

Mysore Education Society (Regd.)



MES INSTITUTE OF MANAGEMENT

Affiliated to Bangalore University

'Vidyavihara', # 25/1, 17th Main, 2nd Block, Rajajinagar, Bengaluru - 560 010.

Ph. Off : 080 23128321 Principal : 080 23128338 E-mail : mesinstitute@gmail.com Website : mesinstitutions.org.in

Internal Quality Assurance Cell (IQAC)

Vision and Mission

Vision: IQAC, established in accordance with the NAAC guidelines, aims to work towards quality assurance and sustenance of the academic and the administrative performance of the institution.

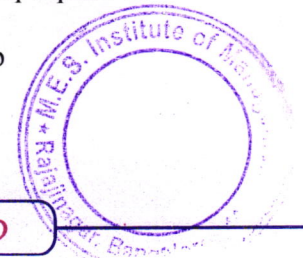
Mission:

- Developing a structured system for consistent and conscious improvement in the performance of primary stakeholders.
- Involving parents in the learning process.
- Promoting a learner-centric environment for students and staff to foster the Vision and Mission of the institution, and shall evolve mechanisms and procedures for -
 - a) ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
 - b) Relevant and quality academic/ research programmes.
 - c) Equitable access to and affordability of academic programmes for various sections of society.
 - d) Optimization and integration of modern methods of teaching and learning.
 - e) credibility of assessment and evaluation process
 - f) ensuring the adequacy, maintenance and proper allocation of support structure and services
 - g) Networking with other institutions.

Functions:

Some of the functions of the IQAC are:

- a) Development and application of quality benchmarks
- b) Parameters for various academic and administrative activities of the institution
- c) Facilitating the creation of learner- centric environment conducive to quality education and faculty development and to adopt the necessary technology for participatory teaching learning process.
- d) Collection and analysis of feedback from all stakeholders on quality
- e) Dissemination of information on various quality parameters to all stakeholders
- f) Organization of inter and intra institutional FDPs, workshops, seminars and conferences on quality related themes and promotion of quality circles;
- g) Development and maintenance of institutional database through MIS for the purpose of maintaining institutional quality
- h) Periodical conduct of Academic and Administrative Audit and its follow-up



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Benefits:

IQAC will facilitate or contribute to

- a) Ensure clarity and focus in institutional functioning towards quality enhancement
- b) Ensure internalization of quality culture
- c) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices
- d) Provide a sound basis for decision-making to improve institutional functioning
- e) Act as a dynamic system for quality changes in HEIs
- f) Build an organized methodology of documentation and internal communication

The constitution of the committee shall be according to the structure given below -

Sl. No	Category	Status
01	Principal	Chairperson
02	1 Management Representative	Members
03	2 Administrative staff	Members
04	1 Local community Representative	Members
05	2 existing students	Members
06	2 Alumni Representatives	Members
07	2 Industrialists	Members
08	7 faculty members	Members
09	1 Faculty	Deputy Coordinator
10	1 Faculty	Coordinator

Tenure: Tenure of the members of the IQAC cell is of 2 years and shall continue to be in force until reconstitution.

Meetings: Minimum two meetings per year. However, the meetings may be scheduled as and when necessary

Harini M.C.
IQAC Coordinator
MES Institute of Management
Rajajinagar, Bangalore-560 010

Sharada S
Principal
MES Institute of Management
Rajajinagar, Bangalore-560 010

IQAC

- **Minutes of the meeting :28/06/2021 with ATR**
- **Minutes of the meeting :28/08/2021 with ATR**
- **Minutes of the meeting :19/11/2021 with ATR**



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Minutes of the IQAC Meeting held on 28th June 2021

Agenda of the Meeting:

1. Preparation of NAAC
2. Academic and Administrative Audit
3. Any other matter with the permission of the chair

Minutes of the Meeting: -

The minutes of the IQAC meeting held on 28th June is follows: -

1. Smt. Anuradha. K. Deputy Coordinator, IQAC, welcomed the Chairperson and the members of the Committee formed for conducting an internal audit of the documentation and the process of the institution.
2. A five-member committee was formed under the leadership of Dr.H.S. Ganesh Bhatta to conduct a day long audit of the academic and administrative process of the institution. The team comprised one external member, Prof Anupama Malagi, IQAC coordinator, RVIM. Dr T.G Janardhan, Principal, Prof K.M. Raghavendran, IQAC Coordinator and 3 faculty from the sister institution (MES ACS College).
3. The committee went through all the processes of the institution and gave a detailed report of its assessment at the end of the day as per the requirements of NAAC. They found that most of the processes were satisfactory and also advised on certain changes required for each criterion.

sharada S
Principal
MES Institute of Management,
Rajajinagar, Bangalore-560 010
Haem MS
IQAC Coordinator
MES Institute of Management
Rajajinagar, Bangalore-560 010



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Action Taken Report of the meeting on 28th june2021

The following actions were taken on the basis of recommendations of the Internal Audit Committee:

- 1 Criterion 1 – Curricular Aspects: Feed Back Analysis was improved.
2. Criterion 2- Teaching Learning and Evaluation: Validating and Mapping of Cos, POs, PSOs were worked on.
3. Criterion 3- Research, Innovations and Extension- The Institution started its efforts towards improving the collaborations with other institutions for research and extension activities.
4. Criterion 4- Infrastructure and Learning Resources- The institution initiated the process of upgrading and Maintenance of Campus Infrastructure.
5. Criterion 5- Student Support and Progression- Documentation was improved for events conducted in the college as per the recommendations.
6. Criterion 6- Governance, Leadership and Management- The institution initiated the process of structuring the mechanism of 'Funds collected from Philanthropists'
7. Institutional Values and Best Practices- worked on refocusing on the tangible benefits of Institutional Distinctiveness.

Team. MS
IQAC Coordinator
MES Institute of Management
Bangalore-560 010

Shanada S
Principal
MES Institute of Management
Rajajinagar, Bangalore-560 010

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Minutes of the Meeting on 28th August 2021

Agenda of the Meeting:

1. Preparation of NAAC
2. Academic and Administrative Audit
3. Any other matter with the permission of the chair

The minutes of the IQAC meeting held on 28th August 2021 is as follows: -

1. Smt. Anuradha. K, Deputy Coordinator, IQAC, welcomed the Chairperson and the members of the Committee formed for conducting an internal audit of the documentation and the processes of the institution.
2. A five-member committee was formed under the leadership of Dr.T.V.Raju, Director, RV Group of Institutions to conduct a day long audit of the academic and administrative processes of the institution. The team comprised 4 other external members. Prof Vishwanath, Principal, IFIM Business School, Dr Ganesh Bhatta, Director Academics, MES Institutions, T.G Janardhan, Principal, Prof K.M. Raghavendran, IQAC Coordinator.
3. The committee went through all the processes of the institution and they found that most of the processes were satisfactory and also guided the Principal, IQAC Coordinator, faculties on the preparation they have to make for their individual presentation during the NAAC Visit.
4. The committee also advised on the modalities of conducting interaction with the stakeholders.

Harm Ms
IQAC Coordinator
MES Institute of Management
Rajajinagar, Bangalore-560 010

Shanada S
Principal
MES Institute of Management
Rajajinagar, Bangalore-560 010

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Action Taken Report of the meeting on 28th August 2021

The following actions were taken on the basis of recommendations of the Internal Audit Committee:

1. The HOI individually formed different committees for the NAAC Peer Team Visit and delegated tasks amongst the faculties and also issued deadlines for the same.
2. The IQAC Coordinator was also instructed to prepare the IQAC presentation and also the departmental Presentation for the visit.
3. The Office Staff, the office manager were also asked to be ready with their presentation.
4. The Physical education director, the library was also required to prepare their presentation for the visit.
5. The HOI conducted various meeting to assess the preparation of the faculties for the visit.

J. Jarm MS

IQAC Coordinator
MES Institute of Management
Rajajinagar, Bangalore-560 010

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Minutes of the IQAC Meeting held on 19.11.2021

Agenda of the Meeting: -

1. Calendar of Events - 2021-22
2. NAAC Accreditation & AAA.
3. Skill Development and Value-added courses - 2021-22
4. Student Entrepreneurship programs
5. Placement and Training - 2021-22
6. Mentoring - 2021-22
7. Any other matter with the permission of the chair

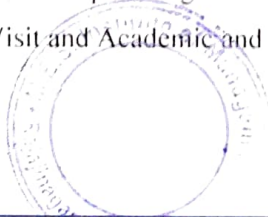
Minutes of the Meeting: -

The minutes of the IQAC meeting held on 19.11.2021 at 10.30 am in the committee hall 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 the 28th August 2021.
3. While deliberating on the action taken report of the previous IQAC meeting, the following points were considered –
 - i) The IQAC Coordinator briefed about the previous academic year's activities and informed the members NAAC 1st cycle (Annexure 1) process and opined that the Job Fair could not be organised due to the pandemic.

Deliberations of the meeting:

1. Calendar of Events: While deliberating on the calendar of events. The members of the IQAC expressed their happiness for placing special focus on environmental issues and organising events for bringing awareness on the same amongst the students.
2. Dr.S.Sharada, Principal, sought information about the documentation process for NAAC Peer Team Visit and Academic and Administrative Audit. Prof. K.M.Raghavendran said



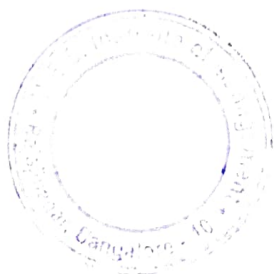
that the original documents have to be provided for the inspection by the peer team.

Dr.Anupama Malagi, IQAC Coordinator, RVIM, opined that emphasis should be given for qualitative metrics and Criteria 7.

3. **Introduction of Value-Added Courses** in the context of NEP and placement cell activities Smt.Deepa.T.M, Nodal Officer, Youth Empowerment Cell, said that specific value-added courses should be introduced that enhances the application skills of student's thereby leading to better employability. She also said that various courses conducted by Indian Statistical Courses can be suggested for the students. Prof.Anupama Malagi, suggested the introduction of foreign languages in the first and second semester. Prof. K.M.Raghavendran suggested the introduction of courses in Business Analytics. All the 3 experts suggested the enrolment of students for various online certification programmes in the portal Coursera which has to be monitored by the mentors. Vinay Shetty, Alumni, also felt that life skills like applying for PAN card, RTI, filing of IT Returns etc should be developed among students. Prof.K.M.Raghavendran felt that students should get to learn coding for IT filing in the PYTHON platform. Sir also opined a weekly report should be collected by the mentors regarding MOOCs programmes and the programmes should not be less than 3-4 weeks. These kinds of activities and value -added courses empowers students to get better placements. In addition to this, Prof. Anupama Malagi, opined that the college can benefit if the institution has tie ups with professional bodies like NIPM, Indian Society for Training and Development etc. She also advised that placement brochure can be prepared by the college. She was of the opinion that the 2nd year students should be made part of the placement drives so that they learn the nuances of the drives. Prof. K.M.Raghavendran said that the college can have a tie-up with the MES ACS for placement drive. Mr.Vamshi Krishna, Alumni, MESIOM, was of the opinion that the institution should strive to connect closely with the HR Department of various companies.

4. **Mentoring:**

The experts felt that the ideal teacher student ratio for mentoring is 1:6. However, it can be stretched up to 15 students and the students should be met by the mentors at least once in a fortnight.



5. **Entrepreneurship Programs for students:**

Prof. Anupama and Vamshi Krishna felt that the college should organise talks from entrepreneurs and have MOU's with start-ups so as to encourage entrepreneurship program. Dr.S.Sharada opined that the Rotaract Club(North) has many industrialists as members and they can be contacted for organising talks, industrial visits through the Rotaract Club of the college which will have a two-fold effect, that of improving the Rotaract Club activities and help in internships and industrial visits. Mr.Vinay Shetty, Alumni, felt that the college has to have database of alumni who are entrepreneurs and invite them to share their experience.

6. Smt. Rohini, Member, suggested that the frequency of the Alumni Meet should be increased to strengthen the alumni connect and the overall development of the college. Smt. Nalini, Member, felt that the social media handles of the college can help in strengthening the bond with the alumni.

The Vote of Thanks was rendered by IQAC Coordinator, Smt. Harini.M.S.


IQAC Coordinator

MES Institute of Management
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Principal
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Action Taken Report of the Meeting on 19th November 2021

The following are the Action Taken Report:

1. Environmental Awareness program:

To sensitize the students on the interdependence of human and eco system and how consumption choices alter the ability to live sustainably. The following activities were conducted:

- 5th June 2021- A talk by Mr.G.V.Raghu, Eminent environmentalist and Project Director, Organization for Research Development and Environment Rejuvenation on the topic 'Soil and Future'.
- 5th June 2021 - tree Plantation Drive at Chunchagatte lake, JP Nagar
- 6th June 2022- Distribution and sensitizing the public, parents and Alumni about the importance of Ayurvedic Plants.
- 17th June 2022-A talk on Soil Conservation by the volunteers of ISHA Foundation.
- 30th June 2022-Traffic awareness Program was organized to create awareness amongst the public on the dangers of Green House Gases on the Climate and also 'SAVE FUEL Campaign with the tag line RED LIGHT ON, GADI OFF.
- 22nd July- Talk by Mr. Suresh Heblikar noted Environmentalist and Founder Eco-Watch on the topic 'Climate Change and its Impact'

2. Encouraging Student Entrepreneurship Programs:

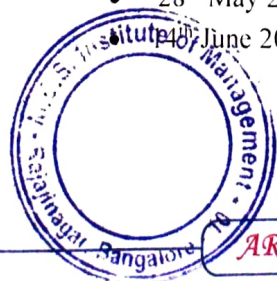
The IQAC and the EDP Cell organized capacity building activities to promote entrepreneurial mindset and culture among students.

- 26th January 2021- The college organized a Business Plan competition and the top 4 performers participated in the 14th edition of "Manthan", a flagship event of FKCCI, which recognizes and reward the best original business plan
- 22nd July 2022-Swayam Anveshana – The Annual Entrepreneurial Expo which provides a platform to students to run their business for a day. The best business idea with maximum profits and with an eye for social responsibilities is recognized.

3. NAAC Accreditation & AAA:

MESIOM planned for benchmarking the quality of service it delivers to its primary stakeholders. The timeline is as follows:

- 28th May 2021- Submission of IQA after the fulfilment of all the required parameters.
- 4th June 2021- Acceptance of IQA from NAAC authorities.



- 28th June 2021- First Review meeting and Internal Academic & Administrative Audit headed by Dr. Ganesha Bhatta, Director Academics MES Institutions accompanied by Senior Professors from MESACS college and Prof Anupama Malagi, Professor, RVIM, Bangalore.
- 20th July 2021- Documentation Review by Prof Anupama Malagi.
- 20th August 2021-Final Presentation of SSR and Internal AAA headed by Sri.Krishna Kumar, President, MES Institutions accompanied by Director Academics Dr.Ganesha Bhatta, Senior Professors of MESACS and Prof Anupama Malagi, RVIM.
- 28th August 2021- Mock NAAC and AAA by external Expert Committee comprising 5 members headed by Dr.T.V.Raju, Director Planning, RV Group of Institutions.
- 30th August 2021-Submission of NAAC SSR.
- 2nd September 2021- SSS started.
- 24th September 2021- DVV Clarification.
- 8th October 2021- Submission of DVV Clarification.
- 21st and 22nd February 2022- NAAC Visit by Peer team members headed by Prof S.D. Sharma, coordinator Prof Anil Dongra and Prof Tirupath Rao.
- The college was accredited with B++ grade.

4.Mentoring:

Mental health issues among students have been a concern during the pandemic taking cognizance of this the HOI instructed all the faculties to provide compulsory tele-counselling service to the students for understanding

1. Psychological problems amongst students
2. The effectiveness of online classes

21 faculty members provided continuous support through tele-counselling services to 672 students and in certain occasions faculty members also spoke to a few parents. 16 special and sensitive cases were personally counselled.

5.Value-Added Courses

The following Value-Added Courses were conducted during the year:

Sl no	Name of the Program	Class	No of Beneficiaries
1.	Tally ERP	III Year B.Com	179
2.	360-degree Financial Modelling	II Year BBA & III Year BBA	53+56=109
3.	Industry Readiness Program	III Year B.Com & III Year BBA	179+56=235

Hoem MS.
IQAC Coordinator
 MES Institute of Management
 Rajajinagar, Bangalore-560 010

sharada S
Principal
 MES Institute of Management

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.


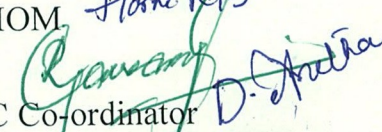
Coordination: Each institution shall present a list of faculty nomination for Faculty Exchange Programme at the beginning of the semester depending on the requirements of the institution and one faculty shall be nominated as Resource Person to handle a specific topic in the courses of Commerce and Management.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

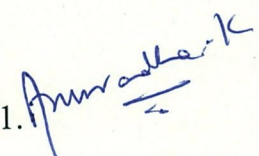
Validity: The Memorandum shall remain in force for a period of 3 years.

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.