



# M.S. Ramaiah College of Arts, Science and Commerce

(Re-accredited "A" by NAAC, permanently affiliated to Bangalore University, Approved by AICTE)

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### ACTION TAKEN REPORT FOR THE ACADEMIC YEAR 2014-15

Action Taken Report of IQAC for the academic year 2014-15 is based on academic planner and meeting held during the year. ATR has been placed before the management for the inclusion in the institutional annual report. Following quality initiatives have been taken to ensure quality culture in the institution with quality sustenance and quality assurance measures.

Academic planner is prepared in the beginning of the year with proposed dates for activities, CIE, National festivals etc.

Quarterly IQAC meeting held during the academic year are mentioned below with the date:

1<sup>st</sup> Quarter: 10/7/2014

2<sup>nd</sup> Quarter: 7/10/2014

3<sup>rd</sup> Quarter: 12/01/2015

4<sup>th</sup> Quarter: 09/04/2015

SL.NO	Resolution passed / plan of action	Action taken
1	Reconstitution of IQAC	IQAC was reconstituted as per NAAC requirement. Industry, alumni, student representatives have been included in the IQAC
2	PTA and Mentee meeting	PTA and mentor mentee meeting has been scheduled regularly every semester, every faculty is supposed to meet regularly to resolve issues raised by students and maintain records for the same
3	Biometric for staff	As part of digitalization biometric attendance for staff has been introduced from August, 2014
4	Value add/ certificate course or skill oriented courses	Following certificate / value add courses were successfully conducted by the academic departments



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		<p>during the academic year 2014-15:</p> <ul style="list-style-type: none"> <li>• MATLAB</li> <li>• Diploma in Finance and Accounts</li> <li>• Counselling skill</li> </ul>
5	Remedial class	<p>All the departments have conducted remedial class for slow learners for extending support in academics. Remedial class has been conducted before exams, mainly focusing on exam preparation.</p>
6	Outreach and extension activities	<p>NCC, NSS and YRC is active with a wide range of activities for the student development particularly and society at large. Following are the regular activities organised along with the dates:</p> <ul style="list-style-type: none"> <li>• Dental Screening Camp for all students, staff and local residents has been organised on 26/2/2015 and coordinated by YRC in association with MSRDC</li> <li>• Eco-Ganesha festival celebration - 09th September 2014. A campaign to create awareness about the use of eco-friendly Ganesha idols which was depicted by several posters and banners</li> <li>• PULSE POLIO DRIVE: On the eve of National Pulse Polio day Cadets of NCC participated in the Drive along with the Mathikere Ward BBMP Officials and the Health Department from 18/01/2015 to 21/01/2015. 450houses were visited and data was collected</li> <li>• The NSS volunteers along with the students from various streams of our college donated blood and 188 units of blood units were collected on 9/9/2015</li> <li>• Swachha Bharath campaign 26/2/2015</li> </ul>
7	Conference / Workshop / guest lectures on quality issues	<p>IQAC along with other department, committees and units conduct various quality related academic oriented workshops and guest lectures. Few such activities are highlighted below:</p> <ul style="list-style-type: none"> <li>• National Conference on "Science and Technology for Indigenous Development in</li> </ul>



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		<p>India" - BIOBLOOMS-2015 in association with Indian Society of Life Sciences.</p> <ul style="list-style-type: none"> <li>• Inter-Collegiate Students' Conference on Global Challenges and New Perspectives in Business and Management</li> <li>• Guest lecture on "Soft Skills - English Career"</li> <li>• Science Internship Camp of one week duration in January 2015 for 11th standard students across the state in association with Inspire</li> <li>• Workshop on Basics of Samskrit</li> <li>• Two day workshop on "Android App Development" in association with IIT Delhi on 11<sup>th</sup> and 12<sup>th</sup> March, 2015</li> </ul>
8	Academic and Administrative Audit	<p>Internal and external audit was conducted in October and March to review the activities of departments, faculty and students. Library audit, stock verification were included in the audit.</p> <p>Following observations has been made:</p> <ul style="list-style-type: none"> <li>• Departments were advised to check the objectives of the department regularly.</li> <li>• Conduct value add/add on course every year.</li> <li>• Library is advised to check stock verification at regular intervals and submit the report to the principal</li> </ul>
9	Faculty development program and staff development program	<p>IQAC organises Faculty development program and staff development program regularly. Few are mentioned below:</p> <ul style="list-style-type: none"> <li>• "Student- Centred Teaching Methods and Strategies in Higher Education and Pedagogy for Effective Teaching from 14/7/2014 to 17/7/2014</li> <li>• Student –learning strategies and pedagogy in higher education on 25/8/2014</li> <li>• "Maintenance and trouble shooting of instruments" on 13/3/2015</li> </ul>
10	SSR submission for 3 <sup>rd</sup> cycle of NAAC A&A process	<ul style="list-style-type: none"> <li>• SSR has been reviewed and management consent has been received for final submission of SSR for 3<sup>rd</sup> cycle of NAAC</li> </ul>




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		<p>Assessment and Accreditation process.</p> <ul style="list-style-type: none"><li>• Peer Team members visited the institution on 29<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup> of January, 2015</li><li>• Institution has been awarded "A" grade with 3.06 CGPA</li></ul>
11	AQAR	<p>IQAC has compiled AQAR for the year 2014-15 and submitted to NAAC through mail on 11/8/2015</p>
12	Feedback	<p>Feedback is collected from students on faculty and other facilities at the institution. Feedback is also collected from parents, alumni, employer on various aspects of Teaching and Learning.</p> <p>Feedback is analyzed and recommendation has been submitted to the principal for further action.</p>

  
IQAC coordinator  
(Prof. T E Kanakavalli)

  
Principal  
(Dr. A Nagarathna)



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## INTERNAL QUALITY ASSURANCE CELL –IQAC

### MINUTES OF MEETING (JULY- SEPTEMBER)

Date 10/07/2014

Members present/ absent (as per the Annexure)

IQAC has called the meeting on 10/07/2014 at 3:00pm in IQAC room

Principal chaired the meeting by welcoming all the members of IQAC

Agenda:

- Reconstitution of IQAC
- To form discipline committee.
- Calendar of Events of all departments should be ready
- To organize Staff development program on Excel and PPT use
- To submit the report on parents- teachers meeting.
- To introduce biometric for staff

Resolutions passed:

- IQAC was reconstituted with new members on board
- IQAC had a discussion with departments to conduct First Internal Tests between 01/08/2014- 21/08/2014 for all UG & PG programmes.
- IQAC formed the discipline committee & will come into effect from 21/07/2014.
- IQAC reviews the calendar of events.
- Discussion to conduct power point presentations by all faculty
- To organize parents- teachers meeting and to submit the report
- The college has planned to introduce biometric from 1<sup>st</sup> September 2014

Action to be taken:

Sl.no	Action	Responsible	Due date
1	To conduct the Internal Tests	All Departments	21/08/2014
2	To form discipline committee	IQAC	21/07/2014
3	To submit the report on parents- teachers meeting	HOD's	13/09/2014
4	To introduce biometric	IQAC	1 <sup>st</sup> Sept 2014

M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE

INTERNAL QUALITY ASSURANCE CELL -IQAC

MEMBERS PRESENT/ABSENT ON IQAC MEETING HELD ON 10/07/2014

SL.NO	NAME	DESIGNATION	IQAC DESIGNATION	Signature
1	Dr. A Nagarathna	Principal	Chairperson	<i>[Signature]</i>
2	S M Acharya	CEO	Member from Management	
3	G Ramachandra	CFO	Member from Management	<i>[Signature]</i>
4	Prof. T E Kanakavalli	Professor	IQAC Coordinator	<i>[Signature]</i>
5	Mr. S Hanumantha Reddy	Accounts Manager	Administrative officer	<i>[Signature]</i>
6	Mr. Vishwanatha Kulkarni	Admission Manager	Administrative officer	<i>[Signature]</i>
7	Mrs. Alaknanda J Adur	Assistant Professor	Academic Member	- AB -
8	Mrs. Karanam Kavitha	Assistant Professor	Academic Member	<i>[Signature]</i>
9	Mrs. Haripriya	Assistant Professor	Academic Member	<i>[Signature]</i>
10	Mrs. Aditi Arun Rao	Assistant Professor	Academic Member	<i>[Signature]</i>
11	Mr. Shekar K	Assistant Professor	Academic Member	<i>[Signature]</i>
12	Mrs. Savitha B H	Assistant Professor	Academic Member	<i>[Signature]</i>
13	Mrs. Pratibha S	Assistant Professor	Academic Member	<i>[Signature]</i>
14	Prof. N S Rama Rao	Principal MSRP	External Member	<i>[Signature]</i>
15	C A Anand		Alumni Member	<i>[Signature]</i>
16	JITHENDRAKUMAR. A	Senior Analyst	Industry representative	<i>[Signature]</i>
17	KISHAN H.R		Student Member	<i>[Signature]</i>

*[Signature]*  
(T E Kanakavalli)  
IQAC COORDINATOR



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### MINUTES OF MEETING (JULY- SEPTEMBER)

Date 07/10/2014

Members present/ absent (as per the Annexure)

**IQAC has called the meeting on 07/10/2014 at 2:00 pm in IQAC room**

- Principal chaired the meeting by welcoming all the members.
- Previous meeting resolutions were read by the coordinator, and the meeting started with following agenda;

#### **Agenda:**

To conduct remedial classes

- Change the Class Timetable
- Introduction of CBCS in Bangalore University
- SSR preparation
- Extension activities by NSS and YRC

#### **Following Resolutions were passed in the meeting:**

- To conduct remedial classes from 10/10/2014 to 30/10/2014.
- Discussed to prepare the class timetable for the next semester with library, value add course
- SSR has been kept ready and review meeting were scheduled on weekly once basis
- As a part of Gandhi Jayanti celebration, Centre for Holistic Education planned to do "Cleanliness Drive" on 13/10/2014 and 14/10/2014 between 2:30-4:30pm.
- BU introduced CBCS system of Education.
- As a part of Institutional Social Responsibility (ISR), the dept. of Library & Information Centre & Youth Red Cross Wing of the college planned to celebrate the children's day amongst the Mentally Challenged Children of "MathrushreeManovikasa Kendra" located at #2/13, 2<sup>nd</sup> cross, Kumar Park (West), Bangalore.
- Discussion to prepare lesson plan for the next semester.



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## Action to be taken:

Sl.no	Action	Responsible	Due date
1	To conduct remedial classes	HOD's	30/10/2014
2	To Celebrate Gandhi Jayanti	Centre for Holistic Education	14/10/2014
3	To celebrate Children's day	Dept. of Library & Information Centre & Youth Red Cross Wing	14/11/2014



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MEMBERS PRESENT/ABSENT ON IQAC MEETING HELD ON 07/10/2014

SL.NO	NAME	DESIGNATION	IQAC DESIGNATION	Signature
1	Dr. A Nagarathna	Principal	Chairperson	<i>[Signature]</i>
2	S M Acharya	CEO	Member from Management	
3	G Ramachandra	CFO	Member from Management	<i>[Signature]</i>
4	Prof. T E Kanakavalli	Professor	IQAC Coordinator	<i>[Signature]</i>
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9	Mrs. Haripriya	Assistant Professor	Academic Member	<i>[Signature]</i>
10	Mrs. Aditi Arun Rao	Assistant Professor	Academic Member	<i>[Signature]</i>
11	Mr. Shekar K	Assistant Professor	Academic Member	<i>[Signature]</i>
12	Mrs. Savitha B H	Assistant Professor	Academic Member	<i>[Signature]</i>
13	Mrs. Pratibha S	Assistant Professor	Academic Member	<i>[Signature]</i>
14	Prof. N S Rama Rao	Principal MSRP	External Member	<i>[Signature]</i>
15	C A Anand		Alumni Member	<i>[Signature]</i>
16	JITHENDRAKUMAR.A	S. Analyst	Industry representative	<i>[Signature]</i>
17	KISHAN.H.R		Student Member	<i>[Signature]</i>

*[Signature]*  
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 IQAC COORDINATOR



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## INTERNAL QUALITY ASSURANCE CELL –IQAC

### MINUTES OF MEETING (JULY- SEPTEMBER)

Date 12/01/2015

#### Members present/ absent (as per the Annexure)

IQAC has called the meeting on 12/01/2015 at 3:00 pm in IQAC room

- Principal chaired the meeting by welcoming all the members.
- Previous meeting resolutions were read by the coordinator, and the meeting started with following agenda;

#### Agenda:

- NAAC PTV schedules
- To submit In-house project details
- To submit Departmental Result Analysis
- To submit Departmental Budget for 2015-16
- Annual Day 2014-15
- New promotion policy and HR policy
- To conduct remedial classes

#### Following Resolutions were passed in the meeting:

- NAAC PTV schedules has been intimated with NAAC office, necessary preparations were made for visit
- To submit the completed and on-going In-house project details on or before 16/01/2015
- To submit Departmental Result Analysis to IQAC on or before 16/01/2015
- To submit Departmental Budget for the academic year 2015-16
- To plan about Annual Day celebration on 08/04/2015
- New promotion policy has been framed and implemented from 1<sup>st</sup> Jan 2015
- To conduct remedial classes from 30/03/2015 to 20/04/2015

#### Action to be taken:

Sl.no	Action	Responsible	Due date
1	To submit In-house project details	HOD's	16/01/2015
2	Annual Day 2014-15	IQAC	08/04/2015
3	New promotion policy	IQAC	1 <sup>st</sup> Jan 2015
4	To conduct remedial classes	HOD's	20/04/2015

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**INTERNAL QUALITY ASSURANCE CELL -IQAC**

**MEMBERS PRESENT/ABSENT ON IQAC MEETING HELD ON 12/01/2015**

SL.NO	NAME	DESIGNATION	IQAC DESIGNATION	Signature
1	Dr. A Nagarathna	Principal	Chairperson	<i>A. Nagarathna</i>
2	S M Acharya	CEO	Member from Management	
3	G Ramachandra	CFO	Member from Management	<i>G. Ramachandra</i>
4	Prof. T E Kanakavalli	Professor	IQAC Coordinator	<i>Kanakavalli</i>
5	Mr. S Hanumantha Reddy	Accounts Manager	Administrative officer	<i>S. Hanumantha Reddy</i>
6	Mr. Vishwanatha Kulkarni	Admission Manager	Administrative officer	<i>V. Kulkarni</i>
7	Mrs. Alaknanda J Adur	Assistant Professor	Academic Member	<i>A. Adur</i>
8	Mrs. Karanam Kavitha	Assistant Professor	Academic Member	<i>K. Kavitha</i>
9	Mrs. Haripriya	Assistant Professor	Academic Member	<i>H. Haripriya</i>
10	Mrs. Aditi Arun Rao	Assistant Professor	Academic Member	<i>Aditi Arun Rao</i>
11	Mr. Shekar K	Assistant Professor	Academic Member	<i>K. Shekar</i>
12	Mrs. Savitha B H	Assistant Professor	Academic Member	<i>S. Savitha</i>
13	Mrs. Pratibha S	Assistant Professor	Academic Member	<i>P. Pratibha</i>
14	Prof. N S Rama Rao	Principal MSRP	External Member	<i>N. S. Rama Rao</i>
15	C A Anand		Alumni Member	<i>C. A. Anand</i>
16	JITHENDRAKUMAR, A	S. Analyst	Industry representative	<i>J. A. Jithendrakumar</i>
17	Balaji C		Student Member	<i>B. C. Balaji</i>

*Kanakavalli*  
(T E Kanakavalli)  
IQAC COORDINATOR



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### MINUTES OF MEETING (JULY- SEPTEMBER)

Date 09/04/2015

Members present/ absent (as per the Annexure)

IQAC has called the meeting on 09/04/2015 at 1:30 pm in IQAC room

- Principal chaired the meeting by welcoming all the members.
- Previous meeting resolutions were read by the coordinator, and the meeting started with following agenda;

#### Agenda:

- Orientation on UG theory examinations April/May-2015
- To celebrate Graduation Day
- About academic audit and AQAR
- To conduct Internal Audit
- NAAC A&A report

#### Following Resolutions were passed in the meeting:

- NAAC report has been discussed and policies has been made to implement the suggestions
- To conduct orientation on the conduct of UG theory examinations April/May-2015 on or before 22/04/2015
- Discussion to conduct The Graduation Day on 23<sup>rd</sup> April 2015
- To prepare academic audit part-A, part-B & part-C for 2014-15
- To finish the Internal Audit on 4<sup>th</sup> or 5<sup>th</sup> May 2015

#### Action to be taken:

Sl.no	Action	Responsible	Due date
1	To conduct Orientation to conduct UG theory examinations	Principal	22/04/2015
2	Celebration of Graduation Day	All Dept.'s	23/04/2015
3	Internal Audit	IQAC	5 <sup>th</sup> May 2015

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1	Dr. A Nagarathna	Principal	Chairperson	
2	S M Acharya	CEO	Member from Management	
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16	JITHENDRAKUMAR.A	S. Analyst	Industry representative	
17	Vasun Ramachandra		Student Member	

(T E Kanakavalli)  
**IQAC COORDINATOR**