

**IQAC Meetings - 2020 -21**

**Agenda for the online meeting on 25<sup>th</sup> June 2020:**

- Reading the ATR of the previous Meeting held on 1-Feb-2020.
- Up gradation of IT infrastructure to facilitate conducting Online Classes.
- Training Programs to Faculty for handling Online Classes.
- Staff Development Programs, FDP and MOOC's.
- Any Other matter with the permission of the chair.

**Minutes of the IQAC Meeting:**

MES Institute of Management is conducting its first online meeting for the academic year 20-21 in online mode. The following are the members present:

1. Dr. Sharada Principal, MESIOM and Chairperson IQAC.
2. Smt. Harini, Coordinator, IQAC.
3. Smt Anuradha, Deputy Coordinator.
4. Prof K.M. Raghavendran, External Member (HOD, MESASC).
5. Prof Anupama Malagi, External Member (IQAC Coordinator RVIM).
6. Asst Prof Deepa. M, External Member (Nodal Officer, Youth Empowerment Cell, GOK).
7. Smt. Uma, Parent Representative.
8. Sri Vamshi Krishna, Alumni Representative.
9. Si Vinay Shetty, Alumni Representative.
10. Mr Surendra Sai, Student Representative.
11. Ms. Chanchal, Student Representative.
12. Smt. Rohini Patil, Asst Prof, Dept of Commerce and Management.
13. Smt. Divyashree, Asst Prof, Dept of Commerce and management.
14. Smt.Nalini,Asst Prof, Dept of Commerce and Management.
15. Smt. Sanjana, Asst Prof, Dept of Commerce and Management.
16. Smt. Chitra, Asst Prof, Dept of Commerce and Management.
17. Smt Veda Shetty, Librarian.
18. Smt.Anitha Kumari, Manager, MESIOM.

**The following is the minutes of the online meeting held on 25<sup>th</sup> June 2020 at 11.30 am : -**

1. Smt. Anuradha, Deputy Coordinator IQAC welcomed the Chairperson and the Members of IQAC to the meeting.
2. The members confirmed the proceedings of the previous meeting held on 1<sup>st</sup>-Feb-2020.

**The following were the deliberations of the meeting:**

1. Up-gradation of the IT facilities: Dr.Sharada, Prinicpal, said that the current pandemic has adversely affected every aspect of human life from business to health and leisure to education. She further requested the members to throw light on the ICT infrastructure to be upgraded so as to run the online classes.
  2. Prof.Anupama Malagi, IQAC Coordinator, RVIM and Prof.K.M.Raghavendra, IQAC Coordinator, MES ACS, College,, opined that the college will have to get uninterrupted broadband connection. They also felt that the college will have to find out which internet connection has better speed, service and plan tariff in Rajajinagar.
  3. Training program for faculty: Smt.Deepa.T.M, felt that along with IT infrastructure, the faculty has to be given the necessary training for the same.
  4. Mr. Vamshikrishna, Alumni Representative, felt that there were many courses available on-line platforms like UdeMy for ICT training.
  5. Prof.KMR said that the faculty can also be encouraged to attend online FDPs and take up MOOCs courses to expand their knowledge and build confidence. He also added many of his colleagues in his college are also enrolling for a MOOC's course on 'Effective Online Teaching
  6. Mr.Vinay Shetty, Alumni Representative, said that a few colleges in which he teaches, have adopted Google Classroom for giving assignments and valuing papers.
- Smt. Harini.M.S, IQAC Coordinator, proposed the vote of thanks.

**In the IQAC Meeting it was resolved that -**

1. The institution purchases broadband connections in addition to the existing BSNL connections, purchase webcams, headphones, licensed zoom platform and multimedia speakers.
2. Provide in-house training to the faculty for conducting online teaching
3. Provide financial support to take up MOOCs and other professional training programmes.

# MES INSTITUTE OF MANAGEMENT

VidyaVihar, 25/1,17<sup>th</sup> Main, II Block, Rajajinagar, Bangalore-560 010

## Action Taken Report

The following Action taken on the deliberations of the previous meeting held on 25<sup>th</sup> June 2020:

### 1. IT Up gradation

Sl.No	Date	Particulars	Amount
1	18.9.2020	Zoom Platform	21240
2	19.10.2020	Zoom Platform	21240
3	1.11.2021	Zoom Platform	21240
4	20.11.2020	New Telephone Internet Wire	4000
5	1.9.2020	Act Fibernet Internet(3rd Floor)	5695
6	1.9.2020	Act Fibernet Internet(4th Floor)	5695
7	8.9.2020	web cam(Net soft solutions)	17,000

### 2. In – house training for faculty –

- A weeklong FDP on ‘Effective Teaching and Learning through LMS Moodle’ was organized in association MES ACS from 15<sup>th</sup> to 20<sup>th</sup> Aug 2020
- One day in-house workshop on various Online Platforms available for teaching learning was organized on 2<sup>nd</sup> Sept 2020 by Mr. VamshiKrishna, Alumni of the college.
- Financial support for FDPs –

Sl.No.	Date	Name	Topic	Event	Organiser	Amount (in Rs.)
01	13.8.2020	Ms,Sanjana&Mr. Suresh	Innovation in Management in Teaching and Research Methods	E - Confernece	AICTE	300
02	18.8.2020	Dr.Sharada.S	Induction program for faculty in Universities/Colleges/Institutions of Higher Education	FDP	MHRD	3000
03	1.9,2020	Smt Anuradha.K and Smt.Chitra.V	A Study on the Condition of Women Faculty in Balancing Work	Paper Presentation and Publication	Seshadripuram College	1500

			and Home			
04	3.9.2020	Smt.Chitra and Ms.Poornima	Global Markets and Impending Outlook	Paper Presentation and Publication	Seshadripuram College	1500
05	5.11.2020	Smt.Anuradha.K	Soft Skills	FDP	MOOCs ,Ramanujan College	1050

### Faculty Development Program and Vak Surabhi:

Inter-disciplinary FDP	<ul style="list-style-type: none"> <li>• One day FDP on ‘Online nalli Sahitya Bodhane Mathu Adhyayana’ on 16<sup>th</sup> July 2020. (Teaching literature online)</li> <li>• State Level Seminar on the ‘Significance of Code of Ethics’ for the staff in HEI’s.</li> <li>• Online FDP on ‘Awareness on Covid – 19’ on 17<sup>th</sup> July 2020</li> <li>• Online FDP on ‘A Bird’s view of Ethno medicinal Plants on 23<sup>rd</sup> July 2020.</li> <li>• One day FDP on Autonomy, Accountability and Governance in HEI’s on 18<sup>th</sup> August 2020.</li> <li>• One day FDP on ‘Covid-19, Capitalism and Sustainable Development, the challenges and revival.</li> </ul>
Lecture Series on AtmaNirman of Atma Nirbhar Bharat	<ul style="list-style-type: none"> <li>• ‘Role of Educator in AtmaNirman for AtmaNirbharBharat on 27<sup>th</sup> July 2020– Resource Person – Mr.NivendanNempe, Entrepreneur, the first recipient of Make in India Project, GOI</li> <li>• ‘Gandhian Principles for an AtmaNirbhar Bharat’ on 14<sup>th</sup> Oct 2020. Resource Person, Mr.PramodNataraj, Organising Secretary, DISHA Bharat</li> </ul>

# MES INSTITUTE OF MANAGEMENT

VidyaVihar, 25/1,17<sup>th</sup> Main, II Block, Rajajinagar, Bangalore-560 010

## Minutes of IQAC Meeting held on 28/11/2020

### Agenda for the online meeting on 28<sup>th</sup> November 2020:

- Reading the ATR of the previous Meeting held on 25-june-2020.
- Calendar of Events 2020.
- Value added courses 2020-21.
- Placement and Training2020-21.
- Alumni Association Activities 2020-21.
- Up gradation of IT infrastructure to facilitate conducting Online Classes.
- Training Programs to Faculty for handling Online Classes.
- Staff Development Programs, FDP and MOOC's.
- Any Other matter with the permission of the chair.

### Minutes of the IQAC Meeting:

MES Institute of Management is conducting its second meeting for the academic year 20-21 in online mode on 28<sup>th</sup> November 2020. The following are the members present:

1. Dr. Sharada, Principal, MESIOM and Chairperson IQAC.
2. Smt. Harini, Coordinator, IQAC.
3. Smt Anuradha, Deputy Coordinator.
4. Prof K.M. Raghavendran, External Member (HOD, MESASC).
5. Prof Anupama Malagi, External Member (IQAC Coordinator RVIM).
6. Asst Prof Deepa. M, External Member (Nodal Officer, Youth Empowerment Cell, GOK).
7. Smt. Uma, Parent Representative.
8. Sri Vamshi Krishna, Alumni Representative.
9. Sri Vinay Shetty, Alumni Representative.
10. Mr Surendra Sai, Student Representative.
11. Ms. Chanchal, Student Representative.
12. Smt. Rohini Patil, Asst Prof, Dept of Commerce and Management.
13. Smt. Divyashree, Asst Prof, Dept of Commerce and management.
14. Smt.Nalini Asst Prof, Dept of Commerce and Management.
15. Smt. Chitra, Asst Prof, Dept of Commerce and Management.
16. Smt. Sanjana, Asst Prof, Dept of Commerce and Management.
17. Sri. Honnurappa, Physical Education Director.
18. Smt.Sushmitha Asst Prof, Dept of Commerce and Management.

19. Smt. Poornima ,Asst Prof, Dept of Commerce and Management.
20. Sri. Suresh patil, Asst Prof, Dept of Commerce and Management.
21. Smt. AnithaKumari, Manager.
22. Smt Veda Shetty, Librarian.

**The minutes of the IQAC meeting held on 28<sup>th</sup> November 2020 at 11.30 am on online platform is as follows:-**

1. Smt. Anuradha.K, Deputy Coordinator, IQAC, welcomed the Chairperson and the members of the IQAC for the meeting.
2. The members confirmed the proceedings of the previous meeting held on 1.2.2020.
3. While deliberating on the Action Taken Report of the previous IQAC meeting, the following points were considered:-

**Value Added Course:**

The effectiveness of an online certification programme depends on proper structuring of the course and assessment at regular intervals opined Prof.Anupama Malagi and Prof.K.M.Ragavendran.

Prof.K.M.Ragavendran further added that courses which require hand on session like advanced excel will be more effective, only if the students have the necessary infrastructure like computer, laptops at home for practice

Smt.Deepa.T.M felt that the college can associate with institutions like IIM for certification programmes offered by them. Prof.Anupama Malagi also suggested that the students can register for Coursera certification programs.

Smt.Uma parent representative suggested that 10 minutes pranayama can be made compulsory for the students while discussing value added course on Yoga and Meditation.

Mr.Vinay Shetty- Student representative further added that along with benefits of an asana necessary precautions required to be maintained must be informed to the students.

Dr.K.M.Raghavendran also said that it will be beneficial for the institution to have SOP for all value added courses. There must be a continuity of all value added courses for the institution to reap its benefits.

**Placement and Training**

Prof.AnupamaMalagi, appreciated the proposal by the institute to organize a job fair and also suggested that a placement brochure be prepared by the college.

Smt.Deepa, Nodal officer, Youth Empowerment Cell, Government of Karnataka felt that students should be encouraged to apply for Government jobs.

### **Alumni Activities:**

Smt.Deepa, Vinay Shetty felt that alumni could be involved in the events of the colleges.

The alumni could be asked to contribute articles to the college annual magazine Manjari and the Newsletter Abhigna and send copies of the same to the alumni.

To connect with the alumni for internship and placements programs of current students

Smt.Deepa opined that the alumni funds can be utilized for providing some amount of seed capital for budding alumni Entrepreneurs.

### **Internal Test**

All the members of IQAC felt that an online internal test and PTM can be conducted.

Prof.K.M.Raghavendran also said that Google classrooms platforms can be utilised for conducting objective test and for giving assignments. He also felt that if all the students have the necessary infrastructure like laptops, webcam than proctored test can be conducted.

Smt.Deepa felt an application based objective test can be conducted.

The meeting concluded by vote of thanks proposed by Smt.Harini.M.S

### **Resolution of the IQAC Meeting held on 28.11.2020**

1. Courses like advanced excel shall be conducted only in offline mode to benefit students who do not have access to IT infrastructure at home.
2. Value added courses to be periodically assessed.
3. Students to be motivated to register for various online programmes, MOOCs in platforms like Coursera, Swayam, British Council etc.
4. The PE -Director to inform the students regarding the importance of Pranayama in daily life.
5. Sop for value-added courses to be prepared.
6. Career Orientation programmes to create awareness on cracking competitive exams for Government and other services to be conducted.
7. Alumni to be encouraged to contribute articles to the annual magazine.
8. To associate with alumni for internships and placements for current batches of students.
9. To conduct online Internal Tests.

**Action Taken Report**

The following is the Action Taken Report for the IQAC meeting held on 28<sup>th</sup> November 2020.

1. Value – added Courses -

Sl.No	Programme	Beneficiary	Starting Date	Ending Date	No.of Hrs	Resource Person
01	Advanced Excel	I and II BCom (Batch 2020 -23)	(Online Mode) - 4.1.21	2.2.21	30	Mrs.Varalakshmi, NICT
02	Advanced Excel	I BBA	(Online Mode)5.4.21	20.4.21	18	Mrs.Varalakshmi, NICT
03	Comunicative English	II BCom & BBA	(Online Mode)4.1.21	19.1.21	30	Mrs.Nagaveni

- Off-line classes for all the value added courses are planned and will be conducted keeping in mind the Covid-19 protocol. Value added courses are assessed at the end of a Certification Programme and Certificates are distributed.
- SOP for valued- added courses has been prepared.
- Pranayama has been included in the Yoga and Meditation classes, 1 hour per week, throughout the semester.
- Students have taken up short-term free MOOCs courses. The data for the same is being compiled.
- Alumni Activities:
- The following activities were undertaken:
- Alumni Meet for the year was held on 17<sup>th</sup> April 2021.
- Mr. Vinay Shetty, Alumni, conducted a career counseling Seminar on ‘Careers in CivilServices’ on 9<sup>th</sup> November 2021.
- Ms Priyanka, Alumni, provided students with internship opportunities in HDFC Bank.
- Alumni have contributed articles for the annual magazine – Manjari.
- Placement Cell Activities.



- The placement Cell could not Organise a job fair due to the pandemic, but on campus drive has been conducted for final year students.
- Placement brochure is being prepared.
- Online Internal Test: Online internal test on Google Platform was conducted between 19<sup>th</sup> Dec 2020 and 23<sup>rd</sup> Dec 2020.

#### IT Upgradation:

Sl.No	Date	Particulars	Amount
1	4.12.2020	Zoom Platform	21240
2	31.12.2020	Zoom Platform	21240
3	11.1.2021	Zoom Platform	21240
4	9.1.2021	Act Fibernet Internet(3rd Floor)	5695
5	9.1.2020	Act Fibernet Interne(4th Floor)	5695
6	8.9.2020	Webcam(Netsoft solutions)	17,000
7	28.1.2021	D-linkset and D-link cat cable(SRIT Solutions)	26,313
8	28.1.2021	D-link port switch,sony headphones, normal headphones,speakers dlink cat -6 cable (Net soft solutions)	10,827
9	28.1.2020	service charges(SRIT solutions)	2,950

1. Financial incentives given to Faculty for FDPs. Workshops, Paper presentation and publication, Conferences and Seminars

01	31.12.2020	Smt.Nalini	FDP	750
02	31.12.2020	Smt.Divyashree.D.V	FDP	750
03	31.12.2020	Dr.Kanchan,S.Kudchikar	Workshop & National Conference	1050
04	31.12.2020	Smt.Rohini Patil	Workshop	750
05	31.12.2020	Smt.Rohini Patil &Smt.Divyashree.D.V	Workshop	3000
06	31.12.2020	Mr.Suresh.S.Patil	FDP	750
07	31.12.2020	Smt.Vinutha.T.N	Paper Presentation	1550
08	31.12.2020	Smt.Veda.N.Shetty,	FDP	750

		Librarian			
09	31.12.2020	Smt.Chitra.V	FDP		750
10	31.12.2020	Ms.Poornima,	FDP		750
11	31.12.2020	Mrs.Sushmitha.V	Paper Presentation		2000
12	11.1.2021	Ms.Shahenaz Banu	Paper Presentation		1500
13	31.3.2020	Ms.Poornima	FDP		550

2. Vivekananda Saptaha and Vak Surabhi

- i) 'Saluting the Recipient of Param Vir Chakra' on 24<sup>th</sup> Jan 2021. Resource Person – Mr.Rajesh Padmar, Social and Media Activist.
- ii) Vivekananda Saptaha was conducted online from 12<sup>th</sup> Jan 2021.

3. The EDP Cell conducted a Weeklong Workshop 'Earn While You Learn' from 16<sup>th</sup> -23<sup>rd</sup> Feb to 2021. The Resource Persons were Bhumika, III BBA and Nithya, III BCom

# Memorandum of Understanding On Exchange of Faculty

Between

MES Institute of Management, Rajajinagar, Bangalore

And

Sri Sai College for Women, Rajajinagar, Bangalore

This Memorandum of Understanding is effective from 04/09/2020 to establish collaboration by and between MES Institute of Management, Rajajinagar, Bangalore and Sri Sai College for Women, Rajajinagar, Bangalore, for the purpose of Exchange of Faculty.

**Preamble:** Whereas, MESIOM and SaiCollege for Women have many areas of common interest in Commerce Education, considerable advantage may be gained from their pursuit on a collaborative basis in the field of academics. Therefore, MESIOM and SaiCollege for Women have decided to enter into this Memorandum of Understanding (MOU), which defines the framework for the collaboration of the two institutions in the following aspects:

**Objectives:** In recognition of the mutual benefits of scholastic interaction, both institutions agree to the following collaborative activities in the academic areas on the basis of mutual interest.

1. The exchange of faculty to the mutual benefit of both the institutions
2. Collaboration in teaching of accounting subjects.
3. Conducting lectures

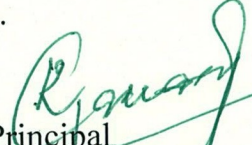
**Terms and conditions:** The institution accepting the visiting faculty assumes no financial responsibilities but may be given an honorarium for the classes handled.


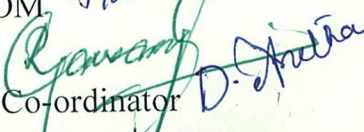
**Coordination:** Each institution shall present a list of faculty nomination for Faculty Exchange Programme at the beginning of the semester depending on the requirements of the institution and one faculty shall be nominated as Resource Person to handle a specific topic in the courses of Commerce and Management. The period of Faculty Exchange Programme depends on the number of hours required for the completion of the assignment.

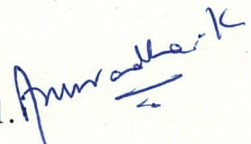
**Validity:** The Memorandum shall remain in force for a period of 3 years.

**Amendments/Modifications:** This MOU may be amended or modified by a written agreement signed by the representatives of both the Institutions.

  
Principal  
MES Institute of Management  
Rajajinagar, Bangalore - 560 010

  
Principal  
SRI SAI COLLEGE FOR WOMEN  
Rajajinagar, Bangalore-560 010

IQAC Co-ordinator  
MESIOM   
IQAC Co-ordinator   
Sri Sai College for Women

Witness: 1. 

2.