

Minutes of the Meeting held on 27th February 2021

Agenda

1. Reconstitution of IQAC
2. Reconstitution of IQAC Core Committee
3. Creation of e-mail ID for IQAC and Principal
4. Criteria wise work to be distributed
5. Jyothi Eswari N, HOD, Dept. of Computer Science -
6. Feedback forms for students to be designed by Jyothi Eswari
7. Office automation to be streamlined
8. Alumni Association to be fortified
9. Faculty to aspire for Ph.D.
10. Best Practices of the institution to be identified
11. Administrative & Academic audit to be done on a yearly basis
12. Business Lab & Language Lab to be established
13. Introduction of foreign languages
14. Memorial awards to be instituted
15. Institute social responsibility needs to be looked into. BBMP Park Adoption mentioned HOOD to be as per
16. Green initiatives to be encouraged -
Plastic free zone, rain water harvesting, recycling of water & so on
17. Tie up with industries
18. Membership with Youth Red Cross
19. More staff enrichment programmes required
20. Newsletters to be published
21. Next Meeting 4th March 2021

Expansion

① IQAC Re Constitution

S.No	Name	Designation
1.	Dr. Dharmendra Kumar T.P	Principal & Chairman - IQAC
2.	Smt. Sushila Rajan	HOD - Dept. of English IQAC Coordinator
3.	Sri. Sethurajan . S	Deputy Coordinator
4.	Dr. Puttaraj .	Asst. Prof. of History BMS Women's College - Mentor - Paramarsh Scheme & External Member
5.	Smt. Veena L .	HOD - Dept. of Commerce Member
6.	Smt. Pavithra H P	HOD - Dept. of Management Member
7.	Smt. Jyothi Eswari	HOD - Dept. of Computer Application - IT Coordinator
8.	Sri . Chukkaiah	Secretary, Community Centre Group of Educational Institutions - Management Representative
9.	Smt. Parvathi H S	Librarian
10.	Sri Jagadeesha	Office Superintendent
11.	Thomas Rahul	Student
12.	Sri . Manish Ashok	Alumnus
13.	Sri Lokesh B.S	Principal, Local Society Representative .
14.	Dr. Mithilesh Satyanarayanan	Industry Representative CEO, MIT SQUARE. LONDON INDIA

Core Committee

Sl. No.	Name	Designation
1.	Dr. Dharmendra Kumar T.P.	Principal & Chairperson IQAC
2.	Smt. Lushila Rajan	HOD - Dept. of English - Coordinator - IQAC
3.	Sri. Sethurajan S.	Deputy Coordinator
4.	Dr. Puttaraj P - Associate Prof. of History - BMS Women's College	Mentor - Paramarsh Scheme & External Member
5.	Smt. Veena L - HOD - Dept. of Commerce	Member
6.	Smt. Pavithra H P - HOD - Dept. of Management	Member
7.	Smt. Gyothi Eswari - HOD - Dept. of Computer Application	Member

2. Bogam Puttaraj stated that an official e-mail should be created for both IQAC & the Principal
3. Added that criteria should be apportioned
4. Smt. Gyothi Eswari was asked to create feedback forms
5. Dr. Puttaraj also mentioned that office automation should be upgraded
6. In addition he stated that the Alumni Association should be strengthened

7. He advised the core committee to take on research work and register for Ph.D.
8. Best Practices it was stated should be identified and strengthened.
9. He reiterated that Administrative & Academic audit should be done regularly.
10. Highlighted the importance of establishing Business Lab & Language Lab.
11. Further the necessity of introducing foreign language was emphasized.
12. The institution was asked to institute memorial awards.
13. Social Responsibility activities should be given importance is another aspect to be looked into [as another facet] that requires attention.]
13. The members stated that the Management had adopted the BBMP Park to which Dr. Puttaraj replied that it required the signing of MOU.
14. He further emphasized that green initiatives should be encouraged and students should participate in large numbers. He mentioned a few such activities - Plastic free zone, rain water harvesting, recycling of water & so on.
15. Tie up with ~~industries~~ industries was also stressed.
16. Emphasized that Youth Red Cross Membership would also be an added advantage.
17. Suggested that more staff enrichment programmes should be conducted.
18. Newsletters should be published to include the activities and programmes which are student centric.

Action Taken Report - 1st February 2021
Internal marks to be uploaded by 5th March 2021

- ① Internal marks to be uploaded by 5th March 2021
- ② Examination Committee formed -
 - Chief - Principal
 - Asst Chief - Smt. Veena L
 - Office Superintendent - Smt. Pavithra
 - Question paper Coordinator - Sri Sethurajan
 - Answer bundle submission - Sri Jagadeesha
 - in charge - Sri Yesuvaraj
 - Sri Nagaraj
- ③ Study holiday declared from 1st March 2021 for all V sem students and from 5th March for all III Semester streams.
- ④ Dr. Puttaraj, HOD, Dept. of History appointed as Mentor for NAAC under PARAMASH scheme.

Members Present

- ① Veena L *VL*
- ② Jyothiswari *J*
- ③ Sushila Rajan *SR*
- ④ Sethurajan S *S*
- ⑤ Pavithra EL P *HP*
- ⑥ Parvati H.S. *P*
- ⑦ Jagadeesha - *Jagadeesha*

[Signature]
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