

# The Oxford College of Business Management

Recognised by the Government of Karnataka, Permanently Affiliated to Bangalore University Approved by AICTE, New Delhi and Recognised by UGC under Section 2(f) & 12(B) Accredited by NAAC, Accredited by International Accreditation Organization (IAO)

#### **IQAC**

# Meeting Minutes - [Apr-Jun 2019]

Objective:	AQAR Review Meeti	ng		
Date:	11/06/2019	Location:	Board Room	
Time:	11:00 AM	Meeting Type:	AQAR Meeting	
Called By:	Prof Pratibha M R	Facilitator:	Mr. JaiSimha D.S	3
Timekeeper:	Dr Kalavathy K.S	Note Taker:	Dr. SwetaBhasin	
Submitted by:	Dr. SwetaBhasin	Approved by:	Pratibha M R	
	Dr Chitra Devi	cht.		
	Prof Vijaianand A Ms. Arpana Prof Jaisimha D.S	Vingenta.	91	
Agenda Items	Prof Vijaianand A	Viengendon perio D forbirbs	Presenter	Time Allotted

#### Discussion

- A crosscheck list was asked to be prepared by each dean so that last minute chaos could be avoided.
- Each dean was instructed to have a copy of common documents so that each one can
  give their inputs as and when required.
- Green audit report was forwarded to the management for review.
- IQAC has prepared a Quality improvement report and forwarded it to the management.
- Planning of the Calendar of Events, lesson plan and chalking out of activities were also done.





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The Principal reviewed by NAAC According by International According for Organization (IAO)

N A	Atom Itoms	Responsible	Due Date
New A	Enlisting new courses	Dr Kalavathy	11.07.2019
1	State to get Enrolled for the courses	Dr Kalavathy	11.07.2019
2	Students to get Enrolled for the courses	Dr Kalavathy	11.07.2019
3	Preparation of lesson plan for PG	Di Kalavatily	

Prof. Jacob Alexander Director

DIRECTOR
The Oxford College of Business Management
H.S.R. Layout, Sector-4,
Bangalore - 580 102.





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# **IQAC**

Meeting Minutes – [Jul-Sep 2019]

Meeting Inform				
Objective:	Review of the NAAC w	ork assigned.		
Date:	05/09/2019	Location:	Board Room	
Time:	2:00 PM	Meeting Type:	AQAR Meeting	
Called By:	PrJacob Alexander	Facilitator:	Dr Chitra Devi	
Timekeeper:	SwetaBhasin	Note Taker:	Dr. SwetaBhasin	
Submitted by:	SwetaBhasin	Approved by:	Prof Pratibha MR	
Attendees:	Prof Jacob Alexander Prof .Pratibha M R Dr Chitra Devi Dr Kalavathy Dr Roshni James Prof Vijaianand A Dr Arpana Prof Jaisimha D.S Mr PreetamOswal Mr Vivekananda	Lep anthy hyper hyper ekanada		
Agenda Items		97/	Presenter	Time Allotted
1 Ger	neral Review on session pl	an .	Prof Pratibha M.R	30 mins
Discussion				

- The Chairperson called a review meeting to analyze all the activities conducted
- Admission profile was reviewed by IQAC.
- Calendar of events was reviewed
- Academic audit was conducted and report was forwarded to the principal and management
- The chairperson also asked to submit proposals for new activities including extension activities.
- IQAC has collected the student feedback analyze and prepared a report on it.
- Session plan was created by the faculties and reviewed by IQAC.
- Infrastructure improvement requirement was collected from the department.





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Items	Responsible	Due Date
	Jaisimha D S	Nov 2019
	Chitra Devi	Nov 2019
	Items Club activities into Action Extension Activities	Club activities into Action Jaisimha D S

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# IQAC Meeting Minutes – [Jan-Feb 2020]

Meeting Info	rmation			
Objective:	Review on the AQA	AR work progress		
Date:	03/01/2020	Location:	Board Room	
Time:	11:00 AM	Meeting Type:	AQAR Meeting	
Called By:	Jacob Alexander	Facilitator:	Dr.Swapna	
Timekeeper	: SwetaBhasin	Note Taker:	Dr. SwetaBhasi	
Submitted b		Approved by:	Prof. Jacob Alex	xander
Attendees:	Prof. Jacob Alexand	der		
	Prof .Pratibha M R	MER		
	Dr Chitra Devi	3. ctuber	5	
	Dr Kalavathy Las	wathy_	F.	
	Mr. Roshni James	that 1	8/	
	Prof Vijaianand A	11 -10	- Land	1 2 2 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	Prof Jaisimha D.S. Ms.Arpana	ParaD		
	Dr Preeti Sharma			
	Mr PreetamOswal	The same		
	Mr Vivekananda	Vinekarard.		- N
Agenda Ite	ms		Presenter	Time Allotted
1	General Review to anal conducted during the cu and formation of studen	irrent semester	Prof. Pratibha M.R	40mins
1 - 1 - 1 -		600		



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- The Chairperson called a review meeting to analyze the activities conducted during the current semester.
  - Session plan is created by the faculties and reviewed by IQAC.
  - Academic calendar is reviewed by IQAC.
  - IQAC has collected the student feedback analyze and prepared a report on it.
  - · Students council should be framed
  - The chairperson also proposed on conducting extra classes for weaker students to enhance the quality of results.

New A	ction Items	Responsible	Due Date
1	Session Plan was created	Jaisimha D S	31.1.2020
2	Remedial classes were introduced	Jaisimha D S	31.1.2020
3	Calender of events and session plan	Dr Chitra Devi	31.1.2020
4.	was created Students council framed	Mr.Vijaianand	31.1.2020

Prof. Jacob Alexander Director DIRECTOR

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# IQAC Meeting Minutes – [Oct-Dec2019]

Meeting Info	Review of Work progr	passed In Critoria 1 9- 2		
Objective:		Location:	Board Room	
Date:	20/12/2019		AOAR Meeting	
Time:	11:00 AM Jacob Alexander	Meeting Type: Facilitator:	Dr Chitra Devi	
Called By:	Dr. SwetaBhasin	Note Taker:	SwetaBhasin	
Timekeeper:	Dr. SwetaBhasin		Prof Pratibha MR	
Submitted by: Attendees:	Prof Jacob Alexande	Approved by:	Tioi Tiutiona tint	
	Prof .Pratibha M R Dr Chitra Devi Dr Kalavathy Dr Roshni James Prof Vijaianand	ichtoreh.	10 11	
	Prof Jaisimha D.S			
A Ja Tean	Prof Jaisimha D.S o		Presenter	Time Allotted
Agenda Iter	Prof Jaisimha D.S Dr Preeti Sharma	Perti	Presenter Prof Pratibha M.R	Time Allotted
1	Prof Jaisimha D.S  Dr Preeti Sharma  AQAR Criteria – 1 Review	Peeti.	Prof Pratibha M.R	Allotted
	Prof Jaisimha D.S Dr Preeti Sharma	Peeti.		Allotted 15 mins
2	Prof Jaisimha D.S  Dr Preeti Sharma  AQAR Criteria – 1 Review	Peeti.	Prof Pratibha M.R	Allotted 15 mins
1 2 Discussion	Prof Jaisimha D.S  Dr Preeti Sharma  AS  AQAR Criteria – 1 Review  AQAR Criteria – 2 Review	Peeti.	Prof Pratibha M.R	Allotted 15 mins
1   2	Prof Jaisimha D.S  Dr Preeti Sharma  AQAR Criteria – 1 Review  AQAR Criteria – 2 Review  R will be prepared.  Will coordinate with the member of IQAC will com	office, faculties to collipile the data.	Prof Pratibha M.R Prof Pratibha M.R	Allotted 15 mins
Discussion	Prof Jaisimha D.S  Dr Preeti Sharma  AQAR Criteria – 1 Review AQAR Criteria – 2 Review  R will be prepared. C will coordinate with the member of IQAC will com AQAR will be reviewed b	office, faculties to collipile the data.	Prof Pratibha M.R Prof Pratibha M.R ect the data.	Allotted 15 mins
1   2	Prof Jaisimha D.S  Dr Preeti Sharma  AQAR Criteria – 1 Review AQAR Criteria – 2 Review  R will be prepared.  Will coordinate with the member of IQAC will com AQAR will be reviewed b  Items	office, faculties to collepile the data.  y the coordinator.	Prof Pratibha M.R Prof Pratibha M.R	Allotted 15 mins 15 mins
Discussion	Prof Jaisimha D.S  Dr Preeti Sharma  AQAR Criteria – 1 Review AQAR Criteria – 2 Review  R will be prepared. C will coordinate with the member of IQAC will com AQAR will be reviewed b	office, faculties to collipile the data. y the coordinator.	Prof Pratibha M.R Prof Pratibha M.R ect the data.  Responsible	Allotted 15 mins 15 mins  Due Date

Prof. Jacob Alexander

Director

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# IQAC Meeting Minutes – [Feb - 2020]

<b>Meeting Inform</b>	ation			
Objective:	Review On Criteria 3			
Date:	15/02/2020	Location:	Board Room	
Time:	2:00 pm	Meeting Type:	AQAR Meeting	
Called By:	Jacob Alexander	Facilitator:	Dr Chitra Devi	
Timekeeper:	Dr.SwetaBhasin	Note Taker:	Dr.SwetaBhasin	
Submitted by:	Dr.SwetaBhasin	. Approved by:	Prof Pratibha MR	
Attendees:	Prof Jacob Alexander			
	Prof .Pratibha M R	MPP		
•	Dr Chitra Devi	o chrone		
	Dr Kalavathy Lale	wathy		
	Dr Roshni James			
	Dr Arpana	18pene	2	
	Prof Vijaianand A N	- while		
	Prof Jaisimha D.S	m hime		
	Mr PreetamOswal	Dr.	377	
	Mr Vivekananda	mikmala.	37	
Agenda Items	J. J.	- and the second	Presenter	Time Allotted
	view of Criteria 3	10 54 60 A MILLION	Prof Pratibha MR	30
	Con-	Company of the sales of the Samuel Company of the sales o	41.0	

- IQAC has prepared a Quality improvement report and forwarded it to the management
- IQAC has conducted the workshop on uses of ICT with the faculties.
- Teachers to Publish more papers in recognised journals.
- Academic calendar was reviewed by IQAC.

Responsible	Due Date
Jacob Alexander	21.2.2020
Jacob Alexander	27.2.2020

Pro Jacob Alexander

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# IQAC Meeting Minutes – [March 2020]

Objective:	Review On Criteria 4		
Date:	20/03/2020	Location:	Board Room
Time:	11:00 AM	Meeting Type:	AQAR Meeting
Called By:	Jacob Alexander	Facilitator:	Dr Chitra Devi
Timekeeper:	SwetaBhasin	Note Taker:	SwetaBhasin
Submitted by:	SwetaBhasin	Approved by:	Prof Pratibha MR
	Prof Pratibha M R 4 Dr Chitra Devi Dr Kalavathy Dr Roshni James Dr Arpana Prof Vijaianand A	Landry	

Agenda	Items	Presenter	Allotted
1	Infrastructure & Learning Resources	Prof Jacob Alexander	30
	The same of the sa	Marine I was a series of the s	

#### Discussion

- Library betterment plan was created by the faculties and reviewed by IQAC.
- IQAC has to collect data on Physical facilities.
- Library enhancement activities .
- IQAC has to review E content developed by teachers.

	T/	Responsible	Due Date
New Action	Data feedback on E – Pathshala portal	Prof Jaisimha D S	18.4.2020
1	Activities done to enhance classrooms	Jacob Alexander	30.5.2020
2	List of new books to be given by respective faculties	Dr Chitra Devi	10.4.2020
3	List of new books to be given by respective		

Prof. Jacob Alexander

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# **IQAC** Meeting Minutes - [May 2020]

Meeting Inform	nation			
Objective:	Review of Criteria 5			
Date:	02/05//2020	Location:	Board Room	
Time:	11:00 AM	Meeting Type:	AQAR Meeting	
Called By:	Jacob Alexander	Facilitator:	Dr Chitra Devi	
Timekeeper:	Dr.SwetaBhasin Note Taker: y: SwetaBhasin Approved by:		Dr. Sweta Bhasin Prof. Jacob Alexander	
Submitted by:				
	Dr Roshni James Dr Arpana Prof Jaisimha D.S Dr Preeti Sharma	JPONO D		
	Me Drootam()cwal -	w.	w 5	
	Mr PreetamOswal		Presenter	Time Allotted
Agenda Items 1 G	13	NV 9TO	Presenter Prof. Jacob Alexander	
1 G	eneral Review on Criteria	रके भी	Prof. Jacob Alexander	Allotted 30 mins
Discussion  Stud Disc	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	er education in percentanent for the students	Prof. Jacob Alexander	Allotted 30 mins
Discussion  Stud Disc IQA Adm	eneral Review on Criteria ent progression to highe ussion regarding Placen C has recommended ren ission profile to be revi	er education in percentanent for the students	Prof. Jacob Alexander  age during the year water	Allotted 30 mins as discussed
Discussion Stud Disc IQA Adm	ent progression to highe ussion regarding Placen C has recommended ren ission profile to be revi	er education in percentanent for the students modeling of website. ewed by IQAC.	Prof. Jacob Alexander  age during the year water  Responsible Mr. Jaisimha D S	Allotted 30 mins as discussed Due Date 30.5.2020
Discussion Stud Disc IQA Adm	eneral Review on Criteria ent progression to highe ussion regarding Placen C has recommended ren ission profile to be revi	er education in percentation of the students modeling of website. ewed by IQAC.	Prof. Jacob Alexander  age during the year water	Allotted 30 mins as discussed

Prof. Jacob Alexander

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# **IQAC** Meeting Minutes - [June 2020]

	formation			
bjective:	Review Of Criteria 6 & 7			
atc:	06/6/2020	Location:	Board Room	
ime:	2:00 PM	Meeting Type:	AQAR Meeting	
Called By:	Prof. Jacob Alexander	Facilitator:	Dr Chitra Devi	
Timekeeper:		Note Taker:	Dr. SwetaBhasin Prof. Jacob Alexander	
Submitted b	y: Dr. SwetaBhasin	Dr. SwetaBhasin Approved by: Prof. Jacob Ale		
	Dr Chitra Devi Dr Roshni James Dr Arpana Prof Jaisimha D.S Dr Preeti Sharma Mr PreetamOswal	Atomatic A.D. Andrews O. /		
Agenda I	Mr Vivekananda V	nowarment	Presenter Prof. Jacob	Time Allotted 30 mins
1.	General Review on Faculty en Strategies and Instituitonal val	ues & Best practices	Alexander	
Discussio	)n	77. 1974		
<ul><li>IQ</li><li>At</li></ul>	QAR will be prepared. QAC will coordinate with the of ny member of IQAC will compinal AQAR will be reviewed by QAR will be forwarded to the property.	le the data.		
	ion Items		Responsible	Due Date
Now Act	Deview on MIS		Mr.Jaisimha D S	30.6.2020
New Act	Review on MIS		Dr.Swapna &	30.6.2020

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