



**CHILDREN'S EDUCATION SOCIETY (Regd.)**  
**THE OXFORD COLLEGE OF BUSINESS MANAGEMENT**  
(Recognised by the Government of Karnataka, Affiliated to Bangalore University,  
Approved by A.I.C.T.E. New Delhi)  
Accredited by NAAC & Certified by IAO  
No.32, 19<sup>th</sup> Main, 17<sup>th</sup> 'B' Main, Sector-4, H.S.R. Layout, Bangalore -560102

**Minutes of the IQAC meeting**

IQAC/TOCBM/26/2019

13<sup>th</sup> May, 2019

The Chairman IQAC, welcomed all the committee members and began the meeting.

1. The Chairperson called a review meeting to analyze the activities conducted during the current semester.
2. The meeting also focused on student project quality enhancement.
3. The chairperson also proposed on conducting extra classes for weaker students to enhance the quality of results.

The chairman thanked everyone for their presence at the meeting

Members Present:

Sl.no	Name	Signature
1	Dr. Monoo John, Chairperson-IQAC	
2	Prof. Pratibha M.R, IQAC Co-ordinator & Dean-Administration	
3	Prof. Kalavathy K.S, Dean- Academics	
4	Prof. Roshini James, Dean- HR	
5	Prof. Vijaianand, Dean-Examination	
6	Dr. Tarakramireddy, Dean-Research	
7	Prof. Jaisimha D.S, HOD, UG Studies	
8	Mr. Nagraj, Administrator	
9	Ms. Shruthi- Member	
10	Mr. Preetam Oswal, Alumini Representative	
11	Dr. Ritika Sinha, External Expert	

**PRINCIPAL**  
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**Minutes of the IQAC meeting**

IQAC/TOCBM/25/2019

18<sup>th</sup> Jan, 2019

The Chairman IQAC, welcomed all the committee members and began the meeting.

1. The Chairperson called a review meeting to analyze all the activities conducted during the semester.
2. Discussion was made on the preparation of lesson plan, list of activities and calendar of events to be prepared for the upcoming semester.
3. The Chairperson also emphasized on improving the quality of each faculty by writing more research papers
4. He also emphasized on quality enhancement during teaching sessions by focusing more on weaker students.
5. The chairperson also asked to submit proposals for extension activities.

The chairman thanked everyone for their presence at the meeting

**Members Present:**

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1	Dr. Monoo John, Chairperson-IQAC	
2	Prof. Pratibha M.R, IQAC Co-ordinator & Dean-Administration	
3	Prof. Kalavathy K.S, Dean- Academics	
4	Prof. Roshini James, Dean- HR	
5	Prof. Vijaianand, Dean-Examination	
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7	Prof. Jaisimha D.S, HOD, UG Studies	
8	Dr. R Nagaraj, Management Representative	
9	Mr. Nagaraj, Administrator	
10	Ms. Shruthi- Member	
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IQAC/TOCBM/28/2019

Minutes of the IQAC meeting

6<sup>th</sup> Nov, 2019

The Chairman IQAC, welcomed all the committee members and began the meeting.

1. The IQAC chairperson updated all about the upcoming workshops and field visits planned for the end of the month to get practical exposure of the subject.
2. IQAC coordinator emphasized on strengthening ICT usage for teaching and learning process. It was decided to conduct a Faculty development program on ICT usage in teaching learning process.
3. Preparation of AQAR was also discussed in the meeting
4. Each dean was given one criteria and preparation of the documents was told to each
5. The last date of submission of AQAR was taking into consideration and deadline of each criteria was set.

The chairman thanked everyone for their presence at the meeting

Members Present:

Sl.no	Name	Signature
1	Prof. Jacob Alexander, Chairperson-IQAC	
2	Prof. Pratibha M.R, IQAC Co-ordinator & Dean-Administration	
3	Prof. Kalavathy K.S, Dean- Academics	
4	Prof. Roshini James, Dean- HR	
5	Prof. Vijaijanand, Dean-Examination	
6	Dr. S. Chitadevi, Dean-Research	
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**Minutes of the IQAC meeting**

IQAC/TOCBM/24/2018

27<sup>th</sup> Sep, 2018

The Chairman IQAC welcomed all the committee members and began the meeting.

1. The Chairperson called the meeting to discuss the NAAC Result
2. A detailed analysis of all the criteria's were done to find out the loophole
3. It was observed that score was less in criteria 3 and criteria 5.
4. The chairperson emphasized on improving these areas for upgrading the performance.
5. The chairperson and IQAC coordinator showed their concern towards low grade and considered reapplying for accreditation.

The meeting ended on a note that special care should be taken in the areas of concern.

**Members Present:**

Sl.no	Name	Signature
1	Dr. Monoo John, Chairperson-IQAC	
2	Prof. Pratibha M.R, IQAC Co-ordinator & Dean-Administration	
3	Prof. Kalavathy K.S, Dean- Academics	
4	Prof. Roshini James, Dean- HR	
5	Prof. Vijajanand, Dean-Examination	
6	Dr. Tarakramireddy, Dean-Research	
7	Prof. Jaisimha D.S, HOD, UG Studies	
8	Dr. R Nagaraj, Management Representative	
9	Mr. Nagaraj, Administrator	
10	Ms. Shruthi- Member	

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Minutes of the IQAC meeting

IQAC/TOCBM/27/2019

5<sup>th</sup> Aug, 2019

The IQAC coordinator welcomed all the committee members and began the meeting.

1. The IQAC was reconstituted and a new Chairperson as well as research Dean was appointed.
2. The IQAC coordinator welcomed the new Chairperson, Jacob Alexander and new Research Dean, Dr. S Chitradevi.
3. The Chairperson then addressed everyone and focused on Quality enhancement throughout the semester by arranging for field visits, symposium, workshop etc.
4. The chairperson also asked to prepare the proposal for the same.
5. One of the agendas of the meeting was to plan for upcoming 1<sup>st</sup> and 3<sup>rd</sup> Semester MBA and MCOM.
6. It was reiterated that the quality of teaching learning should be improved and should be taken into consideration while planning for upcoming semesters.

The chairman thanked everyone for their presence at the meeting.

Members Present:

Sl.no	Name	Signature
1	Prof. Jacob Alexander, Chairperson-IQAC	Jacob
2	Prof. Pratibha M.R, IQAC Co-ordinator & Dean-Administration	M.R. Pratibha
3	Prof. Kalavathy K.S, Dean- Academics	Kalavathy K.S.
4	Prof. Roshini James, Dean- HR	Roshini James
5	Prof. Vijaianand, Dean-Examination	Vijaianand
6	Dr. S. Chitadevi, Dean-Research	S. Chitadevi
7	Prof. Jaisimha D.S, HOD, UG Studies	Jaisimha D.S.
8	Mr. Nagraj, Administrator	
9	Mr. Preetam Oswal, Alumini Representative	Preetam
10	Dr. Ritika Sinha, External Expert	

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**Minutes of the IQAC meeting**

IQAC/TOCBM/23/2018

22<sup>nd</sup> Aug, 2018

The Chairman IQAC, welcomed all the committee members and began the meeting.

1. The Principal boosted everyone for the hard work and effort put in by every individual in collecting all the minute details related to documentation.
2. He motivated all to be ready for the peer team visit.
3. A small presentation was made by each dean regarding their criteria.
4. The Principal also set everyone's expectation regarding the peer visit and checking procedure.

The chairman thanked everyone for their efforts and hard work.

**Members Present:**

Sl.No	Name	Signature
1	Dr. Monoo John, Chairperson-IQAC	
2	Prof. Pratibha M.R, IQAC Co-ordinator & Dean-Administration	
3	Prof. Kalavathy K.S, Dean- Academics	
4	Prof. Roshini James, Dean- HR	
5	Prof. Vijaianand, Dean-Examination	
6	Dr. Tarakramireddy, Dean-Research	
7	Prof. Jaisimha D.S, HOD, UG Studies	
8	Dr. R Nagaraj, Management Representative	
9	Mr. Nagraj, Administrator	
10	Ms. Shruthi- Member	

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**Minutes of the IQAC meeting**

IQAC/TOCBM/22/2018

7<sup>th</sup> Aug, 2018

The Chairman IQAC, welcomed all the committee members and began the meeting.

1. The Principal reviewed all the hard copies of the documents to be presented to the peer team.
2. A crosscheck list was asked to be prepared by each dean so that last minute chaos could be avoided.
3. Each dean was instructed to have a copy of common documents so that each one can give their inputs as and when required.
4. Discussions regarding upcoming semester was also done. Planning of the Calendar of Events, lesson plan and chalking out of activities were also done.

Meeting ended on the note that each dean should be ready with all the paperwork by the next meeting.

Members Present:

Sl.no	Name	Signature
1.	Dr. Monoo John, Chairperson-IQAC	
2.	Prof. Pratibha M.R, IQAC Co-ordinator & Dean-Administration	
3.	Prof. Kalavathy K.S, Dean- Academics	
4.	Prof. Roshini James, Dean- HR	
5.	Prof. Vijaianand, Dean-Examination	
6.	Dr. Tarakramireddy, Dean-Research	
7.	Prof. Jaisimha D.S, HOD, UG Studies	
8.	Dr. R Nagaraj, Management Representative	
9.	Mr. Nagraj, Administrator	
10.	Dr. Preeti Sharma, Industry Expert	
11.	Mr. Preetam Oswal, Alumini Representative	
12.	Dr. Ritika Sinha, External Expert	
13.	Ms. Shruthi- Member	

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**Action Taken Report**

<b>Agenda discussed</b>	<b>Action Taken</b>
Discussion about the preparations of NAAC peer team visit	Reviewed of the documents by all the deans and keeping the documents ready for the visit.
Planning for the upcoming semester	Prepared lesson plans and calendar of events
Chalking of the activities	Workshops, conferences and seminars planned.
Planned for NAAC peer team visit	Presentations were done by all the deans
Analysis of NAAC results and concerns were discussed.	To strengthen the placement activities and motivate the faculties to concentrate on Research activities.
Chairperson called for a review meeting. Submission of proposals for extension activities.	Reviewed activities of the semester and laid emphasis on quality enhancement of teaching-learning process. Proposals were submitted and extension activities conducted
Quality enhancement activities for teaching learning process	Arranged field visits, symposium and workshops
Proposal for strengthening of ICT usage in teaching	Faculty development program was conducted

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