



Ref. No. :

Date : 26/09/2020

**MINUTES OF FIRST IQAC MEETING FOR THE AY 2020-21 HELD ON 24/09/2020 AT 2 PM**  
**WITH FACULTY**

**Members present:**

Dr. Sailaja. M , *Chairperson, SAC*  
Sri. Vinod Annigeri , *Coordinator, IQAC & Head, Department of Computer Science*  
Smt. Gopika, *Head, Department of Commerce & Management*  
Smt. Archana, *Coordinator, PG Department*  
Smt. Savitha, *Asst. Prof, Department of Commerce*  
Sri Durgaprasad, *Chief Librarian, SAC*  
Sri Thippana Gowda, *Physical Education Director, SAC*  
Smt. Veena, *Asst. Prof, Department of Management*  
Smt. Anuradha, *Asst. Prof, Department of Computer Science*  
Smt. Preeti Hukkeri, *Coordinator, Department of Management*  
Smt. Vijayalaxmi, *Head, Department of English*

**Agenda**

- Welcome
- To discuss on various topics related to quality enhancement and plan of action for the academic year 2020-21

The chairperson welcomed the committee for the 1<sup>st</sup> IQAC meeting for the AY 2020-21.

Plan of Action: The members discussed on various topics related to quality enhancement and Plan of action for the academic year 2020-21.

- To discuss the observation made by the NAAC peer team and comply the recommendations which have not been addressed last few years. same
- The Coordinator, IQAC asked the members to submit the data of 2019-20 to be incorporated in the AQAR 2019-20 on or before 10.10.2020 without fail
- Respective Conveners should plan to conduct Online Competitions for the students as physical classes may not be possible till November 2020
- Each department including languages must plan and execute 2 webinars, one each for faculties and one for the students
- Each department Head in coordination with class teachers to plan the different guest lectures by eminent educationists, industrialists and alumni.



- Orientation programs and bridge course to be planned for fresher's and intimated to the IQAC before including in the Calendar of events.
- Heads of the Departments to conduct periodical departmental meetings to discuss on curricular, co curricular and research based events , paper presentations , publications etc., and monitor the faculty performance.
- Mentor Mentee system to be systematically followed and students to be given proper counseling to face the challenges of pandemic.
- Community & extension services/Activities to be planned & strengthened from NSS unit.
- To request management to provide necessary support to conduct online/ offline / Hybrid classes by maintaining covid protocol.
- To prepare questionnaires / Google forms to take feedback from stake holders
- To provide counseling and necessary medical help to the students & faculty during the pandemic.
- Conveners must plan and execute Online Intra-class and Inter- collegiate competitions as part of Nirmithi Fest. The conveners should encourage the Student-Conveners to come up with ideas to conduct such competitions.
- International Conference planned earlier may be reviewed and conducted as soon as possible
- Examination committee to plan Internal Tests.
- Online assignments for students can be planned.
- Staff council has to prepare calendar of events for the year 2020-21 after discussing with the committee conveners and Heads of the departments.
- Placement Cell to conduct Career Guidance Programs, value added programs and plan campus drive in coordination with Pro Ainspiraa Training Academy LLP.
- To conduct 2 Parents Teachers Meetings per year and 1 meeting with Alumni.
- To plan and implement best practices for the benefit of the student community.
- To extend support to the students through scholarships and free ships.
- Chief Librarian to subscribe for E Resources(N -list ) to strengthen academic and research activities
- To identify advanced and weak learners and advice mentors to extend maximum support in this regard.

All the members of IQAC were informed to collect the details of Programmes planned from the convenors of the different committees and other faculty and prepare Plan of action for the Academic Year 2020-21 and submit the same by the end of the month.

The meeting ended with Vote of thanks to the chair.

*Dr. Sailaja*  
26/09/2020.

**Principal, SAC**  
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*Vinod Annigeri*

**Coordinator, IQAC**

**NAAC CO-ORDINATOR**  
**SRI AUROBINDO COLLEGE**  
**W.O.C. ROAD, BANGALORE-86**





Rajajinagar Education Society's (Regd.)

# SRI AUROBINDO COLLEGE

Permanently Affiliated to Bangalore University & Accredited by NAAC with B+  
Recognised under section 2(f) & 12(B) of UGC Act, 1956



Ref. No. :

Date : 07/10/2020

## MINUTES OF IQAC MEETING WITH THE MANAGEMENT ON 03/10/2020 AT

1:00 PM

### Members present:

Sri. Ravi Prakash, *Hon. Secretary, RES*  
Sri. Ramesh Chandra Hongal, *Hon. Jt. Secretary, RES*  
Sri. Gururaj Deshpande, *Hon. Treasurer, RES*  
Sri. Srinivas Rajapurohit, *Hon. Member of Academics*  
Dr. Sailaja. M, *Head of the Institution, SAC*  
Sri. Vinod Annigeri, *Coordinator, IQAC & Head, Department of Computer Science*  
Smt. Gopika, *Head, Department of Commerce & Management Department*  
Smt. Archana, *Coordinator, PG Department*  
Smt. Savitha, *Asst. Prof, Department of Commerce*  
Sri Durgaprasad, *Chief Librarian, SAC*  
Sri Thippana Gowda, *Physical Education Director, SAC*  
Smt. Veena, *Asst. Prof, Department of Management*  
Smt. Anuradha, *Asst. Prof, Department of Computer Science*  
Smt. Preeti Hukkeri, *Coordinator, Department of Management*  
Smt. Vijayalaxmi, *Head, Department of English*

### Agenda

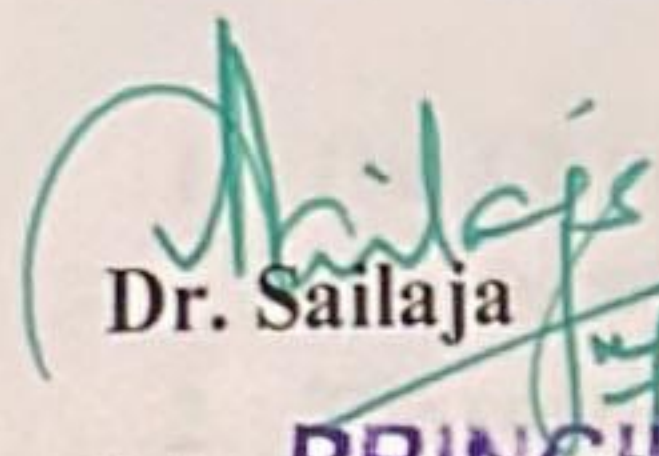
- Welcome
- Reading the meeting minutes of previous management meeting with ATR .
- To brief the Plan of Action for the A Y 2020-21

1. Principal welcomed the Hon. Secretary and other members of the management RES to the meeting.
2. The proceedings of the previous meeting with management were read. ATR was approved.
3. It was briefed to the members about the plan of action for the Academic year 2020-21 as decided in the 1<sup>st</sup> IQAC meeting held on dated 24/09/2020. The list of activities planned to be conducted during the Academic Year was placed before the committee along with proposal for approval:
  - Orientation Programs, Guest lectures, workshops, FDPs, SDPs, State, National, International level webinars etc for B.Com, BBA, BCA and PG department.
  - Calendar of events as per different committees along with estimated budget for the year.
  - Proposal for National webinar for the AY on NEP and International conference which was planned in the previous year and got postponed due to pandemic was placed before the committee.

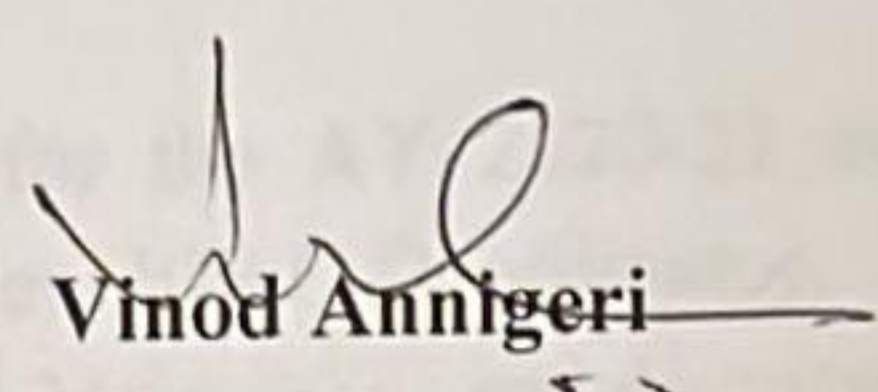


- Members of the Management were informed that 10 days training on Basic Excel program was organized to the faculty where they were taught/ trained how to work on MS Excel which had helped all faculties to maintain their Lesson plan and Work diaries in excel format.
  - The committee was informed that due to pandemic and lockdown online classes were conducted as per the time table. As this is new phenomena to both student and faculty, FDPs and SDPs were conducted on "Etiquettes of online classes".
  - Request for more number of ICT class rooms and high speed internet, Laptops, Head phones and web cams along with extension of LAN was placed.
  - Members of Management were informed that Research activities should be improved and said that the faculty must publish two research papers every year and they will provide necessary support for the same.
4. Members of the Management were informed about the efforts put forth by the admission committee for the AY. A proposal was placed to approve the funds for painting BBA classrooms with Management related quotes and figures along with projectors to improve the strength.
  5. The committee was informed that some of the recommendations by Peer Team for Quality Enhancement of the institution are to be implemented and same will be discussed in the due course.
  6. Hon. Secretary gave blanket approval to the above proposals and stated that funds may be released as and when the requirement arises. They further advised the IQAC coordinator and members to plan and implement the programs in a systematic way to escalate the quality of education.

Meeting concluded with vote of thanks to the chair

  
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Principal, SAC  
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Vinod Annigeri  
Coordinator, IQAC  
NAAC CO-ORDINATOR  
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Ref. No. :

Date : 10/03/2021

## MINUTES OF THE SECOND IQAC MEETING FOR THE AY 2020-21 HELD ON 09/03/2021 AT 2 PM WITH FACULTY

### Members present:

Dr. Sailaja. M , *Chairperson,, SAC.*  
Sri. Vinod Annigeri , *Coordinator, IQAC & Head, Department of Computer Science*  
Smt. Gopika, *Head, Department of Commerce & Management*  
Smt. Archana, *Coordinator, PG Department*  
Smt. Savitha, *Asst. Prof, Department of Commerce*  
Sri Durgaprasad, *Chief Librarian, SAC*  
Sri Thippana Gowda, *Physical Education Director, SAC*  
Smt. Veena, *Asst. Prof, Department of Management*  
Smt. Anuradha, *Asst. Prof, Department of Computer Science*  
Smt. Preeti Hukkeri, *Coordinator, Department of Management*  
Smt. Vijayalaxmi, *HoD, Department of English*

### Agenda:

- Welcome
- Reading the minutes of the meeting dated 24/09/2020 and ATR
- Introducing New Coordinator Smt. Savitha, Asst. Prof, Department of Commerce
- Discussion on events conducted as per the Calendar of Events and planning the events for next semester

1. The Chairperson welcomed the committee for 2<sup>nd</sup> IQAC meeting for the AY 2020-21 and introduced Smt. Savitha, Asst. Prof, Department of Commerce as the new IQAC Coordinator.
2. The coordinator IQAC read the minutes of the 1<sup>st</sup> IQAC meeting dated 24/09/2020 and discussed the action taken report accordingly and the committee approved the same. The committee was informed to discuss the outcome for the semester as per the Plan of Action issued to them by IQAC.
3. HODs and Coordinators summarized the events conducted by their respective departments as follows :



Commerce & Management Department had organised:

- ✓ Orientation Programs & Introduction to Skills & Competencies
- ✓ Guest lectures
- ✓ Faculty Development Program
- ✓ Student Development Program
- ✓ Industrial Visit to KSPDCL
- ✓ Career Guidance Program

BCA department had organised:

- ✓ Orientation Program
- ✓ Ice Breaker
- ✓ Guest Lecture
- ✓ IT Quiz
- ✓ Group Discussion
- ✓ Workshop

Language Department had organised events for B Com, BBA & BCA

- ✓ Debate Competition
- ✓ Essay Competition
- ✓ Pick & Speak Competition
- ✓ Quiz Competition
- ✓ News Paper reading Competition
- ✓ Sanskrit Kavi Kavya Yojane
- ✓ Bhagavat Geethe Memorisation Competition

NSS Unit had organised events like:

- ✓ Novel Corona Virus Test (RTPCR) for students & Staff
- ✓ Visit to Blind School
- ✓ Swami Vivekananda Jayanthi & National Youth Day celebration
- ✓ Campus Cleaning Program

IQAC had initiated

- ✓ FDP on "Data Analysis using SPSS" by Prof. Dharmendra in association with Department of Commerce & Management
- ✓ FDP on "Case Study methods of Teaching & use of technology in Teaching " by Dr. Govindraji Mane, Asst.Prof, KLE's Gogte College, Belgaum in association with Department of Commerce & Management
- ✓ SDP on Startups for Atma Nirbhar Bharat
- ✓ Parents Teacher Meeting



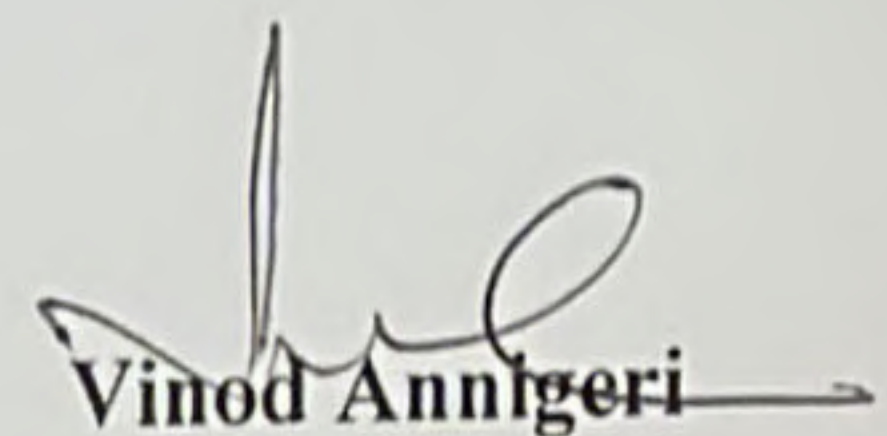
4. Further the coordinator asked the Department Heads to submit the plan of action for next semester.
5. They were also asked to submit result analysis report on the events they have conducted in previous semester
6. Placement has to be strengthened by calling reputed companies for campus interviews
7. It was decided to conduct 7 days NSS campaign.
8. Sports day Annual day and Graduation day to be conducted if possible

Meeting concluded with vote of thanks to the chair by IQAC coordinator

  
Dr. Sailaja  
10/03/2021.  
**PRINCIPAL**

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Vinod Annigeri

**Coordinator, IQAC**  
**NAAC CO-ORDINATOR**

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Ref. No. :

Date : 23 / 04 / 2021

## MINUTES OF THE THIRD IQAC MEETING FOR THE AY 2020-21 HELD ON 22/04/2021 AT 2 PM WITH FACULTY

### Members present:

Dr. Sailaja. M , *Chairperson, SAC*  
Smt. Savitha , *Coordinator, IQAC & Asst. Prof Department of Commerce*  
Smt. Gopika, *Head, Department of Commerce & Management*  
Sri. Vinod Annigeri , *Head, Department of Computer Science*  
Smt. Archana, *Coordinator, PG Department*  
Sri Durgaprasad, *Chief Librarian, SAC*  
Sri Thippana Gowda, *Physical Education Director, SAC*  
Smt. Veena, *Asst. Prof, Department of Management*  
Smt. Anuradha, *Asst. Prof, Department of Computer Science*  
Smt. Preeti Hukkeri, *Coordinator, Department of Management*  
Smt. Vijayalaxmi, *Head, Department of English*

### Agenda

- Welcome
  - Reading the minutes of the meeting dated 09/03/2021 and ATR
  - To plan the events to be conducted during the even semester.
1. The chairperson welcomed the committee for the 3<sup>rd</sup> IQAC meeting for the AY 2020-21.
  2. The Coordinator IQAC read the minutes of the 2<sup>nd</sup> IQAC meeting dated 09/03/2021 and discussed the action taken report accordingly and the committee approved the same.
  3. The committee discussed on formulating National Innovation and Start up Policy in coordination with Smt. Rekha Purohit, Coordinator NISP who had attended training program organised by MoE.
- To conduct virtual meetings with the stakeholders in planning and preparing the draft policy and finalising the same after getting approval from the Core Committee.
  - To conduct various awareness programs to create Innovation and Entrepreneurship eco system in the campus.

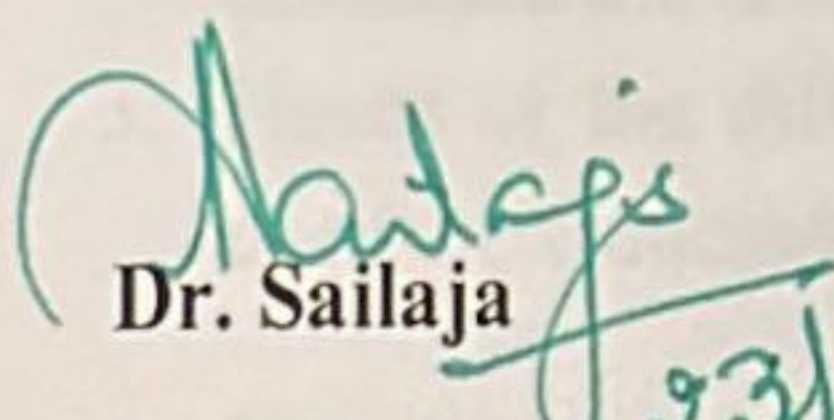


- To identify experts from industries and institutions to form Governing Council and Executive council for NISP and introduce Institution's Innovation Cell by nominating Expert Committee and Implementation Committee.

4. IQAC went through the following reports and plan of action of the Heads Coordinators and various committee convenors on various curricular, co-curricular and extracurricular activities to be organised by different departments during the even semester.

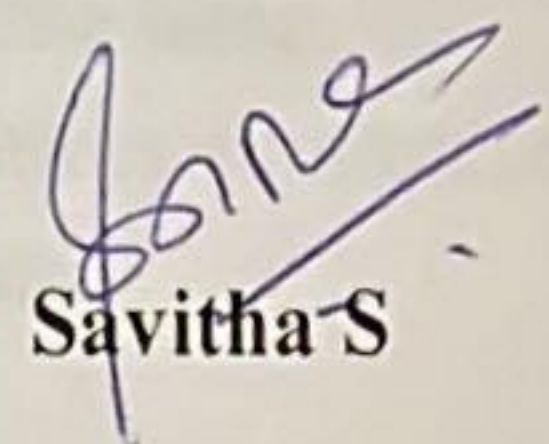
- To conduct virtual SDPs and FDPs :Career Guidance program, Workshops and Student seminars
- To organise National Webinar on NEP
- To make necessary arrangements for online/ Hybrid lecture classes and conducting internal tests.
- To organise sessions on Student counselling and provide necessary guidance and support to the students during the pandemic.
- To conduct webinars on Health & Hygiene for the students under NSS unit.
- To identify advanced and weak learners and advice mentors to extend maximum support in this regard.
- To conduct workshop on interview skill and presentation skills along with mock interviews for the final year degree students. Placement drive in coordination with Team Pro Ainspiraa Training Academy LLP to be organised if the situation permits.

After having the prolonged discussion on conducting online classes by preparing time table, unitisation of work and division of work allotment the meeting was concluded with a vote of thanks to the chair.

  
Dr. Sailaja

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Savitha S

Coordinator, IQAC  
NAAC CO-ORDINATOR  
SRI AUROBINDO COLLEGE  
W.O.C. ROAD, BANGALORE-86





Ref. No. :

Date : 06/08/2021

**MINUTES OF THE FOURTH IQAC MEETING FOR THE AY 2020-21 held on 03/08/2021 at**  
**2 PM WITH FACULTY**

**Members present:**

Dr. Sailaja. M , *Chairperson, Principal, SAC.*  
Smt. Savitha , *Coordinator, IQAC & Asst. Prof Department of Commerce*  
Smt. Gopika, *Head, Department of Commerce & Management*  
Sri. Vinod Annigeri , *Head, Department of Computer Science*  
Smt. Archana, *Coordinator, PG Department*  
Sri Durgaprasad, *Chief Librarian, SAC*  
Sri Thippana Gowda, *Physical Education Director, SAC*  
Smt. Veena, *Asst. Prof, Department of Management*  
Smt. Anuradha, *Asst. Prof, Department of Computer Science*  
Smt. Preeti Hukkeri, *Coordinator, Department of Management*

**Agenda**

- Welcome
  - Reading the minutes of the meeting dated 09/03/2021 and ATR
  - Discussion on events conducted as per the Calendar of Events
1. The Chairperson welcomed the committee for the IQAC meeting .
  2. The Coordinator IQAC read the minutes of the 3<sup>rd</sup> IQAC meeting dated 09/03/2021 and discussed the action taken report accordingly and the committee approved the same.
  3. Heads of the different departments and Coordinators of different committees summarized the events conducted by their respective departments as per Calendar of Events.

Commerce & Management Department organised:

- ✓ Orientation Programs & Introduction to Skills & Competencies
- ✓ Guest lectures
- ✓ Career Guidance Programmes
- ✓ Student Development Program



BCA department organised:

- ✓ Guest Lectures
- ✓ Workshops
- ✓ IT-QUIZ

Language Department had organised events for B Com, BBA & BCA

- ✓ English Alphabetic Competition
- ✓ Essay Competition

NSS Unit organised:

- ✓ Campus Cleaning Program
- ✓ Blood Donation Camp
- ✓ Guest Lectures

IQAC had initiated:

- ✓ Parents Teacher Meeting
- ✓ Graduation Day

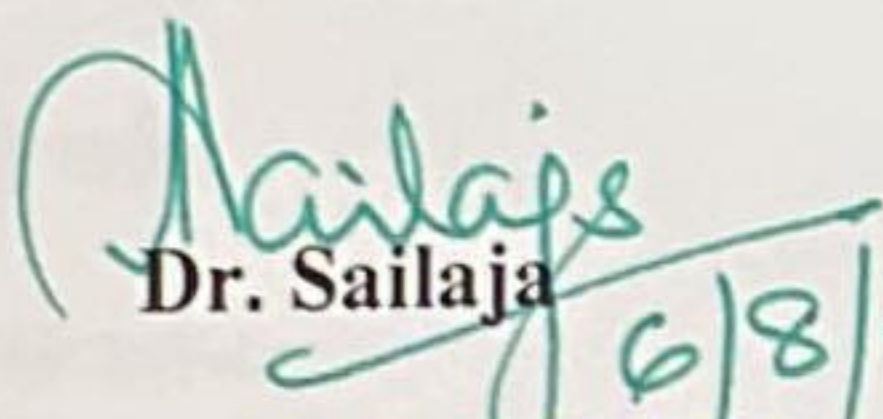
4. NISP initiated many programs

- ✓ Webinar on “National Energy Conservation Day” by Mr. Hemant Sharma
- ✓ Webinar on “National level awareness program on various schemes of MSME” by Smt. Kokila
- ✓ Webinar on “ Faculty dialogue and student awareness program on Innovation & Start-ups” by CS Dr. R V Tyagarajan
- ✓ Webinar on “Student awareness program on AATMANIRBHAR BHARAT” by Sri Sathyanarayana B V
- ✓ Webinar on “Student awareness program on Industry 4.0 role of technology”
- ✓ Webinar on “Student awareness program on Business awareness program on Business Opportunities & idea generation”
- ✓ Webinar on “Faculty and Student awareness program on NISP”
- ✓ Awareness talk by Smt. Gopika on Innovation & Entrepreneurship.
- ✓ Awareness talk by Smt. Veena on Innovation Ecosystem at Non-Technical HEIs
- ✓ Awareness talk by Mr. A C N Murthy on innovation culture
- ✓ Awareness talk by Mrs. Madhura on the role of students in Mitigation
- ✓ Poster competition on Prevention of Environmental Pollution



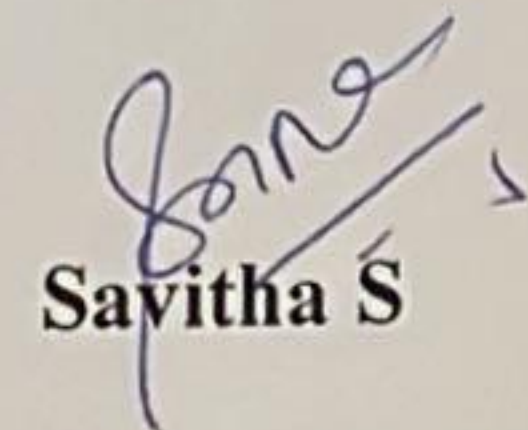
5. Two days National webinar was organised in association with BUTCCM under aegis of IQAC, SAISP & IIC on "Responsibilities of Stakeholders in the changed scenario of education- NEP" dated 29<sup>th</sup> and 30<sup>th</sup> June inaugurated by Dr. Aswath Narayana, Honourable Deputy Chief Minister, Government of Karnataka. Minister Higher education, IT & BT, S&T Skill development, Entrepreneurship & Livelihood.
6. HOD's and criterion conveners were informed to prepare and document the following:
- ✓ Feedback forms for parents & Exit Feedback forms for Final year students.
  - ✓ NAAC documents should be updated for the year 2020-21 and submitted to NAAC coordinator.
  - ✓ Records pertaining to mentor system to be updated.
  - ✓ To attend the webinars /Seminars on NEP and to report any changes on inclusion / implementation in the New Education System to the coordinator
  - ✓ To suggest any requirements both infrastructure and Academic related to the Head of the Institution to elevate the quality as education.
7. In view of proposed introduction of NEP in the state a suggestion on change of uniform for 1<sup>st</sup> year B Com students is placed before the Chair person for further discussion and approval from the Honorable Management RES .

Meeting concluded with vote of thanks to the chair

  
Dr. Sailaja  
6/8/2021.

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Savitha S

Coordinator, IQAC  
NAAC CO-ORDINATOR  
SRI AUROBINDO COLLEGE  
W.Q.C. ROAD, BANGALORE-86





Ref. No. :

Date : 09/08/2021

## IQAC MEETING WITH THE MANAGEMENT – Dated: 06/08/2021

### Members present:

Sri. Ravi Prakash, *Hon. Secretary, RES*  
Sri. Ramesh Chandra Hongal, *Hon. Jt. Secretary, RES*  
Sri. Deshpandae, *Hon. Treasurer, RES*  
Sri. Srinivas Rajapurohit, *Hon. Member of Academics*  
Dr. Sailaja. M , *Head of the Institution, SAC.*  
Smt. Savitha , *Coordinator, IQAC & Asst. Prof Department of Commerce*  
Smt. Gopika, *Head, Department of Commerce & Management*  
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Smt. Anuradha, *Asst. Prof, Department of Computer Science*  
Smt. Preeti Hukkeri, *Coordinator, Department of Management*  
Smt. Vijayalaxmi, *Head, Department of English*

### Agenda

- Welcome
  - Reading minutes of the meeting dated 03/08/2021 and ATR
  - To brief the programs and outcomes for the AY 2020-21
1. Principal welcomed the Hon. Secretary and other members of the Management, RES to the meeting.
  2. Proceedings of the previous meeting were read out and same were confirmed.
  3. The Head of the Institution briefed the management about the plan of action discussed in the previous meeting held on 3/10/2021 and mentioned the outcome (Programs and activities conducted as per the plan) during the academic year 2020-21.
    - The Guest lectures, workshops, co curricular and extracurricular activities arranged by B.Com, BBA, BCA and M.Com department during the academic year 2020-2021
    - National webinar, Virtual and offline SDPs and FDPs.
    - Preparation and discussion on action plan and annual reports to be submitted to IIC
    - Proposal to conduct International Virtual Conference and preparations made for the same.



- Management appreciated the faculty for the results of Odd semester and informed the members to give them a request letter for any kind of requirement for the quality enhancement.
4. Management expressed their deep concern regarding fees due by the students and asked Principal to take necessary action. In this regard they advised the members to plan different strategies for the admissions for the coming AY 2021-22.
  5. The compliance report of recommendation for quality enhancement of the institution given by the NAAC peer team in the report on institutional accreditation (Cycle III) was placed before the committee. The IQAC team thanked the management for having supported in complying most of the recommendations. The few points like payment of salaries on Government norms and arranging college transportation facilities were placed before the mgt for consideration.
  6. Management appreciated the team for the active participation in implementing and complying quality enhancement recommendations. The management informed the committee that they would try to comply with some of the recommendations depending on the financial conditions of the institutions.
  7. The committee was informed that quotations from different companies for setting up language lab were sought and the same will be placed before the committee once received.

Meeting concluded with vote of thanks to the chair.

*Mailaja*  
Dr. Sailaja 9/8/2021

**Principal, SAC**  
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*Savitha S*  
Savitha S

**Coordinator, IQAC**  
**NAAC CO-ORDINATOR**  
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