



Children's Education Society (Regd.)

## 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)  
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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><br>Dr Chitra Devi <i>Chitra</i><br>Dr Kalavathy <i>Kalavathy</i><br>Ms. Roshni James <i>Roshni</i><br>Prof Vijaianand A <i>Vijaianand</i><br>Ms. Arpana <i>Arpana</i><br>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"><li>• A crosscheck list was asked to be prepared by each dean so that last minute chaos could be avoided.</li><li>• Each dean was instructed to have a copy of common documents so that each one can give their inputs as and when required.</li><li>• Green audit report was forwarded to the management for review.</li><li>• IQAC has prepared a Quality improvement report and forwarded it to the management.</li><li>• Planning of the Calendar of Events, lesson plan and chalking out of activities were also done .</li><li>•</li></ul> |                                                                                                                                                                                                                                               |                  |                  |



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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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### IQAC

### 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<br>Prof .Pratibha MR<br>Dr Chitra Devi<br>Dr Kalavathy<br>Dr Roshni James<br>Prof Vijaianand<br>Dr Arpana<br>Prof Jaisimha D.S<br>Mr PreetamOswal<br>Mr Vivekananda |                   |                  |
| Agenda Items                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                          | Presenter         | Time Allotted    |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | General Review on session plan                                                                                                                                                           | Prof Pratibha M.R | 30 mins          |
| <b>Discussion</b> <ul style="list-style-type: none"> <li>The Chairperson called a review meeting to analyze all the activities conducted</li> <li>Admission profile was reviewed by IQAC.</li> <li>Calendar of events was reviewed</li> <li>Academic audit was conducted and report was forwarded to the principal and management</li> <li>The chairperson also asked to submit proposals for new activities including extension activities.</li> <li>IQAC has collected the student feedback analyze and prepared a report on it.</li> <li>Session plan was created by the faculties and reviewed by IQAC.</li> <li>Infrastructure improvement requirement was collected from the department.</li> </ul> |                                                                                                                                                                                          |                   |                  |



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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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### IQAC

### 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<br>Prof .Pratibha M R<br>Dr Chitra Devi<br>Dr Kalavathy<br>Mr. Roshni James<br>Prof Vijaianand A<br>Prof Jaisimha D.S<br>Ms.Arpana<br>Dr Preeti Sharma<br>Mr PreetamOswal<br>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<br>Prof. Pratibha MR<br>Dr Chitra Devi<br>Dr Kalavathy<br>Dr Roshni James<br>Prof Vijaianand<br>Dr Arpana<br>Prof Jaisimha D.S<br>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          |
| <b>Discussion</b>                                                                                                                                                                                                                                             |                                                                                                                                                                         |                      |                  |
| <ul style="list-style-type: none"><li>AQAR will be prepared.</li><li>IQAC will coordinate with the office, faculties to collect the data.</li><li>Any member of IQAC will compile the data.</li><li>Final AQAR will be reviewed by the coordinator.</li></ul> |                                                                                                                                                                         |                      |                  |
| 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         |

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### IQAC

### 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<br>Prof .Pratibha MR<br>Dr Chitra Devi<br>Dr Kalavathy<br>Dr Roshni James<br>Dr Arpana D.<br>Prof Vijaianand A<br>Prof Jaisimha D.S<br>Mr PreetamOswal<br>Mr Vivekananda |                  |                  |
| Agenda Items                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                               | Presenter        | Time Allotted    |
| 1                                                                                                                                                                                                                                                                                                                                                                                     | Review of Criteria 3                                                                                                                                                                          | Prof Pratibha MR | 30               |
| <b>Discussion</b> <ul style="list-style-type: none"><li>• Research Activities</li><li>• IQAC has prepared a Quality improvement report and forwarded it to the management</li><li>• IQAC has conducted the workshop on uses of ICT with the faculties.</li><li>• Teachers to Publish more papers in recognised journals .</li><li>• Academic calendar was reviewed by IQAC.</li></ul> |                                                                                                                                                                                               |                  |                  |
| 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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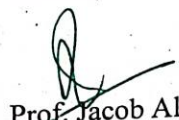
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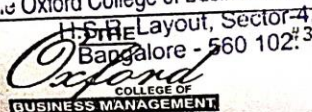
### IQAC Meeting Minutes – [March 2020]

| 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<br>Prof .Pratibha MR<br>Dr Chitra Devi<br>Dr Kalavathy<br>Dr Roshni James<br>Dr Arpana<br>Prof Vijaianand A<br>Prof Jaisimha D.S<br>Dr Preeti Sharma |                      |                  |
| Agenda Items                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                           | Presenter            | Time Allotted    |
| 1                                                                                                                                                                                                                                                                                                                  | Infrastructure & Learning Resources                                                                                                                                       | Prof Jacob Alexander | 30               |
| <b>Discussion</b> <ul style="list-style-type: none"> <li>Library betterment plan was created by the faculties and reviewed by IQAC.</li> <li>IQAC has to collect data on Physical facilities.</li> <li>Library enhancement activities .</li> <li>IQAC has to review E – content developed by teachers .</li> </ul> |                                                                                                                                                                           |                      |                  |
| 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<br>Dr Chitra Devi<br>Dr Roshni James<br>Dr Arpana<br>Prof Jaisimha D.S<br>Dr Preeti Sharma<br>Mr PreetamOswal |                       |                       |
| Agenda Items                                                                                                                                                                                                                                                                                                                 |                                                                                                                                    | Presenter             | Time Allotted         |
| 1                                                                                                                                                                                                                                                                                                                            | General Review on Criteria V                                                                                                       | Prof. Jacob Alexander | 30 mins               |
| <b>Discussion</b> <ul style="list-style-type: none"><li>• Student progression to higher education in percentage during the year was discussed.</li><li>• Discussion regarding Placement for the students</li><li>• IQAC has recommended remodeling of website.</li><li>• Admission profile to be reviewed by IQAC.</li></ul> |                                                                                                                                    |                       |                       |
| 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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### IQAC

### 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

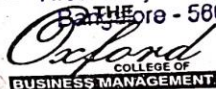
- AQAR will be prepared.
- IQAC will coordinate with the office, faculties, library and others to collect the data.
- Any member of IQAC will compile the data.
- Final AQAR will be reviewed by the coordinator.
- AQAR will be forwarded to the principal and management for final approval.

#### 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 |

Prof. Jacob Alexander  
Director

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