

Internal Quality Assurance Cell (IQAC)
Action Taken Report
Date of Meeting: 30th June, 2016

Agenda	Resolution	Action Taken
Completion of new chamber for Principal and completion of the work of new department for commerce & mgt	It was resolved to complete the construction work as early as possible	The new principal chamber got inaugurated on 21-08-2016. Extended Commerce & Mgt. Department got fully furnished and started working
Orientation programme for teachers in the beginning of academic year	It was resolved to conduct orientation program for the staff those who have newly joined to the college	Orientation Program conducted
Reviewing the criterion-wise preparations in the revised format of the SSR by NAAC	IQAC noted the process along with short falls and gaps in the data collection. It was resolved to complete the data collection process by the end of July 2016.	Review was taken. Suggestions given to all the criteria heads to send the completed reports and PPT to be prepared. The HoDs filed the documents.
Review of Annual Planning	It was decided to review Annual Planning	Annual reports of all the departments and Associations with annual Plans were reviewed and suggestions given
Teaching-learning, Evaluation and research activities	It was decided to ask all the departments to encourage the students to research and survey programs	Evaluation by all the departments was done. Research and survey initiative taken by Mathematics, Physics, Sociology, Commerce departments and the same was reported to IQAC.

Internal Quality Assurance Cell (IQAC)
Action Taken Report
Date of Meeting: 25th August, 2016

Agenda	Resolution	Action Taken
Submission of AQAR for 2016-17	After discussion, it was unanimously decided that all the criteria in the AQAR be kept ready for submission.	AQAR was prepared for the approval of IQAC before the submission.
Maintenance of green and environment friendly campus.	It was decided to conduct extensive green audit of the campus. The responsibility towards coordinating the audit was given to Heads of the Departments of Botany	Following initiatives towards environmental conservation were undertaken on the campus: a) The system of solid waste management on the campus b) Liquid waste management on the campus c) Energy audit of the campus
Development of soft skills and capacity enhancement programmes	It was decided to undertake activities to develop soft skills of the students. The responsibility was given to Carrier and Counseling Cell of the College. Decided to conduct programs for development communication skill and Interview skill	Guest Lectures and Soft Skill Development programs were conducted by various departments and Career Guidance Cell. Language departments conducted communication development programs. Career Guidance Cell Cell conducted Mock Interviews, Group discussions etc. Guidelines and assistance were given to students in getting placement
Review of the infrastructural facilities and other support services	In view of the starting of new courses, a review of the available infrastructure was taken.	It was pointed out the necessity to expand the current requirements of laboratories of Science departments. The Principal assured the members to take up the issue to the Management of the institute.
Remedial coaching for slow learners and to conduct seminars, PPTs, and to demonstrate practical's for high school staff & students	Discussion was held to conduct Remedial coaching for slow learners and to put additional effort for advanced learners and encourage them to conduct outreach programs	Remedial coaching was conducted for slow learners in each department and advanced learners were identified and encouraged to conduct outreach programs, seminars, PPT presentations etc.
Other issues	Mr. Sachin (Industrialist) suggested to take the students to industries and field visits	B.Sc. Students were taken to Butterfly park, Belvi, Moodbidri

Internal Quality Assurance Cell (IQAC)
Action Taken Report
Date of Meeting: 10^h October 2016

Agenda	Resolution	Action Taken
Review of compilation of NAAC related data from the Departments	It was resolved to review the process of preparation of SSR	Finalized the Self Study Report (SSR). IQAC Approved the same.
Presentation of department activities by Head of departments	It was decided to inform HoDs to present the achievements of their departments on the lines of quality metrics of NAAC	Presentations scheduled by IQAC in the last week of September. HoDs of the departments have briefed the activities and achievements
Field visits to students	It was resolved to direct the departments to send their students to field visits and industrial visits	The field visit was initiated. The departments were directed to do so.
Organizing workshops, conferences by various departments	It was decided to conduct workshops and seminars at department level, National level.	Workshops and seminars were conducted by various departments. For exp: Department of Botany organized UGC sponsored two-day national seminar on "Medicinal and Aromatic Plants of Western Ghats and their sustainability" on 27 th an 28 th February 2017.

Internal Quality Assurance Cell (IQAC)
Action Taken Report
Date of IQAC Meeting: 12th December 2016

Agenda	Resolution	Action Taken
Parents-Teachers Meeting	It was resolved to conduct PTA Meeting in the first week of October.	Meeting was conducted
Sports Day, College Day, Talents Day	It was resolved to conduct Sports day on or before 20 th February 2017. College Day and Talents Day in the month of February, and to conduct the Intercollegiate Competitions and the competitions in the college level.	Sports day was conducted on 11 th February 2017. Further, all the competitions and academic programs were conducted before February 2017.

Internal Quality Assurance Cell (IQAC)

Action Taken Report

Date of IQAC Meeting: 3rd April 2017

Agenda	Resolution	Action Taken
Discussion on recommendations made by the NAAC Peer Team	Review of the compliance made towards the suggestions/observations by NAAC Peer Team Report of 2016-17. Decision:	The report of Peer Team visit was read by IQAC coordinator. Decided to take necessary Action for Infrastructural Development and the same was brought to the notice of Management. The Principal communicated the report to the Management
Discussion on the formats for the Feedback from Parents and Alumni	After discussion, the said formats were approved for the further process.	Feedback from Parents and students for the year 2016-17 were received by the Committee.
Action Plan for Academic year 2017-18	It was decided to prepare Action plan for the next year 2017-18	Action plan for the next Academic year was prepared by all departments and approved by IQAC.
Re-structure of IQAC Team	It was resolved to restructure IQAC Team	New members Mr. Prasad Rao (Alumni) and Ms. Shubhashree (Student Representative) were nominated as members
Preparation of AQAR for 2016-17	To discuss and decide upon the time line for submitting AQAR for 2016-17	AQAR was prepared for the approval of IQAC before the submission.

Internal Quality Assurance Cell (IQAC)
Action Taken Report
Date of IQAC Meeting: 10th May 2017

Agenda	Resolution	Action Taken
Improvements in teaching-learning-evaluation and research and extension	It was decided to ask all the departments to encourage the students to research and survey programs	Evaluation by all the departments was done. Research and survey initiative taken by Mathematics, Physics, and Sociology, Chemistry department and Commerce departments and same were reported to IQAC.
Maintaining green and environment friendly campus.	It was decided to continue the extensive green audit of the campus. The responsibility towards coordinating the audit was given to Head of the Departments of Botany and NSS Team	Initiatives towards environmental conservation were undertaken on the campus. Botany department prepared a proposal for green audit of the campus.
Development of soft skills and conduct capacity building programs	It was decided to undertake activities to develop soft skills of the students. The responsibility was given to Carrier and Counseling Cell of the College. Decided to conduct programs for development communication skill and Interview skill	Guest Lectures and Soft Skill Development programs were conducted by various departments and Career Guidance Cell. Language departments conducted communication development programs. Career Guidance Cell Cell conducted Mock Interviews, Group discussions etc.
Introducing Free Mid day meals to the students.	It was resolved to introduce Free Midday meals to the deserving students	Free Mid day facilities introduced to 25 deserving students. Payment for the same was made by the Staff members of college
Review of workshops, seminars, educational tours undertaken/to be undertaken	It was decided to conduct workshops and seminars, Field visits to be conducted in the academic year 2017-18	Study Tours and study visits from different Departments for the students were undertaken.

Internal Quality Assurance Cell (IQAC)
Action Taken Report
Date of IQAC Meeting: 10th August 2017

Agenda	Resolution	Action Taken
Building New Science Block	Discussion was held to build New Science Block and decided to prepare the proposal to be sent to management	The detailed proposal was sent to the Management
Review of Annual Planning	It was decided to review Annual Planning of the previous year 2016-17	Annual reports of all the departments and Associations with annual Plans were reviewed and suggestions given to updated the same
Review of the infrastructural facilities and other support services	In view of the starting of new courses, a review of the available infrastructure was taken.	It was pointed out the necessity to expand the current requirements of laboratories of Science departments. The chairman assured the members to take up the issue to the Management. Requests of requirements were submitted to the Management.
Campus selection drive	The career and Guidance cell was given the responsibility to conduct campus selection drive	Campus selection drive was conducted and 121 students have selected for various jobs in Northern Trust, Infosys(IT), Infosys (BPO), TCS (BPO), Concentrix, Deloitte, Whilo India.
Other issues	The Principal raised the issues of industries and field visits and after discussion it was resolved to remind departments to take students to industries and field visit.	Students were taken Pilikula Biological Park on 13 th January 2018

Internal Quality Assurance Cell (IQAC)
Action Taken Report
Date of IQAC Meeting: 27th January 2018

Agenda	Resolution	Action Taken
New Methodology of accreditation	It was discussed to organize a presentation on New methodology of accreditation	Presentation was held in the college. IQAC director has given the presentation on new methodology of NAAC accreditation
Review of Plan of Action	Decided to review of plan of action of all the departments.	Plan of Action of 2017-18 was reviewed and suggestion were given to update the same**
Presentation of Head of departments	It was decided to inform HoDs to present the achievements of their departments on the lines of quality metrics of NAAC	Presentations scheduled by IQAC in the last week of March. HoDs of the departments have given presentation on departmental activities and achievements.
Feedback from parents	The members unanimously agreed to collect the feedback from parents every year. The responsibility to frame the feedback form and collection of feedback was assigned to Dr. Sudarshan Shetty, HOD of Department of Chemistry	Feedbacks were collected from the parents by Dr. Sudarshan Shetty
Sports Day, College Day, Talents Day	It was resolved to conduct Sports day in the month of January College Day and Talents Day in the month of February, and to conduct the Intercollegiate Competitions and the competitions in the college level.	All the competitions and academic programs were conducted. Prizes for winners were distributed on the occasion of college day.
Organization of workshops, conferences by various departments	It was decided to conduct National level workshops and seminars by the departments	Workshops conducted by various departments, National conference were conducted by Hindi Department.

Internal Quality Assurance Cell (IQAC)
Action Taken Report
Date of IQAC Meeting: 30th March 2018

Agenda	Resolution	Action Taken
Establishment of New Science Block	Discussion was held about the progression of New Science Block	Progression was reviewed
Review of Annual Planning	It was decided to review Annual Planning of the previous year 2017-18	Annual reports of all the departments and Associations with annual Plans were reviewed and suggestions given
Organizing University Level Handball Tournament	It was resolved to organize University level Handball Tournament and discussion was held on Fund collection and other arrangements. Decided to send proposal to the management	The proposal to organize University level Handball tournament was sent to the management and University for approval. Mr. Sukumar, Physical Director was given responsibility to follow up the proposal.
Review of workshops, seminars, educational tours undertaken/to be undertaken	It was decided to conduct workshops and seminars, Field visits to be conducted in the academic year 2017-18	Study Tours and study visits from different Departments for the students were undertaken.

Internal Quality Assurance Cell (IQAC)
Action Taken Report
Date of IQAC Meeting: 11th April 2018

Agenda	Resolution	Action Taken
Students orientation	It was decided to conduct orientation programs to the students in the month of June First week	Conducted Orientation Program on 25 th June 2018
Faculty Development Program and Workshops	Decided to conduct one day FDP for the staff and workshop for Teaching and Non Teaching Staff	An orientation to Teachers “Students Psychology and Counselling” was conducted on 22-Aug2018 and Workshop was conducted on “Concentration and memory power” 08-Mar2019
Improvements in the processes of teaching-learning-evaluation and research and extension.	It was decided to ask all the departments to encourage the students to research and survey programs	Evaluation by all the departments were done. Research and survey initiative taken by Mathematics, Physics, Sociology, Chemistry department and Commerce departments
Development soft skills of the students and to conduct capacity building programs	It was decided to undertake activities to develop soft skills of the students. The responsibility was given to Carrier and Counseling Cell of the College. Decided to conduct programs for development communication skill and Interview skill	Guest Lectures and Soft Skill Development programs were conducted by various departments and Career Guidance Cell. Language departments conducted communication development programs. Career Guidance Cell Cell conducted Mock Interviews, Group discussions etc.
Other issues	<ul style="list-style-type: none"> • The Principal has asked the members to raise any relevant issues to be discussed. Mr. Sachin (Industrialist) raised the issue of organizing more special talk by various associations in this academic year. After discussion it was resolved to direct all the departments to organize special talks without disturbing the academic activities. • Further another decision was taken to form student council 	<ul style="list-style-type: none"> • Various associations viz., Commerce (9), PAAC (2), Life Science (2), Speakers Club (2), Science Association (1), Career Guidance Cell (9) have organized the special talks. • Student council was formed

Internal Quality Assurance Cell (IQAC)
Action Taken Report
Date of IQAC Meeting: 5th October 2018

Agenda	Resolution	Action Taken
Faculty Development Programs	It was decided to conduct FDPs by various departments	Different departments have conducted faculty development programs and workshops
Improvement in teaching, learning and evaluation	It was decided to ask all the departments to encourage the students to research and survey programs	Evaluation by all the departments was done. Research and survey initiative taken by various departments and the same was reported to IQAC. Students have obtained research scholarship such as “Summer Fellowship Programme”, Inspire Scholarship. Students have also worked on various research projects
Capacity Building and Soft skill development programmes	It was decided to undertake activities to develop soft skills of the students. Decided to conduct programs for development communication skill and Interview skill	Guest Lectures and Soft Skill Development programs were conducted by various departments and Career Guidance Cell.

Internal Quality Assurance Cell (IQAC)
Action Taken Report
Date of IQAC Meeting: 2nd March 2019

Agenda	Resolution	Action Taken
Overview of activities of 2018-19	The Activities of the academic year were reviewed	The progress of action plan for 2018-19 was introspected and found satisfactory. The reports were submitted by respective departments
Result Analysis	Discussion was held on Result of the previous semesters of various subjects and decided to instruct all the departments to analyse the Result	Result analysis of all the departments were done and submitted to IQAC
Conferences and workshops	It was resolved to conduct Conferences and Workshops by various departments on account of Diamond Jubilee Celebrations.	Organised National Level Conference by Department of Commerce 10-April 2019 and State level seminar by Department of Economics 08-April 2019.
RUSA Grant, UGC Fund	Discussion was held on RUSA Grant and UGC Fund	Noted by IQAC
New Infrastructure	Decided to request Management to build additional infrastructure foreseeing better admission of students.	Request sent to the management. Management has made arrangements to supply the requirements.
New Courses to begin	Discussion was held to start New courses	Decided to start new courses after considering the feasibility of the same.
To organize the Departmental and Association presentations	It was decided to organize 2 days FDP for All faculties and Association heads. Date for presentation was fixed.	On 8 th and 18 th February the report of activities focusing on target groups, objectives, outcome and corrections required were discussed and decided to maintain the uniform format for reporting in future.

Internal Quality Assurance Cell (IQAC)

Action taken report

Date of IQAC Meeting: 17th May 2019

Agenda	Resolution	Action Taken
Reorganization of IQAC Committee	It was decided to reorganise the IQAC committee	IQAC Committee was reconstituted. New members were added to the committee
Orientation programme for teachers in the beginning of academic year	It was resolved to conduct orientation program for the staff those who have newly joined to the college	Orientation Program conducted to teachers
Preparation of SSR	Decided to form the NAAC preparation team to have regular records of all the departments	Preparation of SSR under the New Methodology of Accreditation was initiated.
Forming NAAC Preparation Team	It was decided to allocate the duties to all the staff members to collect the information from the departments which are required for SSR report	Criterion wise Committees were formed and duties were allocated to all the staff members.
Review of Action Plan 2019-20	It was decided to review Annual Planning of the previous year 2019-20	Annual reports of all the departments and Associations with annual Plans were reviewed and suggestions given

Internal Quality Assurance Cell (IQAC)
Action Taken Report
Date of IQAC Meeting: July 4th 2019

Agenda	Resolution	Action Taken
Review of the activities of previous academic year 2018-19	Programs and activities of the previous year were reviewed	Decided to conduct more student centric programs in the year 2019-20.
Formation of new IQAC Committee	Decided to form A new IQAC committee	New IQAC Committee formed
Plan of Action for the Academic year 2019-20	Plan of Action was reviewed Discussion was held with the members of IQAC to form the committees of staff members for conducting various Association classes and departmental Activities for the year 2019-20.	Plan of Action prepared and got approved by IQAC.
Preparation of SSR	Decided to form the criterion wise committees of faculties to collect the inputs for SSR.	Criterion wise Committees formed.
Creating G Suit	It was resolved to create G Suit in college Account	G Suit was created.
Preparation of AQAR	It was discussed to prepare and AQAR in time	The duty of collecting data required for AQAR was assigned to Mr. Vinayak Pai of M.Com. Department and Ms. Meenakshi Acharya of Department of Commerce and Management.

Internal Quality Assurance Cell (IQAC)
Action Taken Report
Date of IQAC Meeting: 20th December 2019

Agenda	Resolution	Action Taken
Review of AQAR	AQAR Report was reviewed and IQAC appreciated the efforts in timely submission of report of the previous year.	IQAC noted the submission of AQAR
Fixing the schedule for Sports Day, College Day Competitions and Diamond Jubilee Celebrations.	The regular academic activities like College Day, Prize Distribution Day and special program for Diamond Jubilee were discussed and decided to invite a National level personality for Diamond Jubilee as Chief Guest.	All programs were organized.
Preparation for University Affiliation.	The requirements of University Affiliation were discussed and decided to prepare and to keep ready the Records in office and in respective departments.	The departments and college office were informed to keep all files ready and up-to-date.
PTA meeting	Conducting PTA meeting, Counselling and addressing the problems of students, encouraging the weak students etc were discussed.	PTA Meeting conducted. Student's complaints were addressed by the Principal and members of PT association. Suggestions given to faculties to encourage weak students.
Formation of EDMIS Committee.	Collecting the individual data of faculties, updating the activities of the departments etc. were discussed and decided to form EDMS executive committee.	Committee which consists of 5 members was formed. Prof. Gopal M. Gokhale was the Head of Committee.

Internal Quality Assurance Cell (IQAC)

Action Taken Report

Date of IQAC Meeting: 16th April 2020 (Virtual Meeting)

Agenda	Resolution	Action Taken
Conducting online classes for students and Developments of E-Contents	Handling the Pandemic situation, completing the pending syllabus, finishing the practical classes etc. were discussed and decided to finish the classes through Google Meet.	E-Contents like, Video recorded classes, PPTs, Uploading notes in Google class rooms etc were done and decided to upload the E-contents in college website.
Conducting practical classes for BSc students	Resolved to conduct practical Classes for B.Sc. students	Offline practical classes were conducted to B.Sc students. The SOP of Mangalore University was followed during the offline classes
Upgrading the ICT	It was resolved to upgrade the ICT	ICT upgraded and proposals sent to the management to install more projectors
Establishing the students contact methods	The various means of reaching the students for sending notes and assignments were discussed	Decided to establish regular contact with students through virtual groups like Whatsapp group, Google Classroom, Telegram groups
Introducing Official You Tube Channel	It was resolved to introduce Official You Tube Channel	IQAC planned to start the live streams of college events and decided to create college official You Tube Channel. YouTube channel was officially launched by H.H. Sri Vishwapriya Theertha Swamiji on July 24 2020

Internal Quality Assurance Cell (IQAC)
Action Taken Report
Date of IQAC Meeting: 5th August 2020

Agenda	Resolution	Action Taken
Conduct more certificate courses	It was resolved to conduct Certificate courses by all the departments.	Decided to start the Certificate course classes in the month of August through online. Total 33 Certificate Courses started.
Conduct physical education classes	Planned to make the students involved in physical education, Yoga and fitness during lockdown period and decided to take physical education classes through online.	Physical Director started online classes and reported to IQAC
EC&CC activities in online	Extracurricular and Co-curricular activities, enrollment of the students to various associations etc were discussed	Decided to conduct the programs, classes and activities to the member students through online.
Internal Assessment Exams online	Conducting I Internal Assessment Exam, uploading question papers, valuation, time schedule etc. were discussed and decided to conduct the examination through online.	Online Examination were conducted

Internal Quality Assurance Cell (IQAC)
Action Taken Report
Date of IQAC Meeting: 8th February 2021

Agenda	Resolution	Action Taken
A brief report of Academic year 2019-20	Programs and activities of the previous year were reviewed and decided to continue few EC and CC programs and activities in online classes and regular classes and academic activities in onsite classes.	All EC and CC activities conducted online. Guest lectures, softskill programs etc. were conducted on the virtual platform. The reports were submitted to IQAC. Classes were conducted online and onsite both.
Management of situation due to Covid-19	Managing social distance, arranging classes in extra classrooms and in main building, conducting examinations with SOP etc. were discussed	All SOPs were followed. All classes and exams conducted as per university guidelines.
Preparation of AQAR	Data collection process and progress of AQAR were discussed and decided to finalise the Report at the earliest and submit the same in time	IQAC gave instruction to finalise the AQAR to the constituted committee.
NAAC Accreditation in March 2022	The requirements of the college as per previous NAAC report, applying for Autonomous college, applying for deemed to be University etc. were discussed and decided to prepare for next NAAC Accreditation.	IQAC noted all these. All the criteria heads made the Criteria wise presentation. Suggestions were given to fill the gap.
Other issues	<ul style="list-style-type: none"> • Decided to organize the regular academic programs immediately after the completion of semester annual exams • Introducing new courses online/offline, conducting more research based activities etc. were discussed and decided to develop learning and research culture among the students 	<ul style="list-style-type: none"> • All programs started • Research activities, survey, competitions, conducted for students. FDPs were conducted to the teaching and non-teaching staff members.

Internal Quality Assurance Cell (IQAC)
Action Taken Report
Date of IQAC Meeting: 4th August 2021

Agenda	Resolution	Action Taken
AQAR	Data collection process and progress of AQAR were discussed and decided to finalize the Report at the earliest and submit the same in time	IQAC gave instruction to finalise the AQAR to the committee. Criteria-wise committees were reconstituted.
NAAC preparation	Discussion was held regarding SSR preparation and decided to collect the data from various departments and associations by the end of September 2021	All criteria heads presented criteria wise reports. Suggestions were given to include the additional points and to fill the gap and implement the reports.
IQAC activities	It was resolved to review the reports of IQAC for the last 4 years and to conduct the Faculty Development Programs in the last week of August 2021.	4 days FDP was conducted to teaching and non-teaching staff of the college by the IQAC.
Review of policies	Various policy documents were reviewed.	IQAC noted all the revisions.