

Proceedings of the IQAC meeting held on 15.07.2016 at 02.30 P.M.

Agenda 1: Discussion of Plan of Action for the year 2016-17.

The IQAC discussed the plan of action for the year 2016-17 and accepted the activities planned.

Agenda 2: Appropriation of XII plan grant.

It is resolved to form a three member committee comprising of Mr. Mahaveera Ajri, Mr. Parshvanatha Ajri and Mr. Santosh Shetty to plan the utilization of grant in an effective manner.

Agenda 3: NAAC Peer Team visit – work distribution on necessary arrangements and preparation of relevant documents for the perusal of the peer team.

The work distributed related to Peer Team visit is as under:

Particulars	Name of the Staff in charge
a) Arranging accommodation & hospitality	Mr. Sachin & Mr. Ashok
b) Arranging for Video recording & photography	Mr. Rahul
c) Arranging a group of 30-40 representative students drawn from NCC, NSS, ECA & other associations	Mr. Santhosh Shetty
d) Arranging interaction with Alumni & Parents	Mr. Parshvanatha Ajri
e) Arrange showcasing the extracurricular activities	Mr. Mahaveer Ajri
f) Preparing AQAR for the year 2015-16	Mr. Sudarshan Kumar
g) College Website updating	Mr. S.M. Dheeraj Ms. Padmaja Shetty Mr. Praveen Kulkarni Ms. Akshatha Marathe
h) Documents related to college profile	Mr. Mahaveer Ajri
i) Documents related to criterion I	Ms. Akshatha Marathe
j) Documents related to criterion II	Ms. Pavithra Jain
k) Documents related to criterion III	Ms. Padmaja Shetty
l) Documents related to criterion IV	Mr. S. M. Dheeraj
m) Documents related to criterion V	Mr. Praveen Kulkarni
n) Documents related to criterion VI	Ms. Shylaja
o) Documents related to criterion VII	Ms. Snehalatha

Agenda 4: Any other matter.

Nil

Number of members present: 13

Sd/-

IQAC Co-ordinator

Sd/-

IQAC Chairman

Proceedings of the IQAC meeting held on 21.10.2016 at 02.00 P.M.

Agenda 1: Review of various programmes held during the I term of the academic year 2016-17.

Detailed discussions on the various curricular and co-curricular activities held during the I term of the academic year were discussed. It was decided to request the co-ordinators of various activities to submit the reports along with photos to the IQAC co-ordinator on or before 15.11.2016. It was also decided to upload the reports on the college website.

Agenda 2: Preparation of budget for the academic year 2017-18.

It was decided to prepare the budget for the academic year 2017-18 and submit the same to the management by the end of March 2017.

Agenda 3: Any other matter

It was decided to conduct a monthly meeting in the first week of every month.

Number of members present: 11

Sd/-
IQAC Co-ordinator

Sd/-
IQAC Chairman

Proceedings of the IQAC meeting held on 07.01.2017 at 01.30 P.M.

Agenda 1: Presentation of Peer Team Report on Institutional Re-accreditation Cycle – III.

The IQAC discussed in detail the observations made on strengths and weaknesses on key aspects. It was decided to take necessary corrective measures to overcome the weaknesses. The recommendations for quality enhancement of the Institution was also discussed and resolved to take appropriate steps.

Agenda 2: Reorganization of IQAC and distribution of work.

It is resolved the distribution of work on quality assurance as follows.

DESCRIPTION	Names
1. IQAC Chairman	Mr. Raveesh Kumar M Principal
2. IQAC Co-ordinator Member	Mr. Sudarshan Kumar Mr. Rahul
3. Document Co-ordinator Member	Mr. Mahaveera Ajri Mr. Sachin
4. Staff Secretary	Ms. Padmaja Shetty
5. Staff Joint Secretary	Mr. Roshan D' Souza
6. Mentoring Co-ordinator Member	Mr. Parshwanatha Ajri Ms. Pranamya Jain
7. Criteria wise Co-ordinators	
i) Curriculum Aspects- co-ordinator Members:	Ms. Pavitra Jain Ms. Sahana Bhandarkar Ms. Ankitha
ii) Teaching Learning & Evaluation – co-ordinator Members:	Mr. Parshwanatha Ajri Ms. Soumya Jain Ms. Reethapriya & Ms. Pooja Pallavi
iii) Research, Consultancy & Extension –coordinator Members:	Mr. S.M.Dheeraj Mr. Ashok Mr. Sudeesh
iv) Infrastructure and Learning Resources – co-ordinator Members:	Mr. Shanthiraj Kambli Mr. Praveen Kulkarni Mr. Sudeep
v) Student Support and Progression - co-ordinator Members:	Mr. Santhosh Shetty Ms. Sukanya Ms. Savitha G. Acharya
vi) Governance Leadership and Management –Co-ordinator Members:	Ms. Shailaja Ms. Keerthana Rao & Ms. Bindya
vii) Innovative Practices –Co-ordinator Members:	Ms. Mallika Ms. Kusuma & Ms. Yashoda

Agenda 3: Review of the various Programmes held during the previous semester.

Detailed discussions on the various curricular and co-curricular activities held during the I term of the academic year were discussed. It was decided to cover the short fall of the planned programmes in the II term.

Agenda 4: Any other matter

Nil.

Number of members present: 11

Sd/-

IQAC Co-ordinator

Sd/-

IQAC Chairman

Proceedings of the IQAC meeting held on 07.04.2017 at 10.00 A.M.

Agenda 1: Review of the Curricular and Co-curricular Programmes held during the academic year 2016-17.

Detailed discussions on the various curricular and co-curricular activities held during the academic year were discussed. It was decided to conduct internal audit of the activities.

Agenda 2: Preparation of AQAR for the year 2016-17.

The meeting decided that the criterion heads are required to submit the draft report before 15.05.2017.

Agenda 3: Nomination of members to the IQAC from Students, Alumni, Industry/Employer, Parents for the Academic year 2017-19.

The meeting resolved to nominate the following persons as representatives of Stakeholders for the academic year 2017-19.

- Ms. Shrija Shetty IBCOM A – Student Representative.
- Mr. Vasudeva Kamath, Door No. 3-249-A2, Ontikatte, Moodbidri - 574 227 – Parent Representative.
- Mr. Maqbool Hussain, Proprietor Shams Hardware, Moodbidri -574227- Alumni Representative.
- Mr. C.H. Abdul Gafoor, Proprietor, C. H. Medicals, Moodbidri -574227- Employer Representative
- Dr. Sudhir Raj K. Professor, Justice K.S. Hegde Institute of Management Nitte-547 110, Udupi District – External Expert.

Agenda 4: Preparing Plan of Action for the academic year 2017-18.

The meeting decided that the faculties in charge of various Departments/Associations/cells/ Committees are required to prepare and submit the plan of action on or before 01.06.2017 for its finalization.

Agenda 5: Deciding on the modalities of organising Certificate Courses.

The meeting decided that a sum of Rs. 300 per student should be collected from the I & II year students to meet the cost of the certificate course. A committee under the co-ordination of Mr. Rahul, Department of Commerce is to be constituted for deciding the modalities of organizing Certificate Courses.

Agenda 6: Preparation of Budget for the year 2017-18.

The meeting decided that budget for the academic year 2017-18 is to be prepared under the co-ordinatorship of Mr. Mahaveera Ajri. It is also decided to present the budget in the next meeting.

Agenda 7: Collection of feedback of Parents and other Stakeholders.

It is resolved to collect the feedback from all the stakeholders. Necessary formats of feedback are to be prepared and Ms. Reethapriya, Department of Commerce & Management will be the co-ordinator in this regard.

Agenda 8: Decision on more use of ICT by the faculty.

The meeting decided to provide internet/ Wi-Fi facility to the Library and Departments to facilitate more use of ICT by the faculty.

Agenda 9: Preparing proposal for National/State level Conferences.

The IQAC decided to organize at least one National/ State level seminar in an academic year with internal resource mobilisation.

Agenda 10: Arranging English Speaking Course during holidays

The meeting decided to organize English speaking course for the present students during the month of May 2017 by the Department of English.

Agenda 11: Any other matter

Nil

Number of members present: 09

Sd/-

IQAC Co-ordinator

Sd/-

IQAC Chairman