



INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE
Bangalore

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

Summary					
Meeting Topic	Internal Quality Assurance Committee				
Date :	9 th July 2020	From:	04:30 pm	To :	05:30pm
Location :	Zoom			Duration	1 Hour

Agenda:

- Discussion on status of IQAC

Minutes of Meeting:

- The scheduled IQAC 30/03/2020 and 31/03/2020 could not be conducted due to COVID
- Need to plan for IQAC after college reopens
- Discussed on apply for NAAC and the allocation of responsibility for draft NAAC preparation.

Action Taken:

- Allocating the responsibility to NAAC and start working on NAAC SSR preparation

Signatures:

Dr. S Shyam Prasad

Dr. RameshKumar Murugesan



INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE
Bangalore

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

Summary					
Meeting Topic	Internal Quality Assurance Committee				
Date :	31 st October 2020	From:	04:30 pm	To :	05:30pm
Location :	Zoom			Duration	1Hour

Agenda:

- Discussion on status of IQAC
- Internal audit of 1st, 3rd and 5th Sem UG courses

Minutes of Meeting:

- Internal audit of all academic files for 1st, 3rd and 5th Sem UG courses .
- Discussed on NAAC and the criteria wise review of write up and supporting document by Prof. Nitin and Dr. Shampa

Action taken:

- Discussion on review of SSR draft copy and sending an email to respective faculty/staff for modification.
- Sending email to respective faculty on internal audit and updating the gaps.

Signatures:

Dr. S Shyam Prasad

Dr. RameshKumar Murugesan



INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE
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Minutes of the Meeting: Internal Quality Assurance Committee (IQAC)

Summary					
Meeting Topic	Internal Quality Assurance Committee				
Date :	1 st February 2021	From:	4:15 pm	To :	05:30 pm
Location :	Zoom			Duration	1 Hour and 15 Mins.

Agenda:

- Internal audit of Term II and Term V courses
- NAAC preparation

Minutes of Meeting:

- Internal audit of academic files of 1st, 3rd and 5th Sem completed
- NAAC process responsibility and the criteria wise review of write ups
- Draft consolidation of NAAC SSR for review with Dr. Madhukar
- Discussion on IQAC Academic audit for BBA courses

Action taken:

- Communicating the observation of Internal audit
- Discussion on association with Dr. Madhukar and plan for sending consolidated documents for review
- Communicated to UG –HOD to identify audit in charge and to start the process.

Signatures:

Dr. S Shyam Prasad

Dr. RameshKumar Murugesan



INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE
Bangalore

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

Summary					
Meeting Topic	Internal Quality Assurance Committee				
Date :	28 th May 2021	From:	4:15 pm	To :	05:15 pm
Location :	Zoom			Duration	1 Hour .

Agenda:

- Internal audit of 2nd, 4th, 6th Sem UG Courses

Minutes of Meeting:

- Internal audit of 2nd, 4th, 6th Sem-UG Courses

Action taken:

- Communicating the observation of Internal audit

Signatures:

Dr. S Shyam Prasad

Dr. RameshKumar Murugesan

(Signature of Dr. S Shyam Prasad)
(Signature of Dr. RameshKumar Murugesan)