



The meeting of IQAC is to be convened on Wednesday 11th April 2018 at 10.30am in the IQAC room to discuss the following agenda :

Members Present

Hon'ble Correspondent	Sri. Devananda Pai
Hon'ble External Members	Dr.Rameela Shekar
	Prof. A.M Narahari
	Prof. Gerard Colaco
	Mr.Vinod D'souza
Chairperson	Dr. Sathish Kumar Shetty P
Convenors	Dr. Praveen Kumar K.C
	Mr. Syed Kahdar
Members - Criterion - I	Ms. Preetha Bhandary
Criterion - II	Ms. Hemalatha
Criterion - III	Ms. Anupa
Criterion - IV	Ms. Usha
Criterion - V	Dr. Parashuram Malage
Criterion - VI	Ms. Raviprabha
Criterion- VII	Ms. Saritha
Feedback Mechanism	Ms. Divya B.S
Advisors - Criterion - I	Ms. Jayashree
Criterion - II	Ms. Shirly Rani
Criterion - III	Dr. Sudha K
Criterion - IV	Dr. Praveen Kumar K.C
Criterion - V	Ms. Asha Rai M.G
Criterion - VI	Dr. Meenakshi K
Criterion - VII	Mr. Krishnananda Shenoy
	Ms. Ranjini
Technical data support & Cross exams	Dr. Anuradha K
Technical Editing, guidance for the preparation of AQAR	Ms. Meera Edna Coelho
Library documentation + Budget + Utilization	Ms. Karthyayini Dr. Balaji Bhovi
Office Superintendent	Mr. Arun Kumar C.G

List of Items:

1. Review of previous Reaccreditation III Cycle exit report
2. Review of the summary of meetings and outcomes
3. Presentation of seven criterions heads.
4. Any other Matter (Suggestion from Hon'ble External Members)

Minutes of the Proceedings of IQAC meeting along with External Members :

Based on the previous meeting stipulation to convene next meeting with the guidance of chairperson, the meeting was convened with the presence of Honb'le External members on 11th

April 2018 Wednesday at 10.30am and went upto 1.30pm. The discussion on various items were taken up based on the Agenda set. The following are :

- a. Review of previous re-accreditation III cycle exit report. IQAC co-ordinator, briefly explained the recommendations of 10points to the house, through PPT. The hard copy also circulated for the discussion. The members were observed and directed to go with the framework, which was formulated and presented.
- b. Review of the summary of Meetings and outcomes : The house discuss about the plan of action taken, analysed all the previous eight meetings agenda with a tally of Nineteen resolutions. Eleven were implemented and Eight are pending. Action taken report was also circulated for assessment and comments.
- c. Presentation of seven criterions : The seven criterion heads presented the key factor of respective criterion with facts and figures, supported with the documents. The external members expressed their satisfaction towards the work carried out by the institution.

However, the Hon'ble member Dr.Narahari took up the lead to express his view points to improve upon the certificate programmes /Add-on courses / subject enrichment courses must display the components like theory and practical's competency in the certificate itself. This would enable the employer to adjudicate the talent /skills quickly. Further he laid emphasis on Health awareness by 'tie-up with neighbor hospital" Further he asked us to focus on Research studies, Research papers, Research publication in the UGC Refreed journals as well as research projects of Minor and Major. Research policies in consultation with the Management also opined. Physical infrastructure Audit also briefly explained especially maintenance (i.e working conditions, uses by students and staff, variances) He also suggested, the incentives policy, which must clearly laydown the monetary and non monetary benefits to the faculty especially to strengthen research.

Students progression was also discussed, student centric programmes and students should be encouraged to participate compulsorily in the community programme. EDP point was also taken up along with the variety of scholarship available from Govt & Non Govt organization, Internships through formal and informal initiatives should also be strengthened systematically.

Prof.Gerard Colaco Highlighted the points pertaining to teaching, learning and evaluation components. He Stressed on student Grievance Programme, Career Counselling and Counselling for inculcating right skills and facilitating towards acquiring gainful employment.

Infact Honb'le member appreciated the initiatives and action plan of the college. He opined on systematic programmes design to the neighbourhood by involving all the students. Engagement with the societies was stressed to pursue at the greater level role playing. He spoke about the Alumni on Developmental Economics. He suggested to work with the resources closest and convenient. Strongly he suggested to continue with the institution, Industry and entrepreneur engagement for which he offered the ideas to approach (i) Kanara chamber of commerce and industry for student to educate, enlighten and empower, and also to seize opportunity and get the best value. (ii) Mr.Deepak K Rao, Simplus Financial consultancy pvt. Ltd, to organize series of market driven programme based on immediate demand oriented skills .

The other Honb'le member Mr.Vinod expressed his happiness about the activities of our college and new initiatives undertook for the benefits of the studnets. He suggested to involve exhaustively the Alumni and PTA for resources management and channel the resources to enhance learnability capacities among economically disadvantage students.

Principal also briefly explained the academic activities, along with action report as well as implementation report of the academic year. He introduced the external members in the meeting with floral welcome and keenly observed and recorded the points of suggestions furnished by them.

Our correspondent Sri.Devananda Pai (Management Side) concluded the meeting with his observation in tune to vision and mission and assured the house to carry forward all the suggestions offered by the Honb'le members for the sustenance and enhancement of quality in the Higher education.

IQAC co-ordinator also prepared the notes for future action 2018-19 and finally proposed vote of thanks to all the dignitaries who were present in the meeting

NEXT MEETING : The next meeting shall be convened with the consent of its members either first or second week of the commencement of next academic year 2018-19.

RESOLUTIONS :

The following Resolutions were made for the implementation in the forthcoming academic year 2018-19, systematically and continuously for the sustenance as well as enhancement of 'Quality addition' in the academics as well as extra co-curricular and co-curricular activities.

1. It was "Resolved to tie up with KCCI (Kanara chamber of commerce and industry) intensely to access facilities provided by the Govt for the development of women entrepreneurship, internship for students and teachers and other co-branded programmes on entrepreneurship by Meeting Mrs.Vathika Pai, President of KCCI as well as by herself woman entrepreneur". The college EDP cell shall have work for the benefit of stakeholders.
2. It was "Resolved to organize series of investment Management (Theory and Practicals) lecturers cum demonstrations through Mr.Deepak Rao and establish collaboration with his 'Simplus Financial Consultancy Pvt Ltd' to undertake activities and strengthen career guidance as well as placement".
3. It was "Resolved to improvise Research committee to guide staff and students for preparing research based papers, publication and undertake projects. Due care would have to be taken for publication in UGC Refreed Journals".
4. It was "Resolved to take physical infrastructure audit and strengthen the monitoring-reporting system and follow up action through data and justification by the maintenance officer by extending requisite support and co-operation".
5. It was "Resolved to improvise the system of certificate programme by highlighting theory and practicals as well as type of "skill" acquired so as to facilitate the employability process at the time of placement".
6. It was "Resolved to establish collaboration with neighbouring hospital for health care awareness as well as visits by Doctors for medical checkup to the stakeholders".
7. It was "Resolved to undertake further series of programmes on 'Innovation of Eco Systems' along with Intercollegiate level fests like Bequest, Innovision & Science Fest".
8. It was "Resolved to prepare the list of scholarship (Govt./State Govt. / NGO / Endowments / Philanthropist) in advance and put up on the Students Notice Board as well as communicate through SMS by the Office Superintendent level".

9. It was “Resolved to strengthen training services to the students for enhancement of competencies as well as civil service/Banking / NET/JRF/computer literary for acquiring eligibility in their respective areas and to gain successful placement”.
10. It was “Resolved to strengthen Interest based ‘innovation’ and encourage student centric market relevant programmes eg. Dance, Music, Social media, Reading new things and presentation and Cellphones for the development of X’ factor among the students”.
11. It was “Resolved to hold ‘Developmental Economics’ attitude (ie work with the resources which are closest and convenient) through involving and motivating Alumni of the college to play further greater role in contributing material and non-material resources for the Institutional development as intervening agent to the students”.
12. It was “Resolved to strengthen ‘Rotaract Club’ and utilize it for leadership training programmes in a formal touch extending to the under graduation students also”.

Sd/-.....
IQAC Co-ordinator

Sd/-.....
PRINCIPAL



The special meeting of IQAC is to be convened Tuesday 6th March 2018 at 3.00pm in the IQAC room to discuss and take necessary measures for the below set agenda :

Members Present

Hon'ble Correspondent	- Sri. Devananda Pai
Chairperson	- Dr. Sathish Kumar Shetty P
Convenors	- Dr. Praveen Kumar K.C
	- Mr. Syed Kahdar
Members – Criterion - I	- Ms. Preetha Bhandary
Criterion - II	- Ms. Hemalatha
Criterion - III	- Ms. Anupa
Criterion – IV	- Ms. Usha
Criterion – V	- Dr. Parashuram Malage
Criterion – VI	- Ms. Raviprabha
Criterion - VII	- Ms. Saritha
Feedback Mechanism	- Ms. Divya
Advisors – Criterion - I	- Ms. Jayashree
Criterion - II	- Ms. Shirly Rani
Criterion - III	- Dr. Sudha K
Criterion – IV	- Dr. Praveen Kumar K.C
Criterion – V	- Ms. Asha Rai M.G
Criterion – VI	- Dr. Meenakshi K
Criterion - VII	- Mr. Krishnananda Shenoy Ms. Ranjini
Technical data support & Cross exams	- Dr. Anuradha K
Technical Editing, guidance for the preparation of AQAR	- Ms. Meera Edna Coelho
Library documentation + Budget + Utilization	- Ms. Karthyayini Dr. Balaji Bhovi
Office Superintendent	- Mr. Arun Kumar C.G

List of Items:

1. Best outgoing students: academic, NSS & Fine Arts.
2. College day celebration : Related committee role and performance
3. Delegation of duty's and responsibility to the administrative staff.
4. Lunch break discussion pertaining to Administrative staff.
5. Any other matter :
 - a. Plan of action for next academic year including programme, examination, scholarship etc.
 - b. Woman Empowerment Seminar(Women Cell)

Minutes of the Proceedings of Special meeting :

As per the direction of chairperson, the special meeting was convened on 6th March 2018 at 3.00pm and went upto 5.00pm. The following list of items were set in the agenda had been deliberated.

- a. Prizes for Best outgoing students: Principal putforth the policy of prizes to be distributed on Academic, NSS, Fine Arts and Sports, the members were examined and collectively gave the consensus to continue with the previous policy of prizes distribution. No changes were made.

- b. Emphasis on college day celebration: Every members discussed and suggested the roles ie. Duties and responsibilities to carryout systematically as well as effectively so as to achieve grand success.
- c. Delegation of Duties and Responsibilities to office staff : Principal has elaborated the duties and responsibilities to the House, the team members suggested to introduce “Rotation base, so that, during lunch break some of the office staff resume the work without disturbing students class hours to address the queries on admission, scholarship, examination etc., Mr. Arun Kumar Office Superintendent taken over all the suggestion for implementation immediately.
- d. The team members took up the next academic year programmes issues and challenges, Principal suggested through “period lot base” and continue with scientifically as well as systematically without affecting regular class work. Women empowerment seminar was also discussed and decided to hold the programme in next academic year 2018-2019.
- e. Next meeting : The next meeting was decided to have on the same day as it was decided on 27-2-2018.

RESOLUTIONS :

One Resolution was made on 6th March 2018.

It was Resolved that Administrative staff take 30 minutes lunch break by rotation and resume duties and responsibilities assigned by the office superintendent as well as examine the reporting arrival & departure regularly as per the schedule directed to them below :

Category	Arrival	Departure
Group D	8.30am	4.30pm
Clerical Staff (other)	9.00am	4.30am

And report to the Principal

Sd/-
Coordinator/IQAC

Sd/-
Principal



The meeting of IQAC is to be convened Tuesday 27-2-2018 at 3.00pm in the IQAC room to discuss and execute the below set agenda :

Members Present

Hon'ble Correspondent	- Sri. Devananda Pai
Chairperson	- Dr. Sathish Kumar Shetty P
Convenors	- Dr. Praveen Kumar K.C
	- Mr. Syed Kahdar
Members – Criterion - I	- Ms. Preetha Bhandary
Criterion - II	- Ms. Hemalatha
Criterion - III	- Ms. Anupa
Criterion – IV	- Ms. Usha
Criterion – V	- Dr. Parashuram Malage
Criterion – VI	- Ms. Raviprabha
Criterion - VII	- Ms. Saritha
Feedback Mechanism	- Ms. Divya
Advisors – Criterion - I	- Ms. Jayashree
Criterion - II	- Ms. Shirly Rani
Criterion - III	- Dr. Sudha K
Criterion – IV	- Dr. Praveen Kumar K.C
Criterion – V	- Ms. Asha Rai M.G
Criterion – VI	- Dr. Meenakshi K
Criterion - VII	- Mr. Krishnananda Shenoy Ms. Ranjini
Technical data support & Cross exams	- Dr. Anuradha K
Technical Editing, guidance for the preparation of AQAR	- Ms. Meera Edna Coelho
Library documentation + Budget + Utilization	- Ms. Karthyayini Dr. Balaji Bhovi
Office Superintendent	- Mr. Arun Kumar C.G

List of Items:

1. Semester: Syllabus Coverage, Students Internal Performance & Last working day.
2. Qualitative Initiatives: PMP, Departmental Activities & Faculty involvement in Student Centric Activities.
3. Status of Data Collection & Documentation.
4. Any other matter: College day celebration committees (Especially -Discipline), Conduct of Academic Audit, Conduct of Feed-Back (Students, Alumni & PTA), Review of ongoing Certificate Programmes, Training/Services & Date for the Next Meeting with External Members.

Minutes of the Proceedings

Based on the direction of the chairperson the meeting was convened on 27th Tuesday February 2018 at 3.30pm and went upto 5.30pm. The following important aspects were deliberated, discussed and suggestions made.

- a. The Chairperson initiated the discussion after the IQAC Co-ordinator briefed the 4 agenda items as well as 3rd cycle exit report of 10 points.
Syllabus coverage before and after International Exam, performance of the students, students who remained absent for the internal examination, penalty fee collection etc. The team members expressed the opinions and suggested to carryout re-exams an genuine reasons as well as calling parents to ascertain the reasons. Further, the

Remedial class, students day celebration and farewell to the final years were deliberated. Tentative dates were decided last week of March and first week of April. Last working day for students point of view decided on 7th of April. However, special classes shall be arranged to the students till 13th of April, as this date stands to be the last working day of the semester

- b. The team members were also taken up the qualitative initiatives undertaken by IQAC, especially on PMP internal and external activities of the Departments as well as AAA. Members were agreed to fulfill all this requirements as a part of quality enhancement and enrichment to the departments by the end of the March 2018.
- c. Collection of Data and Documentation: Criterion heads requested for few more days as it was internal exam-cum-valuation of papers was going on and unable to meet the set target. However, the chairperson agreed to extend it for another two weeks for data collection and preservation of documents in the IQAC room.
- d. Team members were discussed exhaustively about the college day celebration committees, its roles and responsibilities, steps to enhance discipline to the formal programme etc., decided to entrust accountability to the respective convenors.
- e. Conduct of structured feedback : Principal elaborated the process of administering feedback system and advised Ms.Divya to complete the process by the 3rd week of March (students, Alumni & PTA). Finding's of the feedback would be submitted to the Principal in the 2nd week of April. Team members also raised the issues associated with career guidance and placement cell. However, Training and other services to enhance employability skills should not be compromised. Principal advised to seek to external sources of skill development and tap the Governmental and Non-Governmental agencies funding for research projects and other developmental activities.
- f. Next meeting : The team members agreed to have next meeting on 12th April 2018 with External members at 2.30pm. Meeting was concluded with vote of thanks by the co-ordinator.

RESOLUTIONS :

Three resolutions were made on 27-02-2018.

1. It was "Resolved to organize four (4) certificate programmes covering to all the students, systematically by the IQAC with minimum 40hrs of duration in the next academic year 2018-19 and Research based papers presentation by the faculty in any forum or publish in the in-house journal".
2. It was Resolved that the criterion III head shall monitor the work progress of the R & D cell and examine the research polices envisaged by them.
3. It was Resolved that Mr.Arun and Mr.Moorthy to explore and collect the requisite information from net, about the funding agencies of Governmental and Non-Governmental agencies for Research Projects as well as Development Activities and furnish to the IQAC for further action".

Sd/-
Coordinator/IQAC

Sd/-
Principal



A special meeting of IQAC is to be held on Tuesday 2nd January 2018 at 3.30pm in the IQAC room with exclusively the science departments (including FND) to discuss and execute immediately the below set agenda.

Members Present

Dr. Satish Kumar Shetty	-	Principal
Dr. Praveen Kumar K.C	-	Convenors
Mr. Syed Kahdar	-	Convenors
Mr. Gopalkrishna Raikar	-	Dept.of Com.Science
Ms. Savithri Rao S	-	Dept.of Com.Science
Mr. Praveen Kamath	-	Dept.of Mathematics
Ms. Divya B.S	-	Dept.of Statistics
Ms.Sanjana	-	Dept.of FND
Ms. Indira Badya	-	Dept.of FND
Ms. Divya D	-	Dept.of FND
Mr. Ravinder Murthy	-	Dept.of C.Sc

Agenda :

- 1.Certificate programme on MS (Advanced) and SAP
2. Value enrichment programme
3. Any other matter, with permission

Minutes of the Proceedings

As per the direction of Principal, on 2nd January 2018 at 3.30 started the meeting and ended at 4.45pm. It was exclusively for science department (including FND) to discuss about certificate programme add-on programme and inter-department exchange programme. The above set Items/Agenda were discussed at length. It was decided to do the ground work on certificate programme of 40hours. ie. Inviting the resource person to give orientation to the student as well as to enlighten more on the prospect of the programme.

The NAAC co-ordinator as well as department of computer science faculty briefly explained about the course content, availability of physical infrastructure as well as the way to initiate inter departmental activities by quoting several examples with the aim of promoting impressive value addition to the programme.

The meeting was concluded through vote of thanks and remained carryout the work within the frame time set.

RESOLUTIONS : Two resolutions were made on 2nd January 2018.

1. It was "Resolved to undertake a certificate programme by the science departments (including FND) together in this semester, co-ordinator of the programme Mr.Ravinder Murthy assisted by the faculty of Science".
2. It was "Resolved to take up add-on as well as inter discipline programmes effectively by the science departments (including FND) at least two in this semester".

Sd/-
Coordinator/IQAC

Sd/-
Principal



The meeting of IQAC is to be convened Thursday 21-12-2017 at 3.30pm in the IQAC room with its comprehensive team to discuss and execute the below set agenda

Members Present

Hon'ble Correspondent	- Sri. Devananda Pai
Chairperson	- Dr. Sathish Kumar Shetty P
Convenors	- Dr. Praveen Kumar K.C
	- Mr. Syed Kahdar
Members – Criterion - I	- Ms. Preetha Bhandary
Criterion - II	- Ms. Hemalatha
Criterion - III	- Ms. Anupa
Criterion – IV	- Ms. Usha
Criterion – V	- Dr. Parashuram Malage
Criterion – VI	- Ms. Raviprabha
Criterion - VII	- Ms. Saritha
Feedback Mechanism	- Ms. Divya
Advisors – Criterion - I	- Ms. Jayashree
Criterion - II	- Ms. Shirly Rani
Criterion - III	- Dr. Sudha K
Criterion – IV	- Dr. Praveen Kumar K.C
Criterion – V	- Ms. Asha Rai M.G
Criterion – VI	- Dr. Meenakshi K
Criterion - VII	- Mr. Krishnananda Shenoy Ms. Ranjini
Technical data support & Cross exams	- Dr. Anuradha K
Technical Editing, guidance for the preparation of AQAR	- Ms. Meera Edna Coelho
Library documentation + Budget + Utilization	- Ms. Karthyayini Dr. Balaji Bhovi
Office Superintendent	- Mr. Arun Kumar C.G

List of Items:

5. To review and adhere the revised guidelines of NAAC especially on key elements of 7 criterions
6. To discuss the best practices on
 - a) Peer Mentoring Programme
 - b) Gender Equity/HR/IPR/EC/FIP – programmes.
 - c) Structured Feedback system – online uploading.
7. To assess the departmental activities and format based reporting.
8. To analyse the status of Career training placement, counselling and value education.
9. Any other matter with permission

Minutes of the Proceedings

A meeting was convened under the chairmanship of Principal on 21st December 2017 at 3.30pm to 5.15pm, to discuss improvise upon the Internal Quality Assurance system, in presence of the members. The following points were putforth :

- a) Revised Guidelines – (With effect from July 2017) :

The co-ordinator narrated briefly about revised assessment and accreditation frame work by stressing on 5 Core values. 7 Quality Indicators discussed in brief along with the key indicators as well as assigned points. Further the assessment process was discussed through briefing on qualitative and quantitative metrics as well as, three main components of assessment process (Self Study Report, Student Satisfaction Report and the Peer Team Report). Members were assigned the various tasks based on criterion and directed them to carry out of the following work. A copy of requisite details has been circulated for their smooth implementation.

- b) Further strengthening of Internal Quality Assurance system : the House discussed and examined various suggestions put forth to choose as best practice, at least two from amongst the topics such as Peer Mentoring Programme, Programmes on gender equity. Human Rights/Intellectual Property Rights/Environment Consciousness/ Faculty Improvement Programme. The pros and cons were discussed on each programme by keeping college day celebration activities parallelly.
- c) Structured Feedback system: Different models were presented, Analysed and discussed, the team members felt some modifications and refinement was required before it is uploaded to receive on-line based feedback. Ms. Divya has been entrusted the responsibility to implement effectively through consultations and approval from the advisors and Principal.
- d) Departmental Activities and Reporting : Six months reporting of various departments discussed. The chairman addressed the departments to follow the format based reporting which was sent during August 2017 and applauded some departments which had reported and documented well.
- e) Career Guidance :The members took up the issue of Career Training and Skill Development. Many members raised the economic issue as the main hurdle for the students to undergo training programme, where as the others opined that, the level of morale and motivation of the students must be still high. Chairman intervened in the discussion and suggested to enlighten on opportunities, employability skills and futuristic life prospects. The convenor also suggested to use comprehensively networking of state and central training centres. The house applauded the efforts of many departments organizing the add-on and certificate programmes to enhance employability skills. Placement opportunities were discussed, and advised to organize in campus recruitment.
- f) Counselling: Counselling at preliminary level and advanced level discussed. The college has made arrangement to provide advanced level of counseling through external counselors in the college campus, which is going to start from beginning of first week January. The ratio of mentor and mentee discussed. Union advisor has taken a lead to prepare the list and to be submitted in the first week of January. Value education, shall also be continuing as it was being conducted in the previous semester. Due to time constraint, It was decided to have a discussion in the next meeting about the same.

Next meeting : It was decided to have on 2nd week of January 2018 at 2.30pm

Sd/-
Coordinator/IQAC

Sd/-
Principal

RESOLUTIONS :

The following five resolutions made in the forth coming year 2018 January, immediately, due to the vocations of last week December.

1. It was “Resolved” to conduct Peer Mentoring Programme at the Departments level immediately, prepare 3 copies, one to the Department another to Principal and last copy to the faculty for teaching and learning strategies improvisation as well as to promote healthy policy at the departmental level.
2. It was “Resolved” to undertake programmes as Gender issue, IPR and FIP in the forthcoming days by the concerned criterion heads and maintain the work progress and documentation for assessment.
3. It was “Resolved” to administer and upload structured feedback system as well as student satisfaction survey, so as to incorporate the suggestions which may come from the process.
4. It was “Resolved” to strengthen Career Guidance by promoting employability skills programmes at the departmental level and monitor the placement status.
5. It was resolved to provide specialized/Advanced mode of counseling to the studnets by Conducting external social workers (counselors) to provide mentoring task.

Sd/-
Coordinator/IQAC

Sd/-
Principal



A special meeting of IQAC was held under the Chairmanship of Principal on 8th August 2017 at 3.30pm and went up to 5.00pm with presence of its all members discussed and debated the following items set put forth.

Members Present

Sri. Devananda Pai	-	Correspondent	
Dr. Satish Kumar Shetty	-	Principal	
Dr. Praveen Kumar K.C	-	Convenors	
Mr. Syed Kahdar	-	Convenors	
Ms. Preetha Bhandary	-	Member- Criterion I	
Ms. Hemalatha	-	Member- Criterion II	
Ms. Anupa	-	Member- Criterion III	
Ms. Usha	-	Member- Criterion IV	
Dr. Parashuram Malage	-	Member- Criterion V	
Ms. Raviprabha	-	Member- Criterion VI	
Ms. Saritha	-	Member- Criterion VII	
Ms. Divya B S	-	Feedback Mechanism	Absent
Ms. Jayashree	-	Advisor- Criterion I	
Ms. Shirly Rani	-	Advisor- Criterion II	
Dr. Sudha	-	Advisor- Criterion III	Absent
Mr. Praveen Kumar K.C	-	Advisor- Criterion IV	
Ms. Asha Rai M.G	-	Advisor- Criterion V	
Dr. Meenakshi K	-	Advisor- Criterion VI	
Mr. Krishnananda Shenoy	-	Advisor- Criterion VII	
Ms. Ranjini	-		
Dr. Anuradha K	-	Technical data support & Cross exams	
Ms. Meera Edna Coelho	-	Technical Editing, guidance for the preparation of AQAR	
Ms. Karthyayini	-	Library documentation +Budget +	
Dr. Balaji Bhovi	-	Utilization	

Agenda :

1. To review the routine programmes and associated issues as well as challenges (parallel programmes, adjustment of class work, special classes arrangement and Time table, inter department etc).
2. Saturday flexi time and work diary
3. FND : associated roles and responsibility and communication measures including CCTV.
4. Internal assessment exam : (Portion, pattern and process of evaluation)
5. Intercom announcement : either beginning/ending/Lunch interval
6. Counseling : (No's, and dates, class)
7. Any other matter.

MINUTES OF THE PROCEEDINGS OF THE SPECIAL MEETING

1. Re organization : Two points were taken up, (i) Programmes process and outcome reporting, the various formats put forth for discussion, to select the best for effective presentation of various activities. (ii) Structure of IQAC has been formulated with the chairman consent the advisory committee discussed, the endorsed the decisions taken up by the Principal.

2. Parallel Programmes: Members suggested to prepare details of special classes to be engaged for such students, who participate in the programme with the timetable and should be kept by the concern conveners and Departmental level.
3. Flexi time and Work Diary: advance or postpone 30 minutes during Saturday as well as pattern of work diary. Which is compateable for Higher education requirement too discussed, Members suggestions well received by the chairman.
4. B.Sc.(FND) : Associated roles of communication was discussed, house opined to install CCTV as well as strengthen intercom and nominate at least one student so as to communicate all our academic communications to their respective block.
5. Internal Assessment: Exam aspects were discussed, especially portions, patterns and process of evaluation, Examination Committee too were present, its co-ordinator and members of advisory committee.
6. Intercom : Announcement of notices, short messages etc decided to do at the beginning of the commencement of classwork, members also taken up the issue of first-aid to the sudden sick student and suggested to the Management member to provide sufficient wheel chairs and stretches so as to utilize even to the sports and games.
7. Counselling aspects discussed, briefly explained by the student council advisor to the house, sooner she would be allocating the task of counseling to the faculty.
8. Outreach Activity : Principal the talk of outreach activity, members discussed and suggested the type of activity as well as resource person so as to serve the community (short term commercial skills).
9. Funding : Discussed the funding for conducting the programmes and decided to prepare Budget and submit the same to the accounts department.
10. Next Meeting : Every Saturday

Resolutions:

1. "It was resolved to organize programme, systematically and ensuring the consent and communication between the department, compensating the losses of classes to the student participants with prior time table.
2. "It was resolved to maintain status quo of Saturday timings and maintain the same workdiary by modifying rows and utilizing the space appropriately with immediate effect".
3. "It was resolved to centralized CCTV to B.Sc.(FND) and nominate student representative for bridging the smooth communication along with the student council advisor with immediate effect".
4. "It was resolved to organize outreach activities as a community development initiative to impart short-term commercial skills at a "Link-de-addiction centre", Bajal, Mangalore (Soap, Phenol, candle making, Jewellery etc)".
5. "It was resolved to conduct internal examination at the set dates of the examination committee and fully abide the norms laid down together IQAC & Exam committee, assented by the Principal".

Sd/-
Coordinator/IQAC

Sd/-
Principal



A meeting was held in our Extra ordinarily - Manner under the chairmanship of Principal on 24th July 2017 Monday at 3.45pm to discuss Budget allocation and other matters in presence of all the members

Members Present

Sri. Devananda Pai	-	Correspondent
Dr. Satish Kumar Shetty	-	Principal
Dr. Praveen K.C	-	Convenors
Mr. Syed Kahdar	-	Convenors
Ms. Preetha Bandary	-	Member
Dr. Anuradha K	-	Member
Ms. Usha Kumari	-	Member
Ms. Sanjana Shenoy	-	Member
Dr. Balaji Bhovi	-	Member
Ms. Shirly Rani	-	Member
Ms. Asha Rai M.G	-	Member
Ms. Karthyayini	-	Member
Dr. Parashuram Malage	-	H.O.D
Ms.Triveni Shetty	-	H.O.D
Ms. Smitha Shenoy	-	H.O.D
Mr. Gopalkrishna Raikar	-	H.O.D
Mr. Praveen Kamath	-	H.O.D
Ms. Divya B.S	-	H.O.D

Agenda :

1. To discuss and decide upon Budget allocation on various programmes under taken by the Associations/Departments/Cells/Committees
2. To review the impact and effectiveness of activities that are being under taken
3. To discuss about Student Council Inauguration.
4. Any other matter

MINUTES OF THE PROCEEDINGS OF THE MEETING

1. BUDGET ALLOCATION : In consultation with various subjects HOD, a detail discussion took place on outlay of fund incommensurate with the activities – Administrative staff Ms. Deepika explained and read out the funding allocation to the House. Further, HOD's were requested to submit their respective budgets with details of activities within a week i.e 29-7-2017.
2. ACTIVITY BASED FUND SHEET : A sheet was prepared comprising of the details of funding, requested to collect it from Administrative accounts department Ms. Deepika by all the HOD's and other Associations.
3. PROGRAMMES REPORT : HOD's were advised and requested to send Monthly reports in the first week of subsequent month to the IQAC computer desk for maintaining and future Action.
4. FUNCTIONAL ENGLISH PROGRAMME : The house discussed and informed to the Department of English to take appropriate measures to accommodate the other classes in the language lab.
5. NEXT MEETING : Decided to commence on 23rd August 2017 (Wednesday at 3.00pm in the NAAC Room

Sd/-
Coordinator/IQAC

Sd/-
Principal



A meeting was held under the chairpersonship of Principal on 24th July 2017 (Monday) at 3.10pm on review of the agenda prescribed in presence of all members.

Members Present

Sri. Devananda Pai	-	Correspondent
Dr. Satish Kumar Shetty	-	Principal
Dr. Praveen K.C	-	Convenors
Mr. Syed Kahdar	-	Convenors
Ms. Preetha Bandary	-	Member
Ms. Meera Edna Coelho	-	Member
Dr. Meenakshi	-	Member
Dr. Parashuram G Malage	-	Member
Ms. Usha Kumari	-	Member
Ms. Shirly Rani	-	Member
Ms. Asha Rai M.G	-	Member
Dr. Anuradha	-	Member
Ms. Karthyayini	-	Member
Dr. Balaji Bhovi	-	Member
Ms. Raviprabha	-	Member
Ms. Vidya Bhat	-	Member
Ms. Sanjana Shenoy	-	Member

Agenda :

1. To discuss about the modified format of work diary that covers 40hrs work load
2. To review the programmes commenced from June to this date.
3. To finalize the Students Council inauguration date, guest and timings.
4. To discuss the resources requirement for the programmes
5. Any other matter (including next meeting)

MINUTES OF THE PROCEEDINGS OF THE MEETING

- I. WORK DIARY : Three models of work diary has been discussed and decided to incorporate the our own model of work diary, which was designed on 15th July. It includes theory, Practical's, Remedial/.Tutorial, Extracurricular Test and classwork preparation, consisting of 40hours for theory and 44 hours for practical subjects per week.
- II. STUDENTS LIBRARY REFERENCE : Decided to reschedule the library hours for the students in consultation with the librarian and follow-up should be taken up through class mentors by keeping separate library register containing requisite details. Further, the librarian also should send the feedback frequently to the Principal Desk.
- III. STUDENT COUNCIL INAUGURATION : Set the date, timing to inaugurate Student Council on 28-07-2017 (Friday, 2.00pm with forenoon class work.
- IV. RESOURCE MANAGEMENT : Discussed the quantum of resources required to run the series of programmes. Hon'ble Correspondent assured co-operation from the management side.
- V. REVIEW OF THE PROGRAMMES : Decided to appraise every month and report it to the IQAC for evaluation and incorporate Quality initiatives at all sphere.
- VI. NEXT MEETING : It will be held on 23rd August 2017 (Wednesday) at 3.00pm in the NAAC Room

Sd/-
Coordinator/IQAC

Sd/-
Principal



A meeting of the IQAC was held on 5th July 2017 at 12.15pm in Room No.G7

Members Present

Dr. Dr. Satish Kumar Shetty	-	Principal
Dr. Praveen K.C	-	Convenors
Mr. Syed Kahdar	-	Convenors
Ms. Hemalatha	-	Member
Ms. Preetha Bhandary	-	Member
Ms. Meera Edna Coelho	-	Member
Dr. Anuradha K	-	Member
Ms. Saritha M	-	Member
Ms. Usha Kumari	-	Member
Ms. Raviprabha	-	Member
Ms. Vidya Bhat	-	Member
Mr. Krishnananda Shenoy	-	Advisor
Ms. Shirly Rani	-	Advisor
Dr. Meenakshi	-	Advisor
Ms. Asha Rai	-	Advisor
Ms. Smitha Shenoy	-	H.O.D
Ms. Triveni Shetty	-	H.O.D

Agenda:

- To discuss about the conduct of Value Education Classes in the Morning hours of every Thursday instead of last hours of the day.
- Any other matters if any.

MINUTES OF THE PROCEEDINGS OF THE MEETING

The first meeting was convened under the chairmanship of Principal Dr.Sathish Kumar Shetty to review the agenda prescribed in presence of all the members.

Value Education classes : Discussed at length about the duration, day and content of the value based education class to be imparted to the students. Traditionally, value Education classes were held during Thursday first hour, due to inconvenience of time table, particularly short lunch interval, faculty members thought to-fit-to change to some other alternative day.

Resolution was passed :

1. "It was Resolved to conduct value education class on every Saturday first hour, extending the time, without hampering the routine activities and classwork which was prescribed the first commencement of Saturday 8th July 2017.
2. Counselling : At length, the members discussed about mode, nature and time of conducting counseling. Finally, student council advisor has directed to take the responsibility of orientation cum allotment of counseling session to the faculty.
3. Next meeting : it was decided to have on 24th July 2017(Monday) at 3.10pm

Sd/-
Coordinator/IQAC

Sd/-
Principal