



(Sponsored by Women's National Education Society)

Re - Accredited by the NAAC with 'A' Grade

The IQAC meeting is convened today on 11th October 2022 Tuesday at 2.45 p.m. in A.V. Room to discuss the following items:

AGENDA:

1. Review of previous minutes and resolutions.
2. Time Table and Calendar
3. Open Electives allotment
4. Student Council and Plan of Action.
5. Leadership Training and Inter Class Competition.
6. Any other Matter: (Reports of Inventory, IQA, Maintenance Canteen and Library etc.

Members Presence:

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)	S. Jaya P. Kamath
Special Invitee	Mr. Deviprasad- Special Officer JD Office, Mangalore	
Chairperson	Dr. Sathish Kumar Shetty P.	
NAAC Convenor	Dr. Praveen Kumar K.C.	
IQAC Convenor	Mr. Syed Kahdar S	S. Syed Kahdar S
Members - Criterion 1	Ms. Preetha Bhandary	
Criterion 2	Ms. Hemalatha	
Criterion 3	Ms. Anupa Baliga	
Criterion 4	Ms. Latha Hebbar	
Criterion 5	Dr. Parashuram Ganapati Malage	
Criterion 6	Ms. Raviprabha	
Criterion 7	Ms. Ranjini M	
Nodal Officer	Mr. Gopal Krishna Raiker	
Technical Support Editing	Dr. Anuradha	
Feedback	Ms. Meera Edna Coelho	
Librarian	Dr. Lokaraj	
Office Superintendent	Ms. Chandraprabha	
Ex office Members		
Alumni President	Ms. Swaroopa Rani	
P.T.A. President	Mr. Syed Mohammed Sayeed	
Special Invitees (Former office bearers)	Ms. Shifana	
	Ms. Kushi	
	Ms. Shruthi	
	Ms. Hafsa	

MINUTES OF THE PROCEEDINGS OF THE MEETING:

The first IQAC meeting for the academic year 2022-23 was convened, with the direction of the Chairman Dr. Sathish Kumar Shetty P., on 11th October, Tuesday at 2.45 p.m. to discuss and deliberate on the matters set in the Agenda.

The meeting began formally with expressing greetings and invocation by Ms.Ranjini Madam and welcomed the members with introduction including (External + Internal) briefly by Mr. Syed Kahdar, IQAC Co-ordinator, and made convenient to the discussion. The Chairman took a lead subsequently elaborated the work progress of SSR as well as AQAR. In addition, the following Agenda items were discussed.

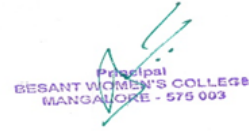
1. Review of Previous Minutes and Resolutions: The IQAC Co-ordinator circulated the minutes and resolutions which took place in the last meeting 30th August 2022. It was about Action Taken Report, stakeholders feedback, feedback by students, PTA, Alumni, Employer and Student Satisfaction Survey. The outcome of the report was impressive, but the external members opined on extra care and attention to be provided in holistic development of the students. They also suggested to focus on modern ICT tools, as it enables for achieving effective outcome. Further, Task Sheet, SSS of Students, Self-appraisal data, AAA of Department & AAA Administrative Staff also examined. Correspondent informed the house to continue the practices of academic enhancement. The Principal intervened and narrated the Action Taken Report as well as previous four resolutions made on AQAR progress, SSR documentation and maintenance & infrastructure as the Academic year started. He informed the house about adherence of standard operating procedures in place for the services for academics fulfillment.
2. Time Table and Calendar: The Nodal Officer Mr. Gopalkrishna Raiker briefed the house about College Calendar readiness, since the work was started during September month itself. About Time Table, the committee incharge was distributed the time table to the respective HoD's and circulated during first week of October, prior to this, the last year time table was in the application. Ms. Hemalatha and Mr. Raviprabha Madam were incharge, they incorporated subjects both Choice Based and NEP based. The IQAC Co-ordinator also brought in the Calendar about mandatory activities, which presented for perusal in soft copy to the members. It contained 35 items along with schedule, includes metrics. The house endorsed the work of time table and calendar to be incorporated to this academic year 2022-23.
3. Open Elective Allotment: The Deans were carried out the allotment with the choices and need based. For NEP, Dr. Praveen Kumar K.C. presented the house for 1st semester 17 elective papers spread across 14 Departments, whereas 3rd semester 11 elective papers for 8 Departments. Further, he also brought to be house on open elective and Artificial Intelligence of three programmes, Constitution and Investment Awareness to the five programmes. The other deans also explained the methodology and procedures adopted to allot the papers. Further, the short orientation was arranged to the students for selecting these papers. External Members listened very carefully and raised query about the students strengths of second year. The Chairman informed the house 235.

4. Student Council & Plan of Action: This academic year also entrusted Ms. Meera Edna Coelho as Student Council Advisor, the Principal read out the academic portfolio leaving out Time Table and Calendar to the house through a list. He briefed the house about the type and responsibilities including Budget. He also sent the messages through whatsapp (BWC official) to inform and get the preparation of Plan of Actions of various Cells/Associations/Clubs & Committees. Sheet of portfolio was kept for perusal to the External Members. Even though the Mangalore University Central Valuation was going, on the institution was able to manage academics parallelly through meticulous planning as well as execution. The Principal informed the house to conduct Student Council Election in the first week, with observing all due process. Plan of Action – Departmentwise as well as Associations/Clubs/Cells and Committees also to be proposed to get sooner, so as to sustain the legacy quality in higher education as well as bring incremental growth in the academics.
5. Leadership Training and Inter class Competition: As soon as Induction of Student Council elect, the Institution has a practice of organizing leadership training programme, to educate planning, application/execution, result/outcome, assessment/evaluation (activity based learning). The Principal suggested IQAC Co-ordinator to take up. House also endorsed the view point of Principal, Mr. Syed Kahdar, accepted the responsibilities and obliged to carry out as soon as the due process to be over. Inter class competition which includes Curricular, Extra Curricular, Cultural And Sports also surfaced, newly formulated Union Members were made to take up the responsibility. The special invitees (former student Presidents) too endorsed the Union to be taken over and planning till execution by the current year 2022-23 office bearer of the students. They also expressed willingness to lend support to the newly elected in all sphere.
6. Any other Matter: Office Superintendent Ms. Chandrabha presented a report on Inventory including library, she had brought notice to the External Members about the status of inventory in computers and other equipments. Further, she said about library stock verification reports of previous year to be submitted in this academic year through physical verification. NAAC Co-ordinator, highlighted on the preparation stages of different criterions of SSR as well as executive summary. He also informed the house about SVEEP and Institutional preparedness of NEP. External Members advised the Principal to speed up the process and apply FOR the IIQA. All the criterion Heads gave the optimistic opinions on completion of the SSR work, subjects related to maintenance taken up, support services as well as question papers appeared in the External University Exam. Deans had mentioned the Internal Exams performances through IAB (Internal Assessment Book), they said, students were performed well, and expecting to get good results in the final examination. AISHE & NIRF also came in, Nodal Officer offered a brief explanation. Mentoring and Tutoring system also enlightened briefly, slow learners, advanced learners classification would also be followed, as it had been following. Finally canteen matter came up about the pricing of menu, mid-day meal (PTA & Alumni – Co sponsorer). The members unanimously agreed and satisfied about the discussion and deliberation made more than two hours. The meeting was signed off at 4.55 pm. A formal vote of thanks rendered by NAAC Co-ordinator Dr.

Praveen Kumar K.C. The next meeting was proposed during the month of second week of December.



IQAC CO-ORDINATOR



PRINCIPAL

RESOLUTIONS: (Five Resolutions were passed on 11th October 2022).

1. It was “Resolved to Execute IQAC Calendar in time with Institutional Calendar and Mangalore University calendar while chalking out programmes/ activities, on the aspects of teaching, learning, Assessment, Programmes and other allied activities to the various stakeholders in general, students in particular, these roles entrusted to Mr. Syed Kahdar and Team to execute and discharge roles in accordance to the schedule”.
2. It was “Resolved to conduct digitalized voting system with due process within a month to set up student council and fulfill in conducting meetings, preparation of its activities, and Inaugurations so as to conduct the Clubs/ Associations/Cells their activities immediately. Ms Meera Edna Coelho, Student Union Advisor for this academic year 2022-2023 with a team of members”.
3. It was “Resolved to organize leadership programme to the elected Student Council Members for goal setting, Plan Of Action, Leadership Traits & Situational Management. Mr.Syed Kahdar entrusted the duties and documents for the same”.
4. It was “Resolved that the allotment of open electives & its operations shall be mentored by the Deans under the leaderships of Dr.Praveen Kumar K.C, finally the report shall be sent to the Principal for scrutiny”.
5. It was “Resolved that the AQAR shall be sent within stipulated time and pave a way for SSR within reasonable time and make ready for IIQA process these responsibilities entrusted on IQAC Co-ordinator & NAAC-Co-ordinator”.



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The IQAC meeting is convened today on 6th January 2023 at 3.00 p.m. in AV Room

AGENDA:

- Review of the Minutes and Resolutions.
- Syllabus Coverage.
- Attendance and Internal Exam.
- Youth Red Cross/Rangers/NSS/Outreach
- Work progress of Clubs/Associations/Cells and Committees.
- Any other matter (AQAR, SSR progress, Mid-day meal, IIQA etc)

Presence of Members:

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(Principal)	Dr. Sathish Kumar Shetty P	
Convenor-NAAC	Dr. Praveen Kumar K.C	
Co-ordinator IQAC	Mr. Syed Kahdar S	
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	

Head of Departments	Mr. Ganesh Pai N	Ganesh Pai N
	Ms. Usha Kumary	Usha
	Dr. Giriappa	
	Mr. Gopalakrishna Raiker	Gopal
	Ms. Gayathri Kumary	Gayathri
	Ms. Roopa Lokesh	
	Ms. Indira Badya	Indira
	Ms. Vijaya Kumari	Vijaya
	Ms. Anusha	Anusha
	Ms. Keerthishree	Keerthi
Technical Support, Editing & Feed back	Ms. Meera Edna Coelho	Meera
	Dr. Anuradha K	Anuradha
Librarian	Dr. Lokaraj V.S.	Lokaraj
Office Superintendent	Ms. Chandraprabha	Chandraprabha
Ex Office Members: Alumni President	Ms. Swaroopa Rani	Swaroopa
P.T.A – President	Mr. Syed Mohammed Sayeed	Syed Mohammed Sayeed
Student Council: UG Programme: President Vice President PG Programme: President Vice President	Ms. Neha – III B.A.	Neha
	Ms. Chaithra – III B.B.A	Chaithra
	Ms. Shaima Sayeed – M.Sc.Final	Shaima
	Ms. Suraksha – M.Com Final	Suraksha

MINUTES OF THE PROCEEDINGS OF THE MEETING

The second IQAC meeting for the academic year 2022-23 was held on 6th January 2023 Friday at 3.00 p.m., in A.V.Room, upon the direction of Principal and the Chairman Dr.Sathish Kumar Shetty P., to deliberate on the following matters set in the Agenda:

The meeting was started at sharp 3.00 p.m. with the formal procedures like invocation Ms. Preetha Bhandary and welcome and greeted by Dr. Anuradha Madam. The house was declared open to discuss the aspects set in agenda

- Review of the Minutes and Resolutions: The IQAC co-ordinator began with reading of the previous meeting minutes of 11th October, about the time table, allotment of Open Electives, Student Council and Action Plan, Leadership Training and other administrative points on inventory as well as maintenance. Five resolutions were also read on execution of time table, E-voting in the campus to induct leaders to Student Council, Leadership Training as well as the stages in which AQAR in completion. He also read the Action taken in all the resolutions (5) to the members. Finally members consented to pass and go for the present meeting discussions.
- Syllabus Coverage: The deans one after the another briefed the house about the curriculum coverage till this date for test, internal exam as well as external exam, they pointed out the labs practicals coverage as well. External members especially, Rotarian Jaya Prakash Rao asked Preetha Madam on language lab functioning. She explained about the importance of spoken skills and listening skills, to cater lab was functioning. The UG & PG programmes core subject as well as open electives were briefed to the house. The students' representatives were also responded to the deans on explaining the coverage of curriculums/syllabus. Principal also intervened, to also explained the Calendar Events pertaining to the external examinations (Mangalore University exam). Alumni as well as PTA Presidents were also satisfied on the answers given by Deans about pedagogical tools, Deans of Science highlighted student centric especially focused on experiential, critical and problem solving methodologies.
- Attendance & Internal Examination:- The Examination Committee convener explained to the house, an arrangements made, instructions given for Invigilators, Marks submission, grievance redressal etc. since the odd semester internal examination was conducted from 29th November till 2nd December 2022, Examination went through smoothly without any malpractices, she said to the house, there would be atleast 15 days given for re-examination, Assignments, Seminars as well as other formalities to be fulfilled for the internal examination.

She also said, she had taken all necessary measures involving office staff members to conduct the internal exams. Assessment process also elaborated, she insisted to provide right answers while distributing answer scripts and invite queries and give solutions to be students with utmost care, house appreciated the convenor and team for the elaborate measures undertook in the internal exams. Attendance shortage also communicated by the Deans, but it was negligible in number due to the investigation of reasons. Mostly was medical ground highlighted.

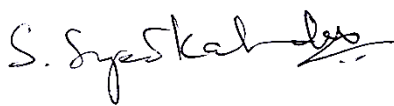
- Youth Red Cross, Rangers, NSS, Sports Outreach, The Principal briefed the house about outreach activity. Anthropometric Assessment of school going children, proposed to keep on the end of beginning of second week of January, to the neighboring Government and Private schools, as well as extension activity to the Besant English School. The IQAC co-ordinator informed the house to organize PG & UG Training sessions on Innovations in collaboration with Shell NXplores Pro, from the second week of January onwards. The members were told about Innovations in power, water and food. Create value addition to the existing products was the theme of a training programme. Further, the best ideas from the training would be taken to participate at the National level. Lucrative prizes also proposed by the institute. NAAC Co-ordinator read the impressive report of Youth Red Cross, he highlighted medicinal plant exhibition, blood donation camp in association with Lions Club, internship and proposed to have a programme on Green Initiative with Mangalore City Corporation. Further, 6 Ranger students were participated at the International Cultural Jamboree during 21st December to 27th December. Principal explained about students to be honoured during 26th January. Further, the clean up drive was proposed. The IQAC Co-ordinator informed the house about NSS regular activities like talks, cleaning drive 7 days Special Camp in which 56 students were involved at Kodman Village, Alumni President also visited the camp. The house members appreciated the activities carried out the college and encouraged to take forward.

The Principal also briefed the house about Inter Collegiate Netball Tournament for Men & Women during 2022-23 at the University level was held, participated Sri. D. Vedavyasa Kamath, MLA, as a Chief Guests, our college was bagged with runner's ups trophy. Honourable Correspondent appreciated the P.D. and entire team. Further, he informed the house about three students chosen for State Level Netball Tournament.

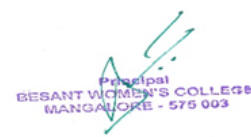
- Work Progress of Clubs, Associations, Cells and Committees: - The Nodal Officer Mr. Gopalakrishna Raiker introduced the house on formulation of 32 supportive system for holistic development of the students, he briefed the activities taken till this period. The some of the activities of SC/ST and OBC Grievance Cell in arranging Essay Competition, Celebration of Mahaparinirvan Diwas. Cell for prevention of drug abuse awareness prorammes of displaying posters o the notice board, SVEEP-organizing electoral process and displaying the significance of the constitution. Annie's Literacy Club proposed to organized digital poster making as well as poem composing. Even the Departments too organized as well as proposed to organize. These programmes were the testimony of the progress of series of activities for holistic development, which mainly focused on skills, promotion of local culture and instilling moral and ethical values at the individual and team levels. Student President brought to the notice of Career Guidance and Placement Cell actively engaged on "Presentation and Interview Skills". External members appreciated and advised to introduce more on special talks and special lectures in the coming days by the Alumni students.

- Any other Matter:

AQAR – The IQAC Co-ordinator informed the progress of AQAR before the presence of criterion Heads and other members. He said nearly 85% of the work was completed. The last date was given upto May 2023. But he assured the house to be uploaded early as soon as work was completed NAAC Co-ordinator briefed the house about SSR progress. He too informed about holding informal meetings and using Technology for communication as well as data flow. The work was almost near to completion. Midday meal programme was raised by PTA convener Ms. Jayashree. It was a compliant on students about taking food alternatively choosing other junk foods by redeeming the tokens. The house members especially PTA as well as Alumni Presidents consented to take appropriate action from preventing such uses. IIQA also taken up to keep ready all the requisite information for quick uploading. After the detailed deliberations the meeting was concluded with an informal vote of thanks expressing all the members as "Thank You all " at about 5.05 p.m. The next meeting was proposed First week of February 2023. A light refreshment was arranged for the members, who all participated.



IQAC CO-ORDINATOR



Principal
GESANT WOMEN'S COLLEGE
MANGALORE - 575 003

PRINCIPAL

The following six Resolutions were taken up.

1. It was “Resolved to complete Internal Examination Marks submission through Internal Assessment books by the faculty within 15 days from the last completed work – Monitoring and follow up work has been entrusted to Ms. Jayashree – Faculty Examination Convener as well as Ms Saritha Office Staff”.
2. It was “Resolved that HoD’s of UG programmes to register courses and students in UUCMS and guide them payment of exam fee as well as carefully upload the Internal Assessment Marks”.
3. It was “Resolved to conduct Training Programme for Post-Graduation on innovation in collaboration with Shell NXplorer Pro during even semester entrusted responsibilities to Mr. Syed Kahdar”.
4. It was “Resolved to upgrade knowledge on Anatomy by a visit to Anatomy Museum and Physiology Research Centre, Kasturba Medical College, Manipal – entrusted responsibility to Ms. Indira Badya, Department of M.Sc.(FSN)”.
5. It was “Resolved to organized Handwriting Competition (Staff & Students) by second month of January in view of college day celebration – Assigned this task to Dr. Parashuram G. Malage”.
6. It was “Resolved to organize Interclass Competition related to Extra, Co-Curricular & Cultural activities through schedule after the class work from the beginning of even semester – Responsibilities entrusted to Student Council Advisor & Team”.



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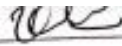


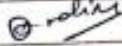



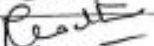
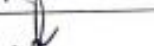




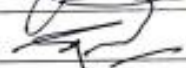
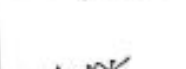
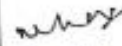
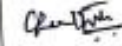

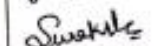
The IQAC meeting is convened today 3rd February 2023 (Friday) at 3.15 p.m in A.V. Room

AGENDA:

- Review of Minutes & Resolutions.
- Activities and Examination.
- AQAR Presentation.
- Any other matter : (IIQA, Open Electives, Plan of Action etc)

Members Present:

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

Head of Departments	Ms. Usha Kumary	
	Mr. Ganesh Pai N	
	Dr, Giriyappa	
	Mr. Gopalakrishna Raiker	
	Ms. Gayathri Kumary	
	Ms. Roopa Lokesh	
	Ms. Indira Badya	
	Ms. Vijaya Kumari	
	Ms. Anusha	
	Ms. Keerthishree	
Examination Committee	Ms. Jayahsree	
Technical Support, Editing & Feed back	Ms. Meera Edna Coelho	
	Ms. Shobhitha T.S.	
	Ms. Roopathi , M	
Librarian	Dr. Lokaraj V.S.	
Office Superintendent	Ms. Chandraprabha	
Ex Office Members: Alumni President	Ms. Swaroopa Rani	
P.T.A - President	Mr. Syed Mohammed Sayeed	
Student Council:		
UG Programme:		
President	Ms. Neha - III B.A.	
Vice President	Ms. Chaithra - III B.B.A	
PG Programme:		
President	Ms. Shaima Sayeed - M.Sc.Final	
Vice President	Ms. Suraksha - M.Com Final	

MINUTES OF THE PROCEEDINGS OF THE MINUTES

Based on the directions of the Chairman cum Principal, the IQAC meeting was convened on 3rd February 2023, started at sharp 3.15 p.m. and concluded at 5.45 p.m. The meeting was started formally with invocation done by Ms.Anusha, welcomed by Ms. Meera Edna Coelho with greetings, she facilitated to start a meeting formally for deliberation the set points of Agenda.

- Review of Minutes and Resolutions: The IQAC Co-ordinator presented the Minutes and Resolutions copy to the house for approval as well as perusal. The house was unanimously endorsed the same. Further, he described the Action Taken Report of six Resolutions, two were

connected to Even Semesters and the remaining 4 Resolutions were completed in this odd semester.

- Activities and Examinations: The Principal had outlined the odd semester activities conducted by various Clubs/Associations/Cells & Committees, comprising of 32 and circulated the reports for perusal and suggestions. Deans briefed the house on the syllabus coverage and activities of respective Departments, they also brought the notice of open electives of different programmes and uploading of Internal Assessment marks. They also informed the house about inter class competition as well as Bequest to be planned to hold in the Even Semester. External Members acknowledged the initiatives as well as Examination process completion. Student leaders were also present, they too expressed their satisfaction on behalf of students about exam preparation. External members, PTA & Alumni and also other members conveyed best wishes to the students for the exam.
- AQAR Presentation: The IQAC Co-ordinator started the clippings of Part-A institutional achievements as well as extended profile along with Meetings, Minutes, Resolutions, Action Taken Report, Calendar and Extended Profile which includes financial data. Criterion 1 Ms. Preetha Madam, presented her criteria observed mainly on add on courses including SWAYAM, internships as well as feedback system of stakeholders, including the Action Taken Report. Criterion - 2 was started by the criterion head on Teaching Learning Evaluation & Assessment. She explained to the house as per key points, briefly the External Members observed on pedagogical tools, and Evaluation measures. Further, the Criterion Head summarized the entire PPT, with focusing on experiential learning, critical thinking and problem solving, after that she also explained 2.7 student satisfaction survey and gave an account of 350 marks as a major share in the scoring. Criterion-3 convener Ms.Anupa Baliga explained about research, participation and publications by 65 students and faculty, she brought Research Development Cell activities also. Further she explained the various outreach activities undertaken by the UG & PG Departments. Innovation aspects also covered i.e., incubator centre for promoting research culture. Criterion 4 Ms. Latha Hebbar summarized her criterion into three parts, physical infrastructure, library and other services as well as IT infrastructure, she explained with data of financial statements on capital

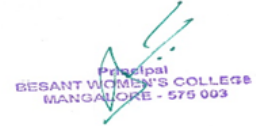
expenditure and recurring expenditure. She also suggested to prepare KYC-i) (Know your college infrastructure). External members endorsed the idea, and motivated to reinforce and popularize so that students might get complete awareness. Criterion 5 Mr. Parashuram G. Malage briefed the house about students support and progression He brought out the college initiatives in securing scholarship, career guidance and placement as well as mentoring and tutoring. Further, he explained the students progression in Higher Education research based study, Employment and Entrepreneurship. Criterion 6 Ms. Raviprabha explained the Governance, Leadership and Management, she also explained the organization structure, about delegation of authority and responsibilities, formulation of 32 Clubs/Association/Cells & Committee. Staff Welfare measures undertaken by the Management and Faculty Development Programmes also highlighted. Feedback system also briefed from the stakeholders of students, Faculty, PTA, Alumni and Employer. In a nutshell she concluded the statistical data of feedback as well as the functioning of IQAC vibrantly through chalking out calendar and its implementation. Criterion 7 Ms. Ranjini summarized the criterion to the house on Green initiatives, social responsibility, Institutional USP, Best practices as well as two distinct Institutional practices, he also explained the Department wise best practices. Further, the IQAC Co-ordinator highlighted the future plan of action to be carried in the next academic year based on key element wise. After the explanations, External members expressed their satisfaction and congratulated entire team to upload. Honourable Correspondent suggested few improvements needed in Criteria 2 and Criteria 6. The respective criterion heads took a note for further improvement of the literature as well as corrections.

- Any other Matter: The Principal started the procedures of IIQA and briefed about the documentations as well as prescribed fee. The Management representative agreed to extent co-operation. Open Elective papers of even semester also appeared for discussion. Deans were advised to take up the allotment process depending upon the need and preference for the students. External members also suggested to plan for plan of action to the even semester, they expressed apprehension of tight schedule of the University inter collegiate activities and other celebrations of important events of calendar.

The meeting was concluded with a vote of thanks proposed by Ms. Latha Hebbar. The next meeting was proposed on the beginning of the even semester first week.

S. Syeska

IQAC CO-ORDINATOR



PRINCIPAL

Resolutions: Three Resolutions were taken place due to the AQAR submission/uploading.

1. It was Resolved “ to arrange systematically External Examinations process right from procuring question papers to answer scripts disposal, these duties are entrusted to Examination Section incharge and Office Superintendent of respective faculty members.”
2. It was Resolved “ to improvise criteria 2 and criteria 6 in respect of literature as well as adhere to stand and operating procedures if any given to conveners Ms. Hemalatha and Ms. Raviprabha.
3. It was Resolved “to make necessary arrangements for IIQA documentations as well as prescribed fee ready. Assigned this responsibility to NAAC Co-ordinator Dr. Praveen Kumar K.C.



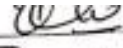
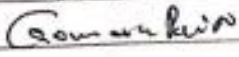


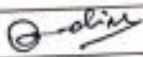



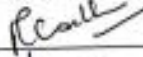




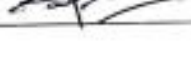
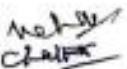

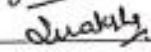

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Re - Accredited by the NAAC with 'A' Grade

The IQAC meeting is convened today 17th March 2023 (Friday) at 3.00 p.m. in AV room. The following items are set in Agenda:

- Review of minutes and Resolutions.
- Time Table and Open Electives
- Plan of Actions.
- Innovation Programme
- Progress of activities.
- Internal Examination
- SSR Status
- AQAR
- Any other matter.

Members Presence:

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

Head of Departments	Ms. Usha Kumary	
	Mr. Ganesh Pai N	
	Dr. Giryappa	
	Mr. Gopalakrishna Raiker	
	Ms. Gayathri Kumary	
	Ms. Roopa Lokesh	
	Ms. Indira Badya	
	Ms. Vijaya Kumari	
	Ms. Anusha	
	Ms. Keerthishree	
Technical Support, Editing & Feed back	Ms. Meera Edna Coelho	
	Dr. Anuradha K	
Librarian	Dr. Lokaraj V.S.	
Office Superintendent	Ms. Chandraprabha	
Ex Office Members: Alumni President	Ms. Swaroopa Rani	
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	

MINUTES OF THE PROCEEDINGS OF THE MEETING:

In consultation with the External members and the Chairman, I was directed to convene, the IQAC meeting on 17th March 2023 (Friday) at 3.00 pm. in AV room. In which, the following items were deliberated after adhering the formal procedure of a meeting, invocation rendered by office Superintendent Ms.Chandraprabha, welcomed all the members by Ms. Hemalatha and made the house to open for discussions:

- Review of Minutes and Resolutions: The IQAC Co-ordinator presented the hand outs of Minutes and Resolutions, which took place in the previous meeting of 3rd February 2023 (Friday). Minutes and Resolutions were read, members approved in the house. Out of three resolutions, one resolution was completed immediately, whereas the other two are in progress. Since the Even semester started a week ago. All the external members greeted

with best wishes to the Principal and his team, through him, extended wishes to the students also. Student President Neha expressed her heartfelt gratitude to the institution for smooth and good performance shows in the final Examination of 5th semester.

External members asked about the results and marks analysis to the Principal. He said, the result had yet to receive and assured to communicate as and when publish. But he briefed the scoring pattern of Internal Assessment marks by the students.

- Time Table and Open Electives: Time Table Committee had made a final timing depending on the allotment of different papers to the students across the programmes. Even the distribution open electives statistics also placed and documented with the enrollment of students. This work was assigned to the Deans for careful planning. Subjects choices and allotment so as to ensure every student had obtained according to her interest. Further, the house was informed to provide alternative add on programmes through MOOCS under SWAYM Platform To Supplement and enhance the skills. As the house was aware of NEP focuses towards knowledge and skills especially Artificial Intelligence.

- Plan of Actions: Faculty Ms. Meera Edna Coelho informed the house about her team plan of action towards Even Semester such as inter class competition comprising of curricular, Extra Curricular, Co-Curricular and Cultural talent competitions spread over a next month. Bequest a fest in talents celebration and showcasing in our institution as a platform by other institutions as well as ours. Annual day celebration, Award Ceremony Day, students day, farewell as well as other activities. She also explained the house with schedule of activities. External members including PTA & Alumni congratulated and expressed best wishes to carry out the planned programmes. Principal briefed about the functioning of Drug Abuse, Prevention of Sexual Harrassment and Anti Ragging Cell on organizing an essays on a theme of “Challenges Women Face at work place with reference to substance abuse and discrimination”. Further, to commemorate the World Environment Day, the innovation club had decided to organize “Online Poster Designing” competition on the topic “Ban or use of Plastics” Youth Red Cross and Rangers too came up in the discussion, they too were

engaged in outreach activities. Principal also presented other clubs and cell and Associations activities in a brief to the house. The members endorsed their approval and given consent to take up the programmes as well as extended moral support in execution.

- Innovation Programme: The IQAC Co-ordinator informed the house about training programme to the Post-Graduation in collaboration with Shell Company to create awareness on reuse of power, water and food in commercialization form. Principal spoke about the NEET exam, as our college was chosen to conduct competitive exam. An inventory of infrastructure requirement to the exam is also briefed EDP cell and Women Cell too engaged an entrepreneurial activities, this was highlighted by the students council, they pointed out short skills, which significantly useful to the day today lives. Further, some of the activities also planned to organize in the coming months.
- Progress of Activities: Deans, especially Mr. Gopalakrishna Raiker briefed the house on different activities carried out in the odd semester by 32 cells/Associations/Clubs and Committees. He also brought out the scheduled programmes for the coming period.
- Internal Examination: The Examination Committee proposed the house about the internal exams based on the Calendar of events, planned to conduct from 1st week of May to second week. She also briefed the house to take up all possible measures to conduct such examinations. She advised the faculty on portion/syllabus and other assessments like test, Assignments, Seminars and viva voce including lab exams. Mentors suggested to follow examination policies and procedures not only conducting but also evaluation of answer scripts. NAAC Co-ordinator, who happens to be Chairman for Commerce, he too advised the members for proper execution of instructions in order to maintain the sanctity of examination with utmost.
- SSR Status: The NAAC Co-ordinator briefed the work progress to the house, he also expressed his optimism to submit on time, after the submission of

AQAR and IIQA. For AQAR the time period was extended till May. Despite of this, the work would be completed soon as informed in the house.

- AQAR: The IQAC Co-ordinator informed the house about completion of work. He assured by April third week it would be uploaded to the NAAC office. Criterion 6 was needed some tuning, as well as future plan of action. Whereas criteria 2 was almost over, once these work was over, then submission would be initiated.

Any other Matter:

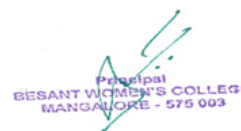
Principal discussed about the maintenance of physical infrastructure, procurement of books and other materials, labs maintenance – upkeeping and continuous services accessibility to the students. He also expressed the inadequate funding making difficult to create and provide extra services to the stakeholders of students in particular and faculty in general.

Alumni & PTA also proposed to hold annual general body meetings, and decided to assist the institutions at their capacities especially sponsoring midday meals, scholarship, sports and other allied activities.

The meeting was concluded at 4.45 pm with a vote of thanks, proposed by Mr. Lokaraj, Librarian, the next meeting was proposed to convene on last week of May or before the submission of IIQA May 2023. The house members were dispersed for a tea.



IQAC CO-ORDINATOR



Principal
BESANT WOMEN'S COLLEGE
MANGALORE - 575 003

PRINCIPAL

The following three Resolutions were passed.

1. It was Resolved “ to upload AQAR by end of April without further due, take necessary steps both documentations and technical help and do the same

within April 2023” . Entrusted responsibility upon IQAC Co-ordinator Mr.Syed Kahdar”.

2. It was Resolved “ to allot open electives papers to the students based on their choices and examine, the coverage of all programmes as well as students”. This task has been assigned to Dr. Praveen Kumar K.C., Dean and NAAC Co-ordinator, HoD of Commerce and Business Administration.
3. It was Resolved “ to organize Shell Company based Innovation training to the PG students. M.Sc.(FSN) in the second week of April. Responsibility entrusted upon the Ms. Indira Badya M.Sc.FSN”.



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Re - Accredited by the NAAC with 'A' Grade

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
- IIQA
- Performance and Assessment
- Inter class competition and Bequest.
- Action Taken Report.
- Any other matter.

Member Present

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

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

S. Syed Kahdar
IQAC Coordinator

[Signature]
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 co-ordinator 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.

Chandraprabha 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.

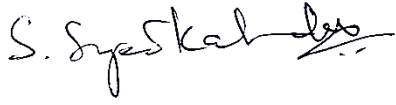
Action Taken Report

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.

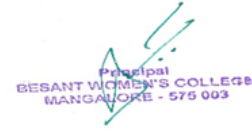
Any other Matter:

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.



IQAC Co-ordinator



PRINCIPAL.

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 (preferably 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".

(Sponsored by Women's National Education Society)

Re - Accredited by the NAAC with 'A' Grade

The IQAC meeting is convened today 7th July 2023 (Friday) at 3.05 p.m. in A.V room. The following items are set in Agenda:

- Review of minutes
- Academics activities Review
- Result Analysis
- PTA & Alumni
- Feedback Analysis
- Invention Verification
- Examination & portfolio
- Any other matter; (AAA, NIRF & AISHE)

Members present:

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

Head of Departments	Ms. Usha Kumary	<i>Usha</i>
	Mr. Ganesh Pai N	<i>Ganesh Pai N</i>
	Dr. Giriappa	
	Mr. Gopalakrishna Raiker	<i>Raiker</i>
	Ms. Gayathri Kumary	<i>Gay</i>
	Ms. Roopa Lokesh	
	Ms. Indira Badya	<i>Indira</i>
	Ms. Vijaya Kumari	<i>Vijaya</i>
	Ms. Anusha	<i>AN</i>
	Ms. Keerthishree	
Examination Committee	Ms. Jayahsree	<i>Jayahsree</i>
Technical Support, Editing & Feed back	Ms. Meera Edna Coelho	<i>Meera</i>
	Ms. Shobhitha T.S.	<i>Shobhitha</i>
	Ms. Roopathi, M	<i>Roopathi</i>
Librarian	Dr. Lokaraj V.S.	<i>Lokaraj</i>
Office Superintendent	Ms. Chandraprabha	<i>Chandraprabha</i>
Ex Office Members: Alumni President	Ms. Sujatha. P.N	<i>Sujatha</i>
P.T.A - President	Mr. Syed Mohammed Sayeed	<i>Syed Mohammed Sayeed</i>
Student Council: UG Programme: President Vice President PG Programme: President Vice President	Ms. Neha - III B.A. Ms. Chalthra - III B.B.A Ms. Shaima Sayeed - M.Sc.Final Ms. Suraksha - M.Com Final	<i>Neha</i> <i>Chalthra</i> <i>Shaima</i> <i>Suraksha</i>

MINUTES OF THE PROCEEDINGS OF THE MEETING

In accordance with the consultations & deliberations made in the previous meeting, dated 25th May 2023, the Chairman-cum-Principal of IQAC team, directed the IQAC Co-ordinator to convene a meeting, which was held on 7th July 2023, Friday. He started with an invocation & welcomed the members and sought permission to begin meeting open.

The Chairman directed to conduct the meeting as per Agenda and take a lead for a deliberations & discussions. The following aspects were covered.

- Review of minutes: The IQAC Co-ordinator presented the previous meeting proceedings as well as resolutions to the house. The members were keenly attentive to the resolutions of six, and examined, the implementation of five resolutions, except the resolution related to SSR was pending. It was related to

uploading part. The NAAC Co-ordinator had explained the work progress in a brief manner, the house proceeded for other aspects in the agenda.

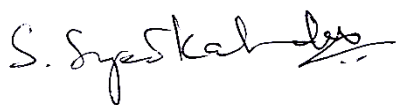
- Academic activities of reviews : The Principal presented his desk report as well as the student council report to the external members, they went through all the different 32 Associates/Cells/Clubs & Committees activities inclusive of UG and PG. Further he explained about the conduct of NEET exam during 7th May Sunday and unique programme on Women's Day special lecture. Deans of which Dr. Praveen Kumar briefed the Department activities especially outreach programmes undertaken. He, further briefed the house about Internship, Industrial visit. Ms. Preetha Madam briefed about Fine Arts including training part as well as variety of Women Cell activities focusing short term skills which would require for day to day point of life. Further, Sports, Rangers & NSS achievements also briefed. Consumer Cell created awareness o consumerism very methodically. The Union achievements and Red Cross was recognized as a best performing Youth Red Cross Unit and Best performing Programme Officer award (faculty) as well as Best performing Youth Red Cross Volunteer Award to the student. Further internship award bagged third place both at district level of Mangalore University. Similarly, Rangers too had summer camp on First aid skill and lifesaving skill during 2nd May to 17th May and rendered volunteer services at Kudupu, Bequest Fest also completed during a month of June, a grand success event. External members acknowledged with lots of praises and congratulated to the Principal and his team.
- Result Analysis: The deans at the different programmes level explained the performances of final year students. They also informed students have performed well. Further they also explained University declaration of results are not in consistent as for as the time factor was concerned. Hence the determination of slow learners and Advanced learners would be done by the faculty based on Internal test or exam. So that, the system to sustain effectively and pay attention to the deserving students of special attention would possible Principal intervened and expressed his satisfaction on subjetwise but few students had a tendency of not clearing the semester but securing good marks. External members advised the house to continue the same practices of tutorials and counseling in the next academic year also.

- PTA & Alumni – Ms. Jayashree, briefed the house about conducting PTA General Body meetings well as progress card distribution to their wards through Mentors and Tutors in the respective classes for one-on-one interactions. She also informed the house. Turnover of the parents were overwhelming and assured overall support and help. Alumni President Ms. Sujatha was presented she also informed about the views as well as plan of action. Both the Associations sponsored mid day meal as well as scholarship of financial assistance to 40 students. Further they also appreciated the college for securing 4 Ranks from the different programmes, such as M.Sc.(FSN), B.A, M.Com and B.B.A. 1st, 6th, 6th & 8th Rans respectively. External members also congratulated and appreciated to the staff members for putting joint efforts for the laurels.
- Feed back Analysis : The feedback committee presented the feedback analysis to the external members through files for examination and suggestions. Feedback system was conducted students to faculty an course wise Non teaching staff. PTA, Alumni as well as student satisfaction survey. Hard copies and soft copies also furnished. Regarding subject wise feedback based on the IQAC report revelation, a negligible percentage showed adverse, most faculty were secured above 90% in their respective subjects of teaching, learning evaluation and support system. In case of non teaching all parameters well scored except in library area, Principal intervened and told the house about measures taken to enhance services to the students. PTA feedback was also excellent rating given including the alumni associations, they insisted to strengthen the social media and concentration on publicity, some opined about enhancement of certificate programmes related to short term lab based skills. All these information communicated to the Department heads to take appropriate decision in the next academic year. The Librarian also intervened and assured the services, further he said about the procurement of 237 books, further he described 13 newspapers, 21 journals, 12 magazines as well as membership with the American Library Association, Chennai (90,000 online journal available for access to the faculty and students). Students leaders also acknowledged the services more positively through “clappings”, provided by the college. Task sheet also gathered by the Principal and informed to members, about the made available in the end of July. For UGC faculty, self-

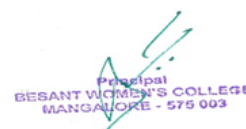
evaluation forms also circulated, this would be available for personal seeing during the end of July 2023.

- Inventory Verification: Stock Verification, A committee was formulated and assigned duties to faculty as well as nonteaching staff on library books/ journals/furniture/ technical gadgets/NSS/Home Science & FND/ Computer labs/ Sports/Time Table and Calendar. A copy was kept for perusal to the members. The conveners of respective areas of physical verification shall be reported by the end of July 2023. All these work distributed and communicated to the members were informed in the house.
- Examinations & Portfolio: The NAAC Co-ordinator informed the house about the tentative external examination dates of July. Informed the Examination Committee to look into the various procedures and measures to be conducted in the exam, including deployment and publishing of examination duties. Principal said about the arrangement as well as procurement of blank answer scripts and question papers from the University. He said, all necessary steps have been made for the smooth conduct of examination. He also said about the practical examination (lab based) commencement, Nodal officer Mr. Gopalakrishna Raiker had entrusted part of the responsibilities. External members conveyed the wishes to the students who appearing for the exam. Principal also placed a portfolio paper to the house for the next academic year. (Duties allocation).
- Any other matter: The criterion head 5 raised the matter on student progression documentation for SSR, about the employer letters. Members were advised to follow SOP and try to collect, as it was very sensitive document. AAA of Department and non teachings also taken up. These work was carried out and brought it to the members for comments. External members were advised to give comments and suggestions on this report. But, they satisfied about the documentations. NIRF as well as AISHE also participated and these matter brought at the notice of the house and available for examination. Nodal Officer Mr. Gopalakrishna Raiker also intervened and briefed the house about the two survey's participation for the academic year 2021-22 and published in February 2023. The house members everybody cheerfully concluded the session and the next meeting was proposed in the

beginning of the next academic year 2023-24. Formal vote of thanks rendered by Ms. Raviprabha Madam, the members were dispersed after a refreshment.



IQAC CO-ORDINATOR



PRINCIPAL

Resolutions:

1. It was “Resolved to prepare plan of actions, Departmentwise, clubs, cells, Association, committees, towards academics, add on courses, online courses, internships, industrial visit, talks, lectures and other activities essential for holistic development “ - entrusted duty upon IQAC Co-ordinator with Deans.
2. It was “Resolved to prepare result analysis look upn the performance based on exams as well as feedback opinions to the faculty for upgradation and shift of pedagogical tools “- Entrusted responsibility to the HoDs of UG & PG.
3. It was “Resolved to enhance and strengthen, Industry Academia, PTA and Alumni for pooling financial and human resources in the diverse field for the academics as well as up skilling” Assigned this role to Deans.
4. It was “Resolved to strengthen career guidance placement cell for the synergy of graduate outcome attributes and corporate/industry needs”. Assigned to the Career and Placement Cell Conveners.
5. It was “Resolved to enhance research based activities in the domain subjects and multi-disciplinary by proactive encouragement, defining outcomes and rewards of outcomes, strategizing towards research culture”. Assigned to the Research & Development Cell.
6. It was “Resolved to sustain and enhance services of physical infrastructure and human resource through incremental positioning or significant change, expectation of students fulfillment, constant monitoring desirable” - Maintenance Committee entrusted the task.