



## **PROCEEDINGS OF THE MEETING 1**

As per the direction of the chairman, the IQAC meeting was convened on 29<sup>th</sup> June 2021 Wednesday at 10. AM in AV Room.

### **AGENDA:**

- Review of the programmes
- Webinars
- Vaccination Camp
- Conduct of CA Exam
- Independence Day Celebration
- Internal Exam
- Preparation of NEP (2020)
- Any other Matter.

**MEMBERS PRESENT:**

Honorable Correspondent	Dr. Manjula K. T	<i>Manjula</i>
Honorable External Members:	Dr. Rameela Shekar -Academician Dr. Flosy D'souza -Academician Dr. Avinash- Industrialist Dr. Kodman Kanthappa Shetty-Social worker Ms. Jaya Kamath – Ideal Ice-Cream (Proprietor) <i>S. Jaya P. Kamath</i> Mr. Vinod D'Souza-Industry	<i>Rameela</i> <i>Flosy</i> <i>Avinash</i> <i>Kodman</i> <i>S. Jaya P. Kamath</i> <i>Vinod</i>
Chairperson	Dr Sathish Kumar Shetty P	<i>Sathish</i>
Convenor-NAAC	Dr. Praveen Kumar KC	<i>Praveen</i>
Co-Ordinator-IQAC	Mr. Syed Khader	<i>Syed Khader</i>
Member-Criterion 1	Ms. Preetha Bhandary	<i>Preetha</i>
Criterion 2	Ms. Hema Latha	<i>Hema</i>
Criterion 3	Ms. Anupa Baliga	<i>Anupa</i>
Criterion 4	Ms. Latha Hebbar	<i>Latha</i>
Criterion 5	Dr. Parashuram Malage	<i>Parashuram</i>
Criterion 6	Ms. Ravi Prabha	<i>Ravi Prabha</i>
Criterion 7	Ms. Rajini	<i>Rajini</i>
Other HOD Members	Dr. Giriyappa Ms. Vijaya Mr. Ganesh Pai Ms. Usha Kumari Mr. Mahaveer Ms. Roopa Ms. Gayathri Ms. Smitha Mr. Praveen Kamath Ms. Deepika	<i>Giriyappa</i> <i>Vijaya</i> <i>Ganesh</i> <i>Usha</i> <i>Mahaveer</i> <i>Roopa</i> <i>Gayathri</i> <i>Smitha</i> <i>Praveen</i> <i>Deepika</i>

	Ms. Keerthi Shree Ms. Swathi Ms. Roopathi Ms. Indira	<i>Keerthi</i> <i>Swathi</i> <i>Roopathi</i> <i>Indira</i>
Nodal Officer	Mr. Gopal Krishna Raiker	<i>Gopal</i>
Technical support & Editing support Feedback	Dr. Anuradha Ms. Meera Edna Covello	<i>Anuradha</i> <i>Meera</i>
Library	Mr. Lokraj	<i>Lokraj</i>
Office Superintend	Ms. Chandra Prabh	<i>Chandra</i>
Ex-Office Members	Alumni President: Ms. Swaroopa Shetty PTA President: Mr. Syed Mohammad Sayeed	<i>Swaroopa</i> <i>Syed Mohammad</i>
Student Council	UG President: Shilpa (III BCom) PG President: Raksha Prabhu K. (M. Com Final)	<i>Shilpa</i> <i>Raksha</i>

## **MINUTES OF THE PROCEEDINGS OF THE MEETING:**

The IQAC Meeting was convened on 29<sup>th</sup> June 2021 Wednesday at 10 AM in consultation with principal and other stakeholders to take the academic inventory from the series of lockdown including up to 20<sup>th</sup> June. However, the communication was in place through online apps like Google Meet & WhatsApp. Though it was online class due to a call for a meeting, the stakeholders of this meeting responded and involved.

The following aspects were discussed by its members at length:

### **I. Review of the programmes conducted:**

The meeting was started by a welcome note and principal initiated the deliberation on academics, especially online teaching & learning process. HOD's of different faculties informed the house on conducting of online classes as well as time table. Some concerns and issues were raised by the Alumni President Ms. Swaroopa Shetty especially devices, network coverage and data. The external members suggested sending handouts, video clippings and other learning materials to the students. Online objective type tests also came out from the deliberations. House was decided to conduct online internal exams. HOD's also ratified the views of the other members. Student committee representative also advised their view in favor of online tests.

Associations & Departments were advised to hold webinars on different dimensions including stress management & lifestyle as well as preparations for offline exams. Syllabus coverage was narrated by each department, pedagogical tools also explicitly brought out. Since the idea of hybrid mode mooted. Senior faculties also actively presented their view points on

curriculum, add-on activities as well as assessment. Finally, our correspondent expressed happiness and encouraged to bring zeal & motivation in teaching, learning and other programs.

## II. **Webinars:**

Department of Kannada, Hindi, History, Political Science, Sociology, Home Science, Commerce & Management, FND and Computer Science were allotted to slot of July month to conduct sequence of webinars on variety of themes, like Janathayanne Kavya Vagiside, Hindi Bhasha Adhyayan Aur Rojgar, our district Our pride, gender sensitization, Reproductive health problems among adolescent & young adults, Gender sensitization, protect breast feeding, strategies to combat covid-19 and Fraud control. All members in the house expressed confidence & corporation in organizing these webinars.

Deans, who also members to the IQAC team gave a brief guideline about slots & mode of using online classes. Mr Rithesh and Mr Murthy who were in charge and decided to intimate them after the conducting of this meeting. The external members informed to the HOD's, while organizing such webinars, ensure extensive penetration and reaches to the mass stakeholders. Multidimensional theme approach had discussed. Members appreciated the themes put forth for the webinars. Correspondent expressed his willingness to give fullest support & co-operation. These programmes shall have registration form through google, content of the theme, infrastructure arrangement with tool of delivery, formal type of program and feedback form with e-certificate.

### **III. Vaccination Camp:**

First-dose vaccination camp venue was chosen by the district commissioner through Health Department, entrusted this work to Dr. Praveen Kumar K C to collaborate with the health department and to take necessary steps in the conduct & administration of First-dose to the faculty, students & public. The house took up the covid-19 protocols and follow mask, sanitizer & physical distance in addition to the entrance points of temperature monitor devices, adequate first aid, medicines & water made available during the camp also discussed and decided to extend all support and help by the management, student community and alumni association. Committee has been suggested and made to define their roles and responsibilities during the camp, before & after the vaccination. Main auditorium as venue was chosen.

### **IV. Conducting CA exam:**

Principal had narrated the preparation and requirement of human resource to conduct smoothly the CA exam. Office superintendent Mr. Arun was assigned as a coordinator to take and implement necessary procedures including, adhering covid-19 protocols to the students & faculty. He brought the statistics like no of candidates 3,558, room supervisors 340 & assistant staff 88. Members also advised to maintain systematic records and ensure the examination process complied in accordance with the institute. All of them expressed best wishes to the candidates as well as to the principal to conduct this examination work. The examination would commence 5<sup>th</sup> July and ends 30<sup>th</sup> July as per the schedule.

## **V. Independence Day Celebration:**

The IQAC coordinator expressed the optimism to celebrate Independence Day with same fervor at a low profile following the government norms & protocol. Since lockdown scenario persisting, Fine-Arts cell was informed to prepare and do practice of cultural events through online ie, at home of the students. An attempt has been asked to give for the conduct of cultural event for the celebration. The members also opined and supported to celebrate Independence Day if lockdown is lifted completely.

## **VI. Internal Assessment Examination:**

Though the exam committee was not invited but the Deans and HOD's discussed about when to organize, what percentage are units should be the syllabus coverage? it is either 2hrs or 1hr, marks, other arrangements like before the examination, during the exam and after the exam. Some members expressed an apprehension about the syllabus coverage because of online lectures. The student representative suggested second week of September the reason was, offline classes of revision and benefit for conceptual understanding needed. External members agreed the student representative opinion to hold physical mode classes and then proceed for internal assessment exam. Deans also ratified the idea and decided to convey to the examination committee. Due to the apprehension of lockdown, our correspondent Sri Devanand Pai suggested to go for 1-hour assessment rather than 2hrs. All members after careful diagnosing environment agreed to hold 1-hour assessment. Finally, principal also gave his consent and agreed to extend co-operation with office department also.

## **VII. Preparation of NEP (2020):**

The IQAC coordinator informed the house about implementation of NEP (2020) in the next academic to the first year phase by phase. He also said about open electives, adequate generation of workload and be at par with choice-based credit system. The management side raised the question on revenue raise part if flexibility of multiple entry and exit provided. Further to supplement deficit of revenue, there is a scope of continuing students in 4<sup>th</sup> year for honors. It is a big challenge for systematically implementation.

## **VIII. Any Other:**

The house also discussed and finalized to conduct internal assessment examination either 1<sup>st</sup> or 2<sup>nd</sup> week of September through physical mode. Regular sanitization matter also brought in were by PTA president also assured to extend full cooperation. Senior faculty Ms. Meera Edna Coelho proposed vote of thanks and members decided to have next meeting September 1<sup>st</sup> week depending on external member's convenient time.

## **Resolutions**

Four resolutions were passed by the house of members in the IQAC meeting during the session of deliberations on 29<sup>th</sup> June 2021:

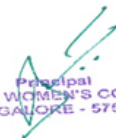
1. It was Resolved “to review the online mode teaching & learning by the departments and take necessary steps to facilitate ease of conduct of programmes with mutual co-operation and support The intent of multidisciplinary and holistic development of students, multiple entry & exit with a flexibility of certificate, diploma, degree, honors and Phd, further the introduction of ability enhancement and skill

enhancement courses, open electives choice is available to the students, MOOC's through Swayam 20% at least (if), certified online courses, continuous assessment and academic bank of credits. He also narrated the infrastructure both physical & human available to meet, if it is implemented. The stakeholders in the meeting, suggested to hold the webinars to address all units of stakeholder. NAAC coordinator Dr. Praveen Kumar K C & HOD's of different faculties entrusted the responsibilities”.

2. It was resolved to “assist & conduct smooth vaccination camp, galvanize necessary amenities and play a liaison officer role in the programme before, during and after, abiding covid-19 protocols with district commissioner & health department. Dr. Praveen Kumar shall co-ordinate and monitor the entire vaccination process in the college”.
3. It was resolved “Mr. Arun, office superintendent shall take requisite orders, guidelines & instructions from CA appropriate authority, implement systematically in conduct of CA- exam before, during and after. Further, Mr. Arun also given autonomy to formulate Human Resource Committee to carry out all the functions which are supposed to be efficiently carried out”.
4. It was resolved “The Deans & HOD's extend support and give necessary input to the examination committee coordinator Ms. Jayashree to plan, organize and follow up assessment process, keeping in view physical classes before the examination”.



IQAC CO-ORDINATOR



Principal  
BESANT WOMEN'S COLLEGE  
MANGALORE - 575 003

PRINCIPAL





## **PROCEEDINGS OF THE MEETING 2**

As per the direction of the chairman, the IQAC meeting was convened on 3<sup>rd</sup> September 2021 Friday at 3:00 PM in AV Room.

### **AGENDA:**

- Review of the programmes
- Webinars
- Progress of NEP
- Founders Day celebration
- Karnataka Rajyosthava
- Plan & Action
- Vaccination Camp
- Any other Matter.

## MEMBERS PRESENT:

Honorable Correspondent	Dr. Manjula K. T	<i>Manjula</i>
Honorable External Members:	Dr. Rameela Shekar -Academician Dr. Flosy D'souza -Academician Mr. Avinash- Industrialist Mr. Kodman Kanthappa Shetty-Social worker Ms. Jaya Kamath – Ideal Ice-Cream (Proprietor) <i>S. Jaya P. Kamath</i> Mr. Vinod D'Souza-Industry	<i>Flosy</i> <i>Avinash</i> <i>S. Jaya P. Kamath</i> <i>Vinod</i>
Chairperson	Dr Sathish Kumar Shetty P	<i>S. Sathish Kumar</i>
Convenor-NAAC	Dr. Praveen Kumar KC	<i>Praveen</i>
Co-Ordinator-IQAC	Mr. Syed Khader	<i>S. Syed Khader</i>
Member-Criterion 1	Ms. Preetha Bhandary	<i>P. Bhandary</i>
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Criterion 4	Ms. Latha Hebbar	<i>Latha</i>
Criterion 5	Dr. Parashuram Malage	<i>Parashuram</i>
Criterion 6	Ms. Ravi Prabha	<i>Ravi Prabha</i>
Criterion 7	Ms. Rajini	<i>Rajini</i>
Exam Committee	Ms. Jayashree	<i>Jayashree</i>
Nodal Officer	Mr. Gopal Krishna Raiker	<i>Gopal</i>
Technical support & Editing support Feedback	Dr. Anuradha Ms. Meera Edna Covello	<i>Anuradha</i> <i>Meera</i>
Library	Mr. Lokraj	<i>Lokraj</i>
Office Superintend	Mr. Arun Kumar C. G	<i>Arun Kumar</i>
Ex-Office Members	Alumni President: Ms. Swaroopa Shetty PTA President: Mr. Syed Mohammad Sayeed	<i>Swaroopa</i> <i>Syed Mohammad Sayeed</i>
Student Council	UG President: Ms. Shilpa (III BCom) PG President: Raksha Prabhu K (Final M. Com)	<i>Shilpa</i> <i>Raksha</i>

## MINUTES OF THE PROCEEDINGS OF THE MEETING:

In discussion and direction of the Principal, the IQAC meeting was convened on 3<sup>rd</sup> September 2021 Friday at 3pm and deliberated the following aspects in presence of all the members associates in a team, IQAC formally welcomed the members.

## **I. Review of the Programmes:**

After the introduction and introspection of preview meeting's agenda and resolutions and minutes, the house took up the matter of functioning of offline classes (physical classes), related to curriculum, counseling, tutorial & value education. The external members raised the covid-19 protocol compliation , principal intervened and informed about the strict observance of all state government( collegiate education) rules & regulations about mask wearing, physical distance and sanitization of class rooms every alternate day. Canteen & library services were temporarily halted due to the provisions. HOD's informed the smooth conduct of classes, coverage of syllabus, webinars & other important co-circular activities related to NSS, rangers & Red Cross services. The government had utilized the services of our students from these three associations. Faculty members to lend their services to health department. Correspondent appreciated the work carried out jointly by the students and faculty members in addition to teaching & learning process. The Alumni, President & student representative brought the point of assessment. The IQAC co-ordinator made a point to confirm exam committee to follow “due process” and smoothly conduct examination (Internal which was scheduled to be held from 2<sup>nd</sup> week of September 2021). Dr. Flossy D'souza madam, suggested for counseling of the students to be strengthened after the class hours one- on- one, so that the confidence level & examination preparedness would be sharpened. Further industrialist Mr. Avinash and social worker Mr Kodman Kanthappa shetty spoke on community services & outreach activities in a limited way especially on swatch campaign and lifestyle. The members who were present, all were agreed and assured to take forward proactively. Work diary as well as lesson plan aspects also deliberated, the principal said in the house to maintain systematically by

bringing all aspects in the work diary and with the signature of HOD's & principal in stipulated time. The correspondent Mr. Devanand Pai insisted to work hard to get best performance results from the Mangalore University. MOU's also re-visited especially on Bajaj & Bace Academy to examine the activities duly taken up.

## **II. Webinars/ Seminars:**

Department of Commerce took up the National Level E-quizzing on domain subject as well as special lecture from Hindi Department proposed. The members encouraged the respective Departments to take up for the students extra knowledge acquisition point of view. These programmes were scheduled to be in the month of September along with the revision classes and internal assessment examination. E- Quizzing also suggested to conduct at national level by the external members, this was ratified in the house. International online webinar was also suggested to the Department of Kannada on "Vachana, Dasa Mattu Janapada Hinnalayalli Thatva padagulu". HOD of that department agreed to organize in addition to allocation on poets. the Principal briefly highlighted on the class work functioning and University examination related matters (notifications & circulars) to the house. This task of communication was given to the mentors of respective classes through whatsapp notices as well as notices put up in the entrance of administrative department notice board, which has access to the students & faculty. some times, the same information would be displayed in the monitor of the entrance to reach quick & effective communication.

### **III. NEP Work Process:**

The principal had given entire responsibility to Dr Praveen Kumar K C for planning & distribution of work load on select open electives to the respective department based on the choices of paper chosen by the college & most likely chosen by the students keeping on the skills & employability focus. 14 open elective papers were agreed to the students, keeping the factors of availability versatile faculty members and physical infrastructure. In order to follow the guidelines of NEP(2020), to consultation at different level was made like university, subjects Association, Government Authorities & SQAC on the courses, programmes, teaching & learning process, Assessment, academic Bank of credits & multiple entry & exit with flexibility. Both IQAC co-ordinator & NAAC co-ordinator described the essential features & job related to the implementation of next semester. In addition students who pursuing choice based open elective papers were made classification and kept as a working papers. External member extended their support as value addition courses to be embedded with NEP(2020) so as to enhance skills and employability to the students. Mr. Avinash expressed the positiveness of implementation and opined joint efforts required for the total services and outcome based result.

### **IV. Founders Day Celebration:**

The management member Mr. Devanand Pai informed the house to celebrate founder's day as 1<sup>st</sup> october by following protocol after the lockdown period. The scope to celebrate and continue the legacy of the institution by remembering & reflecting the ideas of great reformer on women & especially the champion for women empowerment by Dr. Annie Besant. He suggested the formal program with doing felicitation to the rank holders, speeches & cultural programme confined to the message as women socio, economic &

political empowerment. He also suggested to celebrate jointly with the sister concerns taking over the responsibilities of all the tasks associated to the programme. The principal & other members ratified the suggestions which was given by the correspondent. External members took up the factor of assets maintenance. Especially keeping safe & hygiene cleanliness in the campus as well as adhering the protocol of Covid-19. The task for a brief time existing took up the matter of there implementations and observations.

**V. Karnataka Rajyotsava:**

Though our college has been celebrating annually with engagement & happiness. The principal had brought this important one of the events for promotion of patriotism and affection to kannada. Department of kannada had taken up the responsibility to arrange & organize the programme. Quiz competition for students & staff members were proposed. The message about significance of kannada emphasized. Further Alumni President Ms. Swaroopa Shetty encouraged the kannada department to make 100% kannada literacy in the campus. The HOD of kannada had taken this note & informed the house members to implement in the campus. Every members appreciated the proposal and willingness to support fully.

**VI. Plan of Action :**

The IQAC cordinator informed the house about the commencement of odd semester by either October or November depending on the notification or circular from the Mangalore University. HOD's were informed to prepare plan of action keeping provisions of hybrid mode of teaching learning as well as seminars/ talks/ projects/ internships/ industrial vist / collaborative activities/ outreach activities and AAA. The other members were also endorsed the idea of plan of action & academic calendar mooted by the IQAC

co-ordinator. Further, time table committee also informed to prepare the physical mode class time table keeping NEP(2020) implementation base. The principal also briefly explained about plan of Action, he also stressed to the (16) -associations/ committees/ cells to plan the activities and keep it ready for the next odd semester. External members appreciated to move, but also advised to continue the MOU's base activities as curriculum enrichment & skill enhancement. The virtual workshop on National education policy (2020) also proposed for all the stakeholders. This was encouraged by the external members to create awareness about the reforms of new policy.

**VII. Vaccination Camp:**

Institution decided under the guidance of Dr. Praveen Kumar K C, outreach cell and red cross to organize “ Fourth round of Free corona virus vaccination camp” with the collaboration of D. K. Zilla panchayath & MCC. Members instructed to take up adequate measures especially protective & preventive measures. Our management decide to provide adequate amenities to the stakeholders to conduct smooth vaccination under campus. The social worker Mr. Kodman Kanthappa Shetty took active interest for assisting and helping the vaccination drive.

**VIII. Any other matter:**

Mr. Avinash spoke about the statistics of corona virus existing in Mangalore & Kasargod. He informed the house about the severances of virus in the neighbouring district of Kerala state, asked the institution to take up stringent measures to counter the complex menace. Further the management insisted on extra coaching to the students, sending notes material, Photostat copies and counseling through online one on one to the students whose concentration & retention at stake. The meeting was concluded with vote of thanks by Ms. Meera Edna Coelho madam. The members had decided to hold next meeting

in the first week of November or second week, as the Semester Even ends and Odd Semester begins from 2<sup>nd</sup> week of November.

### **Resolutions:**

The following (five) resolutions were passed in the presence of all the member, the meeting was convened on 3<sup>rd</sup> September 2021.

1. It was Resolved “ the Task Force conevner Dr. Praveen Kumar K C in consultation with Mr. Arun office superiordent to provide adequate measures to meet covid-19 protocol including supervision, sanitization & physical distance of the students within the classes & campus. They shall co-ordinate with external agencies for appropriate measures to counter corona virus”.
2. It was Resolved to take up webinars / E- quizzing by the HOD of kannada, Hindi & convenor of e- quiz by Mr. Syed Kahder to organize and document with e-certificates”.
3. It was Resolved “ Take up NEP process forward, assign multi disciplinary subjects in consultation with students and heads of the department, help the IQAC & principal to pro-actively implementation measures for the smooth & harmonious conduct of teaching and learning process as well as assessment measures. Dr. Praveen Kumar, assisted by the heads of the department entrusted these responsibilities”.
4. It was Resolved to “organize founders day celebration and rajyotsava with a value driven and instilled devotions among the students. The deans were entrusted for founders day celebration (Dr. Annie Besant) and department of Kannada for Rajyotsava fest. They required to




formulate committees & organize systematically by adhering protocol of covid-19.

5. It was resolved to “Draft plan of action towards Odd & Even Semesters by the HOD’s, Association, co-ordinators and other cells and enumerating activities along with budget for implementation & same shall be submitted to IQAC & principal by the second week of November 2021. Further, timetable committee entrusted responsibility of preparing timetable for both Choice based Credit system & NEP(2020) for immediate implementation Ms. Raviprabha & Ms. Hemalatha were given the task of timetable.



**IQAC CO-ORDINATOR**



Principal  
BESANT WOMEN'S COLLEGE  
MANGALORE - 575 003

**PRINCIPAL**



## **PROCEEDINGS OF THE MEETING 3**

As per the direction of the chairman, the IQAC meeting was convened on 6<sup>th</sup> Nov 2021 Saturday at 11.40 AM in AV Room.

### **AGENDA:**

- Review of the Exam, Result Analysis & POA.
- Student council Activity.
- HRD Programme(Leadership)
- Addon Courses
- NAAC orientation
- Many other Matters.

**MEMBERS PRESENT:**

Honorable Correspondent	Dr. Manjula K. T	<i>Manjula</i>
Honorable External Members:	Dr. Rameela Shekar -Academician Dr. Flosy D'souza -Academician Dr. Avinash- Industrialist Dr. Kodman Kanthappa Shetty-Social worker Ms. Jaya Kamath – Ideal Ice-Cream (Proprietor) <i>S. Jaya P. Kamath</i>	<i>Avinash</i> <i>S. Jaya P. Kamath</i>
Chairperson	Dr Sathish Kumar Shetty P	<i>Sathish</i>
Convenor-NAAC	Dr. Praveen KC	<i>Praveen</i>
Convenor-IQAC	<i>S. SYED KATHAR.</i>	<i>S. Syed Kathar</i>
Member-Criterion 1	Ms. Preetha Bhandary	<i>Preetha</i>
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Criterion 5	Dr. Parashuram Malage	<i>Parashuram</i>
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Criterion 7	Ms. Rajini	<i>Rajini</i>
Exam Committee	Ms. Jayashree	<i>Jayashree</i>
Nodal Officer	Mr. Gopal Krishna Raiker	<i>Gopal</i>
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Ex-Office Members	Alumni President: Ms. Swaroopa Shetty PTA President: Mr. Syed Mohammad Sayeed	<i>Swaroopa</i> <i>Syed Mohammad Sayeed</i>

	President UG: Ms. Shilpa (B.com) President PG: Ms. Raksha Prabhu K (Final M.com)	<i>Shilpa</i> <i>Raksha</i>
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## **MINUTES OF THE PROCEEDINGS OF THE MEETING:**

In consultation with the stake holders of IQAC composition, the principal directed to hold first meeting of the Odd Semester, even though central valuation of the papers was going on. All members attended the meeting, the following deliberations were made after welcome address by the IQAC coordinator:

### **I. Review of the Examinations, results & POA:**

The internal assessment exams took place from 16<sup>th</sup> September to 27<sup>th</sup> September 2021, thereby immediately began external exams from October. The HOD's of different faculties deliberated about the syllabus coverage question papers & other process of examination along with the examination committee and convener Ms. Jayashree. She explained to the house about process undertaken and perception of the students on studies & examinations. Most of the students found external exam papers were moderately simple and results would bring superior performance outcome. She also explained the process which she was compiled before, during & after the exam. Faculty members were given orientation on compliance of invigilation duties & flying squad for internal exams also promoted. There was no report of malpractice, examination went smoothly. Results were expected by November 3<sup>rd</sup> or 4<sup>th</sup> week according to the Mangalore University Registrar (evaluation) source. The HOD's were advised to continue peer mentoring programs to new entry faculty members so as to catch ups to the benchmark of senior faculty on teaching & learning process. The IQAC coordinator reminded the house about POA & requested to the members to submit within this week to chalk out venues & timings for the programs. The cells & Associations were also intimated to prepare POA with budget and submit it within this week. External members appraised the outreach activities of vaccination and appreciated to

the principal & team for smooth conduct. They also emphasized on value added course in large numbers and motivate students for placement as well as research based higher education. Social Worker Mr. Kodman Kanthappa Shetty spoke on student's concentration in the scenario of covid-19 asked faculty members to take up activity based learning. Other members do appreciated the idea and obliged to take up seminars, case studies, peer to peer leaning & Quality circle in large number. He wanted to emphasis on innovative reflective, experiential & problem solving methodologies in the pedagogical tool for teaching & learning. The house invited with special greetings to Dr. Mangala Madama as a correspondent & replacement to Mr. Devanand Pai. The house also acknowledged the services of Mr. Devanand Pai & wished him God's blessings.

## **II. Student Council:**

As the student council start functioning round the calendar, the new Odd Semester began today, Ms Meena Edna Coelho student council director, very dynamic had brought out various measures like orientation to the students - first sem by the principal & resource person, mentors of the other classes. The task was assigned to the faculty members to take up the calendar & orientation hand out to explain about academics, scholarships, exams, add-on- courses, fests & outreach activities, career and placement, alumni. The student Council Director explained about council formation/ associations/ cells/ clubs. She also explained about the conduct of e-voting for president, vice president, secretary & joint secretary as well as nominations or poll. The council also prepares for its plan of action incorporating all activities which includes UG & PG fests(B-Quest). She also explained about inter class competitions & inter collegiate competitions all these activities would start after formulation

of student council & inauguration with administrative of oath ceremony. Department of political service mooted the idea of voter awareness programme which could be possibly held in the last week of November.

### **III. HRD Program:**

HRD cell convener Mr. Syed Kahdar explained to the house about significance of leadership training programme to the elected & nominated office bearers of student council. He narrated a day programme, inviting external research person to conduct workshop based on leadership to set a tone for roles & discharging responsibilities. The members in the house endorsed HRD leadership activities to the students. Correspondent consented to provide all support & cooperation in the conduct of the programme. The other member greeted with wishes. Mr. Avinash was suggested as chief guest to the valedictory programme & Ms. Swaroopa Shetty for the inauguration. They suggested to attend according to availability of their schedule. Further, the member suggested selecting expert who could provide & demonstrate leadership traits to face in a multi dimension scenarios. The council would consist of 45 to 50 students, who undergo training every year as a part of legacy of our college.

### **IV. Add –on- Course:**

The department of commerce proposed to take of hybrid mode of certificate programme in banking, Finance & Insurance. Planning to execution was entrusted to Ms. Reshma who happens to be the coordinator & till the completion & conduct mock placement workshops. Faculty members too motivated through HOD's to take up faculty development programmes from outside including online certificate programmes through MOOC's – Swayam platform. Students too had informed to take up online short time certificate

programmes especially to PG students. Certificate programme on Entrepreneurial Development was suggested for PG (Commerce) in collaboration with other departments, since lockdown was lifted, external members advised the house to take up priority & need based add-on programmes, which essentially helpful to the students in securing placement. The Arts department were told to take up special tasks & lecturers as well as entire department activities. The Alumni Association president Ms Swaroopa decided to include “interaction for career prospects with alumni entrepreneurs”. Mr. Arun office superintendent proposed to have communication soft skills in collaboration with Department of English. This idea was appreciated by the correspondent Dr. Manjula K.T and emphasized to both medium of instructions English and Kannada.

#### **V. NAAC Orientation:**

The NAAC co-coordinator explained the work – progress of SSR and other allied work including the NIRF. He had oriented about standard operating procedures for all criterions of 1 to 7, briefly classified qualitative & quantitative matrices. He requested the in charge of criterion heads with the & IQAC coordinator to speed up the work with utmost following the guidelines of NAAC. The principal gave a detailed documentation done by Mr. Rithesh who maintained the system under different categories of website menus. AAA and action plan for the previous academic year also discussed. Students satisfaction survey also cropped up, expressing concern over technical glitches during lockdown period. The house admitted the issues & challenges faced by the students during online mode of teaching & learning process. Further, Social worker Mr Kanthappa Shetty expressed his concern towards concentration on studies but offered suggestions for sending

materials, videos & PPT material. The house was considered these tips for complete implementation. Rotorian Mr. Jayaprakash Rao suggested external person to be taken as advisory & orientation for standard operating procedures to be applied for NAAC. This was agreed by NAAC co-ordinate and assumed the house take up external advises in preparation of SSR and facing of DVV as well as Peer team visit. Other members opined to take up the of state quality assurance cell for clarifications & application of ideas based on the conduct of programs in the college. AAA also discussed; the principal suggested to Deans & HOD's to take up peer mentoring programme to overcome the hurdles that might encounter by the faculty members. However, the AAA was satisfactory, not warranting any extreme measures but only the oral counseling suggested without hurting the sentiments & keeping self-esteem at par.

**VI. Any other matter:**

The principal brought a notice to the house about Rank holders & facilitators. The college secured 3 ranks in total at the Mangalore University level. 1<sup>st</sup> rank Ms. Ameera Kumari B Msc( FSN), 3<sup>rd</sup> rank Ms. Manila Bsc( FND), 9<sup>th</sup> Rank Ms. Deeksha Baliga B (M.Com). Everybody sent greetings to the proud students & appreciated to the principal & his team. He also brought out acquisition of 703 books by spending Rs. 1,04,734. The meeting was at 5:45pm with light tea. The vote of thanks proposed by Dr Anuradha madam. The next meeting was proposed to hold first week of January 2022.


**Resolutions:**



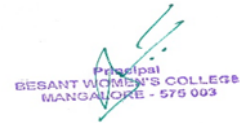
Five resolutions were passed based on the deliberation took place during the meeting, which was held on 5<sup>th</sup> November 2021 between 3:30pm to 5:45pm in presence of all the stakeholders in the IQAC composition:

1. It was Resolved “to orient students on NEP (2020) at the class mentoring level and formulize the courses outcome as well as programme outcomes in a simplistic and guidelines provided base & motivate to take up add-on courses at the institutional level and online courses (MOOCs) at Swayam Platform for which Mr. Murthy also entrusted”.
2. It was resolved to take up “student council activities, by Ms. Meera Edna Coelho giving the student council advisor role to conduct election induct other office bearers and start academic, curricular, co-curricular & extracurricular activities along with “Be-Quest fest. Make student council proactive to the vision, mission & objectives of our college, timely advice, guide, co-operate, co-ordinate, monitor, support & help the students in achieving excellence through harmonious learning”.
3. It was resolved “to organize one day programme on leadership training to the student council by the HRD cell, co-ordinate Mr Syed Kahdar immediately after the formation of office bearer’s council”.
4. It was resolved “to introduce add- on courses through either offline or hybrid mode by the departments. Especially, MOU’s related certificate programmes to start the process and begin the courses immediately. They are advised to continuously monitor the functioning’s & other guidelines to be followed for the said add-on courses. HOD’s & Associations coordinators hold the responsibility and administer the programme”.

5. It was resolved “to hold orientation programme as a review of standard operating procedures & seven criterions data as well as documentation procedure, to speed up the work associated to the technical questions. This task has been taken up by Dr. Praveen Kumar K C, NAAC coordinator of our institute”.



IQAC CO-ORDINATOR



PRINCIPAL



## **PROCEEDINGS OF THE MEETING 4**

As per the direction of the chairman, the IQAC meeting was convened on 3<sup>rd</sup> Jan 2022 Monday at 3.30PM in AV Room.

### **AGENDA:**

- Curriculum Coverage & learning
- Review of the certificate programs and open Electives
- Internal Examination
- Association/Cells/Clubs activities
- Any other Matter.

**MEMBERS PRESENT:**

Honorable Correspondent	Dr. Manjula K.T	<i>Manjula</i>
Honorable External Members:	Dr. Flosy D'souza -Academician Rotarian Mr. Jayaprakash Roa Mr. Avinash- Industrialist Mr. Kodman Kanthappa Shetty-Social worker Ms. Jaya Kamath – Ideal Ice-Cream (Proprietor) <i>S. Jaya P. Kamath</i>	<i>Flosy</i> <i>Avinash. UG</i> <i>S. Jaya P. Kamath</i>
Chairperson	Dr Sathish Kumar Shetty P	<i>Sathish</i>
Convenor-NAAC	Dr. Praveen KC	<i>Praveen</i>
Convenor-IQAC	Mr. Syed Khader	<i>Syed Khader</i>
Member-Criterion 1	Ms. Preetha Bhandary	<i>Preetha</i>
Criterion 2	Ms. Hema Latha	<i>Hema</i>
Criterion 3	Ms. Anupa Baliga	<i>Anupa</i>
Criterion 4	Ms. Latha Hebbar	<i>Latha</i>
Criterion 5	Dr. Parashuram Malage	<i>Parashuram</i>
Criterion 6	Ms. Ravi Prabha	<i>Ravi Prabha</i>
Criterion 7	Ms. Rajini	<i>Rajini</i>
Exam Committee	Ms. Jayashree	<i>Jayashree</i>
Nodal Officer	Mr. Gopal Krishna Raiker	<i>Gopal</i>
Technical support & Editing support Feedback	Dr. Anuradha Ms. Meera Edna Covello	<i>Anuradha</i> <i>Meera</i>
Library	Mr. Lokraj	<i>Lokraj</i>
Office Superintend	Mr. Arun Kumar C. G	<i>Arun</i>
Ex-Office Members	Alumni President: Ms. Swaroopa Shetty PTA President: Mr. Syed Mohammad Sayeed	<i>Swaroopa</i> <i>Syed Mohammad Sayeed</i>
Student Council	UG President: Ms. Shifana III Bcom(1) Vice President: Ms. Kushi III BA PG President: Ms. Shruthi U(Final M.Com) Vice President: Ms. Hafsa Mohammad (II M.Sc.)	<i>Shifana</i> <i>Kushi</i> <i>shruthi</i> <i>Hafsa.M</i>

## **MINUTES OF THE PROCEEDINGS OF THE MEETING**

As per the previous meeting 5<sup>th</sup> November 2021, stipulated meeting date, the IQAC meeting was convened on 3<sup>rd</sup> January 2022 (Monday) at 3:30pm. The following items were deliberated by the presence of all the members. IQAC coordinator formally welcomed the meeting, principal presided

### **I. Curriculum Coverage and learning process:**

The principal started the deliberation, briefing on physical mode of classes and protocol adherence. Every department was given time to explain the coverage of courses and other allied activities undertaken by them on an average of two units(syllabus). Since the weekend curfew has been in force, faculty members were also engaged online mode by using “Google meet apps” to cover up the syllabus. Internal Examination was proposed to conduct second week of January. The examination committee co-ordinator had been given task communicate by IQAC co-ordinator to the conduct of internal exam systematically. Students representative too participated in the discussion and endorsed the positive decision about coverage of syllabus and examination. For P.G program, PG co-ordinator were given freedom to conduct their exams through consultation of students. Students practical’s & labs also discussed, its preparations & usage to the students by upgradation of software. Principal had informed the house about availability of wifi & Mr Lokraj enlightened the house about availability of library resources to the stakeholders especially to the students by adapting covid-19 protocol. Dr. Manjula Madam emphasized on to take up comprehensive on teaching, learning & assessment process.

## **II. Review of Certificate programs and Open Electives:**

Deans narrated the preparations and implementation of NEP (2020). Preparation of time table, admission process, orientation to the students, on courses & program outcome with all guidelines, preparation and allotment of open electives through multidisciplinary, planning & execution of both ability & skill enhancing courses. Dr Praveen Kumar & team were given the responsibility of student's allotment, subjects, lectures & assessment on open electives. They also presented the inventory of add-on courses and soft skill especially from Bajaj Finserve and Bacce Academy soft skill programs. Students were informed to take up online certificate courses through Swayam. Students representation had taken the notes and decided to present it student in student council meeting. Dr Flossy D'souza insisted science students to concentrate on internship, project works and lab practicals & motivated to go at least one online certificate programme. Rotarian Mr. Jayaprakash Rao interviewed, he had told the house to take up leadership programmes and agreed to help for internship & projects. Seminars, Yoga & Skill based courses also discussed. Principal briefed the time table with these programmes. Work diary also discussed, including the mentoring as well as counseling programs. Career Guidance activities also discussed by the Deans especially on conduct of the competitive exams for various multi jobs. Basic computer literacy certificate programme was encouraged.

## **III. Internal Examination:**

Convener of the examination committee & office superintendent both of them assured the house about preparation before, during and after the examination. The External members wished the examination be very smooth &

performance driven to the students. Re-examination on absentee for genuine reasons and was permitted to conduct the need base. All members unanimously agreed to have multiple chance of assessment for the students in place of absentia. Mr Arun explained the administration preparedness to conduct exam phase by phase i.e. collection of question papers soft copy, allotment, receipt & dispersion, making arrangement in the Internal Assessment books. The stipulated time was fixed to faculty members for returning to the office towards preparations & submission of progress cards to the parents of the students for mentoring. The examination committee, separately empowered to convey meeting and take right discussions for assessment process.

#### **IV. Community Service Programmes:**

Institution had arranged community service program through department of English & department of sociology for a cause of offering donation. Commerce department also showed interest to take up foodkits distribution. NSS, Redcross and rangers were also involved in the campaign of vaccination and covid-19. Social worker Mr. Kodman Kanthappa volunteered to help and support in the outreach programs. Other members also expressed their desire to involve in the program. Alumni association president Ms. Swaroopa Shetty also said about arrangement and blood camp and health awareness. Students representative extended their council members support in conducting multi programmes to the society.

#### **V. Associations/ clubs/ cells:**

The activities of various cells were discussed by the principal through plan of action and partially completed report. Department of Computer science &

application proposed a program on video editing and cyber security to the students. As per the university regulations the extra co-curricular activities were formulized and kept every Saturday after third hour as compulsory. The respective association cells, clubs and committees under took their activities and documented in their respective records as well as in the college IQAC system. HRD cell was discussed as a leadership training program organized to the student council. Even the activity of medicinal plant exhibition had been organized by Red cross unit for our students and external members informed to participate in the “Marathon run for cancer awareness campaign”. Women’s cell & EDP cell too engaged in their skill oriented activities, art & craft would be trained for additional skills acquisition. Rotract Mr Jayaprakash Rao keenly observed and advised to involve short term skill course in computer to the non-computer study students. Dr. Manjula Madam also directed to the HOD’s to promote MOU’s based certificate programs and continue efficiently flagship programs.

**VI. Any other matters:**

The house also taken up the contribution making to the students on scholarship to needy students, mid-day meals and other services like participation and expertise sharing. Sports and inter class competition was also discussed. the alumni association which had been engaged in scholarships as well as felicitation for exemplary performances. All the members were expressed their satisfaction and committed to the enhancement of quality in academics, add-on courses, co-curricular and extracurricular activities as well as amenities.

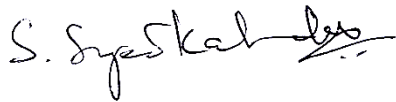


## **Resolutions**

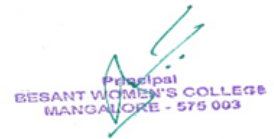
Six resolutions were passed during a meeting on 3<sup>rd</sup> Jan 2022(Monday) are as follows:

1. It was Resolved “to conduct internal examination for one-hour duration for 5 days time schedule, entrusted the complete examination process to examination committee convener Ms. Jayashree- faculty and office superintendent Mr. Arun including examination in charge (administration department-SDA) to hold it is stipulated time about conduct, request marks, progress card distribution and final entry to the internal assessment books”.
2. It was Resolved “to take up necessary measures of maintenance and compliance of covid-19 protocols by the task force committee comprising of senior faculties and office superintendent towards thermo scanners, masks, physical distancing, sanitization of classrooms, washrooms, labs, and keeping campus hygienic. Dr. Praveen Kumar K C & Mr. Arun would be given. They also holding the responsibility of procurement and maintaining inventories based on need”.
3. It was Resolved “to organize community services by way of distributing food kits, donations, moral support with counseling including vaccination drive by the departments by involving Alumni association & social worker Mr. Kanthappa Shetty”.
4. It was Resolved “to organize medicinal plant exhibition by bringing plants with brief notes on its significance and usages especially for immunity booster to counter coronavirus in addition to the government protocol of covid-19. This has been given communication (oral) to Ms. Deekshitha- faculty and convener of Red cross.”.

5. It was Resolved “to conduct sports meet and empower physical directress to take up necessary steps to prepare and implement through committee, setting guidelines for March past field and track activities and prize distribution at mangala stadium. These entire responsibilities assigned to Ms. Roopathi physical directress”.
6. It was Resolved “to conduct interclass competitions in view of college day celebration, student council Ms. Meera Edna Coelho and team given the responsibilities of planning to execution as well as prize distribution”.



**IQAC CO-ORDINATOR**



**PRINCIPAL**



## **PROCEEDINGS OF THE MEETING 5**

As per the direction of the chairman, the IQAC meeting was convened on 30<sup>th</sup> March 2022 Wednesday 11:00.am in AV Room.

### AGENDA:

- Review of the Classes
- Even Semester Plan & Action
- Progress of NAAC works.
- Admission Campaign
- Participating in AISHE, NIRF & Review of AAA
- Any other Matter.

## Members Present:

Honorable Correspondent	Dr. Manjula K.T	<i>Manjula</i>
Honorable External Members:	Dr. Flosy D'souza -Academician Rotarian Mr. Jayaprakash Roa <input checked="" type="checkbox"/> Dr. Ayinash- Industrialist <input checked="" type="checkbox"/> Dr. Kodman Kanthappa Shetty-Social worker Ms. Jaya Kamath - Ideal Ice-Cream (Proprietor) <i>S. Jaya P. Kamath</i>	<i>Flosy</i> <i>Avinash</i> <i>Kodman</i> <i>Jaya P. Kamath</i>
Chairperson	Dr Sathish Kumar Shetty P	<i>Sathish</i>
Convenor-NAAC	Dr. Praveen KC	<i>Praveen</i>
Convenor-IQAC	Mr. Syed Khader	<i>Syed Khader</i>
Member-Criterion 1	Ms. Preetha Bhandary	<i>Preetha</i>
Criterion 2	Ms. Hema Latha	<i>Hema</i>
Criterion 3	Ms. Anupa Baliga	<i>Anupa</i>
Criterion 4	Ms. Latha Hebbar	<i>Latha</i>
Criterion 5	Dr. Parashuram Malage	<i>Parashuram</i>
Criterion 6	Ms. Ravi Prabha	<i>Ravi Prabha</i>
Criterion 7	Ms. Rajini	<i>Rajini</i>
Other HOD Members	Dr. Giriyappa Ms. Vijaya Mr. Ganesh Pai Ms. Usha Kumari Mr. Mahaveer Ms. Roopa Ms. Gayathri Ms. Smitha Mr. Praveen Kamath Ms. Deepika <i>Ms. Kushi Shetty</i>	<i>Giriyappa</i> <i>Vijaya</i> <i>Ganesh</i> <i>Usha</i> <i>Mahaveer</i> <i>Roopa</i> <i>Gayathri</i> <i>Smitha</i> <i>Praveen</i> <i>Deepika</i> <i>Kushi</i>
	Ms. Roopathi , M Ms. Indira	<i>Roopathi</i> <i>Indira</i>
Nodal Officer	Mr. Gopal Krishna Raiker	<i>Gopal</i>
Technical support & Editing support Feedback	Dr. Anuradha Ms. Meera Edna Covello	<i>Anuradha</i> <i>Meera</i>
Library	Mr.Lokraj	<i>Lokraj</i>
Office Superintend	Mr. Arun Kumar C.G	<i>Arun</i>
Ex-Office Members	Alumni President: Ms. Swaroopa Shetty PTA President: Mr. Syed Mohammad Sayeed	<i>Swaroopa</i> <i>Syed Mohammad</i>
Student Council	UG: President: Ms. Shifana III BCom(1) Vice President: Ms. Kushi III BA PG: President: Ms. Shruthi M. Com (Final) Vice President: Ms. Hafsa Mohammad (II M.Sc.)	<i>Shifana</i> <i>Kushi</i> <i>Shruthi</i> <i>Hafsa</i>

## **MINUTES OF THE PROCEEDINGS OF THE MEETING:**

The IQAC meeting in consultation orally with the stakeholders, on 30<sup>th</sup> March 2022, a meeting was convened at the venue of AV room at 11.00 a.m. and discussed the following matters, which had set in the agenda and after a formal welcome address by the IQAC coordinator.

### **I. Review of the classes:**

The President of the meeting i.e., Principal initiated the deliberations on teaching and syllabus coverage. The HoD's briefed the house about the internal examination performance of the students. According to their deliberation coursewise narrated by the Heads and expressed satisfaction, they also informed the house about special and remedial classes undertaken by the few courses to make them to prepare well for the forthcoming April month odd semester exam. Open electives, sports, ability and skill enhancement papers too discussed. All DSC, OE and other skill enhancement papers were systematically monitored. Syllabus coverage point also came up. The external members went through the guidelines of NEP (2020) to know about the courses outcome and programme outcomes, especially Dr. Flassy D'Souza emphasized the awareness in the classes during counseling period. Dr. Manjula madam directed the HoD's to keep the working papers and NEP(2020) implementation so as to keep the work hassle free and avoid the ambiguity when it goes to university and students clarification. Student President brought notice about the positiveness of Group Discussions, Peer learning and Problems solving methodologies strengthened in the Teaching and learning process.

## **II. Even Semester Plan of Action:**

The Principal discussed the action plans of different Departments, Clubs, Committees and Association about odd semester, work progress had been assessed. Deans intervened and explained the track of programmes about add-on-courses and soft skills with functioning MOU's. They informed about the maintenance of documents, students' participation in the various activities also discussed. Sports and Games also taken up. Sports day event also discussed. External members advised the deans to take appropriate measures in fixing the date and create adequate facilities in the stadium. Calendar of event had been in place, HoD's one after another explained and presented the papers for perusal. The IQAC co-ordinator narrated the odd semester performance and indicated a few Departments needed to spread up the set planned. Associations, clubs, cells and committees including student council to revise the programmes according to their demand. A system of feedback insisted for organizing programme to analyze and find the outcomes. Special lecturers/talks and seminars also proposed in the plan of action for the even semester. Since the physical mode of classes was in force, Labs and gym activities also reviewed, the house was in opinion to continuously reinforce protocols for the adherence of activities. Dr. Manjula madam explained the significance of the programmes to be carried out and its outcome, motivate students to get out of covid-19 stress. Counselling and motivation talks would also continue in the plan of action for the next semester.

### **III. Progress of NAAC work:**

Due to Covid-19 and technical issues, the work was delayed. However, each criterion head explained the progress of documentation and website management. Criterion-1 Preetha madam explained about the procurement of work diary, lesson plan, field work, internships, Projects and add on courses. She also brought out the standard operating procedures in key factor as well as the feedback system of various stakeholders. House was keenly listening to the presentation of criterion 1 like this, criterion 2 Ms. Hemalatha briefly explained about teaching, learning and evaluation. She narrated briefly statistics, learning process, profile and quality, evaluation process and reforms, performance and learning outcome as well as student satisfaction survey. Criterion-3 Ms. Anupa Baliga took over the Research, Innovation and Extension, she briefly explained on publications, awards, extension activities, innovation ecosystem as well as resource mobilization. Work was not completed but progress has been seen. Collaborations also taken up, this areas suggested to strengthen, Criterion-4, Ms. Latha Hebbar summarized her work to the house on physical facilities, IT infrastructure, library and maintenance. She also opined on classification of Income and Expenditure, especially to match approximately the headings provided for, she was advised by the management (Dr. Manjula K.T) to take necessary helps from superintendent for segregations for maintenance of physical assets expenditures for optimum utilization to the students and faculties especially on wash rooms and gym. Criterion-5 Dr. Parashuram G. Malage explained his key indicators pertaining to the student support system progression, participation and activities including Alumni engagement. Ms. Swaroopa Shetty, who has been the President, explained her team in engaging blood donation camp, inter

volleyball tournament at the University level as well as financial aid extended to the needy students. In addition to exemplary performance achievers. They also joined to facilitate Rank holders, Student representative conveyed their gratitude in the house. Mr. Lokaraj, also informed the house on functioning of library after lockdown by maintaining due process of Covid-19 as well as statistics of resources available in the library with the inventory reports. Principal endorsed the report with the assent from other members. Criterion-6 Ms. Raviprabha madam also narrated on the following of perspective plans, strategies financial management and Internal Quality Assurance System. She also narrated the IQAC calendar as well as a review of report and progress. Criterion-7 Ms. Ranjni Madam started the distinct about practices along with institutional values and social responsibilities. She also narrated about institutional distinctiveness to the house. The house was applauded the progress of work carried out by Criterion 7.

#### **IV. Admission Campaign:**

The Principal started the discussion on improvising admission campaign. Deans were told to formulate the plan of action, especially to undertake campaign at the junior colleges. Dr. Manjula K.T. Madam, Correspondent also made a point to help the team to achieve the target of admission to the forthcoming first year programme. Brochures and other necessary requirements were also discussed. Deans were entrusted the responsibilities to prepare advertisement hoardings, hand bills and electronic advertisement copies in consultation with Deans and HoD's. It was said that, PUC second year exam would complete in March, the second follow-up reminder had to



be done, so as to secure the targeted numbers of the students for the first year programme (UG). Even the house brought a discussion on Post-Graduation both M.Com and M.Sc.FSN about the academics, internship & project works. For external members informed the Deans and HoD's to assist post graduations also to secure adequate seats to be filled as there has been sufficient months left to the admission. Dr. Manjula K.T. assured the members to extend full support as well as help to execute effective campaigning at both the levels Under Graduation and Post-Graduation. Alumni President also said to involve students of outgone batch for putting word of mouth about the institutions to the society. Further, banners were planned to display over transport services and hoardings at the provenance places to get awareness of the programmes and flagship certificate courses as well as Institutional amenities.

**V. Participation in AISHE, NIRF & Review of AAA:**

According to Mr. Gopalakrishna Raiker, our college has been regularly participating in All India Survey on Higher Education (AISHE) and the National Institutional Ranking Frame Work (NIRF). Though the college was not ranked on NIRF but participation has been taking place. Mr. Gopalakrishna Raiker also explained the parameters as well as planned to take forward to the next academic also Principal intervened, he explained the significance of participation as well as awareness of parameters enable the institution to keep in track with standards formulated in the Higher Education. Further, AAA of previous year was taken up, a complete description had been presented to the house by IQAC co-ordinator, student representative also were present and

brought to the knowledge of self-evaluation and appraisal of faculty and department of various programmes. The house had empowered the Principal to take up necessary measure for improvising teaching, learning & assessment processes whenever it was needed. Faculty members were informed to take up FDP in different modes and build creative profile for themselves. They also advised to be proactive towards mentoring the students and formulating activity-based themes connecting to curriculum as well as industry need.

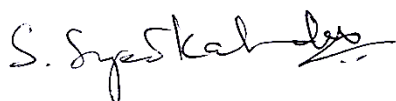
#### **VI. Any other Matter:**

The house assessed the celebration of Consumer Day programme, which was convened on 15<sup>th</sup> March, in which statistics of cases administered and compensation for the claims of complainants were deliberated, insisted on consumer rights and duties on any transactions. Further, Sports Day was discussed. The Deans described the conduct and students participation in the variety of events (track and field). Revision in curriculum also discussed, the slow learners and advanced learners point came in, where the HoD's presented some of the ideas of effective conduct by Commerce and Business Administration, as well as languages. IQAC workshop was also held frequently during afternoon after the class work to discuss on the progress of criterions work. The meeting was concluded at 3.30 p.m. with a provision of working lunch. A formal vote of thanks was proposed by Ms. Anupa Baliga, the house was dispersed after taking a decision to convene meeting immediately after the Mangalore University Examination, related work and at the commencement of ODD semester, tentatively first week of May 2022.

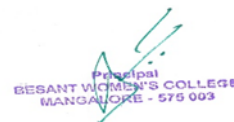
## Resolutions:

Four resolutions were passed during the meeting on 30<sup>th</sup> March 2022 (Wednesday)

1. It was resolved to “prepare and present plan of action for approval from the IQAC by the Departments of Faculties, Clubs, Cells, Associations and Committees to be pursued towards ODD semester in time to the calendar by all HoD’s and respective conveners for implementation.
2. It was resolved “to work extensively and speed up the work process like uploading and documentation in a scheduled time, so as to smoothen the NAAC work”. Entrusted theme duties to the criterion heads.
3. It was resolved to “carry out campaigning, preparation of hand bills, both hard and soft copy, boarding and electronic media, visit pre-university colleges. With these materials, seek permission of Principals in advance and do presentation this work entrusted to HoD’s through delegation.”
4. It was resolved to “carry out the AISHE and NIRF survey participation by Mr. Gopalakrishna Raiker and inform to the IQAC and seek guidance. Further, AAA entrusted to examine the work progress both teaching and non-teaching level, to be communicated through HoD’s.



**IQAC CO-ORDINATOR**



Principal  
BESANT WOMEN'S COLLEGE  
MANGALORE - 575 003

**PRINCIPAL**



## **PROCEEDINGS OF THE MEETING 6**

As per the direction of the Chairman, the IQAC meeting was convened on 13th May 2022 Friday at 3.00 p.m. in A.V. Room.

### **AGENDA:**

- Review cum Reflection on Minutes and Resolutions
- Feedback System, Self-evaluation & Peer Mentoring Programme
- NEP (2020) Review & Open Electives
- Inter Collegiate, Inter Class competitions & Yoga than
- Plan of Action (Even)
- Any other matter

**MEMBERS PRESENT:**

Honorable Correspondent	Dr. Manjula K. T	<i>Manjula</i>
Honorable External Members:	Dr. Flosy D'souza -st Anne' s college Dr. Rameela Shekar Dr. Avinash- Industrialist Dr. Kodman Kanthappa Shetty-social worker Ms. Jaya Kamath – Ideal Ice-Cream	<i>Flosy Rameela Avinash S. Jaya P. Kamath</i>
Chairperson	Dr Sathish Kumar Shetty P	<i>Sathish</i>
Convenor-NAAC	Dr. Praveen KC	<i>Praveen</i>
Convenor-IQAC	Mr. Sayed Khader	<i>Sayed Khader</i>
Member- Criterion1	Ms. Preetha Bhandary	<i>Preetha</i>
Criterion2	Ms. HemaLatha	<i>Hema</i>
Criterion3	Ms. Anupa Baliga	<i>Anupa</i>
Criterion4	Ms. Latha Hebbar	<i>Latha</i>
Criterion5	Dr. Parashuram Malage	<i>Parashuram</i>
Criterion6	Ms. Ravi Prabha	<i>Ravi Prabha</i>
Criterion7	Ms. Rajini	<i>Rajini</i>
Nodal Officer	Mr. Gopal Krishna Raiker	<i>Gopal</i>
Technical support & Editing support Feedback	Dr. Anuradha Ms. Meera Edna Corvello	<i>Anuradha Meera</i>
Library	Mr.Lokraj	<i>Lokraj</i>
Office Superintendent	Ms. Chandra Prabha	<i>Chandra Prabha</i>
Ex-Office Members	Alumni President: Ms Swaroopa shetty PTA President Student council: Mr. Syed Mohammad Sayeed	<i>Swaroopa Syed Mohammad Sayeed</i>
Student Council	UG President: Shihana III B.Com	<i>Shihana</i>
	Vice President: Kushi III BA PG President: Shruthi U M. Com (Final) Vice President: Hafsa Mohammad (II MSc)	<i>Kushi Shruthi Hafsa M.</i>

**MINUTES OF THE PROCEEDINGS OF THE MEETING:**

The following aspects were discussed after the prayer and formal welcome by Mrs. Raviprabha.

### **I. Review cum Reflection on Minutes and Resolutions:**

The IQAC co-ordinator briefed the house about the minutes and resolutions of the meeting convened on 30th March 2022. All the resolutions like action plans of Departments, Clubs, Cells, Committees & Associations, progress of the NAAC work, admission campaign and mandatory disclosures were carried out. Further, the Plan of Actions on Even semester was discussed. Semester end Examination was discussed. Since the first batch of students coming under the NEP system appeared for the examination, the external members Dr. Flossy D'Souza, Rotarian Mr. Jayaprakash Rao and Mr. Avinash sought the Programme wise opinion from the student representatives. Students opined that though they had confusion in understanding the options offered for OE and the courses to be studied and secondly problems with the payment of examination fees, the teaching learning and examination process, went on smoothly. Dr. Manjula K.T the Correspondent of the college was quite convinced and appreciated the quick adaptability to the NEP Programme by the Staff and Students.

### **II. Feedback System , Self-evaluation & Peer Mentoring Programme:**

The Institution has a practice of mandatorily collecting duly filled forms of self-evaluation from all the faculties. Teaching, learning results, responsibility, accountability and outreach contribution are the parameters on which the form is based. He was informed that. In addition, the Peer Mentoring Programme is also fillowed. Here the Senior Faculty evaluates the Junior Faculty by observing their class. The main objective is to give constructive tips for improvisation of Teaching and Learning process and the management of classes. Further, the task

sheet is collected. This has been one of the tools of self-evaluation. They provide details of FDPs, workshop, seminars, webinars attended as well as publication details. Deans with samples systematically explained and familiarized Rotarian Mr. Jayaprakash Rao on the self-evaluation process followed by the institute. The Principal endorsed the same and highlighted that the process is carried out to fulfill the benchmark set by the NAAC, UGC & State Government, Collegiate Education (Karnataka). The Alumni President suggested to the house SWOT Analysis to be strengthened for better growth of the Students and Institution. The prevailing system and positive responses by the faculties were appreciated. Office Superintendent was also advised to monitor the duties assigned to the office staff and informed to take up necessary measures to enhance work productivity of the office staff. Discussion on Maintenance of assets hygiene and protocol of Covid-19 ensued. The house informed the Superintendent to adhere and comply with the rules and regulations as and when introduced.

### **III. NEP (2020) Review & Open Electives:**

Dr. Praveen Kumar K.C., in charge of NEP(2020) implementation brought to the notice of the house students preferences, multidisciplinary options, time table of previous semester and action plan. Principal pointed out that, our college gave comparatively adequate choices to the students to choose from open electives, in the multiple programme than other affiliated colleges. Ability and skill enhancement courses were also planned for the Even Semester, HoD's also informed the house on courses outcome and programmes outcome, familiarized the students with the same and put up on the notice board and college website Even the house was informed about multiple entry and exit, transfers and Academic Bank of Credits. Further, Dr. Praveen Kumar K.C., explained what

steps have been taken up with regard to the number of Open Electives, Multidisciplinary courses, accommodation of Guest Faculties and room allotment. He also presented the complete preparation and implementation process. External members asked about the parameters if any to be followed for allotment, for which he said, there has been no minimum or maximum prescribed numbers. The Discipline Specific Core Courses was also discussed. The HoD's unanimously agreed that it has been well documented and executed. The continuous internal evaluation mode 40:60 ratio then came up for discussion (i.e., internal 40 marks as against external 60 marks) 30:50, 30:120 & 20:80. After listening, the house opined that, college has well planned, prepared and proceeded with NEP(2020). Dr. Manjula K.T. appreciated the efforts of the Principal and the entire team for the proper manner in which NEP has been implemented along with choice Based Credit System and credit based semester Scheme despite the various hurdles NEP posed. Deans expressed their gratitude to the staff members and office staff for their whole hearted co-operation.

Ms. Meera Edna Coleho, the Student Council Director, had explained the proposed plan for conducting inter class competitions as part of the College Day Celebration, which includes Co-curricular, Extra-Curricular and Cultural Activities.

#### **IV. Inter Collegiate, Inter Class competitions & Yogathan:**

Netball competition at the inter collegiate level, and one week "Yogathan 22" programme is also planned. IQAC co-ordinator also supplemented other programmes like "Commerce Fest", Inter Class Competition and Awards day. Further, the Principal spoke about other student council and staff club activities For instance, College Day, Farewell Day, Students Day and Industrial visits. The correspondent Dr. Manjula K.T. advised the Deans and HoD's to take



incremental efforts for holistic development of the students. President of the Alumni Association spoke of their meeting and activities planned for the students and staff. She proposed to conduct a medical camp, mid day meal to the students and scholarships to the needy cum meritorious students. Placement support for outgone batches. Student representative expressed gratitude for the activities planned for the Even Semester. The Student Council Director drafted the plan of action and necessary measures to function and to be implemented in the Even Semester.

#### **V. Plan of Action (Even):**

The IQAC brought to the notice of the house about the programmes proposed in the even semester and informed the members, through collective and collaborative leadership, the programmes approach and its outcomes. Deans also expressed their full support in the implementation of programmes without hampering regular teaching, learning and evaluation process. Principal intervened and asserted to proceed with multi-disciplinary approach as it was laid down in the guidelines of NEP (2020). The Plan of Action would be documented and provided if need be by the Departments, Clubs, Cells and Associations. Discussion on PTA support to students was then spoken about as they too are engaged in the students progression and advancement by extending scholarship, mid-day meal, physical infrastructure augmentation, providing facilities and aid to NSS activities, annual camp and regular activities of the college.

#### **VI. Any other matter:**

NAAC co-ordinator informed the house about the progress of SSR, he also brought out the working papers on quantum of work in process especially part 'B'. He also sought help from the State Quality Assurance Cell including Joint Director, Collegiate Education level. He assured the house that they would

finalize IQA after all details are filled by the IQAC and NAAC coordinators and final editing is done by Ms. Meera Edna Coelho and Dr. Anuradha, faculties of English and Commerce. The IQAC co-ordinator also informed the house on the progress of AQAR. Further he said that, facts and figures (documentation) are ready for uploading. Ms. Meera Edna Coelho, the student Council director informed the house that though preparations were on to organise Bequest the intercollegiate UG and PG fest, it could not be organised due to the implementation of NEP(2020), erratic rains during which the District Commissioner of Mangalore declared holidays to the students. Online classes however were engaged by the faculties.

The process of Registration of NEP batch students, entry of Internal Assessment marks of the students took a while as there were glitches in the UUCMS portal. Nodal officer Mr. Gopal Krishna Raikar was in charge of the Management system.

The house concluded the deliberations at 5.45 p.m. with tea. Dr. Anuradha proposed the vote of thanks to the members and it was proposed to have the next meeting tentatively in the last week of August 2022 before the end of the Even semester.

### **Resolutions:**

Seven resolutions were passed by the house during the meeting of 13th May 2022 (Friday).

Resolved to:

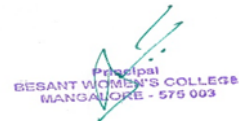
1. Continue the structured feedback system of stake holders, analyze and present the same to IQAC co-ordinator and Principal for action report and deliver the

comments to the respective Departments for appropriate measures. This duty is entrusted upon Dr. Anuradha K.

2. To Finalize & distribute open elective papers for Even Semester, taking necessary steps in implementation and monitoring the proper execution of the same. Dr. Praveen Kumar shall be the co-ordinator.
3. To organize inter collegiate netball tournament at Mangala Stadium, based on Mangalore University guidelines, implementing and providing necessary amenities in consultation with Principal. The duty is assigned to Ms. Roopathy, Physical Directress.
4. To conduct inter class competitions and commerce fests through proper scheduling, taking necessary measures by compensating classes in case of losses. Student Council would be entrusted the duty
5. To organize a week-long programme on “Yogathan”. Ms. Roopathi has been assigned the task.
6. To monitor plan of actions and assist the Departments, Clubs, Cells, Associations and Committees to effectively execute the plan of action. Deans are assigned with the task.
7. To smoothly ensure admission and examination process If any discrepancy, contacting and setting things right shall be the responsibility of Mr. Gopalakrishna Raiker – the Nodal Officer.



IQAC CO-ORDINATOR



Principal  
BESANT WOMEN'S COLLEGE  
MANGALORE - 575 003

PRINCIPAL



## **PROCEEDINGS OF THE MEETING 7**

As per the direction of the chairman, the IQAC meeting was convened on 30<sup>th</sup> August 2022 Tuesday at 10.a.m to 12.30p.m in AV Room.

### **AGENDA:**

- Review & Minutes & Resolutions
- Programme of Action for odd sem.
- AQAR, SSR review
- AISHE & NIRF
- Structured feedback system & AAA
- Any other matter: Computer lab up gradation, B.Sc.FND, M.Sc.FSN & other infrastructure.

**Members Present:**

Honorable Correspondent	Dr. Manjula K.T	<i>Manjula</i>
Honorable External Members:	Dr. Flosy D'souza -st Anne' s college Dr. Rameela Shekar Dr. Avinash- Industrialist Dr. Kodman Kanthappa Shetty-social worker Ms. Jaya Kamath – Ideal Ice-Cream	<i>Flosy</i> <i>Rameela</i> <i>Avinash</i> <i>Kodman</i> <i>Jaya P. Kamath</i>
Chairperson	Dr Sathish Kumar Shetty P	<i>Sathish</i>
Convenor-NAAC	Dr. Praveen KC	<i>Praveen</i>
Convenor-IQAC	Mr. Sayed Khader	<i>Sayed Khader</i>
Member-Criterion 1	Ms. Preetha Bhandary	<i>Preetha</i>
Criterion 2	Ms. HemaLatha	<i>Hema</i>
Criterion 3	Ms. Anupa Baliga	<i>Anupa</i>
Criterion 4	Ms. Latha Hebbar	<i>Latha</i>
Criterion 5	Dr. Parashuram Malage	<i>Parashuram</i>
Criterion 6	Ms. Ravi Prabha	<i>Ravi Prabha</i>
Criterion 7	Ms. Rajini	<i>Rajini</i>
Other HOD Members	Dr. Giriyappa Ms. Vijaya Mr. Ganesh Pai Ms. Usha Kumari Mr. Mahaveer Ms. Roopa Ms. Gayathri Ms. Smitha Mr. Praveen Kamath Ms. Deepika	<i>Giriyappa</i> <i>Vijaya</i> <i>Ganesh</i> <i>Usha</i> <i>Mahaveer</i> <i>Roopa</i> <i>Gayathri</i> <i>Smitha</i> <i>Praveen</i> <i>Deepika</i>

	Ms. Swathi Ms. Roopathi M Ms. Indira	<i>Swathi</i> <i>Roopathi</i> <i>Indira</i>
Nodal Officer	Mr. Gopal Krishna Raiker	<i>Gopal</i>
Technical support & Editing support Feedback	Dr. Anuradha Ms. Meera Edna Cordeiro	<i>Anuradha</i> <i>Meera</i>
Library	Mr. Lokraj	<i>Lokraj</i>
Office Superintendent	Ms. Chandra Prabha	<i>Chandra</i>
Ex-Office Members	Alumni President: Ms. Swaroopa Shetty PTA President Student council: Mr. Syed Mohammad Khader	<i>Swaroopa</i> <i>Syed Mohammad</i>
Student Council	UG President: Shifana III BCom Vice President: Kushi III BA PG President: Shruthi U M. Com (Final) Vice President: Hafsa Mohar mad (IIMSC)	<i>Shifana</i> <i>Kushi</i> <i>Shruthi</i> <i>Hafsa</i>

## **MINUTES OF THE PROCEEDINGS OF THE MEETING:**

In consultation with External Members, Correspondent & Principal, The IQAC meeting was convened on 30th August 2022 (Tuesday) at 10 a.m. Ms. Hemalatha in charge of Criterion 2 formally welcomed the members after a silent prayer. The matters set in the agenda were discussed by the Members in the House.

### **I. Review of Minutes & Resolutions:**

The IQAC Co-ordinator with the consent of the Chairperson, initiated the deliberation, by reading out the minutes and resolutions of the previous meeting. He also informed the members about the compliance of the seven resolutions by the Student Council and the respective Departments. Members profoundly appreciated the Action plan of the even semester.

Members were briefed on some of the programmes like : NEP (2020) Workshop at the regional level, series of informal NAAC meetings , team wise criterion meetings during which discussion on interpretation of the norms and documentation was discussed. The NAAC co-ordinator briefed the house on the magnitude of preparations needed and the Principal earmarked 13th to 25th June for formalities to be complied with. On 30th June a workshop on SSR (Revised Module) was taken up.

The IQAC coordinator briefed the members on SSS. Programme wise analysis and action report, was communicated by the principal to the respective Department heads. Syllabus delivery through online mode was in force due to rain holidays declared by the DC. However, due to technical glitches classes through online mode did not produce the expected results. Career Guidance, inter class competitions and commerce fests had taken place in the even semester

based on the plan of action. Open elective papers distribution and assessment was also carried out based on the guidelines. The student representative said they were delighted that the college was not only focused on Teaching, Learning and Assessment, but also had various programmes and activities like celebration of College Day, Students Day, Farewell and industrial visit to Manipal. The Principal also briefed about the working of labs and raw materials for the conduct of experiments. The House was informed about Ms. Chandrabhabha replacing Mr. Arun, who opted for a transfer to Bangalore due to personal reasons as the Office Superintendent. The External members formally welcomed Ms. Chandrabhabha and advised her to take up the Administrative work with utmost zeal and comply with all instructions and guidelines. The Deans also intervened and informed the house about a PTA meeting to be organised. Arrangements made, parents were called, performance of their wards was pointed out and Progress Cards were distributed by the Mentors and Tutors besides explaining the significance of NEP 2020.

## **II. Plan of Action for the Odd semester (2022-23):**

The IQAC co-ordinator, informed the house on the drafting of the plan of action and an IQAC calendar. He put forward to the house that a minimum of two Department programmes, two inter Department programmes and two programmes each by all Clubs, Cells, Committees and Associations. He also insisted to the Deans to follow up the preparation and submission of the Plan of Action for the next Academic Year. A copy of the Calendar too should be forwarded, so that, it would enable in the preparation and implementation of activities at the stipulated time. Deans and HoD's expressed their concerns in this regard due to the tight schedule of NEP (2020). The Correspondent Dr. Manjula

K.T emphasized that in addition to core papers, ability and skill enhancement papers to be taught using labs, whenever free slots are available. Principal too endorsed and advised the Departments to come out with a schedule which included add on courses to see that the programmes happen harmoniously. He also suggested online courses. PTA President Mr. Syed also informed the house to focus on employability skills through activity based learning. All the members in the house appreciated the idea proposed by him.

### **III. AQAR, SSR review, and participation in AISHE & NIRF:**

The IQAC coordinator, presented the Part A write up of the Institutional data as well as the contributions made by IQAC over the year, preparedness of NEP and successful implementation of the same through supporting documents. Further he also explained criterion-6 to the house and pointed the out programmes and courses expansion, structured feedback system, active placement and career guidance, outreach activities, R & D cell and its operations, student Council services, and the growth in activities functioning under MoUs. He further explained about the election campaign and "SVEEP" which creates an awareness on the constitutional rights and duties. The NAAC coordinator described the progress of SSR, specified the classification of Qualitative Matrices and Quantitative Matrices, to facilitate further progress of the work. . He also requested the house for some more times to proceed for IIQA process. Principal spoke about the participation of the institution in the survey of Higher Education especially AISHE & NIRF every year. He stressed upon the matter saying necessary arrangement has been made and the nodal officer of the college Mr. Gopalkrishna Raiker is entrusted with this responsibility. The external members paid dilue attentionto the proceedings and then Dr. Flossy D'Souza told the



concerned members to take careful and adequate measures to fulfill the mandatory requirements. She also stressed on systematic data documentation so that, it could be retrieved at any given period. Mr. Jayprakash Rao informed the house boost the WIFI facility while doing the work and to store it with utmost care to prevent any unforeseen glitches. The office Superintendent and the Student representative also expressed their support. From the Management side, the Correspondent Dr. Manjula endorsed fullest co-operation to accomplish the task of completing the AQAR & SSR.

#### **IV. Structured Feedback system & AAA:**

The co-ordinator of the Structured Feedback system & AAA DR. Anuradha K., explained to the house the importance of feedback for academic excellence and institutional brand. At the end of even semester feedback is conducted and collected from students, Alumni, P.T.A., & Employers. Analysis is done and the report is submitted to the IQAC co-ordinator. Based on the suggestions, action report is made available for remedial action by the faculty. In the same manner student satisfaction survey is also conducted to know the overall status like teaching learning, assessment, facilities available in the institution and the like. This enables the institution to improvise and correct any of the 21 parameters. Ms. Preetha Bhandary in charge of criterion-1, collects the feedback, analyses and forwards the same for action. The action report enables the institution, to find out about students learning, competencies and their performance which further more helps in taking remedial measures during counseling mentoring and tutoring classes in the following odd semester. If any changes required in the value-added courses, modification and replacement is encouraged. In addition to the structured feedback system, the college maintains a Task Sheet duly filled by the teachers which gives an overview of the academic engagement, learning and

performance enrichment. Deans opined that Peer Mentoring Programme, Councelling and remedial measures bridges the lacunae of teaching and learning process. AAA also provides a yardstick to measure the benchmark and push forward incremental growth.

**V. Any other matter:**

The Principal informed the house on upgradation of the computer labs, as a result of the expansion of BCA batch. The management, planned to replace and upgrade the systems in all the computer and science labs of both the Under Graduation and Post-Graduation programmes. UUCMS portal which posed a problem in the odd semester with regard to registration of students and entry of Internal Assessment marks went quite smoothly in the even semester. The House also informed the Nodal Officer to monitor the new system of NEP (2020).

With this, the deliberations concluded at about 12.35 p.m. Ms. Ranjini proposed the vote of thanks, the next meeting was proposed to be held in the first week of the following odd semester (2022-23) at 3.30 p.m, in the same venue i.e., AV room.

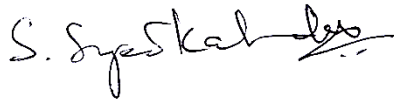
**Resolutions:**

Four resolutions were passed in the meeting.


Resolved to

1. Prepare plan of action for the academic year 2022-23 by the Departments, Clubs, Cells, Committees and Associations by adhering to the IQAC calendar. Deans, HoD's and Convenors are entrusted with the duty.
2. To hasten the work progress of AQAR & SSR by adhering to the standard operating procedures. Responsibility to be taken by the IQAC Co-ordinator and NAAC Director.

3. To communicate the action taken report in the structured feedback system from the various stakeholders to the both the teaching and administrative staff. Dr. Anuradha K is vested with the charge.
4. To maintain the assets such as labs, wash rooms and other physical infrastructure, adhering to the protocols circulated from time to time by the concerned authorities especially Health Department and also to enhance other facilities including the canteen. Ms. Chandraprbha the Office Superintendent is assigned with the task.



IQAC CO-ORDINATOR



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PRINCIPAL