing Body)	
3	Mrs. Meena. C,(IQAC Coordinator)	
4	Ms. Kusuma S, (Member)	
5	Mrs. Kavitha C, (Member)	
6	Mrs. Aruna C , (Member)	
7	Mr. Girish Kumar H V, (Member)	
8	Mr. Kiran Kumar T N, (Member)	
9	Mrs. Lakshmi Devi N , (Member)	

Members Absent: - Mr. Naveen Kumar K M, (Member)

Proceedings of the meeting:

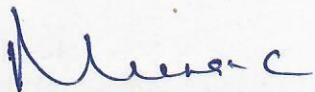
- The IQAC Coordinator started the meeting by welcoming the members and presented the minutes of the previous meeting.
- The chairperson informed the IQAC team to work on the academic plan for the year 2019 - 2020. She expressed her appreciation to IQAC and its member functioning for the growth of College. She also discussed about incorporating the feedback/ suggestions made by the stakeholder.


Resolution of the Meeting

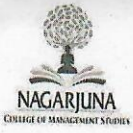
1. It was resolved to add Dr. Santhosh T C M, Assistant Professor; Department of Science and Mr. AnilKumar A, Assistant Professor, Department of English as members of IQAC.
2. IQAC Coordinator incorporated the suggestions given by the chairperson, IQAC members in the previous meeting and Stakeholders in the preparation of academic plan and presented the same for the approval by the IQAC Chairperson.

Sl. No.	Recommendation made by IQAC	Resolution of the Meeting
1	Academic plan Department Wise	It was decided to prepare UG & PG Calendar of events & Course Plan.
2	To discuss and approve Value added course	It was decided to include Add on Courses, and the Heads of Departments were informed to work on it, and send the proposal for the approval before the Commencement of Academic year.
3	Training for Teaching and Non-Teaching Staff	It was decided to conduct more workshops and Faculty Development Programs (FDP) for staff
4	To Organize National and International conference	It was decided to conduct National level conference department wise in association with IQAC. <ul style="list-style-type: none"> • Title and date was confirmed by the heads of the department • The resource person for the conference to be identified • The duties and responsibilities to be taken up by the respective departments for the smooth functioning of the conference.
5	To have Cultural / Theatrical sessions for staff & students	<ul style="list-style-type: none"> • It was decided to organize a workshop for faculty on "Personality Development through Theatre" to enhance teaching through theatre sessions and • The dates for the workshop were finalized.
6	To strengthen the Mentoring cell.	It was resolved to strengthen the mentoring cell by <ul style="list-style-type: none"> • Identifying the roles and responsibilities of the mentors • The number of mentees to each mentor was fixed. • Mentor - mentee discussions should be held as per the need, at least two per semester.
7	Identification of slow learner & Fast learners in each section.	<ul style="list-style-type: none"> • Required Criteria was decided to identify both the slow & fast learners • Corrective measures were identified to support and improve slow learners. • The fast learners were motivated to register for certification courses.

8	To streamline the documents and submission of reports to IQAC department	<p>It was resolved to streamline the documents and submission of reports to the IQAC department through:</p> <ul style="list-style-type: none"> • Standardized template to be followed while writing thereports. • Reframing checklist of documentation as per theCollege requirement. • Document verification should be done by theHOD's and IQAC team. • Updating reports related to statutory cells & committees at the end of every semester
9	To introduce new clubs: - Language, Science and Commerce	It was resolved to start forums with the aim to go beyondclass room learning and promoting creative bent of mind.
10	To augment the infrastructure and ICTenabled classroom	It was decided to identify the additional infrastructure required to accommodate the current student strength. This includes providing sufficient rooms to meet the growing needs of the institution and identifying suitable spaces for installing ICT enabled class room.
11	To encourage faculty to present papers	It was decided that R&D Cell will take the initiative and support the faculty members to present paper in Nationaland International Conference.
12	To conduct workshops for students	It was decided to conduct workshops & seminars for students.


IQAC Coordinator


Principal
NAGARJUNA COLLEGE OF MANAGEMENT STUDIES
CHICKBALLAPUR - 562101



Internal Quality Assurance Cell
2019-2020

Date: - 19/10/2019

IQAC: - Cir 002/2019

CIRCULAR

All the IQAC members are hereby informed to attend the meeting of IQAC on 21st October, 2019 at 2:00 PM in the IQAC room. Kindly ensure your presence for the meeting.

The agenda for the meeting is as follows:

- Review on Activities proposed in the previous meeting.
- Any other matter with the permission of the chair.


IQAC Coordinator

Internal Quality Assurance Cell
2019-2020

IQAC: Cir002/2019

Date: 21.10.2019


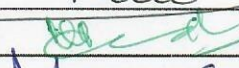
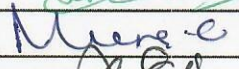
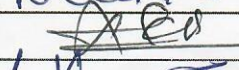
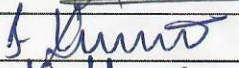
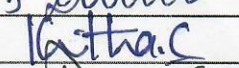



Minutes of Meeting: - 2

The meeting of IQAC team was held on 21/10/2019 at 2:00 PM in IQAC room.

Agenda of the meeting was:

- Review on Activities proposed in the previous meeting.
- Any other matter with the permission of the chair

Members Present:-

Sl. No.	Name	Signature
1	Prof. Manohar Narajji, (Governing Body)	
2	Dr. Anandamma N, (Chairman)	
3	Mrs. Meena. C, (IQAC coordinator)	
4	Mr. Anilkumar A (IQAC Associate Coordinator)	
5	Ms. Kusuma S, (Member)	
6	Mrs. Kavitha C, (Member)	
7	Mrs. Aruna C, (Member)	
8	Mr. Girish Kumar H V, (Member)	
9	Mr. Kiran Kumar T N, (Member)	

Members Absent: - Dr. Santhosh T C M (Member) & Mr. Naveen Kumar K M, (Member)

Proceedings of the meeting:

1. The IQAC coordinator and team discussed on the activities proposed in the previous meeting. It was learnt that activities are going as per the plan and to be continued with the remaining activities in the same manner.
2. The Chairperson addressed the meeting and work done by IQAC coordinator and members and suggested few more ways to work upon further. She also expressed opinion on introducing a new PG program in the college

Resolution of the Meetings: -

It was resolved to follow the rules and deadlines in terms of document submission and to conduct frequent meeting of IQAC.


IQAC Coordinator


PRINCIPAL
NAGARJUNA COLLEGE OF MANAGEMENT STUDIES
Chikkaballapura - 562101



Internal Quality Assurance Cell
2019-2020

IQAC: - Cir 003/2020

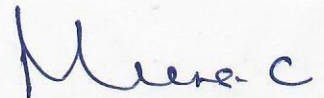
Date: - 10/03/2020

CIRCULAR

All the IQAC members are hereby informed to attend the meeting of IQAC on 13th March, 2020 at 2:00PM in the IQAC room. Kindly ensure your presence at the meeting.

The agenda for the meeting is as follows:

- Action taken report for the year 2019-2020
- Feedback Analysis
- Result Analysis
- Any other matter with the permission of the chair.


IQAC Coordinator

Internal Quality Assurance Cell
2019-2020

IQAC: Cir003/2020

Date: 13/03/2020


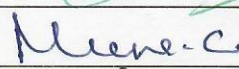


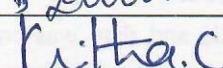
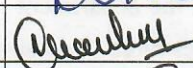



Minutes of Meeting: - 3

The Meeting of IQAC was held on 13/03/2020 at 2:00 PM in the IQAC room

Agenda:

- **Action taken report for the year 2019-2020**
- **Feedback Analysis**
- **Result Analysis**
- **Any other matter with the permission of the chair.**

Members Present:-

Sl.No.	Name	Signature
1	Dr. Anandamma N, (Chairman)	
2	Mrs. Meena. C, (IQAC Coordinator)	
3	Mr. Anil Kumar A (IQAC Associate Coordinator)	
4	Ms. Kusuma S, (Member)	
5	Mrs. Kavitha C, (Member)	
6	Mr. Naveen Kumar K M, (Member)	
7	Mr. Girish Kumar H V, (Member)	
8	Mr. Kiran Kumar T N, (Member)	
9	Dr. Santhosh T C M (Member)	

Members Absent: - Mrs. Aruna C, (Member)

Proceedings of the meeting:

1. Dr. Anandamma, Principal and the IQAC Chairperson informed IQAC Coordinator to present the action taken report for the Academic year 2019-2020.
2. It was decided to uphold the decision taken in the earlier meeting with regard to analyzing the Feedback which was collected from Stakeholders like Students, Parents, Faculties and Employers and to know the performance of the college on various aspects which were surveyed.
3. It was decide to review the result of final & second year students by the IQAC Team.

4. IQAC Coordinator discussed about various other activities for the quality enrichment of staff and students.

Resolution of the Meeting:-

Sl. No.	Resolution of the Meeting	Action Taken Report
1	It was decided to prepare UG & PG Calendar of events & Course Plan.	Department wise Course plan and Calendar of Events were prepared.
2	It was decided to include Add on Courses, and the Heads of Departments were informed to work on it, and send the proposal for the approval before the Commencement of Academic year.	<p>Certifications held:</p> <ul style="list-style-type: none"> • Vivekananda Gandhi Way to Entrepreneurship(I year M. Com) • Life Skills (I Year M. Com) • Web Application Development Training Internship (Final Year BCA)
3	It was decided to conduct more workshops and Faculty Development Programs (FDP) for staff	<ul style="list-style-type: none"> • One day Faculty development programme on, "Informative to Transformative Education", on 07 September 2019. The resource person was Prof. Madaiah Madegowda, Consultant HRD and OD. • Department of Commerce and Management organised FDP on, "Merger and Acquisition", on 24 October 2019. The resource person was Dr. V Rajesh Kumar, Founder and Managing Partner, Vittam Pravina Gurushala
4	<p>It was decided to conduct National level conference department wise in association with IQAC.</p> <ul style="list-style-type: none"> • Title and date was confirmed by the heads of the department • The resource person for the conference to be identified • The duties and responsibilities to be taken up by the respective departments for the smooth functioning of the conference. 	<ul style="list-style-type: none"> • Department of Science, Commerce and Management organized the international students conference on "Issues and Challenges for Sustainability in the VUCA World", on 12 April 2019. The Chief Guests were Dr. T D Kemparaju, Former Vice-Chancellor and Dr. Amiya Bhaumik, CEO, Lincoln University, Malaysia. • Department of Science Organized national Science conference on, "Emerging Trends, Innovations and Applications in Science Technology", on 01 October 2019. The resource persons were Dr. Udaya Shankar Puranik, Data Scientist and Science Writer Dr. Guruprasad, Chief Innovation Officer and Dr. V Kasturi Bangera, Prof. Dept. of Science, NITK.
5	<ul style="list-style-type: none"> • It was decided to organize a workshop for faculty on "Personality Development through Theatre" to enhance teaching through theatre sessions and • The dates for the workshop were finalized. 	<ul style="list-style-type: none"> • All the Teaching and Non -Teaching Fraternity of the College participated in two days Faculty Development Program on, "Role of Emotional Intelligence in Teaching" in Ramanagara, Bengaluru Rural District from 07 - 08 June 2019. The resource person of the session was Prof. Madaiah Madegowda, Consultant HRD and OD.
6	It was resolved to strengthen the	Mentoring Coordinator had conducted meeting with all the

		mentors and briefed them about the Mentoring System.
	<p>the mentoring cell by</p> <ul style="list-style-type: none"> Identifying the roles and responsibilities of the mentors The number of mentees to each mentor was fixed. Mentor - mentee discussions should be held as per the need, atleast two per semester. 	<ul style="list-style-type: none"> Mentors were allotted to the Mentees. Files of all the mentees were maintained with complete data.
7	<ul style="list-style-type: none"> Required Criteria was decided to identify both the slow & fast learners Corrective measures were identified to support and improve slow learners. The fast learners were motivated to register for certification courses. 	<ul style="list-style-type: none"> Departments of Commerce and Science organised Online Certification Course to Fast learners, by Manipal Pro on 23 August 2019 for B.Com, B.Sc and BCA students. The resource person was Mr.Rohith from Rovia Solutions. Remedial classes were conducted for the slow learner by preparing timetable.
8	<p>It was resolved to streamline the documents and submission of reports to the IQAC department through:</p> <ul style="list-style-type: none"> Standardized template to be followed while writing the reports. Reframing checklist of documentation as per the college requirement. Document verification should be done by the HOD's and IQAC team. Updating reports related to statutory cells & 	<ul style="list-style-type: none"> Developed a standardized template for all the documentation. Reframed checklist for documentation as per the college requirement. Document verification was done by the HOD's and IQAC team. Updated reports related to statutory cells & committees.
9	<p>It was resolved to start forums with the aim to go beyond class room learning and promoting creative bent of mind.</p>	<ul style="list-style-type: none"> "Women Empowerment Cell and Entrepreneurship Development Cell", was inaugurated on 25 July 2019 by the Chief Guest Smt. Mathura Rajan, Distributer Tupperware, South India. "NCMS English Language Club", on was inaugurated 28 August 2019 by Prof. Doreen S Kotian, HOD, Dept of English, GFGC, Hosakote, Dr. Indu M Eapen, HOD, Dept of English, GFGC, Mulabagilu and Principal Dr. Anandamma N
10	<p>It was decided to identify the additional infrastructure required to accommodate the current student strength. This includes providing sufficient rooms to meet the growing needs of the institution and identifying suitable spaces for installing ICT enabled class room.</p>	<p>Rooms were identified and ICT facilities were installed in those rooms</p>

11	It was decided that R&D Cell will take the initiative and support the faculty members to present paper in National and International Conference.	Few of the faculties presented papers in the National and International Conference.
12	It was decided to conduct workshops & seminars for students.	<ul style="list-style-type: none"> • The Workshop on, Programming with Python, was organized by the department of Science between 24 June to 29 June 2019 in association with NCET, Bengaluru and IEEE Student Chapter, Bengaluru. • Department of Commerce organised the workshop on “Importance of Goal Setting”, for final year BBA students by Mr. Santosh, Founder and CEO MARAB Care, Royal Link Company on 21 August 2019. • Department of English organised the workshop on, “Communication Skills”, by the resource person Smt. Vatsala H N, HOD, Dept of English, NMKRV Degree College. • Department of post-graduation organised workshop on, “PD through Theatre”, from 25 August to 31 August 2019. The resource person was Dr. Guruprasad T R, founder Siriyala Kalakendra, Shiralakoppa. • Department of Commerce Organised the workshop on, “Human Process Lab”, for I Year BBA students, from 03 September to 06 September 2019. The resource person was Prof. Madaiah Madhegowda, Consultant HRD and OD • Department of Commerce and Management Organised workshop on, “GST”, Mr. Sudhindra as the resource person on 13 September 2019. • Department of PG organised workshop for the students on, “Reading Financial Statements”, on 15 October 2019. The resource person was Dr. V Rajesh Kumar, Founder and Managing Partner, Vittam Pravina Gurushala. • Department of Science attended International Science Conference on, “NESARA-2019”, organised by Vishveshwaraiha Institute of Technology, Muddenahalli for B. Sc students on 09 September 2019.


IQAC Coordinator


Principal

NAGARJUNA COLLEGE OF MANAGEMENT STUDIES
CHICKBALLAPUR - 562101

Internal Quality Assurance
Cell 2019-2020

Date: 19/07/2020

Minutes of meeting – 4

The Meeting of IQAC team was held on 19/07/2020 through online platform, Zoom. The Circular for the meeting was sent through Whatsapp group

The agenda for the meeting is as follows:

- Smooth transition from offline to online platform.
- Other matter with the permission of the chair.

Proceeding of the Meeting :

1. Dr. Anandamma N, Principal and IQAC Chairperson addressed the member through zoom platform and discussed about the online classes.
2. The IQAC Coordinator Mrs. Meena C addressed the committee and gave the updates of the proposed plans. She also informed that a proceeding of the National Conference organized by the department of Commerce and Management was released. The team took initiative to provide online e-certificate to the registered participants who had sent their abstracts and the same was directed to the organizing committee to update the documents within stipulated time given by IQAC.

Resolution of the meeting: -

1. It was resolved to take necessary action to check online teaching, monitor students attendance, to address challenges in delivering the lectures and understandability of the students.
2. Resolved to conduct webinars for students and faculties.
3. Resolved to Organize Cultural Event in online platform to engage and motivate students in the Covid environment.


IQAC Coordinator


PRINCIPAL
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