

SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE (AUTONOMOUS)

UJIRE-574 240

DAKSHINA KANNADA, KARNATAKA STATE

(Re-Accredited by NAAC at 'A' Grade with CGPA 3.61 out of 4)

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Minutes of IQAC Meeting

(Special Meeting)

Date: 7th July 2016

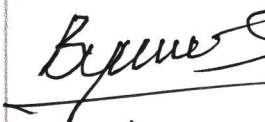
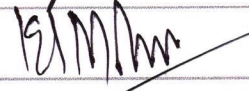










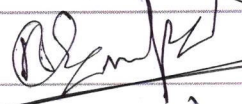


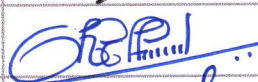



Time: 4.00 pm

Venue: Board Room

AGENDA NO	AGENDA
Agenda 1 SDMCU /IQAC/ 2016-17/02/01	Approval of the minutes of last IQAC meeting
Agenda 2 SDMCU /IQAC/ 2016-17/02/02	Action taken report on the last IQAC meeting Compliance report by HODs/ Chairpersons of Functional Committees
Agenda 3 SDMCU /IQAC/ 2016-17/02/03	College Calendar of Events 2016-17
Agenda 4 SDMCU /IQAC/ 2016-17/02/04	Institutionalizing the Quality enhancement initiatives
Agenda 5 SDMCU /IQAC/ 2016-17/02/05	Submission of Plan of Activities report
Agenda 6 SDMCU /IQAC/ 2016-17/01/06	Technology usage
Agenda 7 SDMCU /IQAC/ 2016-17/02/07	1. Presentation of Feedback report, IESAI Report, Campus Audit Report 2. Newspaper reading
Agenda 8 SDMCU /IQAC/ 2016-17/02/08	Sharing of Research & Publication status
Agenda 9 SDMCU /IQAC/ 2016-17/02/09	Teaching Excel to all students
Agenda 10 SDMCU /IQAC/ 2016-17/02/10	Any other matter

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Members :

Sl. No	Names	Designation	Signature
1.	Dr.B.Yashovarma, Secretary SDME Society	Adviser	
2.	Mr K.S.Mohannarayan, Principal	Chairman	
3.	Mr T.N.Keshav, Vice Principal	Member	
4.	Mrs Alphonsamma, Dean-Humanities	Member	
5.	Mr Satheeshchandra.S, Dean-Science, Curricular Aspects	Member	
6.	Dr.M.Y.Manjula, Dean- PG	Member	
7.	Dr.Udayachandra.P.N, Registrar(A)	Member	
8.	Mr Ajoy Kombrabail, Registrar(E)	Member	
9.	Mr Yuvaraj Poovani, Office Manager	Member	
10.	Prof.Bhaskar Shetty, Industry Nominee	Member	
11.	Mr. Dananjaya Rao, Prominent Alumni	Member	
12.	Dr.Vishwanath, TLE	Member	
13.	Dr.B.P.Sampath Kumar, Research	Member	
14.	Mr K.Radhakrishna Mayya, Student Support	Member	
15.	Dr.Shalip, Governance	Member	
16.	Dr.B.A.Kumar Hegde, Innovations	Member	
17.	Dr.Shankaranarayan.K, Special Invitee	Member	
18.	Dr A Jaya Kumar Shetty, Coordinator	Member	
19.	Prof.Bhaskar Shetty, Industry Nominee	Member	

PROCEEDINGS

The coordinator presented the agenda for deliberations.

The proceedings are stated below:

Agenda 1:

SDMCU /IQAC/ 2016-17/02/01

The minutes of the previous meeting and action taken report on the last IQAC meeting

The minutes of the previous meeting and action taken report were presented

The members noted the actions taken and the august house approved to adopt the minutes of the last IQAC meeting.

Agenda 2:

SDMCU /IQAC/ 2016-17/02/02

Seminars/ MRPs: Completed/ Proposed details regarding

The members suggested collecting the details of the project proposals submitted and plans from the faculty

It was resolved to inform the HoD's to give details about Seminars/ MRPs: Completed/ Proposed and also to prepare proposals for new projects.

The details were reviewed. The members placed on record the efforts of the staff

Agenda 3:

SDMCU /IQAC/ 2016-17/02/03

College Calendar of Events 2016-17

Dr.A.Jaya Kumar Shetty presented the Annual Calendar of Activities for the year 2016-17 and the august house approved to adopt the same

Agenda 4:

SDMCU /IQAC/ 2016-17/02/04

Institutionalizing the Quality enhancement initiatives

Honorable Secretary initiated the discussion on quality initiatives, and suggested that the focus should be on quality of education. Quality enhancement initiatives need to be streamlined & strengthened. Initiatives are sporadically implemented. There is a need for uniformity, continuity and to institutionalize the quality initiatives. All Departments should do it.

Resolved that the Principal and the Deans to do the follow up.

Agenda 5:**SDMCU /IQAC/ 2016-17/02/05****Submission of Plan of Activities report**

The annual action plans of the Departments/ Committees to be prepared and reviewed.

(Activity format Ref. S.N.K.)

All Deans need to ensure the implementation of the activities. The Departments and committees are required to undertake all the proposed activities.

Resolutions:

Decided to inform the HoDs and chairmen to submit the action plans to the IQAC soon

Decided to Inform the Deans for monitoring the activities of the departments and committees

Agenda 6:**SDMCU /IQAC/ 2016-17/02/06****Technology usage**

The Chairperson shared the information about facilities extended by the management for the ICT enabled classes

- More rooms are equipped with LCD projectors. This facility is to be used to show the videos, presentation of lectures of eminent personalities and use ppts/other contents.
- Question & answers to be encouraged in the classrooms.
- Utility to be the priority and not the number

The existing facilities are being reviewed

Resolution:

Decided to inform the entire faculty about the ICT facilities and use them for effective teaching

Agenda 7:**SDMCU /IQAC/ 2016-17/02/07**

1. **Presentation of Feedback report, IESAI Report, Campus Audit Report**
2. **News Reading habits among the learners_ regarding**

The coordinator presented the reports of feedback, Institutional Standard Average Index, Campus Audit Report.

Approved the suggestions made by the Feedback committee.

Decision: to forward the suggestions to the concerned for actions

The members discussed the poor reading habits among students. In view of this the members suggested that students should be made to present the current news in the words/at least read the news in front of the class every day.

Resolution:

- News paper reading is referred as 'Current – News Analysis'
- Discussion on the previous days important news with critical questions to be held in the classes.
- Record of the activities to be maintained in the departments.
- News can be circulated through social media also

Prof. TN Keshav has been informed to review the activities

Agenda 8:

SDMCU /IQAC/ 2016-17/02/08

Sharing of Research & Publication status

- Report to be given on MRP holders who have completed publications.
- In the ranking by the magazine Career 3600 – our college is ranked in 7th position in General Education status.
- To inform all HOD's about this progress.
- Communicative English be scheduled for degree students.

Members noted the details and approved the agenda

Agenda 9:

SDMCU /IQAC/ 2016-17/02/09

Teaching Excel to all students

The chairman shared the following information- on the training programmes arranged:

- Excel training by using formulas for B.Com, BBM. Students.
- Mr. Ajay working in SDME society to be consulted for training on excel.
- Mr. Ravi Kumar An expert in Excel will train the students for nominal fees. For deserving students, fee will be exempted.
- First year students to learn Excel - Awareness by calling Mr. Ajay

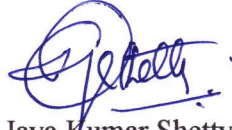
The members noted the plans and approved the agenda

Agenda 10:

SDMCU /IQAC/ 2016-17/02/10

Any other matter

The meeting concluded with the vote of thanks by the coordinator

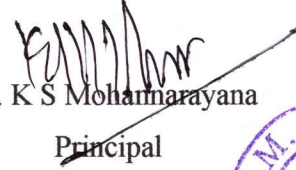


Dr. A. Jaya Kumar Shetty

Coordinator

COORDINATOR
IQAC
SRI D.M. COLLEGE
UJIRE, D.K. 574240

Board Room, SDM College, Ujire



Mr. K S Mohanarayana

Principal



Date: 07-07-2016

Annexures:

1. Letter to HoDs to furnish details about projects undertaken
2. Annual Calendar- 2016-17
3. A letter to all the faculty to implement all the quality initiatives with the true spirit
4. Letter to the HoDs to prepare annual plans for 2016- 17 academic year
5. A notice to all staff regarding the current affairs presentation in the classes
6. A letter to Prof. TN Keshav to review the 'Current Affairs' and value presentation activity

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Minutes of the IQAC Meeting

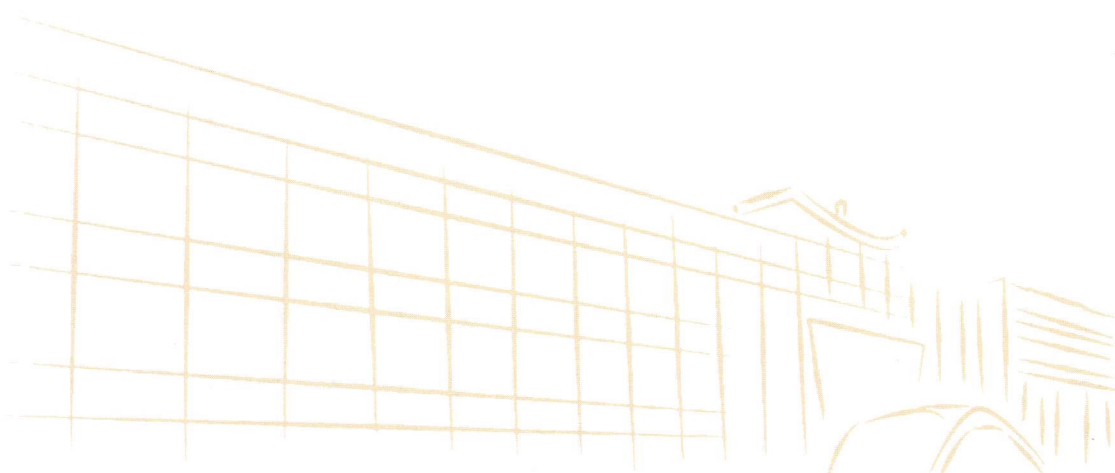
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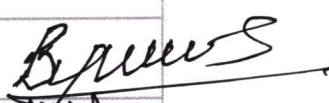
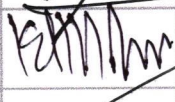

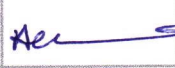


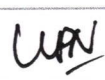



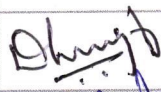
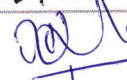
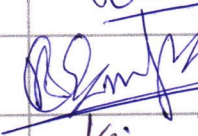


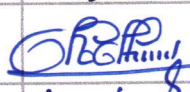
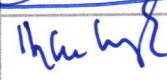

Venue: Board Room

AGENDA NO	AGENDA
Agenda 1 SDMCU /IQAC/ 2016-17/03/01	Approval of the minutes of last IQAC meeting
Agenda 2 SDMCU /IQAC/ 2016-17/03/02	Action taken report on the last IQAC meeting Compliance report by HODs/ Chairpersons of Functional Committees
Agenda 3 SDMCU /IQAC/ 2016-17/03/03	Self evaluation by Teachers/ Departments/Functional Committees
Agenda 4 SDMCU /IQAC/ 2016-17/03/04	Suggested activities with extension focus
Agenda 5 SDMCU /IQAC/ 2016-17/03/05	Any other matter

(1)



Members :

Sl. No	Names	Designation	Signature
1.	Dr.B.Yashovarma, Secretary SDME Society	Advisor	
2.	Mr K.S.Mohannarayan, Principal	Chairman	
3.	Mr T.N.Keshav, Vice Principal	Member	
4.	Mrs Alphonsamma, Dean-Humanities	Member	
5.	Mr Satheeshchandra.S, Dean-Science, Curricular Aspects	Member	
6.	Dr.M.Y.Manjula, Dean- PG	Member	
7.	Dr.Udayachandra.P.N, Registrar(A)	Member	
8.	Mr Ajoy Kombrabail, Registrar(E)	Member	
9.	Mr Yuvaraj Poovani, Office Manager	Member	
10.	Prof.Bhaskar Shetty, Industry Nominee	Member	
11.	Mr. Dananjaya Rao, Prominent Alumni	Member	
12.	Dr.Vishwanath, TLE	Member	
13.	Dr.B.P.Sampath Kumar, Research	Member	
14.	Mr K.Radhakrishna Mayya, Student Support	Member	
15.	Dr.Shalip, Governance	Member	
16.	Dr.B.A.Kumar Hegde, Innovations	Member	
17.	Dr.Shankaranarayan.K, Special Invitee	Member	
18.	Dr A Jaya Kumar Shetty, Coordinator	Member	

The Coordinator presented the agenda before the members for deliberations.

The deliberations are given below:

Agenda 1:

SDMCU /IQAC/ 2016-17/03/01

Reading the minutes of the IQAC meeting held on 18.04.2016

The minutes of the IQAC meeting held on 18.04.2016 was presented.

The IQAC approved the minutes.

Agenda 2:

SDMCU /IQAC/ 2016-17/03/02

Presentation of the action taken report on the last IQAC meeting

Actions taken on the recommendations in the last IQAC meeting and the interim compliance reports by HODs/ Chairpersons of Functional Committees were presented and reviewed.

As a part of further **Quality Enhancement Initiatives (Q.E.I)**, it was suggested to have a consolidation of list of activities undertaken in the college and matching the activities with that of NAAC 7 criteria.

It was decided to evolve **Institutional frame work for evaluation of activities**.

- Title
- Objective
- Desired outcomes
- Implementation scheme
- End review to assess the desired outcomes and actual results

The IQAC approved the decision to continue or discard the activity based on the feedback for quality sustenance.

Agenda 3:

SDMCU /IQAC/ 2016-17/03/03

Self evaluation by Teachers/ Departments/Functional Committees

The members of IQAC suggested continuing the practice of self evaluation of the activities carried out by functional committees and various best practices initiated. Each committee shall list out mechanisms to strengthen their performance.

The members of IQAC approved the suggestion

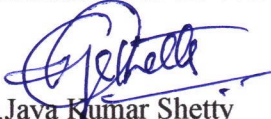
Agenda 4:**SDMCU /IQAC/ 2016-17/03/04****Extension activities**

The members proposed a few community oriented activities like guidance for projects to students of schools, arranging short lectures to school children to inspire them about innovations and creativity, Swatch Bharath Awareness in the bus at Dharmasthala Bus Stand. The IQAC approved to adopt the suggestions made. The Deans are informed to plan and implement the same.



Agenda 5:**SDMCU /IQAC/ 2016-17/03/05****Any other matter:**

The suggestions to plan, to implement and to monitor sustainable innovations and best practices in the college and to aim for the higher quality were approved in the august house unanimously.

The Meeting concluded with the vote of thanks


Dr. A. Jaya Kumar Shetty
COORDINATOR
IQAC
SRI D.M. COLLEGE
UJIRE, 574240

Board Room, SDM College, Ujire


Mr. K. S. Mohannarayan
Principal


Date: 30th December 2016**Annexures:**

1. Letters to the HoDs/Chairmen to follow certain procedures while planning
2. Letter to the Deans

(4)

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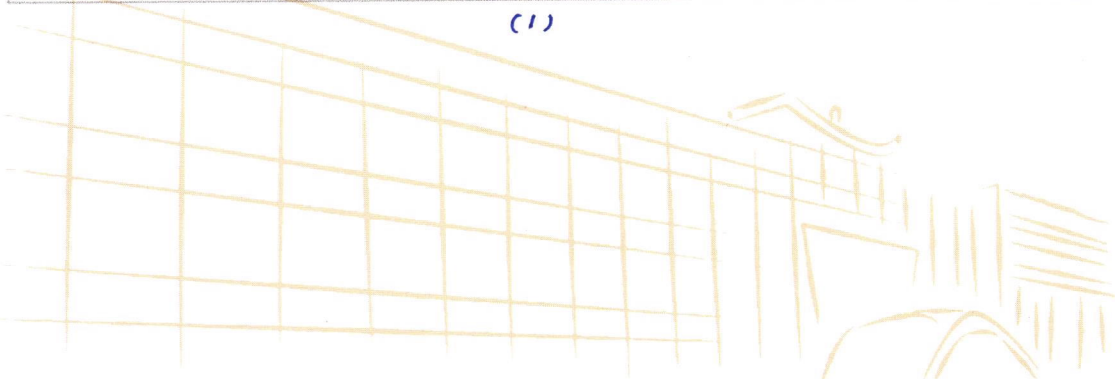
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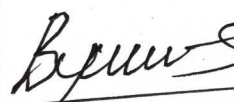
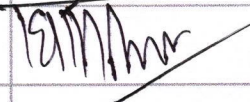








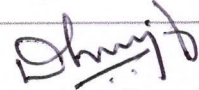
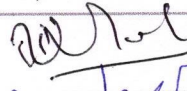




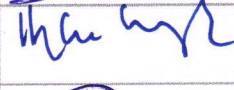

Venue: Board Room

AGENDA NO	AGENDA
Agenda 1 SDMCU /IQAC/ 2016-17/04/01	Approval of the minutes of last IQAC meeting
Agenda 2 SDMCU /IQAC/ 2016-17/04/02	Presentation of the action taken report on the last IQAC meeting
Agenda 3 SDMCU /IQAC/ 2016-17/04/03	Regarding NIRF ranking and Road Map
Agenda 4 SDMCU /IQAC/ 2016-17/04/04	Regarding funded research projects and publications
Agenda 5 DMCU /IQAC/ 2016-17/04/05	Regarding strategies to improve NIRF rating
Agenda 6 SDMCU /IQAC/ 2016-17/04/06	Regarding Certificate courses
Agenda 7 SDMCU /IQAC/ 2016-17/04/07	Regarding environment consciousness and concern
Agenda 8 SDMCU /IQAC/ 2016-17/04/08	Regarding GST Workshop
Agenda 9 SDMCU /IQAC/ 2016-17/04/09	Regarding Website and Feedback
Agenda 10 SDMCU /IQAC/ 2016-17/04/10	Any other matter

(1)



Members :

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1.	Dr.B. Yashovarma, Secretary, SDME Society	Adviser	
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16.	Dr.B.A.Kumar Hegde, Innovations	Member	
17.	Dr.Shankaranarayan.K, Special Invitee	Member	
18.	Dr. A Jaya Kumar Shetty, Coordinator	Member	

The Coordinator presented the agenda before the members for deliberations.

The deliberations are given below:

Agenda1:

SDMCU /IQAC/ 2016-17/04/01

Approval of the minutes of the IQAC meeting held on 30.12.2016

The minutes of the IQAC meeting held on 18.04.2016 was presented.

The IQAC members approved the minutes.

Agenda2:

SDMCU /IQAC/ 2016-17/04/02

Presentation of the action taken report on the last IQAC meeting

The report was presented by the IQAC Coordinator

Suggestion 1: To plan, to implement and to monitor sustainable innovations and best practices in the college and to aim for the higher quality

Action Taken: The principal instructed all the staff and HoDs /Chairmen of various committees to undertake all the innovative, quality programmes with real spirit

Suggestion 2: To conduct a few community oriented activities like guidance for projects to students of schools, arranging short lectures to school children to inspire them about innovations and creativity, Swatch Bharath Awareness in the bus at Dharmasthala Bus Stand

Action Taken: The Deans were instructed and initiating all the proposed activities

Suggestion 3: To continue the practice of self evaluation of the activities carried out by functional committees and various best practices initiated. Each committee shall list out mechanisms to strengthen their performance

Action taken: The committees were instructed to list out all the activities and take steps to conduct them

The members noted the progress and appreciated the efforts

Agenda 3:

SDMCU /IQAC/ 2016-17/04/03

Regarding NIRF ranking and Road Map

The matter was discussed in the meeting.

Resolution: Decided to request Dr. P.N. Udayachandra and Mr. S.N. Kakathkar to discuss and prepare the Road map and submit it on 25-05-2017.

Agenda4:

SDMCU /IQAC/ 2016-17/04/04

Regarding funded research projects and publications

The members discussed the agenda.

Decision: Decided to inform the Research Committee under the chairmanship of Dr. B.P. Sampath Kumar to conduct the research committee meeting and report to the core committee /IQAC about the funding agencies, eligible staff to apply for research projects and publication of research articles in high impact factor Journals.

Agenda5:

SDMCU /IQAC/ 2016-17/04/05

Regarding strategies to improve NIRF ranking

Decision: Decided to request Dr. A. Jayakumar Shetty, the coordinator to conduct a separate meeting of core committee members and submit the report to the Principal

Agenda 6:

SDMCU /IQAC/ 2016-17/04/06

Regarding Certificate courses

Decision: Requested Prof. T.N. Keshav to review the existing certificate courses and those certificate courses to be upgraded for 40 hrs. and give a report in this regard to the Principal
There is no change in the examination pattern. Suggested Certificate courses can be like-
Tissue culture and grafting

Agenda 7:

SDMCU /IQAC/ 2016-17/04/07

Regarding environment consciousness and concern

The institution to focus on rain water harvesting, bore well recharge, seed ball preparation, tree plantations and solar lightings.

Resolution: Decided to inform Mr. Ganesh Shendye and Mrs. Shakunthala to submit the action plan involving the NSS volunteers and student fora on 19-05-2017.

Agenda 8:

SDMCU /IQAC/ 2016-17/04/08

Regarding GST Workshop

The members discussed the agenda and approved the proposal.

In this connection Dr. P.N. Udayachandra has contacted the Mangalore Chapter chairperson for the conduct of GST workshop and 2 dates were suggested (23 to 25th May).

Decided to wait for the reply.

Agenda was approved

Agenda 9:

SDMCU /IQAC/ 2016-17/04/09

Regarding Website and Feedback

Admission procedure in bullet form have been submitted and same shall be forwarded to the website committee

The members noted the actions taken

The report of Feedback on curriculum was placed before the house. The members took cognizance of the areas to be incorporated in the curriculum. The members suggested informing the faculties about the same and incorporate

The agenda was approved

Agenda 10:

SDMCU /IQAC/ 2016-17/04/10

Any other matter

Meeting was concluded with the vote of thanks.

Dr.A.Jaya Kumar Shetty

Coordinator

**COORDINATOR
IQAC
SRI D.M. COLLEGE
UJIRE - 574240**

Mr. KS Mohanarayana

Principal



Annexures:

1. Feedback report
2. Letter to HoDs/Chairperson on innovative programmes and quality programmes
3. Letter to Deans on community oriented programmes- JRP, SDM Expand, and Swacch Bharath
4. Letters to Committee chairperson for listing out all activities and review them

(6)