



INTERNAL QUALITY ASSURANCE CELL

Minutes of 8th Meeting of IQAC

Date: April 10, 2017

Reference No. : AIMS/AIQAC/2017-2018/01

Venue : AV Room

The 8th IQAC Meeting for the academic session 2017-18 was scheduled on 10th April 2017 at 2pm. 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. Balaveera Reddy	Former VC - VTU	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
7.	Dr. Jayaprakash Reddy	Director – ACR	Member
8.	Mr. Tanmoy Ghosh	Software Engineer, NIC	Alumni Member
9.	Prof. R. Jyothirmayee	Director - ACSD	Member
10.	Prof. Sheri Kurian	Registrar, AIMS	Member
11.	Dr. Jayashree Nair	Assoc. Professor, MCA	Coordinator, IQAC

The Chairperson Dr. Kiran Reddy welcomed all the members to the 7th IQAC meeting. She also welcomed Mr. Tanmoy Ghosh as the alumni member to the re-constituted IQAC

The following points for consideration were discussed in the meeting:

Agenda 1: Review of previous IQAC meeting held on

Prof. Jayashree Nair read out the minutes of the meeting, the action plan and outcomes achieved as on date. It was followed by a formal discussion by the members. The minutes were approved by all the members. The recommendations made and status of outcomes is annexed.

Agenda 2: Enforcement of OBTL

In the previous meeting of IQAC it was decided to extend Outcomes Based Teaching and Learning (OBTL) for all the program of the institution. In this regards, CDRC is expected to come up with a concrete action plan that will assist in the institutionalizing of the system.

Agenda 3: Review of Academic Results and Action plan for improvement.

In the academic meeting with heads of all programs it was observed that there is a lot of scope for improving the results of UG Programs, though it was also observed that the performance was above the average results of the university. CDRC to suggest an action plan for the same. CDRC also to conduct workshops for faculty members on OBTL and module wise assessments

Agenda 4: Status of Research Projects, Funds, Publications and Future Plan

In the previous year 48 papers were published in peer reviewed journals and 31 conference proceedings published. Resolved that ACR make an action plan to improve quality & quantity of publications and organize FDPs, workshops in the areas of GST, RM and IPR.

Agenda 5: Mechanism for students exit

Feedback received from few alumni indicated need to streamline the exit process after their final year exams and until they receive their graduation certificates. IQAC is given responsibility to develop a mechanism for smooth exit of final year students and handle alumni grievances regarding their marks cards, etc

Agenda 6: Programs on Cyber Safety and other life skills.

The current trend of mobile phones is creating a very unsafe world for the teenagers. IQAC to associate with ACSD to organize awareness programs on topics related to Cyber safety for all the students during the induction program for fresh students every year. Orientation programs / workshops for life skills including first aid, drugs also to be scheduled.

Agenda 7: Move Course Files to the digital platform

As the present system of course files maintained by faculty involved a lot of stationery, IQAC proposed an action plan to move the files to the digital platform. They propose to design a dashboard so that monitoring could be streamlined.

Agenda 8: Introduce new career oriented programs.

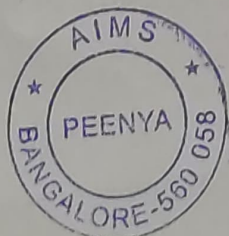
It is proposed to apply to BU seeking permission to commence B.Sc Genetics program based on the feedback from the Admissions department. IQAC requested to pursue the same.

Agenda 9: Monitor activities of the departments and adherence to the calendar

Dr. Jayashree informed the members that the audits were conducted as per schedule and compliances ensured for academic and admin processes, implementation of VAPs and signature events. HR department also conducted training programs for non-teaching staff.

As there were no further points to be discussed, Dr. Jayashree thanked the members and concluded the meeting.

(Member Secretary – IQAC)
Dr. Jayashree Nair

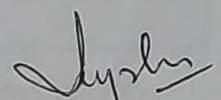


(Chairperson – IQAC)
Dr. Kiran Reddy

Recommendations made in the 5th IQAC meeting, Action Plan by IQAC and Outcomes

Initiative	Outcome
Establish a committee to ensure curriculum design, development and implementation and institutionalize OBTL	Curriculum Development and Review Committee (CDRC) established. Committee members identified and objectives of the committee drafted. Workshops conducted on OBTL.
Introduce Case method of teaching for Business Mgmt. Programs	FDPs and orientation programs organized on Case Study analysis and teaching using cases. Such programs are to be organized every year / new faculty It is made mandatory for Management faculty to adopt cases / case lets in their courses.
Establish Equal Opportunity cell and identify officer bearers	Orientation program conducted on the objectives and functions of the EOC. Objectives of the cell and office bearers identified. Activities to be conducted by the cell identified.
Develop feedback system for co and extra-curricular activities	Modules to take feedback on Guest lectures and certificate programs incorporated in the in-house ERP - Connexions
Develop standard templates for Faculty & Staff Appraisal to ensure objectivity in the appraisal system	Points to be considered in the faculty appraisal system identified and template designed for the same. Template is awaiting approval of the management.
Website to reflect all activities conducted by the institution	Team formed of students and faculty members to ensure all activities and achievements are reflected in the institutional website after due approval. IQAC will ensure its implementation.
Develop mechanism to strengthen social sensitivity amongst students	Students of all programs will undergo mandatory community service every year. The task assigned to ACCS to ensure its implementation.
Celebration of days of national importance	Youth Day Kargil Divas Republic day Constitution Day Sadbhavana divas International Yoga Day
Introduce new career oriented programs	Application made to university for introducing M.Com (Finance & Accounts) Program.
Measures to enhance security in the campus and hostels.	CCTV camera procured and installed in the hostels and various locations in the campus that were previously not covered by the existing cameras.
Monitor activities of the departments and adherence to the	Internal quality audits conducted

Initiative	Outcome
calendar	
Participate In NIRF & CII	AIQAC has initiated measures to participate in the NIRF rankings
Develop mechanism to ensure level playing field for all the fresh students admitted to a program	Foundation program re-designed and planned for all the subjects to identify weak and advanced learners and ensure to bring in a uniformity to be prepared to take up the curriculum.
Achieve Vision of the Institution through Signature Events	<ul style="list-style-type: none"> • Events conducted • AIMS CULINARY EXPO- 2016 • National Management Week (1st – 7th Aug 2016) • International conference on "Emerging Trends in Revenue Management in Service Industry" • AEEC foundation Day • ACCS Rural Camp


 Director IQAC




Ref No. : AIMS/Notification/2017/001

10th March 2017

NOTIFICATION

As per the NAAC guidelines, AIMS Internal Quality Assurance Cell (IQAC) composition of AIMS is reconstituted for AY: 2017:18 and 2018:19 w.e.f. 11th March 2017. The members are:

1. Chairperson : Dr.Kiran Reddy (Principal)
2. Educationist (External rep.): Dr Balaveera Reddy, Ex-VC of VTU.
3. Faculty representatives : Prof. Sheri Kurian (Registrar)
: Dr.Siddaiah (Professor of Management)
: Dr.Jayaprakash Reddy (Director – MBA)
: Prof.Jyothirmayee (Director-ACSD)
3. Management Representative: Mr.Priyanandan Reddy, COO
4. Sr. Admin Officers : Mr.Gopal Reddy (Director)
: Mr. K. Venkatesh (Librarian)
6. Alumni representative :Mr.Tanmoy GhoshSoftware Engineer& APO, IASC Sector
Skill Council
8. Member Secretary : Prof.Jayashree Nair (Assoc. Prof. MCA)

cc : Registrar, AIMS
Members of IQAC



Principal
(Dr.Kiran Reddy)