Proceedings of IQAC meeting held on 12-03-2024 at The Principal's office at 4.00pm

Agenda:

1. Submission of AQAR 2022-2023
2. Staff in-house Training on Bos, BOE
3. Activity proforma for programs in colleges
4. Autonomous status of the college
5. Any other matter.

Members Present:

Dr. Ramu L.

Dr. Vinay Kumar D.

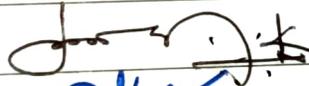Dr. B Lakshmuusha Rao

Apoorva Mary Osta

Mrs. Madhulika V Bhat

Mrs Preetha Maipady

Mrs Sumalatha PJ

Balachandra Sarmaye

Dr. Mahesh Bhat

The IQAC meeting was held on 12-03-2024 at the Principal's office at 4.00PM. The Coordinator welcomed the Principal and all IQAC members.

Minutes of Meeting

- *Submission of AQAR-2022-23:* It was decided that department-wise information for the submission of AQAR should be collected. The IQAC members will prepare criteria-wise checklists and submit the same to Departments and Associations. The departments and associations organize the documents and IQAC collects the required documents in digital format with the help of office staff.

- In the meeting, it was resolved to inform all association, clubs, and committee convenors to include an additional sheet in the file, detailing the consolidated number of programs and activities conducted in the previous year. This should encompass various activities such as skill development sessions, career counseling programs, and training activities, presented solely as numerical counts.

- *Staff in-house training:* It was proposed that a program will be organized by IQAC in the month of March 2024 on Boards of Studies (BOS) and Boards of Examination (BOE). Senior staff of the college will be the resource persons. Following the training, forms will be distributed to HODs to suggest names for the Boards of Studies (BOS) and Boards of Examination (BOE) within a week. Additionally, a meeting will be scheduled by IQAC to finalize the date for another training session on BOS and BOE.

- The proforma for activities was presented before the members and it was finalized.

- *Autonomous Status of the college:* During the IQAC meeting, it was discussed that the college's name on the website needs to be updated to reflect its status as an autonomous college. It was also agreed to consistently use "autonomous college" in banners, boards, and official communication.
  - Formation of Governing Body in an autonomous college
    i. The principal was instructed to draft a letter seeking permission from the management to establish a Governing Body.

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ii. Following the approval, a second letter was composed to the management requesting their input for suggesting five members to serve on the governing body.

iii. Once the management's nominations were received, a third letter was prepared to be sent to the university, containing a list of ten names for consideration in forming the governing body.

- It was discussed that the Academic Council should be responsible for preparing a list of experts from various fields and nominating educationists and industrialists for inclusion.

- It was also proposed to update the college website, including banners, boards, and advertisements of the college, to reflect its autonomous status.

- Other matters:

    i. The final year project report should adhere to standard formatting guidelines, and the IQAC should provide guidelines to enhance the quality of project work.

    ii. The Principal suggested that feedback should be collected after each program, with scrutiny by IQAC and suggestions provided on whether to conduct or modify similar programs in the future.

    iii. It was also emphasized that the encouragement of faculty members to engage in paper presentations, publications, and academic pursuits like NET/KSET/PhD registration, along with framing guidelines for utilizing free time effectively.

    iv. The Strategic Perspective Plan for the Autonomous College prepared by the Planning and Evaluation Committee need to be communicated to all and will be presented before the management.

In the end, Mrs. Apoorva Mary Osta thanked the Principal and all others gathered in the meeting.

Proceedings of the IQAC meeting held on 27-09-2024 at the Principal's office at 3.45 PM

Agenda:
1. Approval of Committees 2024-25
2. Submission of AQAR 2023-24
3. Academic & Administrative Audit
4. NIRF Ranking
5. Organization of awareness program on CAS for faculties
6. Any other issues

Members Present

Dr. Ramu L.

Dr. Vinaya kumar D

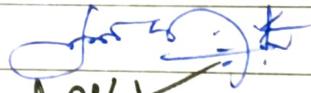Dr. B Lakshminidhi Icco

Dr. Mahesh Bhat

Mrs. Suparna

Mrs. Archana S. Kaganth

Mrs. Preetha Maipady

Dhanyashree

Madhulika V Bhat

Apoorva Mary Osta

Proceedings of the IQAC Meeting

The First IQAC meeting for the academic year 2024-25 was held on 27th September 2024 at 3:45 PM in the Principal's office. The meeting was convened to discuss several key issues concerning the academic and administrative functioning of the college.

Agenda
1. Approval of Committees 2024-2025
2. Submission of AQAR 2023-2024
3. Academic and Administrative Audit
4. NIRF ranking
5. Organization of awareness program on CAS – Documentation process
6. Any other issues

Resolutions
1. The first item on the agenda was the approval of the committees for the academic year 2024-25. After reviewing the list of 45 committees formed, the Principal and IQAC members approved the committees without any changes.
2. The second item addressed was the submission of the AQAR (Annual Quality Assurance Report) for 2023-2024. It was noted that the AQAR for the year 2022-2023 had not been submitted due to technical issues. The Principal suggested raising a request in the NAAC portal to submit the pending AQAR for the previous year. In addition, a checklist for data collection for AQAR 2023-2024 had been circulated within the IQAC group. Any final additions to the checklist were expected to be completed by the next afternoon, after which the finalized checklist would be sent to the respective departments. The deadline for departments to submit the required data was set for 20th October 2024. The final AQAR for 2023-2024 was expected to be submitted by 20th November 2024.
3. The third agenda item discussed was the Academic and Administrative Audit (AAA). The AAA format was prepared, and Dr. Lakshmeesha Rao was assigned the responsibility of showing the format to the Principal for final approval. It was decided that the data collection for the AAA would be done on an annual basis. Dr. Vinay Kumar suggested that the AAA format, along with the checklist, be circulated to make data collection easier for the departments. Additionally, it was noted that the data required for AAA would cover the past two years, and the faculty from PIM could be invited as members for the audit process. For external assessments, it was proposed to involve members from MIT, NIT, or the University, such as Mr. Uday or Mr. Mohandas. The Principal also mentioned that external assessments would be conducted once every three years, with departmental presentations planned at the end of each academic year.

In line with faculty development, it was decided to organize FDPs on Intellectual Property Rights (IPR) and Research Methodology in association with the R&D cell and FDP cell. Mrs. Madhulika was tasked with overseeing the organization of these programs.

4. The meeting also discussed the National Institutional Ranking Framework (NIRF). It was emphasized that the college should focus on updating faculty profiles in Google Scholar and examine areas where the NIRF ranking could be improved. Mrs. Apoorva was assigned the responsibility of organizing a meeting with NIRF committee members, IQAC members, and the Principal to collect the necessary data. Key metrics such as the number of PhD holders, NET/SLET qualifications, and the count of regular staff would be gathered for the preparation of the data. Additionally, the Principal stressed the importance of improving research paper collaborations to enhance the NIRF ranking.

5. A session on the Career Advancement Scheme (CAS) documentation process was proposed to be held on 5th October 2024, with Dr. Sandeep Sathyamurthy conducting the session. It was decided that senior teachers should initiate discussions regarding their promotions, with Sandeep Sathyamoorthi sir continuing to lead the program. A parallel discussion program would be organized for this purpose.

6. **Other Issues**

A. *Workload and Relaxation Requests*

The issue of workload, particularly in relation to credit points, was raised. It was suggested that a staff meeting be organized to discuss this matter, as well as the issue of paper presentations. Furthermore, a letter requesting a relaxation from the criteria set by Aithal sir would be submitted to the management.

B. *MOUs and College Policies*

The renewal of Memorandums of Understanding (MOUs) was discussed, and the college would send request letters for the same. Additionally, discussions were held regarding the college's code of conduct and the implementation of policies. A proposal to install a mobile jammer on campus was discussed, along with the plan to make the campus WiFi-enabled.

C. *Infrastructure and Maintenance*

The meeting also touched upon various infrastructure-related issues. It was agreed that the name of the previous Principal should be updated on the Sparsh guideline board. For departmental infrastructure, it was decided that the departments should submit letters requesting necessary improvements. The Principal informed that new computers would be purchased for the BCA labs, and the library browsing center would be upgraded. Additionally, the repair of non-functional systems was to be prioritized, with Lakshmeesha sir tasked with preparing a list of such systems.

D. *Projectors and Auditorium Facilities*

It was also resolved that a request for a fixed projector in the main auditorium would be made to the management through the Principal. Furthermore, the Principal informed that a new conference hall would be established above the sports complex in the available empty space.

E. *Communication and Updates*

It was agreed that invitations for programs organized by the college should be shared in the Heads of Departments' (HODs) WhatsApp group to ensure timely communication.

F. *Other Matters*

Other matters discussed included the potential for desk polishing or replacing desks in classrooms, and the establishment of a research center within the next six months. These actions were agreed upon as part of the ongoing development of the college's academic and infrastructural facilities.

The IQAC Coordinator thanked the Principal and Members for joining and discussing various issues. The meeting concluded with all resolutions being unanimously approved, and the members were encouraged to work together to achieve the outlined goals for the academic year.