

MINUTES OF MEETING: IQAC
ACHARYA INSTITUTE OF GRADUATE STUDIES
BENGALURU



Date & Time : 26 July 2022
Location : Business Lab
Duration : 1 hour (3 p.m. – 4 p.m.)

Reference No: AIGS/IQAC/P-NAAC-1st Sem/

Agenda :-


1. IQA Preparation
2. SSR Preparation

Members present: 10/12

Sl. No	Representative's Designation	Name
1	IQAC Chairperson	Prof. Gurunath Rao Vaidya
2	IQAC Coordinator & Criterion II	Dr. Riyaz Ur Rahaman Khan
3	Criterion III	Dr. S Gopal Krishnan
4	Criterion IV	Mr. Ravikiran R K
5	Criterion V	Mr. Shashidhar S & Ms. Noopura
6	Criterion VI	Mr. Ashok Kumar M
7	Criterion VII	Dr. Anupama Vijay Raghavan
8	Drafts	Mrs. Ranisha R
9	IQAC Assistant	Ms. Bindu K B
10	IQAC Assistant	Ms. Lavanya H

Members Absent: 3/12

Sl.No.	Designation	Name	Reason
1	Criterion VI	Mrs. Anupama H	
2	Criterion II	Dr. Prem Kumar D S	
3	Criterion I	Ms. Ashwini Atul Joshi	


PRINCIPAL
Acharya Institute of Graduate Studies
Soladevanahalli, Hosuraghatta Road
Bengaluru - 560107

MINUTES OF MEETING: IQAC
ACHARYA INSTITUTE OF GRADUATE STUDIES
BENGALURU



Discussion Summary: The meeting commenced with Dr. Riyaz-Ur-Rahman Khan addressing the members of the committee about the IQA Preparation and SSR Preparation. Prof. Gurunath Rao Vaidya reminded the committee members about the impending NAAC visit and the expiry of previous accreditation in the month of October. He expressed the regular updating of NAAC documents being handy in the preparation of SSR and organizing of essential data. It was also informed that the members must gear for the final SSR submission without any delay.

	Action/Discussion Points	Responsibility	Timeline
1	Dr. Riyaz Ur Rahman Khan communicated the completion of drafting Qualitative metrics immediately.	Mr. Ravikiran R K, Dr. Prashanth S C & Mr. Ashok Kumar	
2	The upload of AQAR needs to be completed by 31 July post the approval of Campus Canvas	All members	
2	Alumni interaction to be documented separately	Mr. Shashidhar S	
3	Alumni meet details pertaining to PETALS only to be documented under Alumni association activities	Mr. Shashidhar S	
4	Best practices may include Green initiatives too and the draft of the same is to be done.	Ms. Ranisha R and Dr. Anupama	
5	Research Grants and Projects details to be maintained year-wise	Dr. Gopal Krishnan	
6	The addition of Ms. Parimala as the coordinator for R & D was informed.	Dr. Gopal Krishnan	

Signature of the Chairperson / Designation
10/08/2022

PRINCIPAL
Acharya Institute of Graduate Studies
Soladevendrahalli, Hosuraghatta Road
Bengaluru - 560107

Date:

MINUTES OF MEETING: IQAC
ACHARYA INSTITUTE OF GRADUATE STUDIES
BENGALURU



Date & Time : 11 August 2022
Location : Business Lab
Duration : 1 hour (04:00 p.m. – 05:00 p.m.)
Agenda :-

Reference No:

1. AQAR Submission
2. IIQA Submission
3. Progress of SSR Preparation

Members present: 07/09

Sl. No	Representative's Designation	Name
1	IQAC Coordinator	Dr. Riyaz ur Rahaman Khan
2	MoM, IQAC Drafts & SSR	Mrs. Ranisha R
3	Criteria I	Ms. Ashwini Atul Joshi
4	Criteria II	Dr. Prem Kumar D S
5	Criteria III	Dr. Gopalakrishnan S
6	Criteria IV	Mr. Ravikiran R K & Mr. Prashanth S C
7	Criteria V	Mr. Shasidhar S
8	Criteria VI	Mr. Ashok Kumar M & Dr. Rajegowda H R
9	Criteria VII	Ms. Anupama V

Members Absent: 02/09

Sl. No.	Designation	Name	Reason
1	Criteria III Coordinator	Dr. Gopalakrishnan S	Leave
2	Criteria VI Coordinator	Dr. Rajegowda H R	Conduct of Practical's Lab

Discussion Summary: All coordinators were informed to complete the preparation of SSR by the month end and submit the SSR report to IQAC, also instructed to consolidate the supporting documents of AQAR and IIQA. All coordinators must maintain the criteria wise files.

	Action/Discussion Points	Responsibility	Timeline
1	AQAR: Status of supporting documents Criterion wise	Criterion coordinators	On or before 31 August 2022
2	IIQA: Finalizing the required documents	Criterion coordinators	On or before 31 August 2022
3	SSR: Follow-up of the progress of required documents and data templates	Criterion coordinators	On or before 31 August 2022

Signature of the Chairperson / Designation

Date: 11/08/2022

PRINCIPAL
Aacharya Institute of Graduate Studies
Soladevanahalli, Mesaraghatta Road
Bengaluru - 560107

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



Date & Time : 17 October 2022
Location : Business Lab
Duration : 3 hour (11:00 a.m. – 02:00 p.m.)
Agenda :-

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

- Quality initiatives
- NIRF Submission
- Progress of SSR
- Annual Report Discussion

Members present: 21/23

Sl. No	Name	Designation
<u>1</u>	<u>Dr. Gurunath Rao Vaidya, Principle, AIGS</u>	<u>Chairperson</u>
Management Representative		
<u>2</u>	<u>Mr. Bhooshan C B M, ES to Chairman, AI</u>	<u>Member</u>
External Members (Industry Rep)		
<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 & Admin, L & T Construction Equipment Ltd.</u>	<u>Member</u>
Alumni/Parent/Community/Students Representatives		
<u>5</u>	<u>Mr. Akilesh C S, Research Associate, Infovision Social</u>	<u>Member (Alumni)</u>
<u>6</u>	<u>Mr. Shanthi Vilvanathan, Manager, Bank of Baroda</u>	<u>Member (Parent)</u>
<u>7</u>	<u>Mrs. Jayalakshmi Narayan, Yoga Teacher</u>	<u>Member (Community)</u>
<u>8</u>	<u>Ms. Komala B, IV Sem BBA</u>	<u>Member (Student)</u>
Internal Members		
<u>9</u>	<u>Ms. Ashwini Atul Joshi, Head, Department of Fashion & Apparel Design</u>	<u>Member</u>
<u>10</u>	<u>Mr. Aditya Uday Diwan, Asst. Prof, Department of Computer Applications</u>	<u>Member</u>
<u>11</u>	<u>Dr. S. Gopalakrishnan, Head, R&D and Assot. Prof, Department of Commerce</u>	<u>Member</u>
<u>13</u>	<u>Dr. SatishKumar K. B, Asst. Prof, Department of Chemistry</u>	<u>Member</u>
<u>14</u>	<u>Mr. Shashidhar S, Asst. Prof, Department of English</u>	<u>Member</u>
<u>15</u>	<u>Mr. Ashok Kumar M, Asst. Prof, Department of Mathematics</u>	<u>Member</u>
<u>16</u>	<u>Dr. Rajegowda H R, Asst. Prof, Department of Chemistry</u>	<u>Member</u>
<u>17</u>	<u>Dr. Anupama V, Asst. Prof, Department of Psychology</u>	<u>Member</u>
<u>18</u>	<u>Mrs. Ranisha R, Asst. Prof, Department of English</u>	<u>Member</u>
<u>19</u>	<u>Dr. Sudha M, Head & Asst. Prof, Department of Management</u>	<u>Member</u>

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



<u>20</u>	<u>Mr. George Varied T, Head & Asst. Prof, Department of Psychology</u>	<u>Member</u>
<u>21</u>	<u>Ms. Bindu K B, Assistant IQAC</u>	<u>Member</u>
<u>22</u>	<u>Ms. Lavanya H, Assistant IQAC</u>	<u>Member</u>
<u>23</u>	<u>Dr. Riyaz ur Rahaman Khan, Asst. Prof, Department of Chemistry</u>	<u>IQAC Coordinator</u>

Members Absent: 02/23

Sl.No.	Designation	Name	Reason
1	Manager, Bank of Baroda	Mr. Shanthi Vilvanathan	Out of Station
2	Asst. Prof, Department of English	Mrs. Ranisha R	Leave

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.

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 NIRF and SSR on NAAC portal for the period 2017–18 to 2021–22.

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

MINUTES OF MEETING: IQAC
ACHARYA INSTITUTE OF GRADUATE STUDIES
BENGALURU



Sl No	Action/Discussion Points
1	Mr. Bhooshan C B M, accentuated the opportunities on internships offered by the Institution. The feedback on the internship benefits and procedures were conveyed by the students participated.
2	Mr. Rajendra Kulkarni, 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	Prof. Vijay Mishra, 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. Prof. Vijay Mishra, ensured the IoT lab support.
5	Prof. Gurunath Rao Vaidya, discussed on the Annual Report of events and updated the Academic Calendar preparation for the next academic year
6	Prof. Gurunath Rao Vaidya, suggested Mr. Aditya U Diwan to coordinate with Prof. Vijay Mishra for the IoT lab support.
14	Dr. Riyaz ur Rahaman Khan, presented the Quality initiatives by IQAC.

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: 17/10/2022

PRINCIPAL
Acharya Institute of Graduate Studies
Soladevanahalli, Hesaraghatta Road
Bengaluru - 560107

MINUTES OF MEETING: IQAC
ACHARYA INSTITUTE OF GRADUATE STUDIES
BENGALURU



Date & Time : 20 March 2023
Location : Business Lab
Duration : 3 hour (11:00 a.m. – 02:00 p.m.)
Agenda :-

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

1. Faculty Folder Audit
2. AAA Audit
3. Department PPT Presentation for NAAC Peer Team Visit

Members present: 21/23

Sl. No	Name	Designation
<u>1</u>	<u>Dr. Gurunath Rao Vaidya, Principle, AIGS</u>	<u>Chairperson</u>
Management Representative		
<u>2</u>	<u>Mr. Bhooshan C B M, ES to Chairman, AI</u>	<u>Member</u>
External Members (Industry Rep)		
<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 & Admin, L & T Construction Equipment Ltd.</u>	<u>Member</u>
Alumni/Parent/Community/Students Representatives		
<u>5</u>	<u>Mr. Akilesh C S, Research Associate, Infovision Social</u>	<u>Member (Alumni)</u>
<u>6</u>	<u>Mr. Shanthi Vilvanathan, Manager, Bank of Baroda</u>	<u>Member (Parent)</u>
<u>7</u>	<u>Mrs. Jayalakshmi Narayan, Yoga Teacher</u>	<u>Member (Community)</u>
<u>8</u>	<u>Ms. Komala B, IV Sem BBA</u>	<u>Member (Student)</u>
Internal Members		
<u>9</u>	<u>Ms. Ashwini Atul Joshi, Head, Department of Fashion & Apparel Design</u>	<u>Member</u>
<u>10</u>	<u>Mr. Aditya Uday Diwan, Asst. Prof, Department of Computer Applications</u>	<u>Member</u>
<u>11</u>	<u>Dr. S. Gopalakrishnan, Head, R&D and Assot. Prof, Department of Commerce</u>	<u>Member</u>
<u>13</u>	<u>Dr. SatishKumar K. B, Asst. Prof, Department of Chemistry</u>	<u>Member</u>
<u>14</u>	<u>Mr. Shashidhar S, Asst. Prof, Department of English</u>	<u>Member</u>
<u>15</u>	<u>Mr. Ashok Kumar M, Asst. Prof, Department of Mathematics</u>	<u>Member</u>
<u>16</u>	<u>Dr. Rajegowda H R, Asst. Prof, Department of Chemistry</u>	<u>Member</u>
<u>17</u>	<u>Dr. Anupama V, Asst. Prof, Department of Psychology</u>	<u>Member</u>
<u>18</u>	<u>Mrs. Ranisha R, Asst. Prof, Department of English</u>	<u>Member</u>
<u>19</u>	<u>Dr. Sudha M, Head & Asst. Prof, Department of Management</u>	<u>Member</u>
<u>20</u>	<u>Mr. George Varied T, Head & Asst. Prof, Department of Psychology</u>	<u>Member</u>

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



<u>21</u>	<u>Ms. Bindu K B, Assistant IQAC</u>	<u>Member</u>
<u>22</u>	<u>Ms. Lavanya H, Assistant IQAC</u>	<u>Member</u>
<u>23</u>	<u>Dr. Riyaz ur Rahaman Khan, Asst. Prof, Department of Chemistry</u>	<u>IQAC Coordinator</u>

Members Absent: 02/23

Sl.No.	Designation	Name	Reason
1	Head, Department of Fashion & Apparel Design	Ms. Ashwini Atul Joshi	On Duty
2	Head & Asst. Prof, Department of Psychology	Mr. George Varied T,	On Duty

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.

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 discussion of Quality Audits for the academic year and schedule for AAA Audit and Faculty Folder.

The members reviewed the guidelines of Quality Audits and discussed on the following points.

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



Sl No	Action/Discussion Points
1	Mr. Bhooshan C B M, emphasized the importance of maintaining files and supporting documents as per the NAAC format and addressed the quality audits to be conducted department wise.
2	Prof. Gurunath Rao Vaidya, discussed on the timeline for preparing the Department PPT for NAAC Peer Team Visit and provided insights on quality aspects of the respective departments to be included in the Presentation.
3	Dr. Riyaz ur Rahaman Khan, presented the strategic plan to complete the Quality Audits and provided inputs on preparing Department PPT.

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

Principal
Principal
Aacharya Institute of Graduate Studies
Soladevanahalli, Hesarghatta Road
Bengaluru - 560107

Date: 20/03/2023