

Proceedings of the IQAC meeting held on 09.08.2018 at 03.00PM

Members Present

1	Mr. Raveesh kumar	IQAC Chairman & Principal
2	Mr. Sudarshan Kumar	IQAC Co-ordinator
3	Mr. Abhijeeth M.,	Secretary, D.J.V. Sangha
4	Mr. K. Hemaraj	Correspondent, D.J.V.Sangha
5	Dr. Sudhir Raj K.	Professor, Justice K.S. Hegde Institute of Management. (External Expert)
6	Mr. Vasudeva Kamath,	Door No. 3-249-A2, Ontikatte Moodbidri. (Parents Representative)
7	Mr. C.H. Abdul Gafoor,	C.H. Medicals, Moodbidri. (Employer Representative)
8	Ms. Padmaja Shetty	Department of English
9	Mr. Mahaveer Ajri	Department of Commerce
10	Mr. Parshwanatha Ajri	Department of Commerce
11	Dr. Roopa	Department of Economics
12	Mr. Dheeraj	Librarian
13	Ms. Snehalatha	Department of Sociology
14	Mr. Santhosh Shetty	Department of Foundation Course
15	Ms. Akshatha Marathe	Department of Computer Application
16	Ms. Shreeja	III B.Com. A. (Student Representative)

Members Absent

1. Mr. Maqbool Hussain, Proprietor, Shams Hardware Moodbidri. (Alumni Representative)

Agenda 1: Minutes of the last meeting.

The IQAC co-ordinator welcomed the members of IQAC and read out the minutes of the last meeting. (Dated 10.04.2018) The IQAC Co-ordinator informed the meeting that the preparation of draft AQAR for the year 2017-18 is in progress and will be presented in the next meeting. The delay is because of change in the format under the new guidelines issued by NAAC.

Agenda 2: Department Plan of Action on curricular aspects for the year 2018-19.

The proposed consolidated Plan of Action of various Departments on curricular aspects was presented by the IQAC Co-ordinator. The various proposed programmes were discussed in detail and decided to execute the programmes.

Agenda 3: Plan of Action on Certificate/Add on course.

The IQAC Co-ordinator presented to the meeting the progress made in conducting Certificate/Add on course. The following information was provided to the meeting.

Sl. No.	Name of the Certificate/ Add on Course	Number of Students Enrolled	Staff in-Charge
1	Basic Computer	38	Ms. Sukanya
2	C#.NET	29	Mr. Praveen Kulkarni
3	Tally ERP 9	40	Mr. Mahaveera Ajri
4	Tourism	41	Mr. Sudeep
5	Counselling	28	Ms. Snehalatha
6	Effective Public Speaking	37	Ms. Mallika
7	Consumer Education	12	Mr. Sudarshan Kumar
8	Spoken English	51	Ms. Padmaja Shetty
9	Beautician	35	Ms. Sukanya
Total number of students enrolled		311	

Mr. Abhijeeth M. Secretary D.J.V.Sangha suggested that instead of certificate course on C#.NET, the IQAC can organise Certificate Course on Hardware, which will be more useful in the job market. Mr. Raveesh kumar, Chairman of IQAC, consented to introduce it in the next academic year.

Agenda 4: Presentation of budget for the year 2018-19.

Mr. Raveesh Kumar, Principal/Chairman of IQAC presented the actual expenditure incurred for the year 2017-18 and proposed expenditure on criterion wise for the academic year 2018-19. The management representatives discussed in detail the various budget proposals. Mr. Abhijeeth M., Secretary D.J.V Sangha directed the principal to submit the revised budget proposal within a week by including the Management's contribution towards cultural and sports activity, so that it will become a comprehensive budget

Agenda 5: Any other matter.

Mr. Abhijeeth, Secretary D.J.V. Sangha directed the IQAC of the College to organise one day staff development training programme for the non-teaching staff of the institutions managed by D.J.V. Sangha at the cost of D.J.V. Sangha. He also suggested that the placement cell of the college can act as a link between the local employers of Moodbidri and students who seek job, by maintaining data base of job seekers and match the requirements of students and local employers.

The IQAC co-ordinator proposed the vote of thanks and the meeting came to end.

Sd/-

IQAC Co-ordinator

Sd/-

IQAC Chairman

Proceedings of the IQAC meeting held on 05.10.2018 at 03.00PM

Members Present

1	Mr. Raveesh kumar	IQAC Chairman & Principal
2	Mr. Sudarshan Kumar	IQAC Co-ordinator
3	Mr. Abhijeeth M.,	Secretary, D.J.V. Sangha, Moodbidri
4	Mr. K. Hemaraj	Correspondent, D.J.V.Sangha, Moodbidri
5	Dr. Sudhir Raj K.	Professor, Justice K.S. Hegde Institute of Management, Nitte (External Expert)
6	Mr. Vasudeva Kamath,	Door No. 3-249-A2, Ontikatte Moodbidri. (Parents Representative)
7	Ms. Padmaja Shetty	Department of English
8	Mr. Mahaveer Ajri	Department of Commerce
9	Mr. Parshwanatha Ajri	Department of Commerce
10	Dr. Roopa	Department of Economics
11	Mr. Dheeraj	Librarian
12	Ms. Snehalatha	Department of Sociology
13	Mr. Santhosh Shetty	Department of Foundation Course
14	Ms. Shreeja	III B.Com. A. (Student Representative)

Members Absent

1	Mr. Maqbool Hussain,	Proprietor, Shams Hardware Moodbidri. (Alumni Representative)
2	Mr. C.H. Abdul Gafoor,	C.H. Medicals, Moodbidri. (Employer Representative)
3	Ms. Akshatha Marathe	Department of Computer Application

Agenda1: Minutes of the last meeting.

The IQAC co-ordinator welcomed the members of IQAC and read out the minutes of the last meeting. (Dated 09.08.2018)

- The co-ordinator briefed the house that one day Staff Development Programme for the non-teaching staff of the institutions managed by D.J.V. Sangha, Moodbidri was held on 08.09.2018. Dr. Sudhir Raj K. Professor, Justice K.S. Hegde Institute of Management, Nitte was the resource person. The topics for the training programme were 'Developing Mindfulness at Workplace for Valuable Contribution', 'Self Motivation for High Performance', 'How Can I Be the Best in my Role and Task' and 'General Practices for High Performance'. 54 non-teaching staff of the institutions managed by D.J.V. Sangha Moodbidri participated in the programme.
- Mr. Santhosh Shetty, Department of Foundation Course presented to the meeting the progress made in the collection of data by the Placement Cell of the College on students progression to higher education and the number of job seekers for the reporting year 2017-18. He said brochures with necessary information is ready, to be distributed to the local employers of Moodbidri and facilitate the old students in finding employment locally.

Agenda 2: Presentation of draft AQAR for the year 2017-18.

The IQAC co-ordinator presented to the meeting the draft AQAR for the year 2017-18. Criterion wise report was discussed in detail and the report was accepted. It was decided to send the report to NAAC, Bangalore.

Agenda 3: Any other matter

The Chairman, IQAC/Principal of the College brought to the notice of IQAC members regarding the directions received from the Department of Collegiate of Education, Bangalore about the designing of the College website in both the languages of Kannada and English.

Mr. Abhijeeth, Secretary D.J.V. Sangha, Moodbidri informed the meeting that necessary steps will be taken to open the email account for the Staff of the College with the institutional domain

The IQAC co-ordinator proposed the vote of thanks and the meeting came to an end.

Sd/-
IQAC Co-ordinator

Sd/-
IQAC Chairman/Principal

Proceedings of the IQAC meeting held on 15.04.2019 at 03.00PM

Members Present

1	Mr. Raveesh kumar	IQAC Chairman & Principal
2	Mr. Sudarshan Kumar	IQAC Co-ordinator
3	Mr. Abhijeeth M.,	Secretary, D.J.V. Sangha, Moodbidri
4	Mr. K. Hemaraj	Correspondent, D.J.V.Sangha, Moodbidri
5	Dr. Sudhir Raj K.	Professor, Justice K.S. Hegde Institute of Management, Nitte (External Expert)
6	Mr. Vasudeva Kamath,	Door No. 3-249-A2, Ontikatte Moodbidri. (Parents Representative)
7	Ms. Padmaja Shetty	Department of English
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Members Absent

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2	Mr. C.H. Abdul Gafoor,	C.H. Medicals, Moodbidri. (Employer Representative)
3	Ms. Shreeja	III B.Com. A. (Student Representative)

Agenda 1: Minutes of the last meeting.

The IQAC co-ordinator welcomed the members of IQAC and read out the minutes of the last meeting. (Dated 05.10.2018)

Agenda 2: Review of curricular and extra-curricular activities held during the academic year 2018-19.

The highlights of the report on curricular and extra-curricular activities held during the academic year 2018-19 was presented by the Principal and reviewed. The detailed report to be published in the Annual College Magazine.

Agenda 3: Presentation of feedback collected from different stakeholders for the year 2018-19.

The feedback collected and analysed from the following stakeholders for the year 2018-19 was presented.

- Teacher's Feedback on the Institution
- Alumni Feedback on Curricular Aspects
- Parents Feedback on Curricular Aspects
- Student's Feedback on Curriculum
- Student's Feedback on Infrastructure /Facilities
- Student's Feedback on Teacher Evaluation

- Employers Feedback on Curricular Aspects

Members of IQAC discussed in detail the feedbacks from different stakeholders and placed their views for further improvement in the quality of the institution.

Agenda 4: Preparation of Annual Quality Assurance Report (AQAR) for the year 2018-19.

The meeting decided to prepare the draft AQAR for the year 2018-19 with the assistance of criterion heads and place the report in the next meeting.

Agenda 5: Preparation of Plan of Action for the academic year 2019-20

The meeting discussed about the activities to be conducted for the year 2019-20. The IQAC Co-ordinator presented the consolidated plan of action and the proposed budget of the Departments for the year 2019-20.

Agenda 6: Preparation of budget for the year 2019-20

The meeting decided to present the budget for the academic year 2019-20 in the next meeting. The Secretary, SMDJV Sangha directed the Principal to submit the budget proposal for the year 2019-20 to the Management.

Agenda 7: Any other matter

Nil.

The IQAC co-ordinator proposed the vote of thanks and the meeting came to an end.

Sd/-
IQAC Co-ordinator

Sd/-
IQAC Chairman