

9<sup>th</sup> March 2021.

## MINUTES OF THE MEETING.

① Agenda

1. IQAC Committee to meet twice in a semester to review initiatives & implementations
2. Core Committee to meet frequently to analyse and update activities planned and measures taken
3. Criteria Coordinators appointed
4. Senior faculty assisted by two or three junior faculty to be in charge of each Criteria
5. Staff advised to study the SSR Report & criteria in great detail before proceeding to answer the questions in the criteria template
6. Second criterion requires the participation of more faculty members.
7. Each member should take a hard copy of the SSR report & read it thoroughly
8. Any updates in the SSR Report will be intimated by Dr. Puttaraj
9. SSR should be ready by June 2022
10. Supporting documents for the criteria should be collected from July 2017
11. Examples were given as who should be approached for collecting supporting documents
12. NAAC peer team will visit the college within six months of the submission of SSR.
13. While filling up the SSR format, one should take into consideration the quantitative & qualitative requirements

14. While making supporting documents for the criteria, the beginning & the ending date

July 2017 - June 2018

July 2018 - June 2019

July 2019 - June 2020

July 2020 - June 2021

July 2021 - June 2022

15. The staff was advised to understand the questions in terms of criteria, key indicators & questions

16. Staff & student exchange programmes should be carried out on a regular basis

17. Being a private institution, posts approved by the Management should be treated as permanent posts.

18. Recently uploaded SSR by different colleges should be read for better understanding

19. For Criterion 7 no ready made template is available - Criterion coordinators should identify relevant areas

20. Green initiative one of the best practices

21. Health Care can be shown as an extension of BBMP Health Care Centre.

22. Teachers can register for Counselling Courses offered by NIMHANS and administer counselling to students / a professional counsellor can be appointed on hourly basis

23. Alumni Meet in the month of April 2021

24. Red Cross Membership to be taken.

25. Newsletter to be brought out twice a year



26. Next IQAC Meeting to be held after a thorough reading and understanding of the Criteria.
27. Creation of IQAC file with the help of Dr. Puttaraj - Mentor under Paramash Scheme

### Action Taken Report 27<sup>th</sup> February 2021

1. IQAC reconstituted
2. E-mail ID created for both IQAC & Principal (Official)
3. Criteria wise distribution of work in-progress
4. Feedback forms being designed by Computer Application Department
5. Office Automation is being done with the help of the System Administrator
6. Faculty in search for research opportunities in different universities
7. One of the best practices - green initiatives
8. Forms being prepared for academic & administrative audit
9. Business Lab - Efforts are being made to set up Business Lab
10. Introduction of foreign languages being considered.
11. Memorial awards to be instituted - suggestions given to Management
12. MoU to be signed with the B&M Park
13. Green initiatives will be adopted and included for best practices
14. NSS Officer, Sri Ipsuraj asked to approach Youth Red Cross office and get information about forming the YRC Cell
15. Work has begun on bringing out the newsletter

Members Present

- ① Deena L
- ② Gyothiesware ✓
- ③ Lethurajan S. ✓
- ④ Sushila Rajan ✓
- ⑤ Pavithra H P ✓
- ⑥ Parvati A.S. ✓
- ⑦ Jagadeesha - Jagad ✓

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