**SDM College (Autonomous) Ujire-574240**

**IQAC meeting Proceedings**

**Date**: 07.09.2020

Agenda:

1. Reading the minutes of the previous meeting & action taken report
2. AQARs-2018-19 and 2019-20 Regarding
3. *Paramarsh* Activities
4. Appointment of NAAC Coordinator & reconstitution of IQAC
5. Quality Initiatives : 1. College Level Initiative

2. Committee / Department Level Initiative

1. Brief Reports by Criteria Chairmen about NAAC Preparation.
2. Any Other

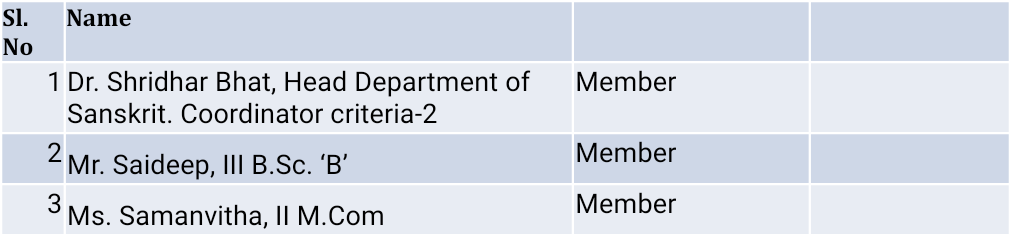
**The meeting was held on 7th September 2020 at 3.00pm in the seminar hall. The deliberations are stated below:**

**Members present:**

Members:

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| **Sl. No** | **Name** | **Designation** | **Signature** |
| 1 | Dr. B. Yashovarma Secretary, SDME Society®, Ujire | Advisor | S/d |
| 2 | Prof. Satheeschandra S. Principal | Chairman | S/d |
| 3 | Dr. Shankaranarayana K Head, Dept of English | Coordinator | S/d |
| 4 | Dr. B .P. Sampath Kumar Registrar(Admin) & Head, Dept. of Kannada | Member | S/d |
| 5 | Mr. Shanthiprakash Registrar(Evaluation) & Head, Dept. of Statistics | Member | S/d |
| 6 | Dr. B. Ganapayya Dean (PG Studies) | Member | S/d |
| 7 | Dr. P.N. Udayachandra Dean(Commerce) & Head, Dept. of Commerce | Member | S/d |
| 8 | Dr. A. Jayakumar Shetty Dean(Humanities) & Head, Dept. of Economics | Member | S/d |
| 9 | Mr. Ajoy Kombrabail Head, Dept. of Business Management & Co-ordinator, NAAC Criteria – IV | Member | S/d |
| 10 | Mr. Shashishekhar N. Kakathkar Dean(Science) & Head, Dept. of Physics | Member | S/d |
| 11 | Dr. B. A. Kumara Hegde Head, Dept. of Botany & Co-ordinator, NAAC Criteria – V | Member | S/d |
| 12 | Dr. Shalip Kumari Head, Dept. of Political Science & Co-ordinator, NAAC Criteria – III | Member | S/d |
| 13 | Dr. Vishwanath P. Head, Dept. of Chemistry & Co-ordinator, NAAC Criteria – II | Member | S/d |
| 14 | Mrs. K. P. Nanda Kumari Associate Professor, Dept. of Chemistry & Co-ordinator, NAAC Criteria – VI | Member | S/d |
| 15 | Mr. Bhaskar Hegde Head, Dept. of Journalism & Co-ordinator, NAAC Criteria – VII | Member | S/d |
| 16 | Mr. Ganesh Nayak Head, Dept. of Mathematics & Co-ordinator, NAAC Criteria – I | Member | S/d |
| 17 | Mr. Yuvaraj Poovani Office Superintendent | Member | S/d |
| 18 | Mr. Dhananjaya Rao B. K. Advocate Belthangady | Member | S/d |
| 19 | Dr. Joseph N. M., Associate Professor, Dept. of Economics, Sacred Heart College, Madanthyar | Member | S/d |

**Members not present:**



Dr. Satheeshchandra. S, IQAC Chairman welcomed the members and placed the agenda before the honourable members for deliberations.

**Agenda-1 Reading the minutes of the previous meeting & action taken report**

Dr. Shankaranarayan K, IQAC Coordinator presented the minutes of the meeting held on 10 October 2019 and Action Taken Report.

The members noted the action taken and made the following suggestions:

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No | Particulars and serial Number of the resolutions | Observations | Suggestions |
| 1 | NAAC preparation (1) | The august house noted and recorded | However, as the time available is short the following suggestions are made:  1. To speed up the preparation and to take steps to enhance the performance of the college.  2. Criteria chairmen to plan and execute in a time bound manner |
| 2 | Open Elective Courses(2) | The august house noted and recorded | Suggested:  1. To offer all of them.  2. The distribution of teaching hours should be : out of 24 hours 8hrs are to be tutorial hrs and 16hours for project/practicals/self study |
| 3 | Paramarsh workshop(3) | The august house noted and recorded as done | - |
| 4 | Review Mechanism(4) | The august house noted and recorded as being done regularly | However, suggested for a thorough review and record the observations |
| 5 | Policy Book(5) | The august house noted and recorded as done | Suggested:  1. To review before finalising.  2. To send to Mr. Dhananjay for his feedback  3. To review minutely the safety policy |
| 6 | Plagiarism check | - | Suggested:  1. To select a few dissertations from PG Departments and get them checked at the sister institution (MBA Institution at Mysore)  2. To inform Dr. Muruganad to undertake this in the first phase |
| 7 | FDPs: IPR, Mentoring, Blooms’ Taxonomy, Research Methodology, ICT use, innovative Teaching. | The need for training programmes for both the teaching as well as non teaching was expressed | Suggested:   1. To hold the workshops/Training programmes of longer period. 2. To hold workshop exclusively on mapping of outcomes with assessment 3. Concerning IPR: Mr. Dhananjay Rao suggested to contact Mr Manish Salian , an expert in this regard. |
| 8 | PBSA to non teaching | Recorded as a good initiative | Suggested:  To continue the appraisal system |
| 9 | AAA | Noted as not done due to Pandemic Covid 19 | Suggested:  To hold it in the last week of September /first week of October 2020 |
| 10 | Perspective plan and Road map | Recorded as available and used while planning institutional programmes | Suggested:  1.To list out the tasks pending  2.The core committee to discuss and plan for implementation of the pending tasks |
| 11 | Alumni Association Registration | Noted the efforts of the college and recorded | Suggested:  1. To speed up the process |
| 12 | Computer based self generation of question papers | Noted that Question banks of most of the subjects have been uploaded.Remaining in progress | Suggested:  1. The Departments to prepare the question banks for the remaining subjects soon and upload  2. The Exam section to conduct the next exam by using computer generated question papers |
| 13 | Mangalore University Research Centre Regarding | Noted and recorded the developments | Suggested:  1. To undertake the follow up for recognition to Guides |
| 14 | Mechanism to assess the learning outcomes |  | To intimate Dr. Ganraj and Dr Muruganada  as a trial for two department |

Resolved to approve the minutes and ATR with all recommendations

The agenda was approved

**Agenda-2**

**AQARs-2018-19 and 2019-20 Regarding**

Dr. Shankaranarayana K Coordinator presented the report regarding the AQAR submission.

Dr B Yashovarma suggested the IQAC to write to the NAAC regarding the delay of submission of AQAR 2019-20 on account of the late semester end exam (Due to Pandemic Covid 19)

Resolved to approve the recommendation

**Agenda-3**

**Paramarsh Activities**

Prof. SN Kakathkar, NIRF Coordinator presented the brief report of the programmes conducted under Paramarsh Scheme.

Recorded the appreciation for the conduct of Paramarsh activities.

Resolved to approve the report.

**Agenda -4**

**Approval for Appointment of NAAC Coordinator & reconstitution of IQAC**

The members recommended that the appointment of the coordinator for NAAC and reconstitution can be decided by the core committee. The principal is authorised to undertake this

The members approved the recommendation

**Agenda-5**

**Quality Initiatives : 1. College Level Initiative**

**2. Committee / Department Level Initiative**

The principal read out the list of initiatives for for the year 2020-20 ( both the Dept/committee level and college level)

The list is as follows:

**Criteria 1.**

1. Finalising the draft of POs, PSOs, COs. B. Enhancing the number of elective courses, C. Integrating Internships, Value additions, field visits and projects in to curriculum

**Criteria-2**

1. Increasing the use of ICT in TLE, (Online programmes). B. Developing a comprehensive support system for slow learners and advanced learners, C. Developing a system to assess the graduate outcomes. E. Adopting more ICT enabled assessment system

**Criteria 3**

1. Enhancing extension programmes, B. Conducting workshops on research methodology, IPA, Skill Development programmes C. Enhancing publications, Collaborations, and strengthening the research, D. Student staff exchange programmes, OJT, projects

**Criteria 4**

1. Enhancing e resources, B. Enhancing library use, C. Enhancing the number of video lectures

**Criteria 5**

1. Enhancing training programmes, B. Involving alumni in career mentoring, alumni teaching,

**Criteria 6**

1. Enhancing FD activities, B. Motivation to staff to participate in seminars/workshops and other academic meets, C. Conducting Audits, D. Strengthening Documentation- EERPMS, E. Enhancing the public service for generation of funds.

**Criteria 7**

1. More number of social oriented programmes- environment conservation, water conservation, greenery protection B. Conducting programmes on gender equity , human values, rights and duties, C. Audits- green campus, carbon neutral audit, energy audit, environment audits, D. Enhancing programmes for social harmony

General

1. Finalising the Policy Book, B. Best Practices Book, and Handbook of institutional initiatives, Increasing the number of Webinars, Staff development programmes (teaching as well as non teaching programmes), Enhancing Online mode of teaching.

The schedule is given below:

**Criteria 1.**

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| --- | --- | --- | --- | --- |
| **Sl No** | **Initiatives** | **Purpose** | **Faculty in charge** | **Target date** |
| 1 | Review and Updating PO, PSO, CO | Curriculum objectives | Deans | **September 2020** |
| 2 | Integration of Internships in curriculum | Hands on training | HoDs | **Soon after semester end exam** |
| 3 | Value added courses | To give additional inputs | HoDs | One each every semester |
| 4 | Field visits | Experiential Learning | Faculty in the Dept | Two days visit: one day each in each semester |
| 5 | Student projects | Self learning | Faculty in the department | 10 projects minimum |
| 6 | Feedback: collection, analysis and Action Taken Report | Curriculum development | Faculty in the dept | 2020 October end |
| 7 | Elective courses | Providing more scope | Dept/Registrar | 3/4 optional courses in each semester |

**Criteria-2**

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| --- | --- | --- | --- | --- |
| **Sl No** | **Initiatives** | **Purpose** | **Faculty in charge** | **Target date** |
| 1 | Adopting more student centric methods | Adopting new pedagogy | HoDs | To list out and submit before October end 2020 |
| 2 | Assessment of learning levels and support to slow and advanced learners diagnostic survey and remedial drill | Support to slow learners, advanced learners | Dept Faculty | To undertake soon after the first test and report before the end of the semester |
| 3 | Academic Calendar- lesson plan and diary | Planning and execution | Planning committee/  Faculty | Day wise plan in the diary/ weekly review by HoD/ monthly review by Deans |
| 5 | Assessment of prog/ course outcomes | Evaluating the attainment of programme outcomes | Dr. Ganaraj and Dr. Muruganad | Plan and submit before the end of September 2020 |
| 6 | Exam reforms | Online BOE  DigiLocker  question paper – softcopy | Registrar | 2020-21 |

**Criteria 3**

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| --- | --- | --- | --- | --- |
| **Sl No** | **Initiatives** | **Purpose** | **Faculty in charge** | **Target date** |
| 1 | Extension programmes | Awareness/ orientation to the public on social issues | Faculty in the dept | Department to conduct One each in each semester |
| 2 | Organising workshops/seminars on research methodology, intellectual property rights, skill development | To educate about the research methodology, intellectual property rights, skill development | Research committee | Two in the academic year |
| 3 | Research: PhD, publications, guideship | Developing research culture | Faculty | 1 or 2 compulsory publications in a year |
| 4 | Use of plagiarism software for checking the originality of the papers: researchers, students, faculty. | Research ethics | Faculty | Mandatory |
| 5 | Incubation and Entrepreneurial Centre | To provide guidance and motivations to students of the institution and neighbouring institutions for projects and self employment | Dr. Rakesh T | September 2020 |
| 6 | 1. Research centre | To motivate and guide the researchers | Research committee | September 2020 |
| 5 | Collection of every detail with regard to publications including UGC recognised or not, the copy of the paper published to the Data centre/EERPMS | Details are required for NAAC. | Faculty | 30th September |
| 6 | Collaborative programmes: research, faculty exchange, student exchange, internship, OJT, Project work. | Maximising the use of the available resources. | Faculty | One each from the department per year |
| 7 | MoUs | Collaborating for better understanding and access | Dept | Minimum one from each department |

**Criteria 4**

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| --- | --- | --- | --- | --- |
| **Sl No** | **Initiatives** | **Purpose** | **Faculty in charge** | **Target date** |
| 1 | Use of library | Enhancing the use of library | Faculty | As per the guidelines by the authority |
| 2 | Suggesting the subject specific journals/ e books | Enhancing the library use | Dept | 15th of September |
| 3 | Enhancing the use of recording facility for e lectures | Developing more resources | Faculty | One video per topic (minimum) |
| 4 | Enhancing the facilities: library resources, ICT facilities | Infrastructure enhancement | College | 2020-21 |

**Criteria 5**

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| **l No** | **Initiatives** | **Purpose** | **Faculty in charge** | **Target date** |
| 1 | Training programmes: soft skill/ personality development/ communication skills/life skills/career opportunities/  capacity building/competitive exams | Additional inputs to make students are more employable | Dept/Career guidance | One each |
| 2 | Conducting cultural and other competitions | Enhancing opportunities for developing the competitive spirit | Committees/dept | Annual competitions  University/state/national level competitions |
| 3 | Alumni involvements- more interactions | Maximising the use Human Resources | Depts/committee | 8 interactions in a semester |
| 4 | Strengthening placement/vertical growth to higher studies | Training for higher employability skills | placement cell/depts | Increasing the number of skill enhancement programmes |

**Criteria 6**

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| **Sl No** | **Initiatives** | **Purpose** | **Faculty in charge** | **Target date** |
| 1 | Professional development, administrative programmes | Enhancing the effectiveness in the profession | FDP Committee | One training programmes to non teaching |
| 2 | Participation in academic seminars/ orientation programmes | Updating the knowledge | Faculty | At least 5 per year |
| 3 | AAA | Audit | IQAC | One per year |
| 4 | Exploring more fields in EERPMS | User friendly fields | Core committee | September 2020 |
| 5 | Strengthening Data centre | To store the data at a centre | Core committee to advice and give directions | 2020-21 |

**Criteria 7**

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| **Sl No** | **Initiatives** | **Purpose** | **Faculty in charge** | **Target date** |
| 1 | Gender equity programmes | Awareness creation | Women Development cell/ internal Complaint Cell/ Grievance Redressal Cell | One per semester |
| 2 | Conducting sensitisation programmes on constitutional obligations, values, rights, duties, responsibilities of citizens | Awareness creation | NSS/NCC/pol. Science dept/Women Development cell/ internal Complaint Cell/ Grievance Redressal Cell | One each on each topic |
| 3 | Commemoration of days, events, festivals | To develop social harmony and healthy practices | Hostels/Student Welfare committee | Throughout the year |
| 4 | Audits- green campus, carbon neutral audit, energy audit, environment audit | To assess and plan For better environment | Social responsibility committee | September and October 2020 |

General

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| --- | --- | --- | --- | --- |
| **Sl No** | **Initiatives** | **Purpose** | **Faculty in charge** | **Target date** |
| 1 | Policy book | To have written institutional guidelines | Deans | September 2020 |
| 2 | Best Practice Handbook | To have a document | Deans | September 2020 |
| 3 | PBSA: to non teaching staff | To include all staff | Audit committee | September 2020 |
| 4 | Webinars | National | College | 2 per semester  can be increased |
| 5 | Enhancing Online mode of teaching | Alternative mode during Covid19 | College/Dept | Modalities to be worked out |

**2020-21 IQAC Plan**

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| --- | --- | --- |
| Sl. No | Quality Initiatives | Target |
| 1 | Enhancing Online Mode of Teaching | More than 30% |
| 2 | Integrating online courses | Elective courses and value added courses |
| 3 | To continue the Mentorship Initiative (Paramarsh) of the NAAC | Supporting all the eight mentee institutions to go for NAAC accreditation |
| 4 | To Establish Research Labs/Centres affiliated to Mangalore University | To set up separate centre |
| 5 | To undertake funded research Projects from govt and non government organisations | 10 projects during 2020-21 |
| 6 | To Conduct Faculty Development Programmes | 4 |
| 7 | To strengthen the Wall of Good will | To give more publicity and enhance its use |
| 8 | To construct Car Parking at pg centre  To Construct a New Block for  Commerce Department Long term plan | The roof and the ceilings were replaced. The whole building was whitewashed |
| 9 | To conduct National seminars | 05 |
| 10 | To conduct school/village adoption | 02 |
| 11 | To organize guest lectures | 50 |
| 12 | To enhance the number of Wall magazine issues | Digital -100 |
| 13 | To conduct research methodology workshop | 2 |
| 14 | To conduct IQAC Workshop | 2 |
| 15 | To conduct civic sense campaigns 30 | 1 |
| 16 | To conduct field visits | 15 |
| 17 | To increase alumni interactions | 50 |
| 18 | To conduct Grama Swaraj Programmes | 2 |
| 19 | Self help group visits | 30 |
| 20 | To conduct legal awareness programmes | 1 |
| 21 | Environment protection campaigns | 5 |
| 22 | Computer aided content Creation –PPT, e Lectures, Videos | 250 |
| 23 | Documentary creation | 30 |
| 24 | Faculty exchange programmes | 5 |
| 25 | Internships | 200 |
| 26 | HRD Training Programmes | 10 |
| 27 | Extension Programmes | 25 |
| 28 | Reconstitution of the committees both functional and statutory committees | Review |
| 29 | Jnana Mantapa, Knowledge  Sharing: In house Faculty Knowledge Sharing programme once in Fifteen days, 14th  and 28th of every month | 10 |
| 30 | Documentation of Institutional Policies 2ND Phase | Strengthening Data Centre |
| 31 | Curricular Revision: To include Skill Component | PG Section |
| 32 | Academic and Administrative  Audit (AAA)  PBSA, Weekly Campus audit, students Appraisal, IEAS | 1  All other assessments |
| 33 | Upgradation of Documentation System In line with NAAC /IQAR | Stream lining the process |
| 34 | Bringing out a Booklet of the responsibilities of the employees | A booklet of the responsibilities was brought out |
| 35 | Faculty Capacity Building Training Progammes 2 | 2 |
| 36 | Content Creation for Wikipedia | 50 |
| 38 | Swacch Bharth programmes  : to organize on a wider scale through NSS/NCC/RR and all Departments and  Committees | 5 |
| 39 | Share Lecture Series | 20 |
| 40 | Project Guidance to High School  students | 20 |
| 41 | Conference on NAAC new Guidelines | 1 |
| 42 | To organize Inter/Intra  collegiate Festival | Jenkar |

Suggestions:

Mr. Danajaya Rao suggested:

1. To have more collaborations for research through Alumnin To Enhance alumni collaboration for research
2. To hold Campus Recruitment, a mega event through the alumni
3. To strengthen research
4. To associate with organisations like Rotary club for socially beneficial programmes
5. To work in a team. Through the IQAC, initiatives to be undertaken for the development of the college
6. To collaborate with foreign universities for academic research activities

Decided to plan and implement the above suggestions. The concerned committees- Research Committee, social responsibility committee, alumni committee to undertake these tasks.

The august house approved plans of the college

**Agenda- 6**

**Reports by Criteria Chairmen about NAAC Preparation.**

The criteria chairpersons ( Mr. Ganesh Nayak, Criteria-1; Dr. Vishwanath P, criteria-2; Dr. Shalip Kumary Criteria-3; prof. Ajoy Kombrabail, Criteria-4; Dr. Kumar Hegde, Criteria-5; Prof. Nanda Kumari- Criteria-6; Dr. Bhaskar Hegde, Criteria-7) presented reports on the preparation made for NAAC under each criteria.

Dr. B Yashovarma suggested to undertake all the care and precaution while preparing the institutional Self Study Report. The college needs to be elevated to a higher level NAAC grade from the last grade of 3.61. Suggested all criteria chairpersons to thoroughly plan and meticulously implement for the quality enhancement of the institution.

Decided that the faculty shall have plans with clearly defined targets and reach the targets.

The august house approved the reports and recommendations

**Agenda -7**

**Any other**

1. Recorded the Suggestions made to elevate the institution to an international level
2. Selected SRP to be uploaded the college website

The meeting was adjourned at 5.45pm with the vote of thanks by the IQAC Coordinator.

Dr. Shankaranarayan k

Coordinator

IQAC

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