

# INDIAN INSTITUTE OF MANAGEMENT AND COMMERCE

## Meeting with Coordinators (IQAC & NAAC) – I

**Date: 19.09.2022. Time: 2 pm. Venue: Auditorium**

### Agenda:

1. To take the Plan of Action from the Conveners of various committees, 2022-2023.
2. To organize the events/ competitions from their respective committee.

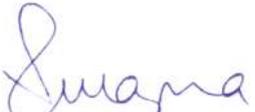
### Minutes:

1. Smt. K.Swapna, IQAC Coordinator, welcomed the Principal, Vice- Principals, Committee and Club Conveners and requested the Principal to preside over the meeting.
2. The Principal applauded the efforts of all the conveners and informed about the agenda.
3. He also informed that the Board of Governors (BOG) appreciated the faculty for organizing various programs.
4. All the Conveners have to come along with their co-conveners, to inform about the details & dates of conducting programs/ competitions.
5. The Conveners have to involve the entire members and the members have to cooperate.
6. He suggested that the Criterion Heads to submit the data ASAP, to the Coordinators, as the NAAC is fast approaching.
7. He appreciated the efforts of Exam branch Coordinator, Sri N.B.Vasanth Kumar for his untiring efforts in conducting the exams in a systematic manner.
8. The Literary and Cultural committee has conducted 24 activities so far and many more have to be conducted, informed Sri E.Rama Krishna, Convener.
9. Smt. G.Rama Devi, Library Committee Convener informed that they have conducted 3 activities during this semester.
10. Mrs.G.Santoshi, Placement Officer, maintains contact with many companies. Due to her relentless efforts, many companies are visiting IIMC for Placements & Internships. Rs.25,000/- is the Minimum salary for each student through placements this year.
11. 96 students have completed their Internships so far in different companies.
12. Smt.K.Padma Priya, Convener, Seminars& Workshops committee has conducted many guest lectures/ workshops to the students.
13. The Committee is going to organize an International Conference and National Conference in collaboration with TCA.
14. Sri Kishan Goud, Physical Director is controlling the students and maintains proper discipline in the campus.
15. Sri Kishan Goud informed that the Sports Committee is going to conduct Inter-Collegiate Carroms Tournament at State level, during next month.
16. He also shared the information regarding tournaments conducted by the college, VFSWA Sports & Games to the staff, Yoga classes for a week to students & staff, as well as Annual Sports Day to be organized in a large scale.
17. The Bridge Course & Remedial Classes committee convener, Smt. S.Shravani informed to conduct the Bridge courses to the Non- Commerce students from BBA & B.Com all courses.

18. The Remedial classes will be conducted after declaring the Revaluation results from the University for II & III years.
19. The Attendance Committee convener, Sri S.Shiva Kumar, informed that Google sheets were created to post the attendance directly hereafter.
20. The Commerce Lab committee convener, Smt.K.Naga Sireesha, told to revamp certain things in commerce lab.
21. The Infra structure Maintenance committee convener, Sr M.Vijay informed that the duties were allotted to the committee members and they have to look after the entire infra-structure augmentation.
22. The FDP committee convener, Sri R.Raghavendra Rao, informed that The department wise FDPs will be conducted with the help of HODs. The HODs have to give him the topics and he will do the needful.
23. Research Committee convener, Sri R.Raghavendra Rao, informed that the committee in collaboration with ED Cell will try for incubation centre in the college
24. Sri K.Prashant Kumar, Convener, Web Designing & Hosting committee informed that all the faculty can take their official mail ids consisting of iimchyd.ac.in
25. Finally, the Vote of Thanks proposed by NAAC Coordinator.  
The meeting adjourned.

Action Taken Report:

S.No	Plan of Action	Action Taken
1	To conduct Bridge classes for B.Com & BBA students for non-Commerce background students.	Conducted Bridge classes for B.Com & BBA interested students
2	To conduct International Conference	Conducted Multidisciplinary International Conference on “21 <sup>st</sup> Century Skills – A Sustainable Growth” on Dec 23 <sup>rd</sup> and 24 <sup>th</sup> 2022
3	To conduct a National Conference in association with TCA	Planned to conduct in the month of March.
4	Attendance Committee informed to initiate google sheets to post the attendance	Implemented

  
**SWARNA**  
 IQAC CO-ORDINATOR  
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 (DEGREE & P.G. COLLEGE)  
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**K. RAGHUVAR**  
 PRINCIPAL

# INDIAN INSTITUTE OF MANAGEMENT AND COMMERCE

## Meeting with Coordinators (IQAC & NAAC) – II

**Date: 15.02.2023. Time: 2 pm. Venue: Auditorium**

### Agenda:

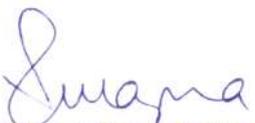
1. To discuss various modalities for NAAC Peer Team Visit on 13<sup>th</sup> & 14<sup>th</sup> March, 2023.
2. To inform the faculty about several aspects to be completed before 28<sup>th</sup> Feb, 2023.

### Minutes:

1. Mrs.K.Swapna, IQAC Coordinator welcomed the Principal& Chairman (NAAC& IQAC), Vice-Principals (Admn. & Academic) and Faculty to the meeting.
2. Sri K.Raghu Veer, Principal informed that the NAAC work should be completed by 28<sup>th</sup> Feb, 2023 as the NAAC Peer Team Visit is scheduled on 13<sup>th</sup> & 14<sup>th</sup> March, 2023.
3. All the faculty members of various departments should know about the Vision & Mission of the college as well as their respective departments.
4. Everybody should know about the topography of the college.
5. The Principal suggested the faculty to conduct Slip Test/ Unit Test after completion of every unit and post the marks in the Register maintained by the HODs.
6. He also informed about the ensuing SDP on “Research Methodology” in association with IPE on 28<sup>th</sup> Feb, 2023.
7. Sri R.Raghavendra Rao will be the Convener of National Seminar in Commerce in association with TCA in April.
8. Smt.S.Shravani will be the Convener of FDP committee.
9. Smt. C.R.L.Kalyani, NAAC Co-ordinator, has mentioned a To – Do list for NAAC visit and alerted the members on various aspects.
10. She mentioned that Swachh IIMC should be conducted by NSS Units & NCC before PTV.
11. She mentioned that the HODs should include SWOC Analysis of their department in their presentation.
12. The Gallery has to be updated by posting the events of 2020-21 and 2022-23 till date.
13. The following committee conveners have to upload their reports of 2022-23 till date on college website. The committees are Literary & Cultural committee, Seminars & Workshops committee, FDP committee, NCC, NSS and Exam branch.
14. The Parent – Teacher Meeting has to be conducted for the first year students, so that Parent Association should be formed at the earliest.
15. The Librarian has to brush up the details regarding Digital Library usage to the faculty and students. In this regard, an FDP has to be conducted.
16. The Vice- Principal (Academic) proposed formal Vote of thanks and the meeting adjourned.

Action Taken Report:

S.No	Plan of Action	Action Taken
1	Gallery for 2020-21 is to be uploaded	Uploaded the photos of the year 2020-21
2	To conduct a session on "Usage of Digital Library"	Conducted by Department of Library to faculty
3	SWOC analysis to be included in the department PPT	Included SWOC analysis in the departmental PPTs.
4	To conduct a National Conference in association with TCA	Planned to conduct in the month of April due to NAAC visit.
5	Reconstituting Parent Association	Constituted Parent's Association
6	Planned to conduct Swacch IIMC	Will be done in the month of March.

  
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K. RAGHUVeer  
PRINCIPAL