



**RJS INSTITUTE OF MANAGEMENT STUDIES**  
No.1, Mahayogi, Vemana Road, 3<sup>rd</sup> Block,  
Koramangala, Bengaluru-560 034.



**IQAC**

**CIRCULAR**

Ref. No. RJSIMS/IQAC/2023-31

Date: 17.03.2023

Warm Greeting,

All are cordially invited to the AAA (Academic and Administrative Audit) Committee meeting on 17-03-2023 at Principal Cabin at 3:00 PM.

Kindly attend the meeting and give you valuable suggestions for the progress of NAAC certification process.

**Agenda:**

1. Review of previous meeting
2. Submission of IIQA (Institutional Information for Quality Assessment)
3. Review feedback from members
4. Any other suggestions for improvement

  
(Dr.GOKUL G)  
IQAC CO-ORDINATOR

  
(Dr.A.RAVI)  
CHAIRMAN-IQAC  
**PRINCIPAL**  
RJS Institute of Management Studies  
Koramangala, Bengaluru - 560 034,



## RJS INSTITUTE OF MANAGEMENT STUDIES

No.1, Mahayogi, Vemana Road, 3<sup>rd</sup> Block,  
Koramangala, Bengaluru-560 034.



IQAC

### “ACADEMIC & ADMINISTRATIVE AUDIT – (AAA)” COMMITTEE EXPERTS

| S.No. | NAME & DESIGNATION   | INSTITUTION                                       | CONTACT NO.              | RESPONSIBILITY   |
|-------|--|---|--------------------------|------------------|
| 1     | Dr.A.Ravi<br>Principal & Director  | RJS Institute of<br>Management Studies            | 8754190173               | Chairperson      |
| 2     | Dr.Shashikala.V<br>Vice-Principal  | RJS Institute of<br>Management Studies            | 9886450573               | Co-Chairperson   |
| 3     | Dr.Kantharaju . H.C<br>Professor & HOD / AI<br>& ML                                | Vemana Institute of<br>Technology – (VIT)         | 9449129640               | Member           |
| 4     | Dr.Suresh,<br>Academic Senate<br>Member & Chairman,<br>BOS – Basic Science,<br>VTU | Visvesvaraya<br>Technological<br>University – VTU | 9902075490               | Member           |
| 5     | Dr.Kethan.M,<br>Professor & IQAC<br>Coordinator                                    | IIBS, Bengaluru                                   | 9502733317               | Member           |
| 6     | Prof.Chakradhari,<br>Professor &<br>HOD/Computer<br>Science                        | RJS FGC, Bengaluru                                | 9379678759<br>8618465532 | Member           |
| 7     | Dr.Gokul.G<br>Assistant Professor  | RJS Institute of<br>Management Studies            | 9632165781               | IQAC Coordinator |

  
Principal & Director

**PRINCIPAL**  
RJS Institute of Management Studies  
Koramangala, Bengaluru - 560 034.








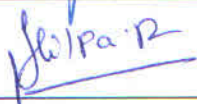





## MINUTES OF THE MEETING

**Venue:** Principal Room

**Time:** 3:00 PM

**Date:** 17-03-2023

### **MEMBERS PRESENT:**

| SL. No. | NAME & DESIGNATION  | SIGNATURE   |
|---------|---|---|
| 1       | Dr.A.Ravi<br>Principal & Director<br>RJS Institute of Management Studies  |    |
| 2       | Dr.Shashikala.V<br>Vice-Principal<br>RJS Institute of Management Studies  |    |
| 3       | Dr.Suresha. M,<br>Academic Senate, Member & Chairman,<br>BOS – Basic Science, Visvesvaraya Technological University |    |
| 4       | Prof.Chakradhari,<br>Professor & HOD/Computer Science<br>RJS FGC, Bengaluru   |    |
| 5       | Dr.Kantharaju. H.C<br>Professor & HOD / AI & ML<br>Vemana Institute of Technology                                   |   |
| 6       | Dr.Kethan.M,<br>Professor & IQAC Coordinator<br>IIBS, Bengaluru   |  |
| 7       | Dr.Gokul.G<br>IQAC Coordinator  |  |
| 8       | Mrs. Shilpa R<br>Assistant Professor & HOD - MBA  |  |
| 9       | Dr. M Sree Sakthi Velan<br>Associate Professor  |  |
| 10      | Mrs.Padmashree R<br>Assistant Professor   |  |
| 11      | Mr. Aswath Reddy M<br>Assistant Professor & HOD - BBA   |  |
| 12      | Mrs. Kavya Shree L<br>Assistant Professor   |  |
| 13      | Dr. Venkanaik<br>Associate Professor  |  |

## **AGENDA:**

1. Review of previous meeting
2. Submission of IIQA (Institutional Information for Quality Assessment)
3. Review feedback from members
4. Any other suggestions for improvement

The Academic and Administrative Audit Committee meeting started with welcome address by Dr.A Ravi, Principal & Director, welcoming the External members from various Institutions and the Internal members and Criteria heads.

### **1. REVIEW OF PREVIOUS MEETING**

The minutes of the previous meeting were reviewed and given some inputs for further improvement.

### **SUBMISSION OF IIQA (INSTITUTIONAL INFORMATION FOR QUALITY ASSESSMENT)**

- **Accessing Guidelines:** Understand the specific guidelines provided by NAAC for completing and submitting the IIQA.
- **Collecting information:** Gathering all the necessary information and data about the Institution. It includes details about your academic programs, faculty qualifications, infrastructure, research activities, collaborations, student amenities, administrative structure, and more.
- **Completing the Document:** Fill out the IIQA document thoroughly and accurately. Provide detailed and relevant information in each section.
- **Review and Verification:** Before finalizing the IIQA, review the document carefully for any errors, inconsistencies, or missing information.
- **Submission:** Once you are confident that the IIQA is complete and accurate, follow the submission instructions provided by NAAC.
- **Acknowledgment:** After submitting the IIQA, you might receive an acknowledgment of receipt from NAAC.

### **3. REVIEW FEEDBACK FROM MEMBERS**

Collect all the relevant documents like:

- University approval letters
- Foreign Collaboration
- AISHE Certificate
- Self-declaration
- Undertaking from the Head of the Institution

- Familiarize yourself with the specific guidelines provided by NAAC for completing and submitting the IIQA.
- Before finalizing the IIQA, review the documents carefully for any errors, inconsistencies, or missing information.

#### **4. ANY OTHER SUGGESTIONS FOR IMPROVEMENT**

The date and time for the next meeting were proposed between 20<sup>th</sup> August 2023 to 25<sup>th</sup> August 2023 after submitting the IIQA to NAAC.

#### **CLOSING REMARKS:**

Dr.Gokul G, IQAC Coordinator, thanked all the External committee members: Dr.Suresha. M, Prof.Chakradhari, Dr.Kantharaj, Dr.Kethan.M, For providing valuable inputs and suggestions for submitting NAAC Application.

Dr.A Ravi, Principal & Director thanked all the Internal and External members for their active participation and contributions to the meeting.

#### **MEETING MINUTES PREPARED BY**



Dr.Gokul G  
IQAC Coordinator,

#### **APPROVED BY**



Dr.A Ravi  
Principal & Director