

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**MEETING NOTICE**

6<sup>th</sup> Meeting of Internal Quality Assurance Cell (IQAC) is convened on September 29, 2023 at 3.00 pm in Board Room, with the following agenda:

1. Confirmation of minutes of 5<sup>th</sup> meeting.
2. Action taken report on resolutions adopted in the 5<sup>th</sup> meeting
3. For Discussions
  - i. Quality Policy
  - ii. Vision & Mission
  - iii. Examination
  - iv. AAA Audit
  - v. Students participation in various committees
  - vi. Enhancing research activities
  - vii. Feedback analysis
  - viii. AISHE data submission
4. Any other matter

All are requested to make 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:

- Members of the Committee

**INTERNAL QUALITY ASSURANCE CELL (IQAC)  
PROCEEDINGS**

Meeting of IQAC was held on September 29, 2023 at 3.00 pm at Board Room.

The following members attended the meeting:

1. Mrs. Manjula Harish, Principal	Chairman
2. Mrs. Rajeshwari, Director	Member
3. Mrs. Viji. R, Chief Administrative Officer	Member
4. Mrs. Spoorthy S Babu	Member
5. Mrs. Neethu Narayan	Member
6. Mrs. Srilakshmi M S	Member
7. Mrs. Madhura Bhuvan	Member
8. Ms Jamuna B S, Student	Member
9. Ms Divyasri M, Student	Member
10. Mrs. Padmashree	Coordinator

The Chairman of the Internal Quality Assurance Cell (IQAC) extended a warm welcome to all the members, officially commencing the meeting.

**Agenda:**

- 1. Confirmation of minutes of 5th meeting:** The IQAC Coordinator provided an overview of the 5<sup>th</sup> meeting minutes to all members.

**Resolution:** Confirmed

- 2. Action taken report on resolutions adopted in the 5<sup>th</sup> meeting:** The IQAC Coordinator updated members on the actions taken in response to resolutions from the 5<sup>th</sup> meeting.

**Resolution:** Approved

**3. For Discussions**

- i. Quality Policy:** The Principal directed to finalize and publicize the Quality Policy Statement to all stakeholders. The Coordinator updated members that the statement is formulated and is awaiting management approval, which was placed before the IQAC for the approval of the members.
- ii. Vision & Mission:** The Principal informed members about the proposal to establish a

distinct Mission & Vision for IQAC. However, other management members expressed the view that IQAC can align with the overall Vision & Mission of the college, as the very essence of IQAC is to achieve the institutional goals.

- iii. **Examination:** With semester exams on the horizon, it was emphasized that extra efforts are essential to ensure the smooth conduct of examinations.
- iv. **AAA Audit:** According to the IQAC calendar, the Academic and Administrative Audit is scheduled for October. The Principal requested Management Representatives to nominate committee members for AAA. A letter has been dispatched to their office, and the management assured IQAC that the nominees will be provided at the earliest.
- v. **Students' Participation in various Committees:** The Principal highlighted the revised NAAC framework, emphasizing student participation in various committees. It was noted that each Departmental Association and Institutional committee already includes student representatives, meeting the expectations outlined by NAAC.
- vi. **Enhancing Research Activities:** The Principal advised to initiate activities aimed at enhancing research within the institution.
- vii. **Feedback analysis:** the feedback analysis was placed before committee, it was suggested to take necessary actions as per procedures.
- viii. **AIISHE Data Submission:** The Principal instructed the IQAC coordinator to ensure timely submission of AIISHE data in accordance with the specified requirements.

**4. Any Other Matter: NIL**

The meeting concluded with a Vote of Thanks from the IQAC Coordinator.



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Action Taken Report**

Action taken report on meeting of Internal Quality Assurance Cell (IQAC) held on September 29, 2023 at 3.00 pm in the Board Room.

SI No	Agenda	Resolution	Action taken
1.	Confirmation of minutes of 5 <sup>th</sup> meeting	Noted	Done
2.	Action taken report on resolutions adopted in the 5 <sup>th</sup> meeting	Noted	Communicated to all the members
3.	Quality Policy	Noted	Under approval
4.	Vision & Mission	Noted	Done
5.	Examination	Noted	Planned
6.	AAA Audit	Noted	Nomination under approval
7.	Students participation in various committees	Noted	Planned
8.	Enhancing research activities	Noted	Initiated
9.	Feedback analysis	Noted	Initiated
10.	AISHE data submission	Noted	Initiated



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