

**SOUNDARYA EDUCATIONAL TRUST**  
**Soundarya Institute of Management & Science**  
**Minutes of the Meeting**

**Date:** 15-09-2022

**Venue:** IQAC Board Room

The Meeting started with Dr Shalini B welcoming Dr. Pratiksha Madam, Principal Dr. Suresh C Hegadi and all the other faculty members.

**Agenda of the Meeting (As Discussed and Proposed):**

1. Presentation by Prof. Malar Velze M on Code of Conduct.
2. Bridge Course Assessment
3. Ideas to make bridge courses interesting
4. Bridge course for non-domain students
5. Attendance Register Submission on a day to day basis
6. Presentation by senior students to their juniors and its review process.

**Action Plan:**

Action Items	In-Charge	Due Date
Code of Conduct for students: <ul style="list-style-type: none"><li>• Smart Casuals needs to be worn on Saturdays</li><li>• No. of times uniform has to be worn has to be finalised.</li><li>• If dress code is not followed:<ul style="list-style-type: none"><li>✓ Verbal warning (twice)</li><li>✓ Written warning through principal's office</li><li>✓ Suspension (1 week)-only in extreme cases</li></ul></li><li>• Late comers can be allowed inside the class but have to be marked absent if they are late by 10 mins.</li><li>• 75% attendance should not be compromised.</li></ul>	Prof. Malar Velze must include them in SOP.	At the earliest
Presentation by Senior students to their juniors and its review process.	Respective HODs	October


**Other Discussions and Targets:**

- Bridge Course Assessment has to be done (Action taken-Respective HODs and Faculty Members)
- Various teaching techniques needs to be adapted to make bridge course more interesting. E.g.: Gamification, Quiz, Simulation etc. (Action Taken- Faculty Members)
- Bridge course for non-domain students' needs to be prolonged if necessary (Action Taken- HODs)
- Attendance Register Submission before 1.30 pm everyday to Dr. Pratiksha Madam's Cabin ( Action Taken-HODs)

**Conclusion:**

The meeting finally ended thanking all the members present and seeking their cooperation.

Minutes Submitted By: Dr. Shalini B  
Co-ordinator-IQAC

  
Dr. Suresh C Hegadi  
Principal



Soundarya Education Trust (R)

# SOUNDARYA INSTITUTE OF MANAGEMENT & SCIENCE

Soundaryanagar, Sidedahalli, Hessaraghatta Main Road, Bangalore – 73.

## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

**Date:** 17-09-2022

**Venue:** IQAC Board Room

The Meeting started with Dr Shighihalli welcoming Madhukar Sir and all the other Members. The following were the members present in the meeting.

- Dr. Suresh C Hegadi
- Dr. Shalini B
- Dr. Prashanth
- Prof. Shivakumar Ganachari
- Dr Asha
- Mrs. Ramya Seshadri
- Dr. B.S. Madhukar-External Member

The following members were not able to attend the meeting:

- Dr Vani Ramesh

**Agenda of the Meeting (As Discussed and Proposed):**

- Review on the previous meeting Proposal/Discussions/Targets
- Revamping R&I and P&T

**Action Plan:**

Action Items	In-Charge	Due Date
<b>Review on the previous meeting Proposal/Discussions/Targets</b>		
• Visit to Loyola College	Mail sent from principal's office	Reminder mail needs to be sent At the earliest
• Zoom Meeting Concept	To be established	At the earliest
• Helping Hand for IQAC	Principal/CEO	At the earliest
• University News(2 Publications)	Prof. Shivakumar Ganachari	October
• Protocol Officer	Principal/CEO	At the earliest
• Exit Meeting(Faculty & students)	Mrs. Ramya S	At the earliest
• Quality Circle	Principal	At the earliest
<b>Research &amp; Innovation</b>		
• Protocols for publication	Prof Shivakumar/R&I	At the earliest
<b>Training &amp; Placement</b>		
• Integration with Librarian	Mrs. Ramya S	At the earliest
• Student Interns at various levels	Principal/CEO	At the earliest
• Request Letter by T&P to all faculty members about the meeting on option exploration	Mrs. Ramya S	At the earliest

**Conclusion:**

Conclusion:

The meeting finally ended thanking all the members present and seeking their cooperation.

Minutes Submitted By: Dr. Shalini B

Co-ordinator-IQAC

  
Dr. Suresh C Hegadi  
Principal



Soundarya Education Trust (R)

## SOUNDARYA INSTITUTE OF MANAGEMENT & SCIENCE

Soundaryanagar, Sidedahalli, Hessaraghatta Main Road, Bangalore – 73.

### Internal Quality Assurance Cell (IQAC)

## Minutes of the Meeting

Date: 12/10/2022

Venue: IQAC Board Room

**Introduction of the meeting:** The Meeting started with Dr Shalini B welcoming all the Members of the IQAC.

#### Members Present:

1. Dr Suresh C Hegadi
2. Dr. B S Madhukar
3. Prof. N.B Shigihalli
4. Prof Shivakumar U Ganachari
5. Prof. Rekha C
6. Dr. Vani Ramesh
7. Dr. Harish
8. Prof Prithvi Heggde
9. Prof Sujatha H N
10. Prof Basavaraj Okkunda
11. Prof Malar
12. Dr Nagalakshmi
13. Mrs Ramya Seshadri
14. Mr Anantharamu

**Members Absent:** NIL

#### Agenda of the Meeting (As Discussed and Proposed):

1. Review on the previous meeting Proposal/Discussions/Targets
2. Discussion on how to fix the agenda for IQAC Meeting

#### Action Plan:

Action Items	In-Charge	Due Date
<b>Review on the previous meeting</b> <ul style="list-style-type: none"><li>• Visit to Loyola College</li><li>• Zoom Meeting Concept</li><li>• Helping Hand for IQAC</li><li>• University News(2 Publications)</li><li>• Protocol Officer</li><li>• Exit Meeting(Faculty &amp; students)</li><li>• Quality Circle</li></ul>	Visit is Confirmed Meeting with R& I Prof Rekha C  Prof Shivakumar Principal/ CEO  Students-Yet to be prepared-Mrs. Ramya S Dr Harish	21 <sup>st</sup> Oct 2022 At the earliest At the earliest  At the earliest At the earliest At the earliest 15/10/2022
<b>Research &amp; Innovation</b> <ul style="list-style-type: none"><li>• Protocols for publication</li></ul> <b>Training &amp; Placement</b> Student Interns at various levels	Dr Vani Ramesh  Mrs Ramya S-Workload to be prepared	Implemented at the earliest At the earliest
<b>Agenda Preparation for IQAC Meeting</b>	<b>IQAC Head &amp; Committee Members-</b> In line with Principal's Approval	As per the meeting schedule
<b>Library Audit</b>	External Members/IQAC/Principal	At the earliest

**Other Discussions and Targets:**

The following are the nominated Student Representatives for IQAC Committee:

1. Alumni- Ms Deepika
2. Existing Students- Ms Rashmi, BCA

Mr Yeshwanth, B Com

**Conclusion:** The meeting finally ended thanking all the members present and seeking their cooperation.

**Minutes Submitted By:** Dr. Shalini B  
Co-ordinator-IQAC



Dr. Suresh C Hegadi  
Principal



Soundarya Education Trust (R)  
**SOUNDARYA INSTITUTE OF MANAGEMENT & SCIENCE**  
Soundaryanagar, Sidedahalli, Hessaraghatta Main Road, Bangalore – 73.

## **Internal Quality Assurance Cell (IQAC)**

### **Minutes of the Meeting**

Date: 02/11/2022

Venue: IQAC Board Room

The Meeting started with Dr Shalini B welcoming the Management, Principal, External Advisor and the NAAC Conveners.

Members Present:

1. Mr. Keerthan
2. Dr. Pratiksha
3. Dr Suresh C Hegadi
4. Dr. B S Madhukar
5. Prof. N.B Shigihalli
6. Prof Shivakumar U Ganachari
7. Prof. Rekha C
8. Dr.Harish
9. Prof Prithvi Heggde
- 10.Prof Sujatha H N
- 11.Prof Basavaraj Okkunda
- 12.Prof Malar
- 13.Dr Nagalakshmi
- 14.Mr Lokesh
- 15.Prof. Nagashree

Members not present in the meeting:

1. Dr. Vani Ramesh
2. Mrs. Ramya Seshadri

Agenda of the Meeting (As Discussed and Proposed):

1. Post visit action to Loyola
2. Observations from the senior faculty members about the Loyola Visit.
3. Pending visit to skills university Mumbai
4. Sharing of experience on visits to skills universities Mumbai and Delhi by Dr.BSM.
5. All items- pending decision with management
6. Any other item with permission of the chair.

Action Plan:

Action Items	In-Charge	Due Date
AQAR Completion	IQAC/NAAC Committee	30/11/2022
Websites Development and updation to be integrated with computer division.		
World Quality Day celebration, 10 <sup>th</sup> November. Activities planned: <ul style="list-style-type: none"><li>• IQAC Library Opening</li><li>• Student Debate on quality</li></ul>	IQAC	10/11/2022
List of Books required for IQAC Library	Prof Shivakumar U Ganachari	At the earliest
Loyola College: <ul style="list-style-type: none"><li>• Process creation</li><li>• Blooms Taxonomy</li><li>• Buddy system</li><li>• Courses for Public</li></ul> To be implemented	To be Planned at Institution Level- IQAC/HODs	At the earliest
Orientation for new faculty members: <ul style="list-style-type: none"><li>• Classroom delivery</li><li>• Enrichment from senior faculty</li><li>• Lab skills</li><li>• Student handling skills</li></ul>	To be Planned at Institution Level- IQAC/HODs	From Coming Semester

Other Discussions and Targets:

1. AQAR: Request email to NAAC for session on AQAR (insights)
2. Visit to the skill tech university, Mumbai at the earliest.

Conclusion:

The meeting finally ended thanking all the members present and seeking their cooperation.

Minutes Submitted By: Dr. Shalini B  
Co-ordinator-IQAC

  
Dr Suresh C Hegadi  
Principal