

**MINUTES OF MEETING: IQAC**  
**ACHARYA INSTITUTE OF GRADUATE STUDIES**  
**BENGALURU**



**Date & Time** : 22 July 2023

**Reference No:** AIGS/IQAC/Ext.Mbrs.Meeting/2022-23

**Location** : Polytechnic Board Room, AIGS Block II

**Duration** : 3 hours (11:00 a.m. – 02:00 p.m.)

**Agenda** :-

1. Quality Initiatives
2. AIGS Annual Report (2022–23)
3. Self-Study report (SSR) – NAAC 3<sup>rd</sup> Cycle Accreditation

**Members present: 23/26**

Sl. No	Name	Designation
1	Dr. Gurunath Rao Vaidya, Principal, AIGS	Chairperson
<b>Management Representative</b>		
2	Mr. Bhooshan C B M, ES to Chairman, AI	Member
<b>External Members (Industry Rep)</b>		
3	Mr. S D Satish Chandra, Head – HR, IR & Admin, L & T Construction Equipment Ltd.	Member
4	Prof. Vijay Mishra, IISc, Centre of Nano science and Engineering, CEO- EVRYVED Pvt. Ltd	Member
<b>Community Representatives</b>		
5	Mr. Rajendra Kulkarni, Managing Director, Utkarsh Hospitality Pvt. Ltd	Member
<b>Parent Representatives</b>		
6	Mr. Dharanesh M G, MD, SLV Food Products	Member
<b>Alumni Representatives</b>		
7	Mr. Pavan, Designer – Leno Fashion	Member
<b>Student Representative</b>		
8	Mr. Mohites, II Sem - BCA	Member
9	Mr. Surya Narayan, IV Sem - BBA	Member
<b>Internal Members</b>		
10	Ms. Ashwini Atul Joshi, Head, Department of Fashion & Apparel Design	Member
11	Mr. Aditya U Diwan, Asst. Prof, Department of Computer Application	Member
12	Dr. S. Gopalakrishnan, Head, R&D and Assot. Prof, Department of Commerce	Member
13	Mr. Ramakrishna Reddy Kundur, Asst. Prof, Department of Computer Applications	Member
14	Mr. Shivappa C R, Librarian, AIGS	Member
15	Mr. Shashidhar S, Asst. Prof, Department of English	Member
16	Mr. Ashok Kumar M, Asst. Prof, Department of Mathematics	Member
17	Dr. Rajegowda H R, Asst. Prof, Department of Chemistry	Member
18	Dr. Mirshad Rahaman T M, Asst. Prof, Department of Social work	Member
19	Dr. Sudha M, Head & Asst. Prof, Department of Management	Member
20	Mr. George Varied T, Head & Asst. Prof, Department of Psychology	Member
21	Mr. Vishwanatha K, Administrative Officer, AIGS	Member
22	Ms. Kumuda N G, Assistant IQAC	Member
23	Dr. Riyaz ur Rahaman Khan, Asst. Prof, Department of Chemistry	IQAC Coordinator

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**Members Absent: 03/26**

Sl.No.	Designation	Name	Reason
1	Asia-Pacific Educational Engagement Manager, Altech South Asia	Ms. Godha Govind	On Visit to US
2	AOCS Officer- Security	Mr. Dheraj Saiyab	Out of Station
3	Digital Marketer, BMW Deutsche Motor	Mr. Shravan Babu	Out of Station

**Discussion Summary:**

Dr. Riyaz ur Rahaman Khan, IQAC Coordinator commenced the meeting by proposing a welcome address to all the external and internal IQAC committee members.

*The Management, Principal and Coordinator thanked the exiting members*

1. Alumni Representative - **Mr. Akilesh C S**, Research Associate, Infovision Social
2. Parent Representative - **Mr. Shanthi Vilvanathan**, Manager, Bank of Baroda
3. Community Representative - **Mrs. Jayalakshmi Narayan**, Yoga Teacher
4. Student Representative - **Ms. Komala B**, IV Sem BBA, for their commendable support, valuable inputs and suggestions during their association with the IQAC.

**Prof. Gurunath Rao Vaidya**, Principal & Chairperson of the committee, addressed the gathering about the intention and expectation of the meeting. The meeting proceeded with the presentation on quality initiatives, annual report of AIGS during the academic year 2022–23 and the process and details of submission of SSR on NAAC portal for the period 2017–18 to 2021–22.

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The members reviewed the annual report and QnM and QIM questionnaires of the SSR and discussed on

SI No	Action/Discussion Points
1	<b>Mr. Bhooshan C B M</b> , accentuated the opportunities on internships offered by the Institution. The feedback on the internship benefits and procedures were conveyed by the students participated.
2	<b>Mr. Rajendra Kulkarni</b> , suggested to i. Conduct student internships for longer duration. ii. Provide practical exposure to students. iii. Involve external members of expertise in the POSH cell. iv. Strategies must be built to improve placements.
3	<b>Mr. S D Satish Chandra</b> , insisted to i. Offer personality development classes. ii. Impart knowledge on daily life exposures relevant to the safety norms and regulations. iii. Create association/collaboration with the industry association centers - Karnataka Small Scale Industries Association (KASSIA), Ministry of Micro, Small & Medium Enterprises (MSME), Industries Association - Peenya, Doddaballapur Industries Association, Hoskote, Dabaspete...
4	<b>Prof. Vijay Mishra</b> , informed to i. Motivate students to enhance skills ii. Involve the student's in identifying solutions to the research problems. iii. Engage student's contribution in research and drive their interest by encouraging them to publish/author the research articles. iv. Enhance the submission of project proposals to various funding agencies. <b>Prof. Vijay Mishra</b> , ensured the IoT lab support.
5	<b>Prof. Gurunath Rao Vaidya</b> , discussed on the University calendar of events and possibilities to conduct the academic and other pertinent activities.
6	<b>Prof. Gurunath Rao Vaidya</b> , suggested <b>Mr. Aditya U Diwan</b> to coordinate with <b>Prof. Vijay Mishra</b> for the IoT lab support.

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7	<b>Dr. Sudha M</b> , pointed out the key focus of the Institute in strengthening the activities through the industry/company connects and tie-ups.
8	<b>Dr. Mirshad Rahaman T M</b> , listed out the Institute's collaborations with NGO's to promote various socio-beneficial activities.
9	<b>Mr. Pavan</b> , discussed on the developing the FAD laboratories by equipping with 3D instruments.
10	<b>Ms. Ashwini Atul Joshi</b> , emphasized on the Institute collaborations with the Industries through the MoU for grasping the new advanced technology and instruments. The industries would also facilitate in providing hands on training to the students and faculty fraternity.
11	<b>Mr. Surya Narayan</b> , suggested to bring in the investors expertise for lectures and training session. Request was placed to introduce the Investors Cell.
12	<b>Prof. Gurunath Rao Vaidya</b> , informed Dr. Sudha M and Mr. Surya Narayan to create a plan and identify the areas of benefit for the establishment of the Investors Cell.
13	<b>Mr. Mohites</b> , suggested that the trainees/faculty must apprise the procedures involved in Internships to the students.
14	<b>Dr. Riyaz ur Rahaman Khan</b> , presented the <b>NAAC PEER Team Visit</b> date proposed on <b>22 &amp; 23 Sept 2023, 11 &amp; 12 Oct 2023 and 07 &amp; 08 Nov 2023</b> .

**Prof. Gurunath Rao Vaidya**, laid-out the conclusion on the suggestion and inputs deduced by the Industrialists, academicians, community member, parent, alumni and student. The Principal also insisted on the presence of members during the Peer team visit. The IQAC Coordinator proposed the vote of thanks and encouraged the members to carry forward the spirit of cooperative engagement of academic and research activities for institutionalization of the processes. The coordinator thanked the Management and the Principal for providing this opportunity. Also, on his and on behalf of the Management and Principal thanked all the members for camaraderie and willingness to entrust the support, foster team spirit, and to visualize the goals within reach.

Signature of the Chairperson / Designation

**Principal**

Acharya Institute of Graduate Studies  
Soladevanahalli, Hesaraghatta Road  
BENGALURU-560 090

**Date: 22/07/2023**

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**Date & Time** : 13 November 2023

**Reference No:** AIGS/IBAC/P-NAACSAComm/

**Location** : Business Lab

**Duration** : 1.30 hours (03:00 p.m. – 04:30 p.m.)

**Agenda** :-

1. NAAC Peer Team Visit Preparation
2. Academic Calendar Preparation (Even Semester)
3. AQAR Submission

**Members present: 07/09**

Sl. No	Representative's Designation	Name
1	<b>IQAC Coordinator</b>	<b>Dr. Riyaz ur Rahaman Khan</b>
2	MoM, IQAC Drafts & SSR	Mrs. Anupama H
3	Criteria I	Ms. Ashwini Atul Joshi
4	Criteria II	Mr. Aditya Uday Diwan
5	Criteria III	Dr. Deepthi
6	Criteria IV	Mr. K. Ramakrishna Reddy
7	Criteria V	Mr. Shashidhar S
8	Criteria VI	Mr. Ashok Kumar M & Dr. Rajegowda H R
9	Criteria VII	Dr. Mirshad Rahman T M

**Members Absent: 02/09**

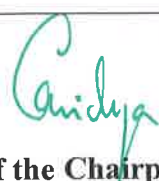
Sl. No.	Designation	Name	Reason
1	Criteria I Coordinator	Ms. Ashwini Atul Joshi	Leave
2	Criteria III Coordinator	Dr. Deepthi	University work

**Discussion Summary:** All coordinators were informed to complete the preparation of files and supporting documents for NAAC Peer Team visit. They were also advised to collaborate with club and cell coordinators to update and finalize the Academic Calendar for the even semester. Additionally, coordinators were reminded to prepare supporting documents and data templates for the timely submission of the AQAR.

	Action/Discussion Points	Responsibility	Timeline
1	NAAC Peer Team Visit Preparation	Criterion coordinators	On or before 16 November 2023
2	Academic Calendar Preparation	Criterion coordinators	On or before 21 December 2023
3	AQAR Submission	Criterion coordinators	On or before 08 December 2023

**Signature of the Chairperson/Designation**

**Date: 13/11/2023**

  
**PRINCIPAL**  
Acharya Institute of Graduate Studies  
Siddaganga Road, Hosur Road  
Bengaluru - 560107

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**Date & Time** : 07 March 2024  
**Location** : Business Lab  
**Duration** : 01.00 hours (04:00 p.m. – 05:00 p.m.)  
**Agenda** :-

**Reference No:** AIGS / IQAC / P - NAACSA 6m)

1. AISHE and NIRF Submission
2. IQAC Annual report
3. Two Days Workshop on ICT

**Members present: 07/09**

Sl. No	Representative's Designation	Name
1	IQAC Coordinator	Dr. Mirshad Rahman T M
2	MoM, IQAC Drafts & SSR	Mrs. Sikha & Mr. Raghupathula Usha Sai Kiran
3	Criteria I	Ms. Ashwini Atul Joshi
4	Criteria II	Mr. Aditya Uday Diwan
5	Criteria III	Dr. Akhila K P
6	Criteria IV	Mr. K. Ramakrishna Reddy
7	Criteria V	Mr. Shashidhar S
8	Criteria VI	Mr. Ashok Kumar M & Dr. Rajegowda H R
9	Criteria VII	Dr. Mirshad Rahman T M

**Members Absent: 02/09**

Sl. No.	Designation	Name	Reason
1	Criteria V Coordinator	Mr. Shashidhar S	University work
2	Criteria VI Coordinator	Mr. Ashok Kumar	Leave

**Discussion Summary:** All the coordinators were informed to coordinate the documentation for AISHE and NIRF submissions, working closely with the administrative office and relevant departments to ensure timely and accurate data compilation. Additionally, coordinators were instructed to collaborate with the examination department, various cells, and committees to compile and finalize the IQAC Annual Report. Plan. Organizing a two-day workshop on ICT for the Teaching-Learning Process were discussed, with an emphasis on practical, hands-on sessions.

	Action/Discussion Points	Responsibility	Timeline
1	AISHE and NIRF Submission	Criterion coordinators	On or before 29 March 2024
2	IQAC Annual report	Criterion coordinators	On or before 19 April 2024
3	Two Days Workshop on ICT	Criterion coordinators	On or before 02 May 2024

**Signature of the Chairperson / Designation**

**Date: 07/03/2024**

**PRINCIPAL**

Acharya Institute of Graduate Studies  
Soliadevanahalli, Hesaraghatta Road  
Bengaluru - 560107

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**Date & Time** : 26 June 2024

**Reference No:** AIGS/IQAC/Ext.Mbrs.Meeting/2023-24

**Location** : Business Lab

**Duration** : 2 hours (10:00 a.m. – 12:00 p.m.)

**Agenda** :-

- Certificate Course and Placement Training
- Domain Specific Training and Super 100
- Internships, Projects, and Industrial Visits
- MoUs, Extension Activity, and Extra-Curricular Activities

**Members present:** 21/23

<u>Sl. No</u>	<u>Name</u>	<u>Designation</u>
<u>1</u>	<u>Dr. Gurunath Rao Vaidya, Principle, AIGS</u>	<u>Chairperson</u>
<b><u>Management Representative</u></b>		
<u>2</u>	<u>Mr. Bhooshan C B M, ES to Chairman, AI</u>	<u>Member</u>
<b><u>External Members (Industry Rep)</u></b>		
<u>3</u>	<u>Ms. Godha Govind, Asia-Pacific Educational Engagement Manager, Altech South Asia</u>	<u>Member</u>
<u>4</u>	<u>Mr. S D Satish Chandra, Head – HR, IR &amp; Admin, L &amp; T Construction Equipment Ltd.</u>	<u>Member</u>
<b><u>Alumni/Parent/Community/Students Representatives</u></b>		
<u>5</u>	<u>Mrs. Jayalakshmi Narayan, Yoga Teacher</u>	<u>Member (Community)</u>
<u>6</u>	<u>Ms. Komala B, IV Sem BBA</u>	<u>Member (Student)</u>
<b><u>Internal Members</u></b>		
<u>7</u>	<u>Ms. Ashwini Atul Joshi, Head, Department of Fashion &amp; Apparel Design</u>	<u>Member</u>
<u>8</u>	<u>Mr. Aditya Uday Diwan, Asst. Prof, Department of Computer Applications</u>	<u>Member</u>
<u>9</u>	<u>Mr. Gururaj S, Dean, Academic, Acharya Institute of Graduate Studies</u>	<u>Member</u>
<u>10</u>	<u>Dr. SatishKumar K. B, Asst. Prof, Department of Chemistry</u>	<u>Member</u>
<u>11</u>	<u>Mr. Shashidhar S, Asst. Prof, Department of English</u>	<u>Member</u>
<u>12</u>	<u>Mr. Ashok Kumar M, Asst. Prof, Department of Mathematics</u>	<u>Member</u>
<u>13</u>	<u>Dr. Rajegowda H R, Asst. Prof, Department of Chemistry</u>	<u>Member</u>
<u>14</u>	<u>Mr. George Varied T, Head &amp; Asst. Prof, Department of Psychology</u>	<u>Member</u>
<u>15</u>	<u>Ms. Kumuda, Assistant IQAC</u>	<u>Member</u>
<u>16</u>	<u>Ms. Asha T, Assistant IQAC</u>	<u>Member</u>
<u>17</u>	<u>Dr. Mirshad Rahman T M, Asst. Prof, Department of Social Work</u>	<u>IQAC Coordinator</u>



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**Discussion Summary:**

Dr. Mirshad Rahman T M, IQAC Coordinator, commenced the meeting with a welcome address to all the external and internal IQAC committee members, acknowledging their valuable presence and contributions to the meeting.

**Prof. Gurunath Rao Vaidya**, Principal & Chairperson of the committee, addressed the gathering by outlining the key intentions and expectations of the meeting. He emphasized the importance of aligning academic and co-curricular activities to enhance the overall quality of education and student experience at the institution.

The meeting proceeded with the presentation of the proposed agenda by the Principal, which covered the following key points:

- The Chairperson discussed the importance of offering specialized certificate courses to enhance students' skills and employability. He emphasized the need to integrate placement training programs that would better prepare students for the competitive job market.
- The Chairperson also proposed the introduction of domain-specific training sessions designed to give students deeper knowledge in their respective fields of study. He also recommended the launch of the Super 100 program to identify and nurture high-potential students through intensive mentoring and skill-building.
- The Chairperson highlighted the significance of hands-on learning experiences, including internships, projects, and industrial visits. He urged the committee to strengthen the connection with industries for providing students with meaningful internships and opportunities for real-world project work, thereby enhancing their industry readiness.
- The Chairperson also highlighted the importance of extra-curricular activities in ensuring the overall development of students, encouraging them to actively participate in cultural, sports, and other co-curricular initiatives.

The members unanimously agreed on the proposed agenda, expressing strong support for the introduction of domain-specific training and the Super 100 program, emphasizing their potential to enhance students' industry readiness and subject expertise. There was also consensus on the importance of incorporating internships, industrial visits, and placement training to provide students with practical exposure and better



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career prospects. Additionally, members endorsed the idea of strengthening collaborations through MoUs and expanding extension activities, with a particular focus on fostering community engagement and offering students diverse learning opportunities. The value of extra-curricular activities was also recognized for promoting holistic student development.

**Prof. Gurunath Rao Vaidya**, laid-out the conclusion on the suggestion and inputs deduced by the Industrialists, academicians, community member, alumni and student. The IQAC Coordinator proposed the vote of thanks and encouraged the members to carry forward the spirit of cooperative engagement of academic and research activities for institutionalization of the processes. The coordinator thanked the Management and the Principal for providing this opportunity. Also, on his and on behalf of the Management and Principal thanked all the members for camaraderie and willingness to entrust the support, foster team spirit, and to visualize the goals within reach.

  
Signature of the Chairperson / Designation

Date: 26/06/2024

**PRINCIPAL**

Acharya Institute of Graduate Studies  
Soladevanshalli, Hesaraghatta Road  
Bengaluru - 560107