



INTERNAL QUALITY ASSURANCE CELL

Minutes of Meeting

Date: July 06, 2015

Reference No. : AIMS/AIQAC/2015-2016/02

Venue : Front Office

The 5th IQAC Meeting for the academic session 2015-16 was scheduled on 4th July 2015 at 10am. The following members attended the meeting.

Sl.No.	Name of the Member	Affiliation	Designation
1.	Dr. Kiran Reddy	Principal, AIMS	Chairperson
2.	Mr. Gopal Reddy	Director, AIMS	Member
3.	Dr. Byra Reddy VJ	Assoc. V-P Academics and Accreditations, UPES, Dehradun Regional Director – Asia, Board of Directors, IACBE, USA.	External Expert
4.	Mr. Priyanandan Reddy	COO, AIMS	Management Representative
5.	Dr. T Siddaiah	Professor, MBA Program	Member
6.	Mr. K. Venkatesh	Librarian, AIMS	Member
	Dr. Jayaprakash Reddy	Director – ACR	Member
7.	Dr. Brahm Sharma	Director, MBA Program	Member
8.	Mr. Subharnab Majumdar	VP, First Financial Bank	Alumni Member
9.	Prof. R. Jyothirmayee	Director - ACSD	Member
10.	Prof. Sheri Kurian	Registrar, AIMS	Member
11.	Prof. Jayashree Nair	Assoc. Professor, MCA	Coordinator, IQAC

The Chairperson Dr. Kiran Reddy welcomed Dr. Byra Reddy, the nominated external expert and all other members to the 5th IQAC meeting.

The following points were discussed in the meeting:

Agenda 1: Review of minutes of 4th IQAC meeting held on 2nd May 2014. Minutes of the meeting was read out by Prof. JayashreeNair followed by a formal discussion with all IQAC members. The minutes were approved by all the members. The recommendations made and status of outcomes is as follows:

Sl. No	Recommendations made in the 4 th IQAC meeting	Task Responsibility	Action Taken for implementation and outcome
1.	Commence preparations for NAAC re-accreditation 2 nd Cycle	Dr. Jayashree Nair, IQAC	Committees formed criterion wise and responsibilities delegated. SSR 1 st draft completed

Sl. No	Recommendations made in the 4 th IQAC meeting	Task Responsibility	Action Taken for implementation and outcome
2.	Schedule regular Academic & Admin Audits	Dr. Jayashree Nair, IQAC	Audit of all Academic and Admin departments based on respective checklists completed, deviations and gaps identified and action plans formulated to address the observations and gaps. Surprise visits may also be scheduled.
3.	Apply for Permanent Affiliation for UG Programs	Dr. Jayashree Nair, IQAC	Application made and Permanent Affiliation granted for all the UG Programs.
4.	Strengthen activities to promote research culture amongst faculty and students	Dr. Jayaprakash Reddy, ACR	1) Institute started publications division – AIMS Publications – to bring out research reports, industry advisory reports, case studies and outcomes of Seminars and Conferences. 2) Shamshodhana - a symposium for research paper presentations for students is proposed as a signature event of ACR. 3) Explore possibilities for student and faculty exchange for research with partner universities. 4) Explore mechanisms to initiate Research incubation.
5.	Propose to upgrade Library Software	Mr. Venkatesh, Librarian	Library software has been upgraded. Book bar-coding system has been introduced. Access to e-books and e-journals has been expanded with Web-OPAC.
6.	Develop mechanism to implement the UN 13 point goal for sustainable development through a focused approach in a phased manner.	Heads of AIMS Focus Centers	Plan in place to implement the initiative through the focus centers - 1) AIMS Center for Sustainability to conduct International Round Table Conference on Sustainability with themes on sustainability as a signature event. Series of activities planned as part of the initiative to instill sense of responsibility in students and faculty towards our environment. 3) AIMS Center for Community Services to strengthen activities that promote social sensitivity amongst students. 4) AEEC to nurture entrepreneurial acumen amongst through orientation, certification and intensive mentoring programs.
7.	Achieve Vision of the	Heads of AIMS	All the Schools and Focus Centers have

Sl. No	Recommendations made in the 4 th IQAC meeting	Task Responsibility	Action Taken for implementation and outcome
	Institution through Signature Events	Focus Centers and Academic Programs	drawn an action plan to conduct Signature events in areas that will help achieve the objectives of the program and the vision of AIMS Institutes. School of Hospitality, ACS and ACR implemented the events this year.
8.	To prepare Annual reports reflecting all activities of the institution	Dr. Jayashree Nair, IQAC	Annual Report for 2014 prepared and uploaded in the website.
9.	Strengthen Pre-placement training process	Heads of ACSD and C&PR	ACSD entrusted with responsibility to strengthen pre-placement training process. Professional skill development programs are to be organized for students.

Agenda 2: Review, Status of preparation for NAAC re-accreditation

Dr. Sheri Kurian gave an overview on the status:

- 1 Expected date of submission of SSR is 30th September 2015.
- 2 SSR final draft is almost complete. Evaluative report from few departments awaited for final approval.
- 3 Checklist prepared for the site visit and shared with all academic and admin departments with target date for completion as 14th August 2015.
- 4 Regular audits and follow-ups in progress to ensure implementation of the requirements.

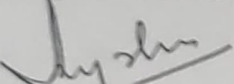
Agenda 3: Life skills programs

Dr. Byra suggested that mandatory life skills programs are essential today to ensure holistic development of students. All members seconded the suggestion and it was resolved that such programs will be mandated for all students.

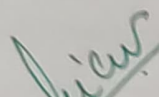
Dr. Kiran Reddy thanked the members for attending the meeting. As the institute was in the final phase of preparation for the 2nd cycle of accreditation, it was decided that the further initiatives will be discussed in the next meeting. Dr. Byra Reddy wished the institute a successful completion of the accreditation process.

Date of next Meeting: to be decided later

Prepared and verified by


(Member Secretary - IQAC)
Dr. Jayashree Nair




(Chairperson - IQAC)
Dr. Kiran Reddy



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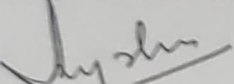
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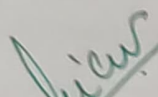
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Dr. Jayashree Nair




(Chairperson - IQAC)
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AIMS INSTITUTES

AIMS INSTITUTE OF HIGHER EDUCATION
AIMS ACADEMY FOR HIGHER EDUCATION
AIMS PU COLLEGE

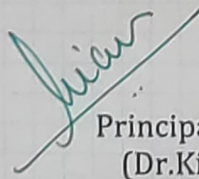
Ref No. : AIMS/Notification/2015/003

3rd June, 2015

NOTIFICATION

As per the NAAC guidelines, AIMS Internal Quality Assurance Cell (IQAC) composition of AIMS is reconstituted for AY: 2015:16 and 2016:17 w.e.f. 5th June, 2015 as follows:

1. Chairperson : Dr.Kiran Reddy (Principal)
2. Faculty representatives : Prof. Sheri Kurian (Registrar)
: Dr. T. Siddaiah (Professor of Management)
: Dr. BA Karunakar Reddy (Dy. Controller – Exams)
: Prof. R. Jyothirmayee (Director - ACSD)
: Dr.Jayaprakash Reddy (Director – ACR)
: Dr.Brahm Sharma (Director-MBA)
3. Management Representative: Mr.Priyanandan Reddy (COO)
4. Sr. Admin Officers : Mr.Gopal Reddy (Director)
: Mr. K. Venkatesh (Librarian)
5. Educationist (External rep.): Dr V. J. Byra Reddy (Assoc. V-P Academics and
Accreditations, UPES, Dehradun)
6. Alumni representative : Mr.SubharnabMajumdar, Sr VP, First Financial Bank
8. Member Secretary : Prof.Jayashree Nair (Assoc. Prof. MCA)


Principal
(Dr.Kiran Reddy)

cc : Registrar, AIMS
Members of IQAC

