

# INDIAN INSTITUTE OF MANAGEMENT AND COMMERCE

## INTERNAL QUALITY ASSURANCE CELL

**Dt: 26-07-2018**

**Venue: Room no. 5**

**Time: 2 P.M.**

### **AGENDA:**

1. Discussion on the submission of AQAR report 2017-18.
2. Discussion on Feedback collection mechanism.

### **MINUTES OF THE MEETING:**

1. IQAC Coordinator welcomed the Chairman and all the members of the committee.
2. Principal Sri K.RaghuVeer congratulated IQAC team for the successful completion of the academic year 2017-18.
3. It is decided to allocate each Criterion to the respective faculty members to contribute the information for the submission of the AQAR report.
4. The Criteria are allocated in the following manner:

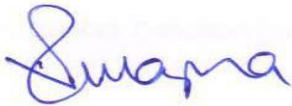
Criterion: I: Curricular aspects -	G.Santoshi, S.Saritha.
Criterion II: Teaching, Learning & Evaluation -	Dr.D.Thirumala Rao.
Criterion III: Research, Innovations & Extension -	Dr.T. Nagalakshmi, G.RamyaSree.
Criterion IV: Infrastructure & Learning resources -	K. Prashanth Kumar, G.Ramadevi.
Criterion V: Student Support & Progression -	B.Pratap, G.Andalu
Criterion VI: Leadership, Governance & Management -	K. Padma Priya
Criterion VII: Institutional values & best practices -	N.Karunasree, K. Shiva Kumar

5. The changed (New) format of AQAR is discussed with the members.
6. It is informed that, the new format should be followed scrupulously from the academic year 2018-19 and if the AQAR is uploaded in the old format, it will not be considered.
7. Every year AQAR must be submitted by “December” without fail.
8. It is decided to extend time to collect feedback from various stakeholders – Students, Parents, Alumni and Employers.
8. It is informed to all the members that new feedback forms are to be designed covering the quality aspects of the institution.
9. To rejuvenate the student clubs, IQAC Coordinator informed the Heads of the departments to take active participation.
10. Eco club convenor is informed to concentrate more on making the campus Eco-friendly.
11. The activities that are to be conducted in this academic year (2018 – 19) are also discussed.
12. It is decided to initiate new add-on certificate course i.e., Communicative English.

Vote of Thanks by K.Swapna (IQAC Coordinator)

**Action Taken Report:**

<b>S.No</b>	<b>Plan of Action</b>	<b>Action Taken</b>
1	Submission of AQAR 2017-18	Criteria are allocated to members to collect information.
2	Designing Feedback Mechanism	Decided to collect feedback from the stakeholders
3	Discussion on new Academic year plan of activities	Ideated some activities to organize



**K SWAPNA**  
Co-Ordinator, IQAC



**K. RAGHVEER**  
PRINCIPAL

**INDIAN INSTITUTE OF MANAGEMENT AND COMMERCE**  
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**Dt: 31-10-2018**  
**P.M.**

**Venue: Room no. 5**

**Time: 2**

**Agenda:**

1. Reading the minutes of previous meeting.
2. Strengthening of Club activities in the college.
3. Designing the feedback forms for various stakeholders.

**MINUTES OF THE MEETING**

1. IQAC Coordinator welcomed all the members to the meeting.
2. The minutes of previous meeting were read and received acceptance of the same.
3. IQAC Coordinator told that Management club, English club and Science clubs have initiated the activities in the college and the other clubs are yet to start. All the clubs shall maintain some representatives from the students of various courses so that activities can be organized covering all the faculties.
4. The activities conducted under the clubs are to be recorded and filed by the respective club heads.
5. It is also suggested to initiate an Art & Literature club by the Language department.
6. It is discussed that feedback forms for stake holders – Students, Employers, Parents and Alumni are to be designed.
7. According to the new NAAC methodology, the student feedback form – Student Satisfaction Survey (SSS) is to be designed in the criteria II – Teaching, Learning and Evaluation Process is discussed.
8. 15 days' time is given for designing the forms.

Vote of thanks by K.SWAPNA (Coordinator)

Members attended the meeting:

Mr. K.Raghuveer (Chairman, Head of the Institution)

Mrs.M.Satya Sudha (Ex-Offico, Alumni Gen. Sec., Vice-Principal)

Mrs.K.Swapna (Co-Ordinator, Department of Business Administration)

Mrs.K.Padma Priya (Faculty, Department of Commerce)

Mrs.Dr.T.Naga Lakshmi (Faculty, Department of Commerce)

Mr.Dr.D.Thirumala Rao (Faculty, Department of Commerce)

Mrs.G.Santoshi (Head, Department of Business Administration)

Mr.K.Prasanth kumar (Head, Department of Computer Science)

Mrs.M.Mamatha (Faculty, Department of English)

Mrs.N.Karuna Sree (Faculty, Department of English)

Mrs.G.Ramadevi (Librarian)

Mrs.S.Saritha (Head, Department of Mathematics)

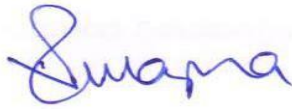
Mr.B.Pratap (Faculty, Department in Physical Education)

Mr.K.Shiva Kumar (Faculty, Department of Statistics)

Mrs.G.Ramya Sree (Faculty, Department of Commerce)

**Action Taken Report:**

S.No	Plan of Action	Action Taken
1	Strengthening club activities	Clubs stated organizing activities under heads of the department
2	Designing Feedback Mechanism	Feedback forms are designed
3	Discussion on parameters to consider in designing the feedback forms.	Discussed and a draft is made.



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Co-Ordinator, IQAC



**K . RAGHUVIER**  
PRINCIPAL

**INDIAN INSTITUTE OF MANAGEMENT AND COMMERCE**  
**INTERNAL QUALITY ASSURANCE CELL**

**Dt: 3-01-2019**

**Venue: Room no. 5**

**Time: 2 P.M.**

**Agenda:**

1. Reading minutes of previous meeting.
2. Conducting Student Satisfaction Survey in the college.
3. Designing Teacher and Parent feedback forms.

**MINUTES OF THE MEETING**

1. Welcome note by IQAC Coordinator.
2. The minutes of previous meeting were read and confirmed.
3. It is decided to conduct Student Satisfaction Survey by the end of January month, analyze and upload the same in college website.
4. It is decided to take help of Class Mentors in conducting the survey.
5. The responsibility of designing Teacher feedback form is given to Dr.T. Nagalakshmi.
6. The responsibility of designing Parent feedback form is given to Mrs. K. Padma Priya. It is decided to design the forms within 2 or 3 days.
7. Other matters:
  - I. Mr. U.Vishwa Narayana has been included in criteria VI
  - II. Mrs.K.Padma Priya has been shifted to criteria II.

Vote of thanks proposed by IQAC Coordinator.


Members attended:

1. Mr. K. RaghuVeer (Chairman)
2. Mrs. Satya Sudha (Ex-Officio member)
3. Mrs. K. Padma Priya (Faculty, Dept. of Commerce).
4. Mrs. T. Nagalakshmi (Faculty, Dept. of Commerce)
5. Mrs. M. Mamatha (Faculty, Dept. of English).
6. Mrs.K. Swapna (IQAC Coordinantor).
7. Mrs. G. Rama devi (Librarian).
8. Mrs. N. KarunaSree (Faculty, Dept. of English).
9. Mrs. G. Santoshi (Head, Dept. of Business Administration).
10. Mr. K. Prasanth Kumar (Head, Dept. of Computer Science).
11. Mr. K. Shiva Kumar(Head, Dept. of Statistics)
12. Mr. B. Pratap (Lecturer in Physical Education).

13. Mr. U. Vishwa Narayana (Administrative Officer).

**Action Taken Report:**

S.No	Plan of Action	Action Taken
1	Conducting SSS	SSS is done
2	Designing Teacher Feedback form	Feedback form is designed
3	Designing Parent feedback form.	Feedback form is designed.



**K SWAPNA**  
Co-Ordinator, IQAC



**K. RAGHOVEER**  
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**INTERNAL QUALITY ASSURANCE CELL**

**Dt: 5-01-2019**

**Venue: Room no. 5**

**Time: 2 P.M.**

**AGENDA:**

1. Reading the minutes of previous meeting and taking confirmation.
2. Conducting Student Satisfaction Survey (SSS).
3. Acceptance of Parent and Teacher Feedback forms.

**MINUTES OF THE MEETING**

1. Welcome note by the Coordinator.
2. Minutes of previous meeting were read and confirmed.
3. Student Satisfaction Survey (SSS) form has been designed, accepted by the committee and decided to conduct the survey.
4. Parent feedback form has been designed & accepted.
5. Teacher feedback form has also been designed & accepted.

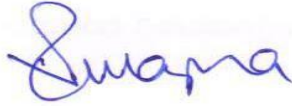
Vote of thanks by Coordinator.

Members attended the meeting:

1. Mr. K. RaghuVeer (Chairman)
2. Mrs. Satya Sudha (Ex-Officio member)
3. Mrs. K. Padma Priya (Faculty, Dept. of Commerce).
4. Mrs. T. Nagalakshmi (Faculty, Dept. of Commerce)
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12. Mr. B. Pratap (Lecturer in Physical Education).
13. Mr. U. Vishwa Narayana (Administrative Officer).

**Action Taken Report:**

<b>S.No</b>	<b>Plan of Action</b>	<b>Action Taken</b>
1	Conducting SSS	SSS is done
2	Acceptance of Teacher Feedback form	Feedback form is accepted
3	Acceptance of Parent feedback form.	Feedback form is accepted.



**K SWAPNA**  
Co-Ordinator, IQAC



**K. RAGHOVEER**  
PRINCIPAL