



INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE  
Bangalore

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

Summary					
Meeting Topic	Internal Quality Assurance Committee				
Date :	18 <sup>th</sup> Dec 2022	From:	04:00 PM	To :	05:25 PM
Location :	Library			Duration	1 Hour and 25 Mins.

**Agenda:**

- Internal audit of Semester 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>
- Action plan for the next semesters IQAC
- Discussion on NBA expert committee visit

**Minutes of Meeting:**

- Discussion of Internal audit observations
- Discuss the various plan for new semester IQAC
- Discussion on Visit of Expert committee -Reaccreditation for NBA and preparation for NAAC

**Action taken:**

- Communication of internal audit observation to respective faculty and suggested to update the IQAC file.
- Discussed to improve the process based on expert committee NBA observations and inputs
- Rechecking of file after faculty update the IQAC folders in MYISME.

**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 :	4 <sup>th</sup> January 2023	From:	04:00 PM	To :	05:25 PM
Location :	Library			Duration	1 Hour and 25 Mins.

**Agenda:**

- Internal audit of academic files for current semester
- Action plan for the next semesters IQAC
- Discussion on NBA expert committee visit

**Minutes of Meeting:**

- Discussion of Internal audit observations
- Discuss the various plan for new semester IQAC
- Discussion on Visit of Expert committee

**Action taken:**

- Communication of internal audit observation to respective faculty and suggested to update the IQAC file.
- Discussed to improve the process based on expert committee observations and inputs
- Rechecking of file after faculty update the IQAC folders in MYISME.

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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 <sup>st</sup> March 2023	From:	4:30 PM	To :	5:30 PM
Location :	Board Room			Duration	1 Hour

**Agenda:**

- Internal audit of Plans for current semesters
- Action plan discussed for the next semesters by IQAC
- Discussion on coaching weak students for BU exams

**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. Aradhna Yadav

Dr. Ramesh Kumar Murugesan





**INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE**  
Bangalore

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

<b>Summary</b>					
<b>Meeting Topic</b>	Internal Quality Assurance Committee				
<b>Date :</b>	<b>1<sup>st</sup> July 2023</b>	<b>From:</b>	<b>03:00 pm</b>	<b>To :</b>	<b>04:30pm</b>
<b>Location :</b>	<b>Board Room</b>			<b>Duration</b>	<b>1 hour and 30 Mins.</b>

**Agenda:**

- Review of last IQAC Audit
- Academic files audited
- Weak students performance to be discussed
- Innovative ideas for improving class room delivery to be discussed

**Minutes of Meeting:**

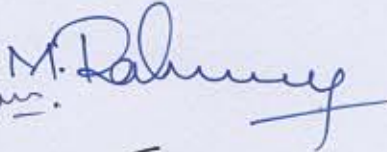
- Waste management – local contract on monthly basis
- Furnishing information need clarity in the description
- Format for checklist of audit should be followed
- **Examination:** Internal exams scores and remedial discussed

**Signatures:**

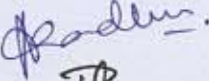
Dr. S Shyam Prasad



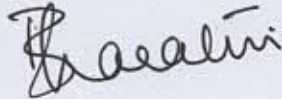
Dr. RameshKumar Murugesan



Dr. Aradhna Yadav



Bharathi Ravishankar





INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE  
Bangalore

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

Summary					
Meeting Topic	Internal Quality Assurance Committee				
Date :	3 <sup>rd</sup> Nov 2023	From:	04:00 PM	To :	05:25 PM
Location :	Board room			Duration	1 Hour and 25 Mins.

**Agenda:**

- Internal audit of academic files for current semester
- Guest lectures and value added programs audit to be done
- Planning for improvement in class room delivery


**Minutes of Meeting:**

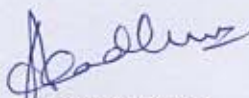
- Discussion of Internal audit observations
- Discuss the various plan for new semester IQAC
- Discussion on Visit of Expert committee

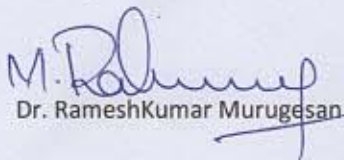
**Action taken:**

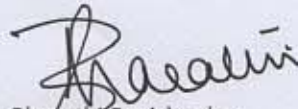
- Communication of internal audit observation to respective faculty and suggested to update the IQAC file.
- Discussed to improve the process based on expert committee observations and inputs
- Rechecking of file after faculty

**Signatures:**

  
Dr. S. Shyam Prasad

  
Dr. Aradhna Yadav

  
Dr. Ramesh Kumar Murugesan

  
Bhagathi Ravishankar