



INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE  
Bangalore

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

Summary					
Meeting Topic	Internal Quality Assurance Committee				
Date :	15 <sup>th</sup> September 2021	From:	8:45 am	To :	09:45 am
Location :	Board Room			Duration	1Hour

**Agenda:**

- Internal audit of 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Sem
- Action plan for the new batch

**Minutes of Meeting:**

- Internal audit of 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Sem to be conducted
- *Discuss the various plan for new batch students*

**Action taken:**

- Communicating the previous observation of Internal audit
- Planning for training the new faculty on IQAC course file check list and process

**Signatures:**

Dr. S Shyam Prasad

Dr. RameshKumar Murugesan



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Bangalore

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

Summary					
Meeting Topic	Internal Quality Assurance Committee				
Date :	8 <sup>th</sup> Feb 2022	From:	8:45 am	To :	09:45 am
Location :	Board Room			Duration	1Hour

**Agenda:**

- Internal audit of 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Sem
- Action plan for the new batch

**Minutes of Meeting:**

- Internal audit of 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Sem to be conducted
- Discuss the various plan for new batch students

**Action taken:**

- Communicating the previous observation of Internal audit
- Planning for training the new faculty on IQAC course file check list and process

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Bangalore

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

Summary					
Meeting Topic	Internal Quality Assurance Committee				
Date :	1 <sup>st</sup> July 2022	From:	03:00 pm	To :	04:30pm
Location :	Board Room			Duration	1 hour and 30 Mins.

Agenda:

- Review of IQAC Audit by Mr.R Varadaraj scheduled
- Academic files audited
- Weak students performance to be discussed
- Innovative ideas for improving class room delivery to be discussed

  
M. R. Varadaraj





INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE  
Bangalore

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

Summary					
Meeting Topic	Internal Quality Assurance Committee				
Date :	6 <sup>th</sup> Oct 2022	From:	4:30 PM	To :	5:30 PM
Location :	Board Room			Duration	1 Hour

**Agenda:**

- Internal audit of Plans for current semesters
- Action plan for the next semesters IQAC

**Minutes of Meeting:**

- Discussion of Internal audit observations of 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Sem
- Discuss the various plan for new semester IQAC
- Discussion on improving and developing IQAC audit checklist

**Action taken:**

- Communicating the previous observation of Internal audit
- Planning for training the new faculty on IQAC course file check list and process in the next Faculty meeting.

**Signatures:**

Dr. S Shyam Prasad

Dr. RameshKumar Murugesan

**Minutes of Meeting:**

- Mr. R Varadaraj- Auditor, introduced and discussed the general observation of IQAC external audit.

**Some of the observation includes;**

- **Infrastructure:** Transport no contract only one bus available
- Waste management – local contract on monthly basis
- Furnishing information need clarity in the description
- Drinking water- no manual maintenance only separate dispensers
- Finance details of Event – not under infrastructure
- **Students activities:** club plans not submitted in all cases, activity separate register not maintained
- Bar code not available
- Budget not prepared
- Format for checklist of audit should be authenticated
- **Examination:** clarity on completion of evaluation
- The withdrawals of obsolete document should be ensured by respective head since it is decentralised

**Plan of Action:**

- Action plan suggestions by Mr. R Varadaraj – Auditor
- The infrastructure event finance point should be included in student activities
- Ensure transport should be running with proper driver and with good condition
- Internship can be a part of placement documentation
- Maintain the all faculty achievement record in library for records
- Revisit the IQAC audit checklist along with reference documents

**Signatures:**

Dr. S Shyam Prasad

Dr. RameshKumar Murugesan

