

SDM COLLEGE UJIRE
UJIRE

Ent:SDMES

Date:01.02.2019 Time:11.49.21AM

Minutes of Meeting

Schedule of Meeting	16/01/2019 [16:30 To 17:00] 114 IQAC IQAC Meeting		
No.	114	Entry Date	25/01/2019
Meeting Tag(s)	IQAC	Meeting Date Time(HH:MM)	16/01/2019 16:30 To 17:00
Location	SDM COLLEGE UJIRE	Venue	IQAC /Discussion Room
Subject	IQAC Meeting		
Meeting Convened By	Employee - K. SHANKARANARAYANA [DEGPER09]		
Remarks			

People Present	Sl. No.	Type	Name	Role
	1	Employee	T. N. KESHAHA [DEGPER01] ASSOCIATE PROFESSOR - SDMCOLL	CHAIRMAN
	2	Employee	SAMPATH KUMAR B.P [DEG-PER-19] ASSOCIATE PROFESSOR - SDMCOLL	Member
	3	Employee	SHANTHIPRAKASH [DEGPER03] ASSOCIATE PROFESSOR - SDMCOLL	Member
	4	Employee	DR. A.JAYAKUMAR SHETTY [DEG-PER-14] ASSOCIATE PROFESSOR - SDMCOLL	Member
	5	Employee	T. PRAKASH PRABHU [DEG-PER-15] ASSOCIATE PROFESSOR - SDMCOLL	Member
	6	Employee	DR. P.N. UDAYACHANDRA [DEG-PER-11] ASSOCIATE PROFESSOR - SDMCOLL	Member
	7	Employee	ANURADHA N.BHAT [DEG-PER-21] ASSOCIATE PROFESSOR - SDMCOLL	Member
	8	Employee	DR.P.VISHWANATH [DEGPER05] ASSOCIATE PROFESSOR - SDMCOLL	Member
	9	Employee	SHALIP KUMARY [DEGPER08] ASSOCIATE PROFESSOR - SDMCOLL	Member
	10	Employee	AJOY KOMBRABAIL [DEG-PER-17] ASSOCIATE PROFESSOR - SDMCOLL	Member
	11	Employee	KUMARA HEGDE B.A. [DEGPER20] ASSOCIATE PROFESSOR - SDMCOLL	Member
	12	Employee	NANDA KUMARI K.P. [DEGPER06] ASSOCIATE PROFESSOR - SDMCOLL	Member
	13	Employee	BHASKAR HEGDE [DEG-PER-26] ASSISTANT PROFESSOR - SDMCOLL	Member
	14	Employee	YUVARAJA POOVANI [DEGPERNT01] OFFICE SUPERINTENDENT - SDMCOLL	Member
	15	Others	JOSEPH N M [JNM] [] - SDMCOLL	Member
	16	Student	SAMANVITHA [SOORYANARAYANAU] [181568] PG M.COM 2ND SEM 2ND SEM - SDMCOLL	Member

	17	Student	NAVEEN[160210) III B.Sc. 'A' SDMROLL	Member
	18	Employee	SHASHISHEKAR N. KAKATHKAR [DEGPER04] ASSOCIATE PROFESSOR - SDMROLL	Member
	19	Employee	K. SHANKARANARAYANA [DEGPER09] ASSISTANT PROFESSOR - SDMROLL	Member
	Members Absent			
	1	Employee	YASHOVARMA B [HOUM003] SECRETARY TO THE SOCIETY - SDMESHO	Advisor
	2	Employee	S.SATHEESCHANDRA [DEGT001] ASSOCIATE PROFESSOR - SDMROLL	Member
	3	Employee	B. GANAPAYYA [PGNONPF06] ASSISTANT PROFESSOR - SDMROLL	Member
	4	Others	DHANANJAYA RAO B [DRBK] [] - SDMROLL	Member
Agenda	1	Welcome and Reading of the Agenda for Approval		
	2	Approval of the minutes of the last IQAC meeting held on 15th June, 2018		
	3	Action taken report on the resolutions made in the last IQAC meeting (held on 15th June, 2018)		
	4	Review: 1.NAAC preparation 2. Introduction of CBCS 3. Strengthening the Review mechanism 4. Staff Development Workshops- on IQAS, Blooms? Taxonomy, IPR, Professional Ethics 5. PBSA to non teaching Staff also 6. AAA to PG section 7. Documentation centre 8. Perspective plan and Road Map 9. Alumni Association		
	5	Student Representatives in all committees and Boards		
	6	Strengthening of IQAC		
	7	Any other		
Minutes	1	The Principal welcomed the honourable members and presented the agenda for deliberations.		
	2	The minutes of the previous meeting held on 14th June was presented.		
	3	The principal read out the action taken report. As a few tasks were not undertaken, the IQAC felt that these tasks have to be undertaken on priority.		
	4	Review: 1.NAAC preparation 2. Introduction of CBCS 3. Strengthening the Review mechanism 4. Staff Development Workshops- on IQAS, Blooms Taxonomy, IPR, Professional Ethics 5. PBSA to non teaching Staff also 6. AAA to PG section 7. Documentation centre 8. Perspective plan and Road Map 9. Alumni Association		
	5	Student Representatives in all committees and Boards		
	6	Strengthening of IQAC		

	7	No issue was raised for discussion under Any other. The meeting ended with vote of thanks
Resolution	1	The agenda was approved
	2	The honorable members approved the minutes
	3	The decisions taken are given in the Annexure - 1
	4	<p>Decisions:</p> <p>1.Criteria chairmen are given the detailed requirement list with a request letter to do the follow up and prepare a strategic plan and submit on or before 30th of February 2019.</p> <p>To hold a workshop exclusively on NAAC for a week and prepare the documents required-After the last signing day and before the last working day</p> <p>2.Decided to work at the dept level initially. Resolved to intimate the HODs in the HODs meeting. Decided to develop policy on regular review mechanism at every level- to intimate depts. and committees in the next committee chairmen and HOD?s meeting</p> <p>4.To hold frequent training programmes to the faculty - FDP, Blooms Taxonomy, IPR, Professional Ethics- The IQAC is to plan and fix dates.</p> <p>5. Decided to extend the self appraisal system to non teaching staff also</p> <p>Decided to extend the AAA to PG section to hold in the month of February</p> <p>7. To use EERPMS as a Main data source for all purposes. Decided to hold a training program in the month of January itself.</p> <p>8. To prepare the plan and roadmap- The committee to speed up this task draft the perspective plan and the road map before 23rd January</p> <p>9. To strengthen Alumni Participation in terms of regularity in association meetings, documentation of minutes, registration of the chapters, alumni faculty facility, alumni interaction system, alumni contribution etc.</p> <p>To inform the alumni committee soon to take steps and initiate the process</p>
	5	Decided to include student representatives in committees. Decided to inform all HOD?s and committee chairmen to take steps in this regard.
	6	Decided to inform all the committees and departments to consult the IQAC for QUALITY INITIATIVES while planning and report the activities regularly.

Dr. Shankarnarayana K.
Convener, SDMC IQAC

Prof. Keshava T. N.
Principal

S.D.M. COLLEGE(Autonomous), UJIRE

Internal Quality Assurance Cell

**Annexure-1
Action Taken Report**

Resolutions	Action Taken	Remarks
<p>SDMCU /IQAC/ 2018-19/01/04 1. Reconstitution of the committees- both functional and statutory committees: The list of newly constituted committees both functional and statutory was presented and the same was approved(Annexure-2)</p>	1.Done	The members appreciated the work
<p>2. UG and PG as one Unit- not separate units but as ONE department offering two separate courses: Suggested to redefine the concept of vacation and realign the two courses. The proposal was approved</p>	2. A few guest lectures and joint programmes were arranged so far	<p>The members appreciated the work Decision:</p> <ul style="list-style-type: none"> • UG PG Combined programme to be strengthened- • A reminder letter is to be sent soon
<p>3. Jnana Mantapa - Knowledge Sharing: In house Faculty Knowledge Sharing programme- once in Fifteen days, 14th and 28th of every month, Dr. Rajashekar will be the coordinator: proposal was appreciated and approved. Suggested to prepare a schedule involving all departments and institutionalize the activity.</p>	3. 4 programmes were held	<p>The members appreciated the work Decision: The Activity should be continued</p>
<p>4. Documentation of Institutional Policies-</p> <ol style="list-style-type: none"> 1. Student support and progression policy 2. Staff support policy 3. Curriculum Revision Policy 4. Green Policy 5. Campus Maintenance Policy 6. Research policy and research support Policy 7. Funds Mobilization Policy 8. Infrastructure Augmentation Policy 	4. Not done	<p>Institutional policies hand book - Decision:</p> <ul style="list-style-type: none"> • The Policy committee comprising of all Deans under the chairmen of Dr PN Udayachandra should undertake this task on priority. • The committee to invite committee

<p>9. Governance Policy 10. Policy for extension programmes 11. Policy for consultancy programmes 12. Policy for sports and extracurricular programmes 13. Examination and evaluation policies 14. Admission policy 15. Policy for innovative programmes 16. Appointment Policy Resolved to prepare a Handbook of Institutional Policies. The Four Deans were assigned the task of preparing the Handbook. Dr PN Udayachandra would be the chairperson</p>		<p>chairmen and HOD's for a meeting and finalize the task before 15th of February</p>
<p>5. Curricular Revision: Pattern to be evolved; Inclusion of Skill Component- 40 percent suggested in the Governing Body. The existing practice of writing lesson plan (to call it study plan) was discussed and it was decided to include the activities for each topic in the diary and upload the same to the EERPMS system for students use. Resolved to plan the introduction of new courses. Resolved to discuss in the HOD's meeting. (Annexure-3)</p>	<p>5. Not carried out in view of introduction of CBCS</p>	<p>Decision :</p> <ul style="list-style-type: none"> • To intimate CBCS-committee to give guidelines to the Departments • To intimate Depts to conduct meeting and plan for elective papers • To intimate Dept Heads to review and report about the lesson plan and status of the notes uploaded • To inform the Departments to give details regarding the revision of the syllabus in the last BOS meeting
<p>6. Academic and Administrative Audit (AAA): Resolved to conduct the Audit and decided that while conducting the same care should be taken to avoid any morale damage to the staff/department. The Format was presented and approved (Annexure-4)</p>	<p>Done but only for UG departments Prof Aruna Kamath, Dr Madhava Bhat, Prof. Gireesh and Prof. TN Keshava were the members The assessment results have been communicated</p>	<p>The members appreciated the initiative Decision:</p> <ul style="list-style-type: none"> • To conduct the AAA at the PG Centre in the month of February 2019

<p>7. Documentation System- For multiple purposes; Decided to adopt the new format for departments for the reports. The format is based on the NAAC AQAR (Annexure-5)</p>	<p>Not properly streamlined</p>	<p>Decisions:</p> <ul style="list-style-type: none"> • Documentation to be done through EERPMS • Training programme to be arranged for documentation in the month of January , 2019
<p>Road Map-2018 to 2020: Road Map for 2018 -19 was presented and decided to prepare the road map for the next three years soon and present it in the next IQAC meeting(Annexure-6)</p>	<p>Not done</p>	<p>The difficulty to prepare was discussed Decision: To develop perspective plan and Road map -The committee should prepare a draft before 23rd January</p>
<p>SDMCU /IQAC/ 2018-19/01/05 Booklet of the responsibilities of the employees of the institution: Only rough draft had been prepared. Decided to submit the final draft in the next meeting</p>	<p>Not yet ready</p>	<p>Decision:</p> <ul style="list-style-type: none"> • To intimate the committee chairmen and HOD's to prepare a document of responsibilities of all members, and submit it before 23rd

Dr. Shankarnarayana K.
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