

# 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 (0) Fax: 236220

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



## Minutes of the IQAC Meeting

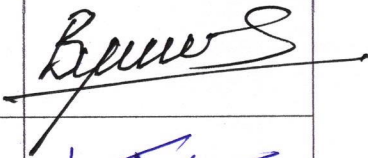

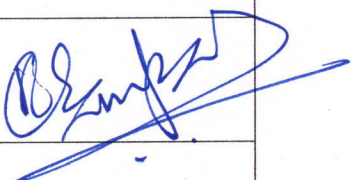




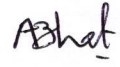




Date: 17<sup>th</sup> July 2019

Time: 2.30 pm




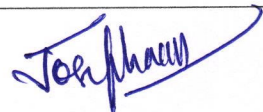
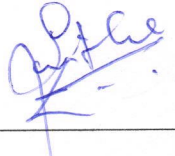

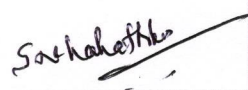


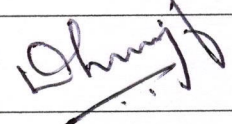
Venue: IQAC Discussion Room

AGENDA NO	AGENDA
SDMCU /IQAC/ 2019-20/02/01	Approval of the minutes of the previous meeting
SDMCU /IQAC/ 2019-20/02/02	Presentation of the action taken report
SDMCU /IQAC/ 2019-20/02/03	Departmental Plan of Action
SDMCU /IQAC/ 2019-20/02/04	New Education Policy workshop in July
SDMCU /IQAC/ 2019-20/02/05	Invite Kiran Kumar, ISRO/Dr. Suresh, ISRO
SDMCU /IQAC/ 2019-20/02/06	Review mechanism every month
SDMCU /IQAC/ 2019-20/02/07	Promotion of MOOC/online courses
SDMCU /IQAC/ 2019-20/02/08	Interdisciplinary combinations
SDMCU /IQAC/ 2019-20/02/09	Upgrading curriculum/syllabus
SDMCU /IQAC/ 2019-20/02/10	Subject related skills
SDMCU /IQAC/ 2019-20/02/11	PG - Stat data analysis/data mining
SDMCU /IQAC/ 2019-20/02/12	Placement committee, folklore committee strengthening
SDMCU /IQAC/ 2019-20/02/13	Exams - Elective Pattern Presentation of Feedback report, IESAI Report, Campus Audit Report

**Members :**

Sl. No.	Name & Address	Designation	Signature
1	Dr B Yashovarma Secretary, SDME Society	Adviser	
2	Prof. S.Satheeschandra Associate Professor	Chairman	
2	Dr Sampath Kumar B P Associate Professor	Member	
3	Mr Shanthiprakash Associate Professor	Member	
4	Dr. A.Jayakumar Shetty Associate professor	Member	
5	Mr T. Prakash Prabhu Associate Professor	Member	
6	Dr. P.N. Udayachandra Associate Professor	Member	
7	Ms Anuradha N.Bhat Associate Professor	Member	
8	Dr.P.Vishwanatha Associate Professor	Member	
9	Dr Shalip Kumary Associate Professor	Member	
10	Mr Ajoy Kombrabail Associate Professor	Member	
11	Dr Kumara Hegde B A. Associate Professor	Member	



12	Ms Nanda Kumari K P. Associate Professor	Member	
13	Mr Bhaskar Hegde Assistant Professor	Member	
14	Mr Yuvaraja Poovani Office superintendent	Member	
15	Dr Joseph N M- Associate Professor Sacred Heart College Madanthyar	Member	
16	Miss Samanvitha [sooryanarayanau] [181568] pg <u>MCOM</u> 2nd sem   2nd sem – sdmcoll	Member	
17	Mr Saideep Shirish Bhat [170351] Phy.Chem.Maths   5th sem   5 sem – sdmcoll	Member	
18	Mr Shashishekar N. Kakathkar Associate Professor	Member	
19	Dr K. Shankaranarayana Assistant Professor	Member	
20	Dr B. Ganapayya Assistant Professor	Member	
21	Mr Dhananjaya Rao B -Alumni	Member	

**Agenda was placed before the house for deliberations.**

**The proceedings are stated below:**

**SDMCU /IQAC/ 2019-20/02/01 Agenda 1:**

**Approval of the minutes of the previous meeting**

The minutes of the last meeting was placed before the house for approval.

The IQAC members approved the minutes.

**SDMCU /IQAC/ 2019-20/02/01 Agenda 2:**

**Presentation of the action taken report**

**ATR was presented**

**Suggestion 1:** To inform the Departments/committees to prepare the Annual Reports

**Action taken:** Official letters were sent to the Departments and Committees to finalize the annual reports and submit before 30 th June 2019

**Suggestion 2:** To issue IDs to outstation students, Uniforms, work Diary and registers

**Action taken:** Done

**Suggestion 3:** To scrutinize the documents like Pos, PSOs, Cos, SDMC Policies, Perspective plan.

**Action taken:** The documents were scrutinized and finalized

**Suggestion 4:** To prepare AQAR 2018-19.

**Action taken:** The AQAR work started and it was planned to submit in the month of November

**Suggestion 5:** To conduct FDP on 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> June 2019

**Action taken:** Conducted.

Members noted the action taken and placed on record the efforts made by the faculty

**SDMCU /IQAC/ 2019-20/02/01 Agenda 3:**

**Departmental Plan of Action**

Reported that all departments submitted detailed Plan of Action for the year 2019-20

Decision: All the Plan of action should be reviewed by the Deans and give a review report to the principal.



**SDMCU /IQAC/ 2019-20/02/01 Agenda 4:**

**New Education Policy- workshop in July**

New Education Policy - A discussion will be arranged in 29th July 2019. Dr. Kattimani, VC of Indira Gandhi National Tribal University, Amarkantak, Madhya Pradesh will be the main speaker. Members are to be invited from Mangalore University affiliated colleges

Resolution: A Committee is formed; Preliminary meeting is to be conducted on 18-07-2019

**SDMCU /IQAC/ 2019-20/02/01 Agenda 5:**

**Inviting Prof. Kiran Kumar, ISRO/Dr. Suresh, ISRO- Regarding**

Informed Prof. SN Kakathkar to invite Dr. Kiran Kumar, ISRO/Dr. Suresh, ISRO for a programme in the college.

**SDMCU /IQAC/ 2019-20/02/01 Agenda 6:**

**Review mechanism every month**

The chairman suggested that review is to be done by every individual on a daily basis and the same is to be reviewed by the HoD once in a month during the Department meeting, later it should be reviewed by the Deans, and review of the activities Functional committee is given to Criteria Chairpersons.

The Principal will review the performance on random basis anytime

**Decision taken:**

Review mechanism should be performed at individual level (mandatory to all the activities) and compulsorily implemented from this academic year. Review mechanism is to be systematically and regularly practiced.

**SDMCU /IQAC/ 2019-20/02/01 Agenda 7:**

**Promotion of MOOC/online courses**

Promotion of online/MOOC courses at all the departments has been suggested.

**Decisions:**

1. List out the subjects to promote online/MOOC courses in every department.
2. Also to invite Mr. Sharath K.R. of SDMIT to the staff meeting for enlightening the faculty with regard to online courses.

3. The co-curricular committee to monitor and evaluate the steps taken in this regard within a week.

**SDMCU /IQAC/ 2019-20/02/01 Agenda 8:**

**Interdisciplinary combinations**

Interdisciplinary combinations are to be planned and offered in the institution. The chairman suggested that the HoDs and Deans to give suggestions in this regard.

Ex: PMEco, Arts+Commerce, 2+1, Informed to give suggestions.

Decision: In the month of August exclusive meeting is to be conducted regarding this.

**SDMCU /IQAC/ 2019-20/02/01 Agenda 9:**

**Upgrading curriculum/syllabus**

Discussed the issues of upgrading curriculum and syllabus

Resolution:

To list out all latest areas/topics to be included in every department syllabus. Ex: Museology (History), Dress designing (Home Science), Folklore studies (Kannada), M.Sc., Computer (Artificial Intelligence)

Decided to inform all the departments to list out the subjects and topics for incorporating in the syllabus

**SDMCU /IQAC/ 2019-20/02/01 Agenda 10:**

**Subject related skills**

Subject related skills to be listed out by every department

Subject related skills to be implemented in the next academic year- proposed

PG - Statistics Data Analysis/Data Mining may be started

All the members are informed to give suggestions in this regard

**SDMCU /IQAC/ 2019-20/02/01 Agenda 11:**

**Placement committee, folklore committee – strengthening the activities**

The documentation of folklore should be initiated. Dr. Divakar and Dr. Sanmathi Kumar already started to work regarding implementation of the process of folklore studies.

The chairman requested all the members to give suggestions about the folklore and placement

The agenda was approved

**SDMCU /IQAC/ 2019-20/02/01 Agenda 12:**

1. Exams - Elective Pattern
2. Presentation of Feedback report, IESAI Report, Campus Audit Report

Pattern of evaluation for electives discussed

The chairperson suggested Registrar (Evaluation) to present the pattern in the HOD meeting

The coordinator presented the feedback reports.

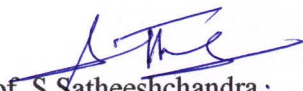

It was accepted by the house. It was resolved to send the suggestions made by the Feedback committee to the concern

**SDMCU /IQAC/ 2019-20/02/01 Agenda 13:**

**Any other**

No issue was raised for deliberations and the meeting concluded at 5.45pm with vote of thanks.

  
Dr. Shankaranarayana  
Coordinator  
  
17.07.2019

  
Prof. S Satheeshchandra  
Principal  


**Annexures:**

1. Letter to Dept/Committee to prepare Annual Reports and submit before 30<sup>th</sup> June 2019
2. Letter to Deans to review the Plan of Action
3. Annual Plans
4. Feedback report, IESAI Report, Campus Audit Report



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## Minutes of the IQAC Meeting

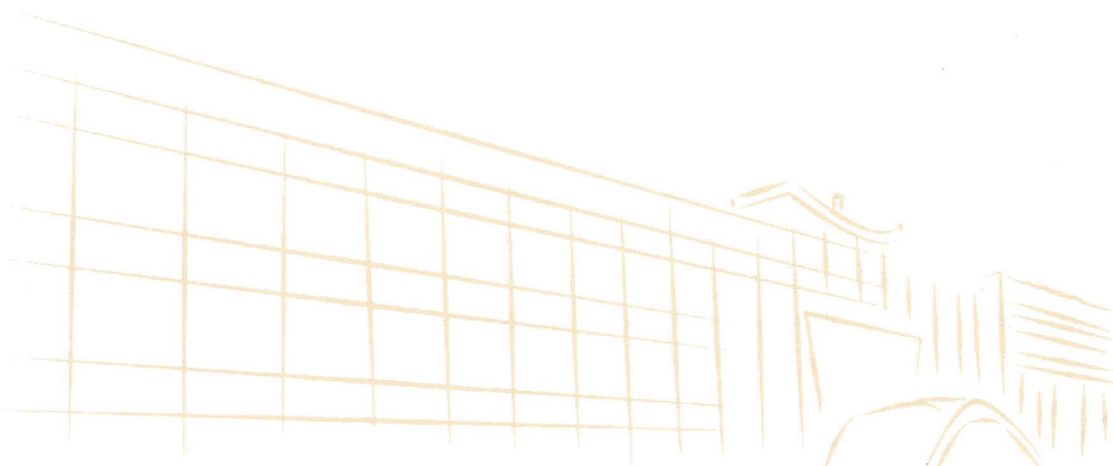
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Time: 2.30pm

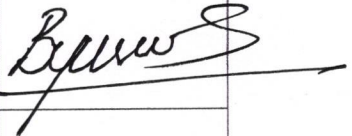
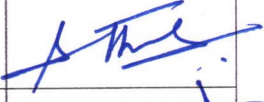
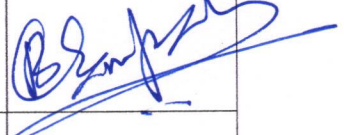





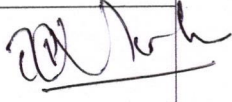



Venue: IQAC Discussion Room

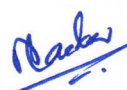


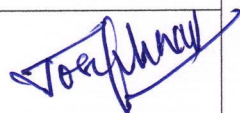
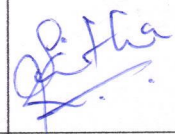

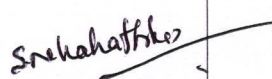


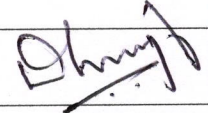
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SDMCU /IQAC/ 2019-20/02/02	Presentation of the action taken report
SDMCU /IQAC/ 2019-20/02/03	Report of the Initiatives of the IQAC
SDMCU /IQAC/ 2019-20/02/04	AQAR Approval
SDMCU /IQAC/ 2019-20/02/05	Criteria wise Chairman- presentations on the NAAC preparation
SDMCU /IQAC/ 2019-20/02/06	Plan of Action
SDMCU /IQAC/ 2019-20/02/07	Any other

c/)



**Members :**

Sl. No.	Name & Address	Designation	Signature
1	Dr B Yashovarma secretary , SDME Society	Adviser	
2	Prof. S.Satheeschandra Associate Professor	Chairman	
2	Dr Sampath Kumar B P Associate Professor	Member	
3	Mr Shanthiprakash Associate Professor	Member	
4	Dr. A.Jayakumar Shetty Associate professor	Member	
5	Mr T. Prakash Prabhu Associate Professor	Member	
6	Dr. P.N. Udayachandra Associate Professor	Member	
7	Ms Anuradha N.Bhat Associate Professor	Member	
8	Dr.P.Vishwanatha Associate Professor	Member	
9	Dr Shalip Kumary Associate Professor	Member	
10	Mr Ajoy Kombrabail Associate Professor	Member	
11	Dr Kumara Hegde B A. Associate Professor	Member	

12	Ms Nanda Kumari K P. Associate Professor	Member	
13	Mr Bhaskar Hegde Assistant Professor	Member	
14	Mr Yuvaraja Poovani Office superintendent	Member	
15	Dr Joseph N M- Associate Professor Sacred Heart College C Madanthyar	Member	
16	Miss Samanvitha [sooryanarayanau] [181568] pg MCOM  2nd sem   2nd sem – sdmcoll	Member	
17	Mr Saideep Shirish Bhat [170351] Phy.Chem.Maths   5th sem   5 sem – sdmcoll	Member	
18	Mr Shashishekar N. Kakathkar Associate Professor	Member	
19	Dr K. Shankaranarayana Assistant Professor	Member	
20	Dr B. Ganapayya Associate Professor	Member	
21	Mr Dhananjaya Rao B -Alumni	Member	

**Agenda was placed before the house for deliberations.**

**The proceedings are stated below:**

#### **Agenda 1:**

##### **Approval of the minutes of the previous meeting**

The minutes of the last meeting was placed before the house for approval.

The IQAC approved the minutes.



## **Agenda 2:**

### **Presentation of the action taken report**

The actions taken on the suggestions made in the previous meeting were presented.

#### **Suggestion-1:**

NAAC Criterion 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

#### **Action taken:**

The criteria coordinators submitted the reports of requirements.

The members suggested to consolidate the requirements and prepare a plan of action for Collection and preparation of documents

#### **Suggestion-2:**

Regarding the increase in the number of elective papers a committee to be constituted. The tasks of the committee are: 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.)

**Action taken:** Committee formed: Prof. Ganesh Nayak, Mrs Bojamma

#### **Suggestion-3:**

To hold a workshop under Paramarsh before Nov 15, 2019. Prof. S. N. Kakathkar and Dr. Shankaranarayan to plan and organize

**Action taken:** A workshop was conducted. All the mentee institutions were invited

#### **Suggestion-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. This above committee will also review write up given by different committees/programmes.

**Action taken:** Committee constituted: All Deans are the members

#### **Suggestion-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.

**Action taken:** Committee constituted: Registrars and Deans are members

The IQAC recommended that the work needs to be immediately done.

**Suggestion-6:**

To identify the coordinator for implementation of Plagiarism software.

**Action taken:** Coordinator appointed is Dr. Murugananda

**Suggestion-7:**

Areas for FDPs to be identified and based on the need suitable arrangements to be made.

**Action taken:** The Faculty Development Committee listed all the areas for training and initiated some faculty training programmes

**Suggestion-8:**

Appraisal system to be introduced for non-teaching staff also.

**Action taken:** Faculty in charge: Dr. Rakesh TS was informed to conduct the appraisal

**Suggestion-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

**Action taken:** Not done due to the tight academic schedule. However it was decided to continue the Appraisal of the staff and survey to assess the sufficiency and the optimal use

**Suggestion-10:** Those who wish to make data entries outside the campus may collect required IP address and the procedure from Ms. Lydia.

**Action taken:** Informed and Done

**Suggestion-11:**

Perspective plan and road map

**Action taken:** The IQAC Coordinator prepared and the same was presented.

The members suggested reviewing the same in the core committee and finalize in consultation with the secretary of the SDME Society.

**Suggestion-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

**Action taken:** Informed the chairman of the Alumni committee to take immediate steps.

**Suggestion-13:**

EERPMS has a provision for entering unit-wise multiple choice questions and self-generation of question papers. Decided to inform all the departments to update this module so that during every examination questions need not be collected from the departments.

**Action taken:** Informed all departments

**Suggestion-14:**

Immediate steps to be taken for getting research center status and establishment of instrumentation centre.

**Action taken:** Committee: Research committee- Dr Ganapayya B

**Suggestion-15:**

Mechanism to review extent of learning of students is to be derived based on course outcomes and program outcomes.

**Action taken:** Informed to the Coordinators: Dr. Ganaraj, and Dr. Murugananda to plan and evolve mechanism

**Suggestion-16:**

Website committee to report on updating done on a daily basis to the Principal (can be done through message also, if there is no updating- no activity)

**Action taken:** Prof. Nanda Kumari and Nefisath to look in to it and report everyday

**Suggestion-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.

**Action taken:** Informed the Committee (Campus Audit Committee)- Dr Rakesh TS and Mr Pradeep

**Suggestion-18:**

IQAC meetings are to be conducted on every quarter.

**Action taken:** IQAC meetings are conducted as per the guidelines



**Suggestion-19:**

Listing of all the innovative practices is to be prepared.

**Action taken:** Informed the Registrars and Deans to list and arrange for compiled handbook

**Agenda 3:****Report of the Initiatives of the IQAC**

The following report of the IQAC initiatives was presented;

1. Reconstitution of committees- statutory and functional committees as per NAAC criteria.
2. Prepared the AQAR of the college and sent to NAAC.
3. Conducted two IQAC meetings and 11 core committee meetings.
4. Prepared and maintained a separate minutes book for IQAC meetings.
5. Prepared an organograph, a flow chart of the internal administration structure.
6. A conference on NAAC new guidelines- 4th September 2018- Dr. Ganesh Hegde was the Resource Person.
7. Conducted Academic and Administrative Audit on 5th October 2018- prepared an assessment format and guidelines- (Prof. Aruna Kamath, Prof Girish, Prof. Madhav Bhat and Prof TN Keshav). The assessment has been analysed graphically and circulated
8. Initiated regularity in the monthly meetings- 5th and 6th HODs meeting, 7th and 8th Committee meeting.
9. A common serial number for agenda and minutes for uniformity.
10. Jnana Mantapa, a unique knowledge sharing platform has been created- 14th and 28th of every month.
11. Faculty Development Programme- 25th September 2018-Prof. Sunney Tharappan was the Resource Person.
12. Started to work on outcomes- programme outcomes, subject specific outcomes, course outcomes.
13. Started to work on institutional policies, professional ethics, faculty responsibility.
14. Started reviewing the institutional perspectives and preparing Roadmap of the college.
15. Annual plan, compliance reports.
16. Efforts on streamlining the documentation process: A common format for Departmental Annual Report has been circulated - It is on par with AQAR format.
17. Efforts to update the college website.

18. Few meetings with criteria chairmen have been conducted and prepared a list of tasks to be undertaken.
19. Two times communicated officially regarding the tasks to be undertaken
20. Prepared and presented a ppt about the college functioning to the team from Govinda Das college Surathkal.
21. Registered for NIRF India Tanking 2019 and uploaded the data in the last week of November
22. PBSA for non teaching staff has been prepared and run a trial round.
23. An orientation programme on New NAAC Guidelines was arranged. Criteria chairpersons discussed the unique questions and the documents to be prepared.
24. A separate presentation was made in the staff association meeting
25. NIRF and India Today Assessment related information was given separately in the staff meeting.
26. Responded to NAAC and UGC communication regarding mentoring of unaccredited institutions
27. Initiated to give programme codes and course codes
28. 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
29. Applied for UGC Paramarsh Scheme and college received the status of Mentor Institution to mentor 11 institutions

**The members noted the initiatives of the college and placed on record the efforts**

#### **Agenda 4:**

##### **AQAR Approval**

AQAR -2018-19: the present status of the AQAR was brought to the notice of the members.

The uploading AQAR started and the process would take another two or three days.

The members approved the agenda

#### **Agenda 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.

## **Agenda 6:**

### **Plan of Action:**

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 Programmes- 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

**Agenda 7:**

**Any other**

No issue was raised for deliberations and the meeting concluded at 5.00pm with vote of thanks.

  
Dr. Shankaranarayana K

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

10.10.2019

  
Prof. S. Satheeshchandra



**Annexure:**

1. Letter to Sri Ganesh Nayak- regarding orientation on online courses
2. Letter to Dr. Shankaranarayana k and Prof. SN Kakathkar to conduct a workshop under PARAMARSH
3. Letter to Dr. Muruganada about plagiarism check.
4. Letter Rakesh T regarding conduction of Staff Appraisal
5. Perspective Plan
6. Letter To Shailesh Kumar- to initiate Alumni Association Registration
7. Letters to Depts to prepare MCQs for the EERPMS- for the forthcoming intrenal tests
8. Letter to Dr. Ganappayya- regarding the research centre establishment
9. Letter to Dr. Murugananda to plan for assessment of learners attainment of PO, PSO and CO.
10. Letter to Mrs. Nanda Kumary and Mrs. Nafeesat to update college Website
11. Letter to Registrars and Deans on bringing out the handbook of best practices

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## Minutes of the IQAC Meeting

**Date:** 10<sup>th</sup> January 2020

**Time:** 2.30 pm

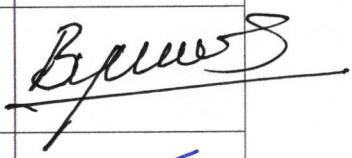





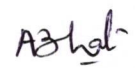
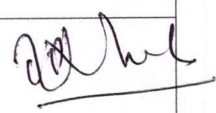


**Venue:** IQAC Discussion Room

AGENDA NO	AGENDA
SDMCU /IQAC/ 2019-20/02/01	Approval of the minutes of the previous meeting
SDMCU /IQAC/ 2019-20/02/02	Presentation of the action taken report
SDMCU /IQAC/ 2019-20/02/03	Activity Plan of committees and departments
SDMCU /IQAC/ 2019-20/02/04	Verification of activity data entered in the software
SDMCU /IQAC/ 2019-20/02/05	Website updates and modifications in content
SDMCU /IQAC/ 2019-20/02/06	Elective - popularize popular online courses in the electives
SDMCU /IQAC/ 2019-20/02/07	Digital magazine
SDMCU /IQAC/ 2019-20/02/08	Best Practices – Manual
SDMCU /IQAC/ 2019-20/02/09	Portion completion
SDMCU /IQAC/ 2019-20/02/10	College Day celebrations
SDMCU /IQAC/ 2019-20/02/11	Alumni Registration
SDMCU /IQAC/ 2019-20/02/12	Mobile Attendance





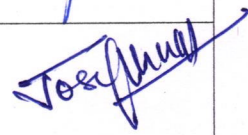
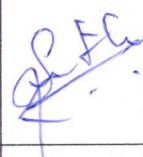


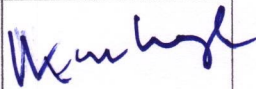

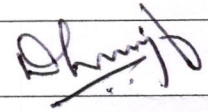
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<b>SDMCU /IQAC/ 2019-20/02/13</b>	Google Calendar
<b>SDMCU /IQAC/ 2019-20/02/14</b>	Approval for conduct of special examination
<b>SDMCU /IQAC/ 2019-20/02/15</b>	Any other

**Members:**

Sl. No.	Name & Address	Designation	Signature
1	Dr. B. Yashovarma Secretary to the SDM E Society	Adviser	
2	Dr S.Satheeshchandra Associate Professor	Chairman	
2	Dr Sampath Kumar B P Associate Professor	Member	
3	Mr Shanthiprakash Associate Professor	Member	
4	Dr. A.Jayakumar Shetty Associate professor	Member	
6	Dr. P.N. Udayachandra Associate Professor	Member	
7	Ms Anuradha N.Bhat Associate Professor	Member	
8	Dr.P.Vishwanatha Associate Professor	Member	
9	Dr Shalip Kumary Associate Professor	Member	
10	Mr Ajoy Kombrabail Associate Professor	Member	



11	Dr Kumara Hegde B A. Associate Professor	Member	
12	Ms Nanda Kumari K P. Associate Professor	Member	
13	Mr Bhaskar Hegde Assistant Professor	Member	
14	Mr Yuvaraja Poovani Office superintendent	Member	
15	Dr Joseph N M- Aossociate Professor Sacred Heart College Madanthyar	Member	
16	Miss Samanvitha [sooryanarayanau] [181568] pg <u>MCOM</u> 2nd sem   2nd sem – sdmcoll	Member	
17	Mr Saideep Shirish Bhat [170351] Phy.Chem.Maths   5th sem   5 sem – sdmcoll	Member	
18	Mr Shashishekar N. Kakathkar Associate Professor	Member	
19	Dr K. Shankaranarayana Assistant Professor	Member	
20	Dr B. Ganapayya Associate Professor	Member	
21	Mr Dhananjaya Rao B -Alumni	Member	

**Agenda was placed before the house for deliberations.**

**The proceedings are stated below:**

**SDMCU /IQAC/ 2019-20/02/01 Agenda 1:**

**Approval of the minutes of the previous meeting**

The minutes of the last meeting was placed before the house for approval.

The IQAC approved the minutes.

**SDMCU /IQAC/ 2019-20/02/01 Agenda 2:**

**Presentation of the action taken report**

ATR was presented

Members noted the action taken and placed on record the efforts

**SDMCU /IQAC/ 2019-20/02/01 Agenda 3:**

**Activity Plan of committees and departments**

The chairman informed Dr. A. Jayakumar Shetty and Dr. Shankarnarayana K to review and finalize the Activities of committees and departments

Decided to collect the compliance reports from the departments/ committees every month for review

Format: Activity Planned - Activity conducted - Difference & Justification

Decision: Activity plan of committees should be finalized before 13-01-2020

**SDMCU /IQAC/ 2019-20/02/01 Agenda 4:**

**Verification of activity data entered in the college software (EERPMS)**

Verification of activity data entered in the software should be done by following members

1. Dr. B. P. Sampath Kumar
2. Mr. Shanthiprakash
3. Mr. S. N. Kakathkar
4. Dr. Shankarnarayana K.
5. Mr. Yuvaraj Poovani
6. Ms. Shwetha K. M.

Verification of activity data to be finalized before 13-01-2020

**SDMCU /IQAC/ 2019-20/02/01 Agenda 5:****Website updates and modifications in content**

Website updates and modifications in content: A committee is formed constituting of following members:

1. Ms. Nanda Kumari
2. Mr. Bhaskar Hegde
3. Mr. Shailesh Kumar
4. Dr. Divakara K.

Notice sent to hostels, Kalakendra and all UG and PG staffs to send the brief report with photographs of all the programmes conducted in the hostel/Kala Kendra (could be sent to the email id [website@sdmcyjire.in](mailto:website@sdmcyjire.in) on the next day of the event).

Decision: Website updates and modifications in contents to be done before 20-01-2020

**SDMCU /IQAC/ 2019-20/02/01 Agenda 6:****Elective - popularize online mode of courses in the electives**

To popularize online mode of courses members suggested to adopt online courses as electives as a first step.

Online courses can be adopted as electives

Decision: Principal to discuss in the HODs meeting

**SDMCU /IQAC/ 2019-20/02/01 Agenda 7:****Digital magazine**

The issue was discussed at length.

Digital magazine issues should be published in the coming days.

Decisions: The Principal is to discuss the matter regarding digital magazine in the HOD meeting

**SDMCU /IQAC/ 2019-20/02/01 Agenda 8:****Best Practices – Manual**

Best Practices manual draft has been done by Dr. A. Jayakumar Shetty and Mr. Bhaskar Hegde

The members suggested that the manual to be ready in hard copy before 30-01-2020



**SDMCU /IQAC/ 2019-20/02/01 Agenda 9:**

**Portion completion**

In this even semester, all the HODs are informed to ensure the completion of the syllabus before 20-03-2020

The members expressed their wishes in this regard and suggested that the task to be assigned to the Deans to review the portion completion in all the departments

**SDMCU /IQAC/ 2019-20/02/01 Agenda 10:**

**College Day celebrations**

Regarding College day celebrations, a committee is to be formed.

Dr. A. Jayakumar Shetty and Dr. B. P. Sampath Kumar to form committees for college day celebrations

**SDMCU /IQAC/ 2019-20/02/01 Agenda 11:**

**Alumni Registration**

The issue was discussed and the members suggested that the Alumni committee to look in details and take immediate steps to register the association.

About alumni registration task is assigned to the chairperson and the member Mr. Shailesh Kumar and Mr. Yuvaraj Poovani, It can be finalised before 20-01-2020.

**SDMCU /IQAC/ 2019-20/02/01 Agenda 12:**

**Mobile Attendance**

The chairperson informed the members that the attendance of students is marked through the smart phones

Informed Mr. S. N. Kakathkar and Mr. Shailesh Kumar to arrange demo of mobile attendance at the earliest to those who have difficulty to use phones for marking attendance

**SDMCU /IQAC/ 2019-20/02/01 Agenda 13:**

**Google Calendar**

Upcoming events of the department is to be entered in their department google calendar. This is to avoid overlapping of the programmes and communication gap amongst the departments

Google calendar is to be used to enter upcoming events; The task is assigned to Mr. Satheeshchandra P. D. to orient the staff and assist some department to prepare department calendar

**SDMCU /IQAC/ 2019-20/02/01 Agenda 14:**

**Approval for conduct of special examination**

Notification is received from Mangalore University for conducting special examination for sports/NCC/NSS students.

Decided to conduct special examination for deserving students of Sports/NCC/NSS. It is approved.

**SDMCU /IQAC/ 2019-20/02/01 Agenda 15:**

**Any other**

No issue was raised for deliberations and the meeting concluded at 4.00pm with vote of thanks.



Dr. Shankaranarayana K

Coordinator

**COORDINATOR  
IQAC**

10.01.2020 **SRI D.M. COLLEGE  
UJIRE - 574240**



Prof. S. Satheeshchandra

Principal



**Annexures:**

Nil

(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 (0) Fax: 236220

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



## Minutes of the IQAC Meeting

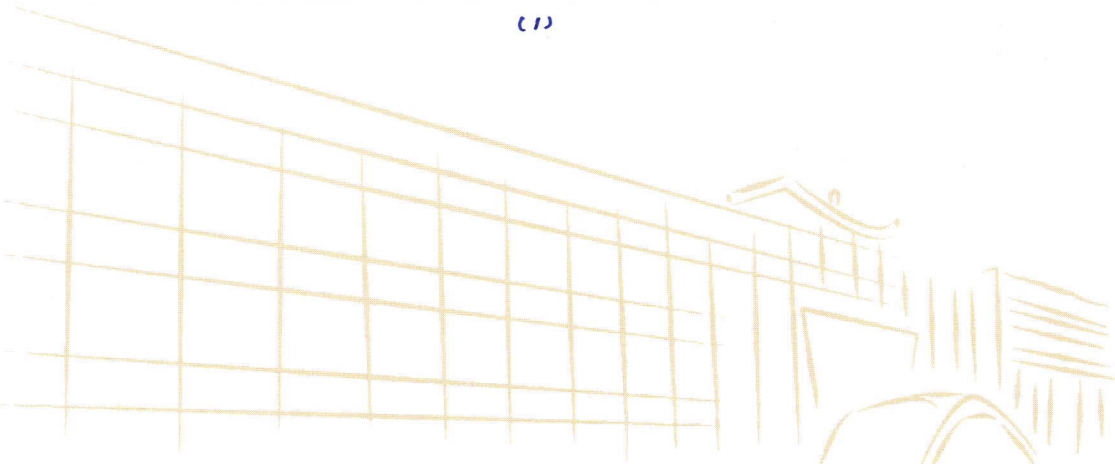
Date: 05.03.2020

Time: 2.30 pm

Venue: IQAC Discussion Room

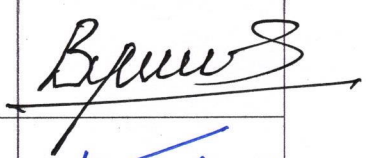
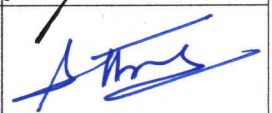
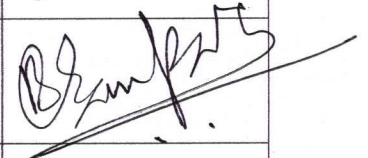

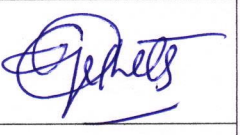

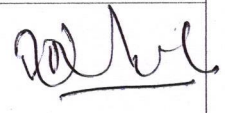



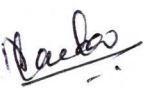

AGENDA NO	AGENDA
SDMCU /IQAC/ 2019-20/02/01	Approval of the minutes of the previous meeting
SDMCU /IQAC/ 2019-20/02/02	Presentation of the action taken report
SDMCU /IQAC/ 2019-20/02/03	College Day Celebrations
SDMCU /IQAC/ 2019-20/02/04	Compliance Report for the academic year 2019-20
SDMCU /IQAC/ 2019-20/02/05	Department and Committees Annual report
SDMCU /IQAC/ 2019-20/02/06	Calendar of events 2020-21
SDMCU /IQAC/ 2019-20/02/07	Remedial drill
SDMCU /IQAC/ 2019-20/02/08	Electives for 2020-21
SDMCU /IQAC/ 2019-20/02/09	Calendar of events 2019-20
SDMCU /IQAC/ 2019-20/02/10	Any other


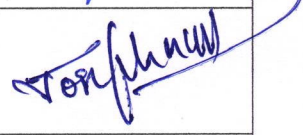
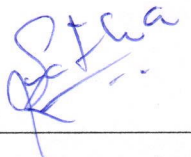



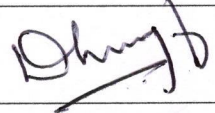
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**Members :**

Sl. No.	Name & Address	Designation	Signature
1	Dr. B Yashovarma Secretary SDME Society	Advisor	
2	Dr S.Satheeshchandra Associate Professor	Chairman	
2	Dr Sampath Kumar B P Associate Professor	Member	
3	Mr Shanthiprakash Associate Professor	Member	
4	Dr. A.Jayakumar Shetty Associate professor	Member	
6	Dr. P.N. Udayachandra Associate Professor	Member	
8	Dr.P.Vishwanatha Associate Professor	Member	
9	Dr Shalip Kumary Associate Professor	Member	
10	Mr Ajoy Kombrabail Associate Professor	Member	
11	Dr Kumara Hegde B A. Associate Professor	Member	
12	Ms Nanda Kumari K P. Associate Professor	Member	
13	Mr Bhaskar Hegde Assistant Professor	Member	

14	Mr Yuvaraja Poovani Office superintendent	Member	
15	Dr Joseph N M- Aassociate Professor Sacred Heart College Madanthyar	Member	
16	Miss Samanvitha [sooryanarayanau] [181568] pg MCOM  2nd sem   2nd sem – sdmcoll	Member	
17	Mr Saideep Shirish Bhat [170351] Phy.Chem.Maths   5th sem   5 sem – sdmcoll	Member	—
18	Mr Shashishekar N. Kakathkar Associate Professor	Member	
19	Dr K. Shankaranarayana Assistant Professor	Member	
20	Dr B. Ganapayya Assistant Professor	Member	
21	Mr Dhananjaya Rao B -Alumni	Member	

**Agenda was placed before the house for deliberations.**

**The proceedings are stated below:**

#### **SDMCU /IQAC/ 2019-20/02/01 Agenda 1:**

##### **Approval of the minutes of the previous meeting**

The minutes of the last meeting was placed before the house for approval.

The IQAC approved the minutes.

#### **SDMCU /IQAC/ 2019-20/02/01 Agenda 2:**

##### **Presentation of the action taken report**

ATR was presented

Members noted the action taken and placed on record the efforts

**SDMCU /IQAC/ 2019-20/02/01 Agenda 3:**

**College Day Celebrations**

Placed on record the appreciation to all the staff and students for successfully organizing the College Day programme

**Decisions:**

Finalization and update the list of invitees to the college day and other important events in the college.

Committee is to be formed and updated list is to be stored in the Data Centre before 30th June 2020.

Updated address list of invitees should be finalized before 30th June 2020 and it should be stored in the Data Centre

**SDMCU /IQAC/ 2019-20/02/01 Agenda 4:**

**Compliance Report for the academic year 2019-20**

It was decided to collect the compliance reports from all the departments/committees,

Last date given for UG - before 31st March 2020, PG - 30th April 2020

**SDMCU /IQAC/ 2019-20/02/01 Agenda 5:**

**Department and Committees Annual report**

Submission of the Annual Report 2019-20 of Department/Committees in the prescribed format should be intimated to Depts and Committees.

Last date given for UG -10th April 2020, PG -15th May 2020

**SDMCU /IQAC/ 2019-20/02/01 Agenda 6:**

**Calendar of events 2020-21**

Calendar of events 2020-21 was presented by the Academic Planning and Audit Committee

Decided to circulate the tentative calendar with the Deans and HoDs.

The Deans and HoDs need to go through the calendar of events 2020-21 and to give suggestions if there are clash of dates



**SDMCU /IQAC/ 2019-20/02/01 Agenda 7:**

**Remedial drill**

Responsibility is given to Deans and Students Performance monitoring committee for the remedial drill.

**Decisions:** To inform the concerned committee to plan to improve the results of low performers in the previous semester end examinations, (more exercise is to be given for those students and improve the results in every department).

**SDMCU /IQAC/ 2019-20/02/01 Agenda 8:**

**Electives for 2020-21**

Committee is formed for listing out the electives for 2020-21. Dr. B. P. Sampath Kumar, Mr. Shanthiprakash, Mr. S. N. Kakathkar, Dr. Shankarnarayana K.,

Decision: List of electives for the academic year 2020-21 is to be finalized before 10th April 2020

**SDMCU /IQAC/ 2019-20/02/01 Agenda 9:**

**Calendar of events 2019-20**

Calendar of events 2019-20 of even semester for the remaining period was presented by Mr. Shanthiprakash, Registrar (Evaluation),

It was decided that 26th March 2020 is the last teaching day and 31st March 2020 is last working day of this academic year


Agenda was approved.

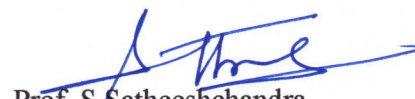
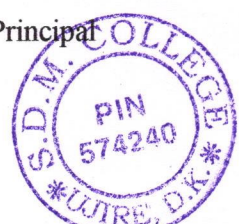
**SDMCU /IQAC/ 2019-20/02/01 Agenda 13:**

**Any other**

No issue was raised for deliberations and the meeting concluded at 4.30pm with vote of thanks.



Dr. Shankaranarayana K.  
Coordinator  
05.03.2020  


  
Prof. S Satheeshchandra  
Principal  


**Annexure:**

1. 2019-20 Even semester Calendar
2. Letter to Dr. BP Sampath , SN Kakthkar, Shanthi Prakash, Dr. Shankaranarayana K-  
list out the elective papers for 2020-21 year