

SRI DHAVALA COLLEGE, MOODBIDRI

REPORT OF THE STAFF COUNCIL FOR THE YEAR 2017-2018

MEETING -I

15.6.2017

All the faculty members are informed to attend a meeting at 10.30 a.m. on 17-06-2017 in the Audio-Visual Room.

AGENDA

1. Discussing minutes of the last meeting.
2. Assigning responsibilities for the academic year 2017-18.
3. Organizing Certificate Courses.
4. Compiling photos and reports of programmes in the college.
5. Reviewing the criteria for internal assessment marks.
6. Implementing Mentoring system.
7. Conducting elections to Students' Council.
8. Any other matter.
9. Date of the next meeting.

To

1	Sri. Sudarshan Kumar, M.A.
2	Smt. Padmaja Shetty, M.A.
3	Sri Mahaveera Ajiri, S., M.Com.
4	Sri Parshwanatha Ajiri, S., M.Com.
5	Sri Shanthiraja Kambali, 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.C.A
10	Sri Santhosh, M.A.
11	Smt. Akshatha Marate, M.Sc.
13	Ms. Soumya Jain, M.Com.
14	Smt. Shailaja, M.B.A.
15	Smt. Mallika, M.A.
16	Ms. Kusuma, M.A.
17	Smt Pranamya Jain, M.B.A.
18	Sri Ashok, M.B.A
19	Sri Rahul, M.Com.
20	Sri Sudeep, M.A. B.Ed.
22	Ms. Reethapriya, M.Com.
23	Ms. Sahana Bhandarkar, M.Com.
24	Ms. Savitha, G . Acharya MA
25	Smt. Sukanya, MA
26	Smt. Ankitha R Jain M.Com.
27	Smt. Yashoda, M.Com.
28	Smt. Keerthana Rao, K. M.Com.,

29	Sri Roshan D'Souza M.A.
30	Sri Sudeesh M.A.
32	Ms. Savitha, M.A.
33	Ms. Vani M.A.
34	Ms. Divya, M.A.

Secretary

Principal Staff Council

Proceedings of the meeting held on 17-6-2017

Decisions taken:

1. Discussing minutes of the last meeting.

The Secretary read out the minutes of the last meeting held at the end of the last academic year.

2. Assigning responsibilities for the academic year 2017-18.

The responsibilities of all the committees, associations and cells- for this academic year- were delegated to the faculty members.

3. Organizing Certificate Courses.

It was decided to convene a meeting of all the Heads of Departments on 19-6-2017 to discuss the possibilities of conducting certificate courses in the college.

4. Compiling photos and reports of programmes in the college.

Mr. Sudeep was given the responsibility of providing a minimum of 3 hard copies of photos, of the programmes held in the college, to the concerned faculty members. The Head of the Department and the faculty in-charge of each association must submit a photo, with details of the programme, to the Magazine Committee at the end of the academic year.

5. Reviewing the criteria for internal assessment marks.

It was decided to continue the system of conducting two exams for awarding internal marks. 2 grace marks may be awarded for seminars and assignments.

6. Implementing Mentoring system.

As decided in the earlier meeting, 2 mentors have been allotted to each class. The 2 mentors will divide the responsibility between themselves. Mentors will also be involved in various forms of grievance redressal of the students.

7. Conducting elections to Students' Council:

It was decided to conduct the elections on the 29th or 30th of June. Election to the post of Class Representative will be conducted by the respective mentors on or before 23-6-2017.

8. Any other matter.

- It was suggested that the committees formed during important programmes of the college must function effectively; all the members of the committee must share the responsibilities.
- Mid-day meals will be provided to the faculty members, at a subsidized rate, in the Ladies' Hostel.
- There will be an Orientation programme for the first year students on 19-6-2017.
- The Principal encouraged the faculty members to publish research articles and to present papers in National and State level Seminars, as it has also been suggested by the Affiliation Committee of the University.
 - It was decided to consider the possibility of holding some competitions, related to the Annual Day of the college, in the first term.
- With regard to Biometric attendance, the faculty members were instructed to punch at 9.20 a.m. and 4.20 p.m.

9. Date of the next meeting.

It was decided to hold the next meeting on the 22nd of July.

MEETING -II

19.07.2017

All the faculty members are informed to attend a meeting at 10 a.m. on 22.07.2017 in the Audio-Visual Room.

AGENDA

1. Minutes of the last meeting.
2. Presentation of AQAR for the year 2016-17.
3. Presentation of Department Plan of action on curricular aspects for the year 2017-18.
4. Presentation of Plan of Action on Certificate Course.
5. Presentation of Budget for the Academic Year 2017-2018.
6. Use of Library facilities.
7. Submission of First Internal Assessment Marks to the office.
8. Any other matter.
9. Date of the next meeting.

Proceedings of the meeting held on 22.07.2017:

1. Minutes of the last meeting.

The Secretary of the Staff Council presented the minutes of the last meeting (held on 17th June).

2. Presentation of AQAR for the year 2016-17.

Prof.Sudarshan Kumar, IQAC Co-ordinator, presented the draft version of the AQAR. The suggestions of faculty members were taken into account and necessary changes would be made before finalizing the report.

3. Presentation of Department Plan of action on curricular aspects for the

year 2017-18.

The plan of action of the departments for 2017-18 has already been submitted. The Principal suggested that the faculty members could proceed with their plans; however, the faculty members would have to raise funds to meet the expenses of National and State-level seminars.

4. Presentation of Plan of Action on Certificate Course.

Mr. Rahul, Co-ordinator of Certificate Courses, said that 9 Certificate Courses will be conducted during this year. The inauguration of these certificate courses will be held on Friday, the 28th of July 2017.

5. Presentation of Budget for the Academic Year 2017-2018.

- Sri Mahaveera Ajri presented the budget for this academic year. He said that it is a deficit budget as the amount collected from students is 7 lakhs while the expenditure amounts to Rs.8,78,000.
- It was suggested that the budget allocation should reflect all the 7 criteria specified by NAAC.

6. Use of Library facilities.

- The faculty members must visit the library everyday and record it in the register maintained in the library.
- Students must also be encouraged to make use of the library. A prize will be instituted for the best library users (Top 10).
- In response to the suggestion from faculty members, the Principal said that efforts will be made for news papers to be brought to the library by 9.00 a.m. every day.

7. Submission of First Internal Assessment Marks to the office.

The faculty members were instructed to submit the marks of the first internal assessment exam on or before August 10.

8. Any other matter.

- It was decided to hold the Annual General Body meeting of PTA during the last week of August. A resource person will be invited to give some useful information to the parents.
- It is compulsory for students to wear the identity card on the campus during all working days. In case of non-compliance to the rule, a fine of Rs.100 will be levied on the student; the fine will be collected in the college office.
- As per the circular received from MHRD, an undertaking related to anti-ragging will be collected from all the students by the mentors.
- A notice regarding the interactive session of IQAC will be circulated among the faculty members soon.
- The Principal requested the faculty members to make all the entries in the Work Diary, including staff meetings, extra-curricular activities, library visit, class preparation, CL etc.
- The Joint Director of Collegiate Education has sent a circular banning the use of mobile phones by the faculty in the classroom- this was brought to the notice of the faculty by the Principal.

- The Principal also told the faculty members to consider the two suggestions received from students-
 - i) Provision for the teaching of Tulu language and script in the college.
 - ii) The need to reserve some posts in the Students' Council for girl students.
 - The Principal instructed the faculty members to record the time and other details in the Movement Register in case they go out on any urgent work during the working hours of the college.
 - The faculty members were instructed to write the course name and date in the specified manner- BA, BCOM, BBA; 22-07-2017- while submitting the reports to the Magazine Committee.
- 9) Date of the next meeting.

It was decided to hold the next meeting on the 9th of September.

MEETING –III

06.09.2017

All the faculty members are informed to attend a meeting at 10.30 a.m. on 09-09-2017 in the Audio-Visual Room.

AGENDA

1. Minutes of the last meeting.
2. End of I, III, V Sem. Classes.
3. Last date to submit internal assessment marks.
4. Date of conducting re-examination.
5. Half-yearly department visits by IQAC team.
6. New framework of NAAC assessment.
7. Faculty development programme on Research.
8. Any other matter.
9. Date of the next meeting.

Proceedings of the meeting held on 9th Sept. 2017:

1. Minutes of the last meeting.
The Secretary presented the minutes of the last meeting.
2. End of I, III, V Sem. Classes.
It was decided to hold regular classes till 06-10-2017.
3. Last date to submit internal assessment marks.
It was decided to submit internal assessment marks to the office on or before 30th Sept.2017.
4. Date of conducting re-examination.
Re-examination will be conducted from 25th Sept. onwards.
5. Half-yearly department visits by IQAC team.

The IQAC Co-ordinator, Prof.Sudarshan Kumar, informed the faculty members about the visits of the IQAC team and the preparations to be made by the faculty members. He also said that all the departments must prepare their yearly reports on their own, from this academic year, using all the facilities available in the college.

6. New framework of NAAC assessment.

Prof. Sudarshan Kumar also presented the new framework of NAAC assessment. It was decided to hold meetings during the week of internal exams to prepare a plan of action for the new framework of assessment. All the IQAC members and the faculty in-charge of the various criteria should be present in the meeting.

7. Faculty development programme on Research.

A faculty development programme will be held on 7th October 2017 (subject to the availability of the Resource Person).

8. Any other matter.

As per the decision taken in the last meeting, it was decided to hold a PTA meeting by the end of this semester.

The Principal informed the faculty members about his observations on the departmental reports submitted to IQAC.

The Principal also told faculty members to maintain a record of the students pursuing higher education. It was also decided to organize a staff picnic at the end of this term.

9. Date of the next meeting.

The next meeting will be held on Saturday, the 7th of October 2017.

Padmaja Shetty

(M. Raveesh Kumar)

MEETING -IV

03.10.2017

All the faculty members are informed to attend a meeting at 10.30 a.m. on 07.10.2017 in the Audio-Visual Room.

AGENDA

1. Minutes of the last meeting.
2. Faculty development programme on 9.10.2017.
3. Half-yearly IQAC visits to departments, cells and associations.
4. Competitions related to Annual Day celebration of the college.
5. NSS Annual Special Camp.
6. Any other matter.

Smt. Padmaja Shetty

M. Raveesh Kumar

Proceedings of the meeting held on 7th October 2017:

1. Minutes of the last meeting.

The Secretary presented the minutes of the previous meeting.

2. Faculty development programme on 9.10.2017.

It was decided to hold a faculty development programme on 9.10.2017. Dr. Sudhir Raj of Justice K.S.Hegde Institute of Management will be the Resource Person.

3. Half-yearly IQAC visits to departments, cells and associations.

The heads of all departments and faculty members of the various cells and associations were instructed to prepare all the reports and documents required.

4. Competitions related to Annual Day celebration of the college.

It was decided to discuss this matter in the next meeting to be held after the mid-term vacation.

5. NSS Annual Special Camp.

Sri Santosh, NSS Officer, said that the Annual Special Camp will be held from 18th Nov. to 24th Nov. at Kadandale, 12 Kms. From Moodbidri.

6. Any other matter.

- The Principal said that students having attendance shortage, excluding those who represented the college in Sports, NCC, NSS, Fine Arts etc., will not be allowed to answer the semester exam.(as per the University rules). Hence the faculty members must maintain the attendance records properly.
- The faculty members were reminded to submit all the photos required for the Annual Magazine by December 2017.
- The faculty members were instructed to complete the Certificate courses as soon as possible.

MEETING -V

11.01.2018

All the faculty members are informed to attend a meeting at 4.05 p.m. on 18.01.2018 in the Audio-Visual Room.

AGENDA

1. Minutes of the last meeting.
2. Planning and uploading of the academic calendar for even semester (2017-18).
3. Traditional day and Annual Day celebration.
4. Matters related to quality enhancement and NAAC assessment.
5. Submission of I Internal Assessment marks to the office.
6. Date of the next meeting.
7. Any other matter.

Smt. Padmaja Shetty

M. Raveesh Kumar

Proceedings of the meeting held on 18th January 2018:

1. Minutes of the last meeting.
The Secretary presented the minutes of the last meeting.
2. Planning and uploading of academic calendar for even semester (2017-18).
 - It was decided to upload the academic calendar for this semester as the dates of internal exams and co-curricular activities have been finalized.
3. Traditional Day and Annual Day celebration.
 - It was decided to celebrate Traditional Day in the same manner as it was done in the previous academic year. The function will be held on 9th February.
 - The Chief Guest for the function will be finalized soon, taking into account the names suggested by the faculty.
 - The Annual Day will be held on 10th January. Dr.A.M.Khan, Registrar (Evaluation), Mangalore University, will be the Chief Guest.
 - Old Students' Day will be held on 11th January. Mr. Srikanth Kamath and Ms. Usha Bhaktha, alumni of our college, will be the Chief Guests.
4. Matters related to quality enhancement and NAAC assessment.
 - a) Preparing and uploading of course content and course outcome:
The Heads of all Departments were informed to submit it to the computer lab on or before the 1st of February.
 - b) Submission of criterion-wise reports for 2016-17 to the Document Co-ordinator:
The faculty members in-charge of the various criteria were informed to submit it to Sri Mahaveera Ajri as soon as possible.
 - c) Collection of feedback from the stakeholders:
The faculty members who are assigned the task of collecting the feedback from the stakeholders for the academic year 2017-18 were informed to submit it on or before 28th of February. The mentors have to assist the concerned faculty in this regard.
5. Submission of I Internal Assessment Exam marks to the office:
The first internal assessment marks must be submitted to the office on or before 5th February.
6. Date of the next meeting.
It was decided to hold the next meeting on Monday, the 19th of February 2018 at 3.30 p.m.
7. Any other matter.
 - It was decided to hold Talents Day on 3rd February. Details will be finalized after the meeting with student representatives to be held on Saturday, 20th February, at 11.30 a.m. There will not be any external judges for the competitions. The Principal will decide on the judges for the competition.
 - Dr.Roopa, Co-ordinator of Arts Association, informed the faculty about Arts Fest to be held on 29th January. A number of competitions will be held for PUC (Arts) students of Moodbidri region.

- Sri Sudeep, Co-ordinator of Youth Red Cross Unit, informed the faculty members about the three-day camp for Red Cross volunteers of Mangalore University area, to be held in the college from 26th to 28th January.
- Smt. Akshatha Marathe requested the faculty to give details of classes and subjects taught by all the departments for the purpose of collecting student feedback.
- The Principal sought the assistance of the faculty in maintaining discipline in the college by taking appropriate action- Rounds during study hours, use of cell phones by students on the campus, attending the class without id card etc.
- The Principal said that a report on the teacher's performance must be submitted to the Management every year. Each faculty member must attend atleast two workshops/seminars/conferences in an academic year and they must also present papers. Delegation fee and travelling expenses will be reimbursed for the Management staff.
- February, at 11.30 a.m. There will not be any external judges for the competitions. The Principal will decide on the judges for the competition.
- Dr.Roopa, Co-ordinator of Arts Association, informed the faculty about Arts Fest to be held on 29th January. A number of competitions will be held for PUC (Arts) students of Moodbidri region.
- Sri Sudeep, Co-ordinator of Youth Red Cross Unit, informed the faculty members about the three-day camp for Red Cross volunteers of Mangalore University area, to be held in the college from 26th to 28th January.
- Smt. Akshatha Marathe requested the faculty to give details of classes and subjects taught by all the departments for the purpose of collecting student feedback.
- The Principal sought the assistance of the faculty in maintaining discipline in the college by taking appropriate action- Rounds during study hours, use of cell phones by students on the campus, attending the class without id card etc.
- The Principal said that a report on the teacher's performance must be submitted to the Management every year. Each faculty member must attend atleast two workshops/seminars/conferences in an academic year and they must also present papers. Delegation fee and travelling expenses will be reimbursed for the Management staff.

On account of class-wise Parent-Teacher meeting from 19th February onwards, the Staff Council meeting scheduled for 19th Feb. is postponed to 10th March 2018.

MEETING –VI

05.03.2018

All the faculty members are informed to attend a meeting at 10 a.m. on 10.03.2018 in the Audio-Visual Room.

AGENDA

1. Minutes of the last meeting.
2. Review of co-curricular activities held in Feb/March 2018.
3. End of classes for this semester.
4. Attendance shortage- actions to be taken.
5. Re-exam and submission of II Internal Assessment marks to the office.

6. Students' Union Valedictory, farewell programme for final year students.
7. Photo function.
8. Matters related to Annual Magazine.
9. Date of the next meeting.
10. Any other matter.

Smt. Padmaja Shetty

M. Raveesh Kumar

Proceedings of the meeting held on 10th March 2018:

1. Minutes of the last meeting.

The Secretary presented the minutes of the last meeting.

2. Review of co-curricular activities held in Feb/March 2018.

The co-curricular activities like Talents Day, Annual day and Old Students' Day were reviewed and the faculty expressed satisfaction over the conduct of all the events.

3. End of classes for this semester.

It was decided to end the regular classes on 31st March. Special classes may be held the following week.

4. Attendance shortage- actions to be taken.

As there are few students with attendance shortage, extra classes may be held after the regular classes, if required.

5. Re-exam and submission of II Internal Assessment marks to the office.

It was decided to hold the re-exam from 26th March. II Internal Assessment marks and internal marks must be submitted to the office on or before 31st March.

6. Students' Union Valedictory, farewell programme for final year students.

It was decided to hold the Students' Union Valedictory function on 22nd March. Farewell programmes for final year students may be held in the 1st week of April.

7. Photo function.

- Photo function is to be arranged on the day of the Valedictory function (afternoon).
- Photo function of Certificate Courses to be held separately (on another day)

Matters related to Annual Magazine.

The faculty members were instructed to submit the reports of activities for the Annual Magazine on or before 14th March. Reports of programmes held after 14th March with hard copies of photos of all the activities and articles by students must be submitted to the Magazine Committee on or before 12th April.

8. Date of the next meeting.

It was decided to hold the next meeting on the 10th of April (10.00 a.m.)

9. Any other matter.

- The faculty members were instructed to submit the reports of feedback and criteria assigned to them as soon as possible.
- All the documents pertaining to Certificate Courses must be maintained in the respective departments. Certificates should be distributed to all the students who attended the courses.
- It was decided to collect fines from students who did not attend March past on Annual Sports Day.
- Mentors must hold counseling sessions for students before the end of this semester.
- The Principal said that the assistance of faculty members is required to visit PU colleges for distribution of brochure with an intention to attract students to the college. This would contribute to an increase in admissions in the following year.

MEETING –VII

10.04.2018

All the faculty members are informed to attend a meeting at 10.30 a.m. on 12.04.2018 in the Audio-Visual Room.

AGENDA

1. Minutes of the last meeting.
2. Preparation of AQAR for the year 2017-18.
3. Formation of committees for 2018-19 and nomination of IQAC Co-ordinator.
4. Submission of plan of action for 2018-19 by the departments.
5. Certificate Courses in 2018-19.
6. Date of the next meeting.
7. Any other matter.

Smt. PadmajaShetty

M. Raveesh Kumar

Proceedings of the meeting held on 12th April 2018:

Number of faculty members present: 27

Decisions taken:

1. Minutes of the last meeting.

The Secretary presented the minutes of the last meeting.

2. Preparation of AQAR for the year 2017-18.

IQAC Co-ordinator, Prof. Sudarshan Kumar, provided information on the AQAR. The last date for submitting criterion-wise reports is 30th April.

3. Formation of committees for 2018-19 and nomination of IQAC Co-ordinator.

It was decided to form the committees for 2018-19 at the beginning of the next academic year. Prof. Sudarshan Kumar will continue as IQAC Co-ordinator.

4. Submission of plan of action for 2018-19 by the departments.

The Heads of all departments were instructed to submit the plan of action of their depts. by 13th April 2018.

5. Certificate Courses in 2018-19.

It was decided to consider the possibility of collecting fees for Certificate Courses at the time of admission, from the academic year 2018-19 onwards. Time will be allotted for all Certificate Courses during the working hours of the college by making necessary changes in the time-table.

6. Date of the next meeting.

The next meeting of the Staff Council will be held at the beginning of the next academic year.

7. Any other matter.

- The Principal said that students may be provided the facility of keeping their cell phones in a safe place without much financial burden to the institution. If this is done, higher fines may be charged to students with mobiles in the classrooms.
- Papers prepared and presented by students/faculty of the college on various occasions may be published in the annual magazine.
- The Principal also requested the faculty to discharge their exam duties properly and facilitated the smooth conduct of the University semester exams.