

**INTERNAL QUALITY ASSURANCE CELL**  
**Minutes of 9<sup>th</sup> Meeting of IQAC**

Ref. No : AIMS/AIQAC /2018-2019/01  
 Venue : Front Office  
 Date : 4<sup>th</sup> May 2018  
 Convener : Dr. Jayashree Nair

**Members Present:**

Sl.No.	Name of the Member	Affiliation	Designation
1.	Dr. Kiran Reddy	Principal, AIMS	Chairperson
2.	Mr. Gopal Reddy	Director, AIMS	Member
3.	Dr. Balaveera Reddy	Former VC - VTU	External Expert
4.	Mr. Priyanandan Reddy	COO, AIMS	Management Representative
5.	Dr. T Siddaiah	Chairperson CDRC, AIMS	Member
6.	Mr. K. Venkatesh	Librarian, AIMS	Member
7.	Dr. Jayaprakash Reddy	Registrar, AIMS	Member
8.	Mr. Ashish Srivastava	Head commercial, North and East region, Chola MS General Insurance	Alumni Representative
9.	Prof. Sheri Kurian	Director Hospitality, AIMS	Member
10.	Prof. Jayashree Nair	Professor, MCA	Coordinator, IQAC

**Minutes of Meeting:**

Chairperson Dr. Kiran Reddy welcomed Dr. Balaveer Reddy and all other members to the 9<sup>th</sup> IQAC meeting. She also welcomed the new alumni nominee Mr. Ashish Srivastava and introduced him to all the members. Meeting commenced with the review of the Action Plan proposed in the previous meeting by Dr. Jayashree Nair and the status of its implementation.

**Agenda 1:** Preparation for IACBE accreditation.

Prof. Kiran informed the members that the IACBE re-accreditation 2nd cycle was due in Dec 2019 and the preparations are to commence for the same. Resolved that IQAC will form committees for the same and workshops on the new manual be conducted for the members. It is also decided that the M.Com and MFA programs also be included for accreditation.

**Agenda 2:** Strengthen mechanism for grievance redressal for students, faculty and all stake holders.

As per requirements of statutory bodies like AICTE, it was resolved that an online portal be developed to enable stakeholders present their grievances online. It was resolved that IQAC will coordinate with the web development staff to facilitate the same.

**Agenda 3:** Establish measures for Energy Saving and green campus

It was resolved that ACCS identify an agency to undertake a green audit of the campus followed by measures to ensure compliance to environment sustainability. ACCS also to design certificate program to be extended to all the students thereby ensuring graduates with concern to the environment.

**Agenda 4: Revision of Students handbook**

Existing students handbook needed revision to incorporate the latest policies and procedures. It was resolved that IQAC will pursue the same and ensure it is ready before commencement of the AY: 2019-20.

**Agenda 5: Introduce new career oriented programs**

As it was proposed to introduce BSC program with Genetics combination in the forthcoming academic year, IQAC to initiate preparations to submit proposal to the university and make a plan for commencing it.

**Agenda 6: Sessions on technological advancements**

It was resolved that all students must be educated on the latest technological advancements happening and its implication in various domains through seminars, conferences and workshops. School of IT to do the needful and also to identify MOOC platforms that will enable blended learning.

**Agenda 7: Participate In NIRF & CII survey**

Institute was ranked in the platinum band with score >30 by CII and one among top 100 colleges by NIRF. It was decided that the institute will continue to participate in the rankings and survey so as to benchmark with the best institutions in the country.

**Agenda 8: Deliberations on Draft NEP**

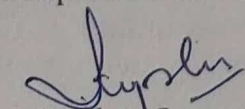
As MHRD has released the draft NEP, it was resolved that resource persons may be identified and a symposium organized so as to understand and have deliberation on the draft NEP. It was resolved that IQAC will follow up for the same.

**Any other activities:**

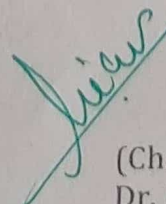
IQAC informed the members that the audits were scheduled to ensure implementation of OBTL, VAPs and adherence to calendar. Life skills programs on being Cyber Safe, Fire Fighting and First Aid and sessions on Drugs and abuses were also organized. Faculty members had made presentations on the results of the previous semester and had put forth action plan for improving the quantity and quality of the results.

Dr. Kiran Reddy thanked all the members for their suggestions and contributions and adjourned the meeting.

Prepared and verified by



(Member Secretary – IQAC)  
Dr. Jayashree Nair

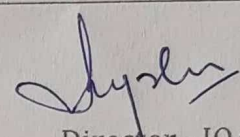
(Chairperson – IQAC)  
Dr. Kiran Reddy



## Recommendations made in the 8<sup>th</sup> IQAC meeting, Action Plan by IQAC and Outcomes

Initiative	Outcome
Move Course Files to the digital platform	Dashboard for Course Files setup program wise for AY 2016-17 <sup>onwards</sup> using Google corporate Account which can enable seamless creation, implementation and monitoring of Course Files digitally in line with the ACS sustainability objective of reducing usage of paper. CDRC entrusted with the responsibility of monitoring implementation of Course files
Improve Academic results using a focused approach	1) CDRC has set up a process for module wise assessments in each <sup>onwards</sup> course. It has been implemented for AY: 2016-17, odd semester 2) It is also decided that VAPs will go through an approval process as specified by CDRC and will monitor the same. 3) Outcomes Based learning through compulsory Module wise formative Assessments 4) To ensure quality of question papers for internal exams, CDRC will review & approve them prior to internal exams
Introduce new career oriented programs	Application made to university for introducing BSc Genetics Program.
Implement a mechanism for smooth exit of final year students and handle alumni grievances regarding their marks cards	1) Exit Facilitation Center established with well defined process to handle student exit and alumni requirements to process the documents. 2) Module for Alumni registration developed in the AIMS ERP - Connexions.
Conduct training programs in OBTL, GST, RM, IPR and other relevant areas.	AFCs and CDRC initiated various programs in the mentioned areas
Monitor activities of the departments and adherence to the calendar	Internal quality audits conducted and compliances addressed.
Ensure implementation of OBTL	Yes, in place Presentation of results analysis, identification of knowledge and skill gaps for each course completed. FDPs conducted for faculty members
Participate In NIRF & CII	NIRF - Ranked one among top 100 CII survey - ranked in the platinum band
Conduct awareness / orientation program on Life skills	1) Programs on Cyber safety conducted 2) Workshop on fire fighting and first aid conducted 3) Session on drugs and alcohol abuse conducted
Conduct training programs for non-teaching staff	Conducted

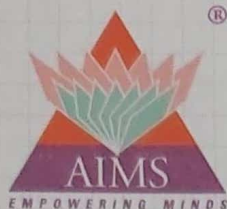
Initiative	Outcome
Action plan for sustainability and social sensitivity	1) Moving course files to the digital platform 2) Social sensitivity - 16 Events organized and 944 students participated
Attainment of vision of institute through Signature Events	The signature events conducted were - School of Business – Management Week School of Hospitality – RTC School of IT – Soft Startups 1.0 School of Commerce – Presentations on Union Budget School of Arts & Humanities – Rural camp



Director - IQAC







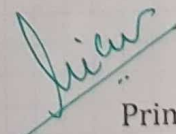
Ref No. : AIMS/Notification/2018/004

2<sup>nd</sup> April 2018

## NOTIFICATION

As per the revised NAAC guidelines, AIMS Internal Quality Assurance Cell (IQAC) composition of AIMS is reconstituted for AY: 2018:19 and 2019:20w.e.f. 3<sup>rd</sup> April 2018 as follows:

1. Chairperson : Dr.Kiran Reddy (Principal)
2. Educationist (External rep.): Dr Balaveera Reddy, Ex VC of VTU
3. Faculty members : Dr.Jayaprakash Reddy (Registrar)  
: Dr.Siddaiah (Chairperson CDRC)  
: Dr. Sheri Kurian (Dean – Hospitality & Tourism)  
: Prof. Ramesh Raj Aiyer (Asc. Dean, Mgmt Studies)
4. Management Representative: Dr.Priyanandan Reddy
5. Sr. Admin Officers : Mr.Gopal Reddy (Director)  
: Mr. K. Venkatesh (Librarian)
- 6.Alumni representative:Mr. Ashish Srivastava, Head commercial, North and East region, Chola MS General Insurance
7. Member Secretary : Dr.Jayashree Nair (Prof. - MCA)

  
Principal  
(Dr.Kiran Reddy)

cc : Registrar, AIMS  
Members of IQAC 