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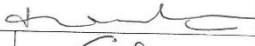
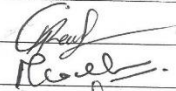

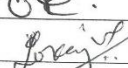
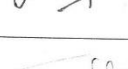
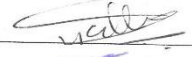


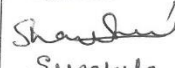
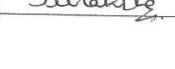
The IQAC Meeting is convened today on 25th May 2023 (Thursday)

at 3.15 p.m. in AV Room.


AGENDA:

- Previous Minutes Presentation.
- Review of SSR
- IQA
- Performance and Assessment
- Inter class competition and Bequest.
- Action Taken Report.
- Any other matter.

IQAC Members Present	Name of the Member	Signature
Honorable Correspondent	Dr. Manjula K. T	
Honorable External Members	Dr. Flosy D'Souza-Academician	
	Mr. Avinash-Industrialist	
	Rotarian Jaya Prakash Rao	
	Ms. Jaya Kamath -Proprietor (Ideal Ice-Cream)	
Special Invitee	Mr. Deviprasad- Special Officer – JD Office, Mangalore	
Chair Person	Dr. Sathish Kumar Shetty P	
Convenor-NAAC	Dr. Praveen Kumar K.C	
Convenor- IQAC	Mr. Syed Kahdar	
Members Criterion	1. Ms. Preetha Bhandary	
	2. Ms. Hemalatha	
	3. Ms. Anupa Baliga	
	4. Ms. Latha Hebbar	
	5. Dr. Parashuram G. Malage	
	6. Ms. Raviprabha	
	7. Ms. Ranjini M	

EXAMINATION	Ms. JAYASHREE	
Nodal Officer	Mr. Gopal Krishna Raikar	
Technical Support, Editing & Feed back	Ms. Meera Edna Coelho	
	Ms. Shobitha T.S.	
	Ms. Roopathi M	
Library	Dr. Lokaraj V.S.	
Office Superintendent	Ms. Chandrababha	
Ex Office Members: Alumni President	Mrs. Sujatha P.V.	
P.T.A – President	Mr. Syed Mohammed Sayeed	
Student Council: UG Programme: President Vice President PG Programme: President Vice President	Ms. Neha – III B.A. Ms. Chaithra – III B.B.A Ms. Shaima Sayeed – M.Sc.Final Ms. Suraksha – M.Com Final	  

S. Syedkhalid
IQAC Coordinator


Principal

MINUTES OF THE PROCEEDINGS OF THE MEETING:

As per the direction of the Chairman, the IQAC meeting was convened on 25th May 2023, Thursday at 3.15 p.m. in presence of all the members in AV room to discuss and deliberate on the following items set in the Agenda.

The meeting was started with the formalities of prayer (invocation) performed by the faculty Ms. Ranjini M and welcomed by the P;G. Department faculty Ms. Anupa Baliga.

The IQAC co-ordinator briefed the house about previous meeting of minutes, which was held on 24th April 2023 (Monday), in which, it was elaborated on syllabus review, had a lengthy discussion on conduct of test, portions for exam including seminars as well as open electives coverage. Inter class activities also discussed by the student council officer Ms. Meera Edna Coelho, about plan of action. Placement as well as career guidance was discussed especially by their respective co-ordinators. Infact, follow up was also arranged to the students to apply for the positions in two companies. SSR progress also evaluated each criterion heads briefly discussed the quantum of work completed by following day based on the operating procedures. Members were also expressed satisfaction and insisted to complete the SSR process as early as possible. In the meanwhile, AQAR was submitted to the NAAC office on 20-04-2023 in time within the stipulated period. All the external members expressed appreciation and happiness to words submission of AQARs on time.

Further, the house was deliberated the following items very intensely;

- Review of SSR: The IQAC coordinator reminded the house about institutional manuals as a check list along with SOP to the verification of data in the seven criterions. A perspective plan also taken up to retrospect the plan of action as well as action taken report. Criterion 1 explained the feedback of various stakeholders especially analysis and action taken in the academics of UG & PG Departments. In criteria 2 the translation of notification was discussed. Almost the Teaching, Learning & Assessment process was in complete stage. Criterion 3 convener also briefed the house on Research related activities and informed the house on activities conducted by the R & D cell and faculty enrolment to research as well as work progress of research work. Presentation and publication also discussed. Members suggested to evaluate carefully refereed journal publication. Extension and outreach activities also were assessed. In criteria 4 infrastructure and library facilities were enumerated Co-ordinator also explained the ICT related tools, Labs, library outlay and augmentation of partial automation and books, journals, magazines & e-resources. The work was almost in a completion stage. Criterion 5 convener briefed the house about student support and progression, laid emphasis on scholarships, career guidance, placement and Alumni activities as well as its contributions. He too explained the policies intune to the mentoring of students towards services availability and opportunities ahead after completion of the programmes. His work also at the completion stage. Criterion 5

started the planning and strategies formulated and implemented towards performance enhancement and welfare measures existing in the institution. She also explained about the structured feedback conducted during previous semester, the outcome in general was satisfactory. Management's proactive policy and participatory system, had led to the effective enhancement of zeal among staff and students. The initiatives of IQAC like AAA, self-evaluation and task sheet enabled to continuously accomplish the goals set in the courses and other activities for the overall development of students. Criterion 7 explained about the institutional Best Practices and unique practices. She also explained about environmental activity initiatives conducted by the institution, in which external person, who conducted the waste recycling technical type of audit especially examining labs, water and plants.

Further, the IQAC co-ordinator informed the house about executive summary, institutional data SVEEP and NEP institutional preparedness, a copy of the same was distributed for comments, suggestions, either addition or deduction. PTA President and Alumni President both of them went through the executive summary, sought the clarification on matters related to assessment between NEP and choice based system. He explained the patterns of assessment, components of assessment between the two systems. Special officer Mr. Deviprassad – Joint Director Office, was also present as External Honourable Member, taken the complete stock and provided some tips in SSR as well as IIQA. For instance, he advised to refer SOP with templates for filling the additional data, documentation part, he explained especially on certificate course, infrastructure and research activities. He also briefly described opting out matrices based on the guidelines and requirements of the institution.

IIQA: Institutional information for Quality Assessment, was taken up. Principal took up the concepts of IIQA and Institutional preparedness as well as applying date was elaborated. Principal explained the structure, which includes institutional data, in addition, affiliation, UGC certificates, U/E, RTI, supporting documentation etc. The IQAC co-ordinator also enlightened on the submission of AQAR and final uploading of IIQA with a prescribed fee. The members including student council expressed their happiness and unanimously decided to upload with details of requisite facts and documentations. Everybody expressed happiness to upload the IIQA. NAAC co-ordinator intervened and informed the house about different programmes (18+2) and its affiliation which includes both permanent and temporary. This list also contained the sanctioned post as well as students admitted during 2022-23.

Performance and Assessment: The house also taken up the students performances in the internal exams and tests as well as absentees. Ms. Jayashree Madam, gave a complete information of examination process, dates of submission and preparation of progress cards, which would be distributed in the future date during PTA meeting either June second or Third week. She also narrated about 'nil' malpractices and

absentee rate was nominal %. She also informed the house that, faculty members were given authorization to take discretionary decision to conduct re-exam according to case by case. Valuation, personal seeing, re corrections and improvisation were the processes informed to the UG & PG Departments. Some faculty members expressed dissatisfaction towards some of the students scored unexpectedly low marks, such students had to be categorized as slow learners & provided additional coaching, handouts distribution & peer learning be promoted Hon'ble correspondent suggested, continuous follow up & create a circle of learning through discussion after the class hours. External members, advised the students council office bearers to take up learning methodologies seriously, as it enhances retention & application to the real life situations apart from the objective of academic promotion. House also informed to the office superintendent Ms. Chandrababha for documentations & uploading marks to the University UUCMS portal before the final external examination as it stipulated period.

Inter class competitions Bequest: there were two programme along with the course enhancement activities, where college promoting, in view of college Annual day celebration, Curricular, Extra-Curricular, Co-Curricular, Food & cultural activities were arranged. Ms. Meera Edna Coelho briefed the activities with schedules of timing, without disturbing the routine classes. Team including Faculty & student Union took up the plan of action meticulously from 8th May onwards, after the examinations & concluded the end of the same month. Students also informed the house about Intercollegiate Competitions, which would be held in neighboring colleges for participation. The external members appreciated & insisted in enhancing competencies skills, talents & develop as strength to meet future challenges. Student Union also spoke about the conduct of Bequest fest for UG & PG at the state level, inviting colleges & giving platform to showcase talents as well as to build exposure in the respective domain fields. Budget also came up, due to financial inadequacy, members suggested to seek sponsorship & conduct Bequest at a grand scale by enhancing quality as well as brand building of the institution. Everybody conveyed best wishes to the student council.

Action Taken Report

The IQAC Co-ordinator presented the report to the members, a copy was circulated on 22nd and 23rd May 2023 about achievement of quality sustenance. Eight activities were discussed, orientation, feedback, students council election, soft skills, training and innovation. The house was taken up the faculty appraisal, suggested to concentrate on slow learners as well as tutorials. Deans were informed to take up peer mentoring programmes as well as special classes. They appreciated about the Shall Nxplorers pro workshop on promoting "New way of thinking Training and Innovation". Special invitee also went through the report, opined to focus on innovative pedagogical tools for effective learning and teaching.

Any other Matter:

The house paid homage to the one of our external members Mr. Kodman Kanthapa Shetty, Social worker for untimely demise also prayed. Since he was an instrument for the success of NSS camps for a period of seven years. Canteen matter was discussed regarding Mid day meal some of the students were not using the token for food rather using it to chunk food alternatively to the price of token. Alumni association took this note, would like to check the menace and distribute tokens to the genuinely descreting students. Traditional Day celebration also planned by the student council. The house extended co-operation and permission to organize by maintaining code of conduct. Principal informed the house about continuously practice of best practices like motivation talk, news reading, quotation reading and moral story especially to enlighten on ethics and morals. External members appreciated and encouraged to continue the same practices.

The house was concluded at 5.20 p.m. with a brief vote of thanks, proposed by Ms. Latha Hebbar, Faculty, Criterion 4 co-ordinator, decided to convene a meeting after uploading of IIQA either second or third week of June 2023.

Resolutions:

1. It was “Resolved to complete the Internal Assessment of the students on various courses, adhering the guidelines, to be submitted by the first week of June 2023”. Ms. Jayashree faculty, would monitor and take necessary measures for uploading the “UUCMS” of Mangalore University website portal with the help of Ms. Saritha, Office Staff.
2. It was “Resolved to complete the SSR, necessary required documentations within second week of June for uploading” . All criterion Heads entrusted the responsibility including NAAC co-ordinator Dr. Praveen Kumar K.C.
3. It was Resolved to upload IIQA with proper arrangement of finance and necessary data filling and producing requisite documents to the NAAC. These duties entrusted to the IQAC co-ordinator, NAAC co-ordinator and Principal on 2nd June 2023.
4. It was resolved to complete inter class competition and prepare the score card and UG & PG, place it at the Annual day celebration by Student Council Director Ms. Meera Edna Coelho and student office bearers for prize distribution.
5. It was “ Resolved to organize Bequest Fest of UG & PG, to be conducted end of first week (8th June 2023), take necessary planning of activities, guidelines, hospitality and other infrastructure towards fest, entrusted on student council.

They also seek necessary advises and guidance from the team of faculty student council members student council director Ms. Meera Edna Coelho, overall in-charge for organizing fest.

6. It was "Resolved to organize Traditional Day on 2nd June (Friday) after first hour class work, with a formal programme as well as planned whole day activity till 4.15 p.m. Responsibilities entrusted to student council under the monitoring of student council Director-Faculty Ms. Meera Edna Coelho.



IQAC Co-coordinator


Principal
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MANGALORE - 575 003

PRINCIPAL.