



INTERNAL QUALITY ASSURANCE CELL –IQAC
MINUTES OF MEETING (June- August)

Date: 11/07/2020

Ref: MSRCASC/IQAC/Q1-2020-21

Venue/ mode: Online through Google Meet

<https://meet.google.com/iug-grgr-vrz>

Time: 11.30 am

Members present/ absent (as per the Annexure)

In the chair: Principal

Meeting commenced by the Principal welcoming all the members.

Agenda:

- Confirmation of minutes of previous meeting held on 18/4/2020
- Action taken report of previous meeting held on 18/4/2020
- Review of Online classes during lockdown
- Application for Research Centre to BCU
- ICT enabled teaching-learning through ERP
- Admission updates and extension of Ramaiah memorial scholarship
- Any other relevant item for discussion

Following Resolutions were approved / passed in the meeting:

1. Confirmation of minutes of previous meeting held on 18/4/2020
 - Minutes of previous IQAC meeting held on 18/4/2020 were read and confirmed
2. Action taken report of previous meeting held on 18/4/2020
 - Members were briefed on the action taken on the discussions and suggestion on the previous meeting held on 18/4/2020
3. Review of Online classes during lockdown
 - The members reviewed the online classes conducted by the teachers through ERP. Students were oriented frequently about the use of Mobile App for attending the online classes.



RAMAIAH

College of Arts, Science &
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M S Ramaiah College of Arts, Science and Commerce

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4. Application for Research Centre to BCU

- Members appreciated the efforts taken by the institution towards applying for Research Centre status to Bangalore Central University.

5. ICT enabled teaching-learning through ERP

- Orientation for teachers and students were conducted frequently to update them about the changing features of POSTONEW app. The members appreciated the efforts of IQAC in bringing the required changes for smooth conduct of online classes.
- IQAC has monitored the progression of Online classes during lockdown through conducting orientation programs for staff and student on use of mobile app for better learning experience. Members appreciated the efforts made by IQAC in this regard.

6. Admission updates and extension of Ramaiah memorial scholarship

- Cut off percentage of 75% is decided to follow, with fee relaxation for deserving student, to improve admission due to the COVID-19 situation. The management is generous enough to give Ramaiah Memorial Scholarship to upcoming batch of students based on merit.

7. Any other item

- IQAC conducted online FDP for teachers during lockdown, to keep them abreast of the developments in teaching and learning patterns.
- Members advised IQAC to send a request to NAAC for opening the HEI portal for submission of SSR, once everything restores after the lockdown.
- Principal has brought to the notice of the members that the institution has submitted the application for Star College Status in the month of June, 2020

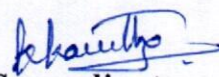
**RAMAIAH**College of Arts, Science &
Commerce**M S Ramaiah College of Arts, Science and Commerce**Re-accredited 'A' by NAAC, Permanently Affiliated to Bengaluru Central University,
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Sl.no	Suggestion or discussion / plan of action	Action taken
1	Online classes during COVID-19 pandemic	Teachers have engaged classes online through ERP portal with the facilities of attendance, assignment, IA test, sharing contents.
2	Counselling session for students	All the mentors engaged counselling sessions for students for extending psychological support. IQAC conducted orientation for teachers and students
3	Faculty Development Programs	Based on the suggestion of members, orientation programs on quality issues has been conducted. <ul style="list-style-type: none">• Institutional accreditation for NAAC, NIRF for better quality improvement 14/2/2020 to 19/2/2020• Orientation program on "Identifying Best Practices of an HEI" held on 13/5/2020
4	Training sessions for teachers and students on ERP	IQAC has conducted orientation programs for teachers and students on regular basis to train them on use of Mobile App and ERP portal for online teaching and learning.
5	Feedback on curriculum	Feedback was collected through ERP, which enables for generating the analysis report. The same feedback report has been submitted to the principal for necessary action.
6	Virtual IA test, assignment through ERP	The institution has conducted online test through ERP with an option to upload the answer scripts directly through mobile app. Faculty were given the option to evaluate the answer scripts through their ERP login, and the same marks were submitted to the University



Members present / absent for the meeting:

SL.NO	NAME	DESIGNATION	IQAC DESIGNATION
1	Dr. A Nagarathna	Principal	Chairperson
2	Mr.B S Ramaprasad	CEO	Member from Management
3	Mr.G Ramachandra	CFO	Member from Management
4	Mrs. Karanam Kavitha	Assistant Professor	IQAC Coordinator
5	Mr. S Hanumantha Reddy	Accounts Manager	Administrative officer
6	Mr. Vishwanatha Kulkarni	Admission Manager	Administrative officer
7	Mrs. Savitha B H	Assistant Professor	Academic Member
8	Mrs. Hari Priya G S	Assistant Professor	Academic Member
9	Mrs. Aditi Arun Rao	Assistant Professor	Academic Member
10	Mrs. Ashwini Ramesh M	Assistant Professor	Academic Member
11	Dr. Ramakrishnaiah T N	Assistant Professor	Academic Member
12	Mrs. Roopashree B N	Assistant Professor	Academic Member
13	Dr. Sowbhagya R	Assistant Professor	Academic Member
13	Dr. Shakuntala Katre	Former Dean, Dept. of Zoology, Bangalore University	External Member
14	Dr.,B.S Srikanta	Principal, Sindhi College, Bengaluru	External Member


IQAC coordinator


Principal



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INTERNAL QUALITY ASSURANCE CELL –IQAC
MINUTES OF MEETING (SEPTEMBER- NOVEMBER)

Date: 21/11/2020

Ref: MSRCASC/IQAC/Q2-2020-21

Venue/ mode: Online through Google Meet

<https://meet.google.com/iug-grgr-vrz>

Time: 11:30 am

Members present/ absent (as per the Annexure)

In the chair: Principal

Agenda

1. Confirmation of minutes of IQAC meeting held on 11th July, 2020
2. Action taken report of previous meeting held on 11th July, 2020
3. Accreditation and Related Matters.
4. Academics related matters
5. NIRF participation

Following Resolutions were approved / passed in the meeting:

1. Confirmation of minutes of IQAC meeting held on 11th July, 2020

The Minutes of the Meeting of 11th July, 2020 was read and confirmed.

2. Action taken report of previous meeting held on 11th July, 2020
Action taken report of previous meeting held on 11/7/2020 were read and confirmed
by all the members



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3. Accreditation and Related Matters.

- Members suggested to send a request to NAAC to unable the HEI portal for submission of SSR for 4th cycle
- Departments to capture both local and international aspirations, highlighting the Research Projects and Consultancy Assignments.
- Departments will be evaluated on the basis of assessment indicators given by NAAC. Departments to keep records of all academic, co-curricular and extra-curricular activities as per the criteria of NAAC.
- NAAC awareness meetings to be held for all for newly recruited faculty
- Departments were instructed to prepare presentations NAAC visit, which will be reviewed after submission of SSR

4. Academics related matters

- Due to COVID-19 pandemic and lockdown change and shift in the academic year has been considered for scheduling the various curricular and cocurricular activities.
- University has conducted exams for final year students, it was approved to conduct online virtual exams and assignments to evaluate the academic strength of the students.

5. NIRF participation

IQAC coordinator has briefed the members about the data submitted for NIRF, departments were instructed to increase research activities that will also influence NAAC and NIRF through third party sources.

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Sl.no	Suggestion or discussion / plan of action	Action taken
1	Review of Online classes during lockdown	The members reviewed the online classes conducted by the teachers through ERP. Students were oriented frequently about the use of Mobile App for attending the online classes.
2	Application for Research Centre to BCU	The research committee has send the proposal to the University, waiting for official confirmation in this regard.
3	Faculty Development Programs	Based on the suggestion of members, orientation programs on quality issues has been conducted. IQAC conducted online FDP for teachers during lockdown, to keep them abreast of the developments in teaching and learning patterns.
4	ICT enabled teaching-learning through ERP	Orientation for teachers and students were conducted frequently to update them about the changing features of POSTONEW app. The members appreciated the efforts of IQAC in bringing the required changes for smooth conduct of online classes. IQAC has monitored the progression of Online classes during lockdown through conducting orientation programs for staff and student on use of mobile app for better learning experience. Members appreciated the efforts made by IQAC in this regard.
5	Admission updates and extension of Ramaiah memorial scholarship	Cut off percentage of 75% is decided to follow, with fee relaxation for deserving student, to improve admission due to the COVID-19 situation. The management is generous enough to give Ramaiah Memorial Scholarship to upcoming batch of students based on merit.
6	Star College Status	The institution has submitted the application for Star College Status in the month of June, 2020.

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Members present / absent for the meeting:

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13	Dr. Sowbhagya R	Assistant Professor	Academic Member
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14	Dr.,B.S Srikanta	Principal, Sindhi College, Bengaluru	External Member


IQAC coordinator


Principal



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INTERNAL QUALITY ASSURANCE CELL –IQAC

MINUTES OF MEETING (DECEMBER - FEBRUARY)

Date: 04/02//2021

Ref: MSRCASC/IQAC/Q3-2020-21

Venue/ mode: Online through Google Meet

Time: 11.30 am

Members present/ absent (as per the Annexure)

In the chair: Principal

Meeting commenced by the Principal welcoming all the members.

IQAC coordinator read the previous meeting resolutions and the meeting started with following agenda;

Agenda:

- Confirmation of minutes of previous meeting held on 21st November, 2020
- Action taken report of previous meeting held on 21st November, 2020
- Review of Accreditation process
- Review on Star College status
- Any other relevant item for discussion

Following Resolutions were approved / passed in the meeting:

1. Confirmation of minutes of IQAC meeting held on 21st November, 2020

The Minutes of the Meeting of 21st November, 2020 read and confirmed.

2. Action taken report of previous meeting held on 21st November, 2020

Action taken report of previous meeting held on 21st November, 2020 were read and confirmed by all the members

**3. Review of Accreditation process**

- SSR has been submitted on 20/1/2021 through HEI portal. SSS process has been initiated by the NAAC on the same day. Response for SSS is recorded at 3.2 with 22.19% responses on the HEI portal

- Principals presentation and IQAC presentation has been reviewed by the members with suggestions for improvement
- Mock visit is planned in the month of April based on the members availability

4. Applying for Star College status

- Principal briefed the members about receiving an official confirmation that our college has been selected to present before the panel for getting the star college status was scheduled on the 9th of February, 2021.

5. IQAC initiatives to continue

- Members advised IQAC to conduct orientation programs for faculty and students on various quality issues.
- IQAC should collaborate with other institutions for strengthening the quality culture in the institution.
- IQAC advised to continue with its regular activities like, Audits, coordination with departments and committees on academic and administrative matters

Action Taken Report for meeting held on 21/11/2020

Sl.no	Suggestion or discussion / plan of action	Action taken
1	Members suggested to send a request to NAAC to enable the HEI portal for submission of SSR for 4th cycle	A request was made to enable the HEI portal to submit SSR on 25/11/2020. The institution has submitted SSR on 20/1/2021 through HEI portal. SSS process has been initiated by the NAAC on the same day.
2	Departments to capture both local and international aspirations, highlighting the Research Projects and Consultancy Assignments.	Life science departments has organized national and international webinars.



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3	NAAC awareness meetings to be held for all for newly recruited faculty	IQAC has conducted NAAC awareness/orientation programs for all the new recruited faculty.
4	Departments were instructed to prepare presentations NAAC visit, which will be reviewed after submission of SSR	IQAC has reviewed department presentations and extended suggestions for improvement.
5	Due to COVID-19 pandemic and lockdown change and shift in the academic year has been considered for scheduling the various curricular and cocurricular activities.	Departments were instructed to look into the academic calendar for scheduling the activities. All departments have submitted calendar of event.

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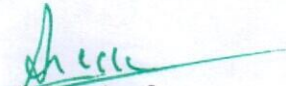
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IQAC coordinator


Principal

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INTERNAL QUALITY ASSURANCE CELL –IQAC

MINUTES OF MEETING(JUNE – AUGUST)

Date: 9/6/2021

Ref: MSRCASC/IQAC/Q1-2021-22

Venue/ mode: Join Zoom Meeting
<https://us02web.zoom.us/j/86961755245?pwd=U1NJYlhoMGMxQkJITFhMUIJ5N0pYZz09>

Meeting ID: 869 6175 5245
Passcode: 225309

Time: 5:00 pm

In the chair: Principal

Meeting commenced by the Principal welcoming all the members.

Agenda:

- Confirmation of minutes of IQAC meeting held on 4/2/2021
- Action taken report of previous meeting held on 4/2/2021
- Reviews of activities during covid-19
- Counselling session for students during covid-19
- Teaching workload to introduce the NEP
- Review of AQAR-2019-20
- Faculty/ Staff Development Programs on NEP and Autonomy;
- Courses under Ramaiah skill Centre
- Award of Star college Status
- Feedback
- Any other item

Following Resolutions were passed in the meeting:

1. Confirmation of minutes of IQAC meeting held on 4/2/2021

The Minutes of the previous meeting held on 4/2/2021 were read and confirmed.

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2. Action taken report of previous meeting held on 4/2/2021

Action taken report of previous meeting held on 4/2/2021 was read and confirmed by all the members

3. Reviews of activities during covid-19.

Principal Dr.ANagarathna reported on the regular online classes, about uploading the videos of online classes in the campus technology portal and also in faculty youtube channel.

4. Counselling session for students during covid-19.

Discussion on counselling session to the students was also the highlight. Chief of finance guided us to do counselling session for the Covid affected students during this pandemic situation. Principal has briefed the members that counselling session by professional psychiatrist has been conducted for teachers and students.

5. Teaching workload to introduce the NEP

Katre ma'am suggested to be practically prepared for the implementation of NEP, where each and every staff and faculty has to maintain quality work with accountability. Even Srikantha sir stressed that the implementation of NEP is chain of development from government to the institution and also public and parents.

6. Review of AQAR-2019-20

IQAC coordinator has presented first draft of AQAR 2019-20 for the review by the members. It was brought to the notice of the members that, last date to submit AQAR 2019-20 is August, 2021. IQAC has kept July, 2021 as internal deadline to complete the uploading of data in the NAAC portal.

7. Faculty/ Staff Development Programs on NEP and Autonomy;

IQAC coordinator has briefed the members that IQAC has conducted FDP on NEP and more brainstorming sessions will be conducted in the days to come. Also Prof. Shakuntala Katre madam suggested to have a draft work plan on NEP with the inclusion of all necessary provisions and modalities for implementation of NEP. Srikantha sir -suggested us to implement some skill development subjects as a part of curriculum, structural requirements also needed to implement NEP.

Make it compulsory for all the faculty to enroll for NPTEL, swayam courses, which will be included in self appraisal of teachers.

CEO sir has stressed on the need for brain storming session on autonomy, so that to educate each and every employee of the institution with the roles and responsibility of staff increases while going for autonomy.



8. Courses under Ramaiah skill Centre

Establishment of Ramaiah skill Centre an initiative of IQAC- MSRCASC, many skill development programmes are planned, that will be certified by KGTB. To name a few like from B.com- Forensic Accounting, BA – photography and from Electronics mobile repair courses.

Principal said that the skill development courses the theory will be done by our teachers and the practical session by respective industries Prof Srikanta suggested that Artificial intelligence course is also one of the best for skill development course.

CEO sir also suggested to incorporate the courses like home automation and office automation so that it will be useful for the students.

9. Award of Star college Status

Principal has briefed all the members that the institutional presentation for star college status was held on the 9th February. The college has been selected the star college status by DST, GOI. for the 4 departments, Dept of Microbiology, Biotechnology, Electronics and Chemistry and Biochemistry.

10. Feedback

The members have reviewed the feedback collection and analysis through ERP portal. Members suggested to communicate the same feedback to the university for better implementation of suggestions.

Action Taken Report for meeting held on 4/2/2021

Sl.no	Resolution passed / plan of action	Action taken
1	SSR submission	SSR has been submitted on 20/1/2021 through HEI portal. DVV clarifications has been received on 18/2/2021. DVV has been submitted on 13/3/2021
2	Feedback on curriculum on faculty	Feedback from stakeholders has been collected through ERP- mobile app and the analysis has been submitted to the principal for necessary action.
3	Research incentives	Proposal for research incentives for all the deserving faculty has been submitted to the management through Principal for 2020
4	Faculty and Staff development programs	Faculty and Staff development programs has been conducted;



		<ul style="list-style-type: none">• Impact of NEP on Quality teaching and learning• "Multidisciplinary Science Education & Research using E-tool(MSERE-2020)",• SDP on MS-Excel -work together for excellency
5	Value added programs	Value added courses on the following topics has been conducted; <ul style="list-style-type: none">• Leadership• Business communication• Interview skills• Team building• MS office• Statutory compliance
6	Remedial classes	Departments have been instructed to conduct remedial classes on regular basis and help students to come out of exam stress.
7	Counselling	Faculty has been instructed to counsel the students personally, give them moral and psychological support during this pandemic situation.
8	Parent teacher meeting	PTA has conducted PT meeting online and recorded the deliberations.



Members present / absent for the meeting:

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1	Dr. A Nagarathna	Principal	Chairperson
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Akavitha
IQAC coordinator

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Principal