

ARMY INSTITUTE OF FASHION AND DESIGN, BANGALORE
CIRCULAR

Ref – AIFD/IQAC/2020-21/01

Date : 14 Nov 2020

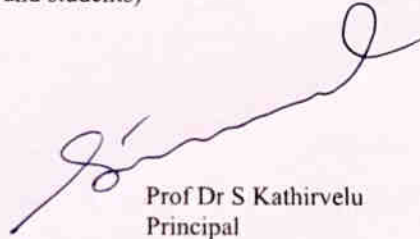
An online meeting of the IQAC Committee has been convened on 17th Nov 2020 to discuss the duties of the committee and the various events listed under Calendar of Events. The meeting will be held at 10.00 am in the IQAC room (for members present in institute) and virtually on zoom for students and other members . All members are requested make it convenient to attend.

The agenda for the meeting will be as under:

1. Gearing for offline classes in view of Pandemic
2. Review of online classes held so far.
3. Sustaining Academic Excellence in critical situation
4. Following strict Covid protocol
5. Getting ready for NAAC
6. Implementation of NEP
7. Utilization of CTS / GIA funds
8. Conducting of Webinar
9. Wellness (mental and physical of staff and students)
10. Preparation of Academic Calendar



Mrs Veena K Thimmaiah
IQAC Coordinator



Prof Dr S Kathirvelu
Principal

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

18 Nov 2020

MINUTES OF MEETING OF IQAC HELD ON 17 NOV 2020

Members of the IQAC 2020-21

Sl No	Name of member	Designation	Position
1	Dr.S Kathirvelu	Principal	Chairperson
2	Mrs Shashikala H	HOD,Assistant Professor	Member
3	Mr Ravichandran P	Assistant Professor	Member
4	Mr Anantha Krishna	Placement Coordinator	Member
5	Brig Srikanth Joshi	Officer In Charge, AWES	Member
6	Mr Chandrakumar	Accountant	Member
7	Dr Shivakumar	Doctor, BBMP	Member
8	Ms Rhea Sunny	Batch 2019-22	Member
9	Mr Ruben Emanuel	Batch 2019-22	Member
10	Mr Rajeev Kumar Sharma	Senior Designer,	Member
11	Shruti Mishra	Puma	Member
12	Ms Malathy Nitin Mudra	VM Head, Landmark Group	Member
13	Jagadhish Chandra	Parent	Member
14	Mrs Veena K Thimmaiah	Asst Professor	Member Secretary

The Chairperson of AIFD-IQAC welcomed the newly elected members to the meeting. He spoke of how the pandemic was forcing the institute to explore different options in the dissemination of knowledge. He informed the members present both physically and virtually that though the Bengaluru North University had given the clearance to start offline classes for the final year B.Sc UG course, it was difficult for our students to travel from all the various

regions in India that they were spread in. He gave instructions that strict covid protocol had to be followed and sought the advice on how to implement it from Dr Shivakumar, who could only be present telephonically.

The Chairperson IQAC also explained the IQAC was being formed at this time basically because the first years had joined the institute only in October and that all committees had to be formed before the IQAC could be constituted. He then gave a brief description of the role and the importance of the IQAC in the smooth functioning of the institute. He introduced the new IQAC coordinator, Mrs Veena K Thimmaiah, Asst Professor and congratulated her on the same.

A review was taken from the HOD, Mrs Shashikala H and the two student representatives of the online classes conducted so far. Mrs Shashikala H expressed the difficulties in teaching practicals through online mode, especially the subjects which required specialized software or sewing machines. The students spoke of connectivity issues faced by a few of the students who lived in remote areas. However, the students aid that the teachers were sharing notes and ppts with the class, so they could catch up even when the internet connection was inconsistent.

The Chairperson then requested Mr Anantha Krishna, The placement Coordinator to speak about the placements. Mr Anantha Krishna briefed the IQAC members about the previous year's placement performance. He said that it was heartening that employers like PUMA had waited until the previous batch had finished their degree (delayed because of pandemic) in September and had hired all of the placed students. There were some disappointments, like Zivame who had taken back the offer letters of 8 placed students as they were unable to open new stores. However most of these students were placed elsewhere, due to the good relationship that the Institute has with the Industry. Mr Anantha Krishna thanked Ms Shruthi Mishra, who also is a member of the IQAC. Ms Shruthi Mishra assured that PUMA would continue its relationship with AIFD. The Chairperson thanked Ms Shruthi Mishra for arranging the webinars for AIFD students and said that they were very informative.

Mr Anantha Krishna spoke of the Placements for the present final year and said that as many were pursuing online internships with certain companies, he was hopeful of placing them well. He informed the committee that many companies had expressed interest in coming for campus placements after the offline classes were resumed.

The HOD then spoke about maintaining academic excellence even while shifting between online and offline classes. There would be no industry visits at least for six months because of the pandemic and as experts might also not wish to travel, it was suggested that special lectures and webinars be arranged online even when the students were back in campus. The smart boards in two classrooms (with another due for classroom 3) would make it easy for students to interact with the experts.

The Chairperson reminded the committee that the management wanted to ensure the safety of all students and staff and that students would have to be divided into batches for both the theory and practical classes. The sanitization protocol was being followed well in the college and the same would extend to the hostel once the students reported back at the end of November. The IQAC committee had to ensure that the message about maintaining safe distance and ensuring batch timings not only in the college but also in the hostel (with regards to timing of meals) had to be strictly ensured by all other committees.

The Chairperson reminded the faculty members about the preparation for NAAC. He asked that the teams be allotted for collecting information and documentation on each criteria. He requested the HOD to do the needful.

The most important item on the agenda was the implementation of NEP and how it would affect AIFD. He informed that the management had recommended that AIFD look at offering other related courses and degrees so as to conform to NEP. As many of the faculty members had already attended online workshops on NEP, he asked them to give suggestions on how AIFD could implement NEP.

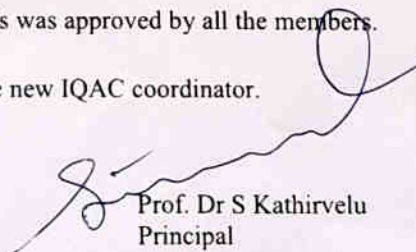
He informed the student representatives of the new smart board to be purchased, and the decision for upgrading software and infrastructure.

The HOD spoke about continuing webinars by experts and alumni on several topics. The Placement coordinator would be in contact with the alumni for their help. The Placement coordinator spoke about the difficulty in having physical alumni meetings and suggested that the college conduct online alumni meeting. This was approved by all the members.

The meeting ended with a vote of thanks by the new IQAC coordinator.



Mrs Veena K Thimmaiah
IQAC Coordinator



Prof. Dr S Kathirvelu
Principal

ARMY INSTITUTE OF FASHION AND DESIGN, BANGALORE
CIRCULAR

Ref – AIFD/IQAC/2020-21/02

Date : 29 June, 2021

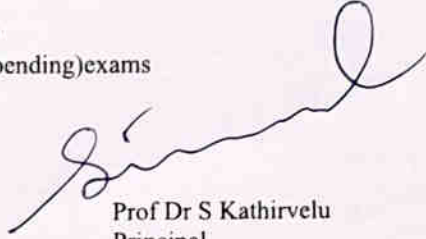
A meeting of the IQAC Committee has been convened on Thursday, 1st Jul, 2021, to discuss the action to be taken for the rest of the semester. The meeting will be held at 10.00 am in the IQAC room. All members are requested to attend (physically and virtually).

The agenda for the meeting will be as under:

1. Discussing the minutes of meeting of previous IQAC
2. Vaccination of all students and staff and family members living with campus
3. Preparation for resuming offline class shortly following Covid norms
4. Preparation of 4 year FAD syllabus as discussed in VC's meeting
5. Submission of IIQA and SSR report
6. Requirements for IDD course (B.Sc IDD)
7. Conduct of both even and odd semester (pending)exams



Mrs Veena K Thimmaiah
IQAC Coordinator



Prof Dr S Kathirvelu
Principal

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

1 Jul, 2021

MINUTES OF MEETING OF IQAC HELD ON July 1st, 2021

Members of the IQAC 2020-21

Sl No	Name of member	Designation	Position
1	Dr.S Kathirvelu	Principal	Chairperson
2	Dr Shashikala H	HOD,Assistant Professor	Member
3	Mr Ravichandran P	Assistant Professor	Member
4	Mr Anantha Krishna	Placement Coordinator	Member
5	Brig Srikanth Joshi	Officer In Charge, AWES	Member
6	Mr Chandrakumar	Accountant	Member
7	Dr Shivakumar	Doctor, BBMP	Member
8	Ms Rhea Sunny	Batch 2019-22	Member
9	Mr Ruben Emanuel	Batch 2019-22	Member
10	Mr Rajeev Kumar Sharma	Senior Designer,	Member
11	Ms Shruti Mishra	Puma	Member
12	Ms Malathy Nitin Mudra	VM Head, Landmark Group	Member
13	Jagadhish Chandra	Parent	Member
14	Mrs Veena K Thimmaiah	Asst Professor	Member Secretary

The Chairperson of AIFD-IQAC welcomed the members to the meeting. For the information of the committee he congratulated Dr Shashikala H for completing her Ph.D in the month of December, 2020. He asked the other faculty to do the same, The IQAC Coordinator Mrs Veena K Thimmaiah read the minutes of the meeting of the previous IQAC held on and updated on the events.

Action Taken on Previous IQAC Agenda

1. The Institute had successfully implemented the covid protocol in the previous semester. The theory classes were conducted in batches of 30 each and the practical classes were conducted 1 batches of 15 to 17 students. The sanitization process was strictly adhered to. The meal timings for all batches in the hostel were given and both faculty and lab assistants were given duties in rotation to ensure that rules were strictly followed. The student's temperature and oxygen count was taken twice in a day and the records maintained. The RTPCR tests were conducted within the campus as soon as a student tested positive. The quarantined students were tested again at the end of the quarantine period to ensure safety. Exams were successfully conducted for final years and M.Sc students. However due to lockdown, the first and second year degree theory exams yet to be held. Classes commenced in online mode for the even semester.
2. Classes have been taken in online mode since the second lockdown was announced in April end, 2021. One Internal test has also been completed and assessed online. The practical classes have also been conducted online. Only classes which require specialized software or sewing machines are ending.
3. The quality of teaching has not suffered due to online classes. The teachers have continued to hold individual sessions for students who require extra attention. At times, when the students' network was poor, the teacher has spoken to the students over the phone and through Whatsapp calls to ensure the transfer of knowledge. Recordings and ppts are also shared with the students for ready reference..
4. The institute has strictly adhered to the norms for prevention of Covid. Sanitization protocol is in place and Vaccination is being done in the campus (so far for staff within the campus)
5. The NAAC preparation is going on well. All AQARs have been submitted and the SSR Criteria has been divided among the various faculty members. The HOD is verifying the reports submitted by the faculty. Five of the faculty members including Principal, attended a 2 day online Awareness programme on NAAC conducted by IAE, Hyderabad on then 21st and 22nd of June 2021. The IQA will be submitted within the week and the SSR report will follow within the required 45 days.
6. The faculty have attended various conferences and workshops related to NEP. The management is preparing guidelines for implementing NEP in all AWES institutions.

7. The CTS / GIA funds have utilized to buy a smart board and dress forms.
8. Several webinars have been conducted by experts, alumni and students themselves.
9. The Counsellor has spoken to the students over the phone.
10. The Academic calendar was prepared, but had to be modified as the University Calendar kept changing.

THE AGENDA FOR PRESENT MEETING

1. Discussing the minutes of meeting of previous IQAC
2. Vaccination of all students and staff and family members living with campus
3. Preparation for resuming offline class shortly following Covid norms
4. Preparation of 4 year FAD syllabus as discussed in VC's meeting
5. Submission of IIQA and SSR report
6. Requirements for IDD course (B.Sc IDD)
7. Conduct of both even and odd semester (pending) exams

The VC has conducted several meetings (online) with the principals of all Bengaluru North University colleges. The most important need is to get all students, staff and faculty vaccinated (at least the first dose) by July 7, 2021. The University has demanded that the colleges name a nodal officer for providing daily updates of vaccination details in the form provided. As of today about 60 % of all the stakeholders have been vaccinated.

The college is gearing up for resuming classes' offline. The offline timetable is ready and the classes will be held in batches. Students' who are not vaccinated will not be allowed to report to the institute. The Hostel is also being sanitized to follow all the Covid norms. As this was already in place in the months of February to April 2021, the rules are in place.

The Placement Coordinator mentioned that 26 students out of 57 have been placed in good companies. Once the students return to the campus, more companies would visit for Campus placements.

All faculty members have been told to submit the modified syllabus for their particular areas of expertise. A faculty meeting will be held later this month to discuss and merge the syllabus. It was proposed that a meeting of all fashion institutes belonging to BNU be held.

The IIQA will be submitted on time, followed by SSR report

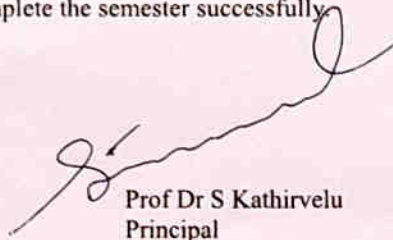
There was a discussion on the infrastructure needed for B,Sc in Interior Design and Decoration. This will be further discussed in the Institute Management Committee meeting.

The HOD, Dr Shashikala H advised the faculty members to complete as many classes through online mode as the upcoming semester would be very hectic. She asked that everyone be proactive and work together to complete the semester successfully.

The meeting ended with a vote of thanks.



Mrs Veena K Thimmaiah
IQAC Coordinator



Prof Dr S Kathirvelu
Principal