



The IQAC is convening meeting with HOD's of different subjects and Association Convenors today at 3.00pm, 1<sup>st</sup> April 2019 (Monday) at the venue of IQAC room.

Members Present :

Sri. Devanand Pai	Correspondent	
Dr. Sathish Kumar Shetty P	Chairperson	
Dr. Praveen Kumar K.C	Co-ordinator (NAAC) & H.O.D - Commerce	
Mr. Syed Kahdar	Co-ordinator (IQAC)	
Ms. Preetha Bhandary	H.O.D - English	
Dr. Meenakshi K	H.O.D - Kannada	
Dr. Parashuram G Malage	H.O.D - Hindi	
Ms. Triveni Shetty	H.O.D - Sanskrit	
Ms. Saritha	H.O.D - History	
Ms. Usha M	H.O.D - Economics	
Ms. Shrily Rani K	H.O.D - Sociology	
Mr. Krishnananda Shenoy	H.O.D - Political Science	
Ms. Hemalatha	H.O.D - Secretarial Practice	
Ms. Asha Rai M G	H.O.D - Home Science	
Ms. Smitha Shenoy	H.O.D - Journalism	
Ms. Savithri Rao	H.O.D - Data Processing	
Mr. Gopalkrishna Raikar	H.O.D - Computer Science	
Mr. Praveen Kamath	H.O.D - Mathematics	
Ms. Divya B S	H.O.D - Statistics	
Ms. Akshatha	H.O.D - Physics	
Ms. Sanjana M Shenoy	H.O.D - F.N.D	
Ms. Sowmya T N	Physical Education	
Ms. Anupa Baliga	H.O.D - M.Com	
Dr. Divya	H.O.D - M.Sc	
Ms. Saritha M		
Ms. Aruna		
Mr.P Krishnananda Shenoy		
Ms.Jnaneshwari		
Ms. Shaila Kamath		
Ms. Career Guidance & Training		
Ms. Shirly Rani		
Ms. Nayana		
Mr. Chennakeshava		
Ms. Devika		
Ms. Sowmya T N		
Ms. Gayathri		
Ms. Vidhya Bhat		
Ms. Roopa Lokesh		
Ms. Latha Hebbar		
Ms. Deekshitha		
Ms. Raviprabha		
Dr. Sudha K		
Mr. Raviraj		
Ms. Ranjini		

## AGENDA :

1. Library Books return
2. Departments & Associations Budget - 2019-2020
3. Plan of Action and Task Sheet (Submission 16<sup>th</sup> April 2019)
4. Library and other physical stock verification & reporting
5. Scrutiny of Internal assessment marks
6. Any other matter :
  - a. Formats
  - b. Audit (AAA) etc.,

## Minutes of the Proceeding of the Meeting

The IQAC of NAAC Co-ordinator were directed by the Principal to convene meeting with subjects HOD's and Associations / committees convenors to deliberate on immediate pertinent matters, as the semester is near to complete.

- I. Library Books Return: The librarian spoke to the house about the policy of returning the books and no-due certificate for the faculty members who had taken the books. These books could be re-issued immediately after the no-due-certificate, Principal also endorsed the commitment to maintain the procedure of library norms, every members consented in favour of the issuing and borrowing norms. If any books not returned by the faculty, would be treated as lost, Hence such members are required to replace the books. This was also agreed. Stock/library physical verification also discussed, librarian is advised to prepare the duty list for such work, which is to be completed during the April month.
- II. Departments and Associations Budget 2019-2020 : Principal insisted in the house to submit the budget as early possible within four days, so as to send it to the approval to the Higher authority (i.e Management), nearly 9 departments have submitted, as per the source of Administration Department. The other Departments and Associations were not submitted, Hence, It was so urgent matter especially for planning and execution of financial resources. The members also agreed to submit it soon.
- III Plan of Action & Task Sheet : NAAC Co-ordinator initiated the discussion about plan of action for the next year and action taken report for the current academic year, members agreed to prepare and submit the same within the second week of April. In the action report, detail summary in tabular form was suggested, for this, a format was prepared and circulated on 4<sup>th</sup> April 2014 to obtain the vital data of the conduct of the programmes. Task sheet matter also raised by the Principal and requested to the house to submit as soon as second week of April. The members also agreed for all the three items, ie. Plan of action, action taken report and task sheet.
- IV. Library and other Physical stock verification and reporting : As this was annual check of library, librarian was told to prepare the duty list describing in detail about books, equipment, furniture, other computer based equipment's, timing as well as library Man Power to assist the entire process of checking/examination as well as preparation of report. Principal informed the house about the submission of report to the management by April or May month. Librarian and faculty members agreed to co-operate and execute the work as well as preparation and presentation of report.

- V. Scrutiny of Internal Assessment marks. Principal briefly explained the submission of marks list by the faculty, informed to HOD's to check and get the signatures so as to do correction in case of discrepancies if any. Members accepted the responsibility to complete within two days. Once the signature is over, it shall be sent to the university.
- VI. Any other matter : IQAC co-ordinator took the charge to briefly explain the formats of Audit for subjects departments and administration as well as action report, everybody extended the cooperation and agreed to carry over very shortly. The progress of structured feedback also taken-up, welfare officer informed to the house, It has been taken over for action and sooner the procedure shall be completed. Correspondent Sir, observed the proceedings and encouraged to continue the good work much more for next Academic also.
- VII. Next meeting : The meeting was concluded by vote of thanks, house was decided to have next meeting in the second week of April as to conclusive meeting of the semester.

IQAC Coordinator

Principal



The IQAC is convening meeting with HOD's of different subjects and student welfare committee, today at 3.00pm, 14<sup>th</sup> March 2019 (Thursday) at the venue of IQAC room.

Members Present :

Sri. Devanand Pai	Correspondent	
Dr. Sathish Kumar Shetty P	Chairperson	
Dr. Praveen Kumar K.C	Co-ordinator (NAAC) & H.O.D - Commerce	
Mr. Syed Kahdar	Co-ordinator (IQAC)	
Ms. Preetha Bhandary	H.O.D - English	
Dr. Meenakshi K	H.O.D - Kannada	
Dr. Parashuram G Malage	H.O.D - Hindi	
Ms. Triveni Shetty	H.O.D - Sanskrit	
Ms. Saritha	H.O.D - History	
Ms. Usha M	H.O.D - Economics	
Ms. Shrily Rani K	H.O.D - Sociology	
Mr. Krishnananda Shenoy	H.O.D - Political Science	
Ms. Hemalatha	H.O.D - Secretarial Practice	
Ms. Asha Rai M G	H.O.D - Home Science	
Ms. Smitha Shenoy	H.O.D - Journalism	
Ms. Savithri Rao	H.O.D - Data Processing	
Mr. Gopalkrishna Raikar	H.O.D - Computer Science	
Mr. Praveen Kamath	H.O.D - Mathematics	
Ms. Divya B S	H.O.D - Statistics	
Ms. Akshatha	H.O.D - Physics	
Ms. Sanjana M Shenoy	H.O.D - F.N.D	
Ms. Sowmya T N	Physical Education	
Ms. Anupa Baliga	H.O.D - M.Com	
Dr. Divya	H.O.D - M.Sc	
Ms. Meera Edna Coelho	Students Council Member	
Dr. Anuradha K	Students Council Member	
Ms. Jayashree	Students Council Member	
Mr. Girish Kumar	Students Council Member	
Mr. Raviraj	Students Council Member	
Ms. Vijayashree	Students Council Member	
Mr. Arun Kumar C.G	Office Superintendent	
Nisha	Students Council - President	
Varsha Pawar	Students Council -Vice President	

**AGENDA :**

- Action report of 2018-2019
- PMP
- AAA (Department, Faculty and Administration)
- Feedback (Stakeholders: Student, Alumni, PTA, Employer)
- Plan of Action with Budget for 2019-2020
- Education Excursion
- Any other matters: Progress of AQAR, College Day & Students Day.

## Minutes of the Proceedings of the meeting:

The IQAC with HOD's and student welfare committee meeting was convened on 14<sup>th</sup> March 2019 at 3.00pm with the leadership of Correspondent Sir and Principal to deliberate on various items pertaining to the academic fulfillment.

The meeting was began with formal welcome by the IQAC Co-ordinator and briefed the agenda to the House. All members were present and participated actively in the deliberation. The Items were taken methodically for discussion and enforcement for execution.

- I. Action Report - 2018-19 : Principal initiated the house by elaborating on action report, about the activities/ Competencies, Resource Persons, students Nos, skill component and outcome of the programme. All the HoD's decided to present the performance /Action report as per the format furnished to them by 21<sup>st</sup> March 2019 as to prepare college report and present it before the stakeholders during college day celebration, which is to be held on 28<sup>th</sup> March 2019. Further, various association committees and cells also directed through notice to submit the report as it was stipulated earlier for submission.
- II. Peer-mentoring programme : The members expressed their suggestion on PMP to be carried out in the beginning of April first week 2019. They decided to have mentoring one on one by the HoD's of respective subjects for improvements to using pedagogy and effective performance delivery. These forms shall be monitored at the Department level and to be made available to the higher authorities as and when required. Members also discussed about the progress of syllabus coverage, Industrial visits, follow up and other allied activities, which undertook by the respective Departments including inter department activities as well as extracurricular and outreach activities.
- III. AAA: for Audit purpose, the IQAC Co-ordinator presented the improvised formats for Faculty, Departments and Administration for the assessment of performance, continuous learning, sustainability of standards and enhancement of quality initiatives. Members discussed the each elements keeping in view all the seven criterions. Where as, for Administration Department, Office Superintendent Mr. Arun briefly explained about the Stock, Finance Management, assets Utilization and other examination matter. Members fully endorsed the opinions and formats presented. Correspondent sir, appreciated the members and advised to take over to the next level for further enhancement of the college image. Principal too supplemented his idea of pursuing Administration Audit through delegation of authority and responsibilities to the concern Portfolio Holder and insisted the systematic presentation and accountability to the work Assigned.
- IV. Plan of Action with Budget 2019-2020 : correspondent sir, requested the members to prepare and present early for plan of action with budget for the purpose to examine and assess finance requirement to the entire institutions. HoD's of different discipline accepted the responsibilities to prepare plans for Odd and Even semester like - activity, resource persons, No.of days, Mentors, Honorarium, stationery items and refreshment to the resource persons. No.of students, outcome of each activity etc., and submit it to the Principal within ten days.
- V. Education Excursion : As usual for every academic programme, education tour was discussed, the student welfare officer explained the place of Cochin, Aleppi, Historical sites seeing, marketing exposure by visiting business centres, Amusement parks, museums, spiritual sites for two days. All the members expressed the Good Wishes including correspondent sir, about the excursion. It has been planned Saturday 16<sup>th</sup> Night, departure in return Mangalore Tuesday morning. All the final year students approximately 80 & faculty members of 8 to be participated. Everybody conveyed their greetings and safety for the tour.

VI. Progress of AQAR ; College day and students day : IQAC Co-ordinator explained the AQAR to its members for the collecting data and to be submitted by April 2<sup>nd</sup> week. Principal deliberated on college day celebration, especially this time daylong celebration: Forenoon Prize distribution, afternoon formal programme. Every member endorsed the idea to celebrate college day during day time, thereafter next day students day as there is practical examination commences from Monday onwards ie. One day left after tentative students day celebration. Student leaders expressed their joy for changing the mode of college day. It was the Idea of student council to celebrate day time as college day, proposed in the meeting, consensus were given. Principal discussed about the chief Guests, Guest of Honor etc. student leaders were advised to suggest the Guests within 3 days after the meeting through consultation of students office bearers of different Association /Cells/Committees.

VII. Presence of Joint Director Collegiate Education, Mangalore: Joint Director was present, while he was attending the routine work, he keenly observed the session of meeting, about deliberations and discussions which was chalked out through agenda. He asked about the write up process of conduct of meeting as well as follow-up. Especially Minutes and Resolutions, he went through the previous meeting Minutes and Resolution. He expressed joy and appreciation to the house as well as IQAC Coordinator for the systematic and methodical execution of agenda.

Feedback : student welfare officer entrusted the responsibilities of organizing feedback system through committees on various stakeholders like students, Alumni, PTA and employer in the last week of March 2019. The focus with parameters were ready, for methodology for conducting has been given charge to the union council and same to be tabulated and interpreted so as to facilitate improvement and to incorporate in the next academic year, especially -curriculum enhanced (Certificate Programme). Performance Improvement - Infrastructure enhanced - Perception of Institute for the Brand Equity Building.

VIII. Next meeting : The meeting was concluded, with gratitude expression by the NAAC Co-ordinators and presented his view points in brief. The next meeting was proposed to convene in the second week of April.

Resolutions :

Two Resolutions were passed.

1. It was “Resolved to prepare and submit action plan for 2018-19 and plan of action 2019-20 with budget by various departments, Associations, Cell and Committees within one week of the meeting for further different purposes ie. Report preparation and finance management.
2. It was “Resolved to carryout the tasks of PMP & AAA at different levels and keep under custody at the departmental and IQAC level for assessment and communication to the respective faculty for continuous improvement in the academic as well as co-academic activities.

IQAC Coordinator

Principal



The IQAC with Sports Department and Alumni meeting is to be convened today 30<sup>th</sup> January 2019 (Wednesday) at 3.00pm in the IQAC room to discuss the following items

### Members Present

Correspondent	Sri. Devanand Pai	
Chairperson	Dr. Sathish Kumar Shetty P	
Alumni President	Ms.Swaroopaa Shetty	
Co-ordinator (NAAC) & Dean	Dr. Praveen Kumar K.C	
Co-ordinator (IQAC)	Mr. Syed Kahdar	
Physical Director	Ms. Sowmya T.N	
Members	Ms. Meera Edna Coelho	
	Dr.Anuradha K	
	Ms.Gayathree Kumari K	
	Mr.Girish Kumar	
	Mr.Rakshith Shetty	
	Mr.Krishnananda Shenoy	
	Mr.Chennakeshava	
	Mr.Praveen Kamath	
	Mr.Lokaraj V S	
	Mr.Arun Kumar	
	Ms.Prajna S	
	Dr.Divya D	
	Ms.Raviprabha	
	Ms.Shobitha T S	
	Ms.Divya B.S	
	Ms. Indira	
	Mr.Raviraj S	
	Mr.Krishnananda Shenoy	
	Mr.Goutham Jyothsna G	

### AGENDA FOR VOLLEYBALL TOURNAMENT

(Mangalore University inter-collegiate level)

- Alumni role
- Arrangement and monitoring of Physical infrastructure
- Committees roles and responsibilities
- Judges / referees, mementos and prizes
- Any other matters

### Minutes of the Proceedings of the meeting:

As per the request of Physical Director and direction of Chairperson cum Principal, The IQAC along with the sports committee meeting was convened on 30<sup>th</sup> January 2019(Wednesday) at 3.00pm in the IQAC room to deliberate and take consensus action on the various jobs. IQAC coordinator initiated the discussion with welcome speech.

I. Alumni Role : The president of Alumni Association Ms.Swaroopaa Shetty, taken the charge and briefly explained about the collaboration of the tournament, she said about finance contribution as well as keeping stalls of ice cream and chat items at the time of Tournament for two days. Members appreciated the decisions about the approach of helping and supporting the Tournament. Principal and Correspondent recognized their services

especially encouraging students through extending Financial aid and in the form of scholarship, midday meal and recreation activities

II. Arrangement and Monitoring of Physical infrastructure : Physical Director Ms. Sowmya explained the arrangement of Physical facilities like stadium, court, rest rooms, glucose and first aid kits and devices, water, refreshment and meal arrangement referees stay shifting of some of the articles from our college to stadium, layout design for the commentary box to observer as well as officials from the Mangalore University, format ie inauguration, sequence of the courts, valedictory arrangement, Personnel department, volunteers etc. She has provided elaborate plan of action right from invitation to valedictory to the house. All the members in the house applauded her system and process to be carried out for the implementation. Principal and Management recognized her hard work and appreciated for her tremendous efforts and assured for all level of support and help.

III. Committee role and responsibilities: Physical Director had allotted the responsibilities to various members for the smooth conduct of the tournament. Right from reception committee, Stage and Decoration, Food and Refreshment, Announcement Commentaries, Photo, Media and discipline, assigned specific roles, strategies for implementation communicated. Every members had deliberated with utmost interest and responsible way. Principal appreciated the commitment of the members and encouraged to take over with full of cheerfulness. Statistics record aspect also discussed, PD had adequately prepare and conveyed to the members.

IV. Judges/Referees, Mementos and Prizes : Ms.Sowmya conveyed to the house about selection of Judges/Referees. P.D's of other Institutions chosen and decided to utilize their services, mementos and rolling shield also be discussed, college has made all arrangements of Procurement of mementos to various categories of achievements on Excellence in the Volleyball Tournament, whereas University would be accommodating the rolling shields for the winners. Accommodation and Food arrangement also meticulously arranged by the P.D The respective committees like Prize committee and certificate committee had been created and advised to perform the diverse roles for the smooth conduct of inter collegiate Volleyball Tournament.

Next meeting: The meeting was concluded with vote of thanks. Correspondent sir, applauded the members and blessed to take up the responsibilities and tournament forward. Further it was decided to convene next meeting in the 2<sup>nd</sup> week of February at the convenient period.

Resolutions:

One Resolution was passed.

It was "Resolved to organize Volleyball Tournament at the Mangalore University, inter-collegiate level on Two days 1<sup>st</sup> and 2<sup>nd</sup> February 2019. In Mangala Stadium and decided to extent fullest support, co-operation and co-ordination by the alumni Association and other stakeholders for the smooth and successful conduct of the tournament. P.D of our institution empowered to take necessary measures for the excellent conduct of the two day tournament". The chairman/Principal, correspondent cum secretary, and members collectively extended blessings and wishes!.

S.Syed Kahdar  
IQAC Co-ordinator

Dr.Sathish Kumar Shetty P  
Principal



IQAC with Deans and Union Council meeting is to be convened today 23<sup>rd</sup> January (Wednesday) at 3pm in the IQAC room to discuss the following agenda:

### Members Present

Correspondent	Sri. Devanand Pai	
Chairperson	Dr. Sathish Kumar Shetty P	
Co-ordinator (NAAC) & Dean	Dr. Praveen Kumar K.C	
Co-ordinator (IQAC)	Mr. Syed Kahdar	
Union Council & Deans - Faculty	Ms. Saritha. M	
	Dr. Anuradha K	
Dean	Mr. Krishnananda Shenoy	
Dean	Ms. Peetha Bhandary	
	Ms. Meera Edna Coelho	
	Ms. Usha kumari	
	Ms. Jayashree	
Dean	Mr. Gopalakrishna Raikar	
	Ms. Jyothsna	
	Mr. Girish Kumar	
	Mr. Raviraj	
	Ms. Sanjana	
	Ms. Vijayashree	
Students	President - Nisha	
	Vice President - Varsha Pawar	
	Secretary - Vaishnavi	
	Joint-Secretary - Shilpa	

### List of Items / AGENDA :

- Bequest : Theme, Events, Rules and Regulation, Budgeting and Printing
- Discipline wise competitions - Judges/ parameters / roles
- Sponsors and Donors
- Media and publicity
- Any other matters

### Minutes of the Proceedings of the meeting:

The meeting of IQAC with Deans as well as Union Council was convened on 23<sup>rd</sup> January 2019 at 3.00pm under the dynamic leadership and advise from the chairperson cum Principal to discuss about the plan of action of Bequest related to UG and PG Fest. Even though, during the first meeting of the staff on 2<sup>nd</sup> January which was elaborately deliberated, sought suggestions from the members with regard to Academic Performances (result), Centenary programme as well as college academic programmes sustenance and continuation.

In the previous meeting, in addition to the request of Union Council, the following matters discussed and reached consensus for implementation of plan of actions collaborately proposed by the IQAC and Student Council under the timely support and co-operation of Shri. Devananda Pai, Secretary and correspondent of our institution. IQAC ordinator began the session with welcome note and initiated the following factors.

I Bequest : The house members put forth various themes on digitalization, Women Empowerment, Gender Equity, Green initiatives, Social empowerment and Youth Empowerment. These concepts were analysed through pros and cons, practicality as well as applicability to take forward. Finally, the house took single decision through Brainstorming to have "Youth Empowerment; It was endorsed and decided to have a theme. Members too discussed at various levels of events, ie PG level - Innovision, UG Level in two fold, Udaan and Medhass. Roles and responsibilities were discussed. The house is also opined to entrust to the event responselled to the commerce and Management, Social Service including languages, Sciences as well as innovision of PG M.Com Department. The house also taken up the rules and regulations for the events, registration fee. Some of the members suggested to keep "O" Registration Fee for the competition. Budgeting element also raised, pooling of resources at the internal and external level also deliberated, members decided to approach a few select sponsorers and donors to convince them to choose for activity based sponsorship. Dr.Anuradha as well as Mrs.Meera Edna Coelho entrusted the responsibilities right from preparation of the writeup including design of literature, colour pattern, layout of the Brouchers to Production and distribution of Bequest roles and process of tasks and agreed to discharge with the help of Student council members and faculty.

II Discipline/ subject wise Competitions: Deans were initiated the talk and encouraged the discussion by allowing other members to come out with ideas, which were suitable to modern scenario. It was collectively consented to have 4 events in commerce, 3 events from social sciences, 3 events from Science, and 5 events from PG-(M.Com) Department, They took up the Judges roles in the matter of adjudicating the events and decided to give defined parameters for assessment and evaluation, on different categories of the events as well as arrangement of Critical and reflective learning on related subjects themes. Deans also expressed their opinions about the adherence of discipline, support literature and adequate Physical and other related infrastructure amenities.

III Sponsors and Donors : Chairperson suggested to contact renowned and related Donors and explain the theme and objective of Bequest as well as place them budget so as to induce them to keep in association with the institutions. The other members mooted the idea of making Guest of Honor who donates generously. Other members also spoken, decided to approach the trophy - shop for event wise sponsorship, including food caterers also, especially to contact Mr.Gokul to obtain concession.

IV Media and Publicity: As the media plays a vital role, members opined to scale up the free/ nonpaid electronic and print media. This task has been given to Journalism Department to undertake wide coverage especially press meet, preview at the time and post-time publicity, further the members decided to get possible access to the local Media in advance and utilize extensively media coverage. Some members thought of going paid

media, finally it was decided to use paid as well as non-paid media for the coverage of the programme so as to sustain Brand positioning of our institution. To this idea, Management as well as Principal ratified and extended fullest support and co-operation.

V. Next meeting : The house was concluded by vote of thanks and decided to convene next meeting for the Sports Tournament (Mangalore University inter-collegiate Volleyball Tournament) in the next week at the convenient time.

Resolutions:

Two Resolutions were passed in the meeting for the complete accomplishment, conduct and achievement of the Bequest

1. It was Resolved “To organize National Level Bequest (UG & PG - Educational Fest) on 14<sup>th</sup> and 15<sup>th</sup> February 2019 (Thursday and Friday) covering the Theme of “Youth empowerment” assigned fullest authority roles and responsibilities for formulation, implementation and accomplishment of the programme to the Union Council to Dr.Anuradha and Mrs.Meera Edna Coelho, further members of the council are also required to perform their assigned tasks with utmost zeal”
2. It was Resolved “To prepare Actionable Budget, make necessary arrangement of Pooling resources and allocation to the complete possible activities of Bequest by the Welfare Officer, get consulted constantly with the chairperson for meticulous implementation and ensuring optimum and Judicious utilization of resources on stipulated activities as well as to achieve the goal and enable the total delightfulness to stakeholders.

S.Syed Kahdar  
IQAC Co-ordinator

Dr.Sathish Kumar Shetty P  
Principal



The meeting of Inter-Institutional is to be convened 04<sup>th</sup> September 2018 (Tuesday) at 3.45pm in the IQAC room to discuss the following Agenda:

### Members Present

#### BESANT WOMEN'S COLLEGE

Chairperson	Dr. Sathish Kumar Shetty P	
Co-ordinator (NAAC)	Dr. Praveen Kumar K.C	
Co-ordinator (IQAC)	Mr. Syed Kahdar	
Dean - Faculty of Languages	Ms.Preetha Bhandary	
Dean - Faculty of Arts	Mr.Krishnananda Shenoy	
Dean - Faculty of Science	Mr.Gopalkrishna Raikar	
Dean - Faculty of Commerce & Management	Dr.Praveen Kumar K.C	
Student Council nominee (Faculty)	Ms.Meera Edna Coelho Dr. Anuradha K	

#### BESANT EVENING COLLEGE

Principal	Dr.Laxminarayan Bhat	
Senior Faculty (Dept.of Pol.Sci)	Mr. Mahaveera	
Senior Faculty (Dept.of History)	Mr. Ganesh	
Senior Faculty (Librarian)	Dr. Vasappa Gowda	

#### List of Items :

- Traffic management seminar
- Organizing committee structure
- Resource Management
- Any other matter

#### Minutes of the Proceedings of the meeting:

The first Inter-Institutional meeting was convened on 4<sup>th</sup> September 2018, Tuesday at 3.45pm with the direction of Chairperson to discuss the following items elaborately.

1. Traffic Management Seminar : The Proceedings of the meeting began with welcoming the Principal of Besant Evening College and his senior faculty with

Librarian of Besant Evening College along with our college team. Introduced the items which was set in the Agenda the first item was about seminar. All the 13 members one after another participated in the deliberation discuss in title of the seminar both in Kannada and English, Key address, Technical session, Panel Discussion, Adalath (Settlement of Traffic related cases), Number of cases, involvement of various expertise in the programme. Both the Principals felt to include different stakeholders is Traffic Police, RTO, Insurance, Advocate and Civil society personnel. Further, the members expressed o brought the idea of Traffic Authority about the organizing procedures. However the house had plan 'B' for the execution. The programme was containing both awareness campaign (rules & regulation as well as settlement of disputes cases. It was emphasized the accommodation Public at large the educate as well as do the settlement of cases.

2. Organising Committee structure : Both the institutions agreed to organize jointly and prepare the roles and responsibilities. From our college side Prof.Krishnananda Shenoy was nominated and for Evening college Prof.Mahaveer nominated. Both of them were agreed to co-ordinator for seminar. They decided to meet traffic higher authority to discuss upon topic and procedanal disposal of cases in the college auditorium. The members instantly extended ..... Support and Co-operaton in conducting the programme.
3. Resource Management : Since both the colleges are managed by the same management, the Physical infrastructure has been no issue since adequate amenities available. About financial mobilization for food, refreshment, mementoes etc., both the colleges agreed to formulate financial committee and seek sponsorship as well as financial helps from donors and philanthropist. The discussion was at the preliminary stage. After getting confirmation from the Traffic Authority, this committee would emerge and start functioning.

Co-ordinator

Principal

Resolutions :

1. It was "Resolved to organize seminar cum adalath pertaining to Traffic, given responsibility of Co-ordinationship with Prof.Krishnananda Shenoy and Prof.Mahaveera for the Plan of Action as well as Materialization".



The meeting of IQAC with Deans and student council representatives is to be convened 04<sup>th</sup> September 2018 (Tuesday) at 3.00pm in the IQAC room to discuss the following Agenda

### Members Present

Chairperson	Dr. Sathish Kumar Shetty P	
Co-ordinator (NAAC)	Dr. Praveen Kumar K.C	
Co-ordinator (IQAC)	Mr. Syed Kahdar	
Dean - Faculty of Languages	Ms.Preetha Bhandary	
Dean - Faculty of Arts	Mr.Krishnananda Shenoy	
Dean - Faculty of Science	Mr.Gopalkrishna Raikar	
Dean - Faculty of Commerce & Management	Dr.Praveen Kumar K.C	
Student Council nominee (Faculty)	Ms.Meera Edna Coelho Dr. Anuradha K	

### List of Items :

- PU campaigning strategies
- PU (variety competition) Fest
- Inter-department seminar (Internal/External)
- Any other Matter

### Minutes of the Proceedings of the meeting:

With the guidance and direction of Chairperson a meeting was organized along with Deans and Student Council representatives to elaborately deliberate and chalkout strategy of campaigning as well as publicity.

1. PU Campaigning Strategies : Through the introduction note of IQAC co-ordinator, the meeting began with the first component of PU campaigning strategies. The Principal had provided the exhaustive road map pertaining what should be, How should be companied? and when should be companied? He narrated college profile, preparation of slides for presentation, and variety entertainment and academic programmes as well as placement. The Deans explained one by one about the pattern of complaining, scaling down the activities like preparation of list of colleges, group formulations (mixture), preparation of handouts and pamplates, and some unique points raising specifically on uniqueness of our institutions about faculty, amenities, fee structure, higher studies and placement as well as career advancement. Two of the deans like Prof.Krishnananda Shenoy and Prof.Preetha Bhandary expressed their willingness to classify the groups and monitor with adequate expertise for presentations at different colleges.
2. PU (Variety Competition) Fest : NAAC Co-ordinator started the discussion about identifying possible month to organize PU Fest and number of items along with time schedule, other members in the meeting also took active participation and decided to organize either November or December month. Planning and execution committee for the fest also discussed. Principal too offered his suggestions about number of items in the competition, registration, prizes and other resource management to enable convenient to the organizer of the fest. It was reached concession to entrust

responsibility to organize PU Fest by Prof.Krishnananda Shenoy. He too willingly accepted and decided to prepare plan of action and present it to the Principal.

3. Inter Department Seminar : IQAC Co-ordinator elaborated the significance and effectiveness of organizing seminars at different internal and external levels. Deans raise the issue of Finance, Principal agreed to bear the cost of conduction seminar in the next semester. The theme for the seminar was suggested to cover the area of inter discipline subjects. Further, this would taken up at appropriate time and decided the theme along with the other matters. Department of English, student council Nominee Prof.Meera Edna Coelho and dean Prof. Preetha Bhandary suggested to have inter-collegiate level paper presentations and theme could be relevant to the nation importance.
4. Any other matter :
  - a. Deans discussed about the Canteen issue of denoting quality and quantity of food served to the students Principal expressed the concern of quality of the food. Finally, the members decided to call the canteen Manager and to inform about the opinions and feedback given by the students and staff to strengthen and sustain continuous qualitative food and beverages offered.
  - b. PG Studies (M.Com) : To enhance the strength in the PG Studies, Principal proposed the strategy of financial subsidy to the UG students ie maintaining the fee as per with university so as to attract the large numbers. An orientation programme for present final year B.Com/BBA students had to be organized by the Department of Commerce and Management to identify the prospective students who seeks admission to higher studies of M.Com.

The meeting was concluded with vote of thanks and decided to convene next meeting based on the requirement of deliberations in future.

IQAC Co-ordinator

Principal

Resolutions :

1. It was “Resolved to conduct systematic campaigning through Groups formulation, literature preparation, PPT slides and decide upon the schedule as well as its implementation”.
2. It was “Resolved to organize PU Fest with variety competition in the month of November or December and Convener Prof.Krishnananda Shenoy to undertake necessary steps and actions for implementation”.



The meeting of IQAC with AAA faculty experts is to be convened 20<sup>th</sup> August 2018 (Monday) at 3.30pm in the IQAC room to discuss the following agenda :

### Members Present

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

S. No.	Department	Faculty	Signature
<b>1</b>	<b>Departments of Arts :</b>		
	History	Prof.Krishnananda Shenoy	
	Sociology	Prof. Saritha	Absent
	Political Science	Prof.Gopalkrishna Raikar	
	Economics	Dr. Anuradha	
	Secretarial Practice	Prof.Preetha Bhandary	
	Home Science	Prof.Hemalatha	
	Journalism	Dr. Parashuram	
	Date Processing	Prof. Ranjini	
	Economics	Dr. Anuradha K	
<b>2.</b>	<b>Department of Languages</b>		
	English	Dr.Praveen Kumar K.C	
	Kannada	Prof. Jayashree	
	Sanskrit	Dr.Sudha	Absent
	Hindi	Prof. Asha Rai M G	
<b>3.</b>	<b>Department of Science</b>		
	Computer Science	Ms. Sanjana	Absent
	Mathematics	Ms. Divya B.S	
	Statistics	Ms. Divya (FND)	Absent
	FND	Prof. Shirly Rani Prof. Usha	Absent
<b>4.</b>	<b>Department of Commerce &amp; Management</b>	Dr. Meenakshi	
<b>5.</b>	<b>PG Department</b>	Prof.Meera Edna Coelho	

### List of Items :

- AAA - work export
- Suggestive action report
- Any other matter

### Minutes of the Proceedings of the meeting :

The meeting of IQAC and AAA faculty expert was conducted with the guidance of chairperson on 20<sup>th</sup> August 2018 at 3.30pm to discuss the reporting of AAA by the faculty seniors. The following points were observed carefully and deliberated at length. The meeting was began with welcome address by the IQAC co-ordinator and narrated the agenda set forth briefly. The members continued the discussions on the following items in-depth.

- a. AAA- work report : Members one by one explained the methodology of the conduct of audit and its process each member had suggested some of the strategies to the few Departments for further improvement and mentoring campaign also carried out. Further, some of the Key elements which are not related to the departments agreed to deduct for the next year, improvised AAA was suggested. Principal also deliberated in the session, he too opined to remove infrastructure related parameter and should be made improvised.

While auditing the Departments majority of the senior faculty encountered positively because of systematic maintenance of the records and authenticated documents by the departments. Separate add-on courses, certificate courses, projects internship programs, Industrial visits, outreach and extension activities programmes had been meticulously executed. Some departments had shown tremendous interest on entrepreneurial skills related activities. Every department had prepared its plan of action for next academic year and kept in the documentations. Inter collegiate competitions as well as paper presentations. Seminar records also found in some of the departments in addition to many associations/Cells and committees programmes. Some departments were also engaged in inter departmental programmes for the students exposure in many disciplines. Altogether, members expressed the joy and satisfaction while completing the auditing process.

Suggestive Action Report : Condensed form of a report was furnished in the AAA itself subject wise to the IQAC co-ordinator. It contained the good notes, advises, comments and strategies for enhancement of teaching, learning and evaluation initiatives. NAAC Co-ordinator also described his suggestive reports along with the opinions came out through and careful examination of the report by the Principal. He advised the deans to monitor and supervise as well as timely intervene to support, help and promote the effectiveness of the programme. Small Departments were advised to join with the larger departments to organize programmes through collaborations and partnership. By and large, there was improvisation required for certificate programmes, Extension activities, Add-on courses as well as seminars through target segmentation and competencies for immediate employability for the students who are seeking to gain employment.

The meeting was concluded with a round applause for performing audit and bringing out the strategies for improvement on each department. The next meeting was proposed to convene in the first week September

IQAC Co-ordinator

Principal

Resolutions :-

“ONE RESOLUTION WAS PASSED”

1. It was “Resolved to modify AAA for the next Academic year to be conducted and strictly adhering the teaching, learning, Evaluation, student support, Innovations and Research key elements so as to enhance the specific quality in the respective parameters”



The meeting of Principal, NAAC Co-ordinator, IQAC Co-ordinator and P.G. Studies student council is to be convened 13<sup>th</sup> August 2018 (Monday) at 3.15pm in the IQAC room to discuss the following agenda :

### Members Present

Chairperson	Dr. Sathish Kumar Shetty P	
Convenor (NAAC)	Dr. Praveen Kumar K.C	
Convenor (IQAC)	Mr. Syed Kahdar	
PG Students Council	Ms.Anusha Prabhu	
”	Ms.Divyashree	
”	Mr.Junaid	
”	Ms.Kavyashree	
	Mr.Rakshith	
	Ms.Srinidhi Shetty	
	Ms.Srijana	

### List of Items :

- Task based activity
- Innovative pedagogical tools in learning
- Dress Code
- Any other matter : Career guidance and training Services, Placement etc

### Minutes of the Proceedings of the meeting :

A meeting was convened under the chairmanship of Principal on 13<sup>th</sup> August 2018 at 3.15pm and went upto 5.00pm to discuss the items, which was set in the Agenda.

1. Task based activity : NAAC co-ordinator initiated the discussion about the learnable tasks and briefly explained the various tasks like ethical stories based on corporate ethics and governance, research journal base references and preparation of working papers for paper presentations, and Role planning based on Corporate Law and Secretarial Practice. Students of PG took part in the discussion, they expressed the desire to incorporate in the study schedule. Principal too advised the students to take the advantage from the expertise available from the faculties and take seriousness in library references as well as soft skills based on subject domain. Students too agreed to have such an innovative tasks in the learning strategies since, they realized its significance. It would generate Analytical and reflective thinking and able to sustain in creating intellectual experiences.
2. Innovative pedagogical tools : IQAC co-ordinator made a brief explanation on Teaching and Learning delivery tools, in addition to traditional modern tools like flip learning, brain storming, unstructured /structured case study and quality circle. Students were impressed upon these tools and agreed to improvise even through, these had been flowing by the P.G studies in the past. Students were asked about the opinions and suggestion in this regard. They did participate in the deliberations effectively and

interested to continue with improvised and systematic form. They decided to keep these tools in the time schedule of teaching modes. Principal was carefully observed the discussion, he encouraged the students to keenly take over through committed involvement and presentation. Format towards enhancing learnability and improve quality of intellectual subject domain to excel. He spoke about the significance and cutthroat competitions, which was existing and advised to prepare towards offensive and trend-setter strategy to grab market opportunities. Students were enlightened and concerned to pursue with that approach of tools in their learning.

3. Dress code : Students came out with the idea of weekly one day Non-Uniform (colour dress), The house discussed the reasons, merits and demerits of Dress code. Principal advised for a Modest dress code, for which students were too accepted and ensured the moral and social responsiveness of the modest dress. Further students required for a colour dress, for which Principal, consented to have, which would be in effect from 20<sup>th</sup> August 2018.
4. Career Guidance and Training services matter also raised, students were advised to classify the need based services so as to provide tailor-made services to them. For instance they elaborated on NET/JRF, competitive exams on Banking and other services, MS(Excel) and internship activity. Principal had said to the student president to prepare the list and forward to IQAC for immediate action. Placement issue too raised, every members opined to concentrate on competencies and short term skills in order to gain more number of jobs. Principal had told to the students to keep networking with the online job as well as convenor of placement cell Ms.Shobitha this would enable to apply for the various positions, further students were told to take up entrepreneurship, since lots of encouragement available from state and central Govt.by financial as well as short skills programme.

The house was wrap up through vote of thanks and decided to convene next meeting with the AAA expert Senior faculty to assess the report and forward to the departments on next week after 3.00pm in the IQAC room.

Resolutions : Two Resolutions were passed.

- a. It was “Resolved to identify and allot tasks in the form of activity to be taken up by the students, as a part of practical exposure by the students - Monitored and appraised by the Dr.Raghavendra through Documentation”
- b. It was “Resolved to introduce & improvise some of the innovative teaching strategies in the delivery like flip learning, case study, brainstorming, quality circles and R & D culture as well as entrancing learnable capabilities. Ms.Anupa shall be the facilitator of this process and strategy for execution”.



The meeting of Principal, NAAC Co-ordinator, IQAC Co-ordinator and PG (M.Com) Faculty Members to be convened today 27<sup>th</sup> July 2018 (Friday) at 3.30pm in the IQAC room to discuss the following agenda :

### Members Present

Chairperson	Dr. Sathish Kumar Shetty P	
Convenor (NAAC)	Dr. Praveen Kumar K.C	
Convenor (IQAC)	Mr. Syed Kahdar	
PG Faculty members	Ms. Anupa Baliga	
”	Dr. Raghavendra	
”	Ms. Jyothsna	Absent
”	Ms. Shilpa Bhat	

### List of Items :

- Time Table
- Plan of Action
- Any Other Matter

### Minutes of the Proceedings of IQAC meeting :

The direction of the Chairperson, meeting was held on 27<sup>th</sup> July 2018 at 3.30pm went upto 5.30pm and discussed various matters set in the agenda and reached consensus to function according to the academic need for the Intellectual enlightments, sustenance enabling conducive environment to the students.

1. Time Table: PG faculty members presented the time table to the house, after going through and HOD suggested the change in the time table through the consent of Principal. It had been discussed to include library references, value education, counseling seminar presentations and Peer learning in the time table. Principal elaborated the significance of these extended learning as well as mentoring which impact in their behavior and learning attitude. Faculty members had taken up the duties and functions to discharge on these pattern and monitor the performance as well. The library reference was extended to 30 minutes more than it was done in the previous year. Assignment of responsibilities entrusted upon faculty members also discussed on specific components. Like certificate programmes, outreach, Industrial visit, Innovation and seminars.
2. Plan of Action : Faculty members brought the details of Plan of Action to be carried out in this academic year. However, the IQAC had brought out modified plan of action and elaborately explained to the house, keeping in view the enhancement of quality, outcome based programmes, employability initiatives, competitive examination research improvement programmes and community based development programmes. The house also discussed about the different approaches of teaching and learning especially on pedagogical tools of effectiveness. Principal suggested to continue innovative teaching methodologies along with the modern touch more specifically, taking up flip learning, case studies, quality circle, guest-lectures intercollegiate paper presentations deepening level of library services, internships, networking and collaboration with Retracts, SKCC & Industries as well as the community services. The convenors were asked to prepare the modified plan of action and submit it with budget

allocation within a week. The HOD's also provided some suggestion an Inter departmental Activities and advised to continue the practicals as well as presentation as they should be prompt for employability and market relevance.

3. Two day workshop on Business Analytics was also discussed, the various core and non core components for a workshops analysed. Faculty members were told to motivate students to participate in the workshop since, the workshop was organized by the Premier Institute under the guidance of Indian Institute of Management, Indore. The five successful students would be taken to Indore for the final competition. Principal explained the theme of workshop advantage, as well as how important for the students. He further explained about the procedure for selection and final contest with various levels of "Prize Money" to be won for the students. The workshop would take place from 1<sup>st</sup> and 2<sup>nd</sup> August 2018. The HOD explained about the preparation for a two day workshop along with its organizing committee.

1. The house was discussed on value education to the PG students, The IQAC had suggested to take up Corporate. Ethics and Governance case studies and discuss about the moral obligations towards society. Further, the community benefit must prevail over industrial benefit was the unified approach. PG faculty members also expressed satisfaction to take up this kind of activity which was connected to syllabus as well as ensuring and educating corporate social responsibility. HOD advised to take up the initiatives for innovation fest also. Principal spoke about the need and importance of Corporate Ethics and Governance personally endorsed the suggestion to take up the idea and implement the same. Further, he advised to maintain the records as a part of documentation also.

The house was concluded with the propose of vote of thanks . It was organized by IQAC co-ordinator, decided the house to convene next meeting in the first or second week of August to assess and provide remedial measures to the various departments through AAA report

Co-ordinator

Principal

### **RESOLUTIONS :**

The following three Resolutions were made to entrust duties and functions as well as enhancement of Academic learnability and capacity building for PG Department:

1. It was "Resolved to adhere schedule by incorporating certificate programme, Guest Lectures, innovative Pedagogical tools to enhance effectiveness of learnability in competencies and reflective enrichment" in the schedules for implementation in totality
2. It was "Resolved to organize Inter-collegiate paper presentation competition systematically and entrust duties and functions upon students and faculty members for efficient accomplishment".
3. It was "Resolved to strengthen and improvise peer learning flip learning, research culture, quality circle and other soft skills as enables of outcome based learning and development of holistic enrichment in the study."



The meeting of Principal and Senior Faculty members is to be convened on Friday 20<sup>th</sup> July 2018 at 3.30pm in the IQAC room to discuss the following agenda :

### Members Present

Chairperson	Dr. Sathish Kumar Shetty P	
Convenor (NAAC)	Dr. Praveen Kumar K.C	
Convenor (IQAC)	Mr. Syed Kahdar	
Senior Faculty members	Ms. Preetha Bhandary	
”	Ms. Meera Edna Coelho	
”	Dr. Meenakshi K	
”	Dr. Parashuram Malage	Absent
”	Ms. Saritha	
”	Ms. Usha	
”	Ms. Shirly Rani	
”	Mr. Krishnananda Shenoy	
”	Ms. Hemalatha	Absent
”	Ms. Ranjini	Absent
”	Ms. Asha Rai M.G	
”	Dr. Sudha K	
”	Dr. Anuradha K	
”	Ms. Jayashree	
”	Ms. Karthyayini	Absent

### List of Items :

1. RUSA
2. Action Report : a. PMP                      b. AAA                      c. Feedback
3. Student Council Activities
4. Plan of Action with Budget
5. Other Matters :  
No.of students for activity, Timings etc

### Minutes of the Proceedings of IQAC meeting :

The meeting was convened on 20<sup>th</sup> July at 3.30pm in the IQAC room, chaired by the Principal, convener of NAAC, IQAC and other senior faculty members were present to discuss and plan about various matters especially to focus on easy and effective execution so as to improve upon the outcome impacts.

1. RUSA : Rusa co-ordinator briefed the RUSA matter especially on infrastructure grant (component-9) which includes new construction of new facilities of Physical infrastructure, Renovation and Equipment along with the financial data, Principal too intervened and explained the various process of uploading the data and final submission through soft copy along with hard copy to RUSA as well as Higher education council, collegiate education through DCE, Bangaluru. Members asked about the selection process, it was explained to them with Criteria of Evaluation as well as selection points.
2. Action Report : Structured feedback was discussed and Individual faculty members would be given the feedback fundings by the Principal along with the suggestions so as to

improve upon the next level assessment. Follow-up action was decentralized to the HOD's of various subjects with utmost 'trust' to take up and timely communicate to the Principal for further assessment. Academic Audit work was elaborated to the members about its operating and methodology of reporting. The house took the consensus to prepare a revised frame work keeping in view the important parameters explicitly as Quality enhancement initiative on Teaching. The members informed to the house to take up modified version especially to review the teaching delivery and envisage effective strategies at the Department level by all the faculty members.

3. Student Council Activities : Student Council Advisor elaborated the functioning of council along with the plan of action. The members expressed the appreciation about conducting E-voting smoothly on 12<sup>th</sup> July 2018 and elected President, Vice President, Secretary and Joint-Secretary. Council inauguration was discussed and to be held tentatively next week. Various Academic Curricular, Co-curricular, Extra-curricular, Outreach and Extension activities were discussed. The house was reassured to continue its support and Co-operation in all the programmes to the student Council by involving and lending intellectual expertise.
4. Plan of action inter-subject: To augment the variety of skills and value based extended curriculum programmes, Principal encouraged to its members to submit the Plan of action along with the estimates of financial requirement to be presented to the Management for running effectively. The faculty members expressed the significance of need of funds and also discussed to pool the resources from the external sources like donors, sponsors and Philanthropists to sustain the activities.
5. The house also discussed about the issues and challenges that would pose threat to continue some of the extra programmes like No.of students in each programme, time schedule without affecting the routine curriculum delivery.

The Inter departmental level programmes were also discussed, the Principal suggested to enhance the exchange programmes within and inter departmental level as a knowledge sharing and acquiring additional talents and exposures among the students.

The National Seminar also discussed, Dr.Parashuram Malage briefly conveyed about the preparation and execution of proposal to the UGC for a Hindi discipline, most relevant topic to the students and other stakeholders illustrated.

The House also discussed about the activities to be carried out to the villages in collaboration with elected panchayath Members at Moodushedde. The Deans of our college took the responsibility along with the convener to chalk out the programme very shortly.

House members and Principal expressed the happiness about various Extension activities carried out by the many departments like awareness campaign of Environment, Health, as well as Human relations development.

The House was concluded through gratitude expression. Further, decided to convene next meeting in next week at the PG studies of M.Com.

Co-ordinator

Principal



The meeting of IQAC with H.O.D's is to be convened on Tuesday 3<sup>rd</sup> July 2018 at 3.00pm in the IQAC room to discuss the following 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	absent
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	Absent
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	Absent Absent
Office Superintendent	Mr. Arun Kumar C.G	

Name of the Staff	Department	
Dr. Sathish Kumar Shetty P	Principal	
Ms.Preetha Bhandary	English	
Dr.Meenakshi K	Kannada	
Dr.Parashuram G Malage	Hindi	
Ms.Triveni Shetty (Ms.Bhamathi)	Sanskrit	
Ms. Saritha M	History	absent
Ms.Usha Kumari	Economics	
Ms.Shirly Rani	Sociology	
Mr.Krishnananda Shenoy	Political Science	
Ms. Hemalatha	Secretarial Practice	
Ms. Asha Rai M G	Home Science	
Ms.Savithri S Rao	Data Processing	

Ms.Smitha Shenoy	Journalism	
Ms.Divya B.S	Statistics	
Mr.Praveen Kamath	Mathematics	
Mr.Gopalkrishna Raikar	Computer Science	
Ms. Sanjana Shenoy	FND	
Dr.Praveen Kumar K.C	Commerce	
Ms.Anupa Baliga B.S	P.G Studies	
Ms.Sowmya T N	Sports	
Ms.Karthayayini	Library	

**List of Items:**

1. Annual Action Plan - Department-wise
2. Certificate programmes
  - i)Literature ii) Social Sciences iii) Commerce & Mgt. iv) PG Studies v) Sciences
3. Add-on Course - Department wise/Cell/Associations/Committee
4. Career Guidance & Placement - Plan of Action
5. Seminars/Conferences /Symposium
6. Workshops/FDP/ Administration Department Programme
7. Inter-collegiate level paper presentations
8. MOU - South Kanara Chamber of Commerce
9. Outreach Activities (Community Development Services Schedule)
10. Inhouse Research Journal & Papers

**Minutes of the Proceedings of IQAC meeting :**

The first IQAC meeting of 2018-19 Academic year was held on 3<sup>rd</sup> July 2018(Tuesday) at 3.00pm in the IQAC Room with the presence of Correspondent, Chairperson, conveners, Criteria heads, HOD's of various subjects, and Administration Representative for a discussion, plan of action, Budget and other matters enumerated in the AGENDA:

1. Annual Action Plan : IQAC Co-coordinator Initiated the meeting through PowerPoint presentation, explained the various components in the Agenda, Invited the HOD's to present their Plan of Action for the Academic year along with Budget. Every member in the meeting presented briefly about their activities and the resources requirement. Our Correspondent assured the fullest support and cooperation to carry out all the possible programmes in a systematic manner.
2. Certificate programmes : Various models of certificate programmes were discussed to cater the need of our students, four disciplines were identified. The Deans have been assigned to take up the programmes, with outcome-base competencies, practicals as well as theory components through tying up with the external agencies to collaborate and run the programme.

3. Add-on Course - Full discussion took place on, nature of the course, integration of syllabus with tangible learning outcomes, open choice was given to the Departments, Cells and Association to ascertain the demand of the course from students and execute the same systematically. The House was opined to improvise the programme, focus should be given to the quality aspects of advancement learning from the subjects
4. Career Guidance and Placement : The members elaborated the different models to strengthen systematic career guidance and placement, to cater this additional faculty members deployed in order to conduct training services on the basis of Market requirement as well as advancement of studies. Dr.Parashuram Malage discussed his plan of action to the house, It was agreed to organize as per the plan of career guidance along with the consultation and joint co-operation with the Placement Committee
5. Seminars, Conferences and Symposium : Hindi Department placed the proposal to organize seminar in to semester followed by the Science and Arts as well as Commerce Department. Various relevant topics were discussed, the final proposal expected to receive shortly for the implementation.
6. The members also expressed their view points to improve upon Inter-collegiate level paper presentation as well as to organize FDP under the Banner of HRD. Department of Commerce and Secretarial Practice have decided to host students symposium on the relevant and innovative topics. The EDP cell was advised to establish networking with South Kanara Chamber of Commerce to organize Skill Development activities to enhance employable skills under their common seal of certificate

The members also discussed about the latest guidelines of NAAC and UGC after the deliberation made by the Principal. He narrated in detail about adoption of village and institutional role in functioning. Paper presentations and publication also raised and requested to the faculty members to contribute more and more research based papers to “inhouse Journal” which is going to be brought in this year.

Principal made his observations and given suggestions an various programmes and activities to be organized. He emphasized on system and outcome based programme to our students for life long skills as well as employability skills. From the Management side, our correspondent participated in the full deliberation and he also suggested about outreach programmes to be undertaken methodically and endorsed his fullest cooperation and support to all the items of Agenda discussed.

The meeting was concluded with serving snacks and vote of thanks. The next meeting was proposed to convene first week of August to assess the functioning of various programmes undertaken by HOD's of various subjects, cells, Associations, Clubs and Committees.

Sd/-.....  
Mr.Syed Kahdar  
IQAC Co-ordinator

Sd/-.....  
Dr.Sathish Kumar Shetty P  
PRINCIPAL

### **RESOLUTIONS :**

The following four resolution were made :

1. It was "Resolved to prepare and present Plan of Action with Budget for the activity/ Programme at different levels of Departments / Associations / Cells / Clubs / Committees and monitor the conduct and progress with the outcome of learnability as well as capacity building".
2. It was 'Resolved to conduct flagship programmes like networking and functional English through improvised form of displaying employability skills and talents in the students for easy placement as well as certificate and Add-on courses too required similar criteria in the scientific and systematic manner"
3. It was 'Resolved strengthen the Career Guidance and Training Services by enhancing financial resources through structured programmes in a sustained and continuous harvest of requisite skills and talents. It also collaborates with the Placement Cell for employment enabling services.
4. It was 'Resolved to take up National Level Hindi Seminar and assigned to the Department of Hindi to organized the same as well as requisite facilities to be provided".