

 The IQAC meeting was convened with Deans & HoDs on 18<sup>th</sup> November 2020 at 10.30am in AV Room

Dr. Sathish Kumar Shetty P	Chairperson	
Dr. Praveen Kumar K.C	Co-ordinator (NAAC), Dean & H.O.D - Commerce	
Mr. Syed Kahdar	Co-ordinator (IQAC)	
Ms. Preetha Bhandary	Dean & H.O.D - English	
Dr. Giriappa	H.O.D - Kannada	
Dr. Parashuram G Malage	H.O.D - Hindi	
Ms. Triveni Shetty	H.O.D - Sanskrit	
Mr. Ganesh Pai N	H.O.D - History	
Ms. Usha M	H.O.D - Economics	
Ms. Roopa	H.O.D - Sociology	
Mr. Mahaveer	H.O.D - Political Science	
Ms. Hemalatha	Dean & H.O.D - Secr.Prac.	
Ms. Gayathree	H.O.D - Home Science	
Ms. Smitha Shenoy	H.O.D - Journalism	
Ms. Savithri Rao	H.O.D - Data Processing	
Mr. Gopalkrishna Raikar	Dean & H.O.D - Com.Science	
Mr. Praveen Kamath	H.O.D - Mathematics	
Ms. Deepika	H.O.D - Statistics	
Ms. Swathi K.S	H.O.D - Physics	
Ms. Keerthishree	H.O.D - F.N.D	
Ms. Roopathi	Physical Education	
Dr. Balaji Bhovi	H.O.D - M.Com	
Dr. Asha Rai M G	H.O.D - M.Sc.	

#### AGENDA :

- Standard operating procedure
- Task force
- Offline class
- Sanitization
- Certificate Course for outgone batch (CPBFI)
- Any Other matter: Webinar, Water, Canteen & Library & Security.

#### MINUTES OF THE PROCEEDING OF THE MEETING

As per the directions of the Principal, the IQAC meeting was convened on 18<sup>th</sup> November 2020 at 10.30am with Deans and HoDs to discuss about the following matters briefly:

- I **Standard Operating Procedure:** The IQAC coordinator formally invited its members and briefed about the inspection carried out by the office of the Joint Director, on 17<sup>th</sup> November 2020, they concentrated on COVID-19-19 test reports of faculty, students. Total Strength, student's presence - Rural / Urban, Bus pass requirement etc., NAAC Coordinator Dr. Praveen Kumar K C was also present at the time of inspection. Further, the officers personally examined the infrastructure, sanitization procedures, Display Posters, and deployment of Human Resources. Finally, they felt happy about meeting all their requirements. Principal informed the gathering about seriousness and commitment in enforcing SOP in the campus.

- II **Task force:** COVID-19 Task force was formulated, under the supervision of Principal, NAAC Co-coordinator, IQAC Co-coordinator and two senior faculty as members would ensure all the necessary compliance and enforcement guidelines issued from time to time within the College premises. The roles and functions had been enumerated by the Principal including Mask, Physical Distancing, face shield, sanitization of locations, entry and exit spots and thermal scanning. Overall, this committee would take necessary measures related to COVID-19 matters, and report to the higher authorities such as Principal and Management
- III **Offline Classes:** Deans suggested that the final year class mentors required to maintain the files of consent letter from parents and COVID-19 test report. Further, they had informed to communicate to students to get food packets and water from home. As per the guidelines, canteen and library services would remain suspended for the students. Faculty members were advised to counsel the students for 5 minutes after the subject delivery (lecture). HoDs also expressed their support and conducting the class work with utmost care and zeal.
- IV. **Sanitization:** The College took the process of sanitization through persons authorized from the Mangalore City Corporation and other reliable agencies. The class rooms, the offices and other locations within the campus, were being sanitized daily, before and after the commencement of College hours. The implementation and observation of this entire process is vested upon the task force along with the administrative staff.
- V. **Certificate Programme:** The IQAC coordinator conveyed the message about starting the 3rd batch of training for the certificate course in Banking, Finance and Insurance, conducted through the continued collaboration with Bajaj Finserv, Pune. Ms. Reshma was nominated on the coordinator for the overall management of the classes.
- VI. **Any Other Matter:** Political Science Department has decided to organize national level webinar on 26<sup>th</sup> November as “**Constitution Day**” to spread the awareness of fundamental rights and duties. The maintenance committee was instructed to work in tandem with the task force to ensure availability of Water, Sanitization Resources and Security to the students. Further, the Correspondent, reminded to the gathering to inform, about the non-availability of Canteen and Library services further orders.

With these deliberations, the meeting was concluded in brief time as it was for conducting the offline classes simultaneously, engaged through readjusted of time table.


The next meeting was proposed around second and third week of December 2020. Vote of thanks was proposed by the IQAC Co-coordinator.

**S. Syed Kahdar**  
IQAC Co-ordinator

**Principal**

**Resolutions :**

- I. It was “Resolved that, task force formulated would take all necessary measures, time to time Responding and communicating state/central / University with utmost care and reporting to competent authorities appropriately through Principal
- II. It was Resolved to organize National level webinar by Political Science Department on a theme of “Constitution on 26<sup>th</sup> November and advised to take all necessary steps and maintain documentations”

 The IQAC meeting was convened with staff members on 12<sup>th</sup> November 2020 (Thursday) at 10.30am in the Auditorium.

DR. SATHISH KUMAR SHETTY P.	MS. CHAITHRA
MS. PREETHA BHANDARY	MS. DEEPIKA
MS. MEERA EDNA COELHO	MR. PRAVEEN KAMATH
MR. GIRISH KUMAR	MS. SWATHI K S
MR. GOUTHAM JYOTHSNA	MR. GOPALKRISHNA RAIKER
DR. PARASHURAM G. MALAGE	DR. PRAVEEN KUMAR K.C.
MR. CHENNAKESHA	PROF. SYED KAHDER
Dr. GIRIYAPPA	DR. SUDHA K.
MS. JNANESHWARI M.	DR. ANURADHA K.
MR. RAVIRAJ S.	PROF. JAYASHREE
MS. THRIVENI SHETTY	MS. SHOBITHA T.S.
MR. GANESH PAI N	MS. DEEKSHITHA T.S.
MR. RAKSHITH .	MS. RESHMA
PROF. USHA KUMARI M.	MS. LATHA HEBBAR
DR. SATHISHA K	MS. NAYANA
MS. ARUNA D.	MS. CHANCHALAKSHI
MS. PRAJNA	MS. DEVIKA
MR. MAHAVEER	MS. SANGEETHA NAYAK
MS. RAVI PRABHA	MS. AMITHA KUMARI
MR. ARUN KUMAR	MS. ASHA DEEPA PAI
MS. ROOPA LOKESH	MR. GANESH SUNDER
MS. MADHUSHREE	DR. BALAJI BHOVI
PROF. HEMALATHA	MS. ANUPA BALIGA
MS. RANJINI	DR. RAGHAVENDRA B.
MS. VIDYA BHAT	MS. JYOTHSNA
MS. SHAILA KAMATH	MS. ASHA RAI M G
MS. GAYATHRI KUMARI	MS. UDYAVARA BADYA INDIRA
MS. SMITHA SHENOY	MS. ASIYAMATH FIRHATH S
MS. CHETHANA NAYAK	MR. ROOPA RAO
MS. SAVITHRI S. RAO	MS. ROOPATHI
MS. KEERTHISHREE	MR. LOKARAJ V.S.
MS. SUPRAJALAXMI	MR. ARUN KUMAR C G
MS. SWATHI M K	

## AGENDA :

- Management of online and offline teaching
- COVID-19 standard operating procedure (Consent + Test Report)
- Infrastructure maintenance
- Hindi Workshops
- Any Other matter: Alumni follow up, introduction of Certificate programmes and Retrospection of admissions.

## MINUTES OF THE PROCEEDINGS OF THE MEETINGS

In consultation with the Principal, the IQAC coordinator advised to convene meeting on 12<sup>th</sup> November 2020 (Thursday) at 10.30 in the auditorium along with staff members after adopting Physical distancing, the following matters were discussed:

- I **Management of online and offline teaching:** IQAC coordinator welcomed the members and initiated the meeting through the set agenda. An assessment was made through the deliberations on online and offline classes. Many faculty members expressed the disadvantages of online teaching, most of the hurdles stood from students side (i.e System, Network, Data, Battery Draining etc). However, some members expressed optimistically and said that they could manage the system under COVID-19 situation. The circular pointed out to begin classes from 4<sup>th</sup>, later from 17<sup>th</sup> November 2020. Work from home was permitted from 4<sup>th</sup> to 11<sup>th</sup> November 2020. Faculty members were informed to manage central valuation work as well as online teaching work. Work diary had been suggested to record the online as well as offline classes. They were asked to follow proper sanitization and SOP.
- II **Standard Operating Procedure COVID-19:** Principal explained all guidelines, especially from students perspective. Getting the consent letter from parents and COVID-19 Test report was compulsory. At the Entry and exit points use of sanitizers and physical distancing was enforced. Offline classes commenced for the final year degree (UG & PG) from 17<sup>th</sup> November 2020. As per the instructions received from the Collegiate Education, Bengaluru, Karnataka, only those who had a negative RT-PCR report would be allowed to enter the College premises. This instruction was followed strictly.
- III **Infrastructure Maintenances:** Maintenance Committee coordinator, Mr.Praveen Kamath explained the measures undertaken, by way of procedures and materials as well as arrangement, including essential services of water and sanitization. He also informed the gathering about regular sanitization of offline classrooms. Everybody appreciated and offered support towards engaging and monitoring the services of variety offered by the College. Principal also endorsed the views and assured his cooperation in providing all necessary requirements. Correspondent also ratified the decisions of Principal as well as Maintenance committee essentials in providing all necessary requirements.

IV. **Hindi Workshop:** Dr. Parashuram informed the gathering about conducting webinar national level on a theme of “**Samakaleen Rachanakar Ka Samajeek Sarokar**” which would be held during December first week (02-12-2020). Members were advised strictly adhere to the Standard Operating Procedures.

V. **Any other Matter:** Alumni registration process, an requirement by NAAC was in final stage. Principal spoke on the admission challenges and issues, since this academic year the strength of the students in first year had fallen considerably due to COVID-19 effect. He advised to continue with online and offline mode of teaching aggressively and counsel the students, whenever opportunities arose while dealing for teaching. Our College was recognized to conduct ICAI examination from 21<sup>st</sup> November 2020 (Saturday) by observing all guidelines and measures of Standard Operating Procedures. Principal sought the cooperation in conducting these exams also.


The meeting was concluded with vote of thanks, proposed by the office superintendent Mr. Arun Kumar. The next meeting was proposed to be convened, when the scenario warrants.

**S.Syed Kahdar**  
**IQAC Co-ordinator**

**Principal**

**Resolution :**

- I. It was Resolved to organize Hindi Workshop by Dr. Parashuram on a theme of “**Samakaleen Rachanakar Ka Samajeek Sarokar**”, during first-week of December and directed to take necessary measures further, record the proceedings and conduct feedback for analysis and Perception formulation for future actions.
- II. It was “Resolved to conduct ICS examination and jointly endorsed full support and cooperation in conducting exams as well as dispatching the answer scripts to the head Office”. Office superintendent was entrusted the responsibilities and supervision.

 The IQAC meeting was convened with Deans & HoDs on 24<sup>th</sup> October 2020 (Saturday) at 10.30am in AV Room with SOP.

Dr. Sathish Kumar Shetty P	Chairperson	
Dr. Praveen Kumar K.C	Co-ordinator (NAAC), Dean & H.O.D - Commerce	
Mr. Syed Kahdar	Co-ordinator (IQAC)	
Ms. Preetha Bhandary	Dean & H.O.D - English	
Dr. Giriappa	H.O.D - Kannada	
Dr. Parashuram G Malage	H.O.D - Hindi	
Ms. Triveni Shetty	H.O.D - Sanskrit	
Mr. Ganesh Pai N	H.O.D - History	
Ms. Usha M	H.O.D - Economics	
Ms. Roopa	H.O.D - Sociology	
Mr. Mahaveer	H.O.D - Political Science	
Ms. Hemalatha	Dean & H.O.D - Secr.Prac.	
Ms. Gayathree	H.O.D - Home Science	
Ms. Smitha Shenoy	H.O.D - Journalism	
Ms. Savithri Rao	H.O.D - Data Processing	
Mr. Gopalkrishna Raikar	Dean & H.O.D - Com.Science	
Mr. Praveen Kamath	H.O.D - Mathematics	
Ms. Deepika	H.O.D - Statistics	
Ms. Swathi K.S	H.O.D - Physics	
Ms. Keerthishree	H.O.D - F.N.D	
Ms. Roopathi	Physical Education	
Dr. Balaji Bhovi	H.O.D - M.Com	
Dr. Asha Rai M G	H.O.D - M.Sc.	

#### AGENDA :

- Time Table
- Plan of Action
- Online and Offline (Content)
- Uploading to Dspace
- Central Valuation
- Any Other matter: E content, online classes, & Infrastructure maintenance.

#### MINUTES OF THE PROCEEDINGS OF THE MEETINGS

The IQAC Co-ordinator was directed by the Principal to convene a meeting with Deans and HoDs on 24<sup>th</sup> October 2020 at 10.30 am to deliberate on the matters of:

I **Time Table:** After the welcome note, the time table committee, represented by Dr. Praveen Kumar K C explained the online classes by rescheduling subjects as well as offline classes for the Final year students. Faculty members were given flexibility to engage online classes for 1<sup>st</sup> year and 2<sup>nd</sup> year based on their convenient time. To check this process, Principal suggested work done statement for every Week, monitored by the HoDs of respective subjects. As per the orders from the Joint Director, till a new academic year began, all the classes will be delivered on online mode to all the

students. Finally, Time table was in force and the choice was offered to the faculty to engage classes for all students according to the convenient time of the students.

II. **Plan of Action:** With reference to the formation of various **Associations / Committees** there was an ambiguity due to online mode of classes. Webinar based learning was promoted and encouraged. Deans suggested, for Plan “B” also i.e. “offline base” since, the orders were not clear considering the involvement of the students. Faculty members were asked to submit Plan of Action (POA) as early as possible with budgeted amounts. Correspondent also participated in the deliberations. He said that his support and cooperation at the management level would always be there to execute the programmes.

III **Online and offline Content:** Students were given multiple choices in the COVID-19 scenario, attendance was at discretionary of the faculty by taking all these factors. Faculty had, to prepare for online classes (material, audio + video) offline classes (handouts) and upload these materials through WhatsApp for the benefit of the left out students. Faculty needed to cope up the new setup and cooperate with the content delivery to the students. Faculty were advised to use various software platforms according to their convenience and use of learning and course delivery Apps in fulfilling second component ie. Teaching, learning and evaluation.

IV. **D-SPACE utilization:** IQAC coordinator suggested to upload all subject content to Dspace in the library, so that, it was not only stored but could also be retrieved conveniently in future by the students, who were not focused during the online classes. Further, It would render as the documentary evidence to the authorities. The Principal endorsed the suggestions and the chief librarian was directed to take the content and upload it onto the Dspace.

V. **Central Valuation :** The examination for the final year under graduation programmes was conducted between 16<sup>th</sup> September 2020 to 19<sup>th</sup> October 2020. After the exam, Central Valuation was proposed by the University in last week of October 2020 by keeping different valuation centres. Faculty was assigned all duties, as per examination committee Co-ordinator. Almost all faculty members took part in the central valuation conducted by the Mangalore University.

VI. **Any other Matter:-** Members discussed about e-content, delivery, Platform as well as maintenance of infrastructure and application of Standard Operating Procedures. Meeting was concluded with vote of thanks. The next meeting was proposed before the commencement of offline classes for the final year or before, depending upon the need.

**S.Syed Kahdar**  
(IQAC Co-ordinator)

**Principal**

**Resolutions :**

I It was “Resolved to upload all study materials / E-contents / PPT / Other working materials to D-Space platform in the library. The Chief Librarian was entrusted to take the responsibilities of collecting, uploading and preserving such data for the use of students / faculty and at the same time serve the other purpose of documentation”.





The IQAC meeting was convened with Deans & HoDs and Time Table Committee and Office Superintendent on 14<sup>th</sup> September 2020 (Monday) at 10.30 am with strict adherence of Standard Operating Procedures.

Dr. Sathish Kumar Shetty P	Chairperson	
Dr. Praveen Kumar K.C	Co-ordinator (NAAC), Dean & H.O.D - Commerce	
Mr. Syed Kahdar	Co-ordinator (IQAC)	
Ms. Preetha Bhandary	Dean & H.O.D - English	
Dr. Giriyappa	H.O.D - Kannada	
Dr. Parashuram G Malage	H.O.D - Hindi	
Ms. Triveni Shetty	H.O.D - Sanskrit	
Mr. Ganesh Pai N	H.O.D - History	
Ms. Usha M	H.O.D - Economics	
Ms. Roopa	H.O.D - Sociology	
Mr. Mahaveer	H.O.D - Political Science	
Ms. Hemalatha	Dean & H.O.D - Secr.Prac.	
Ms. Gayathree	H.O.D - Home Science	
Ms. Smitha Shenoy	H.O.D - Journalism	
Ms. Savithri Rao	H.O.D - Data Processing	
Mr. Gopalkrishna Raikar	Dean & H.O.D - Com.Science	
Mr. Praveen Kamath	H.O.D - Mathematics	
Ms. Deepika	H.O.D - Statistics	
Ms. Swathi K.S	H.O.D - Physics	
Ms. Keerthishree	H.O.D - F.N.D	
Ms. Roopathi	Physical Education	
Dr. Balaji Bhovi	H.O.D - M.Com	
Dr. Asha Rai M G	H.O.D - M.Sc.	
Ms. Hemalatha (C)		
Ms. Jnaneshwari		
Mr. Gopalkrishna Raikar	Time Table Committee	
Ms. Sangeetha Nayak		
Mr. Arun Kumar C.G	Office Superintendent	

#### AGENDA :

- Webinars
- Time Table
- LMS
- Contact Classes
- Certificate distribution
- Any Other matter : Standard operating Procedures ; dos and don'ts and sanitization

#### MINUTES OF THE PROCEEDINGS OF THE MEETING

The meeting was convened by the IQAC Coordinator, in consultation with the Principal by following Physical Distancing and other Standard Operating Procedures on 14<sup>th</sup> September 2020 to discuss the following items of the Agenda:

- I **TIME TABLE** : After the welcoming members to the meeting, Time Table matter was discussed. The University order had given discretionary power to the institutions to take up offline classes for the final year degree students, for a week starting from the third week of September 2020. The Deans and Time Table Committee, were entrusted the responsibilities to prepare and distribute the faculty. According to Principal, the College would gear up offline classes with SOP implementations. Uncovered syllabus, which had delivered online mode, should be revised in the offline classes. With this student could able to write exams very well.
- II. **Webinars** : Principal advised to carry forward the webinar on COVID-19-19, Food nutrition as well subject domain knowledge. HoDs too interacted on immunization, syllabus coverage and offline classes Preparedness. However, they had informed the gathering, need of the time would be “webinars”. Correspondent appreciated the level perceptions of the members.
- III **Contact classes** : Offline class mode, College prepared circles of 3+1 distance, Mask, sanitizer at the entrance of the Gate as well as exit point, classroom sanitization, clean water and hands sanitization, no canteen services would be given. These were the explanations given by the office superintendent. The members assured support and co-operation in adhering SOP. Exam proposed from 16<sup>th</sup> September to 19<sup>th</sup> October for final year UG students
- IV. **Learning Management System (LMS)**: A discussion took place on the various platforms such as Microsoft Team, College Website, Google meet, Zoom, Cisco, etc., Principal advised the faculty members to use any platform they are comfortable with & see that delivery happens effectively. Most of the faculty uploaded the course contents using audio link, Software’s, Audio, Content through WhatsApp as well as videos on You Tube. Deans were advised monitor the time table as well as LMS. As Teaching, learning and Evaluation purposes.
- V. **Any Other Matter** : Principal discussed do’s and don’ts in the COVID-19 scenario & reminded the Standard Operating Procedures. The Correspondent also expressed the same views and suggested to follow this strictly on the campus and off the campus.


The meeting was concluded at 12.15 noon through vote of thanks, the next meeting was planned to convene around the second or third week of October 2020.

**S.Syed Kahdar**  
**IQAC Co-ordinator**

**Principal**

Resolution :

- I It was “Resolved to conduct offline classes for the final year students through the consent of Parents and adherence of SOP, Deans to Monitor all SOP implementations. Office Superintendent to seek timely guidelines for arrangements”.

 The IQAC meeting was convened with its members, Deans & HoDs on 30<sup>th</sup> August 2020 (Saturday) at 10.30am in Auditorium with strict adherence of Standard Operating Procedures (SOP).

Dr. Sathish Kumar Shetty P	Chairperson	
Dr. Praveen Kumar K.C	Co-ordinator (NAAC), Dean & H.O.D - Commerce	
Mr. Syed Kahdar	Co-ordinator (IQAC)	
Ms. Preetha Bhandary	Members - Criterion - I	
Ms. Hemalatha	Criterion - II	
Ms. Anupa	Criterion - III	
Ms. Usha	Criterion - IV	
Dr. Parashuram Malage	Criterion - V	
Ms. Raviprabha	Criterion - VI	
Ms. Ranjini	Criterion- VII	
Ms. Preetha Bhandary	Dean & H.O.D - English	
Dr. Giriappa	H.O.D - Kannada	
Dr. Parashuram G Malage	H.O.D - Hindi	
Ms. Triveni Shetty	H.O.D - Sanskrit	
Mr. Ganesh Pain N	H.O.D - History	
Ms. Usha M	H.O.D - Economics	
Ms. Roopa Lokesh	H.O.D - Sociology	
Mr. Mahaveer	H.O.D - Political Science	
Ms. Hemalatha	Dean & H.O.D - Sec.Practice	
Ms. Gayathree	H.O.D - Home Science	
Ms. Smitha Shenoy	H.O.D - Journalism	
Ms. Savithri Rao	H.O.D - Data Processing	
Mr. Gopalkrishna Raikar	Dean & H.O.D - Comp.Sci.	
Mr. Praveen Kamath	H.O.D - Mathematics	
Ms. Deepika	H.O.D - Statistics	
Ms. Swathi K.S	H.O.D - Physics	
Ms. Keerthishree	H.O.D - F.N.D	
Ms. Roopathi	Physical Education	
Dr. Balaji Bhovi	H.O.D - M.Com	
Dr. Asha Rai M G	H.O.D - M.Sc.	

#### AGENDA :

- Webinars
- Syllabus
- Sports & Counselling
- Action Report
- Any Other matter : Standard Operating Procedures, Guidelines from Joint Director, and contact classes to final year.

#### MINUTES OF THE PROCEEDINGS OF THE MEETING.

The IQAC meeting was convened on 30<sup>th</sup> August (Saturday) at the direction of Principal, along with members, Deans and HoDs to discuss on the following matters;

- I **Webinars:** After the welcome note, Dean, Ms. Preetha Bhandary gave the briefing of seminars taken by various departments. Such as Department of Secretarial Practice and Computer Science, Departments of UG and PG of Commerce, Department of Home Science, Department of Food Nutrition and Dietetics, Department of PG Studies in Food Science and Nutrition and Women's Cell, Department of Political Science and Economics in association of the Ministry of I & B, Department of History, Department Of Commerce and Business Administration, Department of Journalism, Department of Physical Education, Department of Sociology & Women's Cell, Department of English and Library, (Totally 18 Webinars) had been organized. This clearly showed the interest, zeal and motivation level of the faculty members especially during the COVID-19. The Correspondent appreciated and requested to continue the good work.
- II **Syllabus:** HoDs explained the progress of the incomplete portion of syllabus that had to be completed. They were maintaining the record and carrying out the timely follow-up. Subject-wise groups of Students were created on WhatsApp & feedback was obtained at a random to know the status as well as learnability position of the Students.
- III **Sports and Counselling:** Dean, Dr. Praveen Kumar briefed about online sports activities undertaken by the students through the department of Physical Education as well as counselling, especially to the needy students. Though, the Media was aggressively cemented to the spreading of fear and panic, as expressed by the students, this was overcome through the one on one counselling and simultaneously uploading the contents on the WhatsApp groups. Informing them to follow Standard Operating Procedures, not to be scared of rumors, carry out usual routine work, studies, food habits, physical exercises and maintain Social Distancing. The Principal also emphasized on these and said he too has done the counselling through attending phone calls of the scared students.
- IV **Action Report:** IQAC Co-ordinator briefed the meeting about in complete and non-submission of Action Report by the few Departments based on the check list. However, Deans have suggested they would do the follow-up and help the faculty members in preparing as well as submitting Action Report of various associations.
- V. **Any Other Matter:** The College had received the instructions from Joint Director through a Circular to utilize the working days for online classes, Administrative activities and NAAC work. Deans took this circular in total seriousness to implement at different stages of the work. Contact classes for final year UG and PG degree were proposed on shift or batch wise by applying SOP in the month for September second week. The Principal assured the preparation for contact classes by complying fully SOP


The meeting was concluded after vote of thanks by Ms. Preetha Bhandary, HoD, Department of English and proposed to have next meeting in the second week of September 2020.

S. Syed Kahdar  
IQAC Co-coordinator)

Principal

**Resolution :**

It was “Resolved to continue webinars by the Departments including quizzes through Google forms and take necessary help and assistance from Mr. Rithesh and Mr. R. Murthy for the conducting the same and maintain documentations by the respective Departments.

 The IQAC meeting was convened with Deans & HoDs & Physical Directress on 23<sup>rd</sup> July 2020 (Thursday) at 11.00am in A.V Room.

Dr. Sathish Kumar Shetty P	Chairperson	
Dr. Praveen Kumar K.C	Co-ordinator (NAAC), Dean & H.O.D - Commerce	
Mr. Syed Kahdar	Co-ordinator (IQAC)	
Ms. Preetha Bhandary	Dean & H.O.D - English	
Dr. Giriyappa	H.O.D - Kannada	
Dr. Parashuram G Malage	H.O.D - Hindi	
Ms. Triveni Shetty	H.O.D - Sanskrit	
Mr. Ganesh Pai N	H.O.D - History	
Ms. Usha M	H.O.D - Economics	
Ms. Roopa	H.O.D - Sociology	
Mr. Mahaveer	H.O.D - Political Science	
Ms. Hemalatha	Dean & H.O.D - Secr.Prac.	
Ms. Gayathree	H.O.D - Home Science	
Ms. Smitha Shenoy	H.O.D - Journalism	
Ms. Savithri Rao	H.O.D - Data Processing	
Mr. Gopalkrishna Raikar	Dean & H.O.D - Com.Science	
Mr. Praveen Kamath	H.O.D - Mathematics	
Ms. Deepika	H.O.D - Statistics	
Ms. Swathi K.S	H.O.D - Physics	
Ms. Keerthishree	H.O.D - F.N.D	
Ms. Roopathi	Physical Education	
Dr. Balaji Bhovi	H.O.D - M.Com	
Dr. Asha Rai M G	H.O.D - M.Sc.	

#### AGENDA :

- Syllabus and Exam
- Faculty Development Programme
- Certificate Programmes (Online Mode)
- Affiliation initiatives (Programmes : BCA/B.Sc.(H.Sci)/B.Sc.C.M.P)
- LMS Platform
- Any Other matter

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

As per the directions of Principal, the IQAC meeting with Deans, HoDs and Physical Directress convened on 23<sup>rd</sup> July 2020 (Thursday) at 11.15 am in AV Room to debate and discuss the following items of the Agenda. (SOP was in operation).

- I. **Syllabus and Exams:** After welcoming note, the IQAC Co-ordinator briefed the gathering about Government Circular to conduct the online class and send the report to the Joint Director's Office. Regarding Exams, Examination coordinator explained the possible way, of conducting like the exam could either be online, or offline or not conducting any exams. Promotion or 1<sup>st</sup> and 2<sup>nd</sup> year will be accorded based on the Internal Assessments, while the final year exams, would be conducted in the Offline

mode. The Principal suggested to give emphasis on the syllabus, irrespective of the exams being conducted in any mode. Members agreed to this suggestion.


- II. **Faculty Development Programme:** The Department Physical Education had proposed the 6 day International level FDP. The gathering congratulated this proposal and assured all round support and co-operation, Ms. Roopathy, The Physical Education Directress, explained the topic on “**Perspectives and Strategies on Contemporary Issues in Physical Education and Sports**” and said that it would be conducted during 3<sup>rd</sup> or 4<sup>th</sup> week of August 2020 using the Webinar mode through **Google Meet Platform**. Resource Persons would be from the Physical Education, Sports and Yoga areas.
- III. **Certificate Programmes:** Uncovered portions of Bace Academy and CPBFI (Bajaj FinServ, Pune) were initiated through Classes over phone and e-mail, and WhatsApp. IQAC coordinator informed the gathering, that these training programmes would be completed based on the syllabus prescribed in the beginning through online mode.
- IV. **Affiliation:** The Principal explained that the new programme in BCA, B.Sc. - Home Science, and B.Sc. (Chemistry, Mathematics, Physics) would commence in the next Academic year 2020-21, for which affiliation work was pending. The Tentative date for affiliation was fixed as 30<sup>th</sup> August 2020. All required data was furnished to the affiliation committee of Mangalore University for their inspection of the College through online or offline mode.
- V. **Learning Management System (LMS) platform:** Some faculty members suggested “Learning Management System”. Combination of Many services under one platform. The Principal suggested that the members should get proposals from agencies who offer the best services and competitive pricing for the College to implement LMS. This would enable the online classes in more effective way (Teaching, Learning and Evaluation).
- VI. **Any Other Matter:** Our Correspondent reminded the strict adherence of Standard Operating Procedures to be in force in the College campus as well as off the campus. The meeting concluded with Vote of Thanks. The next meeting was proposed in the month of August 2020.

S. Syed Kahdar  
(IQAC Co-ordinator)

PRINCIPAL

### **Resolution:**

1. It was “Resolved to organize 6 day International Webinar on Physical Education (**Perspectives And Strategies On Contemporary Issues In Physical Education And Sports**) during the 3<sup>rd</sup> and 4<sup>th</sup> week August 2020. Physical Education Directress, Ms. Roopathi was entrusted overall responsibilities, to be supported and helped by staff members”.

 The IQAC meeting was convened today with Deans & HoDs on 7<sup>th</sup> May 2020 (Thursday) at 11.00am in AV Room with adherence of standard operating Procedures.

Dr. Sathish Kumar Shetty P	Chairperson	
Dr. Praveen Kumar K.C	Co-ordinator (NAAC), Dean & H.O.D - Commerce	
Mr. Syed Kahdar	Co-ordinator (IQAC)	
Ms. Preetha Bhandary	Dean & H.O.D - English	
Dr. Giriappa	H.O.D - Kannada	
Dr. Parashuram G Malage	H.O.D - Hindi	
Ms. Triveni Shetty	H.O.D - Sanskrit	
Mr. Ganesh Pai N	H.O.D - History	
Ms. Usha M	H.O.D - Economics	
Ms. Roopa	H.O.D - Sociology	
Mr. Mahaveer	H.O.D - Political Science	
Ms. Hemalatha	Dean & H.O.D - Secr.Prac.	
Ms. Gayathree	H.O.D - Home Science	
Ms. Smitha Shenoy	H.O.D - Journalism	
Ms. Savithri Rao	H.O.D - Data Processing	
Mr. Gopalkrishna Raikar	Dean & H.O.D - Com.Science	
Mr. Praveen Kamath	H.O.D - Mathematics	
Ms. Deepika	H.O.D - Statistics	
Ms. Swathi K.S	H.O.D - Physics	
Ms. Keerthishree	H.O.D - F.N.D	
Ms. Roopathi	Physical Education	
Dr. Balaji Bhovi	H.O.D - M.Com	
Dr. Asha Rai M G	H.O.D - M.Sc.	

#### AGENDA :

- Syllabus coverage Assessment
- Promotion of Webinars & Quizzes
- Income Tax filing
- Return of Library books
- Plan of Action to the next academic year
- Portfolio
- Other matter: Water and hygiene, sanitization and maintenance of garden.

#### MINUTES OF THE PROCEEDINGS OF THE MEETING

Based on the advice of the Principal, the IQAC meeting was convened on 7<sup>th</sup> May 2020 (Thursday) at 11.00 am in AV Room along with Deans and HoDs to deliberate the following items:

The IQAC Co-ordinator, reminded the procedures of SOP. He started through welcome note and put forth the agenda to the gathering for deliberations.



I **Syllabus coverage assessment:** The HoDs individually briefed the gathering about syllabus pending and steps initiated to cover the uncovered portion through Online Mode. Students were advised to stay at home. The Principal reminded to keep all the documents / materials ready, as it was covering syllabus for future references and fulfilling the requirement of higher authority. Dr. Praveen Kumar, expressed the various issues like Smartphone, Network, Data Battery, download of materials etc. Other members also opined the same. Mr. Raikar raised a question related to the Practicals for the Science Department in order to cover the uncovered portion. The Principal explained the Government Circular about the restrictions. Hence, the discussion was fruitful. The Correspondent also advised the members to go smoothly while following the instructions and guidelines. The benefit should always be given to students like, providing help required by them and should be offered help in terms of notes and lectures when the lockdown is lifted.

II. **Webinars & Quizzes:** With the large Physical gathering being prohibited, to continue the progress of Academic work, the Principal advised the Deans to take initiatives and promote Webinars at international, National level as well as conduct quizzes through Google format. The Education process must continue and keep in pace with upgradation in higher education. HoDs also assured the support and decided to organize many Webinars for instance, Dr. Parashuram, Hod, Department of Hindi and Mr. Raviraj, HoD, Department of Kannada, took the initiative to organize National level Webinars at regular intervals. Further, Deans informed the gathering that, they would motivate all staff members to undertake Webinars and participate. Since the classwork was suspended, it was strongly opined to use these times to attend Webinars. The Correspondent also appreciated this initiative and advised to keep pace with the latest developments in the subjects. Dr. Praveen Kumar assured the gathering for organizing series of quizzes in the domain subject of Commerce and Management.

III. **Income Tax filing:** Office staff Ms. Asha requested the gathering about filing of the Income Tax assessment, to all the staff members, Filling up of Form No.16, submission of all supported documents to justify the deduction and claim of exemptions. The Principal informed the HoDs to communicate this information to all members and file within prescribed time frame. Deans also assured to fulfill this requirement within the allotted time.

IV. **Return of Library Books:** On behalf of Librarian, Principal informed to all its members to adhere to the Library Policy of borrowing and returning Books. He said since the academic year is coming to an end, the library needs to take stock of Books & hence, the faculty need to return the books, so that stock verification becomes easier and accurate.

V. **Plan of Action:** Deans and HoDs were advised to prepare a **Plan Of Action** for the next academic year 2020-21, inform to the Associations / Committees to prepare and submit to the IQAC Office in-charge, Ms. Namitha, as early as possible. The faculty were advised to prepare a Plan of Action (POA) with reference to online mode rather than offline mode. If, they have prepared for offline mode then it must be converted to online mode and keep in touch with the Technical staff for implantation on the said date and time.

VI **Portfolio:** The Principal said, he just went through the activities as well as external requirements. Based on these, he has planned the allotment of Portfolio for next academic year 2020 - 21. He requested the suggestions and opinions from the members, so that, he could incorporate the same in the plans, with modifications , if required.

VII. **Any Other Matter:** Deans raised the points of water and sanitization, content and availability. The Principal said that the Maintenance Committee has undertaken responsibilities of re- filling water, checking water for impurities, sanitization, up keeping and maintenance of College Campu. Sanitization must also be strictly adhered to, apart from other standard operating procedures. Time was allotted to Watering to the Garden.


The meeting was concluded with vote of thanks by the IQAC Co-ordinator. The next meeting was planned for the June 3<sup>rd</sup> week or based on the urgency.

S. Syed Kahdar  
(IQAC Co-ordinator)

PRINCIPAL

### Resolutions :

1. It was “Resolved to conduct the Webinars and Quizzes by all Departments, presently the departments of Hindi and Kannada proposed to organize National Level Webinar during the First Week of June 2020. Dr. Parasuram and Mr. Raviraj assumed the responsibility.
2. It was “Resolved to conduct an National Level Webinar by the PG Department - Commerce and UG Department Commerce together, a two day programme on “**Data Analysis Using SPSS Software**”. Responsibility was entrusted to Dr. Balaji and his team to take necessary measures in this matter.”
3. It was “Resolved to prepare and present Plan of Action, pertaining to the next Academic Year by all departments, Associations and Committees and to work upon the policy and guidelines laid down & submit the same to the Principal by June/July 2020”.

 The IQAC meeting was convened today with its members including Union advisor on 23<sup>rd</sup> March 2020 (Monday) at 11.00am in A.V Room with adherence to Physical distancing.

Chairperson	Dr. Sathish Kumar Shetty P
Convenor - NAAC	Dr. Praveen Kumar K.C
Convenor - IQAC	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. Ranjini
Union Advisor	Ms. Meera Edna Coelho

#### **AGENDA :**

- Internal AAA
- Feedback status
- Student Satisfaction Survey
- Std operating Procedures
- Any other matter: Collection of data, Preparation of Annual Report, Action Report from Association / Committees, and administration matter

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

The IQAC meeting was convened with its members on 23<sup>rd</sup> March 2020 (Monday) a 11.00am in AV Room, by following Physical distancing with the direction of Principal to discuss and ascertain the progress of work.

The following subject matters were discussed and deliberated by the members:

**I AAA :** A briefing on **Academic Administrative Audit (AAA)** was provided by the IQAC coordinator, Mr. Syed S. Kahdar. The list of Senior Faculty members, who were assigned the task of visiting the various departments and verify the completion of the required documents for NAAC 4<sup>th</sup> cycle was announced. The members visited the departments of Languages (Hindi, Kannada, Sanskrit and English) Social Sciences, Sciences and Commerce Departments, including two the PG departments M.Com and M.Sc. A check list was prepared and given to the members to examine, verify and advise the departments in procuring, maintenance and documentation of records. The Office Superintendent Mr. Arun, was present from At the Administrative Section. He was advised to maintain the records up to date with the supporting evidence. It was noted that some senior faculty members had already started the work. The Departments of Economics, PG studies of Commerce and Sociology were appreciated for beginning the work and advised to preserve the documents in office by handing them over to . Ms. Namitha, In charge of looking after the administration work of IQAC.

**II Feedback Status:** Associate Professor Dr. Anuradha, explained the contents of feedback of the stakeholders, like Students, PTA and Alumni, whereas employer phase was not yet ready. Members decided to help and cooperate in the work of feedback collection. The Principal

discussed about the Task Sheet and requested the members to communicate and give constructive suggestion for improvisation and accommodate modification in policies as well as strategies on Certificate courses, Programmes, Teaching, Learning and Evaluation.

Further, Placement and Training aspects were also taken up. An assessment was also made of the placements done. All the members were in agreement that , we need to strengthen further the Placement aspects. The placement and training aspect of the College was also taken up. It was unanimously agreed that the placement wing needed more push and thrust to be active . Ms. Shobitha, the Placement Officer, attributed the low placement record was due to the low motivation and mindset of the students. All the members agreed that the placement wing using needs to be strengthened. The members decided to work hard and convince about the Empowerment at all levels, so that self- motivation would enhance the job prospects among the students.

**III. Student Satisfaction Survey (SSS):** IQAC Co-ordinator discussed about the parameters of the Student Satisfaction Survey and he opined the same may be translated into Kannada also. The gathering agreed and decided to approach Ms. Jnaneshwari, Department of Kannada to accomplish this task. This task would be ready by The First or Second Week of April 2020. This would facilitate us to know the status of where we stand and in which area, we would require to concentrate as well as strengthen our weakness for delivering the varied course aspects to the students. This could be implemented by randomly selecting the students for the SSS. All the members agreed to proceed with this survey.

**IV. Standard Operating Procedures:** The College had taken necessary measures to ensure, that all operating procedures were in force. Three strict measures were adhered to namely, Mask, Physical Distancing and Sanitization of hands. Apart from other guidelines and enforcements. Students were advised to follow timely orders of the Government & take necessary preventive and precautionary measures over news. Deans were told to take necessary steps through social media in this regard for implementation.

**V. Any Other Matter :** All members expressed their work progress of data collection according to Criteria, Annual Report was prepared by Ms. Meera for documentation. The Principal advised the members to get ready for Action report. He requested to inform all the co-ordinators of various committees / Associations to prepare and keep ready all documents and submit when asked.

The meeting was concluded with vote of thanks proposed by Ms. Meera Edna Coelho, Union Advisor. The next meeting was proposed to be convened during the 2<sup>nd</sup> week of May 2020 or depending upon the urgency, as the case might be.


**Syed S. Kahdar**  
**IQAC Co-ordinator**

**Principal**

**Resolutions:**

- I. It was Resolved to complete Internal AAA through the senior faculty List prepared by IQAC Co-ordinator, within stipulated time and report the same to the Principal of its status.

- II. It was “Resolved to complete the formalities of feedback mechanism by Dr. Anuradha within stipulated schedule ie end of Academic period, Do the Analysis, & submit the report to the Principal”.
- III. It was “Resolved to take the copy of SSSR & translate in Kannada. The duties were entrusted to IQAC Co-ordinator, administered by the month of October 2020. The report may be forwarded to the Principal for taking necessary actions, measures and improvisations as required.”.

 The IQAC meeting was convened today with staff & Students Council on 14<sup>th</sup> March 2020 (Saturday) at 10.30am in Auditorium with adherence to Physical distancing.

Sri. Devanand Pai	Correspondent	
Dr. Sathish Kumar Shetty P	Chairperson	
Dr. Praveen Kumar K.C	Co-ordinator (NAAC), Dean & H.O.D - Commerce	
Mr. Syed Kahdar	Co-ordinator (IQAC)	
Ms. Preetha Bhandary	Dean & H.O.D – English & Fine Arts Convenor	
Mr. Raviraj	H.O.D – Kannada	
Dr. Parashuram G Malage	H.O.D – Hindi	
Ms. Triveni Shetty	H.O.D – Sanskrit	
Mr. Rakshith Shetty	H.O.D – History	
Ms. Usha M	H.O.D – Economics	
Ms. Shriy Rani K	H.O.D – Sociology	
Mr. Krishnananda Shenoy	Dean & 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	Dean & H.O.D – Computer Science	
Mr. Praveen Kamath	H.O.D – Mathematics	
Ms. Deepika	H.O.D – Statistics	
Ms. Swathi K.S	H.O.D – Physics	
Ms. Gayathree K	H.O.D – F.N.D	
Ms. Roopathi	Physical Education	
Ms. Anupa Baliga	H.O.D – M.Com	
Ms. Udyavara Badya Indira	H.O.D – M.Sc.	
Swathi Rao M	President – Student Council	
Vaishnavi N	Vice President	
Shilpa	Secretary	
Dhanyashree	Joint Secretary	

#### AGENDA :

- COVID-19 - 19
- Maintenance of Assets & Sanitization Process
- Faculty attendance (Non-Biometric)
- Future Lockdown (Arrangement of Syllabus coverage)
- College Day Celebration
- Any other Matter : UGC funding, Examination, AQAR Process, Fit India Movement 2019-2020

## MINUTES OF THE PROCEEDINGS OF THE MEETING

As per the requirement ,of the Urgent scenario to convene meeting, The Principal directed to convene immediate meeting, since, class work had been suspended, to discuss the vital issues, orders from Joint Director, Collegiate Education, Karnataka, Convened meeting on 14<sup>th</sup> March 2020 (Saturday) at 10.30am to discuss on the agenda, set forth and to take necessary measures on the following matters :

**I COVID-19:** The IQAC Co-ordinator, invited its members and briefed about the agenda of the meeting, in which, he explained about the circular received from the Joint Director, mentioning about class work being suspended for the students until the further orders received from the competent authority. Till that date, faculty and other staff members would resume the official work, directed to engage in the preparation of NAAC work, AQAR work as well as other administrative work. The Principal, further explained to the staff members about what COVID-19. He stressed on “How the preventive measures were to be taken”? Food and other practices to be followed and other precautions to be taken. He advised everyone to take utmost care while on the movement. Our correspondent described the importance of Mask, Sanitization (Hand Wash) and Social Distancing which are some of the means of preventive measures to be taken to keep away the infection of COViD-19. He also advised the members to spread this message to the students over phones, social media as well as other Masses with whom you have contacts”.

**II. Maintenance of Infrastructure :** The Principal explained the gathering about the procedures of up keeping all utility services areas, systematic sanitization of Class Rooms, Labs, Library and othe places of frequent visit within the Campus. Water and sanitation were given at most importance by checking as well as inspecting. Maintenance committee, along with Office Superintendent Mr. Arun had been given charge to take necessary measures in-case they faced any bottlenecks in providing services. Registers have been maintained to monitor the work, they were advised to report to the principal about the grievances that they came across .

**III. Faculty Preventive Measures :** As per the order, Faculty were advised, not to use biometric system for attendance. Even the computer systems in the Computer lab were subject to proper sanitization at regular intervals. Members were advised to take necessary preventive measures, suh as wearing Masks, Social Distancing, Frequent Hand Washing , and not to touch any substances such as, Steal, Iron, or any other materials without sanitizing them and the hands.

**IV. Lockdown:** One of the members raised the apprehension of lockdown as mentioned by the media coverage . The Principal gave the reply that in such a future scenario, all faculty members are required to take up the “Stock of the pending syllabus” and prepare the content, for uploading. He advised the members to utilize this proposed lockdown period for “content preparation” so that our students would be kept upto date without having to face any discrepancies. HoDs were advised to take up the responsibilities and full fill all possible requirements to the students. HoDs too took the advice and expressed their co-operation in performing their duties to complete the syllabus and make them to appear more confident to write exams on scheduled dates as deemed to be prescribed by the Mangalore University.

**V. College day celebration:** Though the College was planned to be celebrated in the 3<sup>rd</sup> week of March, it had to be abandoned due to sudden emergence of COVID-19. It was not possible to celebrate but Principal assured the members to have certificates distribution in future based on the Government Circular, as and when College resumes. However, co-curricular, Extra-curricular and cultural competitions were complete before the lockdown. Student Council Advisor Ms. Meera explained to the gathering about this, She said, only a day of celebration was needed while all other formalities had been completed. All related papers (Judges sheet – Events), summary list (Consolidated list) and other documents were ready such as, ie. Prize distribution list, College report and PPT. All members congratulated the Union Advisor for her wonderful work in coordination with various Associations and departments and completing the entire task within the stipulated time frame.

**VI. Any Other Matter:** The Principal further discussed on refund of unspent UGC funds due to their expired dates of Expenditure, for not initiating the expenses by the previous Principals. ..

Doubts were cast as to the conducting of even semester exams. With reference to preparation of AQAR report, the IQAC coordinator briefed the members about the collection of data, through the reports submitted by the criterion heads, and assured that the progress was satisfactory.

The meeting was concluded by vote of thanks. The next meeting was planned to convene during last week of March 2020 depending upon the Government Circular and need of the Agenda for execution.

**S.Syed Kahdar**  
**IQAC Co-ordinator)**


**PRINICIPAL**

### **Resolutions:**

‘Two Resolutions were passed’

1. It was “Resolved to strictly adhere to the Standard Operating Procedures for prevention of COVID-19 infection. As placed by the Maintenance committee, the task to ensure Mask, Social Distancing, Thermal scanner and sanitization was entrusted to Mr. Arun, Office Superintendent. The Deans would also co-ordinate with Mr. Arun for necessary Action Plan.
2. It was “Resolved to Postpone the College Day celebration, due to the restrictions that were imposed by the Government Circular. The Union Advisor, Ms. Meera Edna Coelho was advised to take decisions of above said, based on the circular status, as and when the regular classes resumed otherwise, it would further be adjourned until further orders”.



 The IQAC meeting was convened with faculty of Languages, Sports, students Council, Dean & HoDs on 17<sup>th</sup> February 2020 (Monday) at 3.30pm in IQAC room.

Sri. Devanand Pai	Correspondent	
Dr. Sathish Kumar Shetty P	Chairperson	
Dr. Praveen Kumar K.C	Co-ordinator (NAAC), Dean & H.O.D - Commerce	
Mr. Syed Kahdar	Co-ordinator (IQAC)	
Ms. Preetha Bhandary	Dean and H.O.D - English	
Mr. Raviraj.	H.O.D - Kannada	
Dr. Parashuram G Malage	H.O.D - Hindi	
Ms. Triveni Shetty	H.O.D - Sanskrit	
Mr. Rakshith	H.O.D - History	
Ms. Usha M	H.O.D - Economics	
Ms. Shrily Rani K	H.O.D - Sociology	
Mr. Krishnananda Shenoy	Dean & H.O.D - Pol. Science	
Ms. Hemalatha	H.O.D - Secretarial Practice	
Ms. Smitha Shenoy	H.O.D - Journalism	
Ms. Savithri Rao	H.O.D - Data Processing	
Dr. Asha Rai M G	H.O.D - Home Science	
Mr. Gopalkrishna Raikar	Dean & H.O.D - Comp.Sci	
Mr. Praveen Kamath	H.O.D - Mathematics	
Ms. Deepika B	H.O.D - Statistics	
Ms. Swathi K.S	H.O.D - Physics	
Ms. Gayathree K	H.O.D - F.N.D	
Ms. Roopathi	Physical Education	
Ms. Meera Edna Coelho	Student Welfare Officer	
Swathi Rao M	President - Student Council UG	
Vaishnavi N	Vice President	
Shilpa	Secretary	
Dhanyashree	Joint Secretary	
Ms. Dipna B Shetty	President - PG	
Mr. Rakshith K Suvarna	Secretary - PG	

#### AGENDA :

- International Mother Language Day
- Fit India Club
- Gender Champion
- Mutual Fund Certificate Course (TATA)
- Hospitality Certificate Course
- Internal Assessment Exam
- Any Other Matter

## MINUTES OF THE PROCEEDINGS OF THE MEETING

As per the direction of the Principal, an urgent IQAC meeting was convened on 17<sup>th</sup> February 2020 (Monday) at 3.30pm in the IQAC room to discuss and implement immediately the agenda which was set. The proceedings of the meeting made it in the form of phase wise notes.

- 1. International Mother Tongue (Language) Day :-** IQAC coordinator welcomed the members and initiated the deliberations. College had received circular from MHRD to organize Mother Language Day to promote diversity of languages in the College campus. This task was assigned to the three departments namely, Hindi, Kannada and Sanskrit. They were told to organize the formal programme by inviting a Chief Guest & have Paper presentations by the students in their Mother tongue. Dr. Parashuram, Mr. Raviraj and Ms. Triveni took up the responsibility to conduct the programmes at a regular interval and upload it to MHRD. The first programme was decided to be conducted on 4<sup>th</sup> March, as the internal examinations were scheduled to begin from from 22<sup>nd</sup> February. The House also suggested to induct the speakers of different languages, so as to experience the fragrance of different Mother tongue Languages.
- 2. FIT INDIA :** As per the direction of the University and Government, Colleges were directed to establish **FIT INDIA CLUB** and nominate the nodal officer / Conveyor and conduct the fitness programmes regularly and upload at least two reports every month. To implement this initiative, in addition to our College sports and games facility available including Gym, the College took the initiative of formulating **The Fitness Club**. The Nodal Officer of this club would be Ms. Roopathy and its members Ms. Prajna and Ms. Indira. They were advised to follow the guidelines and implement in the time table by allotting 8.15 am to 9.15 am as well as 3.30 pm to 4.30 pm in addition to the routine sports activities that were scheduled. The House encouraged the new fitness India club and carry out the required activities. The Principal and Correspondent Conveyed their best wishes to the formation of the Club.
- 3. Gender Champion:** MHRD as well as Mangalore University directed the Colleges to introduce Gender Champions to conduct Equity programmes by the selected students as Gender Champions to their peer students. The Principal outlined the guidelines of Gender Champion - Activities to be conducted by the champions, reporting as well as Nodal Officer functions were entrusted to Ms. Jyosthna. She was also advised to supervise and monitor the Gender Champions programmes and assist in preparing reports as well as uploading the reports. Ms. Jyothsna, consented to resume the work of Gender Champion at the supervisory level and “report uploading” level. Members appreciated the willingness to take up this task. Since our College has been Women’s College barring a few male students in P.G., the Women’s Cell also contributed to the “Equity Awareness Knowledge” programs to the students
- 4. Mutual Fund Certificate Course:** The College has decided to introduce one more Vocational Batch course in addition to the certificate programme in banking Finance and

Insurance under Bajaj FinServe, Pune. This programme was initiated by the Former Deputy Governor of RBI Mr. Leeladhar under Tata Asset Management Limited through Mr. Vidyadhar C.G, (Asst. Vice President- Training). This programme, consists of 75 hours training component to be held during May/June 2020, immediately after the completion of Final year Examinations. Dr. Praveen Kumar and his Team were assigned the responsibilities of supervising the programme. In the first phase, a batch of 50 students was planned. There would be an examination and the students who successfully complete the exam were entitled for consultancy and Analyst Jobs.

5. **Hospitality Certificate Course:** To strengthen the Alumni of our College, the Principal proposed a Certificate Course in Hospitality Sector. This was the idea of Vice President Women's National Education Society (WNES), Mr. Annappa Nayak to introduce this course, catering to the students who had passed out. The Course would be delivered to the former students of our College with an intake of 40 students and the duration of the course would be for 120 hours. With the collaboration of Taj Group, Mangaluru Unit – Hotel Gateway of India, the CEO Mr. Nirmal Joshi is keen to associate himself with our College, for 120 Hrs or 3 Months. The Theory and Practical Classes would be planned by Gateway of India (Taj Group) in Government Industrial Training for women at Kadri, Mangalore. This task was assigned to Alumni Association Co-coordinator Ms. Aruna. She agreed to take up the Certificate Programme planning, to implement and carry out follow ups as and when required. The House members appreciated and expressed happiness for organizing for the first time a certificate course by the Alumni and for the Alumni.
6. **Internal Examination:** The examination convener Dr. Praveen Kumar explained to the house about the exam process development such as Setting up of question papers, Allotment of rooms, Invigilators, flying squad to check malpractices (if any), Valuation, submission of Marks and conducting of Re-exam for absentees, in cases with genuine reasons. He also explained the office staff Mr. Udaya about his responsibilities in administrative work, related to the exam. The members of the House were satisfied with the presentation and appreciated the exam reforms undertaken by the convener and his team.

7. **Any Other Matter:**

The Correspondent elaborated the placement issues and suggested to take up short term employability skills certificate programmes. Principal reviewed the feedback received from the officials of (CBFI & BACCE Academy). He expressed the joy but also shared his apprehensions on the Job markets, Job opportunities and employable prospects. The members expressed the solidary and commitment towards outcome based programmes

IQAC coordinator proposed vote of thanks to each and every member. The next meeting was planned to be convened by the 2<sup>nd</sup> week or 3<sup>rd</sup> week of March 2020.

**RESOLUTIONS :**

Five Resolutions were passed by the house during the meeting on 17-02-2020.

1. It was “Resolved to conduct a programme on “International Mother Tongue Day”. The responsibilities were assigned to the languages department – Dr. Parashuram, Mr. Raviraj

and Ms. Triveni (HoDs of Hindi, Kannada and Sanskrit respectively), to prepare a formal programme, make provisions for paper presentations in of different languages and reporting”. It was unanimously agreed that such a programme would provide a great respect for all Languages.

2. It was “Resolved to establish and set up “**FIT INDIA CLUB**” to conduct regular fitness activities and to upload the report to higher authorities. This has been entrusted to Ms. Roopathi, Ms. Prajna and Ms. Indira. They were also advised to undertake routine Sports and Games activities to the students as well as staff, Deans and HoD’s who would co-ordinate and Monitor all the activities in consultation with Nodal Officer Ms.Roopathi.
3. It was Resolved to nominate Ms. Jyothsna as Nodal Officer to the Gender Champions and regularly supervise as well as assist the Gender Champions to conduct Gender equity programmes to their Peer students . Further, Nodal Officer was directed to follow the guidelines especially selection of Gender Champions, Activities, reports evaluation in order to award champion with the co-ordination of Principal, IQAC and NAAC Co-coordinators.
4. It was Resolved to conduct Certificate Programme in Mutual Fund training (75hrs) certificate and practice. Dr. Praveen Kumar K C, Ms. Latha and Ms. Chanchalakshi have been assigned to monitor and assist the programme. External coordinator (Tata Asset Management Ltd) Mr. Vidyadhar C.G Assistant, Vice President – Training Head will be helping the internal coordinators in conducting vacation batch in the College premises”.
8. It was Resolved to provide Hospitality certificate course to the Alumni (Passed out students for 3 months at Government Industrial Training Women, for theory and Lab sessions in Collaboration with Hotel Gate way of India (Taj Group) during May/June/July (12 hrs). Ms.Aruna D has been entrusted the responsibilities to organize the complete Course in collaboration with Hotel Gate way of India.



The IQAC meeting was convened with Students Council & Allied portfolio members on 11<sup>th</sup> February 2020 (Tuesday) at 3.00pm in IQAC room.

Members Present :

Sri. Devanand Pai	Correspondent	
Dr. Sathish Kumar Shetty P	Chairperson	
Dr. Praveen Kumar K.C	Co-ordinator (NAAC), Dean & H.O.D - Commerce	
Mr. Syed Kahdar	Co-ordinator (IQAC)	
Ms. Meera Edna Coelho	Student Welfare Officer	
Mr. Gopalkrishna Raikar	Medhas - Staff Co-ordinator	
Ms. Anupa Baliga	Innovision - Staff Co-ordinator	
Ms. Indira Badya	Scientia - Staff Co-ordinator	
Ms. Shobitha T.S	Placement Officer	
Ms. Roopathi	Physical Education	
Mr. Praveen Kamath	Maintenance Officer	
Swathi Rao M	President - Student Council UG	
Vaishnavi N	Vice President	
Shilpa	Secretary	
Dhanyashree	Joint Secretary	
Ms. Dipna B Shetty	President - PG	
Mr. Rakshith K Suvarna	Secretary - PG	

#### AGENDA :

- Bequest follow up
- Placement
- Sports
- Maintenance
- Any Other Matter  
(R&D interactive-Entrepreneurship through Research, Legal awareness, Job opportunities for women in defence force etc.)

#### MINUTES OF THE PROCEEDINGS OF THE MEETING

The IQAC Meeting was convened on 11<sup>th</sup> February 2020 (Tuesday) with the student council and allied Association / Cell through the consent of Principal to deliberate the agenda set matters and took necessary measures :

**I Bequest :** The Flag-ship programme of a fest at UG and PG level was organized a two day event on 4<sup>th</sup> and 5<sup>th</sup> February 2020. IQAC Co-ordinator welcomed the members, briefed the Agenda and gathering was to open for a discussion. First, Union Council Advisor Ms. Meera, faculty, narrated to the gathering about organizing and conducting of fest, She said 54 teams were present in total of which under UG Programme, we had: Revive 14 teams, Medhass – 16 teams : PG (M.Com) Innovision 18 teams and Scientia M.Sc. – 5 teams, thus, nearly 600 students took part in the fest,

Trophies with cash award were provided to Winners, Runners-up and Individual Prize winners as per the data available with the student council. The feedback was obtained from the Individual teams. It was, totally, a grand success, because, the theme, talent, food and other infrastructure exceeded the benchmark set by the student council. The Correspondent, Principal and other members highly appreciated and commended their hard work combined with smartness and commitment.

**II Placement** : Placement Cell Convenor Ms.Shobitha informed the gathering about the placements to be carried out by Amazon and Kerala based Education academy. They would be coming on 12<sup>th</sup> February at two different venues. One in our College venue and the other at P.G Bondel Venue. Profile / Resume of the students were ready and they were asked to appear for the interview. She has also maintained the data of students expected to participate. 110 students are estimated to participate from final year. The members wished the convener to get large scale recruitment in selection to those two sectors.

**III SPORTS** : College Physical Directress, Ms. Roopathi described the sports day arrangements, officials in-charge deputed, March pasts, field and track events. She had come with the list of committees for the sport meet, which was scheduled to be organized on 4<sup>th</sup> February 2020, Friday. Further, she elaborated the arrangement, of ground, officials, events prizes and inauguration as well as conclusion of the meet. She had also arranged the Guest, Guest of Honor, President etc. Members were satisfied with the explanation, extended full support and co-operation to the sport meet. The Principal stressed on First-aid materials and other refreshment to be organized systematically, so as to avoid any inadequacies that might arise. The sports meet was decided and arranged at the Mangala Stadium Venue well in time. Every member conveyed their Best Wishes and expressed “sportsmanship spirit may prevail”.

**IV. Maintenance** : The Maintenance Officer, Mr. Praveen Kamath brought the action cum complaint copies and explained to the Gathering, that some furniture were renovated, non-working fans, filters and other equipment were also attended. He has been keeping an track of the working conditions, Hygiene and Sanitation especially toilets, as well as adequate water provision. Further, he explained the maintenance of Auditorium, AV Room and seminar rooms, particularly sound system as well as AC equipment. The Principal during the discussion, explained about Maintenance cost as well as Management liberal policy related to meeting such items of Expenditure. The members satisfied with the follow up work carried out by the convener. appreciated them.

**V. Any other Matter** : Principal started the idea of conducting the Annual lecture series through R & D Cell. i.e “**Interactive – Entrepreneurship through Research**” particularly to listen to the success stories of start-ups and budding entrepreneurs. Members endorsed the idea to be implemented through R & D Cell. Since, our College R & D Cell has been effectively functioning all through the years with the innovative activities for the inter and Intra students of the College. Legal awareness programmes were also planned and discussed in the gathering, The Correspondent was requested the College authorities to conduct a programme on “Rights and Responsibilities” especially with emphasis on the Constitution. This task was assigned to the Department of Political Science .

The College also mooted the idea to organize Job opportunities for Women in the Defence Forces. The Principal had fixed the programme during end of March 2020. Retired defence Personnel would visit the College and explain the various posts available and eligibility requirements so that students would be prepared to the goal of accomplishment in the armed forces.

Canteen issue was also discussed especially about the inconsistency in quality of food. The Correspondent assured to advise and enforce the canteen proprietor to provide food qualitatively in consistent ways.

IQAC Co-ordinator summarized the gathering about the discussion on -various matters, especially the agenda, monitored the resolutions and concluded the meeting with vote of thanks. by Thanking all the members.

The next meeting was proposed to be organized during the 2<sup>nd</sup> week of March 2020. but subject to the change, depending on the need base.

**S. Syed Kahdar**  
**IQAC Co-ordinator**

**PRINCIPAL**

## **RESOLUTIONS**

Two Resolutions were passed on 11<sup>th</sup> February 2020 (Friday)

- 1 It was “Resolved to conduct sports meet on 14<sup>th</sup> February 2020 at Mangala Stadium. All responsibilities were entrusted to the Physical Directress Ms. Roopathi and her team. Further, she had to ensure that all formalities are complied, adequate services provided including refreshment, first aid, & security”.
- 2 It was “Resolved to conduct Annual lecture series “**Interactive-Entrepreneurship through Research**”. Assigned the responsibilities to the convener of Research and Development and her team right from planning, selecting startup entrepreneurs, organizing as well as execution”.



The IQAC meetings was convened today with Deans, HoDs, P.G. Department, Placement Cell, and Students Council on 16<sup>th</sup> January 2020 (Thursday) at 3.00 in A.V. room.

**AGENDA :**

1. Progress of Bequest
2. Certificate programmes appraisal
3. Karavali Uthsava
4. Placement Drive
5. National Seminar
6. Internal Assessment Examination
7. Any Other Matter

Sri. Devanand Pai	Correspondent	
Dr. Sathish Kumar Shetty P	Chairperson	
Dr. Praveen Kumar K.C	Co-ordinator (NAAC), Dean & H.O.D - Commerce	
Mr. Syed Kahdar	Co-ordinator (IQAC)	
Ms. Preetha Bhandary	Dean & H.O.D - English	
Mr. Raviraj	H.O.D - Kannada	
Dr. Parashuram G Malage	H.O.D - Hindi	
Ms. Triveni Shetty	H.O.D - Sanskrit	
Ms. Usha M	H.O.D - Economics	
Ms. Shrily Rani K	H.O.D - Sociology	
Mr. Krishnananda Shenoy	Dean & H.O.D - Pol. Science	
Ms. Hemalatha	H.O.D - Secretarial Practice	
Ms. Smitha Shenoy	H.O.D - Journalism	
Ms. Savithri Rao	H.O.D - Data Processing	
Mr. Gopalkrishna Raikar	Dean & H.O.D - Comp.Sci	
Mr. Praveen Kamath	H.O.D - Mathematics	
Ms. Divya B S	H.O.D - Statistics	
Ms. Swathi K.S	H.O.D - Physics	
Ms. Gayathree K	H.O.D - F.N.D	
Ms. Roopathi	Physical Education	
Ms. Anupa Baliga	H.O.D - M.Com	
Dr. Raghavendra	PG Dept	
Ms. Jyothsna	PG Dept	
Ms. Udyavara Badya Indira	H.O.D - M.Sc	
Ms. Firhath	P.G Department	
Ms. Sweta Singh	P.G Department	
Ms. Roopa Rao	P.G Department	
Ms. Jnaneshwari	Folk Culture Club	
Ms. Shobitha T S	Placement Cell - Convenor	
Mr. Arun Kumar C.G	Office Superintendent	
Swathi Rao M	President - Student Council	
Vaishnavi N	Vice President	
Shilpa	Secretary	
Dhanyashree	Joint Secretary	



## MINUTES OF THE PROCEEDINGS OF THE MEETING

Under the directions of Principal, the IQAC meeting was convened on 16<sup>th</sup> January 2020(Thursday) along with its members, HoDs, student council and P.G Faculty's to deliberate on the various factors connected to the sustenance and enforcement of plan of action as well as its work progress :

- 1. Progress of Bequest:** After the introduction and welcome address by the co-ordinator, the students council advisor, briefed the gathering about the theme ie **Environment Protection and Preservation** (based on the concept of Green initiatives) and various events connected to all Departments, Brochures, funding and other preparation of the event. It was proposed to organize the event during First week of February 2020. Student President also explained the events. The Co-ordinators were satisfied with the work progress and re-assured the overall support and the members expressed their best wishes to the entire team of Bequest.
- 2. Certificate Programmes Appraisal :** IQAC Co-ordinator informed to the gathering about the stages of CPBFI and BACCE Academy, Both of them were nearing completion, the payment matter was also raised. The Principal and NAAC Co-ordinator endorsed the "Part payment" to the BACCE Academy. They keenly listened about the process of soft skills, The aptitude and resuming skills were in process and would hopefully complete by the end of January or First week of February 2020. The CPBFI-Communication skill was in progress and it might go on till the end of February or 1<sup>st</sup> week of March. Workshop was also setup by the BACCE Academy on 23-1-2020 from 9.30am to 4.00pm. The Gathering was assured to lend possible support and co-operation in conducting the programme. Post Assessment test also was due to take place very shortly.
- 3. Karavali Utsav:** It is a regular practice for our College to take part in the Karavali fest, which is organized by the State Government of Karnataka under the supervision of the District Administration. This time also, our College had received the invitation. The department of Kannada and Folk culture Cell have been requested to take part in the variety of cultural competitions like Drama, Dance, Music and Art. This programme would be commencing from Next week of this January 2020. All arrangements had been made, the Department Head and Team assured the gathering to participate in the cultural programmes of Karavali Utsav, It was proposed to end by February 2020.
- 4. Placement :** The Co-ordinator of Placement Ms. Shobhita, briefed the names of the Companies which would be coming to the College, namely Goan Institute as well as Amazon multinational. Recruitment drive was to begin from February last week, the students profile and other requirements had been accessed from the institutes and an arrangement had to be made during the last week of the month of January to February . Members and the Principal appreciated and advised to develop networkings and explore to the maximum so as to enhance the recruitment ratio.
- 5. National Seminar :** The Post-graduation department of Commerce came forward to host one day National Seminar on a theme of **"Innovations in Business Management"** (i.e Advances in BM,ICT and other allied subjects) P.G faculty Dr. Prasanna, briefed about the theme as well as the plan of action like selection of theme, Brochure, Network Connections, Finance, Resource

Persons and other infrastructure. He explained further about the Collaboration with MUCTA. (Mangalore University Commerce Teachers Association). For the seminar NAAC, Co-ordinator as well as IQAC Co-ordinator suggested the sub-themes on various commerce and Management topics with reference to digitalization, and Data sharing as well as communicative technologies. The Correspondent keenly observed and assured the fullest support and cooperation to conduct the programme. The Principal suggested to keep issues and challenges in the sub-themes to promote more research based paper presentation as well as from publication point of view.

6. **Internal Assessment Examination:** The Co-ordinator of the examination mooted the idea of Internal Assessment Exam to the students in the month of February 2020. He requested the gathering to cover the syllabus, prepare the question papers as early as possible and hand it over to the examination in charge, office staff, Mr. Uday for preparation of exam Time table as well as for the purpose of scrutinisation. He also stressed on the sanctity of the examination, like invigilation work, Proper observation / supervision as well as valuation mode including submission of marks. Further, he took up the matter of Assignments, Class test, Counselling and Seminars. He . advised to the members to promote research culture by encouraging students to participate in the National / State / International seminars, as well as guide them to present Research based papers. The Gathering unanimously agreed to boost up the academic performances through these initiatives

1. **Any Other Matter:** Personality Development programme : Prof. Hemalatha explained the proposed programmes on Soft skills and practical application. The Principal endorsed the idea to conduct the programmes for Secretarial Practice students.
2. **Malgudi day's** film personality decided to visit our campus for the film promotion on 17<sup>th</sup> January 2020. All members agreed to invite Mr.Vijaya Raghavendra for his film promotion after the class work between 3.30pm to 4.30pm. This was organized on the open stage with the help of Musical System.
3. **Maintenance Department** briefed about the practices and action taken report in maintaining the campus infrastructure efficiently. Further, it was decided to enforce accountability on the Administrative staff for maintaining cleanliness in the Computer Labs, Science labs and corridors of the College Campus.
4. **Scholarships:** Applying and disbursement of various scholarships from Government. and other agencies were discussed. An Intercom announcement and display on Notice Board was suggested, emphasizing the student council to take lead in communication as well as applying and send scholarships detail in time.

The Meeting was concluded and decided to convene the next meeting either in the last week of January or First week of February 2020.

**S. Syed Kahdar**  
**IQAC Co-ordinator**

**PRINCIPAL**

## **RESOLUTIONS:**

The following Resolutions were passed:

1. It was “Resolved” to participate our College in the Karavali Utsav, organized by the District Administration Dakshina Kannada. Convener Jnaneshwari, was advised take part, and apply necessary measures for the safety of students.
2. It was “Resolved to organize National Level Seminar by the Post-Graduation Department in Association with the Mangalore University Commerce Teachers Association (MUCTA) Dr. Prassanna and his team were assigned the responsibilities of theme, brochure and necessary measures to be taken for this programme. They too agreed to perform adequate roles and seek guidance from the faculties of Commerce Departments in conducting such programme”.
3. It was “Resolved to arrange placement drive by inviting Goan Institutes and Amazon multinational by a faculty Ms.Shobitha in charge of placement by last week of January or First week of February and to take up necessary initiatives for the students requirements as well as institution requirements”.
4. It was “Resolved to conduct Internal Assessment Examination after Bequest and during 3<sup>rd</sup> week of February 2020. Examination Co-ordinator Dr. Praveen Kumar was entrusted the responsibilities to take up all necessary steps in conducting exams and submission of marks”.



The IQAC Meeting was convened on 15<sup>th</sup> October 2019 (Tuesday) along with the student council and HoDs of various subjects through the direction of Principal to discuss and implement action plans. The following subject matters discussed and deliberated elaborately.

Members Present :

Sri. Devanand Pai	Correspondent	
Dr. Sathish Kumar Shetty P	Chairperson	
Dr. Praveen Kumar K.C	Co-ordinator (NAAC), Dean & H.O.D - Commerce	
Mr. Syed Kahdar	Co-ordinator (IQAC)	
Ms. Aruna	Alumni - Secretary	
Ms. Deekshitha T S	Red Cross - Convenor	
Ms. Preetha Bhandary	Dean & H.O.D - English & Fine Arts Convenor	
Mr. Raviraj	H.O.D - Kannada	
Dr. Parashuram G Malage	H.O.D - Hindi	
Ms. Triveni Shetty	H.O.D - Sanskrit	
Ms. Usha M	H.O.D - Economics	
Ms. Shrily Rani K	H.O.D - Sociology	
Mr. Krishnananda Shenoy	Dean & H.O.D - Pol. 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	Dean & H.O.D - Comp.Sci.	
Mr. Praveen Kamath	H.O.D - Mathematics	
Ms. Divya B S	H.O.D - Statistics	
Ms. Swathi K.S	H.O.D - Physics	
Ms. Gayathree K	H.O.D - F.N.D	
Ms. Roopathi	Physical Education	
Ms. Anupa Baliga	H.O.D - M.Com	
Ms. Udyavara Badya Indira	H.O.D - M.Sc	
Swathi Rao M	President - Student Council	
Vaishnavi N	Vice President	
Shilpa	Secretary	
Dhanyashree	Joint Secretary	
Sri. Devanand Pai	Correspondent	
Dr. Sathish Kumar Shetty P	Chairperson	
Dr. Praveen Kumar K.C	Co-ordinator (NAAC), Dean & H.O.D - Commerce	
Mr. Syed Kahdar	Co-ordinator (IQAC)	
Ms. Deekshitha	Convenor - Red Cross	
Ms. Roopathi	Physical Directress	
Mrs. Aruna	Alumni Association	

**Agenda :**

- Syllabus cum Programmes appraisal
- Bequest - Quest for Excellence (UG & PG)
- NSS Special Camp

- Campaigning Drive
- Red cross Camp
- Sports Meet
- Interclass competitions (College day Celebration)
- Health Check-up Camp
- Faculty Knowledge sharing programme
- Any Other Matter  
Internal Exam, Valuation, Quality Initiative, AQAR uploading, Affiliation

## MINUTES OF THE PROCEEDINGS OF THE MEETING

The IQAC meeting was convened on 15<sup>th</sup> October 2019 (Tuesday) along with the students council and HOD s of various subjects through the direction of Principal to discuss and implement action plans.

The following subject matters discussed and deliberated elaborately :

1. **Syllabus cum Programmes appraisal:** The IQAC Co-ordinator initiated the points on syllabus coverage for the odd semester and Programmes undertaken by various departments as well as Association / Clubs / Committees. HoDs of all the subjects informed to the gathering about completion of syllabus including special classes as well as remedial class undertaken. The Principal was convinced by the explanation given by the Deans on related to both the areas, i.e syllabus as well as programmes undertaken. They assured the gathering, that as per Plan of Action, Programmes were being conducted, without hampering the time and efforts of both the aspects. The Principal suggested to the Association and Departments to follow the formats of data and keep the Action Plan Report ready. Institution secretary cum correspondent gave a patient hearing and extended moral and financial support to same.
2. **Bequest :** The Student Welfare Officer Ms. Meera, briefed the theme on “**Green Consciousness**” and explained the reasons for postponement to February due to monsoon and syllabus issues. The Gathering co-operated and agreed to the theme and assured to give its fullest co-operation and help in organising a two day programme at the inter-collegiate level. She also decided to convene a meeting of the student council which includes elected students and staff representatives. to chalk out the detailed plan of action especially on the events, getting judges, use of available infrastructure amenities, members etc. Principal and other members, endorsed her view points which were in tune to the ideas expressed. The Gathering has debated elaborately on both, internal as well as external requirements in conducting the programme.
3. **NSS Special Camp :** NSS Officer Mr. Krishnananda Shenoy discussed about the Venue for the NSS camp. And the various activities that had been planned for the No.of days. He explained the special camp was for seven days, had been planned to be held from Nov 26, 2020 onwards with series of Activities like, Social awareness, Interpersonal relationship, legal awareness, self-defense skills, cultural programmes including Music Night (involving students and faculty along with Principal and Institution Secretary), leadership skills, Gender

Equity, Human rights etc. Members listened carefully and suggested voluntary participation in the camp.

4. **Campaigning Drive** : Principal had prepared the comprehensive plan and allocated duties to all the HoDs to visit and give presentation through PPT at P U Colleges in around city as well as the villages in and around Mangaluru, to create an awareness among the students about our courses and activities. Members were given the flexi time to take over the task and submit their visit reports. The entire vacation of November was allocated for this purpose. Pamphlets (leaflets) were provided to explain about our College and its activities. The Principal asked the HoDs to take these pamphlets and distribute them along with soft copy, as well as to maintain the records of their visits by submitting one copy to the Principal.
5. **Red Cross Camp**: Ms. Deekshitha explained to the gathering about conduct of 3 day camp, a unique programme for the first time in collaboration with Red Cross to host series of programmes like First Aid, Blood Bank, Medical Check-up etc. All the Members appreciated the initiative undertaken by the convener and assured all-round support and co-operation in any programme which she tends to organize.
6. **Sports Meet**: Physical Directress Ms. Roopathi, outlined the details of the sports meet pertaining to the venue and date. She briefed the gathering about field events and track events, march past, refreshments, Chief Guest etc. It was decided to hold the sports meet in the month of February during the second week. The members of the gathering appreciated and advised to carry out the sports meet as per plan of action and assured to give the support as well as coordination to the events. The Principal also outlined the infrastructure requirements as well as arrangement of refreshments.. Inaugural and closing part of the sports meet were also discussed with responsibilities given to each staff.
7. **Interclass competition**: As per the practices and legacy of the College, on account of College day celebration co-curricular and extra co-curricular activities and other competitions were proposed and discussed. Faculty, Ms. Meera took the responsibility of organizing the competitions without disturbing regular classes. Further, Points system were discussed to give the Prizes for Best class which participated in all the events and highest points securers. Members also endorsed the same and agreed to extend their fullest co-operation. The dates for the Competitions were proposed from December 19 to January 2020.
8. **Health Checkup Camp** : The Alumni Association, Red cross and Lions Club together mooted the idea of conducting health checkup camp for students and public involving Parents autorikshaw drivers, shop personnel and the general public. Hospital personnel also conducted, special thrust area on ENT, Eyes, other ailments with dispensary type of treatment. Yenepoya Hospital would be assisting in this programme. It would be organized during the 1<sup>st</sup> week of January 2020. After the regular class work, this programme would be taken up immediately. Our College correspondent agreed to lend support and help for this programme. Members and the Principal too endorsed the cooperation to implement this camp meticulously

9. **Faculty Knowledge sharing Programme:** IQAC coordinator explained that the objective of the programme was to strengthen the research culture among faculty members, a programme on symposia preparation, project work, Research based paper preparation and presentation as well as publications. The Manipal University, Department of Management studies, had agreed to lend the services as quickly as possible. Members and Principal agreed to host the one day programme for the benefit of the Faculty members for their career advancement and pursue Research Activities in their individual and Team capacities. The Correspondent also motivated to organize such programmes at least twice in a year and extended his support and help in conducting such programmes.

10. **Any other Mater:** HoDs discussed the internal examination valuation, Marks submission as well as progress and counselling. The Principal expressed satisfaction, as it was fulfilled as per the time table. Further, the Principal advised the faculty members to observe and follow the sanctity in discharging duties of invigilation, office superintendent and central valuation work.

Further, AQAR matter came up. The IQAC Co-ordinator presented the working papers to the gathering and kept for personal viewing and inviting suggestions as well. The Gathering assured the their fullest intellectual support in this regard and suggested the uploading during October 2020 or during the later part of the month. The Principal discussed some of the quality initiatives pertaining to the water he Gathering assured the fullest intellectual support in this regard and suggested the uploading during October later part of the month. The Principal discussed some of the quality initiations pertaining to water, Electricity saving to protect the depleting environment. He stressed on water, hygiene and maintenance. He also suggested to have “Ethical Quotations” on display to remind everyone of the various ethical issues. Everybody in the gathering agreed to adhere.

Later, the affiliation to Mangalore University was also discussed by the Principal especially details on Human and Physical infrastructure as well as new programmes which would be taken up in the next academic year i.e BCA, B.Sc Home Science and B.Sc (CMP)

Secretary cum Correspondent of the College, Shri Devanand Pai, appreciated and advised the faculty to continue with the same pace of work as well as improvise on every programme as well as implement the certificate in skill development programmes.

The Gathering was concluded with vote of thanks proposed by the IQAC coordinator. The Members decided to have next meeting in the month of January, second week 2020.

**Prof.S.Syed Kahdar**  
**IQAC Co-ordinator**

**PRINCIPAL**

### **Resolutions :**

Seven Resolutions were passed unanimously by the Gathering. They are as follows :

1. It was “Resolved to conduct and organize effectively “Bequest”, the Student Council Officer, Ms.Meera and her team were entrusted with responsibilities as well as authority,

right from plan of action to implementation, she can have access, support and help from other faculty members and office staff for smooth conducting the programme”.

2. It was “Resolved to organize Seven days special camp by NSS officer Prof. Krishnananda Shenoy and his team. He was entrusted authority and responsibility, advised safety as well as conduct of programmes to community during the month of November 26<sup>th</sup> 2019 and take all necessary measures for the smooth efficient, effective and success of the camp”.
3. It was “Resolved to undertake campaigning programme by the HoDs of various subjects, with the responsibilities of preparation and presentation of uniqueness of the College, Programmes and other amenities would be made available to the students for overall growth and development including enhancement of skills during the months of October & November 2019”.
4. It was “Resolved to conduct a Red cross camp for three days. Assigned the responsibilities to Ms.Deekshitha as convenor to take necessary steps for promoting Health checkup, Blood Donation and First Aid January /February planned”.
5. It was “Resolved to organize Health checkup for the students, parents and public at large on 1<sup>st</sup> week of January Saturday. Assigned this task to Alumni Association - Convener Mrs. Aruna, Department of Economics and Ms. Deekshitha, Department of Commerce, to take up all necessary measures ie infrastructure, Manpower, Refreshment and Lunch arrangement with the support and help of Deans and Faculty members”.
6. It was “Resolved to organize Faculty knowledge sharing programme by the IQAC Co-ordinator S.Syed Kahdar, on a topic of Research and Publication, invite Research Persons from Manipal University, PG Department of Management on 16<sup>th</sup> October one day Programme consisting of three technical sessions”.
7. It was “Resolved to undertake Quality initiative through propagating quotations on Ethics, power conservation, water & Hygiene by the Deans through Maintenance Officer in the next semester, address the issues of any immediately” .





The IQAC Meeting was convened on 10<sup>th</sup> August 2019 (Saturday) along with Student Council & HoD's by the direction of Principal to take immediate action on the following matters:

Members Present :

Sri. Devanand Pai	Correspondent	
Dr. Sathish Kumar Shetty P	Chairperson	
Dr. Praveen Kumar K.C	Co-ordinator (NAAC), Dean & H.O.D - Commerce	
Mr. Syed Kahdar	Co-ordinator (IQAC)	
Ms. Preetha Bhandary	Dean & H.O.D – English & Fine Arts Convenor	
Mr. Raviraj	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	Dean & H.O.D - Pol.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	Dean & H.O.D – Com.Sci	
Mr. Praveen Kamath	H.O.D – Mathematics	
Ms. Divya B S	H.O.D – Statistics	
Ms. Swathi K.S	H.O.D – Physics	
Ms. Gayathree K	H.O.D – F.N.D	
Ms. Roopathi	Physical Education	
Ms. Anupa Baliga	H.O.D – M.Com	
Dr. Divya D	H.O.D – M.Sc	
Swathi Rao M	President – Student Council	
Vaishnavi N	Vice President	
Shilpa	Secretary	
Dhanashree	Joint Secretary	

**AGENDA :**

1. Bequest - Quest for Excellence (UG & PG)
2. Syllabus cum Internal exam
3. Inter-collegiate Cultural Event
4. Blood Donation Camp
5. Outreach activity (Flood Relief)
6. Any other Matter -
  - I. Water & sanitation, maintenance, progress of certificate programme etc.

## MINUTES OF THE PROCEEDINGS OF THE MEETING

The Meeting began with invocation and welcome address.

- A) Bequest :- A fest of UG & PG had decided to organize earlier in the odd semester, was to be postponed it to even semester due to heavy monsoon rain and declaration of holidays to the students by the District Commissioner for a week that led to postponement, since it involves lot of process, at least a month considering internal assessment examinations too. The students union as well as welfare officer Prof.Meera Edna Coelho put forth the demand to postpone, after complete explanation of issues and challenges before the house, the Principal, Chairman and majority of members too supported the demand to organize in Jan 2<sup>nd</sup> week of 2020. Further, Student Council discussed the process of the fest, right from invitation, budget, colleges sponsors, mentors, events, title/theme, judges etc., to implementation part, students participated in the deliberation and assured to co-ordinate themselves efficiently through welfare officer.
- B) Cultural programme: Fine Arts co-ordinator Prof. Preetha Bhandary briefed the house about the circular received from Joint Director, Collegiate Education about the celebration of Independence Day, especially on college participation to cultural extravaganza on that eve of Independence Day on 15<sup>th</sup> August celebration evening at the Town hall venue, Mangalore. Members attentively listened the theme of the event and wished best wishes for students who take part in the event participation and Fine Arts team.
- C) Syllabus Coverage and Examination: The Examination controller of our college Dr. Praveen Kumar K.C. explained the problem of syllabus coverage by gathering feed back form a quite no.of faculty members. One Departments had expressed inability to over the sub topics due to rain fall severity in which the question had been given to conduct at the stipulated time. The Principal as well as other members jointly opined to postpone for a week to resolve the question papers coverage issue. Further, the natural reason i.e., monsoon rain was main for not meeting the benchmark of question papers. The exam controller also agreed to take up the due process and conduct smoothly without any hardship to the students. Regarding arrangement, preparation, collection and distribution process was assigned to the committee to look after including the Time Table.
- D) Blood Donation Camp: PG Department HoD Ms. Anupa Baliga came with a proposal of Blood Donation Camp in association with Rotract club and sponsorship of Rotary club. House enquired the details about the blood bank, participants, infrastructure such as Doctors, Nurses, Medical kits, refreshment etc. She suggested the members to involve deeply and requested for fullest co-operation. House was assured to extent possible support and help in organizing the Blood Donation Camp. The unique feature was involving the students of SDM college. PG(M.Com) students were directed to take up the initiative with utmost spirit and execute it with the help of faculty's. Our chairman appreciated the initiative and extended good wishes and gratitude.

- E) Flood Relief Camp: Department of Commerce & Management HoD and his team initiated this programme along with MUCTA. He explained about the students participation as well as contribution in the form of cleaning and counseling to the affected community. Principal had advised to take all necessary measures and instructed to take utmost care and attention. Members also praised the initiative and blessed to entire team. Student travel, food and other arrangement also discussed and conveyed by HOD.
- F) Any other Matter: Water and Sanitation: Chairman informed to the HoD's to undertaken campaigning in the class after the class work about the significance of warm water and tidy cleanliness as well as sanitation. Informed to ensure the students to follow strict advise on food habits during this Monsoon in order to prevent "Dengue fever" menace in the Dakshina Kannada District. Members also assessed the progress of certificate programme in Banking, Finance & Insurance, as well as pre-placement certificate programme. IQAC co-ordinator briefed the two programmes as well as about the resource persons involved in the programmes. The profile of them impressive. House was appreciated to continue the process of conduction the programmes. Maintenance of assets also raised, Principal asked Mr. Praveen Kamath to do reporting as well as action report in collaboration with the office superintendent and communicate timely to his office. The meeting was concluded at about 1.10 p.m. The Fest & Seminar issue was not discussed. Preferred to keep in the next meeting due to time limitation.
- G) The meeting was concluded with vote of thanks alongwith light refreshment duly arranged by the IQAC co-ordinator with the help of NAAC Coordinator. Next meeting was proposed to convene either last week of August or First week of September 2019.

**IQAC Co-ordinator**

**PRINCIPAL**

### **RESOLUTIONS**

Altogether five resolutions were passed. Members expressed their satisfaction and unanimously Resolved to execute in the forthcoming days.

1. It was "Resolved to orgnaise Bequest –Quest for Excellence.....(UG & PG) Fest during January third week of 2020. Assigned all responsibilities and authority to Student Council Welfare Officer Prof. Meera Edna Coelho and leaders of student council. Right from planning, organizing, directing, co-ordinating, motivating, executing, follow up and follow on functions".
2. It was "Resolved to conduct Internal Assessment Examination in the 3<sup>rd</sup> and last week of August, entrusted the task of examination process and marks submission to Dr. Praveen Kumar K.C. exam committee co-ordinating, to taken necessary measures to conductor the

exam as well as submission of marks list including re-examination aspects on the time in consultation with Administrative staff”

3. It was “Resolved to send a cultural event team (Fine Arts) to participate at the inter collegiate level at Town Hall, Mangalore on the auspicious Independence Day celebration on 15<sup>th</sup> August at evening 4.00 p.m. Prof. Preetha Bhandary & team were given a complete charge in the matters of participation, costumes, presentation and sending students to their homes safely”.
4. It was “Resolved to organize Blood Donation Camp in association with Rotract Club on 29<sup>th</sup> August 2019 at 10.00 a.m. given responsibility to Ms. Anupa Baliga, HoD of PG Dept. to lead. The audience wants be students of our college, SDM college and public suggested. Further advised to take necessary measures of providing Doctors, Nurses for Blood Bank and other infrastructure including refreshment”.
5. It was “Resolved to send a team of Commerce and Management students to the area of Flood prove, to render the services of cleaning and counseling on 1<sup>st</sup> September 2019 in association with MUCTA, HoD and Dean Dr.Praveen Kumar K.C was given the charge to look after the relief work in the affected area” and safety of the students.



The IQAC is convening meeting with H.O.D's, Alumni & P.T.A today at 3.00pm, 26<sup>th</sup> July 2019 (Friday) 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), Dean & H.O.D - Commerce	
Mr. Syed Kahdar	Co-ordinator (IQAC)	
Ms. Preetha Bhandary	Dean & H.O.D – English & Fine Arts Convenor	
Mr. Raviraj	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	Dean & H.O.D - Pol.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	Dean & H.O.D – Comp.Sci.	
Mr. Praveen Kamath	H.O.D – Mathematics	
Ms. Divya B S	H.O.D – Statistics	
Ms. Swathi K.S	H.O.D – Physics	
Ms. Gayathree K	H.O.D – F.N.D	
Ms. Roopathi	Physical Education	
Ms. Anupa Baliga	H.O.D – M.Com	
Dr. Divya D	H.O.D – M.Sc	
Dr. Anuradha K	Convenor – PTA	
Ms. Jayashree	Member - PTA	
Ms. Aruna	Convenor – Alumni Associ.	
Ms. Jyothsna	Member – Alumni Associ.	

**AGENDA :**

1. Internal Assessment Exam Syllabus
2. Faculty Development Programme
3. Association Activities
4. Alumni role & PTA
5. Sports & Games
6. Independence Day Celebration
7. Any other Matter

## Minutes of the Proceedings of the Meeting

The IQAC meeting was convened on 26<sup>th</sup> July 2019 (Friday) to discuss the AGENDA. The following list of items in the agenda deliberated in the presence of members.

1. Internal Assessment Examination : The members had discussed the syllabus coverage (ie Units coverage) as well as the duration of exam. The Co-ordinator of Exam Dr.Praveen Kumar briefly explained the exam procedures ie question papers, class rooms, time schedule (Tentatively second week of August) submission of Marks list and distribution of progress reports to parents through class mentors and tutors. The heads of the department accepted the responsibilities of exam related matters so as to conduct the process efficiently and effectively. Principal advised the members to conduct the examination with utmost adhering to the Mangalore University guidelines and smoothly.

2. Faculty Development Programme : It has been a regular Phenomena to organize FDP for the faculty this time also members suggested to conduct the programme for one day prior to internal examination, commencement, the theme for workshop would be an pedagogical tools, research papers preparation, publication, and funding agencies. Correspondent Sri. K Devanand Pai agreed to sponsor the programme and suggested to participate actively and take maximum benefits and share it to the students. Many Resource Persons were discussed. Finaly Manipal University, Management Department Dr.Suhans, name was suggested. HRD Cell would take the necessary steps to organize the programme on a stipulated date.

3. Association Activities: Based on the reports furnished by various Associations, Principal briefed to the house. Many members spoken on their activities like Prof.Krishnananda Shenoy said about the Govt. Programme on leadership to NSS students and future plan of collaboration with Govt to campaign dengue fever preventive measures. Prof.Hemalatha and her team decided to take up outreach activity Namma Mane Namma Mara with the Govt due which would be organized on 27<sup>th</sup> Saturday. Research and Development Cell on Swayam MOOCs, EDP Cell, Entrepreneur Activities, women Cell functioning with activities etc., Members also viewed to strengthen the area of Career Guidance and Training area. Other cells, Committees and units also implementing their plan of actions.

4. Sports & Games : After resuming new Physical Directress of this year, Ms. Roopathi explained her plan of action towards faculty and students on sports and games. She said to conduct inter class, inter collegiate competitions. She explained about the sports infrastructure and other amenities existing in the college. The other members congratulated and assured fullest support and cooperation in conducting the sport matches. She discussed about the game of cricket, volleyball, throw ball, ball badminton for faculty all through the year. Principal appreciated, Correspondent sir also blessed her to carry out ambitious plan and execute it through collective efforts.

5. Alumni & PTA : The respective coordinators of the Alumni and PTA explained to the house about their members contribution to the college, they reiterated all round support and help in extending scholarships to the students, Mid-day meals sports and games activities, outreach activities through networking and collaborations also assured. Members advised to strengthen both the associations and enhance the enrollments as well as involve in the college activities through active participation. Both the Associations coordinators discussed about their AGM in the First or second week of August 2019.

6. Independence Day Celebration: Both student Council and Fine Arts Association narrated the celebration Ceremony, Flag hoisting, speeches from Guests, skits performing to revisit freedom struggle, Sweet distribution, National anthem etc. This time, the collegiate education requested to present our college cultural show in the evening at Town Hall by allotting 45 minutes. Our Fine Arts Committee had taken up the preparations and shall be presenting with full National spirit and zeal.

7. Any Other matter :

Principal discussed an another intercollegiate “Golden Girl Competition, media group would be hoisting on 14<sup>th</sup> August, conduct the competition in College venue, 5 students shall be selected with Higher studies scholarship worth Rs.20000. Many members expressed their opinion about pros and cons of the competition. However, Correspondent Sir, advised to take care of such programmes insisted college image should be prime significance.

The meeting was concluded with vote of thanks. Deliberations went up to 5.30pm the next meeting planned to convene first or second week of August 2019

**IQAC Coordinator**

**PRINCIPAL**

### **RESOLUTIONS :**

1. It was “Resolved to conduct one day Workshop to the Faculty as faculty development programme on a theme of pedagogical tools, Research Methodology and research funding agencies”. This task has been entrusted to HRD cell completely ie selecting resource person, date, feedback and other infrastructure arrangements”. Prior to First Internal Assessment Exam.

2. It was “Resolved to conduct Sports and Games to faculty members such as cricket, volleyball, throw ball, Bal badminton by the P.D - Ms. Roopathi in this academic year. The faculty members shall extend support and cooperation in conducting such games”.

3. It was “Resolved to prepare Fine Arts Cultural team for 45 minutes show” at the Town Hall, in collaboration with Joint Director Collegiate Education. The variety Events like Patriotic songs, Freedom struggles skits and dances to mark the 72<sup>nd</sup> Independence day celebration. Prof. Preetha Bhandary, Fine Arts convener shall head the team, necessary help and support extended by the Principal and faculty”.



The IQAC is convening meeting with H.O.D's of UG and PG as well as Fine Arts Convenor today at 3.00pm, 26<sup>th</sup> June 2019 (Wednesday) 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), Dean & H.O.D - Commerce	
Mr. Syed Kahdar	Co-ordinator (IQAC)	
Ms. Preetha Bhandary	Dean & H.O.D – English & Fine Arts Convenor	
Mr. Raviraj	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	Dean & 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	Dean & H.O.D – Computer Science	
Mr. Praveen Kamath	H.O.D – Mathematics	
Ms. Divya B S	H.O.D – Statistics	
Ms. Swathi K.S	H.O.D – Physics	
Ms. Gayathree K	H.O.D – F.N.D	
Ms. Roopathi	Physical Education	
Ms. Anupa Baliga	H.O.D – M.Com	
Dr. Divya D	H.O.D – M.Sc	

**AGENDA :**

1. Student Council Election
2. Student Council Inauguration
3. Leadership Workshop
4. Plan of Action
5. SWAYAM – MOOCs
6. Any other Matter



## Minutes of the Proceedings of the Meeting

As per the directions and advise of the Chairperson, the IQAC meeting was convened on 26<sup>th</sup> June 2019(Wednesday) in presence of HOD's of UG & PG and Fine Arts Convenor to discuss about the items set in the AGENDA : The following were the details by deliberations:

I Student Council Election : Council Advisor explained to the house about complete process of elections through by-laws (guidelines), eligibility to the candidates to contest President, Vice President, Secretary, and Joint Secretary, nominations, campaigns and debates. She has also discussed about the Principal address to the candidates, arrangement of E-voting, conduct of E-voting, declaration etc. She also suggested the 2<sup>nd</sup> July (Tuesday) to hold election and immediate declaration by the Correspondent Mr. Devanda Pai and Principal Dr.Sathish Kumar Shetty. Duties list also briefed.

II. Student Council Inauguration : Principal taken up the tentative day for Inauguration and suggested to consult at the student council Meeting about the day and time, Chief Guest and other invitees, and sequence of the programme. Even members also suggested to take the opinions of the elected student representatives in the matter of conducting the programme including cultural programme. Members suggested to organize second or third week of July. Council Advisor took the suggestions that was being the put forth at the student council meeting. Members discussed the variety of cultural programmes, finally, the entire responsibilities assigned to the Fine Arts Committee Co-ordinator and her team to plan and execute.

III. Workshop on leaderships : HRD convenor cum IQAC coordinator raised the conduct of training programme to the elected student council. The members suggested to take up the responsibility and organize in the third week of July. Members suggested the 4 Resource Persons like Mr.Don Prakash, Dr.Suhana, Dr.Amitabh and Mr.Manjunath. However, the task of selecting Resource Person assigned to the HRD Team. The Themes about training was discussed, through Activity based leadership suggested (Determination, motivation, brain storming & case study)

IV. Plan of Action : Principal suggested to execute the proposed plans laid down in the end of Previous year. Members also extended their commitments of honoring the plan of action. Budget also discussed in the house by correspondent Mr.Devanand Pai extended hi fullest co-operation and support to distribute funds for conducting the programmes. Members also discussed about the outreach activities like plant sapling distribution, Malaria and Dengu fever preventive measures (Awareness campaign) since its monsoon season. NSS, Rangers and Redcross Units were discussed to lead these kind of activities. Members also discussed an inter-department activities as well as open electives of Final M.Com students. B.Sc.(FND) department has been advised to take up the lead role of attracting our own students for the Electives (open)

V. MOOCs : IQAC Co-ordinator explained the Swayam, in which the opportunities of Massive Online Open Courses available to the students ( i.e Certificate Programmes) on free of cost. Since B.Sc.FND final year students were having tight schedule, they were asked to take up free online certificate programme. Mr.Murthy has been given charge to conduct the programme. The members informed to the coordinator to conduct orientation programme for complete awareness. Further, he was advised to take aggressive followup for enrollment and examination. House was also directed to approach Mangalore University officer incharge Dr. Mallikarjunappa to access the resources and disseminate to the students.

VI. Any other matter :

Principal raised the matter of Freshers day. Immediately Prof. Preetha Bhandary responded and gave the detail plan of conducting the fresher's day right from invitation; duration, guidelines, conclusion and probable 3<sup>rd</sup> week of July 20<sup>th</sup> (Saturday). Members also agreed and expressed the joy of presenting the plan of action by Prof.Preetha Bhanday. Scholarship as well as midday meals to deserving students with increase in number also discussed.

The members also agreed to extent benefits to the larger number by accessing and mobilizing funds from different sources like management, P.T.A, Alumni & Faculty.

The meeting was concluded with vote of thanks by the IQAC co-ordinator and in consultation with the other members, next meeting shall be scheduled to held last week of July 2019 or First week of August 2019.

**IQAC Co-ordinator**

**Principal**

**RESOLUTIONS (26<sup>TH</sup> June 2019)**

1. It was "Resolved to conduct E-voting for students council representation for the post of President, Vice President, Secretary and Joint secretary (with campaigns an debates process) on 2<sup>nd</sup> July 2019 (Tuesday). Union Advisor Prof.Meera Edna Coelho entrusted all responsibilities and co-ordination for necessary conduct and declaration of the result".
2. It was Resolved to organize one day workshop on leadership to the elected student Council on 22<sup>nd</sup> July 2019 – Monday, assigned responsibilities to Prof.Syed Kahdar and his team (HRD), planning the Workshop, Resource persons selection and complete execution including follow up report"
3. It was "Resolved that Mr.Murthy incharge of SWAYAM, MOOCs, (Free online Certificate programmes) to conduct orientation, motivate to enroll final year B.SC.(FND). Students+ and take charge of applying, Exam and Result process as liaison officer in our campus.

**IQAC Co-ordinator**

**Principal**



The IQAC is convening meeting with Deans, Time Table convenor and Student Council Advisor today at 2.15pm, 18<sup>th</sup> June 2019 (Tuesday) 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), Dean & H.O.D - Commerce	
Mr. Syed Kahdar	Co-ordinator (IQAC)	
Prof. Preetha Bhandar	Dean – Language Department	
Prof. Krishnananda Shenoy	Dean – Arts Department	
Mr. Gopalkrishna Raiker	Dean – Science Department	
Prof. Hemalatha	Convenor – Time table	
Prof. Meera Edna Coelho	Student Council Advisor	

#### **AGENDA :**

1. Time table (CBCS- inclusion)
2. AAA follow-up
3. AQAR follow-up
4. Orientation Programmes (UG & PG Fresher's)
5. Certificate Programme in Banking Finance Insurance
6. Pre Placement Training Certificate Course
7. Assets Management
8. Any Other Matte

#### **Minutes of the Proceedings of IQAC Meeting**

The first meeting of IQAC with Deans, Time table convenor and student Council Advisor, held on 18<sup>th</sup> June 2019, Tuesday in Presence of all members including Correspondent and Principal. The following items of the Agenda deliberated in detail as well as resolution were also passed;

I. Time Table : The Committee was constituted under the coordinationship of Prof.Hemalatha to prepare the timetable, Modified version suggested to accommodate the elective courses of all discipline. This academic year has been in effect of Choice based credit system, Proper and equitable setting of timetable insisted by the House. Principal briefed about the working hours, including value education, counselling, Tutorial and Library Hours as well as foundation courses and Elective courses. Forenoon, Afternoon sessions + Extra and Co-curricular activities including the setting up of certificate programmes in the Time Table. Every Member has participated in the deliberation on Elective course of different programmes and finalized the subjects of each discipline and to be intimated within a week for a formal print copy of Time Table

2. AAA Follow up : last academic year AAA for Departments and Faculty was introduced, the opinion from the members positive in respect of implementation. All the Departments except two as well as faculty members except 5 have not submitted. Reminder being issued by giving a weeks' time. The questions of AAA had to be strengthened as suggested by the members. Some of the questions like consultancy details needed to be simplified. Principal advised the house to take up inter Development activities more as well as refined outreach activities through collaboration Hon'ble correspondent Sri. K Devanand Pai also suggested to the house to take aggressively appropriate outreach programmes especially an green initiatives ad dengue fever awareness campaign for the benefit to the community

III. AQAR : The IQAC Co-ordinator explained the preparation of AQAR report, its status and completion stage, Infrastructure policy part was pending, this shall be completed soon. Members suggested to take up feedback mechanism scientifically and communicate to the various stakeholders. Co-ordinator has taken the suggestions and all feedback favour for the various faculty shall be made arrangement for personal seeing within 10 days of this meeting. As this was usual every year to communicate and take personal correction and improvement point of view

IV. Orientation programme : The house members discussed the orientation programmes to the freshers of under graduation and post graduation and suggested to arrange under HRD Cell. The Co-ordinator of HRD cell who happens to be the IQAC Co-ordinator has taken the responsibility to choose the resource person and arrange for them along with the Principal introduction cum college guidelines as well as qualitative initiatives to be undertaken for the current year 2019-20.

V. Certified Programme in Banking, Finance and Insurance : Vacation Batch was concluded with Post Assessment Test. Valedictory Programme was set on 23<sup>rd</sup> July 2019. Afternoon through the consultation of Mr. Ajay Sathe Head "CSR" Bajaj Finserve, Pune. The institute was also suggested to conduct "Mock interview – HRD" where by three recruiters would take the responsibility to train further as well as to lend support in the placement. Principal suggested to continue the certificate programme in regular mode. Members opine to conduct for the final year M.Com students by giving Weekly three days after the class & library Hours. IQAC co-ordinator accepted the responsibility would proceed towards planning to implement.

VI. Pre-Placement Training Certificate : Student Council Welfare Office Prof.Meera suggested to target the students who have not taken any association activities. Principal too endorsed and suggested the BACCE Academy, and entrusted the responsibilities to organize holistic base training programme. IQAC coordinator taken the task of arranging, and conducting the programme under HRD team supervision. 90 hours suggested which includes soft skill, aptitude, reasoning/ logical and mathematical during every Saturday.

VII Assets Management : IQAC Co-ordinator explain the various formats of supervising and nurturing the assets utilization and maintenance class wise, labs, library, Departments and campus. Mr. Praveen Kamath has been assigned the task to perform. Members suggested to present the report every Saturday. If any issues in the assets Utilization, make necessary provenance and instill the assests to functions smoothly. Reporting as well as remedial report, action report also suggested for implementation.

Any Other matter :

The members informally discussed about the reopen of college to the students on canteen matters, i.e menus, pricing and arrangement of Mid-day meals to the deserving students further, student council election as well as academic plan of actin was also discussed. Correspondent sir, appreciated the house, while listening patiently the deliberations, he suggested on community development and value inculcation process among the students.

IQAC Co-ordinator concluded the meeting with vote of thanks. The next meeting was, proposed to conduct after two weeks at the same place at 3.00pm.

**IQAC Co-ordinator**

**Principal**

RESOLUTIONS : ( Four Resolutions were passed on 18<sup>th</sup> June 2019).

1. “It was Resolved” to continue certificate programme in Banking, Finance and Insurance with bajaj Fin Serve Pune. Ms. Anupa of P.G Department chosen as the Co-ordinator to conduct, supervise and monitor on syllabus, attendance Pre assessment test, classes, labs, Post-Assessment tests, Certificates and Mock Interview in frequent consultation with Ms.Archana Bhat, Bajaj Fin Serve Pune”.

2. It was Resolved : “To start Pre-placement Training Certificate Programme with BACCE ACADEMY for 90hrs with Soft Skills, Aptitude, Reasoning and Mathematics module. Ms.Amitha Faculty from Commerce and Management, assigned Coordinatorship under HRD Cell with its members Ms.Chanchalakshi and Ms. Sangeetha. Every Saturday for Final year B.Com/BA/BBA and First year M.Com students were segmented”

3. It was Resolved to “introduce MOOC’s Under SWAYAM – Mangalore University through, free online courses to Final year B.Sc.FND Mr.Murthy has been given charge to counsel and coordinate the programme. He shall be maintaining all documents pertaining to student’s online courses”.

4. It was Resolved to strengthen the process of Assets management through proper delegation of Authority and Responsibility. Action Report and other necessary measures for effective and efficient Utilization and maintenance of assets. Mr. Praveen Kamath shall be the maintenance officer and directed to report office superintendent and Principal through proper means” & ensure the proper functioning”

**IQAC Co-ordinator**

**PRINCIPAL**

\*\*\*\*\*