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| |  |  | | --- | --- | | SDM COLLEGE UJIRE | | | UJIRE | | | **Ent:**SDMES | **Date:**14.10.2019  **Time:**12.37.21PM | |  | | | **Minutes of Meeting** | | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Schedule of Meeting** | 10/10/2019 [02:30 To 03:30] | 193 | IQAC | IQAC Meeting | | | | | **No.** | 193 | **Entry Date** | 13/10/2019 |  | | **Meeting Tag(s)** | IQAC | **Meeting Date Time(HH:MM)** | 10/10/2019 02:30 To 03:30 |  | | **Location** | UJIRE | **Venue** | IQAC Discussion Room |  | | **Subject** | IQAC Meeting | | |  | | **Meeting Convened By** | Employee  - K. SHANKARANARAYANA [DEGPER09] | | |  | | **Remarks** | Rescheduled date of the meeting | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **People Present** | |  |  |  |  | | --- | --- | --- | --- | | **Sl. No.** | **Type** | **Name** | **Role** | | **1** | Employee | YASHOVARMA B [HOUM003] SECRETARY TO THE SOCIETY - SDMESHO | Advisor | | **2** | Employee | S.SATHEESCHANDRA [DEGT001] ASSOCIATE PROFESSOR - SDMCOLL | CHAIRMAN | | **3** | Employee | SAMPATH KUMAR B.P [DEG-PER-19] ASSOCIATE PROFESSOR - SDMCOLL | Member | | **4** | Employee | SHANTHIPRAKASH [DEGPER03] ASSOCIATE PROFESSOR - SDMCOLL | Member | | **5** | Employee | DR. P.N. UDAYACHANDRA [DEG-PER-11] ASSOCIATE PROFESSOR - SDMCOLL | Member | | **6** | Employee | DR. A.JAYAKUMAR SHETTY [DEG-PER-14] ASSOCIATE PROFESSOR - SDMCOLL | Member | | **7** | Employee | AJOY KOMBRABAIL [DEG-PER-17] ASSOCIATE PROFESSOR - SDMCOLL | Member | | **8** | Employee | SHASHISHEKAR N. KAKATHKAR [DEGPER04] ASSOCIATE PROFESSOR - SDMCOLL | Member | | **9** | Employee | SHALIP KUMARY [DEGPER08] ASSOCIATE PROFESSOR - SDMCOLL | Member | | **10** | Employee | DR.P.VISHWANATH [DEGPER05] ASSOCIATE PROFESSOR - SDMCOLL | Member | | **11** | Employee | SHRIDHARA N.BHATTA [DEG-PER-23] ASSOCIATE PROFESSOR - SDMCOLL | Member | | **12** | Employee | BHASKAR HEGDE [DEG-PER-26] ASSISTANT PROFESSOR - SDMCOLL | Member | | **13** | Employee | B. GANESH NAYAK [DEGPER11] - SDMCOLL | Member | | **14** | Employee | YUVARAJA POOVANI [DEGPERNT01] OFFICE SUPERINTENDENT - SDMCOLL | Member | | **15** | Others | JOSEPH N M [] - SDMCOLL | Member | | **16** | Student | SAMANVITHA [SOORYANARAYANAU] [181568] PG M.COM | 3RD SEM | 3RD SEM - SDMCOLL | Member | | **17** | Student | SAIDEEP SHIRISH BHAT [170351] PHY.CHEM.MATHS | 5TH SEM | 5 SEM - SDMCOLL | Member | | **18** | Employee | K. SHANKARANARAYANA [DEGPER09] ASSISTANT PROFESSOR - SDMCOLL | Member | | | **EMailIDs** | yashovarma@hotmail.com, ssatheeshchandra@rediffmail.com, ssatheeshchandra@sdmcujire.in, bpsampathkumar@gmail.com, bpsampath@sdmcujire.in, jshanthiprakash@yahoo.com, spnerenki@sdmcujire.in, ucpn@yahoo.com, ucpn@sdmcujire.in, ajkshetty@rediffmail.com, ajkshetty@sdmcujire.in, ajoy37@rediff.com, ajoy@sdmcujire.in, snkakathkar@gmail.com, snkakathkar@sdmcujire.in, shalip@rediffmail.com, shalip@sdmcujire.in, drvishwanathap@rediffmail.com, drvishwanathap@sdmcujire.in, sbujire@rediffmail.com, sbujire@sdmcujire.in, bhegdeujire@gmail.com, bhegde@sdmcujire.in, bganeshnayak@gmail.com, poovani3333@gmail.com, ssamanvi64@gmail.com, shabhaashya@gmail.com, shabhaashya@sdmcujire.in, [ganapayyabhee@gmail.com](mailto:ganapayyabhee@gmail.com), [kumarahegde@sdmcujire.in](mailto:kumarahegde@sdmcujire.in), [kumarahegde@yahoo.com](mailto:kumarahegde@yahoo.com), [nanda@sdmcujire.in](mailto:nanda@sdmcujire.in) | | **People Absent** | |  |  |  |  | | --- | --- | --- | --- | | **Sl. No.** | **Type** | **Name** | **Role** | | **1** | Employee | B. GANAPAYYA [PGNONPF06] ASSISTANT PROFESSOR - SDMCOLL | Member | | **2** | Employee | KUMARA HEGDE B.A. [DEGPER20] ASSOCIATE PROFESSOR - SDMCOLL | Member | | **3** | Employee | NANDA KUMARI K.P. [DEGPER06] ASSOCIATE PROFESSOR - SDMCOLL | Member | | **4** | Others | DHANANJAYA RAO B [DRBK] [] - SDMCOLL | Member | | | |  |  |  |  | | --- | --- | --- | --- | | **Sl.**  **No.** | **Agenda** | **Minutes** | **Resolutions** | | 1 | Reading of the minutes of the previous meeting | Prof Satheeshchandra S welcomed the members and presented the agenda for deliberations. He also presented the minutes of the previous IQAC meeting | Prof Satheeshchandra S Presented the report of the actions taken on the resolution in the previous meeting. Each and every item was elaborately discussed and the following resolutions were made:  1. "NAAC Coordinators to submit steps to be taken under their Criteria in the following format by 25th of October 2019.  Sl.  No. Key Indicators, Present status, Proposed Target and timeline    (Details are to be collected committee/department-wise and then consolidated to prepare the report for the institution)  "  2. "Regarding increase in the number of elective papers a committee to be constituted. The committee will have following tasks:  Orienting the HODs regarding the source of information for introduction of new course (Swayam, Coursera, Khan Academy etc.)  Selection of programs based on uniqueness, employability, advanced knowledge etc.)  Committee formed: prof. Ganesh Nayak, Mrs Bojamma  3. To hold workshop under Paramarsh before Nov 15, 2019.: Prof. S N Kakathkar and Dr Shankaranarayan to plan and organise  "  4. To constitute a review committee which will review each and every activity and ensure that it is done in the true spirit and achieved the desired objective.  The above committee will also review write up given by different committees/programmes.  Committee constituted: All Deans  5. Institutional policy drafting committee to prepare a list of policies to be framed and plan for drafting policies in whichever area it is not done.  Committee constituted: Registrars and Deans  "  6. To identify the coordinator for implementation of Plagiarism software.  Coordinator: Dr. Murugananda  7. Areas for FDPs to be identified and based on the need suitable arrangements to be made.  Committee: Faculty Development Committee  "  8. Appraisal system to be introduced for non-teaching staff also.  Faculty in charge: Dr. Rajesh TS  9. Academic and administrative audit system to be continued and during the current year?s audit, compliance to previous observations is to be one of the items for review.  Committee: IQAC  10. Those who wish to make data entries outside the campus may collect required IP address and the procedure from Ms. Lydia.  11.. Perspective plan and road map is to be done keeping institutional growth and progress in mind-  IQAC Coordinators in consultation with the secretary  12. Necessary steps to be taken to register Alumni Association and strengthen it. The proposed project of Alumni Association is to be reviewed and steps to be taken to take it forward. The committee is to initiate the process and report  Committee: Alumni committee to take immediate steps- Mr Shailesh  13. EERPMS has a provision for entering unit-wise multiple choice questions and self-generation of question papers. All the departments to update this module so that during every examination, questions need not be collected from the departments.  All the HODs to take steps in this regard  14. Immediate steps to be taken for getting research center status and establishment of instrumentation centre.  Committee: Research committee- Dr Ganapayya B  15. Mechanism to review extent of learning of students is to be derived based on course outcomes and program outcomes.  Coordinators: Dr. Ganaraj, and Dr. Murugananda  16. Website committee to report on updation done on a daily basis to the Principal (can be done through message also, if there is no updation- no activity)  PRof. Nanda Kumari and Nafeesath to look in to it and report everyday  17. On discussion with the members of Software Cell, it is learnt that the analysis of evaluation is already sent to Principal’s email-ID. It is to be verified and necessary steps to be taken to strengthen the weaker areas. In case of necessity of manpower for entering previous data in activity module, additional staff for data entry will be provided by the Management.  Committee: Campus Audit Committee- Dr Rakesh TS and Mr Pradeep  18. IQAC meetings are to be conducted on every quarter.  IQAC Coordinators  19. Listing of all the innovative practices is to be prepared.  Registrars and Deans to list and arrange for compiled handbook | | 2 | Action Taken Report | Prof Satheeshchandra S Presented the report of the actions taken on the resolution in the previous meeting. Each and every item was elaborately discussed and the following resolutions were made  1. "NAAC Coordinators to submit steps to be taken under their Criteria in the following format by 25th of October 2019.  Sl.  No. Key Indicators, Present status, Proposed Target and timeline    (Details are to be collected committee/department-wise and then consolidated to prepare the report for the institution)  "  2. "Regarding increase in the number of elective papers a committee to be constituted. The committee will have following tasks:  Orienting the HODs regarding the source of information for introduction of new course (Swayam, Coursera, Khan Academy etc.)  Selection of programs based on uniqueness, employability, advanced knowledge etc.)  Committee formed: prof. Ganesh Nayak, Mrs Bojamma  3. To hold workshop under Paramarsh before Nov 15, 2019.: Prof. SN Kakathkar and Dr Shankaranarayan to plan and organise  "  4. To constitute a review committee which will review each and every activity and ensure that it is done in the true spirit and achieved the desired objective.  The above committee will also review write up given by different committees/programmes.  Committee constituted: All Deans  5. Institutional policy drafting committee to prepare a list of policies to be framed and plan for drafting policies in whichever area it is not done.  Committee constituted: Registrars and Deans"  6. To identify the coordinator for implementation of Plagiarism software.  Coordinator: Dr. Murugananda  7. Areas for FDPs to be identified and based on the need suitable arrangements to be made.  Committee: Faculty Development Committee  "  8. Appraisal system to be introduced for non-teaching staff also.  Faculty in charge: Dr. Rajesh TS  9. Academic and administrative audit system to be continued and during the current year’s audit, compliance to previous observations is to be one of the items for review.  Committee: IQAC  10. Those who wish to make data entries outside the campus may collect required IP address and the procedure from Ms. Lydia.  11.. Perspective plan and road map is to be done keeping institutional growth and progress in mind-  IQAC Coordinators in consultation with the secretary  12. Necessary steps to be taken to register Alumni Association and strengthen it. The proposed project of Alumni Association is to be reviewed and steps to be taken to take it forward. The committee is to initiate the process and report  Committee: Alumni committee to take immediate steps- Mr Shailesh  13. EERPMS has a provision for entering unit-wise multiple choice questions and self-generation of question papers. 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In case of necessity of manpower for entering previous data in activity module, additional staff for data entry will be provided by the Management.  Committee: Campus Audit Committee- Dr Rakesh TS and Mr Pradeep  18. IQAC meetings are to be conducted on every quarter.  IQAC Coordinators  19. Listing of all the innovative practices is to be prepared.  Registrars and Deans to list and arrange for compiled handbook |  | | 3 | Report of the initiatives of IQAC | Report of the IQAC initiatives was presented  Initiatives:  Reconstitution of committees- statutory and functional committees as per NAAC criteria.  Prepared the AQAR of the college and sent to NAAC.  Conducted two IQAC meetings and 11 core committee meetings.  Prepared and maintained a separate minutes book for IQAC meetings.  Prepared an organograph, a flow chart of the internal administration structure.  A conference on NAAC new guidelines- 4th September 2018- Dr. Ganesh Hegde was the Resource Person.  Conducted Academic and Administrative Audit on 5th October 2018- prepared an assessment format and guidelines- (Prof. Aruna Klamath, Prof Girish, Prof. Madhav Bhat and Prof TN Keshav). The assessment has been analysed graphically and circulated  Initiated regularity in the monthly meetings- 5th and 6th HODs meeting, 7th and 8th Committee meeting.  A common serial number for agenda and minutes for uniformity.  Jnana Mantapa, a unique knowledge sharing platform has been created- 14th and 28th of every month.  Faculty Development Programme- 25th September 2018-Prof. Sunney Tharappan was the Resource Person.  Started to work on outcomes- programme outcomes, subject specific outcomes, course outcomes.  Started to work on institutional policies, professional ethics, faculty responsibility.  Started reviewing the institutional perspectives and preparing Roadmap of the college.  Annual plan, compliance reports.  Efforts on streamlining the documentation process: A common format for Departmental Annual Report has been circulated - It is on par with AQAR format.  Efforts to update the college website.  Few meetings with criteria chairmen have been conducted and prepared a list of tasks to be undertaken.  Two times communicated officially regarding the tasks to be undertaken  Prepared and presented a ppt about the college functioning to the team from Govinda Das college Surathkal.  Registered for NIRF India Tanking 2019 and uploaded the data in the last week of November  PBSA for non teaching staff has been prepared and run a trial round.  An orientation programme on New NAAC Guidelines was arranged. Criteria chairpersons discussed the unique questions and the documents to be prepared.  A separate presentation was made in the staff association meeting  NIRF and India Today Assessment related information was given separately in the staff meeting.  Responded to NAAC and UGC communication regarding mentoring of unaccredited institutions  Initiated to give programme codes and course codes  The academic calendars, IQAC Minutes, and AQAR for 2015-16; 2016-17; 2017-18 and 2018-19 were collected, filed and uploaded to the college website  Applied for UGC Paramarsh Scheme and college received the status of Mentor Institution to mentor 11 institutions |  | | 4 | AQAR Approval | AQAR -2019-19: the present status was brought to the notice of the members.  The AQAR is being uploaded and the process will take another two or three days. |  | | 5 | Criteria wise Chairmen- presentations on the NAAC preparation | Criteria wise coordinators presented the reports of various actions activities.  Every report is elaborately reviewed and the coordinators were informed to submit the steps to be taken under the concerned criteria in the proper format before 25th October 2019. |  | | 6 | Plan of action- 2019-20 | The perspective plan was presented and Dr. Yashovarma made the observations on the plan and suggested to have institutional plans and department/committee plans separately while submitting to NAAC in the AQAR  The plan:  Other Plans of Institution :    1. To conduct National seminars -2  2. To conduct school/village adoption -2  3. To organize guest lectures -50  4. Wall magazines issues -200  5. To conduct research methodology workshop -1  6. IQAC Workshop -4  7. To conduct civic sense campaigns -30  8. Filed visits- 10  9. Alumni interactions -50  10. To conduct Grama Swaraj Programmes -2  11. Self help group visits -30  12. To conduct legal awareness programmes -2  13. Environment protection campaigns -10  14. Computer aided content Creation ?PPT, e Lectures, Videos-50  15. Documentary creation -20  16. Faculty exchange programmes- 5  17. Internships -50  18. HRD Training Programmes -15  19. Extension Programmes -25  20. Reconstitution of the committees- both functional and statutory committees:  21. Jnana Mantapa, Knowledge Sharing: In house Faculty Knowledge Sharing programme- once in Fifteen days, 14th and 28th of every month  22. Documentation of Institutional Policies- 2ND Phase  23. Curricular Revision: To include Skill Component  24. Academic and Administrative Audit (AAA) -1  25. Up-gradation of Documentation System- In line with NAAC IQAR  26. Bringing out a Booklet of the responsibilities of the employees  27. Faculty Capacity Building Training Progammes- 2  28. Content Creation for Wikipedia -25  29. Project of digitizing the text books of high schools  30. Swacch Bharth programmes : to organize on a wider scale through NSS/NCC/RR and all Departments and Committees  31. Share Lecture Series -30  32. Project Guidance to High School students -15  33. Conference on NAAC new Guidelines -1  34. To organize Inter/Intra collegiate Fests |  | | 7 | Any other | No issue was raised for deliberations and the meeting was adjourned at 5.45pm with vote of thanks by Dr. Shankaranarayan k, Coordinator. |  | | | | | |