

ARMY INSTITUTE OF FASHION AND DESIGN, BANGALORE
CIRCULAR

Ref – AIFD/IQAC/2021-22/01

Date :10 Nov 2022

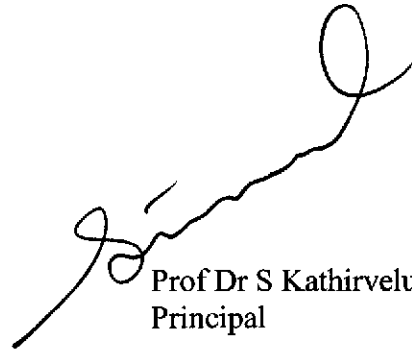
An online meeting of the IQAC Committee has been convened on 16th Nov 2022 to discuss the duties of the committee and the various events listed under Calendar of Events. The meeting will be held at 2.30 pm in the IQAC room. All members are requested make it convenient to attend.

The agenda for the meeting will be as under:

1. Popularisation of Newly introduced Interior Design & Decoration course
2. Hiring suitable faculty for IDD.
3. Space constraints for IDD dept
4. Conducting of FDP
5. Industrial visits for both depts
6. Implementation of NEP
7. Conducting of Webinars by alumni
8. Preparation of Academic Calendar



Mrs Veena K Thimmaiah
IQAC Coordinator



Prof Dr S Kathirvelu
Principal



ARMY INSTITUTE OF FASHION AND DESIGN, BANGALORE

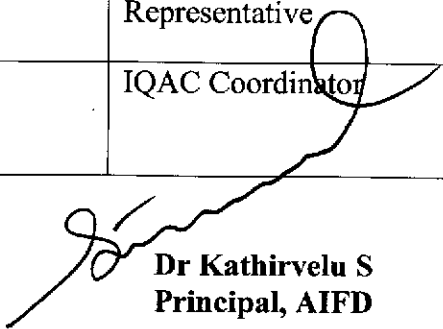
NOTICE

16th November 2022

The following committee has been constituted for Internal Quality Assurance Cell (IQAC) of AIFD with effect from 16th November 2022

Sl. No	Name	Department & Designation	Composition	Position
1	Dr.SKathirvelu	Principal	Head of the Institution	Chairperson
2	Mrs Shashikala H	HOD,Assistant Professor	Teachers Representation	Member
3	Mrs.Regina Jayakumar	Assistant Professor		Member
4	Mrs.Heena Khanum	Assistant Professor		Member
5	Mr.Ravichandran P	Assistant Professor		Member
6	Mr Anantha Krishna	Placement Coordinator	Staff Coordinator	Member
7	Brig Bhupesh Kumar	Brig , AWES	Management Representative	Member
8	Mr Chandrakumar	Accountant	Senior Administrative Officer	Member
9	Dr Preetha	Doctor-Psychiatrist, BBMP	Local Society Representative	Member
10	Ms.Suhani Subramaniam	Batch 2022-2025	Student Representative	Member
11	Mr.Subham Malik	Batch 2022-2025	Student Representative	Member
12	Mr Arun Kumar	Planning Manager, Zivame	Alumni Representative	Member
13	Mr.Mohan	HR Manager, Reliance Retail	Employer Representative	Member
14	Ms Apurva Rai	SR VM, Home Centre, Landmark	Industry Representative	Member
15	Mr.Raghu S	Parent	Stakeholder Representative	Member
16	Mrs Veena K Thimmaiah	Asst Prof	IQAC Coordinator	Member Secretary




Dr Kathirvelu S
Principal, AIFD

PRINCIPAL
Army Institute of Fashion & Design

ARMY INSTITUTE OF FASHION AND DESIGN, BANGALORE
INTERNAL QUALITY ASSURANCE CELL

18thNov 2022

MINUTES OF MEETING OF IQAC HELD ON Nov 16, 2022

Members Present

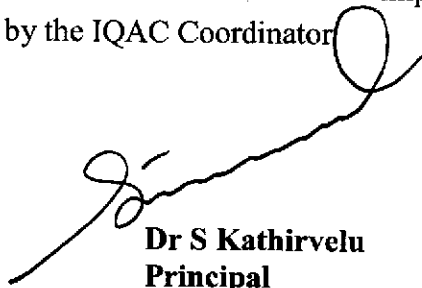
Dr.SKathirvelu
Mrs Shashikala H
Anantha Krishna K S
Mrs.Regina Jayakumar
Mrs.Heena Khanum
Mr.Ravichandran P
Brig Bhupesh Kumar
Mr Chandrakumar
Dr Preetha
Ms.Suhani Subramaniam
Mr.Subham Malik
Mr Arun Kumar
Mr.Mohan
Ms Apurva Rai
Mr.Raghu S
Mrs.Veena K Thimmaiah

- The Principal (Chairman of IQAC began the meeting by welcoming all members. He expressed his regrets that the Industry and Alumni representatives could not attend but conveyed that the agenda had been discussed with them prior to the meeting by the IQAC Coordinator.
- He began by discussing the fact that only 6 students had opted for the new course ,B.Sc Interior Design & Decoration. He requested the faculty to continue their efforts in contacting various APS schools for admission. He thanked the faculty for the good job that they had already done (online sessions of counselling)
- He asked the IQAC Coordinator to start the agenda of the meeting. The IQAC Coordinator began by discussing the curricular and co curricular activities for the upcoming semester. Principal was insistent that students be encouraged to participate in inter college competitions. He referred to the alumni meet held in Jan and noted that most of the alumni said that communication improves through interaction.

- The Registrar took over the next point in the agenda, the conversion of the Facility centre into IDD Block. He said that the expenditure of Rs 45 lakhs was very expensive. It was suggested by the members present that the conversion be done one floor at a time. That would be approximately Rs 10 lakhs. This was agreed to by all members present and the office was directed to start making enquiries for the same.
- The Industry visits were going well as planned. The FAD dept had regular industry visits. The IDD Dept proposed to take the students to IKEA in the upcoming semester.
- The Clubs were functioning regularly. The intra college competitions were held regularly and the same was proposed for the following semester..
- The IQAC Coordinator was instructed to hold a FDP in the month of March, 2023. All faculty members were instructed to attend at least one FDP per semester.
- Principal Sir requested the faculty members present to try and publish papers as no papers had been published in the previous year. He expressed his disappointment that no paper was presented or published.
- He insisted once again that all faculty and students and the office staff implement ERP strictly.
- The meeting ended with a vote of thanks by the IQAC Coordinator



Mrs Veena K Thimmaiah
IQAC Coordinator



Dr S Kathirvelu
Principal



ARMY INSTITUTE OF FASHION AND DESIGN, BANGALORE
CIRCULAR

Ref – AIFD/IQAC/2021-22/02

Date :16th Aug 2023

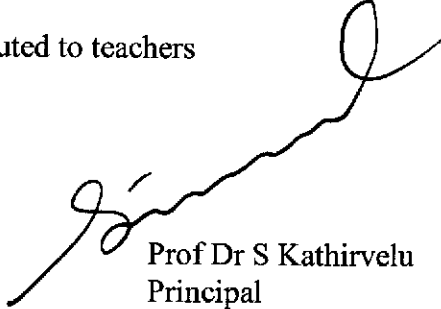
An online meeting of the IQAC Committee has been convened on 29th Aug 2023 to discuss the duties of the committee and the various events listed under Calendar of Events. The meeting will be held at 2.30 pm in the IQAC room. All members are requested make it convenient to attend.

The agenda for the meeting will be as under:

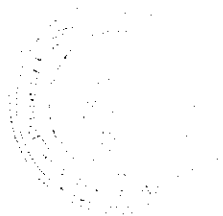
1. Conversion of Facility Centre for IDD dept
2. NAAC preparation
3. Roadmap for AIFD
4. Implementation of ERP
5. Weekly lesson Plans
6. Seminar on AR/VR
7. Increasing Sports activity
8. Increasing Club participation
9. Teachers to be responsible for clubs
10. Admission activities to be clearly distributed to teachers



Mrs Veena K Thimmaiah
IQAC Coordinator



Prof Dr S Kathirvelu
Principal



ARMY INSTITUTE OF FASHION AND DESIGN, BANGALORE

INTERNAL QUALITY ASSURANCE CELL

30th Aug 2023

MINUTES OF MEETING OF IQAC HELD ON 29 Aug 2023

1. Prof Dr S Kathirvelu-Principal
2. Col R Balaji-Registrar &HOA
3. Dr Shashikala H-HOD/Fashion and Apparel Design
4. Mrs.VeenaK Thimmaiah- HOD Interior Design and Decoration
5. Mr Ravichandran P- AsstProfessor
6. Mr.AnanthaKrishna-Placement Coordinator/ IQAC Coordinator
7. Mrs.Regina Jayakumar-AsstProfessor
8. Mrs.KhushbuKumariGupta-AsstProfessor
9. MsLavanya-AsstProfessor
10. Mrs.Heena Khanum-AsstProfessor
11. MsMamatha GPK-AsstProfessor
12. Mrs.Roja Ravi-AsstProfessor
13. Mrs Niharika Nigam-AsstProfessor
14. Mr Devaraju-LibraryIncharge

1. **NAAC – IQAC:** As advised by Brig AWES, Principal has identified Dr Ravichandra Reddy and Dr Shakuntala to guide both AIFD and AIHM & CT in the NAAC Process and the same workshop is scheduled in Dec 2023-Jan 2024. Also from the present meeting Mr AnanthKrishna would take over as IQAC Coordinator from Mrs Veena K Thimmaiah
2. **Faculty Preparation for AIFD Operation:** Faculty members are expected to meticulously craft their goals, roadmap, and objectives as part of their contributions to the advancement of AIFD.
3. **Student ERP Management:** The imperative task of mapping the ERP system for first-semester students is coupled with the ongoing responsibility of maintaining up- to-date attendance records and promptly informing parents of students' progress.
4. **Faculty Collaboration for Facilities Enhancement:** Faculty members are tasked with collaborative efforts to enhance the facilities, including the establishment of a new facility center and the reconfiguration of various labs, such as the AR/VR lab and Language Lab. This responsibility is divided among specific faculty members as follows:
Facility Center: Mrs. Veena and Mrs. Niharika
Language Lab: Mrs. Regina and Mrs. Roja

Photography Lab: Mrs. Khushbu
Knitting Lab: Ms. Lavanya
Central Faculty Room: Mrs. Regina
5. **Faculty and Student Development Program:** MARG Foundation is organizing an enriching 8-day faculty and student development program aimed at facilitating NAAC accreditation.
6. **Documentation of Weekly Extracurricular Activities:** Ms. Khushbu Gupta is responsible for documenting weekly extracurricular activities using a specified format, which all faculty members are expected to follow.
7. **Academic Review:** A comprehensive academic review is to be conducted for the 1st, 4th, and 6th

semesters to assess progress in subject coverage.

8. **Sports Committee Acknowledgment:** Ms. Lavanya and Mr. Anantha Krishna, members of the Sports Committee, are commended for their seamless execution of the sports day event.
9. **Lab Area Planning:** Thorough planning of laboratory areas is essential. Mrs. Heena and Ms. Mamtha have been designated to oversee this task.
10. **Furniture Inspection and Equipment Relocation:** An evaluation of discarded furniture and the relocation of equipment is necessitated.
11. **Ethnic Day Arrangements Discussion:** A discussion concerning the preparations for Ethnic Day is scheduled.
12. **Admission Process Responsibilities:** Six senior faculty members, each accompanied by two junior faculty members, are to distribute and execute six specific directives related to the admission process.
13. **Committee Duties:** Each committee is required to produce two posters, maintain an active presence on social media, and provide online career guidance to students.
14. **School Outreach:** Committees will liaise with schools according to the provided list, aiming to gather as many updates as possible. Initial focus will be on APS, followed by KVs, Airforce, and Navy schools.
15. **Academic Contributions:** Faculty members are expected to submit articles for the magazine and participate in review paper writing for the forthcoming journal. Reviews will be conducted bi-weekly during meetings.
16. **Seminar on AR/VR in Fashion Industry:** A seminar on "The Use of AR/VR in the Fashion Industry" is under consideration, with Mrs. Veena Ms. Mamtha and Mrs Niharika leading the charge.
17. **Passing Out Ceremony:** A ceremonial event marking the graduation of students is scheduled for September 25, 2023, in collaboration with AIHM. Arrangements include inviting a chief guest and two industry leaders.
18. **Special Days Organization:** Special events such as Teachers' Day, Hindi Diwas, and Ethnic Day are to be meticulously organized.
19. **Attendance Compilation and Fine Collection:** Prior to the vacation period, faculty members are reminded to compile attendance records and collect fines for the even semester.
20. **Vacation Planning:** Decisions regarding vacation dates are being finalized, and faculty members are urged to complete pending tasks before departing for their vacations.


Mr Ananthakrishna
IQAC Coordinator


Dr S Kathirvelu
Principal

