



INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE
Bangalore

Minutes of the Meeting: Internal Quality Assurance Committee (IQAC)

| Summary | | | | | |
|---|--------------------------------------|-------|----------|----------|----------------|
| Meeting Topic | Internal Quality Assurance Committee | | | | |
| Date : | 30 th March 2019 | From: | 04:00 PM | To : | 05:30 PM |
| Location : | Library | | | Duration | 1 hour 30 min. |
| Agenda: <ul style="list-style-type: none">• Internal IQAC audit• Action plan for the next semesters IQAC. | | | | | |
| Minutes of Meeting: <ul style="list-style-type: none">• IQAC internal audit conducted for all subjects and administrative files and recommendations provided for completing documentation.• Discussion and maintenance of dashboards by coordinators.• Extra coaching to be provided for weak performing students. | | | | | |
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Signatures:

Dr. S Shyam Prasad

Dr. RameshKumar Murugesan



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Minutes of the Meeting: Internal Quality Assurance Committee (IQAC)

| Summary | | | | | |
|---|--------------------------------------|-------|----------|----------|----------------|
| Meeting Topic | Internal Quality Assurance Committee | | | | |
| Date : | 29 th June 2019 | From: | 04:00 PM | To : | 5:30PM |
| Location : | Library | | | Duration | 1 hour 30 mins |
| Agenda: <ul style="list-style-type: none">• Internal audit of all subjects and administrative files.• Action plan for the next semesters IQAC | | | | | |
| Minutes of Meeting: <ul style="list-style-type: none">• Discussion on improvements in publications and blogs emphasised.• IQAC internal audit conducted for all subjects and administrative files.• Guest sessions to be offered to students undertaking specialisations in Finance. | | | | | |
| | | | | | |

Signatures:

Dr. S Shyam Prasad

Dr. RameshKumar Murugesan

M. Ramesh



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| Summary | | | | | |
|--------------------------------------|-------------------------------|-------|----------|----------|----------|
| Internal Quality Assurance Committee | | | | | |
| Meeting Topic | | | | | |
| Date : | 25 th October 2019 | From: | 01:30 pm | To : | 03:30 pm |
| Location : | Board Room | | | Duration | 2 Hours |

Agenda:

- Review of IQAC Audit by Mr. Chandran

Minutes of Meeting:

- Mr. Chandran- Auditor, introduced and discussed the general observation of IQAC internal audit.

Some of the observation includes;

- Publication of blogs and journals is less in number
- Sponsored Research and Consultancy is not undertaken
- Students activities need continuity and proper handover
- Session plans with proper code and standardisation in terms of number of classes, evaluation criteria and structure as per required format.
- Budgeting and library staff meeting is need standardisation
- Alumni involvement in various activities need to increased
- Dash board to be created for all the department to assess the continuous improvement of the institution.
- Next IQAC audit to be scheduled
- To prepare strategic plan for the institution and update the same in the next Board meeting.
- Updated policy on Faculty/Leader selection


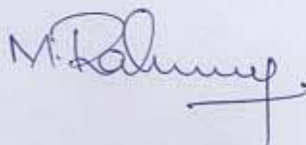
Plan of Action:

- Based on previous board meeting, Plan of action for Internationalisation of programs to be finalised.
- MOOC course to be encouraged
- Undertake more consultancy and Sponsored research programs.
- Faculty Development through publications in reputed Journals (UGC, ISSN/ISBN, Scopus Indexed), Conferences, FDP and Blogs.
- Library budget proposals and Faculty/Students Feedback to be updated.
- Dash board for all the institutional parameters, both at discipline level and management level.

Signatures:

Dr. S Shyam Prasad

Dr. RameshKumar Murugesan



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Minutes of the Meeting: Internal Quality Assurance Committee (IQAC)

| Summary | | | | | |
|---------------|--------------------------------------|-------|----------|----------|----------|
| Meeting Topic | Internal Quality Assurance Committee | | | | |
| Date : | 11 th February 2020 | From: | 04:30 pm | To : | 05:30 pm |
| Location : | Board Room | | | Duration | 1 Hour |

Agenda:

- Discuss the plan of action of IQAC

Minutes of Meeting:

- New procedure document to be prepared to get approval from governing board.
- To conduct Audit with the help of NVT auditor in the month of May 2nd week.
- To record the observations and comments related to BBA from Mr. Laxminarayan in the institutional governance folder.

Signatures:

Dr. S Shyam Prasad

Dr. RameshKumar Murugesan

M. Ramesh Kumar