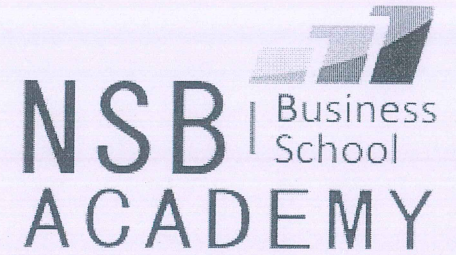


Minutes of Meeting



Meeting Information		
Agenda: Reorganize Members of IQAC Cell		
Date: 05.01.2021	Location:	Conference Room
Time: 12.45 PM	Meeting Type:	Formal
Called By: Dr. Sridharamurthy	Facilitator :	Dr. Syed Ahamed
Members Present:		
1. Prof. K.V. Raghavaiah 2. Dr. S.R. Sridharamurthy 3. Dr. S Syed Ahamed 4. Dr. Meera Uday (Professor) 5. Dr. Karimulla Basha (Associate Professor) 6. Dr. Thamizselvi (Assistant Professor) 7. Mr. Vedamouly (Asst.Director-Establishment) 8. Mrs. Bhavani (Asst, Director-Accounts) 9. Adv. Jagadish Babu (Lawyer) 10. Ms. Vishrutha Hangal (Student) 11. Ms. Suchithra Chari (Alumni) 12. Mr. Vinay Prasad (Employer) 13. Ms. Najma Sharif (Industrialist) 14. Mr. Sebastian C H (Stakeholder)		
Agenda: 1. Reorganize of the IQAC Cell for the Year 2021		
1. Dr. Sridharamurthy welcomes all the members. The members are inducted regarding the roles & responsibility for each member by Dr. Syed Ahamed. Prof. KV Raghavaiah also gave some useful comments regarding the same. 2. Dr. Syed Ahamed, coordinator of IQAC Cell, briefed the members about the functioning of the IQAC and Dr. Sridharamurthy added some important points discussing how the previous team had done their work. 3. The members are informed that they will be hold the office till 31/12/2021		

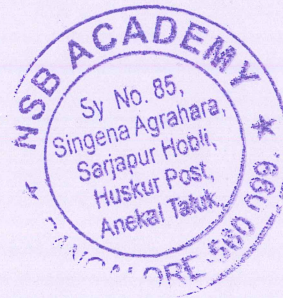
Minutes of Meeting



	Task/ Agenda	Responsible	Work to be done by	Action Taken
1	Members to go through the IQAC guidelines for the Affiliated college	All Members	30/01/21	Plan of action will be discussed in the next meeting.
2	To cross check the records submitted by the previous team	Coordinator	30/01/21	Plan of action will be discussed in the next meeting.

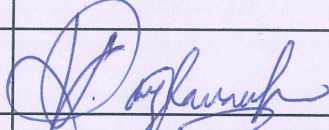
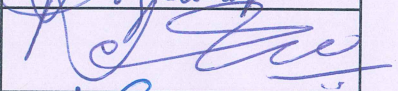
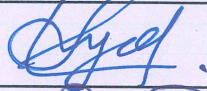
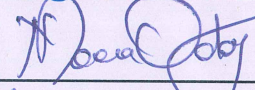
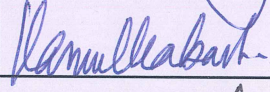
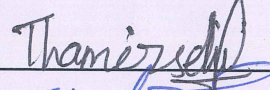
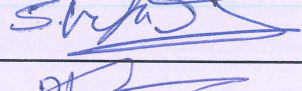
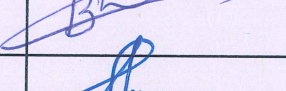
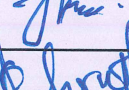
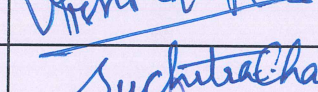
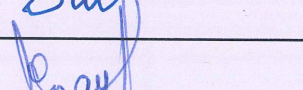
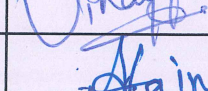
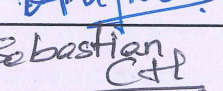
MoM prepared by	Approved By
Dr. Syed Ahamed S, HOD	Dr. Sridharamurthy, Director

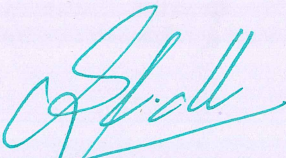
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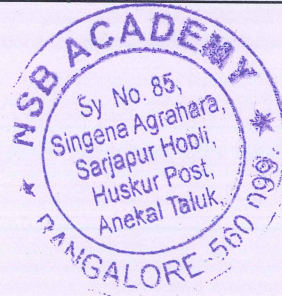



DIRECTOR
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Minutes of Meeting

Sl.No	Name	Signature
1	Prof. K. V. Raghavaiah	
2	Dr. S. R. Sridharamurthy	
3	Dr. S Syed Ahamed	
4	Dr. Meera Uday (Professor)	
5	Dr. Karimulla Basha (Associate Professor)	
6	Dr. Thamizselvi (Assistant Professor)	
7	Mr. Vedamouly (Asst. Director - Establishment)	
8	Mrs. Bhavani (Asst. Director - Accounts)	
9	Adv. Jagdish Babu (Lawyer)	
10	Ms. Vishrutha Hangal (Student)	
11	Ms. Suchithra Chari (Student)	
12	Mr. Vinay Prasad (Employer)	
13	Ms. Najma Sharif (Industrialist)	
14	Mr. Sebastian C H (Stakeholder)	


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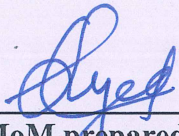
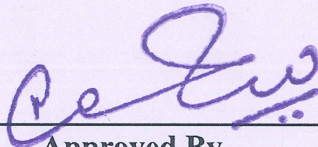


Minutes of Meeting

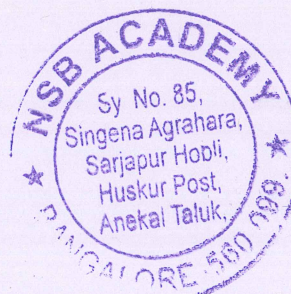
Meeting Information		
Agenda: To discuss the Implementation of Quality procedures in various departments		
Date: 11-01-2021	Location:	Conference Room
Time: 10:30 AM	Meeting Type:	Formal
Called By: Dr. S R Sridharamurthy (Director)	Facilitator :	Dr. Syed Ahamed (HOD)
Members Present: 1. Dr. S R Sridharamurthy 2. Dr. Syed Ahamed 3. Mrs. Kavitha 4. Dr. Meera Uday (Professor) 5. Dr. Karimulla Basha (Associate Professor) 6. Dr. Thamizselvi (Assistant Professor)	7. Mr. Vedamouli (Asst. Director-Establishment) 8. Mrs. Maheshwari (Asst. Director-Admissions) 9. Mr. Shivanna (Librarian) 10. Mrs. Shyama 11. Mrs. Bhavani (Asst. Director – Accounts) 12. Mr. Yousuf (IT Admin)	
Agenda: 1. To talk on the importance of IQAC cells and the Quality processes in the department. 2. To inform the requirements from each department for the year 2021.		
1. Dr. Syed formally welcomed the members present in the meeting and briefed on the agenda of the meeting. 2. He spoke on the importance of quality in the processes of each department and also mentioned the status of previous year’s documentation status. 3. Dr. Syed also stressed upon the documentations and maintenance of the same by every department. 4. Dr. Meera and Dr. Karimulla Basha instructed each department to submit the softcopies of the required documents. 5. It was informed to each department head that there would be quarterly meetings in relation to IQAC and they also needed to be ready at any moment for internal and external audits. It was also informed that the next meeting would be on 12-04-2021.		

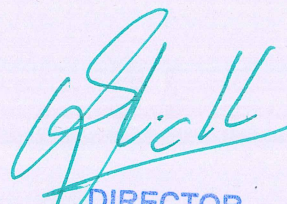
Minutes of Meeting

	Task/ Agenda	Responsible	Work to be done by	Action Taken
1	Submission of required documents to IQAC cell	All Department Heads: Mrs. Kavitha Mr. Vedamouli Mrs. Maheshwari Mr. Shivanna Mrs. Shyama Mrs. Bhavani Mr. Yousuf	20-03-2021	Plan of action will be discussed in the next meeting.
2	Work on the roles & responsibilities of the Clubs & Committees	All Club and committee coordinators	20-03-2021	Changed roles & Responsibilities should be presented

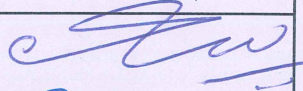
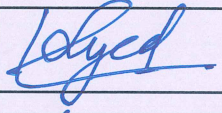
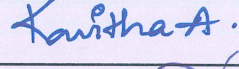
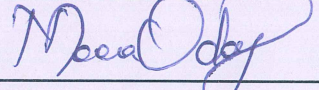
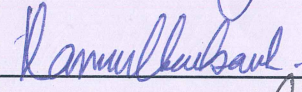
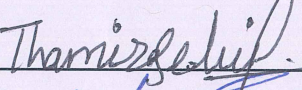
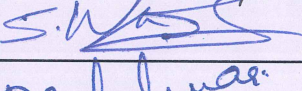
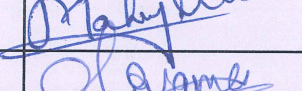
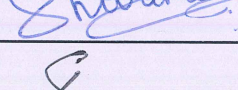
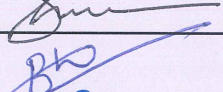
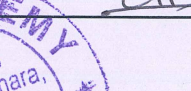
 MoM prepared by	 Approved By
Dr. Syed Ahamed	Dr. S R Sridharamurthy

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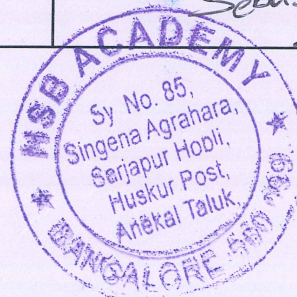



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Minutes of Meeting

Sl.No	Name	Signature
1	Dr. S. R. Sridharamurthy	
2	Dr. S Syed Ahamed	
3	Mrs. Kavitha	
4	Dr. Meera Uday (Professor)	
5	Dr. Karimulla Basha (Associate Professor)	
6	Dr. Thamizselvi (Assistant Professor)	
7	Mr. Vedamouly (Asst. Director - Establishment)	
8	Mrs. Maheshwari (Asst. Director - Admissions)	
9	Mr. Shivanna (Librarian)	
10	Mrs. Shyama	
11	Mrs. Bhavani (Asst. Director - Accounts)	
12	Mr. Yousuf (IT Admin)	
14	Mr. Sebastian C H (Stakeholder)	


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Minutes of Meeting

Meeting Information

Agenda: To review the IQAC functioning in each department

Date: 12-04-2021

Location:

Conference Room

Time: 10:30 AM

Meeting
Type:

Formal

Called By: Dr. S R Sridharamurthy (Director)

Facilitator:

Dr. Syed Ahamed (HOD)

Members Present:

1. Dr. S R Sridharamurthy
2. Dr. Syed Ahamed (HOD)
3. Mrs. Kavitha (Director – Corporate Relations)
4. Dr. Meera Uday (Professor)
5. Dr. Karimulla Basha (Associate Professor)
6. Dr. Thamizselvi (Assistant Professor)

7. Mr. Vedamouli (Asst. Director-Establishment)
8. Mrs. Maheshwari (Asst. Director-Admissions)
9. Mr. Shivanna (Librarian)
10. Mrs. Shyama (HR)
11. Mr. Yousuf (IT Admin)

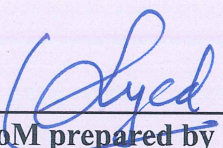
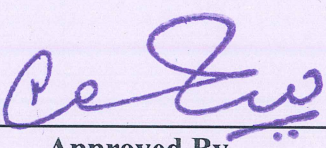
Agenda:

1. To provide feedback on the documents submitted by each department
2. To plan for working online

1. Dr. Syed Ahamed formally welcomed all participants for the meeting and briefed the agenda for the meeting.
2. Dr. Karimulla provided the feedback on the documents submitted by every department and the department heads were asked to resubmit documents which required corrections. (The feedback documents are in the Annexure)
3. Dr. S R Sridharamurthy appreciated the progress and the functioning of the IQAC cell and the members.
4. Dr. Syed emphasized on the possible lockdown due to the 2nd wave of COVID and requested the department heads to continue the submission of documents through online mode.

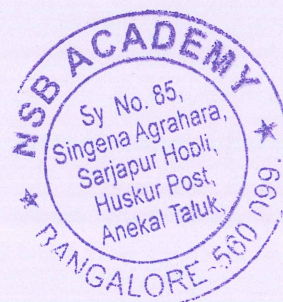
Minutes of Meeting

	Task/ Agenda	Responsible	Work to be done by	Action Taken
1	Academic audit, Administration Audit & Curriculum feedback	All Department Heads: Mrs. Kavitha Mr. Vedamouli Mrs. Maheshwari Mr. Shivanna Mrs. Shyama Mrs. Bhavani Mr. Yousuf	07-07-2021	Plan of action will be discussed in the next meeting.
2	Conducting Guest Lectures on Entrepreneurships	Dr. Tanmaya Kumar Mishra, Prof. Swarnadeep Maity, Prof. Abishek Raj, Dr. Syed Ahamed, Dr. Meera Uday	Before 07-07-2021	Concern faculties will be conducting guest lectures for their respected subjects

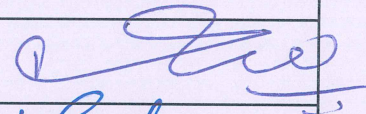
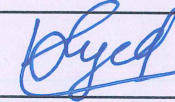
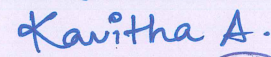
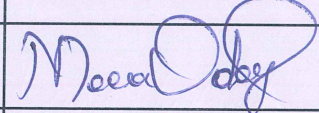
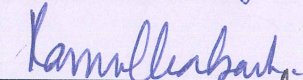
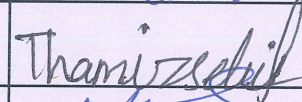
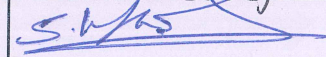
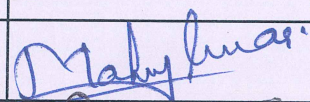
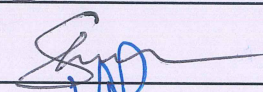
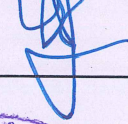
 MoM prepared by	 Approved By
Dr. Syed Ahamed	Dr. S R Sridharamurthy

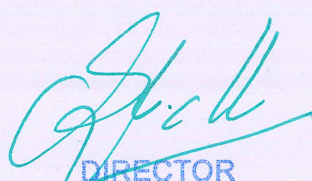
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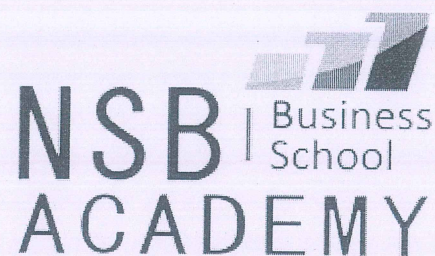
Minutes of Meeting

Sl.No	Name	Signature
1	Dr. S. R. Sridharamurthy	
2	Dr. S Syed Ahamed (HOD)	
3	Mrs. Kavitha (Director - Corporate Relations)	
4	Dr. Meera Uday (Professor)	
5	Dr. Karimulla Basha (Associate Professor)	
6	Dr. Thamizselvi (Assistant Professor)	
7	Mr. Vedamouly (Asst. Director - Establishment)	
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Minutes of Meeting

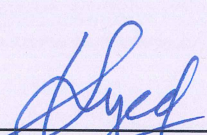


Meeting Information		
Agenda: Review of Progress of IQAC Cell		
Date: 19-07-2021	Location:	Conference Room
Time: 10:30 AM	Meeting Type:	Formal
Called By: Dr. S R Sridharamurthy	Facilitator :	Dr. Syed Ahamed
Members Present: 1. Dr. S R Sridharamurthy 2. Dr. Syed Ahamed 3. Mrs. Kavitha (Director – Corporate Relations) 4. Dr. Meera Uday (Professor) 5. Dr. Thamizselvi (Assistant Professor)	6. Mr. Vedamouli (Asst. Director- Establishment) 7. Mrs. Maheshwari (Asst. Director- Admissions) 8. Mr. Shivanna (Librarian) 9. Mrs. Shyama 10. Mr. Yousuf	
Agenda: 1. To review the progress of each department. 2. Scheduling Guest Lectures 3. Conducting Research Workshop on Smart PLS & Writing effective case studies		
1. Dr. Syed formally welcomed the members present to the meeting and acknowledged the absence of Dr. Karimulla Basha. 2. The Director, Dr. S R Sridharamurthy, thanked all participants for being present and stressed on the need for National and International Accreditations and explained the rigor with which every department should work. 3. Dr. Syed Ahamed requested each department head to give a brief presentation of the progress of their departments and started the presentation with a briefing about the Academics department. 4. Mrs. Kavitha then presented on the progress of the corporate relations department, followed by Mr. Vedamouli, Mrs. Maheshwari, Mr. Shivanna, Mrs. Shyama and Mr. Yousuf.		

Minutes of Meeting

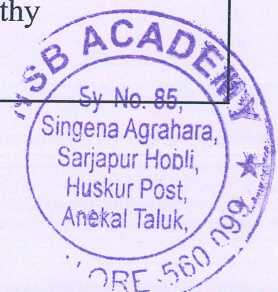
5. Dr. Meera Uday then thanked every department head for the progress and asked if anyone faced any challenges.
6. The meeting ended as there were no challenges addressed.

Sl no.	Task & Agenda	Responsible	Task to be done by	Action
1	Preparing the missing document by each department	All heads of the department	01-10-2021	List out the activities and the information available
2	Conducting guest lectures for the students	Dr. Syed Ahamed, Tanmaya Kumar Mishra, Prof, Aradhita Deb, Prof. Rajni Gupta	11-10-2021	Communicating the student, arranging the session requirements
3	Conducting Research Workshop in Research Methodology	Director Sir, Dr. Syed Ahamed	24-08-2021	All Necessary arrangements are done
4	Workshop on Writing effective case studies	Director Sir, Prof. Rajni Gupta	18-09-2021	All Necessary arrangements are done

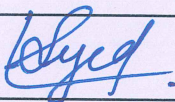
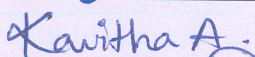
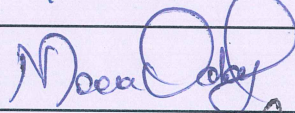
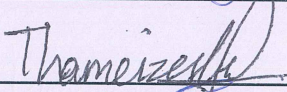
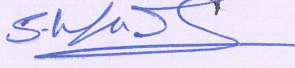
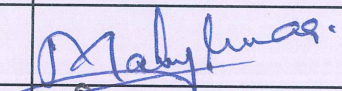
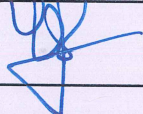
 MOM prepared by	 Approved By
Dr. Syed Ahamed	Dr. S R Sridharamurthy

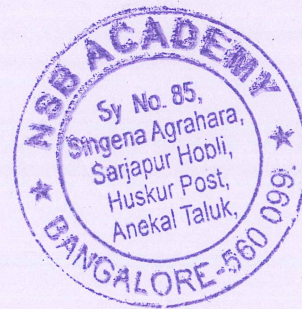
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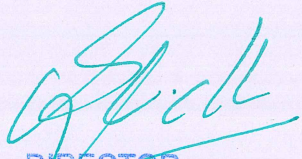
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Minutes of Meeting

Sl.No	Name	Signature
1	Dr. S. R. Sridharamurthy	
2	Dr. S Syed Ahamed (HOD)	
3	Mrs. Kavitha (Director - Corporate Relations)	
4	Dr. Meera Uday (Professor)	
5	Dr. Thamizselvi (Assistant Professor)	
6	Mr. Vedamouly (Asst. Director - Establishment)	
7	Mrs. Maheshwari (Asst. Director - Admissions)	
8	Mr. Shivanna (Librarian)	
9	Mrs. Shyama	
10	Mr. Yousuf	




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Meeting Information

Agenda: To discuss the progress on the documents prepared by the respective departments

Date: 11-10-2021

Location:

Conference Room

Time: 10:30 AM

Meeting Type:

Formal

Called By: Dr. S R Sridharamurthy

Facilitator :

Dr. S Syed Ahamed (HOD)

Members Present:

1. Prof. K.V. Raghavaiah
2. Dr. S.R. Sridharamurthy
3. Dr. S Syed Ahamed (Associate Dean)
4. Dr. Meera Uday (Professor)
5. Dr. Karimulla Basha (Associate Professor)
6. Dr. Thamizselvi (Assistant Professor)
7. Mr. Vedamouly (Asst. Director-Establishment)

8. Mrs. Bhavani (Asst, Director-Accounts)
9. Adv. Jagadish Babu (Lawyer)
10. Ms. Vishrutha Hangal (Student)
11. Ms. Suchithra Chari (Alumni)
12. Mr. Vinay Prasad (Employer)
13. Ms. Najma Sharif (Industrialist)

Agenda:

1. To Review the progress of the IQAC cell.

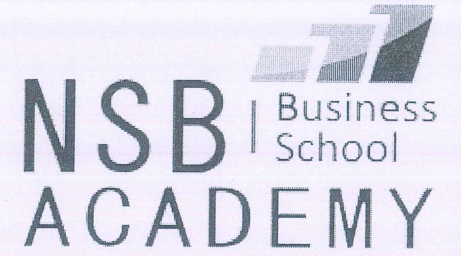
1. Dr. Syed formally welcomed the members present in the meeting and acknowledged the absence of Mr. Sebastian C H.
2. The director thanked all members for being present for the meeting and informed the participants that the IQAC cell is doing good work and asked the Coordinator, Dr. syed and team to give a brief presentation about the activities of IQAC cell during the past year 2021.
3. Dr. Karimulla gave a brief presentation about the IQAC activities in each department and also stated that Quality Circle members were instituted in each section of the cohort and requested Ms. Vishrutha to elaborate on the same.
4. Ms. Vishrutha then stated the activities carried out by the Student Quality circle members to maintain quality in the classroom and the campus.

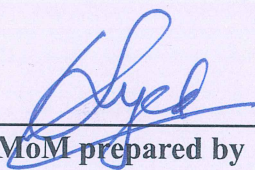
Minutes of Meeting

5. The Director appreciated the participation of the students in the quality process.
6. The director also thanked all members for their support and valuable input and informed that the members would be reconstituted in January 2022 as the institution changed the members every year.

Sl no.	Task & Agenda	Responsible	Task to be done by	Action
1	Planning for Conducting FDP on "Legal Aspects & Intellectual Property Rights"	Director	25-02-2022	Resource Person to be finalized, targeting colleges, No of Participation, Brochure Finalization
2	CSR Activity- Blanket Donation to the People sleeping at footpath	Prof. Swarnadeep Maity & CSR Team	23-12-2021	Raising Fund, working with a NGO (Imaging Cloth Bank), Buying 200 Blankets
3	Beautification of Village School	Dr. S R Sridharamurthy	3-4-2022	All Necessary arrangements are done
4	Placement Activities	CRD	5-3-2022	CRD Will take care of the necessary arrangements
5	Club Activities	All Academic & Non Academic Clubs	5-3-2022	All clubs heads should prepare an action plan for their clubs

Minutes of Meeting



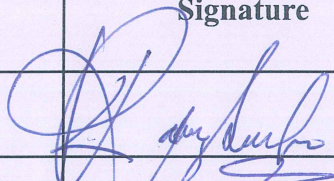
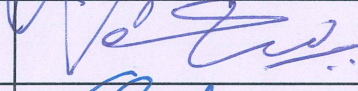
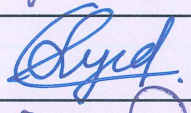
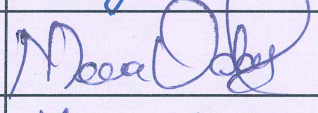
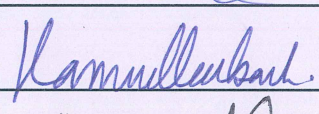
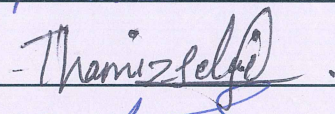
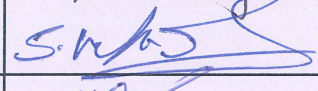
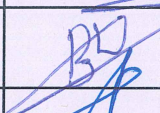
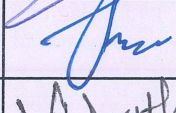
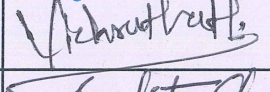
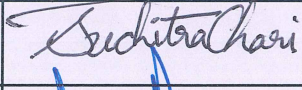
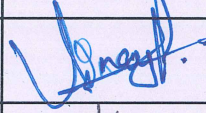
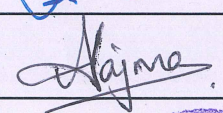
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S Syed Ahamed	Dr. S R Sridharamurthy

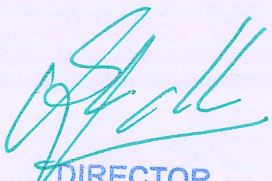
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