# Rashtreeya Sikshana Samithi Trust R V Institute of Management

# **Internal Quality Assurance Cell**

## **Members Meeting**

A quarterly IQAC members meeting scheduled on on 25.04.2015 from 3.30 pm onwards in the IQAC Room to discuss the following agenda:

# AGENDA

- Reading and Approval of minutes of the previous meeting and to brief the members about various activities and progammes held in the institute from May 2015 to till date.
- To brief the members about various activities and progammes held in the institute from January 2015 to till date.
- To plan the activities for the next quarter.
- To take members' approval to organize FDPs and Workshops.
- Any other issues with the permission of the chair.

Gowrisha Coordinator, IQAC





Rashtreeya Sikshana Samithi Trust

# **R V Institute of Management**

CA - 17, 36<sup>th</sup> Cross, 26<sup>th</sup> Main, 4<sup>th</sup> T Block Jayanagar, Bangalore - 41

# Minutes of the meeting

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- To brief the members about various activities and progammes held in the institute from January 2015 to till date.
- To plan the activities for the next quarter.
- To take members' approval to organize FDPs and Workshops.
- Any other issues with the permission of the chair.

The meeting was presided over by the Director and the following members of the IQAC were present in the meeting.

- 1. Dr. T V Raju
- 2. Dr. R Krishna
- 3. Mr. Megha Shama Karanam
- 4. Dr. Jyotirmoy Ghosh
- 5. Dr. Anupama K Malagi
- 6. Dr. Noor Firdoos Jahan
- 7. Mr. Manjunath.M
- 8. Mr. Gowrisha
- 9. Mr. Siddaramanna
- 10. Smt. Sujatha Srinath
- 11. Ms. Sushmitha

The meeting was commenced with silent prayer and Dr. Anupama K Malagi welcomed all the members of IQAC for the meeting.

#### **Minutes:**

1. Mr. Gowrisha, co-ordinator of the IQAC presented the minutes of the previous meeting and Members approved the same.

# 2. <u>To brief the members about various activities and Programmes held in the institute from January to till date:</u>

Mr. Gowrisha, Coordinator, IQAC, briefed about the various activities and Programmes organized by the institute during the stated period. The highlights of the presentation are as follows:

SI No.	Event	Date	
01	Rangotsava	March 08 to 10, 2015	
02	Samskrutika Utsava	March 11, 2015	
03	Vidyaarthi Adhiveshnam 2015 - Student Conference on the Theme "Make in India: Opportunities and Challenges	March 18, 2015	
04	Prestantia 2015 – Management Fest	March 19, 2015	
05	Business Mania	March 19, 2015	

#### Major Events Organised

#### Workshops for staff

- Workshop on 'Leadership and Mentoring' was organised for faculty members on January 23, 2015.
- Workshop on 'Office Automation' was organized for administrative staff on February 7, 2015.
- Workshop on 'Quality Initiatives in Higher Education in Management' was organized for faculty members by IQAC on March 14, 2015.
- Workshop on 'A Road Map for Writing Research Papers' was organized for faculty members by Centre for Research & Consultancy on April 11, 2015.

#### **Faculty Development Programme**

 Department of Finance has organized a FDP on 'Business Taxation II' on 24 & 25 January, 2015.

- Department of Finance has organized a FDP on 'Financial Management through MS Excel' on 24 March, 2015.
- Department of Human Resources has organized a FDP on 'Human Capital Management for Organization Effectiveness' on 8 April, 2015.

#### **Student Training Programmes**

- A week long Orientation Programme for the second semester students was organised. It was conducted by resource persons from Academy for Creative Teaching.
- All the IV semester students are undergoing mandatory training sessions on a weekly basis to enhance their employability skills.
- All the II semester students are undergoing mandatory communication and other soft skills training sessions on weekly basis.
- All the IV semester students are provided with a short course on MS Excel.
- Industrial visit was organised for both II and IV semester students.

#### Workshops and Seminars for Students

- Workshops were organised both for II and IV semester students.
- Seminars were also organised both for II and IV semester students.
- Regular guest lectures were organised for the students on each subject and other issues of importance.
- Other activities:
  - Central Budget 2015: A Critical Analysis
  - CSR activities
  - Entrepreneurship Development Programmes
  - Cultural events
  - Management events

#### Value added Courses

- II Semester MBA: Proficiency Course on "Change Management".
- IV Semester MBA:
  - \* Finance specialisation: PG Diploma in Strategic Financial Management

- \* Marketing specialisation: PG Diploma in Contemporary Marketing Management
- \* Human Resources specialisation: PG Diploma in Applied HR Practices
- \* SAP course
- Foreign Language Class for II and IV semester students
  - \* II Semester German
  - \* IV Semester French

#### **Other Programmes and Initiatives**

- Our institute has been entrusted to conduct PhD Course Work for the 2014-15 batch by the Canara Bank School of Management Studies, Post-graduate Management Department of Bangalore University.
- Celebrated Swami Vivekananda Jayanthi.
- Organised lecture on 'Stress Management through Yoga & Meditation' for IV semester students.
- Computer Literacy for Senior Citizens completed 22 batches
- Our students have won many prizes in Management Fests organised by different B-Schools.
- Sammilana Alumni Meet is organised on 25 April, 2015.

#### Upcoming major event

National Conference on "Pragmatic Approaches and Quality Initiatives for Enhancing Teachers' Caliber in Business Education" On Saturday, June 6, 2015

#### 3. To plan the activities for the next quarter (May and June).

All the members of the IQAC we asked to express their idea regarding what activities are to be conducted for overall development of the students as well as teachers.

a. Mr. Mega Shama Karnam sir suggested that the students are to be exposed to the real life problems. This will lead to development of the skills among the students. Further he suggested that the faculty members can plan how to do business in rural area and how to market the product in the rural area. The faculty members can involve the students for such projects and if there is requirement, Mega Shama Karanam sir himself is ready to help in this regard and can associate himself with these projects and interested to give the leads for the same.

- b. Dr. Krishna sir suggested that every faculty should set the internal benchmarking and try their best to attend the same. Further he told that the college should have some benchmarking and all the efforts of the faculty members should be towards attain the same in the specified time.
- c. Respected Director suggested that we are preparing our students for their life and not for their examination. Therefore all our efforts must be towards overall personality development of the students and prepare them for the life challenge. The faculty members have an important role to play in this process. All the faculty members should take up the research projects and try their best to get the grants from various sources for their projects. Further they should involve themselves in writing the papers and publication of the same in the reputed journals.
- **d.** Ms. Susmitha of IV semester suggested that the faculty members should give more importance for activity based learning which will help the students to understand the reality.
- 4. Members' approval has been taken to organize FDPs and Workshops for teaching staff.

Dr. T V Raju, Chairman of IQAC summed up the proceedings.

Dr. Noor Firdoos Jahan proposed vote of thanks.

MAN

DIRECTOR – RVIM & CHAIRPERSON - IQAC

Director SSMRV College Campus C.A. 17. 36th Cross. 26th Main, 4th T' Block, Jayanagar, BANGALORE - 560 041. Quarterly meeting held on 25.04.2015

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# Rashtreeya Sikshana Samithi Trust R V Institute of Management

# **Internal Quality Assurance Cell**

#### **Members** Meeting

A quarterly IQAC members meeting is scheduled on 08.08.2015 from 3.30pm onwards in the IQAC Room to discuss the following agenda.

AGENDA

- To brief the members about various activities and progammes held in the institute from May 2015 to till date.
- To plan the activities for the next academic year.
- To take members' approval of the Members to organize fest, FDPs and MDP.
- Any other issues with the permission of the chair.

Gowrisha Coordinator, IQAC





Rashtreeya Sikshana Samithi Trust

# **R V Institute of Management**

CA - 17, 36<sup>th</sup> Cross, 26<sup>th</sup> Main, 4<sup>th</sup> T Block Jayanagar, Bangalore - 41

## Minutes of the meeting

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#### AGENDA

- Reading and Approval of minutes of the previous meeting and to brief the members about various activities and progammes held in the institute from May 2015 to till date.
- To plan the activities for the next academic year.
- To take members' approval of the Members to organize fest, FDPs, MDP and National Seminar.
- Any other issues with the permission of the chair.

The meeting was presided over by the Director and the following members of the IQAC were present in the meeting.

- 1. Dr. T V Raju
- 2. Dr. R Krishna
- 3. Mr. Karan Kumar
- 4. Mr. Meghashyama Karanam
- 5. Dr. Anupama K Malagi
- 6. Dr. Noor Firdoos Jahan
- 7. Mr. Manjunath.M
- 8. Mr. Gowrisha
- 9. Mr. Pradeep M P
- 10. Mr. Siddaramanna

Dr. Noor Firdoos Jahan welcomed all the members of IQAC for the meeting and the meeting was commenced with silent prayer.

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#### Minutes:

1. <u>Reading and Approval of minutes of the previous meeting and to brief the members</u> <u>about various activities and programmes held in the institute from May 2015 to till</u> <u>date:</u>

Mr. Gowrisha, Coordinator, IQAC, presented the minutes of the previous meeting and Members approved the same. He briefed about the various activities and Programmes organized by the institute during the stated period. The highlights of the presentation are as follows:

Sl No.	Events	Date
01	Sports Day	26 May, 2015
02	Annual Day Celebrations	May 30, 2015
03	National Conference on "Pragmatic Approaches & Quality Initiatives for Enhancing Teachers' Caliber in Business Education"	June 06, 2015

# Major Events Organised

Vorkshops conducted for the Faculty members			
01	Project Work and Dissertation Committee has organised a Workshop on "How to define problem and tools for problem analysis".	July 10, 2015.	
02	IQAC has organised a Workshop on "Quality Initiatives for Academic Excellence".	August 5, 2015	

acuit	y Development Programmes	
01	Department of General Management and Systems jointly organised a FDP on the topic "Solving Operations Research Problems using MS- Excel".	May 26, 2015
02	Department of Finance has organized a two day FDP on "Business Taxation I".	July 11 & 12, 2015

03	Centre for Learning and Development has organised a FDPs on the topic "Education Environment".	July 13, 2015
04	Centre for Learning and Development has organised a FDPs on the topic "Managing your Time and Appointments".	July 14, 2015
05	Centre for Learning and Development has organised a FDPs on the topic "Personality of a Teacher".	July 15, 2015

01	All the IV semester students have undergone mandatory training sessions on a weekly basis to enhance their employability skills.	On every Saturday
02	All the II semester students haveundergone mandatory sessions on communication and other soft skills training sessions on weekly basis.	On every Saturday
03	Foreign Language Class for II and IV semester students * II Semester – German * IV Semester – French	On every Wednesday

#### Value added Courses offered to our students

- II Semester: Proficiency Course on "Change Management".
- IV Semester :
  - \* Finance specialisation: PG Diploma in Strategic Financial Management
  - \* Marketing specialisation: PG Diploma in Contemporary Marketing Management
  - \* Human Resources specialisation: PG Diploma in Applied HR Practices
  - \* SAP course

#### Other Activities organized for Students

- Workshops were organised both for II and IV semester students.
- Seminars were also organised both for II and IV semester students.
- Regular guest lectures were organised for the students on each subject and other issues of importance.

- Other activities:
  - Marketing Manthan
  - CSR activities
  - Entrepreneurship Development Programmes
  - Cultural events

#### **Management Fest Events**

Our students have won many prizes in Management Fests organised by different B-Schools

#### 2. Plan for the Academic year 2015 - 2016

- Allotted Subjects for I and III semester.
- Prepared calendar of events and communicated the same to all the faculty members in the faculty meeting.
- Various committees were formed for the academic year and communicated to the faculty members along with their roles and responsibilities. A separate hand out was distributed to all the faculty members regarding their role and responsibilities.
- Faculty members have taken-up minor projects.
- Faculty members are asked to submit Work programme, Lesson plan and Course material as per the schedule.

#### 3. To take members' approval for the followings:

- To organize management fest in the month of November
- To organize FDPs and Workshops for teaching staff
- To conduct SWOT analysis for newly admitted students
- To organize MDP in the month of October
- To organize National Seminar in the month of December

#### 4. Suggestions from the members:

All the members of the IQAC we asked to express their idea regarding what activities are to be conducted for overall development of the students as well as teachers.

a. Dr. T V Raju sir mentioned in the meeting that to enhance quality of the projects, he had asked all the faculty members to make a brief presentation on the topic selected

by each student. He himself was involved in finalization of the statement of the problem.

- b. Mr. Meghashyama Karanam sir suggested that the students are to be taken to the rural areas and are to be exposed to the real life problems faced by the rural entrepreneurs. This type of programmes will help the students to develop their skills. He suggested that the institute can plan for this and he is interested to help the institute in this regard. Further he suggested that Sulya and Kundapur are the two places where the projects can be taken up initially for one week. Further he suggested that the students can be taken to Seva Ashramas where students can experience the reality.
- c. Mr. Karan Kumar sir is of the opinion that we should continuously try and find the innovative ways for doing the things. He is of the opinion that students are to be trained in the field so that they can experience the things in the course itself. As suggested by Mr. Megashyama Karnam students are to be taken to rural areas and institute can initiate rural development programme. By doing this, students will get hands on experience this will be the real learning for the students.
- d. Dr. Krishna sir suggested that every faculty should set the internal benchmarking and try their best to attend the same. Further he told that the college should have some benchmarking and all the efforts of the faculty members should be towards attain the same in the specified time. As an initial step all the faculty members can work for 100% results in the semester examinations.
- e. Respected Director informed that our college is getting the students who are good at studies but the main problem is that those students lack communication skills. In order to overcome this we had training programmes and other activities which are organized on a weekly basis by our placement cell where the students allowed to express their ideas and improve their skills. Further, we are planning to offer English classes to our students so that their communication skills can improved. We are always working on bring in the quality in all the activities conducted by our institute.

Dr. T.V.Raju, Chairman of the committee summed up the proceedings.

Dr. Anupama Malagi concluded the meeting with vote of thanks.

DIRECTOR – RVIM & CHAIRPERSON - IQAC

Director \*R.V. INSTITUTE OF MANAGEMENT SSMRV College Campus C.A. 17. 36th Cross, 26th Main, 4th 'T' Block, Jayanagar, BANGALORE - 560 041.

	Quarterly Meet	ing held on 08.0	8-2015
SL. NO	Name	Designation	Lignature
01	Name Dr J v Raju	Designation Chainperson	Signature SMM
02	Shi. D.P. Nagaraj	Member	
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08	Ms. Punnya Gopinaia	Member	
09	Mr. Gowrisha	Co-ordinator	gie
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# Rashtreeya Sikshana Samithi Trust R V Institute of Management

# **Internal Quality Assurance Cell**

## **Members** Meeting

A quarterly IQAC members meeting was held on 09.12.2015 from 4.00pm onwards in the placement cell board room to discuss the following agenda.

# AGENDA

- Reading and Approval of minutes of the previous meeting.
- Introduction of New Members.
- To brief the members about various activities and programmes held in the institute from August 2015 to till date.
- To take suggestions from the members for continuous improvement of quality.
- To plan the activities for the next quarter.
- Any other issues with the permission of the chair.

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Gowrisha Coordinator, IQAC





Rashtreeya Sikshana Samithi Trust

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- To plan the activities for the next quarter.
- Any other issues with the permission of the chair.

The meeting was presided over by the Director and the following members of the IQAC were present in the meeting.

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- 1. Dr. T V Raju
- 2. Sri. B N Vijay Kumar
- 3. Dr. R Krishna
- 4. Mr. Karan Kumar
- 5. Mr. Meghashyama Karanam
- 6. Dr. Noor Firdoos Jahan
- 7. Dr. Anupama K Malagi
- 8. Mr. Manjunath.M
- 9. Mr. Gowrisha

- 10. Mr. Pradeep M P
- 11. Mr. Siddaramanna
- 12. Smt. Anitha Prasad
- 13. Ms. Yaschita

Dr. Noor Firdoos Jahan welcomed all the members of IQAC for the meeting and the meeting was commenced with silent prayer.

#### Minutes:

#### 1. Introduction of New Members

The Chairman of IQAC Dr. T V Raju, Director RVIM informed to all the members of the IQAC that due to completion of their tenure, student representative and parent representative are changed and in their place, new members are identified and asked to attend the meeting. Further sir asked all members of the IQAC to introduce themselves to new members and new members were also informed to introduce themselves.

2. Mr. Gowrisha, Coordinator, IQAC, presented the minutes of the previous meeting and Members approved the same.

# 3. <u>To brief the members about various activities and programmes held in the institute</u> from May 2015 to till date:

Mr. Gowrisha, briefed about the various activities and Programmes organized by the institute during the stated period. The highlights of the presentation are as follows:

SI No.	Events	Date
01	Management Week celebration with CSR activities	August 1 to 7, 2015
02	A Colloquium on "Senior Citizens and Public Services" was organized by Centre for Public Policy	August 8, 2015
03	Inauguration of seventeenth batch of MBA classes 2015-2017	September 20, 2015
04	Orientation Programme for the First semester MBA students	September 21 to 30, 2015

#### **Major Events Organised**

	Job fair for Senior Citizens	
05	<ul> <li>925 senior citizens have participated</li> <li>25 companies have came for recruitment</li> <li>250 candidates were shortlisted and offered job</li> </ul>	October 10, 2015
06	<ul> <li>Management Fest "Imperium"</li> <li>25 teams have participated from different management institutions</li> <li>275 students have participated in various events in the fest</li> </ul>	November 20 and 21, 2015

# Faculty Development Programmes and Workshops organized for the Faculty members

SI No.	Department	Topic	Date
01	FDP organized by Finance Department	Corporate Valuation and Restructuring	September 4, 2015
02	FDP organized by HR Department	Effective Teaching of Concepts in Organisation Behaviour	30 September, 2015
03	Workshop organised by Centre for Research and Consultancy	Methodology of Research in Social Sciences	October 17, 2015
04	FDP organised by Marketing Department	Pedagogy for Teaching Marketing Management: The Case Method	October 29, 2015
05	FDP jointly organised by Department of General Management and Systems Management	Writing Papers for Conferences and Seminars – Methods and Approaches	30 November, 2015

# **MDP** Organised

• MDP Cell of the institute organised a Management Development Programme on the topic Organisation Excellence through Total Quality Management on October 10, 2015.

#### **SWOT Analysis**

- SWOT Analysis was conducted for all the I semester students.
- Based on the analysis key areas for improvement and training were identified.
- One of the initiatives based on SWOT is "Basic English Course" offered to I semester students.

#### Student Training Programmes

- All the III semester students are undergoing mandatory training sessions on a weekly basis to enhance their employability skills.
- All the I semester students are undergoing mandatory communication and other soft skills training sessions on weekly basis.

#### Value Addition Programmes offered to our students

Sl No.	Course	Semester
01	Psychometric	III Semester
02	SAP	III Semester
03	Tally	III Semester
04	Certificate Course on Principles of Management"	I Semester
05	M S Office	I Semester

#### Workshops and Seminars for Students

- Workshops were organised both for I and III semester students.
- Seminars were also organised both for I and III semester students.
- Regular guest lectures were organised for the students on each subject and other issues of importance.

#### Other activities:

- CSR activities
- Entrepreneurship Development Programmes
- Cultural events
- Management events

#### **Upcoming Major Event**

National Conference on "Synergising Functional Effectiveness and Organisational Performance for Economic Growth" on Saturday, December 12, 2015

#### Suggestions from the members:

All the faculty members were asked to express their opinion and give the suggestions for quality improvement in the institute. Following are the suggestions which are received by the IQAC from its members:

- a. Dr. T V Raju sir, Chairman of IQAC mentioned that our institute is almost number 1 among the Bangalore University affiliated colleges. We should maintain the same in the coming days also. In order to be number 1, we are supposed to work hard and concentrate on improving the quality of all the programmes which we offer to our students. The main focus should be on continuous improvement of the quality in academics, Examination results, Placements, Training and other co-curricular and extra-curricular activities
- b. Further sir said that along with students, we should also concentrate on improving the quality of the Teachers also. To improve the quality of teaching and quality of teachers, the institute is continuously organizing the Faculty Development Programmes and allowing the faculty members to attend the FDP conducted by other

institutes. On the other hand we are thing of having one academic consultant and one industry consultant for each department so that they can take suggestion from the consultants for their research projects. Further this will also help in improving the quality of a teacher.

- c. Dr. Krishna sir suggested that all the faculty members should enjoy their teaching and students should enjoy the learning and this possible only when they understand their role and responsibility. Therefore students should understand their responsibility and faculty should support to the students learning. Further he suggested that the college should have some benchmarking and all the efforts of the faculty members should be towards attain the same in the specified time. For this purpose the students can categorized into A, B and C groups based on their performance and train them based on the requirements. This will help in attaining the good results also.
- d. Mr. Karan Kumar sir is of the opinion that to improve the quality of the institute, we have to concentrate on Four Parameters
  - Academic Excellence
  - o Ambience
  - o Research initiatives
  - o Placements

The institute has to take up student activities on emerging issues and arrange for the interclass competition. He is of the opinion that this will help the students to understand the reality. If the college is ready to organise a completion on Green Economy (Paper writing and Presentation), he is ready to sponsor the same and he will chair a session and guide the students regarding the same.

- e. Mr. Meghashyama Karanam sir suggested that the mentorship prograame which is taken up by the institute very good. The college can think of identifying and involving the industry professionals as mentors for our students along with the internal faculty members. If the industry persons will act as mentors to the students, the students can discuss with them regarding the reality and students can be involved in various activities of the companies. Mr. Meghashyama Karanam and Mr. Karan Kumar sir are ready to help the institute in this regard.
- f. Smt. Anitha Prasad suggested that we should conduct some bridge courses on accounting and statistics which will help the weak students to understand better.

g. Student representative Ms. Yaschita is of the opinion that students should be allowed to choose the specialisation of their interest and welcoming the suggestions from the students by having suggestion boxes at the institute. it was told in the meeting that the suggestions given by Ms. Yaschita is already followed at our institute.

Dr.T.V.Raju, Chairman of the committee summed up the proceedings.

Dr. Anupama Malagi concluded the meeting with vote of thanks.

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DIRECTOR – RVIM & CHAIRPERSON - IQAC

Director **R.V. INSTITUTE OF MANAGEMENT** SSMRV College Campus **C.**A. 17. 36th Cross. 26th Main, 4th 'T' Block, Jayanagar, BANGALORE - 560 041. Quarterly Meeting held on 09.12.2015

SIND	Name	Designation	Lignature
01.	Name Dr. T. V. Raju	Designation Chairperson	Jignature Imamel 69-12-1
02	Shi. D. P. Nagaraj	Member	
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03	Sri B.N. Vijay Ruman	Member	(f.g. lugt
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04 -	Dr. R. Khishna	Member	
05.	Mr. Karan Kumar	Member	Selle 9.12.15
06	Mr. Meghashyam Kakanam	Member	Que:
07.	Smt. Anitha Prusad	Member	Anittapran
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80	Ms. Punnya Gopinaria	Member	-
09.	Mr. Gowsisha	Co-ordinator	fi
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12.	Dr. Anupama. K. Malagi	Member	ofp
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13	Mr. Pradecp. M. P	TITUTOL	MAT
14	Mr. Siddahamannal J	Member	lom.
15 .	Ms. Yaschila Bhaskar Havelinan		Englevalinare
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