



ACHARYA INSTITUTE OF GRADUATE STUDIES
(NAAC Reaccredited 'A' and Affiliated to Bengaluru Central University)
Soladevanahalli, Bengaluru-560107

MINUTES OF MEETING

INTERNAL QUALITY ASSURANCE CELL

TIME: 3.30 P.M.

DATE: 22 Nov 2019

VENUE: Business Lab Board Room, AIGS

The Internal Quality Assurance Cell, Acharya Institute of Graduate Studies convened its meeting on 22nd Nov 2019 at Business Lab Board Room, AIGS

Minutes:

The member coordinator, Dr. Anil B. Malali welcomed the Chairperson and all the members of IQAC. It was followed by the address by Dr. Gurunath Rao Vaidya, Principal, AIGS.

- The meeting commenced with discussion on creation of the Steering Committee and suggestion to hold regular meets so as to drive the various activities of the Institution and streamline the Documentation Process.
- Principal instructed to plan the conduct of Academic and Administrative Audit (AAA) for the check on functioning and documentation of all the departments. The check-list of the necessary documents also to be prepared.
- The Members stressed on the need for sufficient placement opportunities to be provided to the students and the necessary training program to be conducted for the students.
- Then, Mr. Ashish Kulkarni briefed on the mechanism in two ways to track down the progress of the assigned responsibilities.
- He began with a presentation on an excel sheet draft (suggested by Mr. Hazrat) that was formatted to track the progress of the assigned and regular responsibilities of the faculty.
- Further, he presented the web application ClickUp App that similarly tracked the progress.
- The members suggested the use of excel sheet as more convenient and feasible.
- Prof. Gurunath Rao Vaidya informed that each criterion is assigned to a particular faculty so as to streamline the collection of data.
- Dr. Anil stated the process of collection which necessitates the faculty –in – charge approaching/including details pertaining to any of the following four: Office/Faculty/Student/Institution. Hence, the respective faculty members will have to figure out the data required for the criterion one is responsible for.



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- He stated that Mr. Ashish Kulkarni is instructed to create a Data Centre that will remain the single point for all the essential data. Mr. Ashish claimed to be working on it.
- It was also conveyed that the data collection should bear in mind the requirements towards NIRF/LIC/NAAC.
- The easy retrieval of the data is the prime focus.

The meeting concluded with the committee members being issued the delegation letter with a reminder to be sincere with the responsibilities.

Mr. George Varied, member- IQAC ,proposed the vote of thanks to all the members of the IQAC Committee and expressed gratitude for their involvement.

Members Present

Sl. No.	Name	Designation
1	Dr. Gurunath Rao Vaidya, Principal, AIGS	Chairperson
2	Prof. Chandramouli A. S, Head, Department of Journalism and Mass Communication	Member
3	Dr. S. Gopalakrishnan, Head, R&D	Member
4	Mr. George Varied T, Head, Department of Psychology	Member
5	Mrs. Sudha M, Head, Department of Management	Member
6	Mrs. Ashwini Joshi, Head, Department of Fashion and Apparel Design	Member
7	Dr. Riyaz-ur-Rahaman Khan, Asst. Prof, Department of Chemistry	Member
8	Dr. Raghu, Asst. Prof, Department of Economics	Member
9	Mrs. Ranisha R, Asst. Prof, Department of English	Member
10	Mr. Prashantha S C, Librarian	Member
11	Mr. Ravikiran R K	Member
12	Mr. Ashish Kulkarni	Member
13	Ms. Tanushree, II Sem M.Sc Psychology	Member (Student)
14	Dr. Anil B Malali, Head, Department of Commerce (PG)	IQAC Co-ordinator



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Action Taken Report for the Meeting held on 22/11/2019

Discussions in the Meeting	Action Taken
1. Steering Committee	1. Created Steering Committee
2. Internal AAA	2. Initiated the Process of AAA
3. Enhance Placement Activities	3. TPO team appraised of the requirement
4. Streamline Documentation Process	4. The Formats are prepared and circulated to the department for timely updates.