

Minutes of Meeting



Meeting Information		
Agenda: Reorganize Members of IQAC Cell		
Date: 11.02.2022	Location:	Conference Room
Time: 10.30 AM	Meeting Type:	Formal
Called By: Dr. P Ganesan	Facilitator :	Dr. Sasikala
Members Present:		
1. Dr. P Ganesan (Director) 2. Dr. S Syed Ahamed (Coordinator) 3. Dr. Ratnakar Mishra 4. Dr. Dhanabagiyam 5. Prof. Swarnadeep Maity 6. Prof. Abishek Santhosh Raj 7. Mr. Vedamouly 8. Adv. Jagadish Babu (Lawyer) 9. Mrs. Maheshwari 10. Mrs. Shyama K 11. Mr. Adarsh Krishna Kumar 12. Mr. Arun Kumar 13. Mr. Lakshminarayanan 14. Ms. Priyadharshini Pradhan 15. Mrs. Shelly Debbarma		
Agenda:		
1. Reorganize of the IQAC Cell for the Year 2021		
1. Director sir welcomed the members and inducted them regarding the roles & responsibility for each member. 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. 2. The members are informed that they will be hold the office till 31/12/2022		

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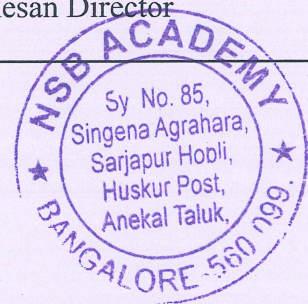
	Task/ Agenda	Responsible	Work to be done by	Action Taken
1	Members to go through the IQAC guidelines for the Affiliated college	All Members	12/03/2022	Plan of action will be discussed in the next meeting.
2	To cross check the records submitted by the previous team	Coordinator	12/03/2022	Plan of action will be discussed in the next meeting.

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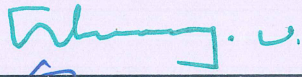
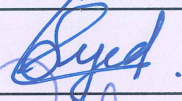
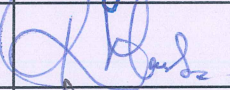
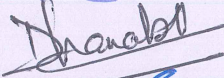
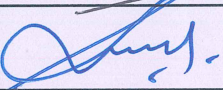
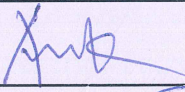
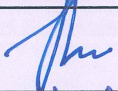
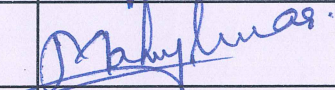
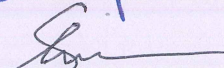
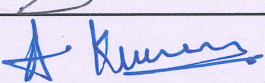
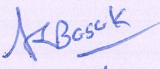
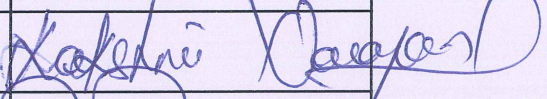
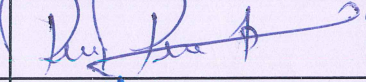
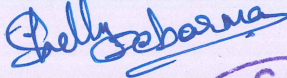
MoM prepared by	Approved By
Dr. S Syed Ahamed	Dr. Ganesan Director

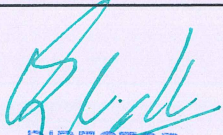
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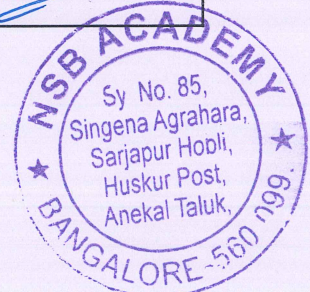


G. S. Pillai
DIRECTOR
NSB ACADEMY
Sy. No. 85, Singena Agrahara,
Huskur Post, Anekal Taluk,
BENGALURU - 560 099.

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Sl.No	Name	Signature
1	Dr. P Ganesan (Director)	
2	Dr. S Syed Ahamed (Coordinator)	
3	Dr. Ratnakar Mishra	
4	Dr. Dhanabagiyam	
5	Prof. Swarnadeep Maity	
6	Prof. Abishek Santhosh Raj	
7	Mr. Vedamouly	
8	Adv. Jagadish Babu (Lawyer)	
9	Mrs. Maheshwari	
10	Mrs. Shyama K	
11	Mr. Adarsh Krishna Kumar	
12	Mr. Arun Kumar	
13	Mr. Lakshminarayanan	
14	Ms. Priyadharshini Pradhan	
15	Mrs. Shelly Debbarma	


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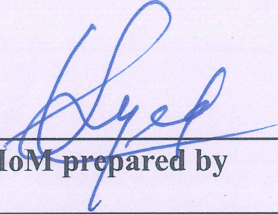
Meeting Information		
Agenda: Articulate the importance & activities of IQAC Cell		
Date: 12.03.2022	Location:	Conference Room
Time: 11.30 AM	Meeting Type:	Formal
Called By: Dr. P Ganesan (Director)	Facilitator:	Dr. Sasikala
Members Present:		
1. Dr. P Ganesan 2. Dr. S Syed Ahamed (Coordinator) 3. Dr. Ratnakar Mishra 4. Dr. Dhanabagiyam 5. Prof. Swarnadeep Maity 6. Prof. Abishek Santhosh Raj 7. Mr. Vedamouly 8. Adv. Jagadish Babu (Lawyer) 9. Mrs. Maheshwari 10. Mr. Sachin Birajdar 11. Ms. Avanti Bangre 12. Mr. Lakshminarayanan 13. Ms. Priyadharshini Pradhan 14. Mrs. Shelly Debbarma		
Agenda: 1. Activities to be carried out by the IQAC Cell for the Year 2022 and the importance of participation of all departments towards institutional excellence. 2. Setting objectives for the committee and the departments 3. Review the timeline and requirements for upcoming external evaluations or accreditation processes.		
1. Dr. S Syed Ahamed, coordinator of IQAC Cell, briefed the members why accreditation is important and what are the possible positive outcomes for NBA accreditation. 2. Dr. P Ganesan informed faculties to discuss among themselves and finalize the criteria heads for each criteria for NBA		

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	Task/ Agenda	Responsible	Work to be done by	Action Taken
1	Members to discuss and finalize the criteria heads for each criterion of NBA	All Members	30-06-2022	Plan of action will be discussed in the next meeting.
2	All selected criteria heads to come up with their proposed plan of action	Coordinator	30-06-22	Plan of action will be discussed in the next meeting.
3	Academic Audit & Administration Audit	IQAC coordinators	30-06-2022	Check all the hard copies submitted
4	Conducting Workshop on Academic Publication	Director & IQAC Coordinator	30-04-2022	Guest Speaker Finalized, Transportation and Hospitality arrangements will be discussed late
5	AIMS Seminar	Dr. S R Sridharamurthy & Director	08-04-2022	All Invites are invited, Gifts are arranged, Transportation scheduled, Agenda Finalized
6	CSR Activity	Dr. Siddanagouda Policepatil & Prof. Swarnadeep Maity	29-04-2022	All things are taken care off
7	Student & Faculty feedback on Curriculum	Academics department & IQAC	30-06-22	From should be ready & verified by the director

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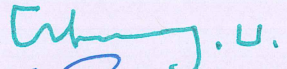
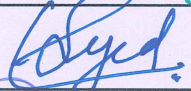
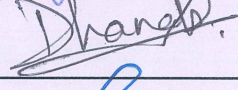
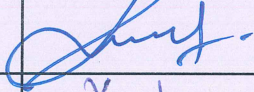
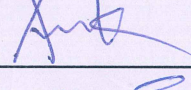
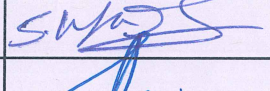
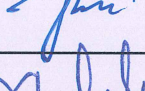
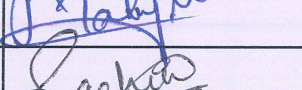
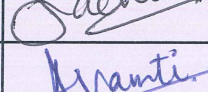
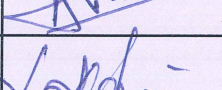
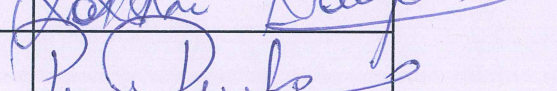
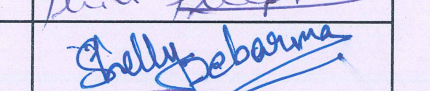
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Dr. S Syed Ahamed	Dr. Sridharamurthy, Director

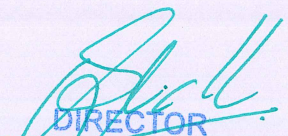
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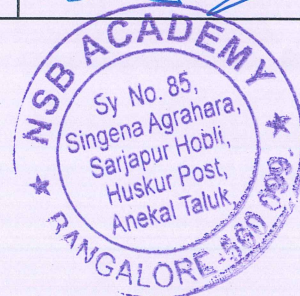



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4	Dr. Dhanabagiyam	
5	Prof. Swarnadeep Maity	
6	Prof. Abishek Santhosh Raj	
7	Mr. Vedamouly	
8	Adv. Jagadish Babu (Lawyer)	
9	Mrs. Maheshwari	
10	Mr. Sachin Birajdar	
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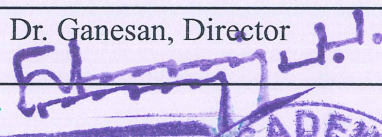
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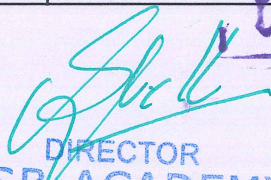
Meeting Information		
Agenda: Change in IQAC Coordinator		
Date: 30.06.2022	Location:	Seminar Hall
Time: 04.00 PM	Meeting Type:	Formal
Called By: Dr. P Ganesan	Facilitator:	Dr. Madhan Kumar
Members Present:		
1. Dr. P Ganesan (Director) 2. Dr. Ratnakar Mishra 3. Dr. Dhanabagiyam 4. Dr. Madhan Kumar 5. Prof. Swarnadeep Maity 6. Prof. Abishek Santhosh Raj 7. Mr. Vedamouly	8. Mrs. Maheshwari 9. Ms. Avanti Bangre 10. Mr. Lakshminarayanan 11. Ms. Priyadharshini Pradhan 12. Mrs. Shelly Debbarma	
Agenda: 1. Discussion on the change of IQAC Coordinator 2. Discussion on the plan of action for each criteria by the criteria heads 3. Importance of LMS in NSB System		
1. Director sir welcomed the members present for the meeting. 2. Dr. P Ganesan, announced the name of the criteria heads for each criterion and the faculty members for each criteria. 3. Dr. P Ganesan is requested all the criteria heads to present their plan of action for their criteria		

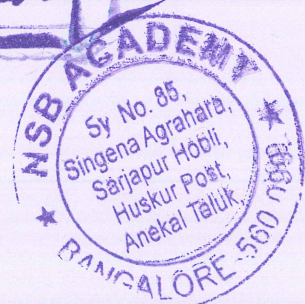
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	Task/ Agenda	Responsible	Work to be done by	Action Taken
1	List out the files to be required for each criteria and the data needs to be collected from different departments	Criteria Heads	15-09-2022	Plan of action will be discussed in the next meeting.
2	All selected criteria heads to come up with their proposed plan of action	Coordinator	15-09-2022	Plan of action will be discussed in the next meeting.
3	Applying for 2(F) and 12(B) statuses	Director & IQAC Coordinators	15-09-2022	Plan of action will be discussed in the next meeting.
4	Discussion on LMS system	HOD, IQAC	15-9-2022	Searching for vendor & Finalizing a demo
5	Feedback on Curriculum by alumni	Academics & IQAC	30-09-2022	Preparation of Feedback form and verification of the

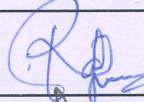
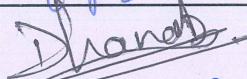
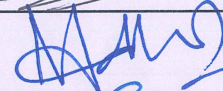
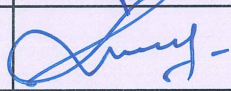
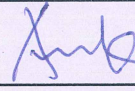
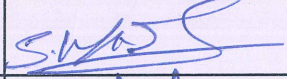
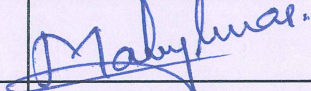
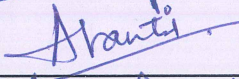
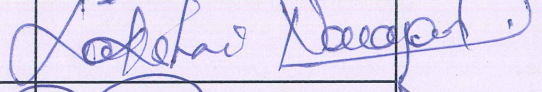
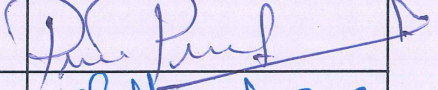
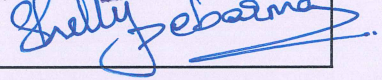
 MoM prepared by	Approved By
Dr. Madhan Kumar	Dr. Ganesan, Director 

IQAC, Coordinator
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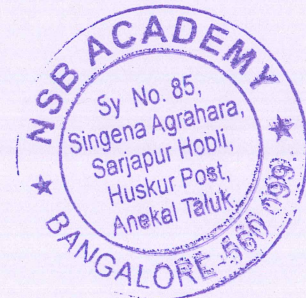

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4	Dr. Madhan Kumar	
5	Prof. Swarnadeep Maity	
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Meeting Information		
Agenda: Documents Verification and discussion on the report preparation		
Date: 29.10.2022	Location:	Board Room
Time: 02.00 PM	Meeting Type:	Formal
Called By: Dr. P Ganesan	Facilitator:	Dr. Madhan Kumar
Members Present:		
1. Dr. P Ganesan (Director) 2. Dr. Ratnakar Mishra 3. Dr. Dhanabagiyam 4. Dr. Madhan Kumar 5. Prof. Swarnadeep Maity 6. Prof. Abishek Santhosh Raj 7. Mr. Vedamouly		8. Adv. Jagadish Babu (Lawyer) 9. Mrs. Maheshwari 10. Mr. Sachin Birajdar 11. Ms. Avanti Bangre 12. Mr. Lakshminarayanan 13. Ms. Priyadharshini Pradhan
Agenda: 1. Discussion on the standard format of reporting of all the events at NSB Bangalore 2. Discussion on the submission of documents and verification 3. Finalization of LMS vendor		
1. Director sir welcomed the members present for the meeting. 2. He also took the discussion forward and presented the reporting format. 3. As in the previous meeting it was told to the criteria heads to present their progression, all the heads were presenting their progress in this meeting.		

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	Task/ Agenda	Responsible	Work to be done by	Action Taken
1	Criteria heads have to give the deadline to the concern person or department to produce the documents asked by the IQAC committee	Criteria Head	20/01/23	Plan of action will be discussed in the next meeting.
2	Preparation of the Reporting format Things to be mentioned there: Date, time, Venue, Guest profile (if any), Brief details about the event, Objectives, Outcomes, Geotag photos, Attendance sheet, feedback (if Applicable)	Coordinator	20/01/23	Plan of action will be discussed in the next meeting.
3	Conducting Social immersion program & setting up free eye checking Clinic	Dr. Dhanbagiyam & Dr. Thamizhselvi	23 rd -25 th November 2022	Final discussion with Vision Eye care team
4	Demo Session of VM Edulife	Hod & IQAC	On or Before December	Finalizing the date and time

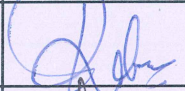
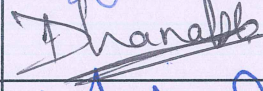
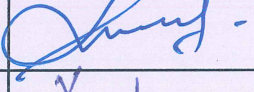
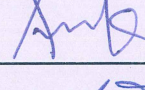
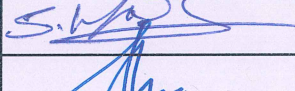
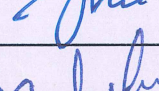
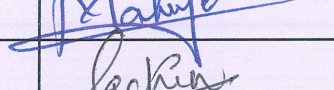
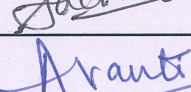
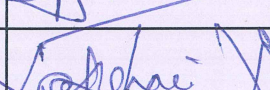
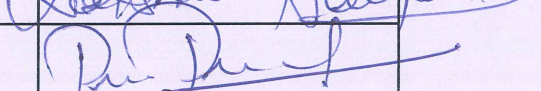
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Dr. Madhan Kumar	Dr. Ganesan

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8	Adv. Jagadish Babu (Lawyer)	
9	Mrs. Maheshwari	
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