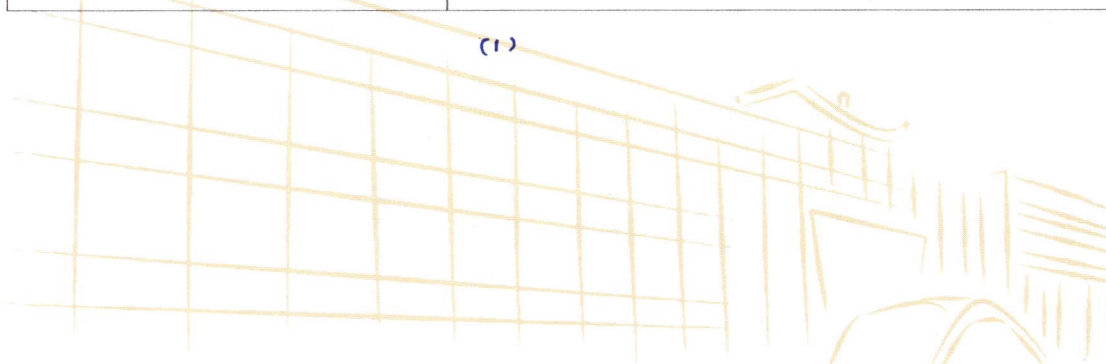## Proceedings of the IQAC Meeting

Date: 14th June 2018

Time: 3.30 pm

Venue: IQAC Discussion Room
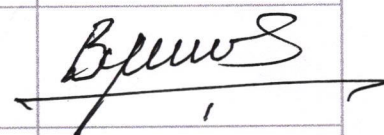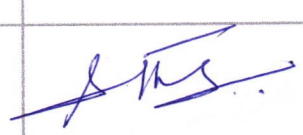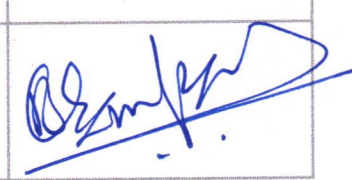
AGENDA NO	AGENDA
Agenda 1 **SDMCU /IQAC/ 2018-19/01/01**	Approval of the minutes of last IQAC meeting
Agenda 2 **SDMCU /IQAC/ 2018-19/01/02**	Presentation of the action taken report Other proposed activities
Agenda 3 **SDMCU /IQAC/ 2018-19/01/03**	Regarding Annual Plan: Departments /Committees

Agenda 4
SDMCU /IQAC/ 2018-19/01/04
	Proposed Initiatives:
	1. Reconstitution of the committees- both functional and statutory committees
	2. UG and PG as one Unit- not separate units but as ONE department offering two separate courses
	3. Knowledge Sharing: In house Faculty Knowledge Sharing programme- once in Fifteen days, 14th and 28th of every month, Dr. Rajashekar will be the coordinator
	4. Documentation of Institutional Policies-
	    1. Student and staff support policy
	    2. Curriculum Revision policy
	    3. Green Policy
	    4. Campus Maintenance Policy
	    5. Research and research support Policy
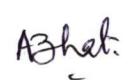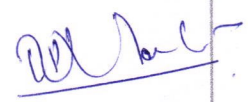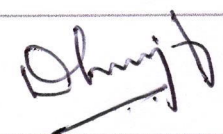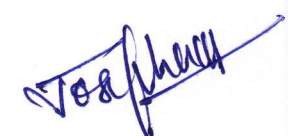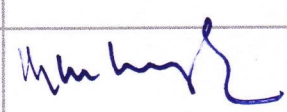
	6. Funds Mobilization Policy
	7. Infrastructure Augmentation Policy
	8. Governance Policy
	5. Curricular Revision:
	1. Pattern to be evolved
	2. Inclusion of Skill Component- 40 percent suggested in the Governing Body
	6. Academic and Administrative Audit(AAA)
	7. Documentation System- For multiple purpose
	8. Curriculum revision regarding
	9. Road Map-2018 to2020
Agenda 5 **SDMCU /IQAC/ 2018-19/01/05**	Booklet of the responsibilities of the employees of the institution
Agenda 6 **SDMCU /IQAC/ 2018-19/01/06**	Newly Constituted IQAC- List
Agenda 7 **SDMCU /IQAC/ 2018-19/01/07**	Presentation of Feedback report, IESAI Report, Campus Audit Report Any other matter

Members:

Sl.No	Name	Status	Signature
1	**Dr. B. Yashovarma** Secretary, SDME Society	Adviser	
2	**Mr. Keshava T. N.** Principal	Chairperson	
3	**Mr. S. Satheeshchandra** Vice Principal & Head, Dept. of Physics	Member	
4	**Dr. B. P. Sampath Kumar** Registrar (Admin) & Head, Dept. of Kannada	Member	

5	**Mr. Shanthi prakash** Registrar (Evaluation) & Head, Dept. of Statistics	Member	
6	**Dr. A. Jayakumar Shetty** Dean (Humanities) & Head, Dept. of Economics	Member	
7	**Mr. T. Prakash Prabhu** Dean (Science) & Head,, Dept. of Mathematics	Member	
8	**Dr. P. N. Udayachandra** Dean (Commerce) & Head, Dept. of Commerce	Member	
9	**Dr. B. Ganapayya** Dean(PG Studies) & Head, Dept. of Physics	Member	
10	**Dr. N. Anuradha Bhat** Head, Dept. of Hindi & Coordinator, NAAC Criteria – I	Member	
11	**Dr. Vishwanath P.** Head, Dept. of Chemistry & Coordinator, NAAC Criteria – II	Member	
12	**Dr. Shalip Kumari** Head, Dept. of Political Science & Coordinator, NAAC Criteria – III	Member	
13	**Mr. Ajoy Kombrabail** Head, Dept. of Business Management & Coordinator, NAAC Criteria – IV	Member	

(3)

14	**Dr. B. A. Kumara Hegde** Head, Dept. of Botany & Coordinator, NAAC Criteria – V	Member	
15	**Mrs. KP Nanda Kumari** Associate Professor, Dept. of Chemistry & Coordinator, NAAC Criteria – VI	Member	
16	**Mr. Bhaskar Hegde** Head, Dept. of Journalism & Coordinator, NAAC Criteria – VII	Member	
17	**Mr. Yuvaraj Poovani** Office Superintendent	Member	
18	**Mr. Dhananjaya Rao B. K.** Advocate, Belthangady	Member	
19	**Dr. Joseph. N.M.** Associate Professor, Dept. of Economics Sacred Heart College, Madanthyar	Member	
20	**Mr. Shashishekhar N.** **Kakathkar** Associate Professor, Dept. of Physics & NIRF Coordinator	Member	
21	**Dr. Shankarnarayana K.** Head, Dept. of English	IQAC Convener	

The Chairperson welcomed the members and presented the agenda for the deliberations.

The proceedings of the meeting are:

(4)

Agenda 1

SDMCU /IQAC/ 2018- 19/01/01

Approval of the Minutes of the previous Meeting

The minutes of the IQAC meeting held on 22nd January 2018 were presented before the august house.

The members approved to adopt the minutes

Agenda 2

SDMCU /IQAC/ 2018- 19/01/02

Presentation of action taken report

Action taken report on the recommendations made in the last IQAC meeting was presented.

Suggestion-1: Project Guidance to High School students

Actions taken: The activity was not held on account of non availability of the students during April and May

However, the IQAC members suggested that the same would be done in the month of September and October 2018.

The members noted the action taken and approved the suggestion

Suggestion-2: Popular Lecture Series

Actions taken: Many teachers delivered lectures on diverse topics of interest in the neighboring institutions. The members felt the need to continue the good practice.

The members resolved to record the appreciation with a suggestion to continue the same during 2018-19.

Note: Dr. B Yashovarma suggested to consolidate and document these popular lectures-ppt / recorded format for the benefit of the students in the future

The house approved the resolution

Suggestion-3: Swacch Bharath Awareness and other proposed activities

Actions taken: The NSS units/NCC/RR organized many awareness programmes. Similarly Departments like MSW, Journalism, English, Economics, and Political Science organized awareness programmes in different places.

Dr. B Yashovarma while appreciating the programmes, suggested preparing a comprehensive plan on Social Awareness and widening the scope for higher visibility.

He suggested:

1. To focus on one area and prepare a comprehensive plan and conduct the programmes;

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2. To prepare value points for students' oath taking every week and put up in the TV at the entrance lounge;

3. To create awareness to vehicle owners by sticking slogans on vehicles about management of waste;

4. To speak to the passengers in the buses at Dharmasthala or Ujire bus stands;

5. To identify volunteers and start the programmes at the earliest.

The august house approved the recommendations to be adopted.

Other Proposed activities:

Proposal-1: Project of digitizing the text books of high schools. The computer year science students shall undertake the project. While doing so they shall give the methodology of teaching and learning, with a lesson plan. Dr B Yashovarma suggested that they should include 5 E's for every lesson- (engage, explore, explain, elaborate, evaluate). In this connection the coordinator can take the help of Mr. Pradeep Kumar, Statistics Department. This shall be an additional activity and cannot be considered of SRP

The IQAC approved the project to be undertaken

Proposal-2: To be quality-conscious while undertaking SRP. Review, Orientation to the new faculty, model projects, Compulsory Screening for Plagiarism checks, Presentations in the classes, and selection of the best SRP.

The members approved the suggestions for adopting.

Proposal-3: Content Creation for Wikipedia. The selected students can be involved in this project. An orientation can be arranged in the beginning. The project shall not be considered in the place of SRP

The project was approved

Suggestion 3: In view of the forthcoming NAAC Accreditation Dr. B Yashovarma suggested to hold a day's seminar/orientation on the new NAAC New Guidelines. The Resource persons from NAAC can be invited for the seminar.

The august house approved the suggestion to hold a workshop.

Agenda 3

SDMCU /IQAC/ 2018- 19/01/03

Regarding Annual Plan: Department /Committee wise:

Regarding Annual Plan and Compliance Reports of Departments and committees: They would be reviewed in the HOD's monthly meeting. As the meeting was held in the middle of the academic year the annual reports were not ready. Decided to inform all the departments and committees to prepare the annual reports and submit the same on or before 30th June 2018. Also, it was decided to include the proposed plan for 2018-19.

The members approved the resolutions

Agenda 4

SDMCU /IQAC/ 2018- 19/01/04

Proposed IQAC Initiatives:

1. Reconstitution of the committees regarding- both functional and statutory committees: The list of newly constituted committees both functional and statutory was presented and the same was approved

2. **UG and PG as one Unit**- not separate units but as ONE department offering two separate programmes;

   Suggested to redefine the concept of vacation and realign the two programmes.

The proposal was approved

3. **Jnana Mantapa** - Knowledge Sharing Programme: In house Faculty Knowledge Sharing programme- (once in fifteen days, 14th and 28th of every month. Dr. Rajashekar will be the coordinator): Suggested to prepare a schedule involving all departments and institutionalize the activity.

The IQAC approved the proposal.

4. **Documentation of Institutional Policies** such as

   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
   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

Resolved to prepare a Handbook of Institutional Policies. The Four Deans were assigned the task of preparing the Handbook Dr P N Udayachandra shall be the chairperson

The august house approved the resolution

5. **Curricular Revision:** Pattern to be evolved; Inclusion of Skill Component up to40percent as suggested in the Governing Body Meeting. 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 EERPM System for students' use.

   Resolved to plan the introduction of new courses. Resolved to discuss in the HOD's meeting.

   The members approved the decisions related to revision of syllabus and entries in the teacher's diary

6. **Academic and Administrative Audit (AAA):** Resolved to conduct the Audit. The members suggested that while conducting the same care should be taken to avoid any morale damage to the staff/department. The Format was presented before the house

   The august house approved the resolution and the format prepared for audit
   Annexure-3 (format for the AA Audit)

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. The members approved the decision to adopt (Annexure-5)

8. **Regarding the Curriculum Revision**(Feedback Report): As suggested by the stake holders, the need for components on skill and competency in the syllabus was discussed. The members felt that they have to be included for the benefit of learners. Suggested that the BoS of all departments should review the syllabus and if there are components concerning skills should take steps to include them.

(8)

9. **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

The august house approved the road map.

Agenda 5

SDMCU /IQAC/ 2018- 19/01/05

Booklet of the responsibilities of the employees of the institution regarding:
Decided to submit the final draft in the next meeting
The members of the house approved the decision

Agenda 6

SDMCU /IQAC/ 2018- 19/01/06

Newly Constituted IQAC

The IQAC approved the list of newly appointed members of the IQAC

Annexure-4 (IQAC New members list)

Agenda 7

SDMCU /IQAC/ 2018- 19/01/07

Presentation of Feedback report, IESAI Report, Campus Audit Report

Any other matter

The coordinator presented the reports on curricular aspects, students performance and the infrastructure and facilities

The reports were approved and it was suggested to forward the same to the Departments, HRD Cell, FDT Committee and all staff

The Annual Plan of Activities and Academic Calendar were presented

The august house approved the plan and annual calendar

Dr. Shankaranaryana K.

Convener, SDMC-IQAC

14th June 2018

T.N. Keshav

Principal

Annexure-1 IQAC list

Annexure-2 (Committee structure)

Annexure-3 (format for the AA Audit)

Annexure-5 (Annual Calendar)

Annexure- 6 (Feedback report, IESAI Report, Campus Audit Report)

Proceedings of the IQAC Meeting

Date: 11th December 2018

Time: 3.30 pm
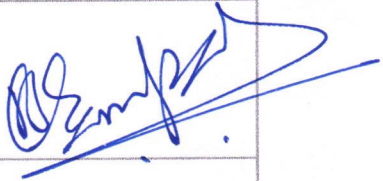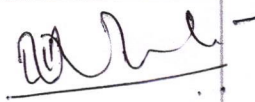
Venue: IQAC Discussion Room
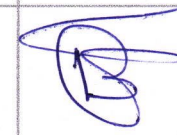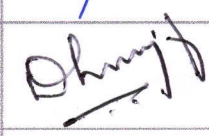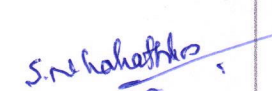
AGENDA NO	AGENDA
Agenda 1 **SDMCU /IQAC/ 2018-19/02/01**	Approval of the minutes of last IQAC meeting
Agenda 2 **SDMCU /IQAC/ 2018-19/02/02**	Presentation of the action Taken Report
Agenda 3 **SDMCU /IQAC/ 2018-19/02/03**	Paperless Office
Agenda 4 **SDMCU /IQAC/ 2018-19/02/04**	Activities of 2nd half
Agenda 5 **SDMCU /IQAC/ 2018-19/02/05**	India Today Survey
Agenda 6 **SDMCU /IQAC/ 2018-19/02/06**	Student Research Projects
Agenda 7 **SDMCU /IQAC/ 2018-19/02/07**	Junior Research Projects(JRP)
Agenda 8 **SDMCU /IQAC/ 2018-19/02/08**	Any other matter

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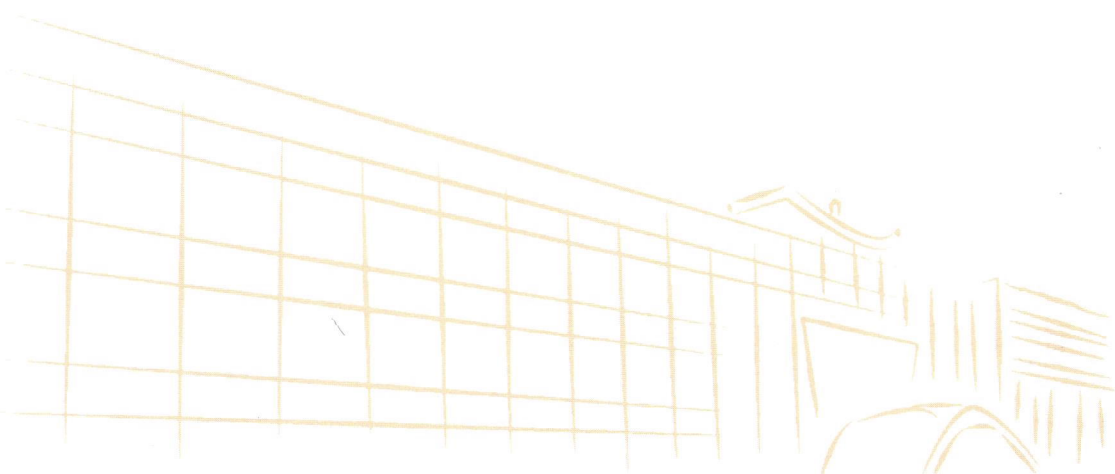
Members :

Sl.No	Name	Designation	Signature
1	**Dr. B. Yashovarma** Secretary, SDME Society	Advisor	
2	**Mr. Keshava T. N.** Principal	Chairperson	
3	**Mr. S. Satheeshchandra** Vice Principal & Head, Dept. of Physics	Member	
4	**Dr. B. P. Sampath Kumar** Registrar (Admin) & Head, Dept. of Kannada	Member	
5	**Mr. Shanthi Prakash** Registrar (Evaluation) & Head, Dept. of Statistics	Member	
6	**Dr. A. Jayakumar Shetty** Dean (Humanities) & Head, Dept. of Economics	Member	
7	**Mr. T. Prakash Prabhu** Dean (Science) & Head,, Dept. of Mathematics	Member	
8	**Dr. P. N. Udayachandra** Dean (Commerce) & Head, Dept. of Commerce	Member	
9	**Dr. B. Ganapayya** Dean(PG Studies) & Head, Dept. of Physics	Member	
10	**Dr. N. Anuradha Bhat** Head, Dept. of Hindi & Coordinator, NAAC Criteria – I	Member	
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14	**Dr. B. A. Kumara Hegde** Head, Dept. of Botany & Coordinator, NAAC Criteria – V	Member	
15	**Mrs. KP Nanda Kumari** Associate Professor, Dept. of Chemistry & Coordinator, NAAC Criteria – VI	Member	
16	**Mr. Bhaskar Hegde** Head, Dept. of Journalism & Coordinator, NAAC Criteria – VII	Member	
17	**Mr. Yuvaraj Poovani** Office Superintendent	Member	
18	**Mr. Dhananjaya Rao B. K.** Advocate, Belthangady	Member	
19	**Dr. Joseph. N.M.** Associate Professor, Dept. of Economics Sacred Heart College, Madanthyar	Member	
20	**Mr. Shashishekhar N. Kakathkar** Associate Professor, Dept. of Physics & NIRF Coordinator	Member	
21	**Dr. Shankarnarayana K.** Head, Dept. of English	IQAC Convener	

(3)

Deliberations are stated below:

Agenda 1

SDMCU /IQAC/ 2018- 19/02/01

The Chairperson welcomed the members and presented the agenda for the deliberations.

Agenda 2

SDMCU /IQAC/ 2018- 19/02/02

Approval of the minutes and action taken report

The minutes of the IQAC meeting held on 14th June 2018 and the Action taken report on the recommendations made in the last IQAC meeting were presented.

The members noted the action taken and approved the report

Suggestion-1: Regarding the Annual Plan of Action of Departments and committees

Action taken: All the annual plans received and reviewed

Suggestion-2 : To initiate the Jnana Mantapa Progrmmes

Action Taken: Dr. Rajashekar initiated the programme. A few have been conducted

Suggestion-3: To bring out all the policies in the book form

Action taken: The compilation of the policies has been done. Rough draft was prepared

Suggestion-4: To prepare lesson plans and upload the same to EERPMS

Action taken: Faculty are informed and lesson plans are being prepared by all the faculty

Agenda 3

SDMCU /IQAC/ 2018- 19/02/03

Paperless Office

The Chairman explained the concept of paperless office and wished to implement the same for all administration, education and finance purposes (mail, EERPMS messages, whatsapp etc). Budget proposal, budget sanction, leave applications, leave recommendation and approval, books requirements, human resource requirement, marking of attendance, generation of question papers, conducting of examinations, reports in softcopy format in the EERPMS, Minutes, agenda of various meetings etc)

A demo session for the same would be arranged during the HoD meeting on 12-12-2018

Decision: To inform all HoDs and faculty to note the paperless mode for all academic, financial and communications

Agenda 4

SDMCU /IQAC/ 2018- 19/02/04

Activities of 2nd half- Review

Decision: The Deans are informed to review the plan of activities of each department and follow up the process of completion of the same

Agenda 5

SDMCU /IQAC/ 2018- 19/02/05

India Today Survey

Decision:

Regarding the survey by India Today, concerned departments are advised to complete the entries before 15th of January and after review, it would be uploaded on 18th December

Agenda 6

SDMCU /IQAC/ 2018- 19/02/06

Student Research Projects

Decision:

The Deans to inform the HODs to speed up the student research process, so that final submission is possible before 31st of January 2019

Agenda 7

SDMCU /IQAC/ 2018- 19/02/07

Junior Research Projects (JRP)

It is a special initiative and the departments to undertake it very seriously

Decision: About Junior Research project, the chairman said that the school students will meet the concerned departments after 21st December and preferably on Saturday afternoon and the faculty in charge to guide students on the projects undertaken

Decided to send a notice to the departments in this regard

(5)

Agenda 8

SDMCU /IQAC/ 2018- 19/02/08

Any other matter

Under this, the chairperson suggested to the Deans to organize a meeting of concerned departments to finalize the changes if any in the syllabus as well as the scheme after CBCS syllabi from university is released

Dr. Shankaranaryana K

Convener, SDMC IQAC

11ᵗʰ December 2018

T.N. Keshav

Principal

Annexure 1: Rough draft of the policies

Annexure 2: Letter to Departments

Annexure 3: Letter to Dr, Rajshekar

Annexure 4: Letter to Dr. PN Udayachandra

Annexure 5: Notice to staff regarding the lesson plan and uploading it in EERPMS

(6)

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)

Ph: 08256-236221, 236101 (O)   Fax: 236220

e-mail: sdmcollege@rediffmail.com, sdmcollege@sdmcujire.in, Website: www.sdmcujire.in

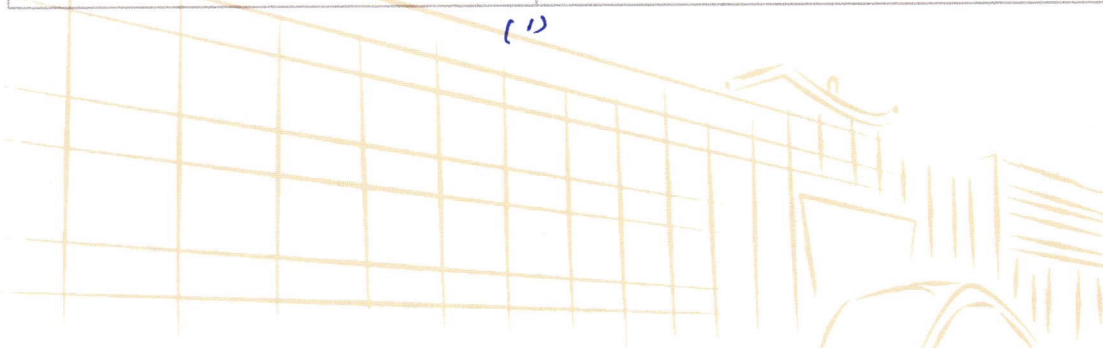## Minutes of the IQAC Meeting

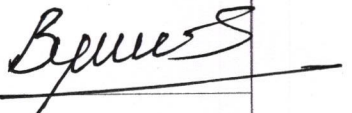**Date: 16th January, 2019**
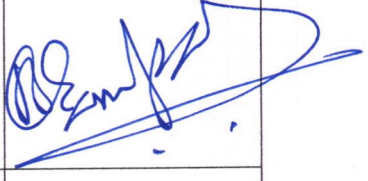
Time : 4.30 pm

Venue: IQAC/Discussion Room
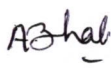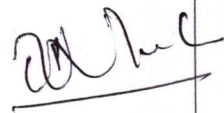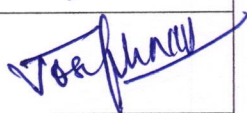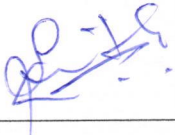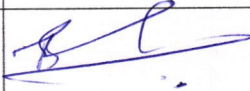
Agenda:

Agenda 1 **SDMCU /IQAC/ 2018-19/03/01**	Approval of the minutes of the last IQAC meeting held on **15th June, 2018**
Agenda 2 **SDMCU /IQAC/ 2018-19/03/02**	Presentation of the action taken report on the resolutions made in the last IQAC meeting (held **on 11th December, 2018**)
Agenda 3 **SDMCU /IQAC/ 2018-19/03/03**	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
Agenda 4 **SDMCU /IQAC/ 2018-19/03/04**	Student Representatives in all committees and Boards
Agenda 5 **SDMCU /IQAC/ 2018-19/03/05**	Strengthening of IQAC
Agenda 6 **SDMCU /IQAC/ 2018-19/03/06**	Any other

(1)

Members :

Sl. No.	Name & Address	Designation	Signature
1	Dr B Yashovarma Secretary SDME Society	Adviser	
2	T. N. Keshava Principal Associate Professor	Chairman	
3	Dr Sampath Kumar B P Registrar (admin) HOD Kannada dept Associate Professor	Member	
4	Mr Shanthiprakash Registrar (Evaluation), HOD Stat dept Associate Professor	Member	
5	Dr. A.Jayakumar Shetty Dean Humanities Associate Professor	Member	
6	Mr T. Prakash Prabhu, Dean Science Associate Professor	Member	
7	Dr. P.N. Udayachandra Dean Commerce, Associate Professor -	Member	
8	Ms Anuradha N.Bhat [deg-per-21] HOD Hindi Dept, Associate Professor, Coordinator NAAC Criteria 1	Member	
9	Dr.P.Vishwanath HOD Chemistry dept, Associate Professor Coordinator NAAC Criteria 2	Member	
10	Dr Shalip Kumary HOD, Political Science dept, Associate Professor Coordinator NAAC Criteria 3	Member	

11	Mr Ajoy Kombrabail HOD, Dept of BBA Associate Professor, Coordinator NAAC Criteria 4	Member	
12	Dr Kumara Hegde B A. HOD, Dept of Botany, Associate Professor , Coordinator NAAC Criteria 5	Member	
13	Ms Nanda Kumari K P. Associate Professor, Coordinator NAAC Criteria 6	Member	
14	Mr Bhaskar Hegde HOD , Dept of Journalism Assistant Professor - Coordinator NAAC Criteria 7	Member	
15	Mr Yuvaraja Poovani Office Superintendent	Member	
16	Dr Joseph N M SHC Madantyar-	Member	
17	Miss Samanvitha [sooryanarayanau] [181568] PGMCOM| 2nd sem	2nd sem	Member	
18	Mr Naveen kumar V. Bhat[160210] iii BSC. 'A'	Member	
19	Mr Shashishekar N. Kakathkar Associate professor	Member	
20	Dr K. Shankaranarayana IQAC Coordinator Assistant professor	convener	
21	Mr S.Satheeschandra Vice Principal, Associate Professor	Member	
22	Dr B. Ganapayya Assistant Professor	Member	
23	Mr Dhananjaya Rao B, Alumni	Member	

(3)

The agenda was placed for deliberations.

The proceedings are given below:

Agenda 1

SDMCU /IQAC/ 2018-19/03/01:

Approval of the minutes of the last IQAC meeting held on **11ᵗʰ December, 2018**

The minutes of the last meeting was presented.

The IQAC approved the minutes

Agenda 2

SDMCU /IQAC/ 2018-19/03/02:

Action taken report on the resolutions made in the last IQAC meeting

Suggestion-1: Use of Digital mode for all official purposes

Action taken: Official correspondence is made by emails/through social mode- whatsapp

Suggestion-2: To Provide data for India Today Survey

Action Taken: The Departments have provided all the data required in time

Suggestion-3: **To finalize the SRP before the end of January 2019**

Action Taken: The faculty are informed about it and all are trying to complete the same before 31ˢᵗ January

Suggestion-4: To guide to undertake JRP

Action taken: The high school students were invited anf the faculty in charge have interacted and guided

Suggestion-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

Action taken:

The proposal to revise the curriculum was not carried out on account of the introduction of the CBCS. The existing syllabus has the weight proposed and it was also planned to introduce many elective courses and value added courses.

Suggestion-6: To conduct Academic and Administrative Audit (AAA)

(4)

Action taken:

It was conducted only for UG departments. The committee constituted comprised of Prof. Aruna Kamath, Dr Madhava Bhat, Prof. Girish and Prof. TN Keshava

The assessment results have been communicated to the departments

Decided to conduct **the AAA at the PG Centre in the month of February 2019**

Suggestion-7: Documentation System- For multiple purposes; Decided to adopt the new format for departmental reports. The format should be based on the NAAC AQAR format

Action taken: Undertaken partially.

Decision: Documentation to be done through EERPMS

Training programme to be arranged for documentation in the month of January, 2019

Suggestion-8: To finalize the perspective plan and road map

Action taken: The core committee met in this regard two times and the finalization of the perspective plan the road was under progress.

Decided to prepare a draft before 23rd January and present it in the next meeting

Suggestion-9: Booklet of the responsibilities of the employees of the institution

Action taken: Under progress

Decided to intimate the committee chairmen and HOD's to prepare a document of responsibilities of all members, and submit it before 23rd

As a few tasks were not undertaken, the IQAC felt that these tasks have to be undertaken on priority.

The IQAC noted the actions taken and approved the suggestions to Complete the remaining tasks.

Agenda 3

SDMCU /IQAC/ 2018-19/03/03:

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

Decisions:

1. Criteria chairmen are given the detailed requirement list with a request letter to do the follow up and

2. Prepare a strategic plan and submit on or before 30th of February2019. To hold a workshop exclusively on NAAC for a week and prepare the documents required.

3. 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

4. To hold frequent training programmes to the faculty -FDP, Blooms Taxonomy, IPR, Professional Ethics- The IQAC is to plan and fix dates.

5. Decided to extend the self appraisal system to non teaching staff also Decided to extend the AAA to PG section to hold in the month of February

7. To use EERPMS as a Main data source for all purposes. Decided to hold a training program in the month of January itself.

8. To prepare the plan and roadmap- The committee to speed up this task draft the perspective plan and the road map before 23rdJanuary

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.

To inform the alumni committee soon to take steps and initiate the process

Agenda 4

SDMCU /IQAC/ 2018-19/03/04:

Student Representatives in all committees and Boards

Decided to include student representatives in committees.

Decided to inform all HOD's and committee chairmen to take steps in this regard.

The IQAC approved the decision

Agenda 5

SDMCU /IQAC/ 2018-19/03/05:

Strengthening of IQAC

Decided to inform all the committees and departments to consult the IQAC for quality initiatives while planning and report ING the activities regularly.

Agenda 6

SDMCU /IQAC/ 2018-19/03/06:

Any other

No issue was raised for discussion under **Any Other.**

The meeting ended with vote of thanks

Dr. Shankarnarayana K.

Convener, SDMC IQAC

Prof. Keshava T. N.

Principal

Annexure:
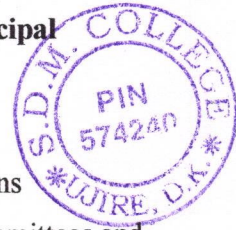
1. Letter to Alumni committee and Dept to hold alumni interactions
2. To Depts, student welfare committee to include students in committees and associations
3. Letter to Depts/committees to associate with IQAC and plan quality programmes

(7)

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)
Ph: 08256-236221, 236101 (O)   Fax: 236220
e-mail: sdmcollege@rediffmail.com, sdmcollege@sdmcujire.in, Website: www.sdmcujire.in

Minutes of the IQAC Meeting

Date: 16ᵗʰ May, 2019

Time : 4.30 pm

Venue: IQAC/Discussion Room
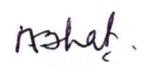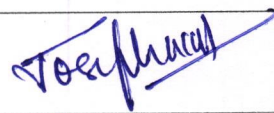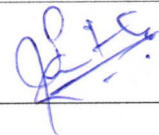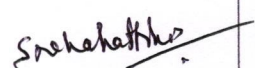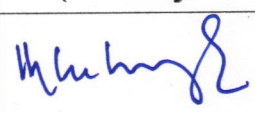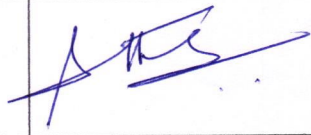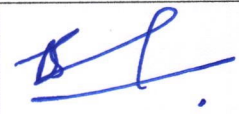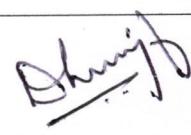
Agenda:

Agenda 1 **SDMCU /IQAC/ 2018-19/04/01**	Approval of the minutes of the last IQAC meeting held on **16ᵗʰ January, 2018**
Agenda 2 **SDMCU /IQAC/ 2018-19/04/02**	Presentation of the action taken report on the resolutions made in the last IQAC meeting
Agenda 3 **SDMCU /IQAC/ 2018-19/04/03**	Calendar for 2019-20: Reopening days, holidays, Important events, internal exams dates, semester end exams, central valuation days, result.
Agenda 4 **SDMCU /IQAC/ 2018-19/04/04**	CBCS - Implementation: Orientation to students and staff (general and stream wise), Time table, infrastructure, Additional human resource required, elective option eligibility and allotment, CBCS Guidelines of the college(committees to be constituted)
Agenda 5 **SDMCU /IQAC/ 2018-19/04/05**	Core committee Role - regularity in Meeting and compulsory review of the activities: Review Mechanism - listing out all activities and the best practices , steps to continue and sustain, strategies to enhance the selected few best practices in view of NAAC

(1)

Agenda 6 **SDMCU /IQAC/ 2018-19/04/06**	BOS Meeting for CBCS syllabus approval: Dates, Agenda
Agenda 7 **SDMCU /IQAC/ 2018-19/04/07**	Faculty Development Training - 07-06-2019 - 09-06-2019 at SDM College PG Centre
Agenda 8 **SDMCU /IQAC/ 2018-19/04/08**	NAAC Preparation: Due for 2021
Agenda 9 **SDMCU /IQAC/ 2018-19/04/09**	Annual theme for focus of the college
Agenda 10 **SDMCU /IQAC/ 2018-19/04/10**	Preparation of AQAR of 2018-19
Agenda 11 **SDMCU /IQAC/ 2018-19/04/11**	IQAC Initiatives - preparation of documents - staff responsibilities, list of programme outcomes, programme specific and course outcomes, policy document, prospective plan, Certificate programmes, proactive functioning of functional and mandatory committees
Agenda 12 **SDMCU /IQAC/ 2018-19/04/12**	Restructuring of committees - Discipline committee, Attendance committee role
Agenda 13 **SDMCU /IQAC/ 2018-19/04/13**	Distribution of ID cards, uniforms for students, work diary, attendance registers
Agenda 14 **SDMCU /IQAC/ 2018-19/04/14**	Annual Reports - College, Departments, Committees - Documentation Committee
Agenda 15 **SDMCU /IQAC/ 2018-19/04/15**	Any other- website updates

Members :

Sl. No.	Name & Address	Designation	Signature
1	Dr. B Yashovarma Secretary SDME Society	Adviser	
2	T. N. Keshava Principal Associate Professor	Chairman	
3	Dr Sampath Kumar B P Registrar (admin) HOD Kannada dept Associate Professor	Member	
4	Mr Shanthiprakash Registrar (Evaluation), HOD Stat dept Associate Professor	Member	
5	Dr. A.Jayakumar Shetty Dean Humanities Associate Professor	Member	
6	Mr T. Prakash Prabhu, Dean Science Associate Professor	Member	
7	Dr. P.N. Udayachandra Dean Commerce, Associate Professor	Member	
8	Ms Anuradha N.Bhat [deg-per-21] HOD Hindi Dept, Associate Professor, Coordinator NAAC Criteria 1	Member	
9	Dr.P.Vishwanath HOD Chemistry dept, Associate Professor Coordinator NAAC Criteria 2	Member	
10	Dr Shalip Kumary HOD, Political Science dept, Associate Professor Coordinator NAAC Criteria 3	Member	

11	Mr Ajoy Kombrabail HOD, Dept of BBA Associate Professor, Coordinator NAAC Criteria 4	Member	
12	Dr Kumara Hegde B A. HOD, Dept of Botany, Associate Professor, Coordinator NAAC Criteria 5	Member	
13	Ms Nanda Kumari K P. Associate Professor, Coordinator NAAC Criteria 6	Member	
14	Mr Bhaskar Hegde HOD ,Dept of Journalism Assistant Professor - Coordinator NAAC Criteria 7	Member	
15	Mr Yuvaraja Poovani Office Superintendent	Member	
16	Dr Joseph N M SHC Madantyar-	Member	
17	Miss Samanvitha [sooryanarayanau] [181568] PGMCOM| 2nd sem	2nd sem	Member	
18	Mr Naveen kumar V. Bhat[160210] iii BSC. 'A'	Member	
19	Mr Shashishekar n. Kakathkar Associate professor	Member	
20	Dr K. Shankaranarayana IQAC Coordinator Assistant professor	Convener	
21	Mr S.Satheeschandra Vice Principal, Associate professor	Member	
22	Dr B. Ganapayya Assistant professor	Member	
23	Mr Dhananjaya Rao B, Alumni	Member	

(4)

The agenda was placed for deliberations.

The proceedings are given below:

Agenda 1

SDMCU /IQAC/ 2018-19/04/01:

Approval of the minutes of the last IQAC meeting held on 16th January, 2018

The minutes of the last meeting were presented

The august house approved the minutes

Agenda 2

SDMCU /IQAC/ 2018-19/04/02:

Presentation of the action taken report on the resolutions made in the last IQAC meeting

The ACT was presented

Suggestion 1: To plan for quality programmes in association with the IQAC

Action Taken: All Departments and committees are planning activities jointly

Suggestion 2: To include Student representatives in committees and in subject associations

Action Taken: Steps have been taken and all committees have student representatives

Suggestion 3 : To strengthen the Alumni participation

Action Taken: The Departments and Alumni Committee have taken steps to invite more alumni for interactions

The IQAC members noted the actions taken and approved

Agenda 3

SDMCU /IQAC/ 2018-19/04/03:

Calendar for 2019-20: Reopening days, holidays, important events, internal exams dates, semester end exams, central valuation days, result.

The draft of the calendar was presented by Prof. Shanthi Prakash and the same was approved in the meeting

Agenda 4

SDMCU /IQAC/ 2018-19/04/04:

CBCS - Implementation: Orientation to students and staff (general and stream wise), Time table, infrastructure, additional human resource required, elective option eligibility and allotment, CBCS Guidelines of the college (committees to be constituted)

The above issues were discussed and the committees constituted were presented

Resolutions:

1. Resolved to conduct orientation to both staff (10th June) and students (17th, 18th and 19th June). The following CBCS Implementation committee has been constituted in this connection:

1. Dr A J Shetty, Dean, Arts
2. Prof. Prakash Prabhu, Dean, Science
3. Dr. Udayachandra PN, Dean, Commerce
4. Prof. Ajoy Kombrabail, HoD, BBA
5. Mr. Shailesh, HoD, Computer Science

The above committee has been constituted to discuss the orientation and prepare a timetable and accordingly arrange orientation to students. The committee also shall prepare the application form and workout the modalities for selection and allotment of the elective courses

1. Time table Committee is also constituted :

1. Dr. Savitha Kumari, Dept of Statistics
2. Prof. Ganesh Nayak, Dept of Mathematics
3. Prof. T Prakash Prabhu, Dept of Mathematics
4. Dr. Ganapayya, Dean, PG Studies

The committee shall start preparing the time table and it is expected to put up the time table before the college reopening

3. To plan for the co curricular and extra curricular courses (Group-4) a separate committee has been constituted.

1. Prof. Ganesh Nayak, Dept of Mathematics
2. Dr. Sudheer, Dept of Psychology
3. Literary and cultural committee members
4. NCC/NSS/RR/Sports and Games/ Students Fora coordinators

The committee shall discuss elaborately and evolve strategy to provide the inputs about the curriculum, criteria for assessment etc before 5th June 2019

5. Staff orientation: Decided to have orientation on 10th June.

     This will be done by Dr. A J Shetty, Dr. Kumara Hegde, Dr. Vishwanatha.

6. The orientation to the new Staff:

     Decided to arrange an orientation for the new staff in the month of July.

     The Staff Secretary is given the Responsibility to organize this programme

Agenda 5

SDMCU /IQAC/ 2018-19/04/05:

Core committee Role - regularity in Meeting and compulsory review of the activities: Review Mechanism - listing out all activities and the best practices, steps to continue and sustained strategies to enhance the selected few best practices

Role of the core committee was discussed and regularity of the meetings is stressed.

Decided to hold regularly the meetings and review thoroughly the functioning of the departments and committees.

As per the suggestions made by the Governing Body, it was decided to take measures to sustain the best practices and strengthen a few best practices for college visibility to ensure better claim in the NAAC and NIRF

Agenda 6

SDMCU /IQAC/ 2018-19/04/06:

BOS Meeting for CBCS syllabus approval: Dates, Agenda

Information regarding BoS has been intimated to all departments

Resolved to conduct the BoS in the first two weeks of June 2019

Agenda 7

SDMCU /IQAC/ 2018-19/04/07:

Faculty Development Training - 07-06-2019 - 09-06-2019 at SDM College PG Centre

Faculty Development Training- 07.06.2019 - 09.06.2019 at SDM College PG centre

Decided to hold the FDT programme on 7th, 8th and 9th of June 2019.

It is for the staff of SDM College

Agenda 8

SDMCU /IQAC/ 2018-19/04/08:

NAAC Preparation: Due for 2021

NAAC preparation: Due for 2021 –

A separate meeting to be called to discuss these issues in June.

Agenda 9

SDMCU /IQAC/ 2018-19/04/09:

Annual theme as focus of the college

Annual theme or focus of the college - will be finalized in consultation with Commerce Dean

Decided to give inputs to have an annual theme for the college.

Agenda 10

SDMCU /IQAC/ 2018-19/04/10:

Preparation of AQAR of 2018-19

Preparation of AQAR of 2018-19. AQAR preparation is underway and all departments were asked to provide inputs.

Resolved to start working for the preparation of AQAR as well as IQAC reports to be sent to NAAC and UGC

Agenda 11

SDMCU /IQAC/ 2018-19/04/11:

IQAC Initiatives - preparation of documents - staff responsibilities, list of programme outcomes, programme specific and course outcomes, policy document, prospective plan, Certificate programmes, proactive functioning of functional and mandatory committees

IQAC Initiatives- to be discussed

Decided to hold a separate meeting to undertake the initiatives soon after the reopening of the college

Agenda 12

SDMCU /IQAC/ 2018-19/04/12:

Restructuring of committees - Discipline committee, Attendance committee role

This will be taken up after the appointment of new staff in June

Decided to delete names of the staff who have left the college and add the names of the new staff

(7)

Agenda 13

SDMCU /IQAC/ 2018-19/04/13:

Distribution of ID cards, uniforms for students, work diary, attendance registers

Steps will be taken to speed up the process so that items are obtained on time.

Decided to issue the ID to the students at the time of orientation

Agenda 14

SDMCU /IQAC/ 2018-19/04/14:

Annual Reports - College, Departments, Committees - Documentation Committee

It was decided to complete these documents before 30th of June 2019.

Decided to inform the departments and committees to finish the Annual reports before 30th of June

Agenda 15

SDMCU /IQAC/ 2018-19/04/15:

Any other

No issue was raised under this agenda.

The meeting ended with vote of thanks

Dr. ShankarnarayanaK.
Convener, SDMC IQAC

IQAC
SRI D.M. COLLEGE
16th May 2019 UJIRE - 574240

Prof. Keshava T. N.

Principal

Annexure:

1. Calendar 2019-20
2. Letter to Dept/committees to finalize the annual reports

(8)