

SRI DHAVALA COLLEGE, MOOBBIDRI

REPORT OF THE STAFF COUNCIL FOR THE YEAR 2016 -2017

MEETING –I

15.01.2017

All the faculty members are informed to attend a meeting at 2 PM. on 17-06-2017 in the Audio-Visual Room.

AGENDA

1. Dept. activities
 - HOD of the respective department will decide about the activities of their depts. for this semester.
 - It has been decided to maintain a register of programmes held in the college.
 - It has been decided that Sri Sudeep and Sri Rahul will be in-charge of the college camera.
2. Presentation of NAAC peer team report
 - Prof Sudarshankumar, IQAC co-ordinator, presented the NAAC peer team exit report of the third cycle of Re-accreditation. A copy of the report was provided to all IQAC members.
 - It has been decided that concrete steps would be taken to implement the suggestions provided by the NAAC team.
3. Remedial classes and Mentoring
 - It has been decided to maintain a record of Remedial classes.
 - It has been decided to change the existing system of one Academic Adviser to each class. Mentoring system would be introduced for effective monitoring of each student. In the new system of mentoring, each faculty member has to monitor only 28 students.
 - Sri ParshwanathAjri was given the responsibility of taking steps to introduce the system of mentoring in the college.
4. Distribution of work related to quality enhancement
 - With a view to make IQAC functional it has been decided to distribute the work related to quality enhancement in the following manner:
 - IQAC co-ordinator- Sri Sudarshan Kumar.
 - Documentation co-ordinator-Sri MahaveeraAjri.
 - Staff Council Secretary-SmtPadmajaShetty.
 - Committees were formed for criteria one to seven. (Details are provided in IQAC file)
5. Fixing the dates of exams and extra-curricular activities
 - Decided to hold the first internal assessment exam from 30-01-2017 to 01-02-2017.
 - Decided to hold the Annual Sports Meet on 18-01-2017.
 - Decided to hold Talents day on 08-02-2017.
 - Decided to hold Old Students' sports meet on 12-02-2017.
 - Decided to hold Annual Day on 18-02-2017 and Old Students' Day on 19-02-2017.

6. Any other matter

- Decided to conduct a programme for students and faculty on Digital Banking (As per the circular received from MHRD)
- Decided to host intercollegiate students' workshop by Anti-Women Harassment Cell on 22-01-2017.
- Decided to organize a programme on E-Journals for the faculty members on 28-01-2017.
- Decided to hold the next Staff meeting on 07-02-2017.

To,

1	Sri. Sudarshan Kumar, M.A.
2	Smt. PadmajaShetty, M.A.
3	Sri MahaveeraAjiri, S., M.Com.
4	Sri ParshwanathaAjiri,S., M.Com.
5	Sri ShanthirajaKambali, M.P.Ed.
6	Sri S.M. Dheeraj, M.L.I.Sc.
7	Smt. Snehalatha, M.A.
8	Sri Praveen C. Kulkarni, M.Sc.
9	Sri Santhosh, M.A.
10	Smt. AkshathaMarate, M.Sc.
11	Smt. PavithraJain M.Com.
12	Ms. Soumya Jain, M.Com.
13	Smt. Shailaja, M.B.A.
14	Smt. Mallika, M.A.
15	Ms. Kusuma, M.A.
16	SmtPranamyia Jain, M.B.A.
17	Sri Ashok, M.B.A
18	Sri Rahul, M.Com.
19	Sri Sudeep, M.A. B.Ed.
20	Sri Sachin , K.N., M.Com
21	Ms. Reethapriya, M.Com.
22	Ms. SahanaBhandarkar, M.Com.
23	Ms. Savitha, G .Acharya MA
24	Smt. Sukanya, MA
25	Smt. Ankitha R Jain M.Com.
26	Smt. Yashoda, M.Com.
27	Smt. KeerthanaRao, K. M.Com.,
28	Sri Roshan D'Souza M.A.
29	Sri Sudeesh M.A.
30	Ms. PoojaPallavi M.A.
31	Smt. Bindya M.A.
32	Ms. Savitha, M.A.
33	Ms. Vani M.A.
34	Ms. Divya, M.A.

Secretary

Principal

MEETING –II

2.2.2017

All the faculty members are informed to attend a meeting at 3.30 p.m. on 07-02-2017 in the Audio-Visual Room.

AGENDA

1. Review of decisions taken in the last meeting.
2. Parent- teacher meeting.
3. Submission of reports of faculty members, departments and associations.
4. Traditional Day, Annual Day and Old Students' Day.
5. II Internal Assessment exam.
6. Discipline and Attendance shortage.
7. Student feedback of the teacher.
8. Fixing the date of the next Staff Council meeting.
9. Any other matter.

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5	Sri ShanthirajaKambali, M.P.Ed.
6	Sri S.M. Dheeraj, M.L.I.Sc.
7	Dr.Roopaa
8	Smt. Snehalatha, M.A.
9	Sri Praveen C. Kulkarni, M.Sc.
10	Sri Santhosh, M.A.
11	Smt. AkshathaMarate, M.Sc.
12	Smt. PavithraJain M.Com.
13	Ms. Soumya Jain, M.Com.
14	Smt. Shailaja, M.B.A.
15	Smt. Mallika, M.A.
16	Ms. Kusuma, M.A.
17	SmtPranamyaa Jain, M.B.A.
18	Sri Ashok, M.B.A
19	Sri Rahul, M.Com.
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21	Sri Sachin , K.N., M.Com
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SECRETARY
STAFF COUNCIL

PRINCIPAL

PROCEEDINGS OF THE MEETING:

1. Review of decisions taken in the last meeting.

- The process of implementing the decisions taken in the last meeting is in progress.
- Remedial classes and mentoring system have been introduced.

2. Parent- teacher meeting.

- It has been decided to hold the Parent- teacher meeting from the 21st of February 2017. A day would be allotted to each class. The Academic Adviser and Mentor of the respective class would be present in the meeting. All the subject teachers would also attend the meeting.
- It has been decided to design a format to obtain parents' feedback on the institution. The feedback would be collected from parents of final year students.
- It has been decided to form a Parent-Teacher Association in the next academic year.

3. Submission of reports of faculty members, departments and associations.

- The Principal instructed all the faculty members to submit soft copies of reports of their respective departments and associations. All these reports would be stored in the NAAC room of the college for future use.
- Mr. Roshan D'Souza, Dept. of English, was given the responsibility of compiling the reports.

4. Traditional Day, Annual Day and Old Students' Day.

- It has been decided to celebrate Traditional Day on 17.2.2017. The programme would be organized by the Students' Union of the college. Prof. VenugopalShetty, HOD of Kannada, Alva's PU College, Moodbidri will be the Chief Guest. A few prizes of cultural competitions and sports would be distributed on the Traditional Day.
- Mr. Kumar, Additional Deputy Commissioner, D.K.District, Mangalore will be the Chief Guest at the Annual Day function of the college on 18.2.2017. Mr. C.H.AbdulGafoor, Proprietor, C.H.Medicals, Moodbidri will hoist the flag. Mr.Abhijeeth M., Secretary, Shree D.J.V.Sangha(R), Moodbidri, will preside over the function. Cultural programmes will be held after the formal function.
- Old Students Sports Meet will be held on 12.2.2017. Sri Naveen R.Puthran, Physical Education Teacher, Govt.High School, Padukonaje and alumni of Sri Dhavala College will inaugurate the Sports Meet at 9.30 a.m. Old Students' Day would be celebrated on Sunday, 19th February 2017.

Sri JagannathShetty, Founder and C.E.O., Avenue Venture Partners, Mumbai and Smt. A.VandanaKini, Chartered Accountant, Moodbidri, will be the Chief Guests on the occasion. Both the Chief Guests are the alumni of Sri Dhavala College. The Principal, Prof.M. Raveesh Kumar will preside over the function to be held in the College Auditorium at 2.30 p.m. on 19.2.2017. Cultural programmes will be held after the formal function.

- The Principal requested all the faculty members to co-operate in conducting all the programmes successfully.
- It has been decided to introduce new competitions in connection with the Annual Day celebration of the college, from the next academic year, with a view to prepare students for inter-collegiate competitions.
- The members also arrived at a consensus on the students who have fulfilled the criteria and are eligible to receive “The Best Outgoing Student” award in B.A, B.Com., B.B.M. and B.Com(Voc) streams.

5. II Internal Assessment exam.

- It has been decided to hold the II Internal Assessment Exam from 13.3.2017 so that the internal marks may be sent to the University at the earliest.

6. Discipline and Attendance shortage.

- The Principal instructed all the faculty members to draw the attention of students to the problems of Attendance Shortage. Students should be instructed not to miss classes for trivial reasons.
- It was also resolved to have short hours, starting from the 1st hour in the morning, in order to provide adequate time to students to prepare for inter-class or inter-collegiate competitions. This would be implemented in the next academic year.
- It has been decided to conduct frequent mobile raids on the campus after the Annual Day.
- It has been decided to form a Discipline Committee in order to maintain discipline during important programmes held in the college, like Talents Day, Annual Day etc.

7. Student feedback of the teacher.

- It has been decided to revise the format to obtain student feedback on the teacher and the institution. This would be done in accordance with the guidelines provided by the NAAC team.

8. Fixing the date of the next Staff Council meeting.

- It has been decided to hold the next meeting on 11.3.2017 at 11.00 a.m.

9. Any other matter.

- In order to set right the imbalance between the first hour and the subsequent hours, it has been decided to end the first hour at 10.25 a.m. The Principal insisted on the faculty members conducting value education classes, particularly for 10 mins. during the first hour every day.

- It has been decided to frame a module for obtaining alumni feedback in a systematic manner. Efforts would be made to collect the feedback whenever the students come to college for their T.C.
- It has been decided to provide hard copies of photos of programmes held in the college to the respective faculty members.
- The intercom facility will be put in order and a new bell will be installed in the college.

MEETING –III

6.3.2017

All the faculty members are informed to attend a meeting at 10 a.m. on 11-03-2017 in the Audio-Visual Room.

AGENDA

1. Minutes of the last meeting.
2. Matters arising from the minutes.
3. Field/Industrial visits to students.
4. End of classes for the semester.
5. Students' Union Valedictory function.
6. Photo function, farewell function.
7. Collection of student feedback of the teacher.
8. Re-exam and submission of internal assessment marks.
9. Staff development programme on Research Methodology.
10. Progress in updating the college website.
11. Maintenance of student data-base of outgoing students.
12. Formation of the Parent-teacher Association, nomination of office-bearers.
13. Preparation of budget for 2017-18.
14. Any other matter.
15. Date of the next meeting.

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6	Sri S.M. Dheeraj, M.L.I.Sc.
7	Dr.Roopa
8	Smt. Snehalatha, M.A.
9	Sri Praveen C. Kulkarni, M.Sc.
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SECRETARY
STAFF COUNCIL

PRINCIPAL

On account of the visit of the Affiliation Committee of the university to the college on 11.3.2017, the Staff Council meeting scheduled for 11th March was held on 13.3.2017. A Notice regarding the change of date was circulated among all the members.

Proceedings of the meeting held on 13.3.2017 at 3.45 p.m. in the Audio-Visual room.

Number of staff members present: 28

1. Minutes of the last meeting.

The Secretary read out the minutes of the last meeting (dated 7th February 2017).

2. Matters arising from the minutes.

The members suggested that mobile raids must be conducted. The Principal said that steps would be taken to conduct mobile raids after the internal exams. If students are found to have mobiles in the classroom, action would be taken against them in accordance with the rules defined in the college calendar.

3. Field/Industrial visits to students.

Industrial visits were conducted for Commerce and Management students in Feb.-March.

4. End of classes for the semester.

It was decided to end the regular classes on April 1(Saturday). Special classes and extra classes(for students having attendance shortage) would be conducted from April 3 to April 8.

5. Students' Union Valedictory function.

It was decided to hold the Students' Union valedictory function on 30.3.2017. The faculty in-charge would decide on the Chief Guest, in consultation with the Principal.

6. Photo function, farewell function.

- The faculty in-charge of Sports, NSS, NCC, Rovers and Rangers, ECA, Students' Council and Red Cross were instructed to fix the date and make appropriate arrangements for the photo function.
- It was decided to arrange farewell functions class-wise, if suggested by the students.

7. Collection of student feedback of the teacher.

Sri Praveen Kulkarni and Smt. AkshathaMarate were given the responsibility of collecting the student feedback of the teachers in the revised format which must also be consolidated and provided to the respective faculty members through the Principal.

8. Re-exam and submission of internal assessment marks.

Re-exams will be held from 21st or 22nd March and internal marks must be submitted to the office by the end of March.

9. Staff development programme on Research Methodology.

It was decided to hold a Staff Development programme on Research Methodology on the 11th or 12th of April.

10. Progress in updating the college website.

The faculty members were instructed to submit the reports immediately for updating the college website.

11. Maintenance of student data-base of outgoing students.

Sri Santosh, Sri Sachin, Sri Sudhish and Smt. Ankitha were given the responsibility of maintaining the student data-base of the alumni of the college.

12. Formation of the Parent-teacher Association, nomination of office-bearers.

Sri ParshwanathaAjri will take steps to form the Parent-teacher Association and nominate the office-bearers by the end of this academic year.

13. Preparation of budget for 2017-18.

As the budget is yet to be prepared, it would be discussed in the next meeting.

14. Any other matter.

-It was decided to hold re-exams for students who could not attend both the internal exams due to genuine reasons, including participation in sports events.

-It was decided to conduct Certificate Courses in the college from the next academic year. Steps would be taken to allocate funds for the courses and to include them in the regular time-table.

- In response to the suggestion from students, it was decided to award the 3rd prize for Proficiency from the next academic year.

- Parents' meeting has been held for most of the classes. For the remaining classes, parents' meeting will be held as follows:

Class	Date	Time	Venue
I B.A.	21.03.2017	2.30 p.m.	Audio Visual Room
II B.A.	23.03.2017	2.30 p.m.	Audio Visual Room
III B.A.	24.03.2017	2.30 p.m.	Audio Visual Room
I B.B.A	22.03.2017	2.30 p.m.	Audio Visual Room
II B.B.M.	22.03.2017	2.30 p.m.	Audio Visual Room
III B.B.M.	22.03.2017	2.30 p.m.	Audio Visual Room

15. Date of the next meeting.

The next meeting will be held on 10.4.2017 at 10.30 a.m.

20th March 2017

SecretaryPrincipal

Staff Council

MEETING - IV

6.4.2017

All the faculty members are informed to attend a meeting at 10.30 a.m. on 11-04-2017(Meeting scheduled for the 10th is postponed to 11th) in the Audio-Visual Room.

The agenda for the meeting is as follows:

1. Minutes of the last meeting.
2. Review of mentoring system.
3. Conducting Bridge courses to I year students.
4. Preparing action plan of the various departments.
5. Listing the requirements of the departments.
6. Review of criteria for internal assessment marks.
7. Distribution of responsibilities of co-curricular activities for the academic year 2017-18.
8. 2016-17 Annual Magazines 'Pratibimba'.
9. New uniform for the first year students.
10. Organising State/National level seminars in 2017-18.
11. Introduction of Certificate Courses in 2017-18.
12. Any other matter.

Number of staff members present: 24

Decisions taken:

1.Minutes of the last meeting.

- The Secretary read out the minutes of the last meeting.

2.Review of Mentoring system.

- It was decided to change the Cumulative Record Book to Mentoring Book. The existing system of one Academic Adviser to each class will be changed in the next academic year. There will be 2 Mentors to each class.

3.Conducting Bridge courses to I year students.

- The HOD of each department will decide on the nature of the Bridge Course to be conducted in the next academic year. A test must be conducted in each subject at the beginning of the next academic year in order to identify Slow, Medium and Advanced learners.

4.Preparing action plan of the various departments.

- A new format for Action Plan was provided to the heads of all departments. It was decided to submit a copy of the action plan to the IQAC co-ordinator within a week.

5.Listing the requirements of the departments.

- In view of the requirement of internet facility, assurance was provided by the Management that internet access would be provided to all the 4 staff rooms. Efforts will also be made to install a printer in each staff room.

6.Review of criteria for internal assessment marks.

- It was decided to consider the possibility of awarding internal marks for assignments and seminars in the next academic year.

7. Distribution of responsibilities of co-curricular activities for the academic year 2017-18.

- It was decided to form a committee to look into the matter of distribution of responsibilities of co-curricular activities for the next academic year, so that the responsibilities are distributed among all the faculty members in a fair manner. Smt. PadmajaShetty will be the Co-ordinator of the Committee. Sri Sudarshan Kumar, Sri MahaveeraAjri and Sri ParshwanathaAjri will be the members of the committee.

8.2016-17 Annual Magazine 'Pratibimba'.

- All the faculty members were instructed to provide information- reports of activities, articles, photos etc.- to be published in the annual magazine. Soft copies must be given to Ms.Rajeshwari (Office) and hard copies should be given to the Magazine Committee on or before 20.04.2017.

9.New uniform for the first year students.

- It was decided to introduce new uniform to the first year students in 2017-18.

10.Organising State/National level seminars in 2017-18.

- National\State level Seminars may be held in the college in 2016-17 depending on the proposals received by the departments.

11.Introduction of Certificate Courses in 2017-18.

- Mr. Rahul, Co-ordinator of Certificate Courses, will decide on the mode of introduction of certificate courses in the college in 2017-18.

12. Any other matter.

- The reports of all the departments must be given to the IQAC within a week. The Criterion-wise reports for AQAR are to be submitted by the respective co-ordinators within May 15.
- The faculty members should inform the Principal at least a month in advance if they want leave for a long period (like Maternity Leave etc.) or if they intend to quit the institution in the next academic year.
- Sri ParshwanathaAjri has taken steps for the formation of PTA. Feedback has been collected from the parents of final year students. A meeting of the members will be held during the holidays and office-bearers of the association will be elected.
- Efforts will be made by the faculty to increase admissions to all the courses offered in the college, especially BBA.
- The date of the next Staff Council meeting will be finalised and intimated to all the members at the beginning of the next academic year.