



IQAC Meeting Notice

All members of Internal Quality Assurance Cell are cordially invited to attend the **“IQAC Meeting”** scheduled on **04th June 2015** at 10 am at Board Room of SDM College, Ujire to transact the following agenda.

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| SDMCU /IQAC/ 2015-16/01/01 | : | Approval of the minutes of last IQAC meeting |
| SDMCU /IQAC/ 2015-16/01/02 | : | Action taken report on the last IQAC meeting Compliance report by HODs/ Chairpersons of Functional Committees |
| SDMCU /IQAC/ 2015-16/01/03 | : | College Calendar of Events 2015-16 |
| SDMCU /IQAC/ 2015-16/01/04 | : | Post NAAC Initiatives: Proposed Quality Assurance Initiatives: presentation by Criteria wise Committees Chairpersons |
| SDMCU /IQAC/ 2015-16/01/05 | : | Inclusion of innovative teaching in PG and UG Classes. |
| SDMCU /IQAC/ 2015-16/01/06 | : | Self evaluation by Teachers/ Departments |
| SDMCU /IQAC/ 2015-16/01/07 | : | Annual Plan: Department wise |
| SDMCU /IQAC/ 2015-16/01/08 | : | AQAR 2014-15 |
| SDMCU /IQAC/ 2015-16/01/09 | : | Any other matter |

| S.No | Designation | Status | Name | |
|------|--------------------|-------------|------------------------|---------|
| 01 | Principal | Chairman | Dr.B.Yashovarma | Present |
| 02 | Vice Principal | Member | Shiva Rao | Present |
| 03 | Dean-Humanities | Member | K.S.Mohannarayan | Present |
| 04 | Dean-Science | Member | T.N.Keshav | Present |
| 05 | Dean- PG | Member | Dr.M.Y.Manjula | Present |
| 06 | Registrar(A) | Member | Dr.Udayachandra.P.N | Present |
| 07 | Registrar(E) | Member | Ajoy Kombrabail | Present |
| 08 | Office Manager | Member | Yuvaraj Poovani | Present |
| 09 | Industry Nominee | Member | Prof.Bhaskar Shetty | Absent |
| 10 | Prominent Alumni | Member | Dhananjaya Rao.B K | Present |
| 12 | Curricular Aspects | Member | Satheeshchandra.S | Present |
| 13 | TLE | Member | Dr.Vishwanath | Present |
| 14 | Research | Member | Dr.B.P.Sampath Kumar | Present |
| 15 | Student Support | Member | K.Radhakrishna Mayya | Present |
| 16 | Governance | Member | Dr.Shalip | Present |
| 17 | Innovations | Member | Dr.B.A.Kumar Hegde | Present |
| 18 | Special Invitee | Member | Dr.Shankaranarayan.K | Present |
| 19 | Convener | Coordinator | Dr.A.Jaya Kumar Shetty | Present |

PROCEEDINGS

| S.No | Proceeding | | | | | | | | | | | | | | | | | | | | | | |
|--|--|------------------------|----------------------|---------------------------------|--------------------------------|--------------------------------------|--------------------------------------|---------------------------|--|----------------|--|---------------------------------|---|------------------------------------|--|--------------------------------------|---|------------------------------------|---|--|--|----------------------------------|------------------------------------|
| 01 | Dr.A.Jaya Kumar Shetty, Coordinator presented the agenda | | | | | | | | | | | | | | | | | | | | | | |
| 02 | <p>Agenda: SDMCU /IQAC/ 2015-16/01/01</p> <p>Approved and adopted the minutes of last IQAC meeting. Significant activities and contributions made by IQAC during 2014-15</p> <ul style="list-style-type: none"> • Institutional Academic Calendar Designed • Workshop on Lesson Plan Preparation Conducted • Workshop on Research Methodology and Preparation of Research proposal – (Minor and Major Research Projects) Conducted. • English Language Training Programme ELTP a Certificate Course • Accelerated Community Oriented Programme • Training on Google Apps for staff conducted • Orientation Programme for new staff members conducted <p>The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Plan of Action 2014-15</th> <th style="text-align: center;">Achievements 2014-15</th> </tr> </thead> <tbody> <tr> <td>To conduct 05 National seminars</td> <td>Conducted 05 national seminars</td> </tr> <tr> <td>To conduct school adoption programme</td> <td>Conducted school adoption programmes</td> </tr> <tr> <td>To conduct guest lectures</td> <td>30 guest lecturers were organized by various departments</td> </tr> <tr> <td>Wall magazines</td> <td>35 issues of wall magazines were displayed in the notice board</td> </tr> <tr> <td>To conduct civic sense campaign</td> <td>Conducted a series civic sense campaign in the campus</td> </tr> <tr> <td>Planned to conduct 05 Filed visits</td> <td>05 field visits have been conducted by various departments</td> </tr> <tr> <td>To organize Alumni interactions (40)</td> <td>Conducted 50 alumni interactions by various departments</td> </tr> <tr> <td>To conduct Grama Swaraj programmes</td> <td>02 Grama Swaraj programmes were conducted</td> </tr> <tr> <td>To arrange for visits to Self help groups (10)</td> <td>25 Self help group visits were conducted</td> </tr> <tr> <td>To conduct legal awareness camps</td> <td>Conducted one legal awareness camp</td> </tr> </tbody> </table> | Plan of Action 2014-15 | Achievements 2014-15 | To conduct 05 National seminars | Conducted 05 national seminars | To conduct school adoption programme | Conducted school adoption programmes | To conduct guest lectures | 30 guest lecturers were organized by various departments | Wall magazines | 35 issues of wall magazines were displayed in the notice board | To conduct civic sense campaign | Conducted a series civic sense campaign in the campus | Planned to conduct 05 Filed visits | 05 field visits have been conducted by various departments | To organize Alumni interactions (40) | Conducted 50 alumni interactions by various departments | To conduct Grama Swaraj programmes | 02 Grama Swaraj programmes were conducted | To arrange for visits to Self help groups (10) | 25 Self help group visits were conducted | To conduct legal awareness camps | Conducted one legal awareness camp |
| Plan of Action 2014-15 | Achievements 2014-15 | | | | | | | | | | | | | | | | | | | | | | |
| To conduct 05 National seminars | Conducted 05 national seminars | | | | | | | | | | | | | | | | | | | | | | |
| To conduct school adoption programme | Conducted school adoption programmes | | | | | | | | | | | | | | | | | | | | | | |
| To conduct guest lectures | 30 guest lecturers were organized by various departments | | | | | | | | | | | | | | | | | | | | | | |
| Wall magazines | 35 issues of wall magazines were displayed in the notice board | | | | | | | | | | | | | | | | | | | | | | |
| To conduct civic sense campaign | Conducted a series civic sense campaign in the campus | | | | | | | | | | | | | | | | | | | | | | |
| Planned to conduct 05 Filed visits | 05 field visits have been conducted by various departments | | | | | | | | | | | | | | | | | | | | | | |
| To organize Alumni interactions (40) | Conducted 50 alumni interactions by various departments | | | | | | | | | | | | | | | | | | | | | | |
| To conduct Grama Swaraj programmes | 02 Grama Swaraj programmes were conducted | | | | | | | | | | | | | | | | | | | | | | |
| To arrange for visits to Self help groups (10) | 25 Self help group visits were conducted | | | | | | | | | | | | | | | | | | | | | | |
| To conduct legal awareness camps | Conducted one legal awareness camp | | | | | | | | | | | | | | | | | | | | | | |

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| 03 | <p>Agenda: SDMCU /IQAC/ 2015-16/01/02</p> <p>Action taken report on the last IQAC meeting Compliance report by HODs/ Chairpersons of Functional Committees Resolved to evolve mechanisms to monitor, evaluate and improve quality initiatives of the college. Each activity (best practice/ quality initiatives like Student Faculty, Student Lecture Series, Learning Corners, W4H etc) need to be</p> <ol style="list-style-type: none"> Clearly defined Objectives to be framed Methodology of implementation-flow chart to be specified Evaluation and feedback mechanism to be evolved Periodical review and areas for improvement to be identified Action taken report <p>Write up on each activity shall serve as guide</p> |
| 04 | <p>Agenda: SDMCU /IQAC/ 2015-16/01/03</p> <p>College Calendar of Events 2015-16 Dr.A.Jaya Kumar Shetty presented the Annual Calendar of Activities for the year 2015-16 and was adopted</p> <p style="text-align: right;">❖ Enclosed in the Annexure</p> |
| 06 | <p>Agenda: SDMCU /IQAC/ 2015-16/01/04</p> <p>Post NAAC Initiatives Proposed Quality Assurance Initiatives: Chairpersons Criteria wise Committees presented proposed initiatives and resolved to circulate the same among HODs/ Committee chairpersons for needful action during 2015-16</p> <ul style="list-style-type: none"> ❖ Committee/ Criteria Chairpersons are requested to <ol style="list-style-type: none"> Define objectives/ Targets of the Committee Focus on W4H of the committee Discuss on SWOC of assigned activities ❖ For every activity identified draw the <ol style="list-style-type: none"> Objectives Methodology Schedule Follow up mechanism Outcomes ❖ Functional Committees to prepare manual to guide the planned activities <ol style="list-style-type: none"> List the activities to be undertaken with objectives, methodology and outcomes Schedule the activities: prepare calendar of events Mechanisms to ensure student participation in all stages Mechanisms to monitor the activities ❖ Chairpersons of Criteria's (NAAC-SSR) to prepare <ol style="list-style-type: none"> 'SWOC' analysis Schemes/ activities to be strengthened New innovative activities to be launched List the problems/ limitations to overcome Calendar of events - targets with timeframe Derive monitoring mechanism |

| 07 | <p>Agenda: SDMCU /IQAC/ 2015-16/01/05</p> <p>Inclusion of innovative teaching in PG and UG Classes. Resolved to direct all departments to focus more on innovative and learner centered teaching methods</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------|---|---------|----------------|---------|----|------------------------------|----|----|--------------------------------------|----|----|---------------------------|----|----|-----------------------|-----|----|---|----|----|---------------------------------|----|----|-------------|----|----|--------------------|----|----|-----------------------------------|----|-----|------------------------|----|-----|---------------------------------|----|-----|---------------------------------|----|-----|----------------------------------|----|-----|--------------------|----|-----|--------------|----|-----|----------------------|----|-----|----------------------------|----|
| 08 | <p>Agenda: SDMCU /IQAC/ 2015-16/01/06</p> <p>Self evaluation by Teachers/ Departments ❖ Committee headed by IQAC Convener with Dr.P.Vishwanath and Dr.Shankaranarayan as members is constituted to evolve a format for self evaluation by the departments and the same shall be circulated to the departments and by 30th March 2016 all departments shall submit the same</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 09 | <p>Agenda: SDMCU /IQAC/ 2015-16/01/07</p> <p>❖ All departments and committees shall submit the Annual Plan of activities in the beginning of the year and shall be evaluated at the end of the academic year. ❖ Based on the inputs from departments and functional committees following action plan for the year 2015-16 was adopted</p> <table border="1" data-bbox="358 940 1325 1906"> <thead> <tr> <th data-bbox="358 940 448 1010">Sl. No</th> <th data-bbox="448 940 1065 1010">Plan of Action</th> <th data-bbox="1065 940 1325 1010">2015-16</th> </tr> </thead> <tbody> <tr> <td data-bbox="358 1010 448 1062">1.</td> <td data-bbox="448 1010 1065 1062">To conduct National seminars</td> <td data-bbox="1065 1010 1325 1062">05</td> </tr> <tr> <td data-bbox="358 1062 448 1115">2.</td> <td data-bbox="448 1062 1065 1115">To conduct school adoption programme</td> <td data-bbox="1065 1062 1325 1115">02</td> </tr> <tr> <td data-bbox="358 1115 448 1167">3.</td> <td data-bbox="448 1115 1065 1167">To conduct guest lectures</td> <td data-bbox="1065 1115 1325 1167">20</td> </tr> <tr> <td data-bbox="358 1167 448 1220">4.</td> <td data-bbox="448 1167 1065 1220">Wall magazines issues</td> <td data-bbox="1065 1167 1325 1220">180</td> </tr> <tr> <td data-bbox="358 1220 448 1272">5.</td> <td data-bbox="448 1220 1065 1272">To conduct research methodology workshops</td> <td data-bbox="1065 1220 1325 1272">02</td> </tr> <tr> <td data-bbox="358 1272 448 1325">6.</td> <td data-bbox="448 1272 1065 1325">To conduct civic sense campaign</td> <td data-bbox="1065 1272 1325 1325">02</td> </tr> <tr> <td data-bbox="358 1325 448 1377">7.</td> <td data-bbox="448 1325 1065 1377">Filed visit</td> <td data-bbox="1065 1325 1325 1377">05</td> </tr> <tr> <td data-bbox="358 1377 448 1430">8.</td> <td data-bbox="448 1377 1065 1430">Alumni interaction</td> <td data-bbox="1065 1377 1325 1430">10</td> </tr> <tr> <td data-bbox="358 1430 448 1482">9.</td> <td data-bbox="448 1430 1065 1482">To conduct Grama swaraj programme</td> <td data-bbox="1065 1430 1325 1482">01</td> </tr> <tr> <td data-bbox="358 1482 448 1535">10.</td> <td data-bbox="448 1482 1065 1535">Self help group visits</td> <td data-bbox="1065 1482 1325 1535">20</td> </tr> <tr> <td data-bbox="358 1535 448 1587">11.</td> <td data-bbox="448 1535 1065 1587">To conduct legal awareness camp</td> <td data-bbox="1065 1535 1325 1587">02</td> </tr> <tr> <td data-bbox="358 1587 448 1640">12.</td> <td data-bbox="448 1587 1065 1640">Environment protection campaign</td> <td data-bbox="1065 1587 1325 1640">02</td> </tr> <tr> <td data-bbox="358 1640 448 1692">13.</td> <td data-bbox="448 1640 1065 1692">To conduct international seminar</td> <td data-bbox="1065 1640 1325 1692">01</td> </tr> <tr> <td data-bbox="358 1692 448 1745">14.</td> <td data-bbox="448 1692 1065 1745">E-content Creation</td> <td data-bbox="1065 1692 1325 1745">10</td> </tr> <tr> <td data-bbox="358 1745 448 1797">15.</td> <td data-bbox="448 1745 1065 1797">Ted lectures</td> <td data-bbox="1065 1745 1325 1797">20</td> </tr> <tr> <td data-bbox="358 1797 448 1850">16.</td> <td data-bbox="448 1797 1065 1850">Documentary creation</td> <td data-bbox="1065 1797 1325 1850">05</td> </tr> <tr> <td data-bbox="358 1850 448 1902">17.</td> <td data-bbox="448 1850 1065 1902">Golden Jubilee Celebration</td> <td data-bbox="1065 1850 1325 1902">01</td> </tr> </tbody> </table> | Sl. No | Plan of Action | 2015-16 | 1. | To conduct National seminars | 05 | 2. | To conduct school adoption programme | 02 | 3. | To conduct guest lectures | 20 | 4. | Wall magazines issues | 180 | 5. | To conduct research methodology workshops | 02 | 6. | To conduct civic sense campaign | 02 | 7. | Filed visit | 05 | 8. | Alumni interaction | 10 | 9. | To conduct Grama swaraj programme | 01 | 10. | Self help group visits | 20 | 11. | To conduct legal awareness camp | 02 | 12. | Environment protection campaign | 02 | 13. | To conduct international seminar | 01 | 14. | E-content Creation | 10 | 15. | Ted lectures | 20 | 16. | Documentary creation | 05 | 17. | Golden Jubilee Celebration | 01 |
| Sl. No | Plan of Action | 2015-16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. | To conduct National seminars | 05 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | To conduct school adoption programme | 02 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | To conduct guest lectures | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | Wall magazines issues | 180 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. | To conduct research methodology workshops | 02 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. | To conduct civic sense campaign | 02 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. | Filed visit | 05 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. | Alumni interaction | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. | To conduct Grama swaraj programme | 01 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. | Self help group visits | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11. | To conduct legal awareness camp | 02 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12. | Environment protection campaign | 02 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13. | To conduct international seminar | 01 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14. | E-content Creation | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15. | Ted lectures | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16. | Documentary creation | 05 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17. | Golden Jubilee Celebration | 01 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 10 | <p>Agenda: SDMCU /IQAC/ 2015-16/01/08</p> <p>AQAR 2014-15 Dr.Udayachandra.P.N, Registrar presented the draft AQAR, accepted for submission.</p> <p style="text-align: right;">❖ Enclosed in the Annexure</p> |
| 11 | <p>Agenda: SDMCU /IQAC/2015-16/01/09</p> <p>Any other matter</p> <p>❖ To strengthen the curriculum, each department shall take initiatives to revise the syllabus by consulting the experts focusing on skill component, current issues and employability. HODs shall keep the revised syllabus ready on or before 15-08-2015 for presenting in the BOS for approval.</p> <p>Introduction of practical's: Kannada and English departments have introduced practical's since 2014-15. Department of Journalism and Commerce have planned for practical's 2015-16 onwards. Subjects without practical's are directed to explore the areas and possibilities to introduce practical's. If any department is doing practical's are directed to inform before the next HOD meeting.</p> |
| 12 | Vote of thanks by Dr.A.Jaya Kumar Shetty |

Dr.A.Jaya Kumar Shetty
Convener

Dr.B.Yashovarma
Principal

Board Room, SDM College, Ujire
Date: 04-06-2015