

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MEETING NOTICE

2nd Meeting of Internal Quality Assurance Cell (IQAC) is convened at 11.00 AM in Board Room on June 30, 2022 with the following agenda:

1. Confirmation of minutes of 1st meeting.
2. Action taken report on resolutions adopted in the 1st meeting.
3. For Discussions
 - i. Improvements of results/Admissions
 - ii. Preparation for LIC visit
 - iii. Grievance cell
 - iv. Self-appraisal report
 - v. Alumni association
 - vi. Reports of activity conducted
 - vii. Placement Committee
4. Any other matter

All are requested to make it convenient to attend the same.



Principal
IIFT College of Fashion
38/2, Jaimuni Rao Circle Complex
(Jaimuni Rao Circle Near Veeresh Theatre)
Magadi Road Agrahara Dasarahalli
BANGALORE 560079
Phone 23107668 / 23407668

Copy to:

- The Chairman and members of the Committee

INTERNAL QUALITY ASSURANCE CELL (IQAC)

PROCEEDINGS

2nd Meeting of IQAC was held on June 30, 2022 at 11.00 am at Board Room.

The following members attended the meeting:

1. Mrs. Seema Savio, Principal	Chairman
2. Mrs. Rajeshwari, Director	Member
3. Mrs. Viji. R, Chief Administrative Officer	Member
4. Mrs. Komal P	Member
5. Mrs. Hamsalekha Ravi	Member
6. Mrs. Priyanka P	Member
7. Mrs. Srilakshmi M S	Member
8. Ms Nisarga L N, Student	Member
9. Ms Anisa K H, Student	Member
10. Mrs. Veena B P	Coordinator

The Chairman IQAC welcomed all the members.

Agenda:

- 1. Confirmation of the minutes of 1st meeting:** IQAC Coordinator briefed all members about the proceedings of 1st meeting of IQAC to all members.

Resolution: Confirmed

- 2. Action taken report on resolutions adopted in the 1st meeting:** IQAC Coordinator communicated the members about the action taken report on resolutions adopted in the 1st meeting.

Resolution: Approved

3. For Discussions

- i. Improvements of results/Admissions:** All the members discussed regarding improvements in the examination results. Director instructed all the members to strive hard in getting First Class results. All members' valuable suggestions in improvements in Admissions were also sought.

- ii. Preparation for LIC visit**

For the upcoming LIC visit, it was instructed to compile required documents and also make necessary arrangements.

- iii. **Grievance cell:** Coordinator suggested that so far no student has put any suggestions complaint/ Suggestion box. Hence the awareness of the same has to be created amongst the students.
- iv. **Self-appraisal report**
The Principal conveyed to all the faculty members to submit the self appraisal report with evidences so that the awards can be given to the faculties on the upcoming Teachers Day.
- v. **Alumni Association:** It was suggested for framing of Alumni Association Committee and registration of the same as it helps the institution to build a good rapport among the Alumni.
- vi. **Reports of Activities conducted:** The Principal informed to initiate the process of preparing the report of each and every activity that is organized in the institution, and same will be placed on records.
- vii. **Placement Committee:** All members recommended formation of Placement Committee and organizing Soft skills. Other training programmes required by the students. The same needs to be taken care by Placement Committee.

4. Any other matter: NIL

The meeting was ended with Vote of Thanks by the IQAC Coordinator.



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September 01, 2022

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report

Action taken report on meeting of Internal Quality Assurance Cell (IQAC) held on June 30, 2022 at 11.00 am in the Board Room.

SI No	Agenda	Resolution	Action taken
1.	Confirmation of minutes of 1st meeting	Noted	Done
2.	Action taken report on resolutions adopted in the 1st meeting	Noted	Communicated to all members
3.	Preparation for LIC visit	Noted	Action plan is prepared
4.	Improvements of results / Admissions	Noted	Planning done for improvement
5.	Grievance cell	Noted	Steps taken to create awareness among students
6.	Self-appraisal report	Noted	Initiated
7.	Alumni association	Noted	Planned
8.	Reports of activity conducted	Noted	In progress
9.	Placement Committee	Noted	Planned



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