



## 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/2022-21

Date: 14.12.2022


Warm Greetings,

All are cordially invited to the AAA (Academic and Administrative Audit) Committee meeting on 14-12-2022 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. Verification of Academic documents
2. Preparation process
3. Internal Audit
4. Feedback suggestions from members
5. Any other suggestions for improvement

  
(Dr. M SREE SAKTHI VELAN)  
IQAC CO-ORDINATOR

  
(Dr. A. RAVI)  
CHAIRMAN-IQAC



## 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<br>Studies            | 8754190173               | Chairperson      |
| 2     | Dr.Shashikala.V<br>Vice-Principal   | RJS Institute of<br>Management<br>Studies            | 9886450573               | Co-Chairperson   |
| 3     | Dr.Kantharaj,<br>Professor & HOD / AI & ML                                      | Vemana Institute<br>of Technology –<br>(VIT)         | 9449129640               | Member           |
| 4     | Dr.Suresh,<br>Academic Senate<br>Member & Chairman,<br>BOS – Basic Science, VTU | Visvesvaraya<br>Technological<br>University –<br>VTU | 9902075490               | Member           |
| 5     | Dr.Kethan.M,<br>Professor & IQAC Coordinator                                    | IIBS, Bengaluru                                      | 9502733317               | Member           |
| 6     | Prof.Chakradhari,<br>Professor & HOD/Computer<br>Science                        | RJS FGC,<br>Bengaluru                                | 9379678759<br>8618465532 | Member           |
| 7     | Dr.M. SREE SAKTHI VELAN<br>Assistant Professor                                  | RJS Institute of<br>Management<br>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:** 14-12-2022

### **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. M Sree Sakthi Velan<br>IQAC Coordinator   |  |
| 8       | Mrs. Shilpa R<br>Assistant Professor & HOD - MBA  |  |
| 9       | Dr.Gokul.G<br>Assistant 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. Verification of Academic documents
2. Preparation process
3. Internal Audit
4. Feedback and suggestions from members
5. 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. VERIFICATION OF ACADEMIC DOCUMENTS**

As the internal NAAC coordinator, overseeing the verification of academic documents is essential. This involves meticulous examination of certificates, transcripts and other records submitted by Individuals or Institutions. By cross-referencing their documents with official records and relevant authorities. It helps to safeguards the integrity of academic evaluation, promoting transparency and maintaining the standards of education.

## **2. PREPARATION PROCESS**

Here the external members along with NAAC coordinator checked the all the documents prepared and kept ready for submitting the NAAC process.

## **3. INTERNAL AUDIT**

Under these the internal audit team members within the Institutions and outside the Institutions participated in the comprehensive review of processes, procedures, and practices to ensure compliance, efficiency and effectiveness.

## **4. FEEDBACK AND SUGGESTIONS FROM MEMBERS**

All the external members given their feedback and suggestions for the readiness of NAAC process.

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

The date and time for the next meeting is tentatively scheduled in the 3<sup>rd</sup> week of August 2023.

### **CLOSING REMARKS:**

Dr. M Sree Sakthi Velan, IQAC Coordinator, as per the discussion today we got very good inputs from the experts and we will take it forward in the NAAC process.

Dr.A Ravi, Principal & Director thanked all the attendees for their active participation and contributions to the meeting. The importance of their role in upholding the Institution's quality standards was emphasized, and the meeting was adjourned.

### **MEETING MINUTES PREPARED BY**



Dr. M Sree Sakthi Velan  
IQAC Coordinator,

### **APPROVED BY**



Dr.A Ravi  
Principal & Director