



UNIVERSAL SCHOOL OF ADMINISTRATION

Gururayanapura, Koluru Village, Ramohalli Post, Tavarekere Hobli, Bengaluru
South, Bengaluru - 560074. Phone: +91 9686664985 / 1 / 3

UNIVERSAL SCHOOL OF ADMINISTRATION

CRITERIA_6.5.1_INTERNAL QUALITY ASSURANCE CELL (IQAC) ACTIVITIES REPORT

2018-2023

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1. INTRODUCTION

The Internal Quality Assurance Cell (IQAC) of the Universal School of Administration was constituted in the year 2018 soon after the establishment of the institution. The primary aim of IQAC is to develop a system for conscious, consistent, and catalytic improvement in the overall performance of the institution. IQAC has been actively involved in enhancing and sustaining quality education and implementing various initiatives as per NAAC criteria.

2. COMPOSITION OF IQAC

The IQAC comprises the following members:

- Chairperson: Principal
- Coordinator: Senior Faculty Member
- Members: Representatives from teaching staff, administrative staff, students, alumni, and external experts

3. OBJECTIVES OF IQAC



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- To ensure the enhancement and coordination among various activities of the institution
- To promote a holistic academic environment and foster quality improvement
- To develop and apply quality benchmarks for various academic and administrative activities
- To arrange for feedback from students, parents, and other stakeholders on quality-related institutional processes
- To organize workshops and seminars on quality-related themes and promote quality circles

4. ACTIVITIES OF IQAC (2018-2023)

2018-2019

BRIEF OVERVIEW:

IQAC initiatives		
Criteria-1-IQAC Initiatives	Academic:2018-23	
	2018-19	Content Writing- Certification Course -36 hours
	2018-19	Corporate Leadership-Certification Course - 39 hours
	2018-19	Project proposal & professional report writing - 39 hours
	2018-19	Public speaking & anchoring - 39 hours
	2019-20	e-marketing
	2019-20	Management Skills
	2019-20	Numismatics
	2019-20	Presentation Skills
	2019-20	Public Speaking
	2019-20	Religious Studies
	2019-20	Social Media Marketing
	2020-21	Humanitarian Studies of India's History
	2020-21	Leadership Excellence in Management
	2020-21	Role of Art in Education
	2020-21	Sports Nutrition
	2020-21	Startup & Entrepreneurship
	2021-22	Business Analytics
	2021-22	Fine Arts
	2021-22	Linguistic Studies
	2021-22	Mental Ability
	2021-22	Personality Development & Aptitude Skills
	2021-22	Wildlife Management & Sustainable Development
	2021-22	Yoga
	2022-23	Library & Information Science
	2022-23	Insurance Services
	2022-23	Spoken English & Personality Development
	2022-23	Social Justice
	2022-23	Digital Marketing
	2022-23	Drama



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	2022-23	Social Work																					
	2022-23	Vedic Maths																					
	Curricular Enrichment initiatives																						
	2020-21	Importance of blood donation- Blood donation camp by Youth Red Cross wing 16.01.2021- Founder's Day																					
	2021-22	Debate- Digital connectedness - good or bad? - 15.06.2022 program																					
	2022-23	Debate-Separation of Judiciary from Executive - 04.06.2022 program																					
	2022-23	Debate-Virtues and short comings of British rule -11.06.2022 program																					
	2022-23	Debate- Women Reservation -06.07.2022 program																					
	Departmental Heads-Regular Meetings-2018-2023	For coordination of all academic activities																					
Criteria-2- IQAC initiatives																							
	Maintenance and Updating semester and yearly-																						
	Student enrolment list																						
	Teaching Faculty list																						
	Non-Teaching Faculty list																						
	Regular Institution-BU communication channel for approvals																						
Criteria-3-IQAC initiatives																							
	Research initiatives																						
	Innovative initiatives																						
	Extension initiatives	NCC, NSS, Red Cross initiatives Details attached in a separate document																					
Criteria-4-IQAC initiatives	<p>3.4.3 Number of extension and outreached Programmes conducted by the institution through NSS/ NCC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs during the last five years.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>SL NO.</th> <th>YEAR</th> <th>NO.OF EVENTS</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2022-2023</td> <td>17</td> </tr> <tr> <td>2</td> <td>2021-2022</td> <td>09</td> </tr> <tr> <td>3</td> <td>2020-2021</td> <td>03</td> </tr> <tr> <td>4</td> <td>2019-2020</td> <td>09</td> </tr> <tr> <td>5</td> <td>2018-2019</td> <td>07</td> </tr> <tr> <td colspan="2" style="text-align: center;">TOTAL</td> <td>45</td> </tr> </tbody> </table>		SL NO.	YEAR	NO.OF EVENTS	1	2022-2023	17	2	2021-2022	09	3	2020-2021	03	4	2019-2020	09	5	2018-2019	07	TOTAL		45
SL NO.	YEAR	NO.OF EVENTS																					
1	2022-2023	17																					
2	2021-2022	09																					
3	2020-2021	03																					
4	2019-2020	09																					
5	2018-2019	07																					
TOTAL		45																					



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	Regular Infrastructural audits_2018-23	
	Regular USALAC Meetings_2018-23	
Criteria-5-IQAC initiatives		
	Student support initiatives and monitoring_2018-23	
	Student Support initiatives	
	Sports and Culture initiatives	
Criteria-6-IQAC initiatives		
	GC Meetings_2018-23 Agenda setting Document arrangements for approvals	
	IAAA-SPG Audit	
Criteria-7-IQAC initiatives		
	Green Audit-ISO-14001-2015 Certification	
	QMS-Audit-ISO-9001-2015 Certification	
	FSSAI Certification	
	Fire Safety Certification	
	Gender Equity	
	Safety & Security	
	Gender Audit	
	Infirmary	
	Alternative sources of energy and conservation	
	Degradable & non-degradable waste	
	Water conservation	
	Green campus initiatives	
	Disabled friendly, barrier free environment	
	Beyond the campus environmental promotion	



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	<p>The following programmes were conducted by the institution:</p> <ul style="list-style-type: none">Hygienic Life Awareness ProgrammeKargil Vijay DiwasTeacher's Day CelebrationLakshmi PoojaDeepavali CelebrationPongal CelebrationRepublic Day CelebrationNational Girl Child Day Awareness ProgrammeNational Voters Day Awareness ProgrammeSpecial Feast for Students, Staff, and EmployeesIndependence Day CelebrationWorld Yoga Day ProgrammeOnam CelebrationVinayaka Chaturthi CelebrationHuman Rights Awareness ProgrammeFireless cooking programmeMega Blood Donation CampFounder's Day CelebrationFree Health CheckupAnti - Drug Awareness ProgrammeRoad Safety Awareness ProgrammeWorld AIDS Day Awareness WalkathonChristmas CelebrationIftar MeetNational Youth Day Awareness ProgrammeEthnic DaySports Day CelebrationGrameena Kreedha Koota	
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Other details:

- 1. Formation of IQAC**
 - Establishment and initial meetings to set objectives and plan activities
- 2. Feedback Collection System**
 - Setup of a comprehensive feedback mechanism from students, parents, and alumni
- 3. Feedback Analysis and Action**
 - Regular analysis of collected feedback and implementation of improvement measures
- 4. Academic Calendar Development**
 - Creation of a detailed academic calendar for the year
- 5. Workshops on Quality Enhancement**
 - Workshop on "Quality Enhancement in Higher Education"
- 6. Seminars on Institutional Improvement**
 - Seminar on "Role of IQAC in Institutional Improvement"
- 7. Internal Academic Audits**
 - Conducted internal academic audits to assess and enhance the teaching-learning process



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8. **Introduction of ICT Tools**
 - Implementation of new teaching methodologies and ICT tools
9. **Curriculum Revision**
 - Revision of existing curricula to align with industry standards
10. **New Course Introductions**
 - Introduction of new courses based on emerging trends
11. **Faculty Training Programs**
 - Training programs for faculty on innovative teaching methods
12. **Faculty Participation Encouragement**
 - Encouraging faculty participation in national and international conferences
13. **Student Mentoring System**
 - Establishment of mentoring and counseling systems for students
14. **Orientation Programs**
 - Conducting orientation programs for new students
15. **Infrastructure Upgradation**
 - Upgradation of library and laboratory facilities
16. **Research Promotion**
 - Encouragement of faculty and students to undertake research projects
17. **Community Service Initiatives**
 - Organizing community service programs
18. **Cultural and Sports Activities**
 - Encouraging student participation in cultural and sports events
19. **Annual Cultural Festivals**
 - Organizing annual cultural festivals and sports meets
20. **Library Automation**
 - Automation of library services for better accessibility

2019-2020

1. **Quarterly IQAC Meetings**
 - Regular meetings to review progress and plan new initiatives
2. **Detailed Feedback Analysis**
 - In-depth analysis of feedback from stakeholders
3. **Curriculum Improvement**
 - Implementation of suggestions for curriculum improvement
4. **Faculty Development Programs**
 - Organized FDPs on "Innovative Teaching Methods" and "Research Methodology"
5. **Student Counselling Programs**
 - Initiated counselling and mentoring programs for students
6. **Soft Skills Workshops**
 - Workshops on soft skills and career guidance
7. **Library and Laboratory Upgradation**
 - Further upgradation of library and laboratory facilities
8. **Research Projects Encouragement**
 - Encouragement of faculty and students to undertake research projects
9. **Publication of Research Papers**
 - Publication of research papers in reputed journals
10. **Community Engagement Programs**



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- Organizing community service programs
- 11. Collaboration with NGOs**
 - Collaboration with NGOs for social initiatives
- 12. Sports Activities**
 - Organizing annual cultural festivals and sports meets
- 13. Health Camps**
 - Organizing health camps for students and staff
- 14. Green Initiatives**
 - Implementing green campus initiatives
- 15. Student Exchange Programs**
 - Initiating student exchange programs with other institutions
- 16. Guest Lectures**
 - Organizing guest lectures by industry experts
- 17. Industry Visits**
 - Arranging industry visits for students
- 18. Faculty Exchange Programs**
 - Faculty exchange programs with other institutions
- 19. Alumni Meet**
 - Organizing alumni meets
- 20. Alumni Contribution**
 - Leveraging alumni expertise for institutional growth

2020-2021

- 1. Online Classes and Exams**
 - Conducting online classes and exams due to COVID-19
- 2. Webinars on Online Teaching Tools**
 - Organized webinars on online teaching tools and techniques
- 3. Online Feedback Collection**
 - Collection of feedback through online platforms
- 4. Addressing Online Learning Issues**
 - Addressing issues related to online learning and mental health
- 5. Faculty Training on Online Platforms**
 - Training sessions for faculty on using online platforms for teaching and assessment
- 6. Development of Online Resources**
 - Development of online resources for students
- 7. Virtual Workshops and Guest Lectures**
 - Conducting virtual workshops and guest lectures
- 8. Online Cultural and Academic Events**
 - Organizing online cultural and academic events
- 9. Health and Safety Protocols**
 - Implementation of health and safety protocols on campus
- 10. Regular Health Check-ups**
 - Organizing regular health check-ups and sanitization drives
- 11. Online Assessment Methods**
 - Developing and implementing online assessment methods
- 12. Ensuring Academic Integrity**
 - Ensuring academic integrity in online exams



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13. **IT Infrastructure Upgradation**
 - Upgrading IT infrastructure to support online education
14. **Digital Resources for Students and Faculty**
 - Providing digital resources and support to students and faculty
15. **Online Workshops for Students**
 - Conducting online workshops for student development
16. **Virtual Career Guidance**
 - Providing virtual career guidance and counselling
17. **Online Mentoring**
 - Online mentoring and support for students
18. **Student Engagement Initiatives**
 - Online initiatives to keep students engaged
19. **Collaboration with EdTech Companies**
 - Collaborating with EdTech companies for enhanced learning
20. **Digital Library Access**
 - Providing access to digital library resources

2021-2022

1. **Hybrid Teaching Models**
 - Implementation of hybrid teaching models with on-campus and online classes
2. **Workshops on Curriculum Design**
 - Workshops on curriculum design and outcome-based education
3. **Introduction of Certificate Courses**
 - Introduction of new certificate courses
4. **Continuous Feedback Collection**
 - Continuous feedback collection and analysis
5. **New Strategies Implementation**
 - Implementation of new strategies based on feedback
6. **Research Promotion Activities**
 - Encouragement of research activities among faculty and students
7. **Research Methodology Workshops**
 - Organized research methodology workshops
8. **Outreach Programs**
 - Conducting outreach programs and community service initiatives
9. **International Collaborations**
 - Establishing collaborations with international universities
10. **Student Exchange Programs**
 - Organizing student and faculty exchange programs
11. **Personality Development Programs**
 - Organizing personality development and leadership programs
12. **Career Counselling and Placement**
 - Enhanced career counselling and placement assistance
13. **Sustainability Initiatives**
 - Promoting sustainability and environmental awareness
14. **Green Campus Initiatives**
 - Implementation of green campus initiatives
15. **Cultural Exchange Programs**



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- Organizing cultural exchange programs with other institutions
- 16. Industry Collaborations**
 - Strengthening industry-institution linkages
- 17. Industrial Visits**
 - Organizing industrial visits and internships
- 18. Technology Integration**
 - Integrating advanced technologies in teaching and learning
- 19. Adoption of LMS**
 - Adoption of Learning Management Systems (LMS)
- 20. Alumni Network Strengthening**
 - Strengthening the alumni network

2022-2023

- 1. Sustaining Quality Education**
 - Focus on sustaining and enhancing the quality of education
- 2. Regular Audits and Assessments**
 - Conducting regular audits and assessments
- 3. Innovation in Teaching**
 - Encouraging innovation in teaching and learning
- 4. Documentation of Best Practices**
 - Documentation of best practices for knowledge sharing
- 5. Enhanced Student Support Services**
 - Strengthening student support services
- 6. Career Counselling Enhancement**
 - Enhanced career counselling and placement assistance
- 7. NAAC Accreditation Preparation**
 - Preparation for NAAC accreditation
- 8. SSR Preparation and Submission**
 - Self-study report (SSR) preparation and submission
- 9. Capacity Building Programs**
 - Capacity building programs for staff and faculty
- 10. Participation in Conferences**
 - Encouraging participation in national and international conferences
- 11. Industry-Institution Linkages**
 - Strengthening industry-institution linkages
- 12. Organizing Industrial Visits**
 - Organizing industrial visits and internships
- 13. Adoption of Advanced Technologies**
 - Integrating advanced technologies in teaching and learning
- 14. Learning Management Systems**
 - Adoption of Learning Management Systems (LMS)
- 15. Strengthening Alumni Network**
 - Strengthening the alumni network
- 16. Organizing Alumni Meets**
 - Organizing alumni meets
- 17. Leveraging Alumni Expertise**
 - Leveraging alumni expertise for institutional growth



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18. Environmental Awareness Programs

- Promoting sustainability and environmental awareness

19. Community Service Initiatives

- Organizing community service programs

20. International Collaborations

- Establishing collaborations with international universities

5. CONCLUSION

Since its inception in 2018, the IQAC of the Universal School of Administration has been instrumental in driving quality improvement initiatives. Through regular meetings, feedback collection, and implementation of quality enhancement measures, the IQAC has contributed significantly to the institution's growth and development.

6. FUTURE PLANS

- Strengthening the feedback mechanism for continuous improvement
- Increasing industry-academia collaborations
- Enhancing research output and publications
- Implementing more student-centric learning approaches
- Fostering a culture of quality and excellence in all institutional activities

IQAC INITIATIVES:

- > Finance & Audit Committee
- > Sports & Culture Cell
- > Internal Complaints Cell
- > Anti-Ragging Cell
- > SC/ST Cell
- > OBC Cell
- > Minority Cell
- > NCC Cell
- > NSS Cell
- > Red Cross Cell



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- > **Grievance Redressal Cell**
- > **Entrepreneur & Development Cell**
- > **Research & Development Cell**
- > **Training & Placement Cell**
- **Clubs:**
 - > **Literary Club**
 - > **Theatre & Plays Club**
 - > **Music Club**
 - > **Dance Club**
 - > **Photography Club**
 - > **Electoral Literacy Club**
- **Alumni Association**
- **Exam Committee**
- **IAAA SPG-(Special Purpose Group)**



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IQAC – Regular Minutes of Meeting

Academic Year: 2022 – 23

Meeting - 02



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INTERNAL QUALITY ASSURANCE CELL – IQAC

Ref: USA/IQAC/Meeting2022-23/02

Date: 01-02-2023

CIRCULAR

A meeting is scheduled on 3rd February 2023 at 03:00 PM regarding the discussion on the following agenda.

- Installation of Software
- Academic Calendar
- To discuss about the waste paper and green waste management
- To finalize the Online Student Satisfaction Survey format.

All are requested to join the meeting.

Venue: Board Room

Time: 03:00 PM


IQAC – Coordinator


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Copy to:

1. Principal
2. IQAC
3. All the HoDs
4. File

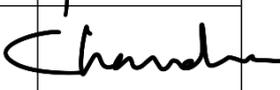
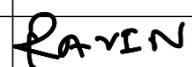
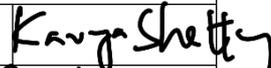
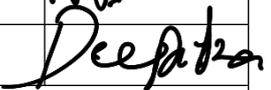

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INTERNAL QUALITY ASSURANCE CELL – IQAC

Ref: USA/IQAC/Meeting2022-23/02

Date: 03-02-2023

ATTENDENCE – IQAC

S. No	Name of the Member	Designation	Composition of IQAC Members Specified by NAAC	Signature
Member from the Management				
1.	R Upendra Shetty	Chairman	Member	
Chairperson: Head of Institution				
2.	Prof. Uday Kumar GM	Principal	Chairperson	
Teachers to represent all level				
3.	Dr. Ramakrishnappa HK	HOD - KAN	Member	
4.	Sameera DS	HOD – SAN	Member	
5.	Dr. Amrapali Jambhulkar	HOD – POL.SC	Member	
6.	Inaganti Chendramohan	HOD- HIS	Member	
7.	Mr. Ravi N	HOD – COM	Member	
Senior Administrative Officers				
8.	Kavya Shetty	AP - COM	Member	
9.	Vishwanath K	AP – HIN	Member	
10.	Mr. Mohan Krishnamurthy	AP - GEO	Member	
11.	Deepika Vettikuntla	AP - COM	Member	

D.V.S.S.R. Prasad
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Nominees each from Local Society, Students and Alumni				
12.	Somashekar S T	MLA	Member	—
13.	Sagar Kamlay	3 rd Year B.A	Member	Sagar
14.	Gloria Rodrigues	3 rd Year B.Com	Member	Gloria
15.	Akhilesh Shetty	Media Reporter	Member	A. Shetty
Nominee each from Employers/Industrialists/Stakeholders				
16.	Pragathi U Shetty	Secretary	Member	Pragathi
17.	Harish Thalanki	Industrialist	Member	Hr
One of the senior teachers as the Co – Ordinator/Director of the IQAC				
18.	Suchitra Shetty	Assistant Professor	IQAC - Coordinator	Suchi.

IQAC – *Suchi*
Coordinator

D.V.S.S.R. Prakash
Principal
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D.V.S.S.R. Prakash
Principal
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INTERNAL QUALITY ASSURANCE CELL – IQAC

Ref: USA/IQAC/Meeting2022-23/02

Date: 03-02-2023

MINUTES OF MEETING

The following members were present:

S.No	Name of the Member	Designation	Composition of IQAC Members Specified by NAAC
Member from the Management			
1.	R Upendra Shetty	Chairman	Member
Chairperson: Head of Institution			
2.	Prof. Uday Kumar GM	Principal	Chairperson
Teachers to represent all level			
3.	Dr. Ramakrishnappa HK	HOD - KAN	Member
4.	Sameera DS	HOD – SAN	Member
5.	Dr.Amrapali Jambhulkar	HOD – POL.SC	Member
6.	Inaganti Chendramohan	HOD- HIS	Member
7.	Mr. Ravi N	HOD – COM	Member
Senior Administrative Officers			
8.	Kavya Shetty	AP - COM	Member
9.	Vishwanath K	AP – HIN	Member
10.	Mr. Mohan Krishnamurthy	AP - GEO	Member
11.	Deepika Vettikuntla	AP - COM	Member
Nominees each from Local Society, Students and Alumni			
12.	Sagar Kamlay	3 rd Year B.A	Member
13.	Gloria Rodrigues	3 rd Year B.Com	Member
Nominee each from Employers/Industrialists/Stakeholders			
14.	Pragathi U Shetty	Secretary	Member
One of the senior teachers as the Co – Ordinator/Director of the IQAC			
15.	Suchitra Shetty	Assistant Professor	IQAC - Coordinator

D.V.S.S.R. Praveen
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Gururayanapura, Koluru Village,
Ramohalli Post, Tavarekere Hobli,
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The following points were discussed:

S. No	Points discussed	Responsibility/Remarks
1.	Chairperson began the meeting by welcoming all the members present in the meeting. He proposed to install some software for better working and moving towards digitization.	Principal
2.	Suchitra Shetty informed all the HODs to prepare academic calendar of events.	IQAC Coordinator
3.	Waste Paper Management and possibilities of collection of leaves and green waste for composing in college premises were discussed.	All Dept. Heads
4.	Online student satisfaction survey format was analyzed and discussed by all the members. Suggestions were given regarding the choice of words relevant aspects to be included into it.	Management, Principal & IQAC Coordinator


IQAC Coordinator


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IQAC – Action Taken Report for Academic Year 2022 – 23

The following actions were taken to implement the decisions of the Second IQAC meeting was held on 03-02-2023 during academic year 2022-23

S. No	Action Plan	Action Taken	Remarks
1	Installation of Software	As a result of the discussion, ERP, TALLY is to be installed	
2	Academic Calendar	All the HODs committed to submit the academic calendar for the next session by the end of May 2023	
3	Waste paper and green waste management	Before the completion of present session, departments in collaboration with each other to conduct competition for the students based on the theme of waste paper and green waste management.	
4	Online student satisfaction survey format	The management took online student satisfaction survey and assigned the exam cell the role of updating the survey format and to add more queries and columns to get detailed views of students.	


IQAC – Coordinator

D.V.S.S.R. Hanuath
PRINCIPAL
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Principal

D.V.S.S.R. Hanuath
PRINCIPAL
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IQAC – Regular Minutes of Meeting

Academic Year: 2022 – 23

Meeting - 01



UNIVERSAL SCHOOL OF ADMINISTRATION

Gururayanapura, Koluru Village, Ramohalli Post, TavarekereHobli, Bengaluru
South, Bengaluru - 560074. Phone: +91 9686664985 / 1 / 3

INTERNAL QUALITY ASSURANCE CELL – IQAC

Ref: USA/IQAC/Meeting2022-23/01 Date: 12-10-2022

CIRCULAR

A meeting is scheduled on 15th Oct 2022 at 11:00 AM regarding the discussion on the following agenda.

- To send proposal for financial assistance for organizing seminars
- To develop Performance Appraisal System for Non-Teaching Staff
- Academic and Administrative Audit
- Institutional code of conduct for students and teachers be developed to promote universal values

All are requested to join the meeting.

Venue: Board Room

Time: 11:00 AM


IQAC Coordinator


PRINCIPAL
UNIVERSAL SCHOOL OF ADMINISTRATION
Gururayanapura, Koluru Village,
Ramohalli Post, Tavarekere Hobli,
Bangalore - 560 074.
Principal

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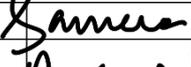
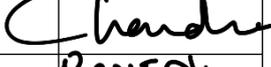
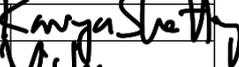
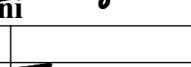
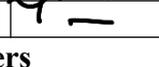
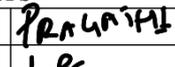

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Bangalore - 560 074.

INTERNAL QUALITY ASSURANCE CELL – IQAC

Ref: USA/IQAC/Meeting2022-23/01

Date: 15-10-2022

ATTENDENCE – IQAC

S.No	Name of the Member	Designation	Composition of IQAC Members Specified by NAAC	Signature
Member from the Management				
1.	R Upendra Shetty	Chairman	Member	-
Chairperson: Head of Institution				
2.	Prof. Uday Kumar GM	Principal	Chairperson	
Teachers to represent all level				
3.	Dr. Ramakrishnappa HK	HOD - KAN	Member	
4.	Sameera DS	HOD – SAN	Member	
5.	Dr.Amrपालि Jambhulkar	HOD – POL.SC	Member	
6.	Inaganti Chendramohan	HOD- HIS	Member	
7.	Mr. Ravi N	HOD – COM	Member	
Senior Administrative Officers				
8.	Kavya Shetty	AP - COM	Member	
9.	Vishwanath K	AP – HIN	Member	
10.	Mr. Mohan Krishnamurthy	AP - GEO	Member	
11.	Deepika Vettikuntla	AP - COM	Member	
Nominees each from Local Society, Students and Alumni				
12.	Somashekar S T	MLA	Member	
13.	Sagar Kamlay	3 rd Year B.A	Member	
14.	Gloria Rodrigues	3 rd Year B.Com	Member	
15.	Akhilesh Shetty	Media Reporter	Member	-
Nominee each from Employers/Industrialists/Stakeholders				
16.	Pragathi U Shetty	Secretary	Member	
17.	Harish Thalanki	Industrialist	Member	
One of the senior teachers as the Co – Ordinator/Director of the IQAC				
18.	Suchitra Shetty	Assistant Professor	IQAC - Coordinator	

D.V.S.S.R. Hanuash
PRINCIPAL
UNIVERSAL SCHOOL OF ADMINISTRATION
Gururayanapura, Koloru Village,
Ramohalli Post, Tavarekere Hobli,
Bangalore - 560 074.

INTERNAL QUALITY ASSURANCE CELL – IQAC

Ref: USA/IQAC/Meeting2022-23/01

Date: 15-10-2022

MINUTES OF MEETING

The following members were present:

S. No	Name of the Member	Designation	Composition of IQAC Members Specified by NAAC
Member from the Management			
1.	R Upendra Shetty	Chairman	Member
Chairperson: Head of Institution			
2.	Prof. Uday Kumar GM	Principal	Chairperson
Teachers to represent all level			
3.	Dr. Ramakrishnappa HK	HOD - KAN	Member
4.	Sameera DS	HOD – SAN	Member
5.	Dr.Amrapali Jambhulkar	HOD – POL.SC	Member
6.	Inaganti Chendramohan	HOD- HIS	Member
7.	Mr. Ravi N	HOD – COM	Member
Senior Administrative Officers			
8.	Kavya Shetty	AP - COM	Member
9.	Vishwanath K	AP – HIN	Member
10.	Mr. Mohan Krishnamurthy	AP - GEO	Member
11.	Deepika Vettikuntla	AP - COM	Member
Nominees each from Local Society, Students and Alumni			
12.	Sagar Kamlay	3 rd Year B.A	Member
13.	Gloria Rodrigues	3 rd Year B.Com	Member
Nominee each from Employers/Industrialists/Stakeholders			
14.	Pragathi U Shetty	Secretary	Member
One of the senior teachers as the Co – Ordinator/Director of the IQAC			
15.	Suchitra Shetty	Assistant Professor	IQAC - Coordinator

D.V.S.S.R. Hanuath
PRINCIPAL
UNIVERSAL SCHOOL OF ADMINISTRATION
Gururayanapura, Koloru Village,
Ramohalli Post, Tavarekere Hobli,
Bangalore - 560 074.

The following points were discussed:

S. No	Points discussed	Responsibility/Remarks
1.	The principal suggested to send proposal for financial assistance for organizing seminars to different funding agencies so that the institutions can conduct FDPs, workshops, seminars to improve the skill of students, teaching faculties as well as non-teaching faculties.	Principal
2.	It was suggested that non-teaching staff should also get hikes and appraisals. So, performance appraisals for the non-teaching staff need to be developed.	IQAC Coordinator
3.	To control and maintained high standards in the field of Higher Education, Academic and Administrative Audit of the college need to be done.	All Dept. Heads
4.	Institutional code of conduct for students and teachers to be develop to promote universal values.	Management, Principal & IQAC Coordinator


IQAC – Coordinator


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Bangalore - 560 074

IQAC – Action Taken Report for Academic Year 2022 – 23

The following actions were taken to implement the decisions of the first IQAC meeting was held on 15-10-2022 during academic year 2022-23

S. No	Action Plan	Action Taken	Remarks
1	Proposal for financial assistance for organizing seminars.	As a result of the discussion, the principal on the behalf of the institution will write letter to ICSSR requesting them for the financial assistance.	
2	Performance appraisal system for non-teaching staff	After the discussion, the responsibility was given to HR Manager to observe the performance of non-teaching staff and begin maintaining their records for the appraisal.	
3	Academic and Administrative Audit	All the department HODs were given the responsibility to visit each other department internally and prepare internal academic and administrative audit.	
4	Institutional code of conduct for students and teachers be developed to promote universal values	Sports and cultural committee was assigned the role to conduct one workshop to promote institutional code of conduct for student and teachers.	


IQAC – Coordinator


PRINCIPAL
UNIVERSAL SCHOOL OF ADMINISTRATION
Gururayanapura, Koluru Village,
Ramohalli Post, Tadakeru Hobli,
Guntur District - 522 074.
Principal



UNIVERSAL SCHOOL OF ADMINISTRATION

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IQAC – Regular Minutes of Meeting

Academic Year: 2021– 22

Meeting - 02



UNIVERSAL SCHOOL OF ADMINISTRATION

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INTERNAL QUALITY ASSURANCE CELL – IOAC

Ref: USA/IQAC/Meeting2021-22/02

Date: 06-01-2022

CIRCULAR

A meeting is scheduled on 10th January 2022 at 10:30 AM regarding the discussion on the following agenda.

- Confirmation of Previous minutes of meetings
- ICT Infrastructure
- Mentoring System
- To upgrade the Certificate Courses

All are requested to join the meeting. Venue: Board Room

Time: 10:30 AM

IQAC – Coordinator

PRINCIPAL
UNIVERSAL SCHOOL OF ADMINISTRATION
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INTERNAL QUALITY ASSURANCE CELL – IOAC

Ref: USA/IQAC/Meeting2021-22/02

Date: 10-01-2022

ATTENDENCE – IQAC

S. No	Name of the Member	Designation	Composition of IQAC Members Specified by NAAC	Signature
Member from the Management				
1.	R Upendra Shetty	Chairman	Member	
Chairperson: Head of Institution				
2.	Prof. Uday Kumar GM	Principal	Chairperson	
Teachers to represent all level				
3.	Dr. Ramakrishnappa HK	HOD - KAN	Member	
4.	Athira P	HOD – ENG	Member	
5.	Chidanand Sringeri	HOD – POL.SC	Member	
6.	Inaganti Chendramohan	HOD- HIS	Member	
7.	Muniraju K	HOD – COM	Member	
8.	Keshava Neera	HOD-ECO	Member	
Senior Administrative Officers				
9.	Kavya Shetty	AP - COM	Member	
10.	Vishwanath K	AP – HIN	Member	
11.	Mr. Mohan Krishnamurthy	AP - GEO	Member	
12.	Deepika Vettikuntla	AP - COM	Member	
Nominees each from Local Society, Students and Alumni				
13.	Somashekar S T	MLA	Member	
14.	E Vikas	3 rd Year B.Com	Member	
15.	Guruprasad B V	3 rd Year B.Com	Member	
16.	Akhilesh Shetty	Media Reporter	Member	
Nominee each from Employers/Industrialists/Stakeholders				
17.	Harish Thalanki	Industrialist	Member	
One of the senior teachers as the Co –Ordinator/Director of the IQAC				
18.	Arpitha P	Assistant Professor	IQAC - Coordinator	

D.V.S.S.R. Prasad

PRINCIPAL
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INTERNAL QUALITY ASSURANCE CELL – IQAC

Ref: USA/IQAC/Meeting2021-22/02

Date: 10-01-2022

MINUTES OF MEETING

The following members were present:

S. No	Name of the Member	Designation	Composition of IQAC Members Specified by NAAC
Member from the Management			
1.	R Upendra Shetty	Chairman	Member
Chairperson: Head of Institution			
2.	Prof. Uday Kumar GM	Principal	Chairperson
Teachers to represent all level			
3.	Dr. Ramakrishnappa HK	HOD - KAN	Member
4.	Athira P	HOD – ENG	Member
5.	Chidanand Sringeri	HOD – POL.SC	Member
6.	Inaganti Chendramohan	HOD- HIS	Member
7.	Muniraju K	HOD – COM	Member
8.	Keshava Neera	HOD-ECO	Member
Senior Administrative Officers			
9.	Kavya Shetty	AP - COM	Member
10.	Vishwanath K	AP – HIN	Member
11.	Mr. Mohan Krishnamurthy	AP - GEO	Member
12.	Deepika Vettikuntla	AP - COM	Member
Nominees each from Local Society, Students and Alumni			
13.	E Vikas	3 rd Year B.Com	Member
14.	Guruprasad B V	3 rd Year B.Com	Member
One of the senior teachers as the Co – Ordinator/Director of the IQAC			
15.	Arpitha P	Assistant Professor	IQAC - Coordinator



UNIVERSAL SCHOOL OF ADMINISTRATION

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The following points were discussed:

S. No	Points discussed	Responsibility/Remarks
1.	Confirmation of Previous minutes of meetings - The Chairperson/Principal welcomed all the members and people present in the meeting, and read and confirmed all the points discussed in the previous meeting	Principal
2.	Ms. Arpitha P suggested to improve the ICT infrastructure	IQAC Coordinator
3.	HODs were of the opinion to update the mentor and mentees list and segregate as per the department	All Dept. Heads
4.	Upgradation in certificate courses was suggested in order to diversify the learning of the students	Management, Principal & IQAC Coordinator

IQAC - Coordinator

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Bengaluru - 560 074.

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Gururayanapura, Koluru Village,
Ramohalli Post, Tavarekere Hobli,
Bangalore - 560 074.

IQAC – Action Taken Report for Academic Year 2021 – 22

The following actions were taken to implement the decisions of the second IQAC meeting was held on 10-01-2022 during academic year 2021 -22.

S. No	Action Plan	Action Taken	Remarks
1	Confirmation of previous minutes of meetings	As per the discussed points in the previous meeting, respective people fulfilled their tasks and working on some left agendas.	
2	ICT Infrastructure	The management gave the order for projectors, speakers and mikes for all the classrooms	
3	Mentoring System	As per the suggestion of the HODs, all the teachers got certain no. of students as per their subject and department wise segregation	
4	Upgradation in Certificate Courses	Along with existing certificate courses, a few more to be introduced by the end of April	

IQAC – Coordinator 


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Sri Sathya Sai Institute of Higher Learning,
Puttapati - 560 074.



UNIVERSAL SCHOOL OF ADMINISTRATION

Gururayanapura, Koluru Village, Ramohalli Post, TavarekereHobli, Bengaluru
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IQAC – Regular Minutes of Meeting

Academic Year: 2021 – 22

Meeting - 01



UNIVERSAL SCHOOL OF ADMINISTRATION

Gururayanapura, Koluru Village, Ramohalli Post, TavarekereHobli, Bengaluru
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INTERNAL QUALITY ASSURANCE CELL – IQAC

Ref: USA/IQAC/Meeting2021-22/01

Date: 15-07-2021

CIRCULAR

A meeting is scheduled on 16th July 2021 at 03:00 PM regarding the discussion on the following agenda.

- Academic Progression and Excellence
- Professional and Enhanced Teaching and Learning Methods
- Planning and Discussion for the Upcoming Semester
- Parents Teacher Meet

All are requested to join the meeting.

Venue: Board Room

Time: 03:00 PM

IQAC – Coordinator

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UNIVERSAL SCHOOL OF ADMINISTRATION
Gururayanapura, Koluru Village,
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Bengaluru - 560 074.

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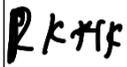
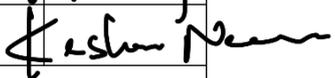
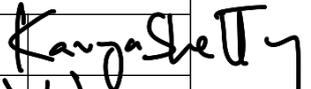
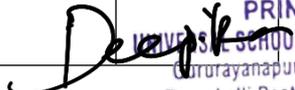
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Gururayanapura, Koluru Village,
Ramohalli Post, Tavarekere Hobli,
Bangalore - 560 074.

INTERNAL QUALITY ASSURANCE CELL – IQAC

Ref: USA/IQAC/Meeting2021-22/01

Date: 16-07-2021

ATTENDENCE – IQAC

S.No	Name of the Member	Designation	Composition of IQAC Members Specified by NAAC	Signature
Member from the Management				
1.	R Upendra Shetty	Chairman	Member	
Chairperson: Head of Institution				
2.	Prof. Uday Kumar GM	Principal	Chairperson	
Teachers to represent all level				
3.	Dr. Ramakrishnappa HK	HOD - KAN	Member	
4.	Athira P	HOD – ENG	Member	
5.	Chidanand Sringeri	HOD – POL.SC	Member	
6.	Inaganti Chendramohan	HOD- HIS	Member	
7.	Muniraju K	HOD – COM	Member	
8.	Keshava Neera	HOD-ECO	Member	
Senior Administrative Officers				
9.	Kavya Shetty	AP - COM	Member	
10.	Vishwanath K	AP – HIN	Member	
11.	Mr. Mohan Krishnamurthy	AP - GEO	Member	 D.V.S.S.R. Hanurath
12.	Deepika Vettikuntla	AP - COM	Member	

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Bangalore - 560 074.

Nominees each from Local Society, Students and Alumni				
13.	Somashekar S T	MLA	Member	
14.	Gangavari Gagan Sai	3 rd Year B.Com	Member	Gagan
15.	Monisha V	3 rd Year B.Com	Member	Monisha
16.	Akhilesh Shetty	Media Reporter	Member	Akhilesh Shetty
Nominee each from Employers/Industrialists/Stakeholders				
17.	Harish Thalanki	Industrialist	Member	HT
One of the senior teachers as the Co –Ordinator/Director of the IQAC				
18.	Arpitha P	Assistant Professor	IQAC - Coordinator	Arpitha

IQAC – Coordinator 


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 Bangalore - 560 074.

INTERNAL QUALITY ASSURANCE CELL – IQAC

Ref: USA/IQAC/Meeting2021-22/01

Date: 16-07-2021

MINUTES OF MEETING

The following members were present:

S.No	Name of the Member	Designation	Composition of IQAC Members Specified by NAAC
Member from the Management			
1.	R Upendra Shetty	Chairman	Member
Chairperson: Head of Institution			
2.	Prof. Uday Kumar GM	Principal	Chairperson
Teachers to represent all level			
3.	Dr. Ramakrishnappa HK	HOD - KAN	Member
4.	Athira P	HOD – ENG	Member
5.	Chidanand Sringeri	HOD – POL.SC	Member
6.	Inaganti Chendramohan	HOD- HIS	Member
7.	Muniraju K	HOD – COM	Member
8.	Keshava Neera	HOD-ECO	Member
Senior Administrative Officers			
8.	Kavya Shetty	AP - COM	Member
9.	Vishwanath K	AP – HIN	Member
10.	Mr. Mohan Krishnamurthy	AP - GEO	Member
11.	Deepika Vettikuntla	AP - COM	Member
Nominees each from Local Society, Students and Alumni			
12.	E Vikas	3 rd Year B.Com	Member
13.	Guruprasad B V	3 rd Year B.Com	Member
One of the senior teachers as the Co – Ordinator/Director of the IQAC			
14.	Arpitha P	Assistant Professor	IQAC - Coordinator

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Gururayanapura, Koluru Village,
Ramohalli Post, Tavarekere Hobli,
Bangalore - 560 074.

The following points were discussed:

S. No	Points discussed	Responsibility/Remarks
1.	The principal greeted all the members present in the meeting and suggested to trace the Academic progression and excellence of the students	Principal
2.	Arpitha P came up with the opinion of advanced and enhanced teaching and learning methods.	IQAC Coordinator
3.	HODs suggested to be ready with the course planning and syllabus distribution for the upcoming semester beforehand	All Dept. Heads
4.	For the better performance of the institution and students studying in the institution, parents – teachers meet was suggested	Management, Principal & IQAC Coordinator


IQAC – Coordinator


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Bangalore - 560 074.


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Bangalore - 560 074.

IQAC – Action Taken Report for Academic Year 2021 – 22

The following actions were taken to implement the decisions of the first IQAC meeting was held on 16-07-2021 during academic year 2021-22

S. No	Action Plan	Action Taken	Remarks
1	Academic progression and excellence	As a result of the discussion, the principal gave the responsibility to all the HODs to prepare result analysis of each student as per their department	
2	Professional and enhanced teaching and learning methods	It was suggested to all the faculties to use innovative teaching techniques like power point presentations, documentaries.	
3	Planning and Discussion for the Upcoming semester	All the department HODs were given the responsibility to prepare the final course plan, faculty wise syllabus distribution before the arrival of the upcoming semester.	
4	Parents Teacher Meet	All the mentors were given the responsibility to do Parents Teacher Meet after the semester holidays and prepare a report of the same.	


IQAC – Coordinator


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IQAC – Regular Minutes of Meeting

Academic Year: 2020– 21

Meeting - 02



UNIVERSAL SCHOOL OF ADMINISTRATION

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South, Bengaluru - 560074. Phone: +91 9686664985 / 1 / 3

INTERNAL QUALITY ASSURANCE CELL – IQAC

Ref: USA/IQAC/Meeting2020-21/02

Date: 19- 03-

2021

CIRCULAR

A meeting is scheduled on 22nd March 2021 at 02:00 PM regarding the discussion on the following agenda.

- Progress on previously assigned roles
- Allocation of NAAC Criteria
- Student Empowerment and Academic Improvement related Issues
- Appointment of Members

All are requested to join the meeting. Time: 02:00 PM


IQAC – Coordinator


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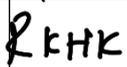
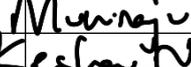
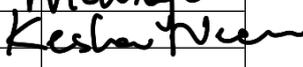
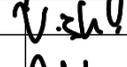
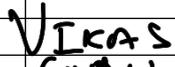
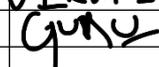

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INTERNAL QUALITY ASSURANCE CELL – IOAC

Ref: USA/IQAC/Meeting2020-21/02

Date: 22-03-2021

ATTENDENCE – IQAC

S. No	Name of the Member	Designation	Composition of IQAC Members Specified by NAAC	Signature
Member from the Management				
1.	R Upendra Shetty	Chairman	Member	
Chairperson: Head of Institution				
2.	Prof. Uday Kumar GM	Principal	Chairperson	
Teachers to represent all level				
3.	Dr. Ramakrishnappa HK	HOD - KAN	Member	
4.	Kishore	HOD - SAN	Member	
5.	Chidanand Sringeri	HOD – POL.SC	Member	
6.	Inaganti Chendramohan	HOD- HIS	Member	
7.	Muniraju K	HOD – COM	Member	
8.	Keshava Neera	HOD-ECO	Member	
Senior Administrative Officers				
9.	Kavya Shetty	AP - COM	Member	
10.	Vishwanath K	AP – HIN	Member	
11.	Mr. Mohan Krishnamurthy	AP - GEO	Member	
12.	Athira P	AP - ENG	Member	
Nominees each from Local Society, Students and Alumni				
13.	Somashekar S T	MLA	Member	
14.	E Vikas	2 nd Year B.Com	Member	
15.	Guruprasad B V	2 nd Year B.Com	Member	
Nominee each from Employers/Industrialists/Stakeholders				
16.	Harish Thalanki	Industrialist	Member	
One of the senior teachers as the Co –Ordinator/Director of the IQAC				
17.	Arpitha P	Assistant Professor	IQAC - Coordinator	


IQAC – Coordinator


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Bangalore - 560 074.

INTERNAL QUALITY ASSURANCE CELL – IQAC

Ref: USA/IQAC/Meeting2020-21/02

Date: 22-03-2021

MINUTES OF MEETING

The following members were present:

S.No	Name of the Member	Designation	Composition of IQAC Members Specified by NAAC
Member from the Management			
1.	R Upendra Shetty	Chairman	Member
Chairperson: Head of Institution			
2.	Prof. Uday Kumar GM	Principal	Chairperson
Teachers to represent all level			
3.	Dr. Nithyananda Aradhaya	HOD - ENG	Member
4.	Kishore	HOD – SAN	Member
5.	Chidanand Sringeri	HOD – POL.SC	Member
6.	Inaganti Chendramohan	HOD- HIS	Member
7.	Muniraju K	HOD – COM	Member
8.	Keshava Neera	HOD-ECO	Member
Senior Administrative Officers			
9.	Kavya Shetty	AP - COM	Member
10.	Vishwanath K	AP – HIN	Member
11.	Mr. Mohan Krishnamurthy	AP - GEO	Member
12.	Athira P	AP - ENG	Member
Nominees each from Local Society, Students and Alumni			
13.	E Vikas	3 rd Year B.Com	Member
14.	Guruprasad B V	3 rd Year B.Com	Member
Nominee each from Employers/Industrialists/Stakeholders			
15.	Harish Thalanki	Industrialist	Member
One of the senior teachers as the Co-Ordinator/Director of the IQAC			
16.	Arpitha P	Assistant Professor	IQAC - Coordinator

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The following points were discussed:

S. No	Points discussed	Responsibility/Remarks
1.	Digitization of records	Principal
2.	Student Feedback Form	IQAC Coordinator
3.	NEP Discussion	All Dept. Heads
4.	Infrastructure improvement	Management, Principal & IQAC Coordinator


IQAC – Coordinator


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IQAC – Action Taken Report for Academic Year 2020 – 21

The following actions were taken to implement the decisions of the second IQAC meeting was held on 22-03-2021 during academic year 2020 -21.

S. No	Action Plan	Action Taken	Remarks
1	Digitization of Records	For the digitization, ERP Tally software to be installed soon. Management already gave the order to purchase the software	
2	Student Feedback Forms	Exam Cell was given the responsibility to take students' feedback via feedback forms within 15 days and present an analytical report of the same.	
3	NEP Discussion	Teaching faculties were advised to attend Workshops, Conferences on NEP to have a better understanding of the upcoming syllabus and concepts.	
4	Infrastructure Improvement	As per the discussion and cooperation of the members present in the meeting, Principal Shri R Upendra Shetty apprised the IQAC Team about the infrastructure improvements done: <ul style="list-style-type: none">• Solar Panels are being installed in the campus• Washrooms in the college are renovated• Staffroom is being renovated	


IQAC – Coordinator


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IQAC – Regular Minutes of Meeting

Academic Year: 2020– 21

Meeting - 01



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INTERNAL QUALITY ASSURANCE CELL – IQAC

Ref: USA/IQAC/Meeting2020-21/01

Date: 17-08-2020

CIRCULAR

A meeting is scheduled on 19th August 2020 at 11:00 AM regarding the discussion on the following agenda.

- Progress on previously assigned roles
- Allocation of NAAC Criteria
- Student Empowerment and Academic Improvement related Issues
- Appointment of Members

All are requested to join the meeting.

Time: 11:00 AM


IQAC – Coordinator


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Principal

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INTERNAL QUALITY ASSURANCE CELL – IQAC

Ref: USA/IQAC/Meeting2020-21/01

Date: 19-08-2020

IQAC-COMPOSITION

S. No	Name of the Member	Designation	Composition of IQAC Members Specified by NAAC
Member from the Management			
1.	R Upendra Shetty	Chairman	Member
Chairperson: Head of Institution			
2.	Prof. Uday Kumar GM	Principal	Chairperson
Teachers to represent all level			
3.	Dr. Nithyananda Aradhya	HOD - ENG	Member
4.	Chidanand Sringeri	HOD – POL.SC	Member
5.	Inaganti Chendramohan	HOD- HIS	Member
6.	Muniraju K	HOD – COM	Member
7.	Keshava Neera	HOD-ECO	Member
Nominees each from Local Society, Students and Alumni			
8.	Kavya Shetty	AP - COM	Member
9.	Vishwanath K	AP – HIN	Member
10.	Mr. Mohan Krishnamurthy	AP - GEO	Member
11.	Arpitha P	AP - ECO	Member
Nominee each from Employers/Industrialists/Stakeholders			
12.	Somashekar S T	MLA	Member
13.	E Vikas	2 nd Year B.Com	Member
14.	Guruprasad B V	2 nd Year B.Com	Member
15.	Akhilesh Shetty	Media Reporter	Member
One of the senior teachers as the Co –Ordinator/Director of the IQAC			
17.	Ramakrishnappa HK	Assistant Professor	IQAC - Coordinator

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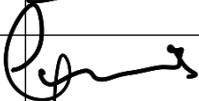
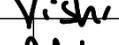
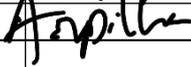
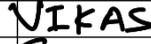
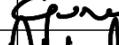
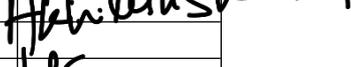
INTERNAL QUALITY ASSURANCE CELL – IOAC

Ref: USA/IQAC/Meeting2020-21/01

Date: 19-08-2020

MINUTES OF MEETING

The following members were present:

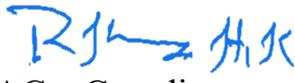
S. No	Name of the Member	Designation	Composition of IQAC Members Specified by NAAC	Signature
Member from the Management				
1.	R Upendra Shetty	Chairman	Member	
Chairperson: Head of Institution				
2.	Prof. Uday Kumar GM	Principal	Chairperson	
Teachers to represent all level				
3.	Dr. Nithyananda Aradhya	HOD - ENG	Member	
4.	Chidanand Sringeri	HOD – POL.SC	Member	
5.	Inaganti Chendramohan	HOD- HIS	Member	
6.	Muniraju K	HOD – COM	Member	
7.	Keshava Neera	HOD-ECO	Member	
8.	Kavya Shetty	AP - COM	Member	
9.	Vishwanath K	AP – HIN	Member	
10.	Mr. Mohan Krishnamurthy	AP - GEO	Member	
11.	Arpitha P	AP - ECO	Member	
Nominees each from Local Society, Students and Alumni				
12.	Somashekar S T	MLA	Member	
13.	E Vikas	2 nd Year B.Com	Member	
14.	Guruprasad B V	2 nd Year B.Com	Member	
15.	Akhilesh Shetty	Media Reporter	Member	
Nominee each from Employers/Industrialists/Stakeholders				
16.	Harish Thalanki	Industrialist	Member	
One of the senior teachers as the Co –Ordinator/Director of the IQAC				
17.	Ramakrishnappa HK	Assistant Professor	IQAC - Coordinator	

D.V.S.S.R. Hanurath

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Bangalore - 560 074.

The following points were discussed:

S. No	Points discussed	Responsibility/Remarks
1.	Progress on previously assigned roles and responsibilities	Principal
2.	Ramakrishnappa HK explained the NAAC criteria and discussed about the allocations	IQAC Coordinator
3.	Student empowerment and academic related issues	All Dept. Heads
4.	Appointment of department wise members	Management, Principal & IQAC Coordinator


IQAC – Coordinator


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IQAC – Action Taken Report for Academic Year 2020 – 21

The following actions were taken to implement the decisions of the first IQAC meeting was held on 19-08-2020 during academic year 2020 -21.

S. No	Action Plan	Action Taken	Remarks
1	Progress on previously assigned roles	As per the discussed points in the previous meeting, respective people fulfilled their left tasks.	
2	Discussion of NAAC Criterion	All the members and faculties were given the description of NAAC Criteria and criterion wise members were allotted.	
3	Student Empowerment and Academic Improvement related issues	As per the suggestion of the HODs, more cultural and extra co – curricular activities were told to conduct to Sports & Cultural committee. Also, in mentors were told to create another file for the students and respective mentees, which will separately cover the academic related issues, discussion and solutions.	
4	Appointment of Department wise Members	Along with allocation of NAAC criterion, there is a need of more teaching faculties. So, the management put the advertisement for the recruitment in Universal School of Administration.	


IQAC – Coordinator


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IQAC – Regular Minutes of Meeting

Academic Year: 2019 – 20

Meeting - 02



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INTERNAL QUALITY ASSURANCE CELL – IQAC

Ref: USA/IQAC/Meeting2019-20/02

Date: 07-12-2019

CIRCULAR

A meeting is scheduled on 10th December 2019 at 02:00 PM regarding the discussion on the following agenda.

- Discussion on previously assigned Roles
- Creation of Skill Development Activities
- Qualitative Assurance Workshops for Administrative Staffs
- Industry Interaction Programs

All are requested to join the
meeting. Venue: Board Room

Time: 02:00 PM


IQAC – Coordinator


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INTERNAL QUALITY ASSURANCE CELL – IQAC

Ref: USA/IQAC/Meeting2019-20/02

Date: 10-12-2019

ATTENDENCE – IQAC

S.No	Name of the Member	Designation	Composition of IQAC Members Specified by NAAC
Member from the Management			
1.	Pragathi U Shetty	Chairman	Member
Chairperson: Head of Institution			
2.	Prof. Uday Kumar GM	Principal	Chairperson
Teachers to represent all level			
3.	Dr. Krishna Nayak	HOD - HIN	Member
4.	Amrutha G	HOD – POL.SC	Member
Senior Administrative Officers			
5.	Thriveni R	AP - ENG	Member
6.	Mr. Mohan Krishnamurthy	AP - GEO	Member
Nominees each from Local Society, Student and Alumni			
7.	Somashekar S T	MLA	Member
8.	Amith. P	3 rd Year B.A	Member
9.	Lakshmi P	3 rd Year B.A	Member
10.	Vivek GV	Business Man	Member
Nominee each from Employers/Industrialists/Stakeholders			
11.	R Upendra Shetty	Secretary	Member
12.	Harish Thalanki	Industrialist	Member
One of the senior teachers as the Co – Ordinator/Director of the IQAC			
13.	Ramakrishnappa HK	Assistant Professor	IQAC - Coordinator-

IQAC – Coordinator

RJK HK

[Signature]
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INTERNAL QUALITY ASSURANCE CELL – IQAC

Ref: USA/IQAC/Meeting2019-20/02

Date: 10-12-2019

MINUTES OF MEETING

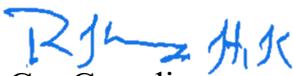
The following members were present:

S.No	Name of the Member	Designation	Composition of IQAC Members Specified by NAAC	Signature
Member from the Management				
1.	Pragathi U Shetty	Chairman	Member	<i>Pragathi</i>
Chairperson: Head of Institution				
2.	Prof. Uday Kumar GM	Principal	Chairperson	<i>Uday</i>
Teachers to represent all level				
3.	Dr. Krishna Nayak	HOD - HIN	Member	<i>Krishna Nayak</i>
4.	Amrutha G	HOD – POL.SC	Member	<i>Amrutha</i>
Senior Administrative Officers				
5.	Thriveni R	AP - ENG	Member	<i>Thriveni</i>
6.	Mr. Mohan Krishnamurthy	AP - GEO	Member	<i>Mk.</i>
Nominees each from Local Society, Student and Alumni				
7.	Somashekar S T	MLA	Member	
8.	Amith. P	3 rd Year B.A	Member	<i>Amith.</i>
9.	Lakshmi P	3 rd Year B.A	Member	<i>Lakshmi</i>
10.	Vivek GV	Business Man	Member	<i>Vivek</i>
Nominee each from Employers/Industrialists/Stakeholders				
11.	R Upendra Shetty	Secretary	Member	<i>R</i>
12.	Harish Thalanki	Industrialist	Member	<i>HT.</i>
One of the senior teachers as the Co – Ordinator/Director of the IQAC				
13.	Ramakrishnappa HK	Assistant Professor	IQAC - Coordinator	<i>RHK</i>

D.V.S.S.R. Pravarth
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The following points were discussed:

S. No	Points discussed	Responsibility/Remarks
1.	Discussion on previously assigned Roles - The Chairperson/Principal welcomed all the members and people present in the meeting, and discussed and enquired about the previous meeting and assigned roles	Principal
2.	In order to polish the skills of students, it was suggested to design skill development activities	IQAC Coordinator
3.	Along with students, it is necessary for the teachers as well as administrative staff too to adapt some skills, so workshops to be organized for them	All Dept. Heads
4.	Students should visit to fields and industries to learn and witness practical knowledge	Management, Principal & IQAC Coordinator


IQAC – Coordinator


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IQAC – Action Taken Report for Academic Year 2019 – 20

The following actions were taken to implement the decisions of the second IQAC meeting was held on 10-12-2019 during academic year 2019 - 20.

S. No	Action Plan	Action Taken	Remarks
1	Previously Assigned Roles	As per the formation of few cells and committees, new cells and committees presented their committee roles and objectives	
2	Creation of Skill Development activities	IQAC assigned the Commerce and English department to conduct some skill development activities in collaboration	
3	Qualitative Assurance Workshops for Administrative Staffs	After the discussion, the Chairperson suggested the administrative staff to attend training programs and other skill development workshops	
4	Industry Interaction Programs	Department of Commerce was given the responsibility to conduct industry interaction programs and for industrial visit for the students.	

R. J. H. K.

IQAC – Coordinator

[Signature]
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IQAC – Regular Minutes of Meeting

Academic Year: 2019 – 20

Meeting - 01



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INTERNAL QUALITY ASSURANCE CELL – IQAC

Ref: USA/IQAC/Meeting2019-20/01

Date: 09-09-2019

CIRCULAR

A meeting is scheduled on 12th September 2019 at 11:00 AM regarding the discussion on the following agenda.

- Addition in Cells & Committees
- Composition of Best Practices Sharing Sessions
- Discussion on Awareness Programs
- Discussion on Community Engagement

Initiatives All are requested to join the meeting.

Venue: Board Room

Time: 11:00 AM


IQAC – Coordinator


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INTERNAL QUALITY ASSURANCE CELL – IQAC

Ref: USA/IQAC/Meeting2019-20/01

Date: 12-09-2019

ATTENDENCE – IQAC

S.No	Name of the Member	Designation	Composition of IQAC Members Specified by NAAC
Member from the Management			
1.	Pragathi U Shetty	Chairman	Member
Chairperson: Head of Institution			
2.	Prof. Uday Kumar GM	Principal	Chairperson
Teachers to represent all level			
3.	Dr. Krishna Nayak	HOD - HIN	Member
4.	Amrutha G	HOD – POL.SC	Member
Senior Administrative Officers			
5.	Thriveni R	AP - ENG	Member
6.	Mr. Mohan Krishnamurthy	AP - GEO	Member
Nominees each from Local Society, Student and Alumni			
7.	Somashekar S T	MLA	Member
8.	Amith. P	3 rd Year B.A	Member
9.	Lakshmi P	3 rd Year B.A	Member
10.	Vivek GV	Business Man	Member
Nominee each from Employers/Industrialists/Stakeholders			
11.	R Upendra Shetty	Secretary	Member
12.	Harish Thalanki	Industrialist	Member
One of the senior teachers as the Co – Ordinator/Director of the IQAC			
13.	Ramakrishnappa HK	Assistant Professor	IQAC - Coordinator

RJK → HK

IQAC – Coordinator


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INTERNAL QUALITY ASSURANCE CELL – IQAC

Ref: USA/IQAC/Meeting2019-20/01

Date: 12-09-2019

MINUTES OF MEETING

The following members were present:

S.No	Name of the Member	Designation	Composition of IQAC Members Specified by NAAC	Signature
Member from the Management				
1.	Pragathi U Shetty	Chairman	Member	PRAGATHI
Chairperson: Head of Institution				
2.	Prof. Uday Kumar GM	Principal	Chairperson	Uday Kumar
Teachers to represent all level				
3.	Dr. Krishna Nayak	HOD - HIN	Member	Dr. Krishna Nayak
4.	Amrutha G	HOD – POL.SC	Member	Amrutha
Senior Administrative Officers				
5.	Thriveni R	AP - ENG	Member	Thriveni
6.	Mr. Mohan Krishnamurthy	AP - GEO	Member	Mr. Mohan
Nominees each from Local Society, Student and Alumni				
7.	Somashekar S T	MLA	Member	
8.	Amith. P	3 rd Year B.A	Member	Amith
9.	Lakshmi P	3 rd Year B.A	Member	Lakshmi
10.	Vivek GV	Business Man	Member	Vivek
Nominee each from Employers/Industrialists/Stakeholders				
11.	R Upendra Shetty	Secretary	Member	R Upendra
12.	Harish Thalanki	Industrialist	Member	Harish
One of the senior teachers as the Co – Ordinator/Director of the IQAC				
13.	Ramakrishnappa HK	Assistant Professor	IQAC - Coordinator	Ramakrishnappa

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The following points were discussed:

S. No	Points discussed	Responsibility/Remarks
1.	Addition in Cells & Committees - The Chairperson/Principal welcomed all the members and people present in the meeting, he put the suggestion of addition in the existing cells & committees.	Principal
2.	Composition of Best Practices Sharing Sessions - Ramakrishnappa HK suggested for Best Practices Sharing Sessions wherein all the faculties and administrators would be freely sharing best practices, quality initiatives, teaching methods that they have learned from each other.	IQAC Coordinator
3.	To make the students more informed, alert, self-reliant and capable of participating in all activities, the management suggested to conduct awareness programs	All Dept. Heads
4.	To deliver high-quality teaching and research experiences while delivering greater social, environmental, and economic benefits, it was decided that institution should engage in community engagement initiatives.	Management, Principal & IQAC Coordinator


IQAC – Coordinator


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IQAC – Action Taken Report for Academic Year 2019 – 20

The following actions were taken to implement the decisions of the first IQAC meeting was held on 12-09-2019 during academic year 2019 -20.

S. No	Action Plan	Action Taken	Remarks
1	Addition in Cells & Committees	Along with existing cells and committees. Three more committees were proposed to be formed – Sports & Cultural Committee, OBC Cell, Women Empowerment Cell	
2	Best Practices Sharing Sessions	IQAC announced the Board Room as equivalent to the chamber which will be used for Best Practices Sharing Sessions	
3	Discussion on Awareness Programs	After the discussion, Mr. Mohan Krishnamurthy was given the responsibility to conduct any awareness program for the students at the earliest.	
4	Community Engagement Initiatives	As an outcome of NCC discussion, Sports and Cultural Committee was given the responsibility of Community Engagement Initiative.	

IQAC – Coordinator

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IQAC – Regular Minutes of Meeting

Academic Year: 2018 – 19

Meeting - 02



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INTERNAL QUALITY ASSURANCE CELL – IOAC

Ref: USA/IQAC/Meeting2018-19/02

Date: 10-04-2019

CIRCULAR

A meeting is scheduled on 12th April 2019 at 11:30 AM regarding the discussion on the following agenda.

- To Start a Certificate Course
- Students Grievances and Suggestions
- Selection of Student Representatives and constitution of Student Committees
- To start NCC in college

All are requested to join the meeting.

Venue: Board Room

Time: 11:30 AM

R. J. H. K.

IQAC – Coordinator

[Signature]
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Ramohalli Post, Tavarekere Hobli,
Principal.

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1. Principal
2. IQAC
3. All the HoDs
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INTERNAL QUALITY ASSURANCE CELL – IQAC

Ref: USA/IQAC/Meeting2018-19/02

Date: 12-04-2019

IQAC-COMPOSITION

S.No	Name of the Member	Designation	Composition of IQAC Members Specified by NAAC
Member from the Management			
1.	Pragathi U Shetty	Chairman	Member
Chairperson: Head of Institution			
2.	Prof. Udaya Kumar GM	Principal	Chairperson
Teachers to represent all level			
3.	Dr. Krishna Nayak	Faculty	Member
4.	Thriveeni R	Faculty	Member
5.	Girish KR	Faculty	Member
Senior Administrative Officers			
6.	Muniraju K	AP - COM	Member
7.	Amrutha G	AP - POL	Member
8.	Mr. Mohan Krishnamurthy	AP - GEO	Member
Nominees each from Local Society, Students and Alumni			
9.	Somashekar S T	MLA	Member
10.	Amith. P	3 rd Year B.A	Member
11.	Lakshmi P	3 rd Year B.A	Member
12.	Vivek GV	Entrepreneur	Member
Nominee each from Employers/Industrialists/Stakeholders			
13.	R Upendra Shetty	Secretary	Member
14.	Harish Thalanki	Industrialist	Member
One of the senior teachers as the Co – Ordinator/Director of the IQAC			
15.	Ramakrishnappa HK	Assistant Professor	IQAC - Coordinator

IQAC – Coordinator

RJK → HK

[Signature]
Principal
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INTERNAL QUALITY ASSURANCE CELL – IOAC

Ref: USA/IQAC/Meeting2018-19/02

Date: 12-04-2019

MINUTES OF MEETING

ATTENDANCE:

S.No	Name of the Member	Designation	Composition of IQAC Members Specified by NAAC	Signature
Member from the Management				
1.	Pragathi U Shetty	Chairman	Member	Pragathi U Shetty
Chairperson: Head of Institution				
2.	Prof. Uday Kumar H	Principal	Chairperson	Uday Kumar H
Teachers to represent all level				
3.	Dr. Krishna Nayak	Faculty	Member	Dr. Krishna Nayak
4.	Thriveeni R	Faculty	Member	Thriveeni R
5.	Girish KR	Faculty	Member	Girish KR
Senior Administrative Officers				
6.	Muniraju K	AP - COM	Member	Muniraju K
7.	Amrutha G	AP - POL	Member	Amrutha G
8.	Mr. Mohan Krishnamurthy	AP - GEO	Member	Mr. Mohan Krishnamurthy
Nominees each from Local Society, Students and Alumni				
9.	Somashekar S T	MLA	Member	Somashekar S T
10.	Amith. P	3 rd Year B.A	Member	Amith P.
11.	Lakshmi P	3 rd Year B.A	Member	Lakshmi
12.	Vivek GV	Entrepreneur	Member	Vivek GV
Nominee each from Employers/Industrialists/Stakeholders				
13.	R Upendra Shetty	Secretary	Member	R Upendra Shetty
14.	Harish Thalanki	Industrialist	Member	Harish Thalanki
One of the senior teachers as the Co – Ordinator/Director of the IQAC				
15.	Ramakrishnappa HK	Assistant Professor	IQAC - Coordinator	Ramakrishnappa HK


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The following points were discussed:

S. No	Points discussed	Responsibility/Remarks
1.	To Start a Certificate Course - The Principal welcomed all the members and people present in the meeting, he began the meeting with the suggestion of introducing certificate courses in order to enhance the knowledge of students.	Principal
2.	Students Grievances and Suggestions, Ramakrishnappa HK was of the opinion that IQAC shall collect suggestions and grievances of the students so that the institution can work for the betterment of the students - Coordinator	IQAC Coordinator
3.	Selection of Student Representatives – To get students’ grievances and suggestions, it is necessary to elect some student representative, who can act as bridge between students and the cell and students can reach to the representative easily without any hesitation.	All Dept. Heads
4.	Along with already formed cells and committees, the formation of another cell is required i.e: NCC. NCC will help the students to develop their character, comradeship, discipline and becoming the ideals of selfless service amongst the citizens.	Management, Principal & IQAC Coordinator


IQAC – Coordinator


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IQAC – Action Taken Report for Academic Year 2018 – 19

The following actions were taken to implement the decisions of the second IQAC meeting was held on 12-04-2019 during academic year 2018 -19.

S. No	Action Plan	Action Taken	Remarks
1	To begin Certificate Course	As a result of discussion, IQAC introduced certificate course on Personality development of the students, which includes Public speaking, anchoring, news reading and others.	
2	Students Grievances and Suggestions	IQAC formed one Grievance Cell, and Ms. Thriveni R was appointed as the Coordinator.	
3	Selection of Student representative	After the discussion with the teaching faculties, Amith P of B.A was selected as a President of Student's Representative.	
4	To start NCC	As an outcome of NCC discussion, Ramakrishnappa HK was appointed as NCC Coordinator	


IQAC – Coordinator


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IQAC – Regular Minutes of Meeting

Academic Year: 2018 – 19

Meeting - 01



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INTERNAL QUALITY ASSURANCE CELL – IQAC

Ref: USA/IQAC/Meeting2018-19/01

Date:09/01/2019

CIRCULAR

A meeting is scheduled on 11th January 2019 at 10:30 AM regarding the discussion on the following agenda.

- Discussion on Roles & Initiatives of IQAC
- Working Model of IQAC
- To create Google Drive link
- Formation of a few Committees All are requested to join the meeting.

Venue: Board Room

Time: 10:30 AM

IQAC – Coordinator

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INTERNAL QUALITY ASSURANCE CELL – IQAC

Ref: USA/IQAC/Meeting2018-19/01

Date: 11-01-2019

IQAC-COMPOSITION

S.No	Name of the Member	Designation	Composition of IQAC Members Specified by NAAC
Member from the Management			
1.	Pragathi U Shetty	Chairman	Member
Chairperson: Head of Institution			
2.	Prof. Uday Kumar H	Principal	Chairperson
Teachers to represent all level			
3.	Dr. Krishna Nayak	Faculty	Member
4.	Thriveni R	Faculty	Member
5.	Girish KR	Faculty	Member
Senior Administrative Officers			
6.	Muniraju K	AP - COM	Member
7.	Amrutha G	AP - POL	Member
8.	Mr. Mohan Krishnamurthy	AP - GEO	Member
Nominees each from Local Society, Students and Alumni			
9.	Somashekar S T	MLA	Member
10.	Amith. P	3 rd Year B.A	Member
11.	Lakshmi P	3 rd Year B.A	Member
12.	Vivek GV	Entrepreneur	Member
Nominee each from Employers/Industrialists/Stakeholders			
13.	R Upendra Shetty	Secretary	Member
14.	Harish Thalanki	Industrialist	Member
One of the senior teachers as the Co – Ordinator/Director of the IQAC			
15.	Ramakrishnappa HK	Assistant Professor	IQAC - Coordinator

IQAC – Coordinator

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INTERNAL QUALITY ASSURANCE CELL – IQAC

Ref: USA/IQAC/Meeting2018-19/01

Date: 11-01-2019

MINUTES OF MEETING

ATTENDANCE:

S.No	Name of the Member	Designation	Composition of IQAC Members Specified by NAAC	Signature
Member from the Management				
1.	Pragathi U Shetty	Chairman	Member	<i>PRAGATHI</i>
Chairperson: Head of Institution				
2.	Prof. Uday Kumar H	Principal	Chairperson	<i>Uday</i>
Teachers to represent all level				
3.	Dr. Krishna Nayak	Faculty	Member	<i>Krishna Nayak</i>
4.	Thrivani R	Faculty	Member	<i>Thrivani</i>
5.	Girish KR	Faculty	Member	<i>Girish</i>
Senior Administrative Officers				
6.	Muniraju K	AP - COM	Member	<i>Muniraju</i>
7.	Amrutha G	AP - POL	Member	<i>Amrutha</i>
8.	Mr. Mohan Krishnamurthy	AP - GEO	Member	<i>Mr.</i>
Nominees each from Local Society, Students and Alumni				
9.	Somashekar S T	MLA	Member	
10.	Amith. P	3 rd Year B.A	Member	<i>Amith</i>
11.	Lakshmi P	3 rd Year B.A	Member	<i>Lakshmi</i>
12.	Vivek GV	Entrepreneur	Member	<i>Vivek</i>
Nominee each from Employers/Industrialists/Stakeholders				
13.	R Upendra Shetty	Secretary	Member	<i>RU</i>
14.	Harish Thalanki	Industrialist	Member	<i>HT</i>
One of the senior teachers as the Co – Ordinator/Director of the IQAC				
15.	Ramakrishnappa HK	Assistant Professor	IQAC - Coordinator	<i>RHK</i>

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The following points were discussed:

S. No	Points discussed	Responsibility/Remarks
1.	Discussion on Roles & Responsibilities of IQAC – The Chairperson/Principal welcomed all the members and people present in the meeting, he introduced about the IQAC, its roles and responsibilities.	Principal
2.	Working Model of IQAC, the function and objectives of the IQAC and the roles and responsibilities of the IQAC members were explained by Ramakrishnappa HK – IQAC Coordinator	IQAC Coordinator
3.	To create Google Drive Link, All Dept. Heads suggested to create separate Google Drive to maintain all the records and data of IQAC for future references.	All Dept. Heads
4.	Formation of a few committees, Management, Principal and IQAC collectively suggested to compose a few other committees and cells for the benefit of students as other cells will be responsible for conducting various activities under the initiative of IQAC and can report to the same.	Management, Principal & IQAC Coordinator


 IQAC – Coordinator


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IQAC – Action Taken Report for Academic Year 2018 – 19

The following actions were taken to implement the decisions of the first IQAC meeting was held on 11-01-2019 during academic year 2018 -19.

S. No	Action Plan	Action Taken	Remarks
1	Roles & Responsibilities	IQAC will be responsible for all the quality initiatives in the institution and will be following a dynamic approach.	
2	Working Model	The Working Model of the IQAC is going to be one of a integral one consisting of clearly articulated purpose, institutional integrity, effective student support system, learning and teaching resources and many more.	
3	Google Drive Link	As discussed in the meeting, one google drive link was created for the purpose of documenting all the data and records of the IQAC	
4	Cells & Committees	As an outcome of cells and committees discussion, three committees were formed – Minority Cell, Examination Committee and Anti – Ragging Cell	


IQAC – Coordinator


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Principal


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