



MINUTES OF IQAC MEETING HELD ON 25 AUGUST 2022

Present

1. Rev. Fr. Dr. Babu Paul – Principal
2. Rev. Fr. Joshua – Vice Principal
3. Dr. Christopher Devakumar – IQAC

Meeting Started at 7.30am

Venue: Ground Floor Board Room

Agenda:

1. Introduction meeting with all the Clubs and Association
2. General Discussion with the new office bearers.

Meeting started with the opening note and the general welcome by the Chairperson Re.Fr. Dr. Babu Paul. The meeting was opened regarding the existing structure and its operations.

Chairperson congratulated all the new office bearers of various clubs and committees. General introduction about the committees were presented by the coordinators. Chairperson advised all the committee to prepare the necessary documents since the inception of the committee.

Vision, mission, objectives, functionalities and responsibility of each committee and its members should be clearly articulated during the presentation.

Policy documents for all the committees to be prepared and duly signed by the respective committee coordinator, IQAC and Chairperson of the institution. New files will be opened for the committees which are newly formed for the upcoming academic year.

Once the contents are ready, all the contents will be updated on the college website. New tabs for grievances cell will be updated.

Decisions Taken:

1. Process Documents to be articulated
2. Policy documents to be framed by each committee
3. Website updations
4. Annual Events plan



CHRIST ACADEMY INSTITUTE FOR ADVANCED STUDIES

AFFILIATED TO BANGALORE UNIVERSITY ||| BENGALURU - 83 |||

The above minutes have been read and approved by the members

Rev. Fr. Dr. Babu Paul
(Chairperson)

Principal
CHRIST ACADEMY
Institute for Advanced Studies
Hullahalli Begur-Koppa Road
BANGALORE - 560 083

Rev. Fr. Joshua
(Vice Principal)

Dr. Christopher Devakumar
(IQAC Coordinator)

Coordinator
Internal Quality Assurance Cell
Christ Academy Institute for Advanced Studies
Bangalore - 560 083
iqac@caias.ip

The meeting concluded at 2.30pm



CHRIST ACADEMY

INSTITUTE FOR ADVANCED STUDIES

AFFILIATED TO BANGALORE UNIVERSITY || BENGALURU - 83 ||

MINUTES OF IQAC MEETING HELD ON 07 SEPTEMBER 2022

Present

1. HODs (All Department)
2. Department Documentation Representative from all departments.
3. Prof. Vinay Kumar – Member IQAC
4. Prof. Vineetha Vijayan – Member IQAC
5. Dr. Christopher Devakumar (IQAC Coordinator)

Meeting Started at 1.30pm – 3.45pm

Venue: Ground Floor, Board Room

Agenda:

1. Structured Lesson Plan
2. Daily Log
3. Teachers work done Diary
4. Course Objectives and CO mapping as per Bangalore University
5. Common PPT Template for all departments
6. Content Creation for respective subjects

Meeting started with the opening note and the general welcome by the IQAC Coordinator, Dr. Christopher Devakumar.

Lesson plan was presented to all the HODs, detailed explanation was given and explained to all the HODs. The new lesson plan will have, subject teacher's details, course name, syllabus (NEP), case study unit wise, detailed lesson plan, assignment questions, continuous internal assessment components and individual time table of the faculty. Suggestion was given by Dr. Sangeetha, to include week-wise execution instead of class wise.

Prof. Vineetha Vijayan (Member IQAC), presented the Teacher's work done diary to all the HODs and oriented them the rationale behind the work done diary. She also mentioned that this will be effective from 12th September 2022 for all the faculty members.

Daily log was also presented to the team, log books were designed and printed class-wise and handed over to the HODs of all the departments. IQAC pointed out the importance of daily log in accordance with the ERP.

IQAC also mentioned the Course objectives and Course outcomes based on Bangalore University's syllabus copy as per NEP.

Common PPT template was also designed and presented to all the Heads of the department to maintain the uniformity across the programs offered in Christ Academy Institute for Advanced Studies. The PPT will have introduction slide, topic for the presentation, Session outline, assignment questions (Analytical/Application) based questions at the end of the presentation.

IQAC also insisted the HODs to record one video for min 25 mins each module which will cater for the digital content creation. Per course will have 5 videos of 25 mins which will be scrutinized and published.

Decisions Taken:

1. With regard to the Lesson plan, instead of session week wise execution will be updated and circulated
2. Deadline for submitting the lesson plan will be on **11th September 2022**.



CHRIST ACADEMY INSTITUTE FOR ADVANCED STUDIES

AFFILIATED TO BANGALORE UNIVERSITY ||| BENGALURU - 83 |||

3. 5 Videos of 25 minutes per Course will be shot by each faculty for digital content creation.

The above minutes have been read and approved by the members

Heads of the Department

Ms. Monika Thakur – Head – Department of Commerce

Dr. Sangeetha Govind -Head, Department of Computer Applications

Ms. Uma Gopal – Head, -Department of Arts and Humanities

Dr. Sangeetha George – Head, Department of Science

Dr. Mohini Bhat -Head, Department of Management



Dr. Christopher Devakumar
(IQAC Coordinator)

Coordinator
Internal Quality Assurance Cell
Christ Academy Institute for Advanced Studies
Bangalore - 560 083
iqac@caias.in



Rev. Fr. Dr. Babu Paul

(Chairperson)
Principal
CHRIST ACADEMY
Institute for Advanced Studies
Hullahalli Begur-Koppa Road
BANGALORE - 560 083

The meeting concluded at 3.45pm

Note: Attachment of the communication mail sent regarding the commencement/scheduling of the meeting.



CHRIST ACADEMY INSTITUTE FOR ADVANCED STUDIES

AFFILIATED TO BANGALORE UNIVERSITY ||| BENGALURU - 83 |||

← 📧 🕒 🗑️ 📧 🕒 🔄 📧 📧 📧 :

Meeting on 7/9/2022 Inbox ✕



Internal Quality Assurance Cell <iqac@caias.in>

to Monika, Uma, Mohini, Sangeetha, Sangeetha, Noonu, DRUTHI, Sangeetha, Salma, Bryan, Shiku, Vineetha, Vinay, Vice

Dear Faculty,

Request you to kindly attend a meeting in the IQAC room tomorrow at 1:35 PM.

Agenda:

- a. Log books orientation.
- b. Faculty diary orientation
- c. Web content development

Regards

Coordinator, Internal Quality Assurance Cell
Christ Academy Institute for Advanced Studies
Bangalore - 83

"Education is the most powerful weapon which you can use to change the world"

Please do not print this email unless it is absolutely necessary.



MINUTES OF MEETING – EXAMINATION HELD ON 09 SEPTEMBER 2022

Present

1. Mr. Ramesh - Coordinator
2. Mr. Manjunatha
3. Dr. Shashikumar
4. Dr. Bhuvaneshwari
5. Dr. Sruthi
6. Dr. Jyothi Pradhan
7. Dr. Hemantha
8. IQAC Team

Meeting Started at 1.30pm – 3.00pm

Venue: Ground Floor, Board Room

Agenda:

1. Existing Practice in conducting internal examination
2. Question Paper Order Copy
3. Policy Document for Office of Examination
4. Conduction methodology for Continuous Internal Assessment

Meeting started with the opening note and the general welcome by the IQAC Coordinator, Dr. Christopher Devakumar.

Mr. Ramesh, Coordinator, Exam Committee presented the existing methodology and practices of Exam Committee. Presently Mid-Term and Pre-finals for UG & PG are conducted. 2.5 Units for Mid-term and 2.5 Unit of syllabus coverage is under existing pattern.

Following are the Points put forth by IQAC to Streamline the Operational Challenges:

- a) Mid Term and Pre-Finals exams will be renamed as Continuous Internal Assessment I and Continuous Internal Assessment II. Further, the portions for CIA I will be Unit I and II and for CIA II Unit 3 and Unit 4. Unit 5 will be assessed with End Semester Examination.
- b) Questions should be balanced and spread across all the units for both CIA I and CIA II. As we are following the NEP structure, it is advised that faculty to incorporate case study in the question paper.
- c) Order copy for preparing the question papers along with the solution set will be sent to the COE as per the order copy. Faculty to submit the QP and Solution set via mail and also expected to submit hardcopy post checking for errors. Detailed instruction for QP setting will be mentioned on the Question paper order copy. Order copy was designed and sent to Exam committee.
- d) IQAC requested exam coordinator to prepare the detailed SOP from upcoming examinations (Question Paper Order Copy, invigilation diary, reliever form, books collection and submission, Squad, valuation, scheme of valuation discussion by the faculty and marks upload)
- e) Form A and Form B to be incorporated for attendance purpose and also to streamline the existing process.



CHRIST ACADEMY INSTITUTE FOR ADVANCED STUDIES

AFFILIATED TO BANGALORE UNIVERSITY ||| BENGALURU - 53 |||

- f) Answer booklets be brought into practice instead of single sheets. There is high chance of individual sheets get lost.
- g) Students name should not be mentioned on the exam paper for both Mid term and Prefinals to maintain unbiased valuation. Even with regard to seating arrangement, only register number will be mentioned. Exam committee will prepare the seating arrangement well in advance.

Decisions Taken:

1. Answer booklets will be provided from upcoming exams for both UG and PG
2. Form A and Form B will be printed to ensure the attendance and smooth conduction of exams
3. Question papers will be directly sent to COE by soft copy and hard copy to be submitted minimum two days before the exams to avoid errors in the question paper. Counter signature of the faculty will be taken at the time of submission.
4. Scheme of valuation will be prepared and subject teachers meeting will be conducted pre and post the exams. Minutes of meetings will be recorded and submitted to COE.
5. Student's names will not be mentioned henceforth, only register number/USN will be mentioned for seating arrangements and on answer booklets.
6. Squad will be in place from upcoming exam.

Note: All the above-mentioned suggestions will be incorporated only after seeking approval from Principal and Vice Principal.

The above minutes have been read and discussed by the members

SN	Name	Sign
1	Mr. Ramesh - Coordinator	
2	Dr. Bhuvaneshwari	
3	Dr. Hemantha - B. R	
4	Mr. Manjunatha	
5	Dr. Sruthi	
6	Dr. Shashikumar	
7	Dr. Jyothi Pradhan	



CHRIST ACADEMY INSTITUTE FOR ADVANCED STUDIES

AFFILIATED TO BANGALORE UNIVERSITY ||| BENGALURU - 83 |||

Dr. Christopher Devakumar

(IQAC Coordinator)

Coordinator
Internal Quality Assurance Cell
Christ Academy Institute for Advanced Studies
Bangalore - 560 083
iqac@caias.in

The meeting concluded at 3.45pm

Rev. Fr. Dr. Babu Paul

(Chairperson)

Principal
CHRIST ACADEMY
Institute for Advanced Studies
Hullahalli Begur-Koppa Road
BANGALORE - 560 083

Note: Attachment of the communication mail sent regarding the commencement/scheduling of the meeting.



Meeting with IQAC



Internal Quality Assurance Cell <iqac@caias.in>
to Examination, Principal, Vice

Dear Team,

Kindly note we will be having a meeting at **1:45 PM tomorrow** in the IQAC Office.
All the members of the committee are required to be present for the same.

Regards

Coordinator, Internal Quality Assurance Cell
Christ Academy Institute for Advanced Studies
Bangalore - 83

"Education is the most powerful weapon which you can use to change the world"

Please do not print this email unless it is absolutely necessary.



MINUTES OF MEETING – DEPARTMENT DOCUMENTATION INCHARGE HELD ON 13 SEPTEMBER 2022

Present

1. Department Documentation In charges
2. IQAC Team

Meeting Started at 1.30pm – 3.00pm

Venue: Ground Floor, Board Room

Agenda:

1. Log book Entry
2. PEO, PO, Course Objectives and Course Outcomes Clarity
3. CAIAS PPT Template
4. Sequence of Documentation

Meeting started with the opening note and the general welcome by the IQAC Coordinator, Dr. Christopher Devakumar. IQAC instructed all the documentation committee members to monitor all the entry made by the subject teachers on a daily basis.

Every Friday IQAC will check the documentation on the implementation to ensure all the classes are taken according to the planned time table.

Clarity was given to all the documentation team with reference to Program Educational Objectives, Program Outcomes, Course Objectives and Course Outcomes. Doubts regarding subjects shared by multiple faculties, it was suggested the departments to prepare one common course information file for that respective subject.

IQAC advised all the department in-charges to use the PPT template which was circulated by IQAC. Mr. Vinay Kumar also advised the documentation should happen immediately post the event to ensure all the documents are maintained at the department level.

Decisions Taken:

- 1) PEO, PO, Course Objectives and Course Outcomes will be prepared department wise by the Heads of the Department. PEO and PO will be common for the respective department. Course objectives and Course Outcomes will be different according to the subject in discussion.
- 2) Every Friday the log books will be submitted to the document in-charge for quality check. If any faculty has continuous classes on Friday, they may fill the log books by Monday and submit to the document in-charge.
- 3) CAIAS PPT Template will be used henceforth for all the official meetings and classes.
- 4) All the activity reports and department activity reports will be documented by the in charge and submit to IQAC at the end of the semester. However, IQAC will be conducting interim audit.



CHRIST ACADEMY INSTITUTE FOR ADVANCED STUDIES

AFFILIATED TO BANGALORE UNIVERSITY ||| BENGALURU - 83 |||

The above minutes have been read and approved by the members

Dr. Christopher Devakumar

(IQAC Coordinator)

Coordinator

Internal Quality Assurance Cell
Christ Academy Institute for Advanced Studies
Bangalore - 560 083
iqac@caias.in

Rev. Fr. Dr. Babu Paul

(Chairperson)

CHRIST ACADEMY
Institute for Advanced Studies
Hullahalli Begur-Koppa Road
BANGALORE - 560 083

The meeting concluded at 3.30pm

Note: Attachment of the communication mail sent regarding the commencement/scheduling of the meeting.



Meeting with IQAC



Internal Quality Assurance Cell <iqac@caias.in>

to Examination, Principal, Vice

Dear Team,

Kindly note we will be having a meeting at **1:45 PM tomorrow** in the IQAC Office.
All the members of the committee are required to be present for the same

Regards

Coordinator, Internal Quality Assurance Cell
Christ Academy Institute for Advanced Studies
Bangalore - 83

"Education is the most powerful weapon which you can use to change the world"

Please do not print this email unless it is absolutely necessary.



CHRIST ACADEMY INSTITUTE FOR ADVANCED STUDIES

AFFILIATED TO BANGALORE UNIVERSITY ||| BENGALURU - 83 |||

MINUTES OF MEETING CHARTERED INSTITUTE FOR SECURITIES AND INVESTMENTS - UK HELD ON 29 SEPTEMBER 2022

Present

1. Rev. Dr. Fr. Babu Paul, CMI, Principal
2. Rev. Fr. Joshua, CMI, Vice Principal
3. Mr. Jasneet Bindra – CISI Country Head
4. Dr. Christopher Devakumar – IQAC Coordinator
5. Ms. Vineetha Vijayan – Member IQAC
6. Ms. Sherin – Member IQAC

Meeting Started at 11.30am

Venue: Ground Floor, Board Room

Agenda:

1. About CISI
2. Courses offered


Meeting started with the opening note and the general welcome by the IQAC Coordinator, Dr. Christopher Devakumar and welcome the guest Mr. Jasneet Bindra, Country Head, Chartered Institute for Securities and Investments UK professional body.

Mr. Jasneet Bindra, greeted fathers and started his presentation about CISI, operations and importance of professional courses. Mr. Bindra has also given a general orientation about various opportunities which are there in the finance field. He also spoke about 10-hour program (Financial Literacy) for PU students, awareness on financial literacy will be given to the PU students, upon the training, interested students will be taking other modules in the area of finance. Mr. Jasneet, also pitched in the Investment Operation Certificate (IOC) for our BCom and BBA students.

Father Principal suggested to have an orientation for both faculty and the students in the upcoming days. Meeting will be conducted with the Heads of both BCom and BBA to see how these programs can be incorporated.

The above minutes have been read and approved by the members


Rev. Fr. Dr. Babu Paul
(Principal)


CHRIST ACADEMY
Institute for Advanced Studies
Hullahalli, Begur, Mysore Road
Dr. Christopher Devakumar
(IQAC Coordinator)


Rev. Fr. Joshua
(Vice Principal)


Ms. Vineetha
(Member IQAC)

Coordinator
Internal Quality Assurance Cell
Christ Academy Institute for Advanced Studies
Bangalore - 560 083.
iqac@caias.in



CHRIST ACADEMY INSTITUTE FOR ADVANCED STUDIES

AFFILIATED TO BANGALORE UNIVERSITY ||| BENGALURU - 83 |||

Ms. Sherin Rison
(Member IQAC)

The meeting concluded at 1.00pm

Note: Attachment of the communication mail sent regarding the commencement/scheduling of the meeting.

Meeting with Mr. Jasneet – Country Head – Chartered Institute for Securities and Investment – UK

Internal Quality Assurance Cell <iqac@calas.in>
to Principal, Vice - Jasneet.bindra, Shamila.ghoghe, Vineetha, Vinay, Monika, Mohini

Sep 28, 2022, 11:00 PM

Respected Fathers

Further to your approval, a casual meeting with **Mr. Jasneet – Country Head, Chartered Institute for Securities and Investment – UK (Professional Body)** is scheduled at 11.30 am in the Boardroom Ground Floor.

We also request the HODs of Commerce and Management to be part of the meeting if possible. We also request all the IQAC members to be present for the meeting.

Regards

Coordinator, Internal Quality Assurance Cell
Christ Academy Institute for Advanced Studies
Bangalore – 83

"Education is the most powerful weapon which you can use to change the world"

Please do not print this email unless it is absolutely necessary.



CHRIST ACADEMY

INSTITUTE FOR ADVANCED STUDIES

AFFILIATED TO BANGALORE UNIVERSITY ||| BENGALURU - 83 |||

MINUTES OF IQAC MEETING HELD ON 14 NOVEMBER 2022

Present

1. Rev. Fr. Dr. Babu Paul CMI, Principal
2. Fr. Joshua Jose CMI, Vice-Principal
3. Dr Binu Paul, MBA Director
4. Mr Shinto Joseph, Director – South East Asia Operations
5. Dr Christopher Devaku IQAC Coordinator
6. Dr Mohini Bhat , HOD , SBM
7. Ms. Monika Thakur , HOD, Commerce
8. Dr. sangeetha George K, HOD, Science
9. Ms. Uma Gopal , HOD , Arts and Humanities
10. Mr Vinay Kumar, IQAC Joint Coordinator
11. Ms Vineetha Vijayan, IQAC Joint Coordinator
12. Dr Sherin Rison, IQAC Joint Coordinator

Meeting Started at: 1.45 PM

Venue: Ground Floor Board Room

Agenda:

1. Departments to adhere Academic Calendar
2. NAAC Preparation
3. FDP for the faculty
4. National and International Conference to be conducted by the department
5. Research to be enriched
6. Bridge course for the PG and UG programs
7. Certificate courses and Ad-on programs
8. Attendance Monitoring
9. Effective conduction of exam department
10. Capacity building program for Administration staffs
11. Effective usage of ERP

The IQAC Composition meeting for the academic year 2022-2023 was held on 14th November 2022 at 1.45 PM in Board Room, Ground Floor. The meeting started with the welcome note by Rev. Fr. Dr. Babu Paul CMI, Principal, Christ academy Institute for Advanced studies.



CHRIST ACADEMY

INSTITUTE FOR ADVANCED STUDIES

AFFILIATED TO BANGALORE UNIVERSITY ||| BENGALURU - 53 |||

Decisions Taken:

1. The internal audit for the academic year 2021-2022 will be starting by 21st November 2022 for individual departments. Self analysis report template is shared to every department and all departments should be prepared for the audit with the report and supporting documents.
2. By December reports for all events and activities of 2020-2021 should be kept ready by all departments.
3. Feedback survey form for students, faculties and alumni will be released shortly.
4. IQAC will be sharing a Template of post event 2 page reports for all departments at the earliest.
5. Fine tuning of all reports should be completed by IQAC.
6. It is decided that all departments have to conduct one FDP and one international Conference every year (Mode: Online/Offline/hybrid) .
7. It is suggested to propose for a department level student team for organizing FDPs and conferences.
8. Certificate courses for odd & even semesters need to be fixed from department level. The procedures of execution will be decided in next HOD meeting.
9. Teacher's work-done dairy will be checked by Ms. Vineetha Vijayan once in a semester. In the staff meeting teachers will be informed to mention the nature of administrative work that is being entered in the work-done dairy.
10. IQAC in discussion with HODs should finalize the mentor – mentee ratio for the current first year students and the mentor – mentee allocation will be done by IQAC. IQAC should make a regular mechanism for checking the mentoring report. And Principal confirmed that class teachers should engage their respective classes in the mentoring hour.
11. Remedial classes should be conducted by the subject teachers and a final report should be prepared based on the format shared by IQAC along with the attendance details.
12. From each department industrial visit should be planned and executed.



CHRIST ACADEMY

INSTITUTE FOR ADVANCED STUDIES

AFFILIATED TO BANGALORE UNIVERSITY ||| BENGALURU - 83 |||

The above minutes have been read and approved by the members

Rev. Fr. Dr. Babu Paul

(Principal)

CHRIST ACADEMY
Institute for Advanced Studies
Hullahalli Begur-Koppa Road
BANGALORE - 560 083

Dr. Christopher Devakumar

(IQAC Coordinator)

Coordinator

Internal Quality Assurance Cell
Christ Academy Institute for Advanced Studies
Bangalore - 560 083.
iqac@caias.in

The meeting concluded at 4.00 PM



CHRIST ACADEMY INSTITUTE FOR ADVANCED STUDIES

AFFILIATED TO BANGALORE UNIVERSITY ||| BENGALURU - 55 |||

Invitation for the IQAC Composition Meeting -2022

CHRISTOPHER DEVAKUMAR <christopherd@caias.in>

Sun, Nov 13, 12:59 PM

to Principal, Vice, Binu, Mohini, Sangeetha, Sangeetha, Monika, Uma, Fr.Joice, CAIAS, Vineetha, Vinay, Sherin, KEVIN ▾

Dear All,

Greetings from IQAC!

You are cordially invited to attend the **IQAC Composition for the Academic Year 2022-23**. Please find the meeting details below for your reference..

Date: 14 November 2022

Time: 1.45pm

Venue: Board Room Conference Room

Regards

Dr. Christopher Devakumar

Finance and Risk Management

Department of Commerce

Christ Academy Institute for Advanced Studies

Mobile No: 9739879356

Email: christopherd@caias.in/drchristopherdevakumar@gmail.com

"Education is the most powerful weapon which you can use to change the world"



CHRIST ACADEMY INSTITUTE FOR ADVANCED STUDIES

AFFILIATED TO BANGALORE UNIVERSITY ||| BENGALURU - 53 |||

CHRIST
ACADEMY
INSTITUTE FOR ADVANCED STUDIES

IQAC MEET'22

14 Nov 2022

Ground Floor - Board Room

1.45pm - IST

*You're
Invited!*



CHRIST ACADEMY

INSTITUTE FOR ADVANCED STUDIES

AFFILIATED TO BANGALORE UNIVERSITY || BENGALURU - 83 ||

MINUTES OF IQAC MEETING WITH CRITERION HEADS HELD ON 27 JANUARY 2023

Present

1. Dr. Chandni M – Criterion I
2. Dr. Shashikumar ND - Criterion II
3. Dr. K Rajesh Kumar - Criterion III
4. Dr. Sherin Rison - Criterion IV
5. Mr. Samuel RT - Criterion V
6. Ms. Jithy Lijo - Criterion VI
7. Dr. Panchali Mukerjee - Criterion VII
8. Mr. Vinay Kumar – Member IQAC
9. Ms. Vineetha Vijayan – Member IQAC
10. Dr. Christopher Devakumar (IQAC Coordinator)

Meeting Started at 1.30PM

Venue: Ground Floor Room Number 028

Agenda:

- Criterion Updates
- Policy document for various aspects to be generated
- Consolidated report generation
- Abstracts to be finalised for all the components
- Scanning of documents

Meeting started with the opening note and the general welcome by the IQAC Coordinator, Dr. Christopher Devakumar. The above agenda points were discussed.

1. Criterion heads updated the status on each criteria wise and the progress of the work allotted as per the requirements.
2. IQAC emphasise the importance and the criticality of the time period for filing the documents accordingly. IQAC requested all the members to prepare the policy documents for Clubs/Committees. Policy documents should be prepared and approved by the Principal and IQAC.
3. A summary/abstract has to be prepared for all the activities and initiatives which the department conducted. The summary sheet has to be created and attached for all the events organised and conducted by the department/clubs and committees.
4. The incomplete documents from 2016 has to be reworked and sign off to be taken by the concerned document in charges and the department level criterion in charges. All the reports should have the signatures before scanning the documents.



CHRIST ACADEMY INSTITUTE FOR ADVANCED STUDIES

AFFILIATED TO BANGALORE UNIVERSITY ||| BENGALURU - 83 |||

5. IQAC also oriented the documentation team and the criterion in charge about the scanning procedure. Before scanning the document, the criterion in charges should check for the completeness of the document along with seal and signature of the concerned authorities.
6. Dr. Sridhara – College Librarian pointed out that all the documents are completed as per the requirements, however, the financials are clubbed for CAIAS Institutions. IQAC Clarified that the financials should be separate for CAIAS.

Decisions Taken:

1. Policy documents to be created
2. All old documents should be reworked and completed with signature and seal
3. Completed documents should be evaluated and sent for scanning
4. Post scanning all documents will be segregated in the respective folders as per Criteria
- 5.

The above minutes have been read and approved by the members

SN	NAME	SIGN
1	Dr. Chandni M – Criterion I	
2	Dr. Shashikumar ND - Criterion II	
3	Dr. K Rajesh Kumar - Criterion III	
4	Dr. Sherin Rison - Criterion IV	
5	Mr. Samuel RT - Criterion V	
6	Ms. Jithy Lijo - Criterion VI	
7	Dr. Panchali Mukerjee - Criterion VII	
8	Mr. Vinay Kumar – Member IQAC	



CHRIST ACADEMY

INSTITUTE FOR ADVANCED STUDIES

AFFILIATED TO BANGALORE UNIVERSITY || BENGALURU - 83 ||

9	Ms. Vineetha Vijayan – Member IQAC	
10	Dr. Christopher Devakumar (IQAC Coordinator)	

The meeting concluded at 2.45pm

Note: Attachment of the communication mail sent regarding the commencement/scheduling of the meeting.

IQAC Meeting at 1.45pm Inbox



Internal Quality Assurance Cell <iqac@caias.in>
to Viney, Vineetha, Sherin ▾

Fri, Jan 27, 7:39 AM (2 days ago)

Dear Sir/Madam

We shall have a quick meeting today at 1.45pm in the IQAC room if we do not have a General Staff meeting.

Following are the agenda:

- a) Criterion Updates
- b) Policy document for various aspects to be generated
- c) Consolidated report generation
- d) Abstracts to be finalised for all the components
- e) Scanning of documents

Regards

Coordinator, Internal Quality Assurance Cell
Christ Academy Institute for Advanced Studies
Bangalore - 83

"Education is the most powerful weapon which you can use to change the world"

Please do not print this email unless it is absolutely necessary.

Dr. Christopher Devakumar
IQAC Coordinator

Coordinator
Internal Quality Assurance Cell
Christ Academy Institute for Advanced Studies
Bangalore - 560 083
iqac@caias.in

Rev. Fr. Dr. Babu Paul

Principal
CHRIST ACADEMY
Institute for Advanced Studies
Hullahalli Begur-Koppa Road
BANGALORE - 560 083