



NSB Academy

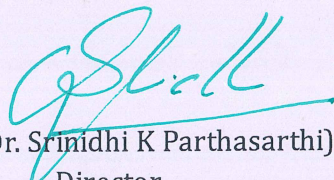
Composition of IQAC @ NSB Academy

Orders

Bangalore, October 17th 2023

As per the meeting resolution no- 2 of the Governing Council held on 17th October 2023, the following persons are nominated as the new members of the Internal Quality Assurance Cell (IQAC) of NSB Academy, Bangalore, for a period of Three (3) years with immediate effect. The Details are given below:

- | | |
|---------------------------------|------------------------|
| 1. Dr. Srinidhi K Parthasarathi | Chairperson |
| 2. Prof. Swarnadeep Maity | IQAC Coordinator |
| 3. Dr. Vijay Kumar Thota | Member |
| 4. Dr. Mohammad Irfan | Member |
| 5. Dr. A. Abirami | Member |
| 6. Dr. Dhanabagiyam | Member |
| 7. Prof. S Ganesh | Member |
| 8. Prof. Manali Agrawal | Member |
| 9. Mr. Veda Mouli | Administrative Member |
| 10. Ms. Anisharani Singh | Student Representative |
| 11. Ms. Ritu Sharma | External Member |
| 12. Ms. Avani Pathak | Alumni |


(Dr. Srinidhi K Parthasarathi)
Director

NSB Academy, Bangalore





STRATEGIES

IQAC shall evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- The relevance and quality of academic and research programmes
- Equitable access to and affordability of academic programmes for various sections of society
- Optimization and integration of modern methods of teaching and learning
- The credibility of evaluation procedures
- Ensuring the adequacy, maintenance and functioning of the support structure and services
- Research sharing and networking with other institutions in India and abroad

FUNCTIONS

Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education



- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality
- Development of Quality Culture in the institution
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

BENEFITS

IQAC will facilitate/contribute:

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement
- Ensure internalization of the quality culture
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices
- Provide a sound basis for decision-making to improve institutional functioning
- Act as a dynamic system for quality changes in HEIs
- Build an organised methodology of documentation and internal communication



Roles & Responsibilities:

The Internal Quality Assurance Cell (IQAC) is a pivotal body in educational institutions that works towards the enhancement and maintenance of the quality of education provided. The roles and responsibilities of IQAC members may vary depending on the specific needs and policies of the institution, but generally, the following are common roles associated with IQAC members:

Chairperson (Director):

- Provides overall leadership to the IQAC.
- Ensures effective coordination and functioning of the IQAC.
- Facilitates the development and implementation of quality policies and practices.

IQAC Director & Coordinator:

- Coordinates and facilitates the activities of the IQAC.
- Prepares the agenda for IQAC meetings.
- Collaborates with various stakeholders to implement quality initiatives.
- Collect & maintain related documents from all departments
- Maintain records related to IQAC activities and meetings.
- Ensure timely and accurate documentation of quality-related data and reports.
- Prepare reports for internal and external stakeholders
- Prepare reports on the outcomes of quality evaluations.

Faculty Members:

- Contribute to the development and implementation of quality initiatives.
- Participate in IQAC meetings and activities.

Administrative Staff:



- Support in the documentation and record-keeping related to quality assurance.
- Contribute to the implementation of quality enhancement activities.

Student:

- Provide feedback on the quality of academic and support services.
- Participate in quality improvement initiatives.
- Contribute insights based on their experiences to enhance quality.
- Participate in quality assessment and feedback processes.

External Experts:

- Provide valuable input and feedback from an external perspective.
- Participate in the assessment of quality-related processes.

Quality Coordinators

- Act as a bridge between the institution and the local community/industry.
- Provide inputs on the relevance of academic programs to real-world needs.
- Facilitate collaborative projects and partnerships with external organizations.
- Disseminate information related to quality initiatives to internal and external stakeholders.
- Maintain communication channels to keep the community informed about quality assurance activities.
- Monitor the implementation of quality policies and procedures.
- Conduct periodic evaluations to assess the effectiveness of quality enhancement measures.

Minutes of Meeting



Meeting Information		
Agenda: Alumni Meet & Submission of Course file		
Date: 28.01.2023	Location:	Seminar Hall
Time: 02.00 PM	Meeting Type:	Offline
Called By: Dr. P Ganesan (Director)	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. Ayush Jha	
Agenda: 1. Submission of academic clubs' report of last year and alumni homecoming report 2. Discussion on the curriculum feedback to be collected from the 21-23 batch 3. Discussion on creating course file for all the subject taught by the faculties 4. Discussion on creating a file on professional development during each semester		
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 criterion. He also instructed the members to present the progress report and further plans for academic year		

Minutes of Meeting



	Task/ Agenda	Responsible	Work to be done by	Action Taken
1	Guest Lecture	Prof. Swarnadeep Maity, Prof. Shreedhar Deshmukh, Prof. Sridhar M, Prof. Rajni Gupta, Prof. Divya Mathur. Dr. Meera Uday, Dr. Madhan, Dr. Tanmaya, Dr. Ratnakar	20-04-2023	Each faculty needs to conduct the guest lecture session and submit the full report to IQAC
2	CSR Activity	Prof. Swarnadeep Maity	19-01-2023	As NSB is going to Donate Groceries, Need to buy things from METRO
3	Course File is pending from few faculties	IQAC Coordinator & Director	20-04-2023	Strict deadline has given

MMK

Flaming L.

MoM prepared by	Approved By
Dr. Madhan Kumar	Dr. P.Ganesan

IQAC, Coordinator
NSB ACADEMY
Bengaluru - 560 099.

[Signature]
DIRECTOR
NSB ACADEMY
Sy. No. 85, Singena Agrahara,
Huskur Post, Anekal Taluk,
BENGALURU - 560 099.

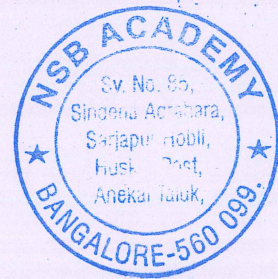


Minutes of Meeting



Sl.No	Name	Signature
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. Ayush Jha	

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

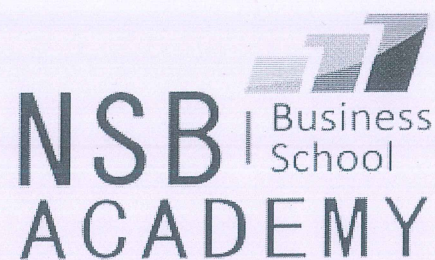


Minutes of Meeting



Meeting Information		
Agenda: NBA Preparation & Selecting Coordinators		
Date: 10.04.2023	Location:	Seminar Hall
Time: 3.00 PM	Meeting Type:	Offline
Called By: Dr. P Ganesan (Director)	Facilitator:	Dr. Srinidhi K Parthasarathi
Members Present:		
1. Dr. P Ganesan (Director) 2. Dr. Ratnakar Mishra 3. Dr. Srinidhi K Parthasarathi 4. Dr. Dhanabagiyam 5. Prof. Divya Mathur 6. Prof. Swarnadeep Maity 7. Prof. Abishek Santhosh Raj 8. Mr. Vedamouly	9. Mr. Muralidhar 10. Ms. Mamatha 11. Mrs. Maheshwari 12. Ms. Avanti Bangre 13. Mr. Ayush Jha	
Agenda: 1. Overview of National Board of Accreditation Process 2. Manual, SOP and template for the NBA discussion		
1. Dr. Ganesan welcomes the members present for the meeting. And set the tone by selecting the new IQAC coordinator, Dr. P Ganesan 2. Coordinator of IQAC Cell, announced the name of the criteria heads for each criterion and the faculty members for each criterion. 3. Dr. P Ganesan requested all the criteria heads to prepare a checklist of documents required for each criteria.		

Minutes of Meeting



	Task/ Agenda	Responsible	Work to be done by	Action Taken
1	Academic & administration audit & Preparation for NBA	IQAC Coordinators & Criteria Heads	16-10-2023	Each faculty needs to conduct the guest lecture session and submit the full report to IQAC
2	CSR Activity	Prof. Swarnadeep Maity	16-10-2023	As NSB is going to Donate Groceries, need to buy things from METRO
3	International Marketing Conference	Prof. Rajni Gupta, Prof. Abishek Raj & Prof. Aradhita Deb	22&23-06-2023	Coordinating with partner Universities, resource Person finalization
4	International HR Conference	Dr. Ratnakar Mishra, Dr. Dhanabagiyam S	19&20-05-2023	Coordinating with partner Universities, resource Person finalization
5	Conducting Cognavi Workshop	Dr. Ratnakar Mishra	5-10-2023	Coordinating with resource Person, Communicating Students, Transportation Arrangement

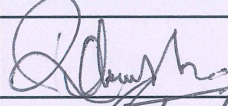
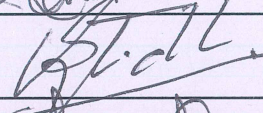
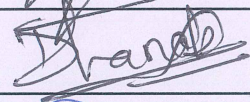
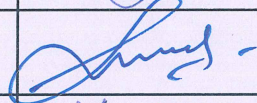
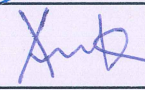
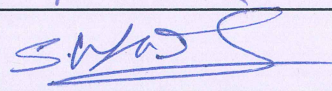
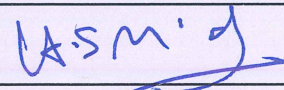
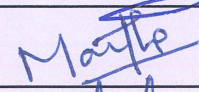
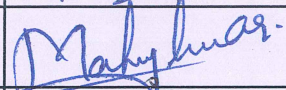
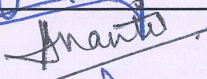
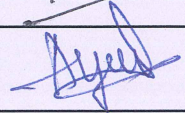
MoM prepared by	Approved By
Prof. Rajni Gupta	Dr. Srinidhi K. Parthasarathi Director

IQAC, Coordinator
NSB ACADEMY
Bengaluru - 560 099.

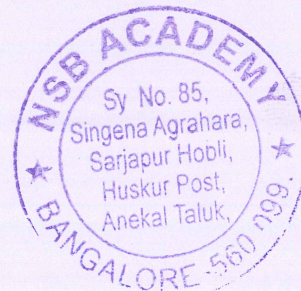
DIRECTOR
NSB ACADEMY
Sy. No. 85, Singena Agrahara,
Huskur Post, Anekal Taluk,
BENGALURU - 560 099.



Minutes of Meeting

Sl.No	Name	Signature
1	Dr. P Ganesan (Director)	
2	Dr. Ratnakar Mishra	
3	Dr. Srinidhi K Parthasarathi	
4	Dr. Dhanabagiyam	
5	Prof. Divya Mathur	
6	Prof. Swarnadeep Maity	
7	Prof. Abishek Santhosh Raj	
8	Mr. Vedamouly	
9	Mr. Muralidhar	
10	Ms. Mamatha	
11	Mrs. Maheshwari	
12	Ms. Avanti Bangre	
13	Mr. Ayush Jha	


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



Minutes of Meeting



Meeting Information		
Agenda: Appointment of NBA criteria heads		
Date: 17.10.2023	Location:	Seminar Hall
Time: 3.00 PM	Meeting Type:	Offline
Called By: Dr. Srinidhi K Parthasarathi	Facilitator:	Prof. Swarnadeep Maity
Members Present:		
1. Dr. Srinidhi K Parthasarathi 2. Dr. Dhanabagiyam 3. Prof. Divya Mathur 4. Prof. Swarnadeep Maity 5. Prof. Abishek Santhosh Raj 6. Dr. Ratnakar Mishra 7. Mr. Vedamouly	8. Mr. Muralidhar 9. Ms. Mamatha 10. Mrs. Maheshwari 11. Ms. Anisharani Singh 12. Mr. Ayush Jha 13. Ms. Priya N Rao	
Agenda: 1. Selection of NBA criteria wise faculty coordinator 2. Orienting faculty on the documentation process of NBA 3. Any other points to be discussed		
1. Dr.Srinidhi K Parthasarathi welcomes the members present for the meeting and sets the tone by selecting the new IQAC coordinator, Swarnadeep Maity 2. Dr. Srinidhi K Parthasarathi, announced the name of the criteria heads for each NBA criterion and the faculty members for each criterion. 3. Dr. Srinidhi is instructed all the criteria heads to present their plan of action for their criteria 4. Dr. Srinidhi instructed Prof. Rajni & Dr Ratnakar to discuss the progress of their respected International Conferences		

Minutes of Meeting



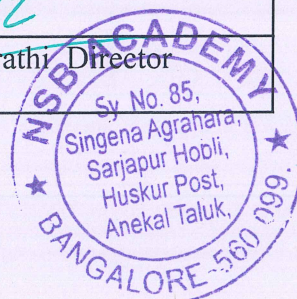
5. Prof. Swarnadeep put forward the plan for the CSR activity

	Task/ Agenda	Responsible	Work to be done by	Action Taken
1	Academic & administration audit & Preparation for NBA	IQAC Coordinators & Criteria Heads	16-10-2023	Each faculty needs to conduct the guest lecture session and submit the full report to IQAC
2	CSR Activity	Prof. Swarnadeep Maity	16-10-2023	As NSB is going to Donate Groceries, need to buy things from METRO
3	International Marketing Conference	Prof. Rajni Gupta, Prof. Abishek Raj & Prof. Aradhita Deb	22&23-06-2023	Coordinating with partner Universities, resource Person finalization
4	International HR Conference	Dr. Ratnakar Mishra, Dr. Dhanabagiyam S	19&20-05-2023	Coordinating with partner Universities, resource Person finalization
5	Conducting Cognavi Workshop	Dr. Ratnakar Mishra	5-10-2023	Coordinating with resource Person, Communicating Students, Transportation Arrangement

MoM prepared by	Approved By
Prof. Swarnadeep Maity	Dr. Srinidhi K Parthasarathi, Director

IQAC, Coordinator
NSB ACADEMY
Bengaluru - 560 099.

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



Minutes of Meeting



Sl.No	Name	Signature
1	Dr. Srinidhi K Parthasarathi	
2	Dr. Dhanabagiyam	
3	Prof. Divya Mathur	
4	Prof. Swarnadeep Maity	
5	Prof. Abishek Santhosh Raj	
6	Dr. Ratnakar Mishra	
7	Mr. Vedamouly	
8	Mr. Muralidhar	
9	Ms. Mamatha	
10	Mrs. Maheshwari	
11	Ms. Anisharani Singh	
12	Mr. Ayush Jha	
13	Ms. Priya N Rao	

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

