

ARMY INSTITUTE OF FASHION AND DESIGN, BANGALORE

NOTICE

13th Dec 2021

The following committee has been constituted for Internal Quality Assurance Cell (IQAC) of AIFD with effect from 13th Dec 2021

Sl. No	Name	Department & Designation	Composition	Position
1	Dr.S Kathirvelu	Principal	Head of the Institution	Chairperson
2	Dr Shashikala H	HOD,Assistant Professor	Teachers Representation	Member
3	Mrs Niveditha A S	Assistant Professor		Member
4	Mr Anantha Krishna	Placement Coordinator		Member
5	Col R Balaji (Retd)	Registrar	Admin	Member
6	Mr Raj Kumar	Office Superintendent	Representation	Member
7	Mr Kiran Kumar	LDC		Member
8	Brig Srikanth Joshi	Officer In Charge, AWES	Management Representative	Member
9	Dr Shivakumar	Doctor, BBMP	Local Society Representative	Member
10	Ms Rhea Sunny	Batch 2019-22	Student Representative	Member
11	Mr Ankit Tiwari	Batch 2019-22	Student Representative	Member
12	Mr Sajan T V	Global Manager, Ralph Lurn	Alumni Representative	Member
13	Mr Abhilash Nair	HR, Best Sellers	Employer Representative	Member
14	Ms Rakshitha	HR Manager, Tommy Hilfiger	Industry Representative	Member
15	Ms Sheeba Prabhu	Parent	Stakeholder Representative	Member
16	Mrs Veena K Thimmaiah	Assistant Professor	Coordinator	Member Secretary




Dr S Kathirvelu
Principal
PRINCIPAL
Army Institute of Fashion & Design
Bangalore

ARMY INSTITUTE OF FASHION AND DESIGN, BANGALORE
CIRCULAR

Ref – AIFD/IQAC/2021-22/02

Date : 28th June 2022

A meeting of the IQAC Committee has been convened on 30th June 2022 to discuss the duties of the committee and the various events listed under Calendar of Events. The meeting will be held at 3.00 pm in the NAAC room. All members are requested make it convenient to attend.

The agenda for the meeting will be as under:

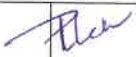


1. Curricular, Co-Curricular, Extra-curricular activities for the semester
2. Infrastructure for B.Sc IDD & Setting of Language Lab with 10 systems
3. Industrial Visits for students
4. Clubs & Competitions
5. Organizing a National Conference
6. Organizing a FDP
7. Improvement of Research Culture among faculty and students
8. Participation in.FDP by Faculty members
9. Improving Students discipline and engagement
10. ERP Implementation
11. Ways and means to improving Alumni Participation
12. In plant training for students


Mrs Veena K Thimmaiah
IQAC Coordinator

S/d

Prof Dr S Kathirvelu
Principal

1	Dr.S Kathirvelu	
2	Dr Shashikala H	
3	Mrs Niveditha A S	Resigned
4	Mr Anantha Krishna	
5	Col R Balaji (Retd)	
6	Mr Raj Kumar	
7	Mr Kiran Kumar	
8	Brig Srikanth Joshi	Retd
9	Dr Shivakumar	

10	Ms Rhea Sunny	
11	Mr Ankit Garia	
12	Mr Sajan T V	
13	Mr Abhilash Nair	
14	Ms Rakshitha	
15	Ms Sheeba Prabhu	
16	Mrs Veena K Thimmaiah	

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

MINUTES OF THE IQAC MEETING HELD ON 30TH JUNE 2022

7th July 2022

Members of the IQAC 2021-22

1	Dr.S Kathirvelu, Chairman <i>Principal</i>	<i>[Signature]</i>
2	Dr Shashikala H	
3	Mrs Niveditha A S	Resigned
4	Mr Anantha Krishna	<i>[Signature]</i>
5	Col R Balaji (Retd)	<i>[Signature]</i>
6	Mr Raj Kumar	<i>[Signature]</i>
7	Mr Kiran Kumar	
8	Brig Srikanth Joshi	Retd
9	Dr Shivakumar	Absent
10	Ms Rhea Sunny	<i>[Signature]</i>
11	Mr Ankit Garia	<i>[Signature]</i>
12	Mr Sajan T V	Absent
13	Mr Abhilash Nair	Absent
14	Ms Rakshitha	Absent
15	Ms Sheeba Prabhu	Absent
16	Mrs Veena K Thimmaiah	<i>[Signature]</i>

The Chairperson of AIFD-IQAC welcomed the members to the meeting. 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. Vaccination of all students and staff and family members living with campus. This has been successfully carried out in the past year. All students, faculty and other staff

members and families living within the campus have been vaccinated with the mandatory 2 time vaccines. Preparations are being done for the booster dose to be administered to the same, when it is available to the public. Several faculty members have already taken the booster dose as well.

2. Preparation for resuming offline class shortly following Covid norms. The Institute made a smooth transition to conducting offline classes with all safety protocols in place. This included regular RTPCR testing for all and isolation of suspected Covid-19 cases.
3. Preparation of 4 year FAD syllabus as discussed in VC's meeting. The HOD Dr Shashikala H is part of the State NEP syllabus committee for the B.Sc Fashion & Apparel Design Course. She has continued greatly the the 4 year NEP FAD syllabus.
4. Submission of IIQA and SSR report. The same has been completed and the NAAC visit (2nd Cycle has also been done. The Institute has received a B+ grade
5. Requirements for IDD course (B.Sc IDD) A new state of the art classroom with portable smart Board has been constructed on the second floor as the new B.Sc IDD Classroom.
6. Conduct of both even and odd semester (pending) exams The exams have been conducted by the University and the results have been received.

THE AGENDA FOR PRESENT MEETING

1. Curricular, Co-Curricular, Extra-curricular activities for the semester
2. Infrastructure for B.Sc IDD & Setting of Language Lab with 10 systems
3. Industrial Visits for students
4. Clubs & Competitions
5. Organizing a National Conference
6. Organizing a FDP
7. Improvement of Research Culture among faculty and students
8. Participation in FDP's by Faculty members
9. Improving Students discipline and engagement
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11. Ways and means to improving Alumni Participation
12. In plant training for students

1. The Principal requested all attending the meeting to prepare an Annual Action Plan. He said a careful analysis of curricular, co-curricular and extra-curricular activities were necessary.
2. Both Principal & Registrar ~~Sir~~, spoke about the need for establishing Clubs under the guidance of the faculty members and holding intra class competitions on a regular basis to identify competitors for inter-collegiate competitions. While Club activities had taken place in the previous semester, it was not being followed seriously in the present semester. Principal said this was imperative for the acquisition of better grade from NAAC in the next cycle.

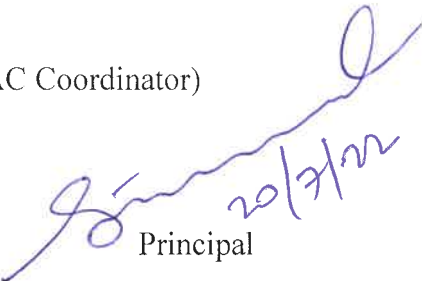
Principal proposed that club activities be held every day at 3 o'clock, but registrar ~~sir~~ suggested that it be held once or twice a week from three o'clock onwards. Principal agreed and suggested it be implemented from the 2022-23 academic year.

3. There was a discussion on the new B.Sc IDD course. Principal asked for recommendations for the library, in order to procure interior decoration based books. He also stressed the need for setting up a separate Language lab for AIFD. He asked that the concerned faculty look into the requirement for both English and foreign language labs.
4. Industrial Visits for the students were an integral part of curriculum training. The students would get complete exposure to the industrial practises. Principal suggested one visit per batch per month. However Registrar sir suggested that the visits to any one industry be kept as one visit per semester. The Registrar also suggested a tie up with industry members would be excellent. As the second years already finished their visit to M/s Shahi Exports, the final years' Industrial Visit would be scheduled shortly.
5. Next up on the agenda was organising either a National Conference or a National Level Fashion Design Competition. Principal Sir suggested that the next event to be conducted would be the National Conference. He asked that Dr Shashikala H be made the Coordinator / Organising Secretary for the same. The Registrar suggested that the conference be held in February 2022. The theme of the Conference needed to be selected along with the resource persons.
6. Instead of the National Level Designing competition, principal suggested that the institute host a Faculty Development programme on a hybrid mode (online and offline) He recommended that Mrs Veena K Thimmaiah be the Organising secretary for the same.

7. He strongly stressed the need for the improvement of the research culture in the college as this was one of the lesser marked parameters in NAAC. He promised to provide the faculty with financial support for Research based activities. He made it mandatory for each faculty member to participate in at least 2 FDP's every year.
8. The next point to be discussed was the improvement of Student Discipline and engagement. He requested all mentors to look into the matter of punctuality and late coming and leave of absence taken by students. He stated that the club activities would be good for increasing student engagement. He requested the implementation of ERP to include these parameters.
9. He requested all faculty members to participate in the implementation of ERP to facilitate proper use of the same.
10. The registrar introduced the point of increasing Alumni interaction to better enhance the students' knowledge of the work place. Principal requested The Placement Coordinator, Mr Anantha Krishna to arrange an offline alumni meet in the month of September. The Principal suggested that the met be conducted elsewhere (not at the campus) if necessary and asked the Placement Coordinator to look into the arrangements. He suggested the formation of an alumni mentor for each student so as to enable each student to get in plant training.
11. For UUCMS he suggested speaking to the new students for accessing their digilocker for certificates. He asked the HOD to arrange for the conduct of a Google meet with new admissions.

(Minutes prepared by Mrs Veena K Thimmaiah, IQAC Coordinator)




Principal

Minutes of the IQAC meeting held on 30th May 2022

June 2nd, 2022

Members present

Principal, Dr S Kathirvelu

Registrar, Col R Balaji (Retd)

Dr Shashikala H, HOD

Mr Ananthakrishna, Placement Coordinator

Mrs Veena K Thimmaiah, IQAC Coordinator

Invited members

Mr Ravichandran, Asst Professor

Mrs Regina Jayakumar, Asst Prof

Mrs Khushbu Kumari Gupta, Asst Prof

Mrs Heena Khanum, Asst Prof

This was a preliminary IQAC meeting conducted at the behest of the Principal. The student members and other stakeholders were not present. The meeting was conducted to discuss the agenda for the even semester and the contribution of the IQAC to it.

Principal began the meeting by stating that henceforth the IQAC meetings and agenda needed to be streamlined and held at least once a month. He insisted that every event conducted by the institute needed to be recorded and signed by the HOD, Registrar and Principal.

*or quarter/
semester*

The mini agenda for the preliminary IQAC meeting were as follows:-

1. Curricular activities for the semester
2. Co-Curricular activities
3. Extra-curricular activities
4. Infrastructure

He advised the faculty members present that engaging the students beyond the timetable set is the need of the hour. He asked the faculty members to come up with interesting assignments beyond the defined syllabus.

He stressed on the need for activities on Saturdays. He said that AIFD should develop a vibrant Sports Culture. He asked all teachers to conduct competitions in various spheres including sports, essays and elocution. These competitions could be both intra and inter semesters. He requested Registrar Sir for his opinions.

Registrar Sir asked the faculty members to give more research based assignments, which would both occupy the students time as well as help in raising employability skills.

Registrar Sir asked the sports committee to be more dynamic and to conduct events every evening (to be monitored) He suggested that the institute be divided into houses to foster a competitive spirit. He suggested that both outdoor and indoor games be held. He asked that the preliminary competitions be monitored by the students themselves and the finals could be held on the Sports Day.

He also reiterated Principal's suggestions that Elocution, Essay, Painting and other curricular based competitions be held.

The discussion veered towards conducting a National level event. The HOD spoke about conducting a National Conference or a national Level fashion Designing competition in the present year as this was the practice in the past. The College used to host both events in alternate years.

The Principal proposed that the institute conduct a National Conference in the present year and the Design Competition the following year. The Principal also insisted in every faculty member attending a five to ten day long FDP every year.

There were suggestions that the college also conduct an FDP. Principal stressed on the need to follow NAAC guidelines while creating the AQAR report. He stated that every vent be documented and kept ready as per NAAC guidelines

Other points discussed:-

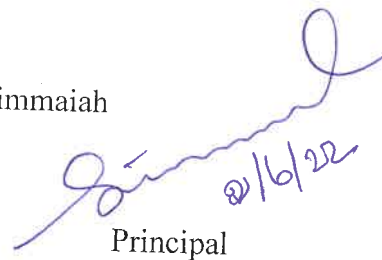
1. Faculty as Resource person for other colleges
2. Conducting an annual fest / annual day
3. Improvement in infrastructure for B.Sc IDD
4. Improvement of Research Culture among faculty and students
5. Need for Industrial visits.

The meeting concluded with the decisions to be taken after conducting a full-fledged IQAC meeting within the next month.

Minutes prepared by IQAC Coordinator, Mrs Veena K Thimmaiah


IQAC Coordinator




Principal