



Children's Education Society (Regd.)

The Oxford College of Business Management

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Approved by AICTE, New Delhi and Recognised by UGC under Section 2(f) & 12(B)
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IQAC

Meeting Minutes – [Apr-Jun 2019]

Meeting Information			
Objective:	AQAR Review Meeting		
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
Timekeeper:	Dr Kalavathy K.S	Note Taker:	Dr. SwetaBhasin
Submitted by:	Dr. SwetaBhasin	Approved by:	Pratibha M R
Attendees:	Prof .Pratibha M R <i>Pratibha</i> Dr Chitra Devi <i>Chitra</i> Dr Kalavathy <i>Kalavathy</i> Ms. Roshni James <i>Roshni</i> Prof Vijaianand A <i>Vijaianand</i> Ms. Arpana <i>Arpana</i> Prof Jaisimha D.S <i>Jaisimha</i>		
Agenda Items		Presenter	Time Allotted
1	Planning of the Calendar of Events, lesson plan and chalking out of activities.	Prof Pratibha MR	35 mins
Discussion			
<ul style="list-style-type: none">• 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 all the hard copies of the documents to be presented to the peer team.

New Action Items		Responsible	Due Date
1	Enlisting new 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	Dr Kalavathy	11.07.2019


Prof. Jacob Alexander
Director

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Meeting Minutes – [Jul-Sep 2019]

Meeting Information			
Objective:	Review of the NAAC work 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 MR Dr Chitra Devi Dr Kalavathy Dr Roshni James Prof Vijaianand Dr Arpana Prof Jaisimha D.S Mr PreetamOswal Mr Vivekananda		
Agenda Items		Presenter	Time Allotted
1	General Review on session plan	Prof Pratibha M.R	30 mins
Discussion <ul style="list-style-type: none"> 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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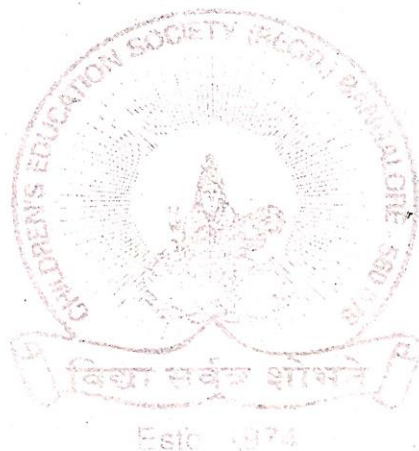
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New Action Items

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

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Meeting Minutes – [Jan-Feb 2020]

Meeting Information			
Objective:	Review on the AQAR work progression		
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. SwetaBhasin
Submitted by:	Dr Kalavathy	Approved by:	Prof. Jacob Alexander
Attendees:	Prof. Jacob Alexander Prof .Pratibha M R Dr Chitra Devi Dr Kalavathy Mr. Roshni James Prof Vijaianand A Prof Jaisimha D.S Ms.Arpana Dr Preeti Sharma Mr PreetamOswal Mr Vivekananda		
Agenda Items		Presenter	Time Allotted
1	General Review to analyze the activities conducted during the current semester and formation of students council	Prof. Pratibha M.R	40mins



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Discussion

- 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 Action 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 was created	Dr Chitra Devi	31.1.2020
4.	Students council framed	Mr.Vijaianand	31.1.2020

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IQAC Meeting Minutes – [Oct-Dec2019]

Meeting Information			
Objective:	Review of Work progressed In Criteria 1 & 2		
Date:	20/12/2019	Location:	Board Room
Time:	11:00 AM	Meeting Type:	AQAR Meeting
Called By:	Jacob Alexander	Facilitator:	Dr Chitra Devi
Timekeeper:	Dr. SwetaBhasin	Note Taker:	SwetaBhasin
Submitted by:	Dr. SwetaBhasin	Approved by:	Prof Pratibha MR
Attendees:	Prof Jacob Alexander Prof. Pratibha MR Dr Chitra Devi Dr Kalavathy Dr Roshni James Prof Vijaianand Dr Arpana Prof Jaisimha D.S Dr Preeti Sharma		
Agenda Items		Presenter	Time Allotted
1	AQAR Criteria – 1 Review	Prof Pratibha M.R	15 mins
2	AQAR Criteria – 2 Review	Prof Pratibha M.R	15 mins
Discussion			
<ul style="list-style-type: none">AQAR will be prepared.IQAC will coordinate with the office, faculties to collect the data.Any member of IQAC will compile the data.Final AQAR will be reviewed by the coordinator.			
New Action Items		Responsible	Due Date
1	Introduction of new certification courses	Dr Kalavathy	7.2.2020
2	Feedback system analysed	Prof Jacob Alexander	7.2.2020
3	Implementation of more smart classrooms	Prof Jacob Alexander	7.2.2020

Prof. Jacob Alexander
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Meeting Minutes – [Feb - 2020]

Meeting Information			
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 MR Dr Chitra Devi Dr Kalavathy Dr Roshni James Dr Arpana D. Prof Vijaianand A Prof Jaisimha D.S Mr PreetamOswal Mr Vivekananda		
Agenda Items		Presenter	Time Allotted
1	Review of Criteria 3	Prof Pratibha MR	30
Discussion <ul style="list-style-type: none">• Research Activities• 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.			
New Action Items		Responsible	Due Date
1	Faculty Development program organised	Jacob Alexander	21.2.2020
2	Faculty Development program organised	Jacob Alexander	27.2.2020

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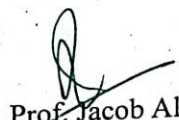
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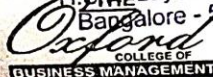
IQAC Meeting Minutes – [March 2020]

Meeting Information			
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
Attendees:	Prof Jacob Alexander Prof .Pratibha MR Dr Chitra Devi Dr Kalavathy Dr Roshni James Dr Arpana Prof Vijaianand A Prof Jaisimha D.S Dr Preeti Sharma		
Agenda Items		Presenter	Time Allotted
1	Infrastructure & Learning Resources	Prof Jacob Alexander	30
Discussion <ul style="list-style-type: none">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 .			
New Action Items		Responsible	Due Date
1	Data feedback on E – Pathshala portal	Prof Jaisimha D S	18.4.2020
2	Activities done to enhance classrooms	Jacob Alexander	30.5.2020
3	List of new books to be given by respective faculties	Dr Chitra Devi	10.4.2020


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IQAC Meeting Minutes – [May 2020]

Meeting Information			
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:	Dr. Sweta Bhasin
Submitted by:	SwetaBhasin	Approved by:	Prof. Jacob Alexander
Attendees:	Prof Jacob Alexander Dr Chitra Devi Dr Roshni James Dr Arpana Prof Jaisimha D.S Dr Preeti Sharma Mr PreetamOswal		
Agenda Items		Presenter	Time Allotted
1	General Review on Criteria V	Prof. Jacob Alexander	30 mins
Discussion <ul style="list-style-type: none">Student progression to higher education in percentage during the year was discussed.Discussion regarding Placement for the studentsIQAC has recommended remodeling of website.Admission profile to be reviewed by IQAC.			
New Action Items		Responsible	Due Date
1	Skill Enrichment program for students	Mr.Jaisimha D S	30.5.2020
2	Workshop On Goods & Services Tax	Mr.Abdul Subhan	30.5.2020
3	Workshop by PG Department	Dr Chitra Devi	30.5.2020


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Meeting Minutes – [June 2020]

Meeting Information

Objective:	Review Of Criteria 6 & 7		
Date:	06/6/2020	Location:	Board Room
Time:	2:00 PM	Meeting Type:	AQAR Meeting
Called By:	Prof. Jacob Alexander	Facilitator:	Dr Chitra Devi
Timekeeper:	Dr. SwetaBhasin	Note Taker:	Dr. SwetaBhasin
Submitted by:	Dr. SwetaBhasin	Approved by:	Prof. Jacob Alexander

Attendees:

- Prof Jacob Alexander
- Dr Chitra Devi
- Dr Roshni James
- Dr Arpana
- Prof Jaisimha D.S
- Dr Preeti Sharma
- Mr PreetamOswal
- Mr Vivekananda

Agenda Items

		Presenter	Time Allotted
1	General Review on Faculty empowerment Strategies and Institutional values & Best practices	Prof. Jacob Alexander	30 mins

Discussion

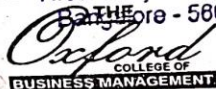
- AQAR will be prepared.
- IQAC will coordinate with the office, faculties, library and others to collect the data.
- Any member of IQAC will compile the data.
- Final AQAR will be reviewed by the coordinator.
- AQAR will be forwarded to the principal and management for final approval.

New Action Items

		Responsible	Due Date
1	Review on MIS	Mr.Jaisimha D S	30.6.2020
2	FDP conducted	Dr.Swapna & Dr.Surekha	30.6.2020

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