

SIMS/2023-24/IQAC/MOM/01

Date : 12th April 2023

Venue : IQAC Board Room

Introduction of the meeting: The meeting started with Prof. Rekha C – IQAC Coordinator welcoming all the IQAC members

Agenda of the meeting

- Review of 2022-23 – Activities & Achievements
- 2023-24 Strategic Planning:
 - New programs to be initiated for 2023-24
 - Value added programs identified by each department for 2023-24
 - Workshop on Framing Vision Mission and PEO
 - Workshop on Outcome based education
 - FDP on Institutional Development Plans
 - Advisory Committee meeting
 - Next meeting Agenda

Members Present :

1. Dr. Vasu B.A ,Principal – IQAC Chairperson
2. Prof. Rekha C – IQAC Co-ordinator

IQAC Members :

3. Prof. Shivakumar Ganachari
4. Dr. Ashwini Sachin Sadavarte
5. Mr. Kishan C
6. Mrs.Prithvi Heggade M.P
7. Mr. Aafaq Ahmed
8. Mrs.Ramya H.S
9. Dr.S. Shreemathi Giri
10. Dr. Nagalakshmi G
11. Mr. Vijay Kumar A S
12. Dr. Prashanth Kumar
13. Dr. Roopa Shettigar
14. Mr. Vibin Krishnan R
15. Mrs.Nagashree R Pujari
16. Mr. Anil Kumar K.Y
17. Mrs. Bhamamani – Senior Administrative Officer
18. Ms. Smitha – Student Representative
19. Ms. Dhanyalakshmi – Student Representatie
20. Ms. Madhuri B V – Alumni Representative
21. Mr. Santosh Kumar M – Industrialist
22. Mrs. Jayashree B U – Parent, Stake holder

Members Absent : Nil

Action Items

- Draft copy of Annual report (2022-23) was presented by IQAC coordinator highlighting the academic excellence achievements through University Ranks, Sports achievements at National, International and University levels, NCC, NSS & Inter collegiate achievements. Faculties contribution in Publications & Patents is remarkable as compared to the previous year.
- Principal and the Committee has decided not to add any New Programs for the academic year 2023-24. However, suggestions were made by the committee for the preparation to start PG programs in Computer Science and Forensic science.
- Following department proposed the Value-added program details for the academic year 2023-24

SL No.	Department	VAP	Association
1	B.Com	1. BFSI Overview and Financial Products	Finastra
		2. Practical approach towards Accountancy and Taxation via Bizz Lab	Mark Education Academy
2	BBA	1. Air Crago Logistics Supply	Cirrus Global Aviation Services Pvt Ltd.
		2. Dangerous Goods and Load Control	
		3. Air Fares and Ticketing	
3	BCA	Data Science	IBM
4	BSc	1. Industrial Training	Central Silk Technological Research
		2. Exploration of Solar System	ISRO
5	BSc(Forensic Science)	Digital Forensics with Kali Linux	Cyber Vidyapeeth Foundation
6	MBA	1. Business Analytics Training	Seminar Room
		2. Digital Marketing Training	

- Committee proposed for reframing of Vision, Mission and Core values statements for the institution to enhance the Academic and Professional Excellence journey in pursuance of : Higher level goals. it was decided to have 3 days workshop on “Framing Institution Vision, Mission and Program Educational Objectives” The dates decided : 25th , 30th and 31st of May 2023.
Key Resource persons identified :
 1. Dr. Jeevananda S, Associate Dean, School of Business and Management, CHRIST (Deemed to be University), Bengaluru
 2. Prof. Krishna MC, HoD, School of Business and Management, CHRIST (Deemed to be University), Bengaluru
 3. Dr. Ravindra Babu S , Professor, School of Business and Management, CHRIST (Deemed to be University), Bengaluru
 4. Dr. Praveen Kumar T , Assistant Professor, School of Business and Management, CHRIST (Deemed to be University),Bengaluru
- To equip faculties with essential insights and training on seamlessly integrating the outcome-based approach in their teaching, learning, and assessment strategies. The committee decided to conduct work tentatively on 3rd & 4th June 2023 in association with School of Business and Management, CHRIST (Deemed to be University), Bengaluru.

- Committee also proposed an Internal FDP on Institutional Development Plan as per UGC guidelines to be organized on Research and Governance Enablers by Prof. Shivakumar U Ganachari – HOD English Department and Academic and Digital Enablers by Prof. Rekha C – IQAC Coordinator. The IDP Workshop is tentatively scheduled on 14th and 15th of June 2023 at 10:30 am to 12:30pm in ocarina.
- Finally, Principal instructed to all the HoDs to organize Department Advisory meeting in the Second week of May. He also advised the HoD's to propose the points discussed in the advisory meeting and get the approval and concern from the respective Advisory committee.
- Agenda of the Next meeting :
 - Preparation of COE
 - Discussion on Advisory meeting points
 - Boot camp, Orientation and Bridge course for 2023-24 batch
 - New MoUs & Association, Continuation of existing MoUs & linkage
 - Establishment of new Institutional Development Committee for 2023-24.

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

Minutes Submitted By: **Prof. Rekha.C**
Co-ordinator-IQAC



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SIMS/2023-24/IQAC/MOM/02

Date : 22nd May 2023

Venue : IQAC Board Room

Introduction of the meeting: The meeting started with Prof. Rekha C – IQAC Coordinator welcoming all the IQAC members

Agenda of the meeting

- Presentation of COE by each department
- Discussion on Department Advisory meeting points
- Boot camp, Orientation and Bridge course for 2023-24 batch
- New MoUs & Association, Continuation of existing MoUs & linkage
- Establishment of new Institutional Development Committee for 2023-24.
- Next Meeting agenda

Members Present :

1. Dr. Vasu B.A ,Principal – IQAC Chairperson
2. Prof. Rekha C – IQAC Co-ordinator

IQAC Members :

3. Prof. Shivakumar Ganachari
4. Dr. Ashwini Sachin Sadavarte
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13. Mrs.Nagashree R Pujari
14. Mr. Anil Kumar K.Y
15. Mrs. Bhamamani – Senior Administrative Officer
16. Ms. Smitha – Student Representative
17. Ms. Madhuri B V – Alumni Representative
18. Mr. Santosh Kumar M – Industrialist

Members Absent :

1. Dr. Prashanth Kumar
2. Dr. Roopa Shettigar
3. Ms. Dhanyalakshmi – Student Representative
4. Mrs. Jayashree B U – Parent , Stake holder

Action Items

- HoD's presented their department COE and meeting points of their Department Advisory board. Principal instructed IQAC to collect all the updated COE from the academic department and supporting department and prepare a centralized COE on or before 30-5-2023. Principal

also instructed that the COE should be made available to all the students through Optra, College Website portal.

- Boot camp is scheduled from 21-6-2023 to 7-7-2023. Each departments will address the various topics wrt to current affairs, upskilling & reskilling and moral values. The entire session of bootcamp will be conducted in online mode using google meeting.
- Detail information brochure to be prepared and communicated to students before 17-6-2023.
- Principal also discussed the execution of Soundarya Deeksharamba - Orientation program to be held between 24-7-2023 to 5-8-2023. The program includes Institutional Glimpses, Academic and supporting department introductions, Personality Development programs, Outreach programs. The detailed information brochure to be prepared and communicated to students before 10-7-2023.
- Principal directed HoDs to prepare the Bridge course Syllabus and execution plan on or before 10-7-2023.
- Department heads gave information about their existing MoU for Add on courses, Modular teaching, Seminar / Workshop, Placements & training, e-waste disposal, NSS for community engagement programs etc. BCA, BCom, MBA department proposed their additional MoU with IBM, Bizz lab, Seminar Room.
- A draft plan of Institutional Committee was proposed by IQAC coordinator. Committee suggested few corrections and modifications. Principal directed IQAC to prepare the final copy and organise a meeting with individual committee and issue a corresponding letter to all the faculties stating the committee they belong to and their roles and responsibilities.
- Principal also directed to conduct IQAC an internal auditing at the end of semester and report in the next meeting tentatively scheduled in the first week of October.
- Agenda of the Next meeting:
 - Internal Auditing report (odd sem)
 - International Conference
 - Preparation towards AQAR submission
 - Preparation towards NIRF application
 - Preparation towards India Ranking & The Week application
 - External AAA auditing

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

Minutes Submitted By: **Prof. Rekha.C**
Co-ordinator-IQAC



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SIMS/2023-24/IQAC/MOM/03

Date : 5th October 2023

Venue : IQAC Board Room

Introduction of the meeting: The meeting started with Prof. Rekha C – IQAC Coordinator welcoming all the IQAC members

Agenda of the meeting

- Internal Auditing report (odd sem)
- International Conference
- Preparation towards AQAR submission
- Preparation towards NIRF application
- Preparation towards India Ranking & The Week application
- External AAA auditing
- Next Meeting agenda

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Member Absent :

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Action Items

- At first, Principal Dr. Vasu B A congratulated all departments in engaging and smooth conduct of internal audit from 18th Sept to 22nd Sept 2023. IQAC Coordinator was assigned the task for sharing the observations made by the audit team. Principal's remarks were shared in the audit sheet and requested the departments to look into the matter with due care.
- International Conference Committee convenor Dr. Roopa Shettigar presented the progress of Conference activities and also proposed the roadmap of execution in terms of venue, conference proceedings templates, paper review process, challenges and opportunities.
- Principal directed IQAC to initiate the preparation of AQAR 2022-23 submission. Directed to organize meetings with respective convenors, data collection through CDC committee, Data verification and to upload final report in HEI in the first week of February.
- Principal gave insights on the purpose of participating in NIRF and other rankings such as India Today and The Week. IQAC steering committee and HoD's are instructed to prepare and collect the data accordingly and upload in respective portal on or before the deadlines of NIRF and other rankings frame work agencies.
- External AAA auditing was scheduled on 5-12-2023. **Dr. Rajini Jayaram** Dean , Student Welfare Officer Jain University, Bangalore, **Dr. Ravindra Babu S** Professor, School of Business & Management Christ university, Kengeri Bangalore, **Dr. Bhavani M.R** Associate Professor, School of Commerce & Management Director, Student affairs Chanakaya University, Bangalore are the identified AAA auditing member.
- Agenda of the Next meeting:
 - Criterion Gap Analysis
 - Mentoring Workshop
 - Graduation Day & Exit Feedback
 - New initiatives of 2024-24

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

Minutes Submitted By: **Prof. Rekha.C**
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SIMS/2023-24/IQAC/MOM/03

Date : 22nd February 2024

Venue : IQAC Board Room

Introduction of the meeting: The meeting started with Prof. Rekha C – IQAC Coordinator welcoming all the IQAC members

Agenda of the meeting

- Criterion Gap Analysis
- Mentoring Workshop
- Graduation Day & Exit Feedback
- New initiatives of 2024-24
- Next Meeting agenda

Members Present :

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Members Absent : Nil

Action Items

- IQAC Co-ordinator gave insights about the successful submission of AQAR 2022-23, NIRF & Other ranking frame work – India Today and The Week. Followed by the Criterion convenors presented the Gap Analysis of their respective criteria and also suggested few improvement programs / measures that can be accommodated for the upcoming academic cycle. Principal directed IQAC team to work on the suggestions made by the convenors and make it functional on all the feasibility suggestions made.
- To make more vibrant mentoring execution, Dr.Ashwini Sachin Sadavarte - Convenor of Mentoring committee proposed a workshop tentatively in the month of March first week. Dr. Ravindra Babu- our AAA member will be addressing the faculty on Effective Mentoring classes.
- As per the BU calendar, the Graduation Day & Exit Feedback is tentatively scheduled in the last week of June. Principal directed IQAC to frame the committee with roles and responsibilities and share the road map of execution by Last week of May 2024.
- New initiatives :
 - To start new programs BSc (Journalism, Psychology, Computer Science), MCA & MSc – Forensic Science
 - With the existing 3 SDG goals, Institution can accommodate 2 more SDG goals for next academic year.
 - NAAC Re-assessment process
 - Preparation towards new NAAC reforms – Binary accreditations
- Agenda of the Next meeting:
 - Annual review meeting 2023-24
 - Submission of AQAR 2023-24
 - Roadmap set for New initiatives of 2024-24

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

Minutes Submitted By: **Prof. Rekha.C**
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