Ref. No.   Date : 08|10|2022

MINUTES OF FIRST IQAC MEETING FOR THE AY 2022-23 HELD ON 07/10/2022 AT 2PM WITH FACULTY

Members present:

Dr. Sailaja. M, *Chairperson, SAC*

Sri. Vinod Annigeri, *Coordinator, IQAC & Head, Department of Computer Science*

Smt. Madhura, *Head, Department of Commerce & Coordinator, UG & 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. Preeti Hukkeri, *Coordinator, Department of Management*

Smt. Vijayalaxmi, *Head, Department of English*

Smt. Santosh Pria, *Asst. Prof, Department of Computer Science*

Agenda

- Welcome
- To discuss on various topics related to quality enhancement and plan of action for the academic year 2022-23
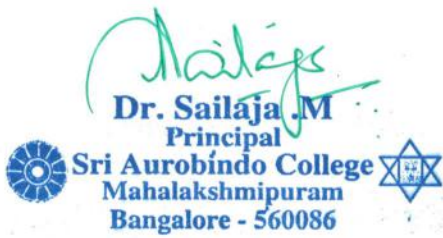- To distribute work allotment for subjects and committees

The Chairperson welcomed the committee for the 1st IQAC meeting for the AY 2022-23.

Plan of Action: The members discussed on various topics related to quality enhancement and Plan of action for the academic year 2022-23.

1. The Coordinator, IQAC informed the members to submit the data of different activities and events conducted in the Institution from June 2021 till date for the submission of AQAR for the year 2021-22. The team was also informed to prepare tentative Calendar of events and adhere to the plan of action/ Calendar of Events for the academic year 2022-23.

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 Board of Studies to prepare the Calendar of Events for the different semesters. The Board of Studies was also informed to discuss with the concerned training providers the required modules before presenting it to the management for approval.

3. Each department Head in coordination with class teachers to plan the different subject/ syllabus related to guest lectures by eminent Educationists, Industrialists and Alumni.

4. 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.

5. 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.

6. NSS program officer was informed to prepare list of activities for Academic year 2022-23.

7. It was decided to take feedback from stakeholders as a quality initiative.

8. A student council has to be formed by conducting elections. To schedule the dates for inauguration

9. Board of Examinations (Internal committee) was informed to conduct periodical meetings and guide the faculty as per affiliated university

10. Parents Teachers Meeting to be held in the beginning of each semester and strict instructions along with code of conduct and anti-ragging undertaking forms to maintain discipline in and around the campus.

11. To plan and implement best practices for the benefit of the student community through Mentor mentee programs, soft skills program. Capable program exclusive to BBA students and to tie up with skill development hubs providing NSDC/ KSDC programs.

12. It was decided to strengthen student internship and encourage students to participate in field visits. As most of the students are from economically backward strata of society the decision was taken to support them getting part time jobs in different firms.

13. It was also decided to encourage the students who have taken up CA/ CPT / CMA courses by providing special permission and also special coaching.

The meeting ended with Vote of thanks to the chair.

Dr. Sailaja .M
Principal
Sri Aurobindo College
Mahalakshmipuram
Bangalore - 560086

Vinod Annigeri
Coordinator, IQAC   8/10/22

Ref. No. :   Date : 24/02/2023

MINUTES OF THE SECOND IQAC MEETING FOR THE AY 2021-22 HELD ON 23.2.2023 AT 2.30 PM WITH FACULTY

Members present:

Dr. Sailaja. M., *Chairperson, SAC*

Sri. Vinod Annigeri, *Coordinator, IQAC & Head, Department of Computer Science*

Smt. Madhura, *Head, Department of Commerce & Coordinator, UG & 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. Preeti Hukkeri, *Coordinator, Department of Management*

Smt. Vijayalaxmi, *Head, Department of English*

Smt. Santosh Priya, *Asst. Prof. Department of Computer Science*

Agenda:

- Reading the minutes of the meeting dated 07/10/2022 and ATR
- Preparations for AQAR
- 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 2022-23.
2. The Coordinator IQAC read the minutes of the 1st IQAC meeting dated 7.10.2022 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 during the first IQAC meeting.
3. The BoS informed the council that – Value added programs were planned for B.Com, BBA, BCA and M.Com students with the support of Havanayukta, Campus Technologies, Ainspira, Glovish Technologies, Rooman Technologies, JSpiders, Beyond Web solutions, BBCo etc., 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 Convenors of different committees summarized the events conducted by their respective departments as per the calendar of events:

Department of Commerce & Management organised:

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

Department of BCA had organised:

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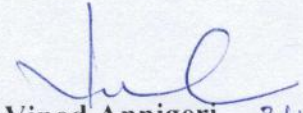- ✓ Short Movie making Competition

NSS Unit had organised events like:

- ✓ Koti Kanta Geetha Gayana
- ✓ National Unity Day
- ✓ Walkathon to support Blind Cricketers
- ✓ Indian Constitution Day
- ✓ Swami Vivekananda Jayanthi & National Youth Day celebration
- ✓ Good Governance and Human Rights
- ✓ Voters ID Registration

5. The plan of action for the even semester was discussed and tentative dates were decided.
6. They were also informed to submit result analysis report on the events they have conducted in previous semester
7. It was decided to conduct Inter collegiate Kabaddi Tournament and Physical Education Director was instructed to submit the budget and other details to the council.
8. Field visits, industrial visits for M. Com and UG courses were decided and planned to place before the Management for approval.
9. PG department to invite experts from Industry and Institution to share their expertise.
10. UG and PG students to be encouraged to take up MOOC and Swayam programs.
11. To plan and schedule FDP by inviting faculty of different colleges. It was decided to schedule the same in last week of March or first week of April.
12. The committee was informed to list the names of Invitees and Resource Persons along with the topics.
13. PG department to organize Research oriented programs

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

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Vinod Annigeri 24/7/2023
Coordinator, IQAC

Ref. No. :   **Date :** 01|02|2023

MINUTES OF THE THIRD IQAC MEETING FOR THE AY 2022-23 HELD ON 31.3.2023 AT 2 PM WITH FACULTY

Members present:

Dr. Sailaja. M., *Chairperson, SAC*

Sri. Vinod Annigeri, *Coordinator, IQAC & Head, Department of Computer Science*

Smt. Madhura, *Head, Department of Commerce & Coordinator, UG & 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. Preeti Hukkeri, *Coordinator, Department of Management*

Smt. Vijayalaxmi, *Head, Department of English*

Smt. Santosh Priya, *Asst. Prof, Department of Computer Science*

Agenda

- Welcome
- Reading the Minutes of the Meeting dated 23.2.2023 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 2022-23.
2. The Coordinator IQAC read the minutes of the 2nd IQAC meeting dated 23.2.2023 and discussed the action taken 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 23.2.2023.

- To conduct SDPs, FDPs, Career Guidance program, Workshops and Student seminars
- The date for intercollegiate Kabaddi tournament was finalised and the Physical Education Director produced the budget and requirements on 16.6.2023.
- It is planned to conduct more programs under Sri Aurobindo Collegium and study Circle.
- Placement officer is informed to approach and coordinate with different companies for placement drive in the Institution.

- IQAC in coordination with HODs of different departments to identify the companies /Firms / 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 decided to approach Rooman technologies for more number of programs under PMKVY.
- Admission Committee to plan and schedule different methods for the improvement of the strength
- The council was informed that the Team of Rangers and Rovers has actively been participating in the events organised by North District.
- The class teachers are informed to encourage a greater 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.
- College Annual day and Graduation day to be planned and necessary arrangements to be made.

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

Dr. Sailaja .M
Principal
Sri Aurobindo College
Mahalakshmipuram
Bangalore - 560086

Vinod Annigeri 1/2/2022
Coordinator, IQAC

MINUTES OF THE FOURTH IQAC MEETING FOR THE AY 2022-23 held on 10/08/2023 at 2 PM WITH FACULTY

Members present:

Dr. Sailaja. M., *Chairperson, SAC*

Sri. Vinod Annigeri, *Coordinator, IQAC & Head, Department of Computer Science*

Smt. Madhura, *Head, Department of Commerce & Coordinator, UG & 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. Preeti Hukkeri, *Coordinator, Department of Management*

Smt. Vijayalaxmi, *Head, Department of English*

Smt. Santosh Priya, *Asst. Prof, Department of Computer Science*

Agenda

- Welcome
- Reading and confirmation of the Minutes of the Meeting dated 31/03/2023 and ATR
- Discussion on events conducted as per the Calendar of Events

1. The Chairperson welcomed the Committee for the 4th IQAC Meeting.
2. The Coordinator IQAC read the minutes of the 3rd IQAC meeting dated 31/03/2023 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
- ✓ Workshops for BBA students by reputed industrialists under CAPABLE program

Department of BCA organised:

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

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

- ✓ Kannada Essay Competition
- ✓ Pada Bandha Competition
- ✓ SUDOKU Competition
- ✓ Poster Making

NSS Unit organised:

- ✓ Dr. Ambedkar Jayanthi Program
- ✓ Voting Awareness Campaign
- ✓ Guest Lectures
- ✓ Blood Donation Camp
- ✓ 7 days Special Camp

Eco club

- ✓ Earth Day Celebrations
- ✓ Flower Arrangement Competition
- ✓ World Environment Day Celebrations

Rangers & Rovers

- ✓ Attended International cultural JAMBOORE at Mudabidre
- ✓ Celebration of Founders Day 22.02. 2023
- ✓ Attended District Level NIPUN exam stage 2nd in Month of May 2023
- ✓ Celebrated Environment Day on June 5
- ✓ Trekking, Training and Teaching Camp at STC , Dodballapura

Sports

- ✓ Aurobindo Premier League an Intercollegiate Cricket Tournament was conducted
- ✓ Intramural competitions were held on 17th June 2023
- ✓ Intercollege Kabbadi Tournament was conducted on 15th July 2023
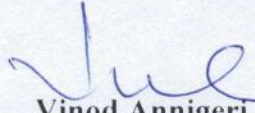- ✓ Annual Sports meet was organised on 25th July 2023

IIC initiated following programs

- ✓ FDP on "Intellectual Property Rights" by Mr. Suhas Bagalkotkar.
- ✓ Workshop on Paper Bags making by Rashmi Udyog

4. A campus job drive was organized in association with Proedge and representatives from 8 other companies participated in this job drive.
5. Industrial Visits to Tea Estates, Ooty and Keynes Technologies, Mysore were organized for BBA and BCA students respectively. MCom students visited Toys factory, Chennapattana.
6. Field Visit to Times of India, Press was organised for B Com students.
7. Students registered for Internships in Reliance Jio, Kingdom College and other firms
8. 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 to be updated for the year 2022-23 and submitted to NAAC coordinator.
    - ✓ Records pertaining to mentor system to be updated.
    - ✓ To suggest any requirements both infrastructure and Academic for the coming year and request to be placed before Management
9. The list of online and offline Value added courses offered and to be offered for the coming academic year was placed before the committee and the same was approved.
10. The MoUs were verified and decided to send thanking letters to those who have been supporting us and list of Industries and companies to be approached were listed.

Meeting concluded with vote of thanks to the chair

Vinod Annigeri   11/8/23
Coordinator, IQAC

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