



Ref. No. :

Date :

MINUTES OF FIRST IQAC MEETING FOR THE AY 2021-22 HELD ON 28/09/2021 AT 2 PM WITH FACULTY

Members present:

- Dr. Sailaja. M , *Chairperson, SAC*
Smt. Savitha, *Coordinator, IQAC & Asst. Prof, Department of Commerce*
Sri. Vinod Annigeri , *Head, Department of Computer Science*
Smt. Madhura, *Head, Department of Commerce & Coordinator, PG Department*
Smt. Gopika, *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 2021-22

The Chairperson welcomed the committee for the 1st IQAC meeting for the AY 2021-22.

Plan of Action: The members discussed on various topics related to quality enhancement and Plan of action for the academic year 2021-22.

1. The Coordinator, IQAC informed the members to submit the data of different activities and events conducted in the Institution from June 2020 till date for the submission of AQAR for the year 2020-21. The team was also informed to plan for the events to be conducted for the academic year 2021-22.
2. In the discussion with the Internal Board Of Studies the probable add on / Value Added Certificate / Diploma courses to be offered for the Academic Year is discussed in detail and the Chair persons in turn was informed BoS to prepare the Calendar of Events for the different

- semester. The BOS was also informed to discuss with the concerned training providers the required modules before placing it in the IQAC meeting.
3. Each Department including languages must plan and organise 2 webinars/ Conference, one each for faculty and students.
 4. Each department Head in coordination with class teachers to plan the different guest lectures by eminent Educationists, Industrialists and Alumni.
 5. Orientation programs and bridge course to be planned for freshers and intimated to the IQAC before including in the Calendar of events.
 6. Heads of the Departments to conduct periodical departmental meetings to discuss on curricular, co curricular and research based events , paper presentations , publications etc., to monitor the faculty performance.
 7. Mentor Mentee system to be systematically followed and students to be given proper counseling to face the academic and personal challenges . To identify advanced and weak learners and advice mentors to extend maximum support in this regard.
 8. Community & Extension services/Activities to be planned & strengthened from NSS unit.
 9. A request to be placed before Hon. Management members for more no of ICT class room and upgrading the computer systems in the laboratories.
 10. To prepare questionnaires / Google forms to take feedback from stake holders.
 11. A student council has to be formed by conducting elections. To schedule the dates for inauguration of Association and Investiture ceremony by the end of October and execute the plan of action.
 12. Conveners must plan and execute 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.
 13. International Conference to be conducted in the month of November. IQAC coordinator and members to form an expert committee and start the preparations immediately.
 14. Examination committee to plan Internal Tests and Preparatory examinations. The faculty is informed to follow the guidelines of affiliated university and plan different activities like presentations, case study, Assignments and seminar for allotting Internal Assessment marks as per NEP and train the students accordingly.
 15. Staff council has to prepare calendar of events for the year 2021-22 after discussing with the committee conveners and Heads of the departments.
 16. Placement Cell to conduct Career Guidance Programs. value added programs and plan campus drive in coordination with Pro Ainspiraa Training Academy L.I.P and other companies.
 17. To conduct 2 Parents Teachers Meetings per year and 1 meeting with Alumni.
 18. To plan and implement best practices for the benefit of the student community and introduce skill enhancement program to meet the requirements of New Education Policy.
 19. To extend support and guide to the students through merit scholarships/ Government / NGO Scholarship/ free ships.
 20. Chief Librarian to renew the subscription of E resource to strengthen academic and research activities.
 21. The discussion on contacting other NGOs and Alumni for financial support was held and faculty members were assigned the responsibilities of identifying the sponsors.

22. It was also discussed to encourage the students to take up internships and part time jobs related to the concerned programs to provide the practical experience. Decision to schedule practical oriented classes in the morning was taken. The interested students were permitted to take up internship after 2 o clock . Students to be assured of special support for missing the last hour which would general be a theory class.
23. It is also decided to encourage the students who have taken up CA/ CPT / CMA courses by providing special permission and also special coaching.

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 2021-22and submit the same by the end of the month.

The meeting ended with Vote of thanks to the chair.



Dr. Sailaja
PRINCIPAL

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Savitha S
Coordinator, IQAC



Rajajinagar Education Society's (Regd.)
SRI AUROBINDO COLLEGE

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Date :

MINUTES OF THE SECOND IQAC MEETING FOR THE AY 2021-22 HELD ON
27/01/2022 AT 2 PM WITH FACULTY

Members present:

- Dr. Sailaja. M . Chairperson, SAC
Smt. Savitha, Coordinator, IQAC & Asst. Prof. Department of Commerce
Sri. Vinod Annigeri . Head, Department of Computer Science
Smt. Madhura, Head, Department of Commerce & Coordinator, PG Department
Smt. Gopika, 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:

- Reading the minutes of the meeting dated 28/09/2021 and ATR
- Preparations for SSR
- Reviewing the activities and programs conducted till date
- Planning the activities and new programs for even semester.

1. The Chairperson welcomed the committee for 2nd IQAC meeting of the AY 2021-22.
2. The Coordinator IQAC read the minutes of the 1st IQAC meeting dated 28/09/2021 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. The Value Added Courses offered to the students as per the recommendation from BOS member are:



B com	BBA	M com	BCA
i. Curbing Social Media addiction ii. Get up and Go iii. Presentation Tutorial iv. Interpersonal Skills v. Spread Sheet vi. Banking and Finance vii. Quantitative Analysis viii. Tally	i. Presentation Tutorial ii. Creative Writing iii. Career Option after UG iv. Spread Sheet v. Banking & Finance vi. Quantitative Analysis vii. Tally	i. SPSS	i. Digital Marketing ii. Computer Graphics iii. Interview Skills iv. Python Programing v. SQL vi. JAVA with fullstack

4. HODs and Coordinators summarized the events conducted by their respective departments as follows :

Department of Commerce & Management organised:

- ✓ Orientation Programs & Introduction to Skills & Competencies
- ✓ Guest lectures
- ✓ Faculty Development Programs
- ✓ Student Development Programs
- ✓ Industrial Visit to Sula Vineyards
- ✓ Career Guidance Programs
- ✓ Outbound Training program for BBA students

Department of BCA had organised:

- ✓ Orientation Program
- ✓ Ice Breaker
- ✓ Guest Lectures
- ✓ IT Quiz
- ✓ Group Discussions
- ✓ Workshops
- ✓ E – poster competition
- ✓ Short Movie making Competition

NSS Unit had organised events like:

- ✓ Covid Vaccine Drive for Students and Faculty
- ✓ Program on National Pollution Control Day
- ✓ Swach Bharat Program
- ✓ Swami Vivekananda Jayanthi & National Youth Day celebration
- ✓ Campus Cleaning Program
- ✓ Blood Donation Camp

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- ✓ Industrial Visit to Sula Vineyards
- ✓ Career Guidance Programs
- ✓ Outbound Training program for BBA students

Department of BCA had organised:

- ✓ Orientation Program
- ✓ Ice Breaker
- ✓ Guest Lectures
- ✓ IT Quiz
- ✓ Group Discussions
- ✓ Workshops
- ✓ E – poster competition
- ✓ Short Movie making Competition

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- ✓ Program on National Pollution Control Day
- ✓ Swach Bharat Program
- ✓ Swami Vivekananda Jayanathi & National Youth Day celebration
- ✓ Campus Cleaning Program
- ✓ Blood Donation Camp

- ✓ Eye Donation Camp
- ✓ Constitution Day Celebrations

NISP organised 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
- ✓ Awareness talk by Smt. Gopika on Innovation & Entrepreneurship.
- ✓ Awareness talk by Smt. Vecna 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
- ✓ Awareness talk by Mr. N R Jagadeesh on Entrepreneurship Development
- ✓ Awareness talk by Mr. Hemant Sharma on Energy Efficiency and Conservation

IQAC had initiated

- ✓ Two days International Virtual Conference was organised on “ Global Perspectives on Business , Entrepreneurship Development and Technology”
- ✓ One day workshop was organised on “NAAC Accreditation Framework: Criteria wise Analysis” by Dr. K Vikram
- ✓ Parents Teacher Meeting

Anti Ragging Cell and Anti Sexual Harassment cell had organised a Guest Lecture on Gender Equity and Counselling by Dr. Rohini Shivananda

5. Further the coordinator informed the Department Heads to submit the plan of action for next semester.
6. They were also informed to submit result analysis report on the events they have conducted in previous semester
7. Placement has to be strengthened by calling reputed companies for campus interviews
8. It was decided to conduct 7 days NSS campaign in the last week of February and identify the camp site.
9. Sports day , Annual day and Graduation day to be conducted in the coming semester .
10. It is informed to the council that Aurobindo Premier League - An Intra College Cricket tournament was organised on 4th January 2022.
11. It is informed to the council to prepare the reports and document the same for the SSR of three years – 17-18, 18-19, 19-20.
12. Different events and activities including Industrial Visits for M Com course to be planned as per the Calendar of events.
13. PG department to invite experts from Industry and Institution to share their expertise.
14. Online Value added program list provided by Khan technologies to be taken seriously and class teachers to motivate the students to take up the same
15. MOOC and Swayam programs to be introduced for both UG and PG students.
16. Website committee is informed to upload all the events on time.
17. To plan and schedule FDP by inviting faculty of different college. It is also decided to schedule the same in Last week of March or first week of April.

18. The committee was informed to list the names of Invitees and Resource Person along with the topics.
19. To start Admission Process by visiting different institutions.
20. To plan for a Team building event with PUC faculty as a part of admission promotions. It is decided to organise Women's day celebrations on 8th March.
21. English Department has been assigned the responsibility of organizing one week programs for the students during March as a part of Women's Day Celebrations.
22. PG department to plan for Graduation Day for 2019-21 batch.

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


Dr. Sailaja

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Savitha S

Coordinator, IQAC



Rajajinagar Education Society's (Regd.)

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MINUTES OF THE FOURTH IQAC MEETING FOR THE AY 2020-21 held on 15/09/2022

at 2 PM WITH FACULTY

Ref. No. :

Date :

Members present:

Dr. Sailaja. M , Chairperson, Principal, SAC.

Smt. Savitha ,Coordinator, IQAC & Asst. Prof Department of Commerce *Savitha*

Smt. Gopika, Head, Department of Commerce & Management *Gopika*

Sri. Vinod Annigeri ,Head, Department of Computer Science *Vinod*

Smt. Archana, Coordinator, PG Department

Sri Durgaprasad, Chief Librarian, SAC *Durgaprasad*

Sri Thippana Gowda, Physical Education Director, SAC

Smt. Vecna, Asst. Prof. Department of Management *Vecna*

Smt. Anuradha, Asst. Prof, Department of Computer Science

Smt. Preeti Hukkcri, Coordinator, Department of Management *Preeti*

Agenda

- Welcome
- Reading and confirmation of the Minutes of the Meeting dated 13/05/2022 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 3rd IQAC meeting dated 13/05/2022 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.

Department of Commerce & Management organised:

- ✓ Guest lectures
- ✓ Career Guidance Programs
- ✓ Student Development Programs
- ✓ Vanijya Mela

Department BCA organised:

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

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

- ✓ Kannada Essay Competition
- ✓ Student Development Program was organised on "Importance of 75th year Independence Amruth Mahotsava" by Ravi Hoysala



- ✓ Student Development Program was organised on “ Relevance of teaching generic grammar to under graduates” by Smt. Kathyayini.

NSS Unit organised:

- ✓ Dr. Ambedkar Jayanthi Program
- ✓ Job Fair for Youth with Disabilities
- ✓ National Integration Camp, Kerala
- ✓ Anti Terrorisam Day
- ✓ World No Tobacco day
- ✓ Workshop to create awareness about “Gender Equality and Protection of Children’s rights”
- ✓ Har Ghar Tirang Abhiyan
- ✓ Blood Donation Camp
- ✓ Jaatha to create awareness about Eye Donation

Eco club

- ✓ Terrace garden Inauguration
- ✓ Organised talk on Soil Conservation
- ✓ Organised talk on Afforestation
- ✓ Organised talk on Eco System
- ✓ Organised talk on Energy Conservation
- ✓ Organised talk on Only One Earth
- ✓ Organised one day National Level Seminar on “Portrayal of Indian Culture in Literature”

IQAC had initiated:

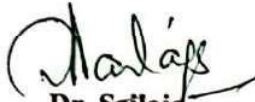
- ✓ Organised Three days online workshop on “Data Analysis using PYTHON” in association with Primax Foundation
- ✓ Organised National level virtual 6 days FDP on “Pedagogical Transition in Higher Education- A Paradigm shift”
- ✓ Organised one day National Level Conference on “Portrayal of Indian Culture in Literature”
- ✓ Prabhaav - An Inter Collegiate Fest was organised by students and monitored by respective convenors and trainers
- ✓ Organised an Exhibition on Partition Horrors Remembrance Day
- ✓ Parents Teacher Meeting
- ✓ Graduation Day

4. IIC initiated many programs

- ✓ Lecture on “Entrepreneurial Oppurtunity Development” by Mrs. B R Poornima
- ✓ Lecture on “Startup Ecosystem, Hand holding and Funding” by Mr. Prakash Nimbalkar
- ✓ Lecture on “Incubation and Mentorship” by Mr. Ajay Rawul
- ✓ Lecture on “Introduction to Intellectual Property Rights” by Mr. M G Kodandarama
- ✓ Organised workshop on Cora Cloth Bag making by Mrs. Soubhagya
- ✓ Organised workshop on Paper Bag making by Mrs. Soubhagya
- ✓ Study Circle was inaugurated under IIC and organised an technical session on “An overview of Income Tax” by Mr. Anjan Babu
- ✓ “Daakshya” Exhibition cum Sale of Handmade products / Artwork was organisec by AUROMA
- ✓ “National Science Day” was celebrated by organising a lecture by Dr. Geetha K Rao

5. A campus job drive was organised in collaboration with Karnataka Skill Development Corporation and The Disciples India where 15+ companies were the part of this job drive.
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 2021-22 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 education.

Meeting concluded with vote of thanks to the chair


Dr. Sailaja
Principal/SAC


Savitha S
Coordinator, IQAC



Rajajinagar Education Society's (Regd.)

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MINUTES OF THE THIRD IQAC MEETING FOR THE AY 2021-22 HELD ON 13/05/2022

AT 2 PM WITH FACULTY

Ref. No. :

Date :

Members present:

Dr. Sailaja. M , Chairperson, SAC

Smt. Savitha, Coordinator, IQAC & Asst. Prof. Department of Commerce

Sri. Vinod Annigeri , Head, Department of Computer Science

Smt. Madhura, Head, Department of Commerce & Coordinator, PG Department

Smt. Gopika, 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 Minutes of the Meeting dated 27/01/2022 and ATR
- To plan the events to be conducted during the even semester.
- To plan the proposed activities for NAAC and discuss the preparation for SSR

1. The Chairperson welcomed the Committee for the 3rd IQAC meeting for the AY 2021-22.
2. The Coordinator IQAC read the minutes of the 2nd IQAC meeting dated 27/01/2022 and discussed the action taken report accordingly and the Committee approved the same.
3. IQAC went through the following reports and plan of action of the Heads, Coordinators and various committee convenors which have been prepared by them after being informed in the meeting dated 27/01/2022 .
 - To conduct SDPs, FDPs, Career Guidance program, Workshops and Student seminars
 - To organise National level seminar by the Department of Languages in the month of June/July
 - It is decided to train the student council and other students to organise the Fest
 - It is decided to conduct Prabhaav - An Inter Collegiate Fest. Department of Commerce, Management and Computer application have to plan the different events to be included in the Fest in coordination with Mr. Akilash, Pro Anspiraa in the 2nd / 3rd week of August
 - The Council is informed to strengthen the IIC by organising different program as per the scheduled event by IIC schedule .
 - It is also proposed to introduce Sri Aurobindo Collegiam – A study circle and Smt. Gopika is appointed as the Coordinator .


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- To organise placement drive in association with Karnataka Skill Development Association , by consulting with Sri. Shivaprasad, Disciples India in the 3rd week of August.
- IQAC in coordination with HODs of different departments to identify the companies /Firm / Industries which extend internship facilities to the students and motivate the students to take up the same as a part of skill enhancement and training program. It is also informed to the concerned HODs to schedule the classes from 8AM onwards to enable the final year students to take up internship program without missing the classes if maximum number of students participate.
- To identify advanced and weak learners and advice mentors to extend maximum support in this regard.
- Students to be trained well to give class seminars and presentations and take up case studies and community work.
- Industrial visits to be planned for PG students and necessary training to be given for report writing.
- Admission process to be planned and continued to improve admission.
- Admission Committee to plan and schedule different methods for the improvement of the strength
- It is decided to introduce Rangers and Rovers unit in the college and placed before the management for approval. Smt. Geetha, Department of Kannada and Sri. Thippana Gowda , Physical Education Director , are appointed as the Ccoordinators of Rangers and Rovers unit.
- It is informed to the Committee to conduct Parents Teacher meeting and share the minutes in the Parents Aassociation group.
- To organise more FDPs , SDPs and seminars in association with Primax Foundation
- To encourage more number of students to take up virtual value added courses offered by Campus Technology .
- To inform Havana Yuktha Solution to conduct Tally, Advanced Excel, SPSS, classes for competitive exams for students.
- NSS activities to be resumed and Sri. Durga Prasad is informed to conduct different programs as per Covid norms.
- College Annual day and Graduation day to be planned and necessary arrangements to be made .

The meeting was concluded with a vote of thanks to the chair.


Dr. Sailaja
Principal, SAC


Savitha S
Coordinator, IQAC