

IQAC Report on

Teachers' Participation in Professional Development Programs (2023-2024)

The Internal Quality Assurance Cell (IQAC) at the Indian Institute of Business Studies (IIBS) has consistently encouraged faculty participation in various professional development programs to enhance their academic expertise and teaching skills. These initiatives are aligned with the institution's commitment to promoting quality education and staying abreast of current educational trends. The following is a summary of faculty participation in professional development programs during the academic year 2023-2024

1. Orientation/Induction Programs

- **Objective:** These programs aim to familiarize newly recruited faculty members with the institution's ethos, policies, and academic expectations.
- **Participation:** A total of **12 faculty members** participated in **Orientation/Induction Programs** conducted by various academic institutions and bodies.
- **Outcome:** These programs provided an in-depth understanding of IIBS's academic philosophy, teaching methodologies, and strategies for student engagement. Faculty members were also exposed to the latest developments in higher education and research methodologies.

2. Refresher Courses


- **Objective:** Refresher courses are designed to update faculty members on advancements in their respective subjects, teaching practices, and research methodologies.
- **Participation:** **8 faculty members** attended **Refresher Courses** organized by reputed academic institutions.
- **Outcome:** These courses enhanced faculty knowledge of contemporary teaching tools, research techniques, and discipline-specific trends. The interaction with peers from various institutions fostered interdisciplinary learning and collaboration.

3. Short-Term Courses

- **Objective:** Short-term courses focus on specialized areas like innovative teaching practices, the integration of technology in education, and subject-specific knowledge enhancement.
- **Participation:** **15 teachers** participated in **Short-Term Courses** throughout the year.
- **Outcome:** Faculty members gained expertise in modern educational tools, advanced management strategies, and data analytics, which they have integrated into their teaching and research activities.

Key Highlights:

- **Improved Teaching Practices:** Participation in these professional development programs has enabled faculty to adopt innovative teaching strategies, enhance student engagement, and incorporate technology into the curriculum.
- **Advancements in Research and Pedagogy:** Faculty have benefitted from exposure to the latest research techniques and pedagogical innovations, thereby enriching the academic environment at IIBS.
- **Collaborative Knowledge Sharing:** The opportunity to engage with academic professionals from diverse institutions has fostered a collaborative learning culture, promoting the exchange of best practices and ideas.


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Conclusion:

Faculty participation in professional development programs such as Orientation/Induction Programs, Refresher Courses, and Short-Term Courses has significantly contributed to the enhancement of teaching capabilities and academic proficiency at IIBS. These initiatives have equipped the faculty to deliver high-quality education while keeping pace with advancements in their respective fields. IIBS remains committed to supporting continuous professional development, ensuring that faculty members maintain their academic excellence and contribute positively to the institution's research and educational growth.


Prepared By

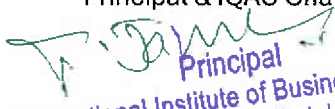
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Regular Meetings of Internal Quality Assurance Cell (IQAC) and Feedback Mechanism (2023-2024)

1. Regular Meetings of IQAC

- **Objective:** The Internal Quality Assurance Cell (IQAC) at IIBS has been instrumental in ensuring the implementation of quality assurance strategies to improve academic and administrative performance. Regular meetings are conducted to review the progress of quality initiatives and assess areas requiring improvement.
- **Frequency of Meetings:** IQAC meetings were held regularly throughout the academic year 2023-2024. A total of **6 meetings** were conducted to discuss key issues, policies, and the status of ongoing quality enhancement activities.
- **Outcome:** These meetings served as a platform for discussing various aspects of institutional quality, including academic development, research initiatives, faculty training, and student support systems. Action plans were developed based on the feedback received and areas identified for improvement.

2. Feedback Collection, Analysis, and Use for Improvements

- **Feedback Collection:** As part of the continuous improvement process, feedback was regularly collected from various stakeholders, including students, faculty, and alumni. The feedback focused on different aspects of academic performance, teaching methodologies, infrastructure, and support services.
 - **Sources of Feedback:**
 - **Student Feedback:** Collected at the end of each semester to evaluate course content, teaching effectiveness, and overall satisfaction.
 - **Faculty Feedback:** Collected through surveys to assess faculty development needs and teaching resources.
 - **Alumni Feedback:** Collected annually to understand the institution's impact on their career growth and to gather suggestions for further improvements.
 - **Analysis of Feedback:** Feedback data was systematically analyzed by the IQAC team using both qualitative and quantitative methods to identify strengths and areas that required enhancement.
 - **Outcome and Action Taken:**
 - Based on the analysis, appropriate measures were taken to address concerns raised by stakeholders. For example:
 - **Teaching Methodology:** Faculty development programmes were organized to address gaps in teaching methods and to incorporate new pedagogical tools.
 - **Infrastructure Improvement:** Feedback regarding infrastructure and facilities led to the enhancement of resources such as library facilities, Wi-Fi availability, and classroom equipment.
 - **Curriculum Development:** Student feedback regarding curriculum content and relevance resulted in minor revisions to ensure alignment with current industry trends.
 - Additionally, feedback was used to review the effectiveness of existing support services, leading to improvements in counseling, career guidance, and co-curricular activities.

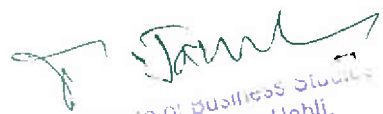

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3. Key Highlights:

- **Stakeholder Engagement:** The regular collection and analysis of feedback from students, faculty, and alumni fostered a strong sense of stakeholder engagement, ensuring their voices were heard in the decision-making process.
- **Data-Driven Decision Making:** Feedback analysis played a crucial role in formulating evidence-based decisions for institutional improvement.
- **Continuous Improvement:** The feedback mechanism facilitated a continuous cycle of improvement, with the IQAC taking proactive measures to address concerns and enhance the overall quality of education and services.

4. Conclusion:

The regular meetings of the Internal Quality Assurance Cell (IQAC) and the comprehensive feedback mechanism have played a significant role in improving the quality standards at IBS. The systematic collection, analysis, and use of feedback from students, faculty, and alumni have contributed to the enhancement of teaching-learning processes, infrastructure, and overall institutional effectiveness. These initiatives reflect IBS's commitment to maintaining high-quality standards and ensuring the continuous development of both academic and non-academic functions in the institution. Moving forward, the institution will continue to implement regular IQAC meetings and feedback analysis to ensure the sustained progress of quality enhancement initiatives.


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Summary of IQAC Meeting and Action Taken Reports for the Period:

Academic Year 2023 – 2024

1st Quarter: January - March 2023

Meeting Date: January 15, 2023

Agenda:

- Review of academic performance and faculty participation in professional development programs.
- Feedback analysis from students and faculty regarding the first semester.
- Plan for the upcoming semester's curriculum updates.

Action Taken:

- **Academic Performance Review:** Based on the analysis of student performance, the IQAC identified areas where students underperformed and recommended remedial actions, such as extra tutorials and study material.
- **Professional Development:** A workshop for faculty on innovative teaching methods was scheduled for February 2023 to enhance teaching practices.
- **Curriculum Update:** A committee was formed to review and update the curriculum for the upcoming semester, incorporating feedback from students and industry experts.

2nd Quarter: April - June 2023

Meeting Date: April 10, 2023

Agenda:

- Evaluation of the implementation of new curriculum changes.
- Feedback collection from the end of semester surveys (student, faculty, alumni).
- Faculty development programs and workshops.

Action Taken:


- **Curriculum Review:** Feedback from students on newly implemented changes in the curriculum was collected and analyzed. Minor adjustments were made in course delivery methods to improve student engagement.
- **Faculty Training Program:** A two-day workshop on advanced pedagogical techniques was organized, and 80% of faculty members participated. New teaching resources were provided to faculty.
- **Feedback Implementation:** The feedback from students highlighted the need for better infrastructure in digital classrooms, which was forwarded to the administration for action.

3rd Quarter: July - September 2023

Meeting Date: July 15, 2023

Agenda:

- Review of faculty and student feedback collected at the end of the first semester.


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- Preparation for the NAAC Accreditation process.

Action Taken:

- **Professional Development:** The faculty development program on research methodologies and academic writing was completed in February. This program improved faculty research output and teaching effectiveness.
- **Digital Tools Impact:** A survey was conducted to assess the effectiveness of digital tools used in the classrooms. Positive feedback was received, leading to the purchase of additional licenses for online teaching tools.
- **NAAC Preparation:** A special sub-committee was formed to collect the required documentation for the NAAC accreditation process. A timeline for submission was finalized.

2nd Quarter: April - June 2024

Meeting Date: April 14, 2024

Agenda:

- Review of feedback from students and faculty for the semester.
- Evaluation of the progress of NAAC preparation.
- Faculty participation in conferences and workshops.

Action Taken:

- **Feedback Collection and Review:** Feedback from students indicated satisfaction with the academic curriculum but highlighted a need for improved library resources. A plan to expand the library's digital collection was approved.
- **NAAC Progress:** Significant progress was made in gathering documents and ensuring compliance with NAAC criteria. A mock review was scheduled in June to assess readiness.
- **Faculty Participation in Conferences:** IQAC encouraged faculty members to participate in international conferences. This led to the approval of additional travel and research grants for selected faculty members.

3rd Quarter: July - September 2024


Meeting Date: July 9, 2024

Agenda:

- Evaluation of student and faculty feedback from the first semester of 2024.
- Assessment of the infrastructure upgrades and library expansion.

Action Taken:

- **Semester Feedback:** The student feedback highlighted the success of newly introduced industry-specific modules. Faculty feedback suggested the need for more interactive teaching tools. A proposal for new software was forwarded to the administration.
- **Infrastructure Improvements:** The expansion of the library's digital resources was completed, and the Wi-Fi facilities were upgraded to meet the demands of online learning.


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4th Quarter: October - December 2024

Meeting Date: October 16, 2024

Agenda:


- Review of faculty and student feedback for the current academic year.
- Faculty and student engagement programs for the upcoming semester.

Action Taken:

- **Feedback Review:** Feedback from students indicated an overall positive response to academic content and faculty engagement. Faculty feedback showed satisfaction with the training programs, but they requested further support in research activities.
- **Engagement Programs:** Several new initiatives were planned to increase faculty-student interaction, including peer-learning sessions and faculty mentoring programs. The administration agreed to increase funding for student clubs and leadership development.

Summary of Action Taken:

The IQAC at IIBS has played a significant role in enhancing the academic quality and administrative processes through regular meetings, feedback analysis, and the implementation of action plans. Continuous efforts to improve faculty development, student engagement, and infrastructure, along with preparation for NAAC accreditation, have contributed to the institution's overall growth and commitment to quality education.


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- Action plan for improving the academic and administrative processes.
- Assessment of ongoing faculty development programs.
- Review of the final preparations for the NAAC Accreditation visit.
- Final assessment of NAAC preparations and the self-study report.

Action Taken:

- **Feedback Analysis:** The analysis revealed that faculty members required more training on using digital tools in classrooms. An online training program on digital education tools was scheduled for August.
- **Administrative Process Review:** IQAC reviewed and suggested improvements in the admission process and student counseling services to address gaps in student support.
- **Faculty Development Programs:** An online course on "Effective Use of Technology in Teaching" was implemented for faculty, with 85% participation.
- **NAAC Preparation:** The mock review for NAAC accreditation was completed, and necessary adjustments were made to ensure full compliance with the guidelines. The final preparations for the NAAC visit were finalized.
- **NAAC Accreditation:** The self-study report for the NAAC visit was finalized and submitted. The visit was successfully conducted in December, and initial feedback indicated positive results.

4th Quarter: October - December 2023

Meeting Date: October 12, 2023

Agenda:

- Review of semester results and faculty feedback.
- Plan for the second semester's curriculum revision.
- Future faculty and student engagement initiatives.

Action Taken:


- **Semester Results Review:** The analysis showed that while most students performed well, there were concerns about the low performance in specific subjects. Remedial classes and peer mentoring were implemented in these areas.
- **Curriculum Revision:** A task force was created to review the curriculum based on feedback from the previous semester. It was decided to incorporate more case study-based learning and industry visits in the next semester.
- **Student Engagement:** A student feedback mechanism was introduced to gauge their satisfaction with extracurricular activities, resulting in the planning of new student clubs and leadership opportunities.

1st Quarter: January - March 2024

Meeting Date: January 10, 2024

Agenda:

- Review of professional development activities and faculty participation.
- Assessment of the impact of digital tools in classrooms.


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Annual Report of IQAC Cell: International Institute of Business Studies (IIBS)

1. Introduction

The Internal Quality Assurance Cell (IQAC) at IIBS continues to play a pivotal role in enhancing and sustaining the quality of the institution's academic and administrative functions. In the academic year 2023-2024, the IQAC has focused on strengthening the institution's quality assurance mechanisms, ensuring the alignment of educational goals with contemporary academic trends, and addressing feedback for continuous improvement. The following sections detail the activities, initiatives, and outcomes of IQAC during the academic year 2023-2024.

2. Composition of IQAC

The IQAC is comprised of the following members:

- **Chairperson:** The Director/Principal of the institution
- **Coordinator:** The Head of the IQAC Cell
- **Members:** Faculty representatives from different departments, administrative staff, student representatives, alumni, and external experts.

3. Key Initiatives and Activities

a. Quality Enhancement Initiatives


- **Curriculum Review and Update:** The IQAC ensured that the curriculum was updated regularly based on feedback from students, industry experts, and faculty. Revisions to the syllabus were made to align the course content with the latest trends in business education and industry requirements.
- **Faculty Development Programs:** A series of professional development activities were organized, including workshops, webinars, and training sessions on emerging teaching techniques, research methodologies, and the use of technology in teaching. These initiatives helped enhance faculty competency and academic delivery.
- **Innovative Teaching Methods:** IQAC promoted the adoption of innovative pedagogical tools such as e-learning platforms, flipped classrooms, and case study-based teaching to improve student engagement and learning outcomes.

b. Feedback Mechanism

- **Student Feedback:** Regular feedback was collected from students on course content, teaching quality, and infrastructure. This data was analyzed and used to improve the quality of education.
- **Faculty Feedback:** Faculty feedback was obtained to understand their academic and professional needs. Based on this feedback, targeted interventions, such as training programs, were organized to address gaps.
- **Alumni and Employer Feedback:** Feedback from alumni and industry partners helped in refining the curriculum to make it more industry-relevant and practical.

c. Monitoring and Evaluation

- **Academic Audits:** The IQAC conducted periodic academic audits to evaluate the performance of faculty, teaching methodologies, and learning outcomes.


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- **Internal Assessment Mechanisms:** A robust internal assessment system was implemented to ensure fair and transparent evaluation of students. Continuous assessment through assignments, projects, and exams helped monitor student progress throughout the semester.

d. Research and Consultancy Activities

- IQAC facilitated the promotion of research activities through workshops, seminars, and research presentations. It encouraged faculty to publish research in peer-reviewed journals and participate in national and international conferences.
- The Cell also explored opportunities for consultancy services to bridge the gap between academia and industry.

4. Regular Meetings and Review

The IQAC held regular meetings throughout the academic year to review progress on quality initiatives. These meetings were held quarterly, and the following were discussed:

- Assessment of the implementation of quality initiatives.
- Review of faculty participation in professional development programs.
- Feedback analysis and action taken based on student, faculty, and alumni responses.
- Planning for upcoming academic sessions and identifying areas for improvement.
- Review of compliance with NAAC and other regulatory requirements.

5. Outcome of Quality Initiatives

a. Improved Teaching-Learning Outcomes: The feedback from students indicated a high level of satisfaction with the teaching methodologies, and faculty professional development contributed to an overall improvement in academic delivery.

b. Enhanced Infrastructure: The infrastructure, including classroom facilities, library resources, and digital learning tools, were upgraded based on feedback from students and faculty.

c. Faculty and Student Engagement: Regular faculty development activities, including workshops and training, helped improve faculty engagement, while student involvement in various academic and co-curricular activities fostered a holistic learning environment.


d. Strengthened Industry Linkages: Feedback from employers and alumni led to the enhancement of industry-focused courses and curriculum changes. Additionally, IIBS strengthened its relationship with industry partners for internships, placements, and collaborative research.

6. Challenges Faced

- **Adapting to Remote Learning:** The transition to online and hybrid teaching models posed challenges in terms of infrastructure and faculty training. However, IQAC took proactive measures to address these challenges through regular workshops on e-learning tools and resources.
- **Feedback Implementation:** While feedback collection was robust, implementing some suggestions required additional resources or policy changes, which were planned for the upcoming academic year.

7. Plans for the Upcoming Year (2024-2025)

- **Further Enhancement of Faculty Development Programs:** Expand faculty training in advanced areas such as data analytics, artificial intelligence, and digital marketing.
- **Strengthening Research Output:** Encourage faculty and students to engage in more research activities, both independently and through collaborations with industry and academia.



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- **Improvement in Infrastructure:** Continue upgrading infrastructure, particularly in terms of digital classrooms and library resources.
- **Enhanced Stakeholder Engagement:** Foster stronger connections with alumni, employers, and industry partners to create a feedback loop for curriculum updates and career development initiatives.

8. Conclusion

The IQAC at IIBS has played a central role in maintaining and enhancing the quality of education throughout the academic year 2023-2024. Through regular meetings, effective feedback mechanisms, and quality initiatives, the Cell has contributed significantly to improving the institution's academic, research, and administrative performance. With a focus on continuous improvement, IIBS is committed to maintaining high standards in education and ensuring a conducive learning environment for both faculty and students.

This report provides a comprehensive overview of the activities and achievements of the IQAC at IIBS during the academic year 2023-2024 and highlights the institution's ongoing commitment to quality enhancement and academic excellence.


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