



The IQAC meeting was convened with Deans & HOD's on 19<sup>th</sup> March 2021 at 3.00pm in the Auditorium.

Member Present :

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

- Review of offline classes
- Non-teaching work re allotment
- Sports and Games
- Examination & Maintenance services
- AAA Feedback
- Any other matter: (Lockdown scenario, webinars, counselling etc)

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

In consultation with the Principal and other stakeholders, the IQAC meeting was convened on Friday, 19<sup>th</sup> March 2021, 3 pm to discuss on a variety of Agenda related to Academics enhancement. All members were present. The meeting was arranged and welcomed with greetings by the IQAC co-ordinator

**I. Review of offline classes:** Since all the Deans are part of the IQAC composition, the discussion began by elaborating the classwork particularly on teaching and learning front, Examination perspective, guidance provided as well as informal group of learning (Peer Group). They also gave a brief note on student's receptive skill, due to covid19. It has observed that there is an downward shift in the learning process. Tutorial classes were engaged to supplement and enhance learnability, syllabus coverage and QB discussions as well as Revision Classes were taken up. All members, were satisfied towards the discussions and deliberations made in the meeting.

**2. Non-teaching work re-allotment:** Principal emphasized the point of job rotation or re-allotment of duties, enumerating different roles under common bases to easily identify the scope of work. The NAAC coordinator gave his suggestion on admission, Maintenance and scholarship. The examination committee provided the suggestions to the examination in charge (office) Dr. Parashuram also provided some inputs to student support and progression on documentation. Human relations were also discussed. IQAC coordinator insisted on moral code and conduct especially during the process of employment. He also suggested on Communication services to the students on various subjects. Finally, the external members opined, this must be in rotation and flexible. Rules and regulations were meant for obeying in order to be self-disciplined. The Correspondent, advised the Principal to take the responsibility in draft making and delegate the office staff.

**3. Sports & Games :** Physical Directress, took up the External Matches, especially faculty participation in Cricket match. She persuaded the members to take up keen interest. After listening, Correspondent, gave a motivational talk on, How he became Cricketer, and even today has a keen interest in this game. He suggested to the members to make a team, and practice after the class work regularly atleast two weeks and take part in the Tournament. All members consented to the idea and decided to make a team & participate on 30<sup>th</sup> March 2021 at Kundapura B. Hegade. P.D took the charge of this game.

**4. Examination and Maintenance :** The examination Committee explained in the meeting about Mangalore University to conduct the examination, As per the University authorities the exam has been proposed from 1<sup>st</sup> week of April & expressed the uncertainty Scenario in the raise of Corona cases in the state. Maintenance committee informed the house about the

continuous enforcement of protocols namely sanitization, distancing, Thermal screening and mask. Adequate arrangements have been made, without compromising to the norms. Additional outlay had been set aside to cover the expenses. All the members unanimously agreed to the services despite the increase in operating costs. The committee of Covid 19 was informed to monitor the Physical presence of students and remind them to go through the instructions, sanitization, Mask and social distancing. Both the committees maintenance and COVID19 ensured their willingness to perform respective roles especially in the conduct of final examinations.

5. **AAA & Feedback** : AAA at two levels were initiated Teaching and the other level to the office staff. IQAC Co-ordinator informed this members that faculty and Department AAA would be conducted, senior faculty with Principal would decide the interpretation and Action to be complied. Correspondent emphasized to improvise the academics through participation including Research in order to develop excellent profile in turn pass the benefit to the students and institution to enhance Brand Equity. Co-coordinator also informed that this will be taken after the University exams. Dr. Anuradha explained about the feedback System of various stakeholders comprising of students, Alumni, PTA and employer, including Student Satisfaction Survey. The findings of the report would be given to the Principal for appropriate action towards improvisation in Academics as well as Human relations. Office staff feedback as well as AAA would be organized in April or May so as to inform to the staff members to incorporate suggestions in the next academic year.

6. **Any other Matter** : External stakeholders, took up the PU campaign and directed the deans to be structured systematically so as to yield results. The faculty members were told to follow the examination process meticulously in order to avoid any discrepancies. College also proposed to offer infrastructure to conduct K-set exam in the first week of April 2021 or second week of April depending on the guidelines. Webinar on skill India and stress management was also proposed by Ms. Meera Edna Coelho to be organized by end of this month.

Since cases of COVID 19 are In rise, the members expressed pessimism and likelihood of Govt enforcing another lockdown. The meeting concluded with a vote of thanks by Ms. Anupa Coordinator of Criterion 3. National anthem was sung.

S.Syed Kahdar  
(IQAC Co-ordinator)

PRINCIPAL

## **RESOLUTIONS:**

Three Resolutions were passed by the members during the time of deliberation on 19<sup>th</sup> March 2021:

I It was resolved “to formulate a Cricket team and participate in the cricket tournament, which would be held on 30<sup>th</sup> March, in B Hegade College, Kundapura. With necessary practice and abiding to self discipline. Physical Directress Ms. Roopathy was assigned the responsibility”.

Proposed by P.D Ms. Roopathy

Seconded by Sri. Devananda Pai

2. It was Resolved “to keep examination system in place with the protocol of Covid-19 Examination papers, Question papers, Invigilation duties, Room Allotment and administration work. Assigned this responsibility to the Examination Committee”

Proposed by : Dr Praveen Kumar

Seconded by : Ms.Hemalatha

3. It was Resolved “to organize skill India and stress Management through webinar by Ms.Meera edna Coelho, decided to extend support by the computer science department and Mr.Rithesh to conduct the same”

Proposed by : Ms.Meera Edna Coelho

Seconded by: Ms.Preetha Bhandary

## **ACTION REPORT**

- Academics continued, initiatives taken on formulation of Peer Groups of students, Group discussions and class seminars. Slow and Advance learners were identified, necessary Remedial and Tutorial classes undertaken by the faculty members (Mentors and Tutors). This has been directed and monitored by the HODs of respective courses and programmes.
- Formulated a Cricket Team comprising of Faculty members, initiative taken by the P.D, participated in the tournament, the team was successful in first round. However, in the second round lost to Shirva college. This had been totally fun, get together feeling and break from covid-19. COVID-19 protocol strictly followed.
- Examination Committee has informed to take up necessary measures in conducting of Internal Assessment examinations, preparation of schedule, question papers, circulars, Invigilation duties, , class rooms allotment, work diary, valuation and submission of Marks list. Further re-examination to the deserving students also permitted. The responsibility has been vested with the respective subjects lecturers. COVID-19 protocol also administered by maintenance committee. the Examination Committee conducted the entire examination process, as per the system and procedure laid down, in consultation with Senior Faculty members and Principal.
- Faculty members informed to continue webinars after the exams in order to engage the students and provide knowledge on general issues. For instance skill India and stress management organized by the Dept. of English.
- AAA – prepared the copies issued to the Faculty and HOD’s to conduct themselves and also to senior faculty members, who were entrusted duties for examination. Office Superintendent role enhanced and asked to keep ready documents and necessary records of vouchers as well as audited reports including asset utilization report. This has been carried out.
- Feedback : Structured feedback administered, Dr. Anuradha senior faculty has initiated on various stakeholder-students, Alumni, PTA & Employer. Further SSR also done during the end of March 2021. Interpretations as well as action report submitted to the Principal for future action.

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The IQAC is convening meeting today with Deans and HoD today at 11.30am, 9<sup>th</sup> January 2021 Saturday at the venue of Auditorium.

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
Dr. Giriappa	H.O.D - Kannada
Dr. Parashuram G Malage	H.O.D - Hindi
Ms. Vijaya Kumari	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 - Sec.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
Ms. Udyavara Badya Indira	H.O.D - M.Sc.

## AGENDA

- Webinar cum offline class work
- Student Council formation and Action plan
- Internal Assessment Exam
- CPBFI & BACE Academy Training
- World Consumer day celebration
- Sports meet
- Any other matter - Outreach, Benaka, Farewell etc.

## Minutes of the Proceedings of the Meeting

With the direction of chairperson (Principal), The IQAC meeting was convened on Saturday, 9<sup>th</sup> January 2021, at the venue of Auditorium to discuss the following agenda and pass resolutions. The meeting started at 11.30 am by adopting covid 19 protocol and welcomed the esteem members of the house with new year greetings and good wishes.

**I. Webinars cum offline classwork:** The Deans and HoD's started the proceedings of the meeting, discussing about the webinars on National Youth celebration likely to be held in the 2<sup>nd</sup> week of January, Health and Hygiene, women's International day Celebration and Post covid scenario was discussed. Dr. Flosy R D'souza- External Member suggested to organize the programmes of such nature by following protocol, in case offline mode was decided. Mr. Vinod and Mr. Avinash hinted the Re-public day celebration as a short programme with physical distancing. Other members endorsed the opinions and suggestions. All HoD's took up the matter of offline classes, it would function smoothly as per the timetable. When the correspondent asked about the clash of programmes and regular offline classes, they gave the assurances of no overlapping and said that it would be conducted after the last hour ie end of the 6<sup>th</sup> hour. Syllabus coverage, pedagogical tools used by the faculty, peer mentoring activity and identification of slow learners and advanced learners, Action taken to enhance the learning capabilities were also discussed. For time being, members opined, not to take up extension activities in the interest of protection and prevention of corona virus. Principal also spoke on syllabus, as well as special classes to compensate shortage of time towards conduct of a programme in case if it is organized. Members expressed the optimism and smooth conduct of classes.

**II Student Council with Action Plan:** In consultation and advises from the faculty members along with Principal, the Student Council Director laid down the strategies like conducting of e-voting (election of student Union Council and other representatives of various association and committees,) more than 19 with a full fledged body of 26 elected students, its meeting agenda especially to chalk down plan of action, Inauguration and formulation of quality circle Ms. Meera Edna Coelho heading this portfolio gave detail process and administration of system and procedure. The PTA president with other external members blessed and expressed their wishes. For Inauguration, it was decided to have a formal type of oath taking ceremony with introducing the roles of elected students of various associations as well as Union. The Vision, Mission and objectives were recalled and told to strictly adhere and promote the glory of college legacy. Students Council Director also informed to prepare plan of action through meeting of student union council through brainstorming sessions.

**III. Internal Assessment Examination :** The Examination Committee explained the members to conduct internal assessment exam. They sought the clarification to hold one hour or two hours paper exam. Due to uncertainly some members had expressed the apprehension, finally it was given autonomy to take up the decions on duration, Marks, process, time table, valuation, date of submission and re examinations for genuine absentees. The discussion covered Post graduations too. The committee agreed to conduct during first week of February 2021. Faculty members were advised to hold webinars, concentrate only on conduct & evaluation process. Such as test, assignment and examination. In case of other modes were used like seminars and paper presentation, weightage of marks proportionately would be given to the students. Academic Excellence has been the order to evaluate Overall performances / technical competencies. Further Deans intervened on Reexamination, advised the examination committee to entrust it to Faculty to conduct and evaluate, decentralization of decision in the process encouraged by the members. This was accepted by the house.

**IV. CPBFI & BACE Academy Training :** Certificate Programme in Banking, Finance and Insurance. The Dept of Commerce and Business Administration was given the charge as

usual to conduct the college flagship programme, IQAC Co-ordinator explained the certificate programme and informed the house, it would be online mode during February / March 2021. Ms. Reshma was chosen as the co-ordinator for this programme. This programme would be monitored by IQAC co-ordinator as well as Ms. Reshma, entire process like attendance, syllabus, material, pre & post training tests, Certificate declaration had been explained to the House. The members were happy and congratulated to take forward. This programme has been through collaboration of Bajaj FinServe (PUNE). The objective of the CPBFI is to sharpen competitive skill in domain subjects to cater to the need of corporate sectors. Soft skill Training Programme for the final year degree proposed during March from the collaboration Agency BACE Academy. This training was put forth to gain the knowledge and skills to secure a jobs in Govt and organized sectors. This programme also mentored by IQAC Co-ordinator with a team and 2 members. External members also called for other associations to engage add-on courses to supplement the learnability. For instance, consumerism cell, Women cell and HRD Cell through its members presence expressed to conduct certificate programmes.

**V. World consumer day celebration:** By keeping protocol-19, the convener Dr. Praveen Kumar explained to the house about arrangement of programme, Chief Guest of Additional D.C. and conduct of the certificate programme. He also discussed about extending support and help to the distressed people due to lockdown effect. Under his leadership, offline mode, consumerism movement enlightened and certificate also proposed through the Assessment and fair evaluation by external agency. It has been systematically documented. Members appreciated the work initiated by him.

**VI Sports Meet :** Physical Director Ms. Roopathy narrated the sports day conduct in the Mangala Stadium. She explained the process, securing venue of Mangala stadium, arrangements March past, Chief Guest, refreshment, formal beginning and closing ceremony, field and games, announcement(commentary) Faculty members role including honouring the successful athlete and declaration of trophy to the champion. The members listened carefully and directed all the faculty members to follow the guidelines of covid-19. The sport meet was decided to be conducted on 9<sup>th</sup> March because, booking of stadium was done in the December of last year. Interclass competitions were also proposed further faculty matches also suggested to the P.D by applying appropriate COVID protocol

**I. Any other matter :** Department of Economics proposed to distribute Books to Kannada and English Medium School in association with Rotary Club in the first week of march, discussion on Management meeting about campaigning in PU Colleges. Deans were entrusted to chalk out systematically with groups and list of colleges to be visited. College day celebration was also discussed to organize last week of March 2021. International Women's day was proposed to celebrate on 8<sup>th</sup> march by Ms. Savithri as coordinator, counselling session was planned for the students on post covid scenario 'do's & don't', R & D cell proposed a programme on March first week an empowerment of Women by inviting Samvada with three prominent women, who excelled in their respective fields as case study. Department of Kannada had kept drama –BENAKA to continue in the month of March 2021. Further Reshma Madam, was advised to monitor students of CPBFI through online. Farewell also proposed to the retiring faculty.

This detailed discussion concluded with a vote of thanks by Ms. Raviprabha Coordinator of Criterion 6 and members proposed to have a meeting either February last week or March 1<sup>st</sup> week. National anthem was sung.

IQAC –Cordinator

Principal

#### RESOLUTIONS :

Five resolutions were passed with the elaborate discussions held in the house for effective conduct of the system in the college.

- I. It was “Resolved to start Flagship Programme on CPBFI through online mode with 50 final year degree students from commerce and Business Administration stream, from February /March with complete system of compliance, Co-ordinator Ms.Reshma, assisted by Mr.S Syed Kahdar”.

Proposed by Dr Praveen Kumar K.C.

Seconded: Dr. Anuradha K

- II. It was “Resolved to start BACE Academy training on soft skills - an programme to inculcate competency skills for pre placement, in the month of March 2021 in offline mode for seven days. Forenoon and Afternoon was entrusted to complete planning, execution including Certificate arrangement to Mr. Syed Kahdar S & Mr. Raghavendra target group : Final year students - 50 in number

Proposed by : S Syed Kahdar

Seconded by : Ms. Jayashree

- III. It was Resolved “to conduct the student Union Council Election and Election for Class Representatives, Asst. Class Representatives and Secretaries of 19 Associations and Committees with the help of Faculty members, Directed by Student council Adviser Ms. Meera Edna Coelho . E-voting proposed on Feb 6<sup>th</sup> for Student Council Leaders The President, Vice President, Secretary and Joint Secretary & chalk out plan of Action for holding the elections.

Proposed by : Ms. Meera Edna Coelho

Seconded by Ms. Shobhitha

- IV. It was Resolved “to organize and present systematically as well as effectively the process of presentation by the Deans, Dr. Praveen Kumar , Ms. Preetha Bhandary and Ms. Hemalatha to PU Colleges, Collect the feedback and report it to the Principal in consolidated form”.

Proposed by : Principal

Seconded by : Mr. Avinash

- V. It was Resolved “to conduct Sports Meet at Mangala stadium, keep all arrangements, adhere to protocol of covid-19 systematically conduct and announce results cum prizes. Organise formal way of Athletic Meet and Closing ceremony. The task has been entrusted to P.D Ms. Roopathi with faculty members support and guidance”.

Proposed : PD Roopathy

Seconded by : Lion Kishore D Shetty



## **ACTION REPORT**

- Flagship programme of CPBFI have been launched and co-ordinated by Ms. Reshma, online mode encouraged by the Bajaj FinServe (Pune) due to the COVID-19 scenario steps have been taken to start the third batch with the help of orientation and pre assessment test. Bajaj Institute conducted, this has been monitored by the co-ordinator Ms. Reshma, Faculty, Dept. of commerce & Business Administration.
- BACE Academy Programme also launched, 6 days offline Training programme to the final year Degree students. 47 students enrolled. This task was assigned to Mr. Syed Kahdar. He organized this programme meticulously with the help of the HRD Cell team. Documented the entire system.
- Student Union Council Election has been conducted through E-voting by the co-ordinator Ms. Meera Edna Coelho. As many as 19 associations were formulated to provide support and enrich Academic Excellence programmes. Odd Semester commenced during the end of November after lockdown scenarios. Council has prepared plan of action and successfully completed despite of fear of Pandemic situations by following Standard Operating Procedures.
- Admission Campaigning has been taken up by the Deans and HODs to visit PU colleges in an around of Mangalore. Visited almost all Colleges within the City and obtained the feedback from Institutions and submitted the same to the Principal. This has been documented.
- Decided to celebrate sports meet, PD has taken adequate measures to conduct. This has been strategized very systematically. Fields and track events were also planned due to restrictions enforced by DC. Not conducted the event Field and track events were also suspended due to COVID-19 & lockdown restrictions.



The IQAC meeting was convened with Deans & HOD's 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

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

- I Standard Operating Procedure: The IQAC co-ordinator formally invited its members and briefed about the inspection carried out by the Joint Director office on 17<sup>th</sup> November, They concentrated on COVID 19 test reports of faculty, students. Total

Strength, students 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, Hoardings, 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 : COVID19 Task force was formulated, under the supervision of Principal, NAAC Co-ordinator, IQAC Co-ordinator and two senior faculty as members would ensure the all necessary compliance and enforcement guidelines time to time in the college premises. The roles and functions had been enumerated by the Principal including Mask, Physical Distancing, face shield, sanitization locations, entry and exit spot and thermal scanning. Overall COVID-19 related matters, this committee would take necessary measures and report to the higher authorities such as Principal and Management
- III Offline Classes : Deans suggested 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 remain suspended for the students. Faculty members were advised to counsel 5 minutes to the students after the subject delivery (lecture). HOD's also expressed their support and conducting the class work with utmost care and zeal.
- IV. Sanitization : College had provision of regular sanitization, persons are outsourced , regular sanitization after the days class work completed. Task force would be taking the entire responsibilities along with the administrative staff.
- V. Certificate Programme : IQAC co-ordinator, conveyed the message about process of new batch to be formulated for certificate progrmme in banking finance and Insurance, under the continuation of collaboration from Bajaj Finance serve, Third batch of the series. Ms. Reshma Madam nominated as Co-ordinator to look into the overall arrangement of classes through online mode. Members expressed their happiness and blessed the co-ordinator to take forward efficiently. Correspondent also extended his wishes to this programme.
- 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. Maintenance Committee were told to work intandum with taskforce, for ensuring proper water, sanitization, and security to the students. Further Correspondent, reminded to the house to inform about the services not available till the further order ie. Canteen and library.  
With this deliberations, the meeting was concluded in brief time as it was offline classes simultaintinsly engaged through readjusted of time table.  
The next meeting was proposed second and third week of December. Vote of thanks proposed by the IQAC Co-ordinator.

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 Co-ordinator 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 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 manage the system under COVID-19 situation. The circular pointed out to begin classes from 4<sup>th</sup> could later from 17<sup>th</sup> November. 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 COVID-19 – Standard Operating Procedure : Principal explained all guidelines, especially from students perspective, consent letter from parents and COVID-19 Test report was compulsory. Entry and exit points sanitizer and physical distancing enforced. Offline classes commences to the final year degree (UG & PG) from 17<sup>th</sup> November 2020. As per the instructions received from the collegiate Education, Bangaluru, Karnataka, only those who had a negative RT-PCR report should be allowed to enter the college premises, 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 house 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 house 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 students strength 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 ICS examination from 21<sup>st</sup> November (Saturday) by observing all guidelines and measures of operating procedures. Principal sought the cooperation in conducting these exams also. With this, meeting was concluded with vote of thanks, proposed by the office superintendent Mr.Arun Kumar, the next meeting was proposed to convene, 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 overall supervision.



The IQAC is convening meeting today at 11am on 31<sup>st</sup> October 2020 (Saturday) at the venue of AV Room

Member Present :

Sri. Devanand Pai	Correspondent
Dr. Sathish Kumar Shetty P	Chairperson
Ms. Flosy D'souza	Hon'ble External Members
Mr. Vinod D'souza	"
Mr. Avinash	"
Mr. Lion Kishore D Shetty	"
Mr. Kodman Kanthappa Shetty	"
Dr. Praveen Kumar K.C	Co-ordinator (NAAC)
Mr. Syed Kahdar	Co-ordinator (IQAC)
Ms. Preetha Bhandary	Member 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
Dr. Anuradha K	Technical data support & Mentoring and structured Feedback
Ms. Meera Edna Coelho	
Ms. Namitha - Office Staff	
Mr. Lokaraj	Library documentation + Budget + Utilization
Ms. Latha Hebaar	
Mr. Arun Kumar C.G	Office Superintendent
Ms. Swaroopa N Shetty	Ex Officio Mem.- Alumni Assoc.
Mr. Syed Mohammed Sayeed	Ex Officio Mem - P.T.A
Ms. Shilpa	Student Council President

## AGENDA

- Review of online classes
- Prize Distribution
- Offline Classwork
- Webinars
- Orientation
- Extension Facilities to CA exam
- Any other matter (Covid-19 Protocol)



## Minutes of the Proceedings of the Meeting

The IQAC meeting was convened on Saturday, 31<sup>st</sup> October 2020, to deliberate discussion on the set agenda. The following list of items in the agenda were discussed in the presence of all members without any absentee. IQAC co-ordinator welcomed the members and facilitated to conduct the meeting.

- II. **Review of online classes:** The discussion began with the matter of online classes especially on the effective delivery of lectures and students' responses in absorbing this learning pedagogy model. Dr. Praveen Kumar and Prof. Preetha Bhandary shared their experiences of their Departments in conducting online classes. The issues of network instability, lack of Mobile Phone capability to use fast Internet etc were highlighted. Due to the existence of the revised time table for online classes, these issues were resolved to a certain extent. They lay emphasis on student's approach towards learning was not encouraging, they did not show much enthusiasm, as compared to the offline mode.

The Principal explained the significance of online classes, saying that it was an emerging trend of teaching. The members were asked to continue sending materials and provide counselling. Mr. Vinod D'souza also expressed his opinion of boosting the morale of the students as he associated & advised the house to take necessary measures to boost their learnability. The Correspondent Sri. Devananda Pai said, "Provide moral support and motivate the students continuously to acquire the required subject skills through the online resources as it is a supplement to them. Most of the members felt that it was simple to conduct online classes using the Google Meet app. Members were advised to take screen shot for the attendance and submit the work diary to the office systematically as this was in place from the beginning of the academic year and continued after the lockdown. The WhatsApp Social Media was used effectively to circulate important messages, University Guidelines and Circulars to the staff in time.

- III. **Prize Distribution:** Due to Covid-19, as per the Government of Karnataka (Collegiate Education), there was a blanket ban on all the activities of the College. We were not able to celebrate the College Day (Annual Day) as it was customary every year and prizes were distributed for the various activities held throughout the Academic year 2019 – 20. After the partial relaxation of the lockdown, student Union Directress Ms. Meera Edna Coelho suggested to the Principal to organize the Prize Distribution function on 22<sup>nd</sup> October though Virtual Mode. The Prize distribution function was conducted along with the Valedictory Function of the Certificate Course in Banking, Finance and Insurance (CPBFI - Pune) on 31<sup>st</sup> October 2020. Members endorsed this decision and appreciated the work carried out by the student council director as well as Ms. Anupa Coordinator CPBFI.
- IV. **Offline Class work:** The Government of Karnataka through Collegiate Education issued a circular about the beginning of offline classes, after second week of November. Members, especially the Alumni President expressed her apprehension in holding of regular classes through offline mode. The Principal assured that all

precautionary steps as per the directive of the Government, were in place especially sanitization, maintaining distance, and wearing of masks. Special Notice placards were also used to educate the students and visitors of the college to take precautionary measures and avoid the spread of Covid-19. He also said, that the maintenance committee has been assigned the task of monitoring the adherence of protocols. College committee constituted for the purpose of Covid-19 along with the maintenance committee made sure that all the guidelines of SOP were strictly followed.

Mr. Avinash, Industrialist described the incidents happening in and around the city and informed the members to take utmost care. Adequate measures have been in placed to manage the any unwarranted situations that may arise. Associations were advised to conduct their programmes in a small scale especially through offline mode for which some members suggested to hold online mode, like celebration of constitution day / Orientation to the freshers etc.; Further, it was decided unanimously to conduct the programmes based on the prevailing situations and guidelines issued by the District Commissioner.

- V. **Webinars:** Along with the regular online classes the members showed keen interest to conduct Webinars. The Department of Political Science came up to conduct an Webinar to celebrate the constitution day and take the Pledge. The other Departments were also informed through Deans, to conduct as many Webinars as was possible and inform the faculty to participate in all programmes like webinars, Guest faculty talks, Faculty Development initiatives and training without hampering the regular teaching of online Classes as well as offline classes as and when the Govt. proposed to conduct offline classes.
- VI. **Orientation:** The Principal has prepared Orientation Materials for the First Year Students as it was decided to hold the classes from second week and December by the Higher education minister through Mangalore University guidelines. Members also endorsed second and third year counselling on that day, as college customary procedure of conducting first day as orientation for 1<sup>st</sup> year, while the afternoon will be devoted to the second and final year degree after the forenoon classes. Protocol of COVID-19 was also discussed to comply with the standard Operating Procedures (SOP). Emphasis was laid on maintenance of infrastructure by the members. The committees of Maintenance and COVID-19 assured the members to take up all necessary measures to maintain the infrastructure.
- VII. **Extension Facilities to conduct CA Exam:** CA institute requested venue to conduct their examination for Intermediate and final exams. The Principal in consultation with the Management and under the leadership of Sri. Devananda Pai, correspondent approved to extend all infrastructure facilities to conduct the exam smoothly. The exams were proposed to be conducted during the last week of November to 2<sup>nd</sup> week of December 2020. Office superintendent, Mr. Arun Explained the house about utilization of human and Physical infrastructure through plan of action. The external members appreciated the initiative undertaken by the Principal. However, they continued to take up every step possible to prevent Corona virus by adopting the protocols issued by the State Govt. from time to time, through DC & Collegiate Education, Mangaluru including CA institute, New Delhi. Mr. Arun Also informed the members about schedule of exams which

would start on 24<sup>th</sup> November and end on 3<sup>rd</sup> December 2020 and assured all measures would be taken for the exams.

VIII. **Any other matter** – The members discussed about the conducting of Non-teaching staff meeting especially to revise the roles either through job rotation or otherwise as decided in the meeting. Office Superintendent took the note on this and would assured to call a meeting during the first week of January 2021.

**Celebration of Cultural fest** also came up for discussion. Our College Correspondent Sri. Devananda Pai wanted to pay a tribute to late S.P Balasubramaniam and Srinivas, both, renowned legends in Music (Singers). The House endorsed to organize the programme with a slight- modification of venue. It was proposed to organize at English medium auditorium and decided on third week of December 2020. Our Principal took the initiative with responsibilities. The working lunch arrangement was entrusted to Mr. Ganesh Pai.

The meeting ended at 1.47 pm. The vote of Thanks was proposed by Dr. Parashuram, Coordinator of Criterion 5. It was decided to convene the next meeting either in the first or second week of January 2021.

IQAC Coordinator

PRINCIPAL

### **Resolutions:**

Four resolutions were adopted to continue to the Quality enhancement initiative:

1. It was Resolved “to keep Physical infrastructure completely sanitized and both the committees of maintenance and Covid-19 were entrusted to comply and implement with due care and attention sanitization of building, furniture, equipment and other tangible accessories in accordance to the guidelines issued. Information to the to the students about, Thermal scanner, Mask, sanitizer and Physical distancing being observed strictly. The guidelines should be displayed at the entrance of Main gates.”
2. It was Resolved “to organize webinar by the Department of Political Science to administer the Oath on Constitution day and highlight the significance through webinar. The Mentors and tutors were informed to communicate to the students group through WhatsApp and make necessary arrangements for them to participate using Google Meet. This was Proposed by Mr. Mahaveer and seconded by Ms. Anupa”.
3. It was Resolved “To organize orientation programme for the newly admitted students (first year degree) in second week of December and for the second and final year degree students afternoon would be engaged by the mentors highlighting about the amenities, academics scholarships, Add-on courses, certificate programmes, and Library resources available etc; , P.G mentors were also advised to do the same for their students by taking materials through PPT

Proposed by Principal

Seconded by Ms. Meera Edna Coelho

4. It was Resolved “To fix and conduct cultural programmes, especially to pay tribute to the familiar singers Dr. S P Balasubramaniam and Srinivas by the Principal in Co-ordination with faculty members in the Third week of December 2020 at the venue of English medium school. Planning to execution of Programme in consultation with Sri. Devananda Pai, Correspondent assigned.”

Proposed by Mr.Arun

Seconded by Sri.Devananda Pai

#### ACTION REPORT

- The HOD's of various departments received the status of syllabus coverage through faculty members. They monitored the work diary which was sent weekly through online mode. They also examined the online test (assessment) in order to ensure no discrepancy exists in the assessment system.
- Maintenance Committee engaged in keeping college premises, Desktops, LCD's, Class rooms Library, labs, Thermal Scanner, Sanitizer, water and open spaces under full observation and steps taken as per standard operating procedures from DC and Collegiate Education of Mangalore.
- Encouraged Faculty members to increase webinars both National and international quizzing including General (Environment / diet / motivation) to conduct frequently. Even encouraged to patriotism enhanced initiative towards developing patriotism, for instance taking constitution oath and celebration of freedom programme organized Intune to offer multidimensional subjects for holistic education. Webinars & Quizes were conducted and documented by the respective departments.
- Arranged Orientation programme to the first year students in online mode on 9<sup>th</sup> December 2020. Principal addressed the students from the college Vision, Mission, objectives, Academics, extra curriculum and Co-curricular activities, add-on courses, curriculum enrichment programmes, examinations, scholarships extension and outreach programmes to Alumni roles in the college. Simultaneously contact classes were held for the final year, after lockdown mentors were entrusted to speak on scholarships, exam and placement preparation.
- The college organized cultural fest to pay tribute especially Music legends Dr. SP Balasubramanian and Srinivas. The task has been entrusted to Principal with the collaboration and co-operation of Faculty members, arranged in the English medium venue (Auditorium) formal programme was launched, local singers entertained by songs of two legends and concluded the programme by vote of thanks and Lunch. The entire programme has strictly followed standard operating procedures. Outside crowds were not invited. Only select members were present.



The IQAC meeting is convened today with Deans & H.O.D's 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 meeting with Deans

and HOD's on 24<sup>th</sup> October at 10.30 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 to 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 workdone statement for every Week, monitored by the HOD's of respective subjects. As per the Joint Director order, for a new academic year yet to begin, but the classes on online mode delivered to all. Finally, Time table in force but choice is offered to the faculty to engage classes according to the convenient time of the students to all.

II. Plan of Action : About Various Associations / Committees discussed but there was an ambiguity due to online mode of classes. In that situation, webinar based leaning was promoted and encouraged in large number. Deans suggested, for Plan "B" also i.e. "offline base" since, the orders were not sure on the students side. Faculty members were informed to submit POA as early as possible with budgeted amounts. Correspondent also participated in the deliberations, he said his support and cooperation at the management level would be there to execute the programmes.

III Online and offline Content: Students were given multiple choices in the COVID-19 scenario, attendance is at discretionary by taking all these factor, faculty had to prepared for online classes (material, audio + video) offline classes (handouts) for leftover students, uploading materials through whatsapp. Faculty required to cope up the new setup and cooperate the content delivery to the students. Faculty's were advised to use various software platform according to their convenience and use of App in fulfilling second component ie. Teaching, learning and evaluation.


IV.IQAC coordinator suggested to upload all subject content to Dspace (library) so that, it not only stored but also retrieved conveniently in future by the students . Further, It renders as the documentary evidence to the authorities. Principal endorsed the suggestions, librarian directed to take the content and upload it to the Dspace.

V. Central Valuation : The examination to the final year under graduation programmes was conducted between 16<sup>th</sup> September to 19<sup>th</sup> October, after the exam, Central Valuation proposed by the University from last week of October by keeping different centres. (Location points). Faculty's were 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 included wit vote of thanks, the next meeting was proposed before the commencement of offline classes to the final year or before, depending upon the need.

Resolutions :

I It was “Resolved to upload all material/ E contents/PPT/ Other working materials to D Space platform of the library. Librarian entrusted to take the responsibilities of collecting, uploading and preserving such data for students / faculty use as well as serve the other purpose of documentation”.

 The IQAC meeting is convened today with Deans & HOD’s and Time Table Committee and Office Superintendent on 14<sup>th</sup> September 2020 (Monday) at 1030am 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 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 to the final year degree students. For a week of third week. The Deans and Time Table Committee, entrusted 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, 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, Food nutrition as well subject domain knowledge. HOD's too interacted on immunization, syllabus coverage and offline classes Preparedness. However, they had informed the house, 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. LMS : A discussion took place on various platforms such as Microsoft Team, Website, Google meet, etc., Principal advised the faculty members to use any platform, see that delivery happens effectively. Most of the faculty using audio link, Software's, Audio, Content and uploading materials through Whatsapp as well as videos. 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't' in the COVID-19 scenario, reminded the standard Operating procedures. Even the Correspondent also viewed the same and suggested to follow. 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 second or third week of October.


S.Syed Kahdar  
IQAC Co-ordinator

Principal



Resolution :

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

 The IQAC meeting is convened today with its members, Deans & HOD's on 30<sup>th</sup> August 2020 (Saturday) at 10.30am in Auditorium 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	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. Giryappa	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 HOD's to discuss on the following matters;

- I Webinars : After the welcome note, one of the deans Preetha madam given the briefing of seminars taken by various departments. Such as Department of Secretarial Practice and Computer Science, Dept. Of UG and PG of Commerce, Dept.of Home Science, Dept.of Food Nutrition and Dietetics, Dept.of PG Studies in Food Science and Nutrition and Women's Cell, Dept.of Political Science and Economics Ministry of I & B, Dept.of History, Dept.of Commerce and Business administration, Dept.of Journalism, Dept.of Physical Education, Dept.of Sociology & Women's Cell, English and Library, (Totally 18 webinars) had organized this showed the interest, zeal and motivation level of the faculty members especially in COVID 19. Correspondent appreciated and requested to continue the good work.
- II Syllabus : HOD's explained the progress of the incomplete portion of syllabus, they were maintaining the record and doing follow up timely. Students groups were created on subject wise, feedback was obtained at a random to know the status as well as learnability position.
- III Sports and Counselling : Deans, especially Dr.Praveen Kumar briefed about online sports activities undertaken by the students through P.D as well as counselling, especially to the needy students. Since Media was aggressively cemented to the content of fear as expressed by the students but one an one counselling for was done while uploading contents in a whatsapp group. Informing them to follow standard operating procedures, not to scare, Usual routine work studies, food habits, physical exercises and social distancing. Principal also intervened and said he too do the counselling through attending phone calls.
- IV Action Report : IQAC Co-ordinator briefed the house about in complete and non submission of Action Report by the few Department based on check list. However, Deans have suggested they would do the followup and help the faculty members in preparing as well as submitting Action Report of various associations.
- V. Any Other Matter : College had received the instructions from Joint Director circular to utilize the days for online class, Administrative activities, NAAC work. Deans took this circular in total seriousness of implementation at different stages of the work. Contact classes for final year UG and PG degree proposed on shift or batches wise by applying SOP in the month of September second week onwards. Principal assured the preparation for contact classed by complying fully S.O.P


The meeting was concluded after vote of thanks by Ms.Preetha Bhandary, English Dept. and proposed to have next meeting second week of September.

S.Syed Kahdar  
IQAC Co-ordinator)

Principal.

**Resolution :**

It was “Resolved to continue webinars by the Departments including quizzing through Google form and take necessary services from Mr.Rithesh and Mr.Moorthy for the conduct of the same and keep documentations by the respective Departments.

 The IQAC meeting is convened today with Deans & HOD's & 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. 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 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 :

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

- I. Syllabus and Exams : After welcoming not, the IQAC Co-ordinator briefed the house about Govt Circular to conduct the online class and report has to be sent to the Joint Director office. Regarding Exam, Examination coordinator explained the possible way, like it could be online, offline or no exams only promotion or 1<sup>st</sup> and 2<sup>nd</sup> year promotion and final year exams (Offline mode). Principal suggested, give emphasis on syllabus, let it be any mode of exam. Members agreed this suggestion.
- II. Faculty Development Programme : PD had proposed the 6 day International level FDP, house congratulated the PD and assured allround support and co-operation, She explained the topic on "Perspectives and strategies on contemporary issues in Physical Education and sports during 3<sup>rd</sup> or 4<sup>th</sup> week of August. Webinar mode through Google meet platform. Resource Persons from Physical Education, Sports and Yoga areas.
- III. Certificate Programmes : Uncovered portions of Bace Academy and CPBFI (Bajaj) were initiated through phone class and mail, and whatsapp. IQAC coordinator informed the house, that these training programmes would be completed based on the syllabus prescribed in the beginning through online mode.
- IV. Affiliation:- Principal explained the new programme would be commences in the next academic for which affiliation work was pending, i.e BCA, B.Sc. (H.Sci) & B.Sc.(CMP). Tentative date was given 30<sup>th</sup> August offline mode inspection the college had furnished required data to the affiliation committee – Mangalore University through offline and online modes.
- V. LMS platform : Some faculty members suggested "Learning Management system". Combination of Many services under one platform, Principal suggested the members to get proposals from agencies who offer the best services and competitive pricing. So as the 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. With this, meeting was concluded. The next meeting proposed in the month of August.

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 3<sup>rd</sup> and 4<sup>th</sup> week August. P.D Ms.Roopathi entrusted overall responsibilities, to be supported and helped by staff members”.