



Internal Quality Assurance Cell (IQAC) Minutes

ANNUAL GENERAL BODY MEETING-16-04-2016

The Annual General Body meeting started at 9:00 am in Room No.44 with the Secretary Rev. Sr. Margaret Julie, Principal and Faculty. It started with a prayer by Prof. Nisha Joseph. After the prayer she briefed the agenda for the day's meeting.

Agenda:

- Formation of Clubs and Committees.
- Formation of new Clubs
- NAAC Review
- National Seminar to be conducted by IQAC
- Department Fests
- Add on Programs
- Exclusive seminar for the Staff for Paper Presentation
- Evaluation of Activities
- Academic Results
- Restructuring few Rules and Regulations of the college
- Budget for IQAC and various cells and committees for the academic year 2016-2017.

Rev. Sr. Margaret Julie announced the cells and its coordinators and she also explained its duties. She further encouraged the members of the cells and clubs to take tasks voluntarily and contribute to the institution and society at large.

The IQAC Coordinator Ms. Mary Shaila has given feedback and suggestions of NAAC Peer team visit with respect to all the departments. It was decided that IQAC will be a part of the PG program Committee for starting the new PG Courses in the College.

IQAC Chairperson Prof. Nisha Joseph announced that the National Seminar will be conducted in the month of August or September 2016. The tentative date and topic for the seminar was decided in the AGM with the consent of the faculty. It was decided that the National Seminar would be held on 6th September 2016 on Research related topic. She also encouraged the faculty to invite their colleagues and friends from different states to participate and present papers in the National Seminar.

IQAC Coordinator Asst. Prof. Mary Shaila requested all the HODs of the departments to give the dates on which they would like to conduct the department fest, the programs to be conducted, the guests they invite, the budget for the programs etc., All the HODs gave the same as they had held

the meeting with their departments earlier and the same was announced during the meeting so that it there would be no overlapping of dates with other departments.

The faculty were asked to volunteer to give various course related Add on Programs. Assistant Professors Stephen, Ranjith, Anil Kumar and Professor Veena Kumari came forward to initiate these programs like, E-filing, Big Data, SAS,SAP,SPSS, and few other programs. It was also decided that these programs would be conducted in the beginning of the semesters as few faculty would be involved in evaluation at the Bangalore University.

Rev.Sr. Margaret Julie, for the first time announced that there would be mandatory paper presentation to be given by all the faculty. She suggested IQAC to take an initiative in conducting such a program in the even semester. She also recommended to invite an expert to assess and guide the faculty for the same.

Prof. Dr.Puttanna suggested IQAC to take a feed back for each program so that the quality of the programs would be enhanced.

Rev.Sr.Margaret Julie spoke to the faculty about discipline during the programs. Discipline committee was formed. She further asked the faculty to monitor the students everyday to observe if they were in appropriate dress code. In spite of the instructions given in the hand book Faculty was asked to tell the students not to use cell phones inside the campus.

The Secretary asked the IQAC, various committees, clubs and the departments to give the budget for the academic year 2016-17 in a week.

The meeting was wound up with a thank you note by the Principal.

IQAC Coordinator



PRINCIPAL

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Members:-

Sl. No	Name	Signature
1	Rev. Sr. Margaret Julie	Dr. J.
2	Mrs. Nisha Joseph Cyriac	Nisha Joseph
3	Dr. H. R .Puttanna	Puttanna
4	Mrs. Vennila A	Vennila
5	Mrs. Prameela	Prameela
6	Mr. Ranjith Kumar .A	Ranjith
7	Mrs. Veena Kumari.V	Veena Kumari
8	Mr. Ravi.H	Ravi
9	Mrs.Marina .B	Marina
10	Mrs.Mary Shaila.F	Mary
11	Mrs.Sangita	Sangita
12	Mrs.Anjeli Christine	Anjeli
13	Ms.A Kumari Veenu	A Kumari
14	Mr.Stephen Babu	Stephen
15	Mrs.Vasudha.A.R	Vasudha
16	Mr.Santhosh Kumar R.M	Santhosh
17	Mrs. Sirisha Kumari	Sirisha
18	Ms.Venkatalakshmi K	AB
19	Mrs.Vasantha Pillai	Vasantha
20	Mr.Mohamed Aftab	Aftab
21	Ms.Parimala	AB
22	Ms.Alice D	Alice

23	Ms.M. Savitha	M.S.
24	Ms. Sindhu. S	S. S. S.
25	Mrs.Neha Mantri	(A)
26	Mrs.Ramya.K	Ramya
27	Dr.R.Ramesh Naik	R. R. Naik
28	Mrs.Lily Regina Arthi S	Lily
29	Ms.Vidhya S	Vidhya
30	Ms.Rekha.R	Rekha
31	Mr.Deepu. R	Deepu
32	Ms.Hemalatha	Hemalatha
33	Mrs.Khutaija Nazeen	Khutaija
34	Ms. Shruthi B.P	Shruthi
35	Mrs.Sheetal .G	Sheetal
36	Ms.Ashwini S L	AB
37	Mrs. Sindu .Eugin	Sindu
38	Mr.Krishna.S	Krishna
39	Mrs. Anitha R	Anitha
40	Mrs.Pradeepa	Pradeepa
41	Mrs.Sujatha	Sujatha
42	Ms.Beena	AB
43	Mr.Amarnath .R	Beena
44	Ms.Dorothy Deepa	Amarnath
45	Ms.Vasumathi	AB
46	Ms.Sathya M	AB
47	Ms.Suman RV	Sathya.

IQAC Coordinator

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PRINCIPAL



IQAC MEETING 2

A meeting was held with the Secretary Rev.Sr.Margaret Julie and the IQAC committee on 22nd August 2016 in Secretary's Chamber at 2.30pm

Agenda:

- To identify the Topic of the Seminar.
- To Finalize the speakers
- Schedule of the Seminar
- Registration details
- Budget for the National Seminar

The National Seminar was to be held with a focus on Research. Hence during the meeting 3 to 4 topics were suggested such as "Quality Enhancement of Research methodology in Higher Educational Institutions", "Enhancement of Quality of Research in Higher Educational Institutions", "Research Methodology Seminar"etc., At the end of the discussion the topic "Quality Enhancement Through Research" was finalized.

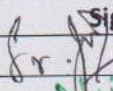
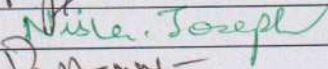

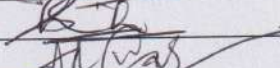
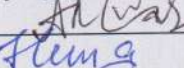
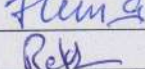

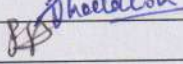
It was discussed that the Vice Principal of St. Joseph's Commerce College , Vice Chancellor of Christ University, IQAC Coordinator of Loyola College, Chennai, IQAC coordinator of Bangalore university Dr. B.C. Prabhakar and the Principal of Holy Cross College were intended to be invited as speakers for the Seminar.

The date of the seminar to be held was decided as 29th September 2016. And the timing for technical session was fixed tentatively.

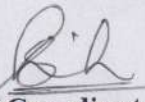
The Registration amount was fixed tentatively based on the facilities and the stationary to be provided to the delegates.

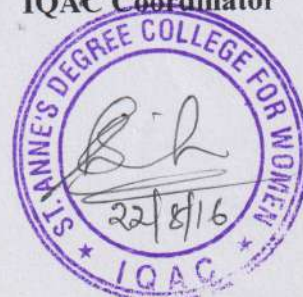
The IQAC members had to hold another meeting to finalize the budget, as the Management suggested to organize the seminar with an amount not exceeding Rs.1,50,000.

Formally the meeting wound up at 3.30pm.

LIST OF THE FACULTY		
Sl.No	Names	Signature
1	Rev.Sr.Margaret Julie	
2	Mrs. Nisha Joseph Cyriac	
3	Mr. Puttanna H R	
4	Mrs. Mary Shaila .F.	
5	MrS. A R Vasudha	
6	Ms. Hemalatha	
7	Ms. Rekha	
8	Ms. Sheetal G	
9	Mr.Amarnath R	


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IQAC Coordinator



IQAC MEETING 3

The members of IQAC held a meeting with the Principal in the Principal's Chamber at 2.30 pm on 23rd August, 2016.

Agenda:

- Schedule of the National Seminar
- Registration Fee
- Refreshment details
- Preparation of Brochures and Banners

The Schedule of the National Seminar was fixed as follows :

- Registration starts from 8.30am
- Inauguration : 9.00am
- Coffee Break: 11 to 11.15
- Photo Session: 11.15 to 11.30
- 1st Technical Speaker: 11.30 to 12.15pm
- 2nd Technical Speaker: 12.15 to 1.15
- Break for Lunch: 1.15 to 2.00
- Panel Discussion: 2 to 3.30
- Coffee Break: 3.30 to 3.45
- Valedictory: 3.45 to 4.30

Registration fee was fixed as follow

UG Students : 50/-

PG Students : 100/-

Research Scholars & Faculty : 300/-

Refreshment details were discussed and it was finalized.

Asst. Prof. Sheetal was assigned to design the Brochure and Banner with the approval of the Principal and then submit the same for Printing.

It was also discussed that the brochure reaches the colleges across the country with ample time for the delegates to plan and participate.

The above details were discussed and the incharges for these duties were assigned.

LIST OF THE FACULTY		
Sl.No	Names	Signature
1.	Mrs. Nisha Joseph Cyriac	<i>Nisha Joseph</i>
2.	Mr. Puttanna H R	<i>Puttanna</i>

3.	Mrs. Mary Shaila .F.	<i>Rih</i>
4.	MrS. A R Vasudha	<i>AR Vasudha</i>
5.	Ms. Hemalaltha	<i>Hemalaltha</i>
6.	Ms. Rekha	<i>Rekha</i>
7.	Ms. Sheetal G	<i>Sheetal G</i>
8.	Mr. Amarnath R	<i>Amarnath R</i>

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IQAC Coordinator

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IQAC MEETING 4

A meeting was held with the Principal, Faculty and IQAC members in the Room No.44 at 3.15pm on 23rd August 2016.

Agenda:

Formation of internal committees for the National Seminar.

Assigning duties to the committees

Deadlines for the Brochures and Invitation to be designed and dispatched.

The meeting started immediately after the Principal's meeting to delegate the tasks to various faculty as the work had to progress at a faster pace. IQAC members were asked to form committees for different tasks.

- Ms. Hema and Ms. Sheetal along Mr.Santhosh and Ms.Prameela were given the duty of designing the brochure and dispatching the same to colleges across Bangalore and other states.
- Ms Vennila and her team had to design ID cards and distribute files to the delegates as they were completely incharge of Registration.
- Ms.Marina had to coordinate with the reception committee to welcome and escort the Chief guest ,Speakers and Delegates . The committee also had to take responsibility of the bouquets, water bottles and refreshments for guests and speakers.
- Mr. Aftab was given the responsibility of refreshment committee and hospitality.
- Ms. Lily Regina Arthi Moses was given incharge of Designing, printing and distributing the certificates.
- Dr. Puttanna and Stephen were given the responsibility of the stage decoration
- Ms.Venkatalakshmi along with Ms.Suman and Ms.Vasantha had to arrange the stage requirements such as Lamp, Name Plates, PPT of speakers' profiles etc.,
- Mr.Ranjith and Mr. Jesuraj had to handle technical issues, arrangement of sound system, mikes and genotor.
- Prof.Veena Kumari, Ms.Ramya and Ms. Sirisha were delegated to be the MCs for the day.

Deadline for the Brochures and Invitation to be designed and dispatched was discussed in the meeting and finalized.

The meeting wound up by 4.15 pm.

LIST OF THE FACULTY		
Sl.No	Names	Signature
1	Rev.Sr.Margaret Julie	Dr. [Signature]
2	Mrs. Nisha Joseph Cyriac	Nisha Joseph
3	Mr. Puttanna H R	Puttanna
4	Mrs. Vennila	Vennila
5	Mr. Ranjith Kumar A	Ranjith
6	Mrs. Veena Kumari V	Veena Kumari

7	Mr. Ravi H	<i>Ravi H</i>
8	Mrs. Prameela	<i>Prameela</i>
9	Mrs. Marina B	<i>Marina B</i>
10	Mrs. Mary Shaila .F.	<i>Mary Shaila .F.</i>
11	Mrs. Sangita	<i>Sangita</i>
12	Mrs. Anjali Christine	<i>Anjali Christine</i>
13	Ms. A. Kumari Veenu	<i>A. Kumari Veenu</i>
14	Mr. Stephen Babu	<i>Stephen Babu</i>
15	MrS. A R Vasudha	<i>A R Vasudha</i>
16	Mr. Santhosh Kumar R M	<i>Santhosh Kumar R M</i>
17	Mrs. Sirisha Kumar T	AB
18	Mr.Mohammed Aftab	<i>Mohammed Aftab</i>
19	Mrs. Venkatalakshmi K	AB
20	Mrs. Vasantha Pillay	<i>Vasantha Pillay</i>
21	Ms. Alice D	<i>Alice D</i>
22	Ms. Parimala S	AB
23	Ms. Sindhu S	<i>Sindhu S</i>
24	Ms. Savitha M	<i>Savitha M</i>
25	Ms. Neha Mantri	<i>Neha Mantri</i>
26	Mr. Ramesh Naik	<i>Ramesh Naik</i>
27	Mrs. Lilly Regina Arthi	<i>Lilly Regina Arthi</i>
28	Mrs. Ramya K	<i>Ramya K</i>
29	Ms. Vidhya S	<i>Vidhya S</i>
30	Ms. Sindhu Eugin	<i>Sindhu Eugin</i>
31	Mr. Deepu.B	<i>Deepu.B</i>
32	Ms. Hemalaltha	<i>Hemalaltha</i>
33	Ms. Rekha	<i>Rekha</i>
34	Ms. Shruthi R P	<i>Shruthi R P</i>
35	Ms. Sheetal G	<i>Sheetal G</i>
36	Ms. Sathya M	AB
37	Mrs.Kutaija Nazneen	<i>Kutaija Nazneen</i>
38	Ms. Suman R V	<i>Suman R V</i>
39	Mr. Krishna .S	<i>Krishna .S</i>
40	Mrs. Vasumathi	AB
41	Ms. Dorothy Deepa	<i>Dorothy Deepa</i>
42	Ms.Anitha . R	<i>Anitha . R</i>
43	Ms. Pradeepa	<i>Pradeepa</i>
44	Ms.Ashwini S L	AB
45	Ms. Sujatha	<i>Sujatha</i>
46	Mr.Amarnath R	<i>Amarnath R</i>
47	Ms. Beena	AB

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IQAC MEETING 5

Alumni association organized an Alumni meet on 10th September, 2016 at 10am in the Auditorium..

Agenda:

To conduct Election for Alumni

Encourage the Alumni to support the institutional growth

To collect the feed back from Alumni

The Alumni meet started in high spirit with lots of cheerful faces of old students who were very happy to take part in the meet. Formally the meeting was inaugurated by the Secretary Rev.Sr. Julie. It was followed by the Principal's speech .

The Alumni Association conducted an Election as per the suggestion given by IQAC. The Alumni volunteered themselves for the posts of President and members of the Council. Ms.Nancia was elected as the President of the Alumni and two others as members of the council.

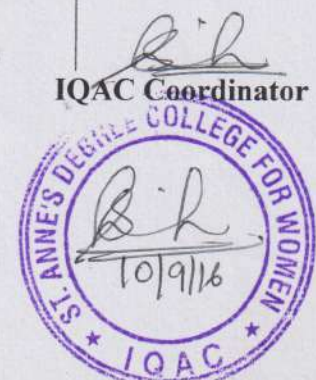
The IQAC coordinator Ms.Shaila spoke to the Alumni and encouraged them to support the institutional growth . She also asked them to conduct cultural activities, to assist in training the students for placement , to help the students to get internship, to arrange a job fair in the campus.

The council volunteered to get in touch with other Alumni to increase the membership of this Association and also to contribute positively towards the growth of the institution in arenas like placement, building, internship etc.,

Finally a general feedback was collected from the Alumni before they dispersed for lunch which was arranged by the Alumni Association.

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Sl.No	Names	Signature
1.	Mrs. Nisha Joseph Cyriac	<i>Nisha Joseph</i>
2.	Mr. Puttanna H R	<i>Puttanna H R</i>
3.	Mrs. Mary Shaila .F.	<i>Mary Shaila .F.</i>
4.	MrS. A R Vasudha	<i>Aravind Vasudha</i>
5.	Ms. Hemalatha	<i>Hemalatha</i>
6.	Ms. Rekha	<i>Rekha</i>
7.	Ms. Sheetal G	<i>Sheetal G</i>
8.	Mr.Amarnath R	<i>Amarnath R</i>
9.	Mr. Mohammed Aftab	<i>Mohammed Aftab</i>
10.	Ms.Anjeli	<i>Anjeli</i>
11.	Ms.Ramya	<i>Ramya</i>
12.	Ms.Savitha	<i>Savitha</i>
13.	Ms.Ashwini	<i>Ashwini</i>
14.	Ms.Anitha , R	<i>Anitha R</i>
15.	Ms.Nancia(Alumni)	<i>Nancia</i>
16.	Ms.Nancy(Alumni)	<i>Nancy</i>
17.	Ms.Josleen Preethi	<i>Josleen Preethi</i>

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IQAC MEETING 6

IQAC conducted a meeting with Parents of BA and B.Sc students on 24th September, 2016 at 10.00am in the basement.

Agenda:

- To enhance the result of B.Sc & BA students
- To have constant communication with the Teachers
- To seek sponsor from the parents for the Institutional growth

Principal addressed the parents in the basement. They met the Principal, and staff individually to know about the progress of their ward.

During the meeting IQAC took a lead role to encourage the parents to promote complete education for their ward and asked them not to get them married while they are studying, they were also requested to allow them to complete their studies. The parents were asked to come out with the suggestions for enhancing the results, improving the attendance of their ward, placement etc.,

The teachers suggested to the parents to visit them frequently to know about the progress of their ward. They were also informed that the SMS system has been generated by the institution to inform them about the holidays.

The Parents were further asked to contribute towards the growth of the Institution by sponsoring whole heartedly.

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Sl.No	Names	Signature
1.	Prof. Nisha Joseph Cyriac	<i>Nisha Joseph</i>
2.	Asst.Prof. Mary Shaila .F.	<i>M. Shaila</i>
3.	Asst.Prof. A R Vasudha	<i>A. R. Vasudha</i>
4.	Asst.Prof. Rekha	<i>Rekha</i>
5.	Asst.Prof.. Amarnath R	<i>A. Amarnath R</i>
6.	Asst.Prof. Stephen Babu	<i>S. Babu</i>
7.	Asst.Prof. Marina	<i>M. Marina</i>
8.	Asst.Prof. Savitha	<i>M. Savitha</i>
9.	Asst.Prof. Shruthi	<i>Shruthi</i>
10.	Mr.Heere Gowda(Parent)	<i>Heere Gowda</i>
11.	Mr. Rammurthy(Parent)	<i>Rammurthy</i>
12.	Mrs.Sukanya(Parent)	<i>Sukanya</i>
13.	Mr.Karthik(Parent)	<i>Karthik</i>
14.	Mr. Narayan(Parent)	<i>Narayan</i>

R. H.
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IQAC MEETING 7

IQAC had called for a meeting with Non-Teaching staff on 20th December, 2016 in the Principal's chamber at 2.00 pm.

Agenda:

- To maintain the documents.
- To collect the details of the passed out students.
- Resolving the students grievances related to the University

The meeting started with the Principal appreciating the non-teaching staff for complete co-operation with the teaching staff. She also asked them to enhance the quality of documentation of office files.

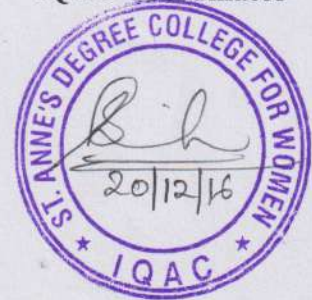
The IQAC coordinator asked the office superintendent Ms.Lizzy George to collect the details of the passed out students. Details such as their place of work or the college in which they are pursuing the higher studies, the designation of their current position, their CTC, their phone numbers, their residential address etc.,

Many students have complained that the marks sheets had not come though they had finished their studies, some students have complained that their names have been spelt incorrectly, some of their photos were wrong. IQAC members asked the office staff to resolve these issues at the earliest.

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Sl.No	Names	Signature
1.	Prof. Nisha Joseph Cyriac	<i>Nisha Joseph</i>
2.	Asst.Prof. Mary Shaila .F.	<i>M Shaila</i>
3.	Asst.Prof. A R Vasudha	<i>A R Vasudha</i>
4.	Ms.Lissy George(Office Superintendent)	<i>Lissy George</i>
5.	Ms.Amala Jayaraj(Office Staff)	<i>Amala Jayaraj</i>
6.	Ms.Swarnapoorani R.(Office Staff)	<i>Swarnapoorani R.</i>
7.	Ms.Ashwini(Office Staff)	<i>Ashwini</i>
8.	Mr.Manjunath (Liaison Officer)	<i>Manjunath</i>

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Lizzy George
IQAC Coordinator



IQAC MEETING 8

IQAC held a meeting on 5th January with Secretary, Principal and IQAC members in the Secretary's chamber at 12.30pm.

Agenda:

- To discuss about the subject for Faculty Research Programme
- Dates for submission of PPT and the Paper
- Finalizing the date for Faculty Research Programme (FRP)

Meeting started at 12.30pm and it was completely about Research. IQAC coordinator Ms.Shaila expressed that in order to give an exposure to all the faculty on Paper Presentation a new programme had to be introduced and it was named by Secretary Rev.Sr. Margaret Julie as **Faculty Research Programme**. This programme's main intension was to encourage all the faculty to create a platform for presenting one research paper annually. This had to be made mandatory so that those staff who had not presented papers earlier would have a learning experience.

After the programme was named as FRP, there was a discussion on giving one particular topic or assign the topics according to their area of interest. It was decided that the topic would be chosen by the faculty based on their area of interest as this was the first exposure for some of them. Dates for Paper submission, PPT and FRP would be finalized by discussing with the faculty. The date for the next meeting with faculty was decided as 9th January, 2017.

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Sl.No	Names	Signature
1	Rev.Sr.Margaret Julie	
2	Mrs. Nisha Joseph Cyriac	Nisha Joseph
3	Mr. Puttanna H R	Puttanna
4	Mrs. Mary Shaila .F.	Shaila
5	MrS. A R Vasudha	Ar Vasudha
6	Ms. Hemalaltha	Hemalaltha
7	Ms. Rekha	Rekha
8	Ms. Sheetal G	Sheetal G
9	Mr.Amarnath R	Amarnath R

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IQAC MEETING 9

IQAC is organizing a Faculty Research Program for the Teaching Staff. In this regard a meeting was held by the Secretary with Principal, Faculty and IQAC in room no.44 at 2.00pm on 9th January, 2017.

Agenda:

- To decide the subject for Faculty Research Program
- Dates for submission of PPT and the Paper
- Finalizing the date for Faculty Research Program (FRP)

Secretary addressed the Teaching Staff and explained the importance of Research and she also briefed about the FRP. After a long discussion it was decided that the staff can choose the topic from their area of interest.

The faculty was asked to submit their papers to the IQAC by 20th February, 2017 as the date for FRP was fixed as 27th February, 2017. They were also asked to submit the PPT one day before the program.

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Sl.No	Names	Signature
1	Rev.Sr.Margaret Julie	Sr. Margaret Julie
2	Mrs. Nisha Joseph Cyriac	Nisha Joseph
3	Mr. Puttanna H R	Puttanna
4	Mrs. Vennila	Annella
5	Mr. Ranjith Kumar A	Ranjith
6	Mrs. Veena Kumari V	Veena Kumari
7	Mr. Ravi H	Ravi
8	Mrs. Prameela	Prameela
9	Mrs. Marina B	Marina
10	Mrs. Mary Shaila .F.	Mary Shaila
11	Mrs. Sangita	Sangita
12	Mrs. Anjeli Christine	Anjeli
13	Ms. A. Kumari Veenu	A. Kumari Veenu 27/6/17
14	Mr. Stephen Babu	Stephen Babu
15	MrS. A R Vasudha	A R Vasudha
16	Mr. Santhosh Kumar R M	Santhosh
17	Mrs. Sirisha Kumar B	Sirisha
18	Mr.Mohammed Aftab	Mohammed Aftab
19	Mrs. Venkatalakshmi K	Venkatalakshmi K AB
20	Mrs. Vasantha Pillay	Vasantha Pillay AB
21	Ms. Alice D	Alice D
22	Ms. Parimala S	Parimala S AB

23	Ms. Sindhu S	<i>a. s. s. s.</i>
24	Ms. Savitha M	<i>M. S. M.</i>
25	Ms. Neha Mantri	<i>N. Mantri</i>
26	Mr. Ramesh Naik	<i>R. Naik</i>
27	Mrs. Lilly Regina Arthi	<i>L. Arthi</i>
28	Mrs. Ramya K	<i>R. K.</i>
29	Ms. Vidhya S	<i>V. S.</i>
30	Ms. Sindhu Eugin	<i>S. Eugin</i>
31	Mr. Deepu.B	<i>D. B.</i>
32	Ms. Hemalaltha	<i>H. A.</i>
33	Ms. Rekha	<i>R.</i>
34	Ms. Shruthi R P	<i>S. R. P.</i>
35	Ms. Sheetal G	<i>S. G.</i>
36	Ms. Sathya M	<i>S. M.</i>
37	Mrs. Kutaija Nazneen	<i>K. N.</i>
38	Ms. Suman R V	<i>S. R. V.</i>
39	Mr. Krishna . S	<i>K. S.</i>
40	Mrs. Vasumathi	<i>V. A. B.</i>
41	Ms. Dorothy Deepa	<i>D. D.</i>
42	Ms. Anitha . R	<i>A. R.</i>
43	Ms. Pradeepa	<i>P.</i>
44	Ms. Ashwini S L	<i>A. S. L. A. B.</i>
45	Ms. Sujatha	<i>S.</i>
46	Mr. Amarnath R	<i>A. R. A. B.</i>
47	Ms. Beena	<i>A. B.</i>

B. H.
IQAC Coordinator

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IQAC MEETING 10

IQAC conducted a meeting with its members on 3rd April, 2017 at 2.30pm in the IQAC chamber.

AGENDA:

- Evaluation of activities conducted in the Institution
- Documentation of the events conducted
- AQAR
- Planning for the next Academic year

The IQAC Coordinator expressed her gratitude to the members for their constant support and cooperation extended throughout the year.

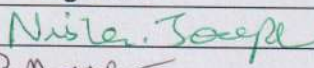
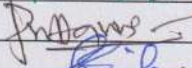
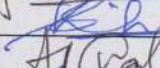
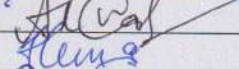
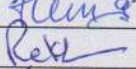
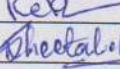
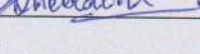

A Review of evaluation of all the programs was discussed and the members were asked to improvise the quality of the programmes in the upcoming academic year.

All the members were asked to recheck the collected documents from various departments, cells, clubs and committees before the Annual General Body meeting. If any document is missing it had to be filed before the AGM.

Each member was assigned to coordinate with the criterion heads and check the AQAR report for submission to NAAC.

The suggestion from the members was taken for the forthcoming academic year 2017-2018 to be proposed in the AGM.

The IQAC coordinator Ms.Shaila expressed that she would look forward for the same cooperation in all the future endeavours.

LIST OF THE FACULTY		
Sl.No	Names	Signature
1.	Mrs. Nisha Joseph Cyriac	
2.	Mr. Puttanna H R	
3.	Mrs. Mary Shaila .F.	
4.	MrS. A R Vasudha	
5.	Ms. Hemalaltha	
6.	Ms. Rekha	
7.	Ms. Sheetal G	
8.	Mr.Amarnath R	


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IQAC (Internal Quality Assurance Cell)

Action Taken Report for the Academic Year 2016-17

Action Taken Report of IQAC for the Academic Year 2016-17 is based on Academic planner and meeting held during the year. ATR has been placed before the management for the inclusion in the institutional Annual Report. Following Quality initiatives have been taken to ensure quality culture in the Campus.

Resolution passed/Plan of Action	Action Taken
IQAC recommends the principal and the staff to conduct "Annual Planning meetings" at the institution Level and at the department level.	Annual Planning meetings were held as per the recommendation of the IQAC.
For the effective teaching learning process , IQAC highlighted the requirement of Projectors in Classrooms	Inbuilt Projectors in Few Classrooms of every department were installed.
Initiative to provide space for Counseling Centre and Placement Cell	Partitions were made in the basement and were allotted exclusively to ensure better counseling and placement services for the students.
Disruption of Power supply in the Auditorium during cultural programme or guest lectures brought down the quality of the programme	Generator was installed for constant power supply during the cultural and other programmes in the Auditorium.
The staff and the HODs are encouraged to arrange guest lectures and workshops to give a better understanding of the subject.	All the departments arranged for guest lectures and some departments organized student seminar and workshops in addition to extracurricular activities such as exhibitions, quiz, marketing, stock broking, field visits or industrial visits, internships, paper presentation etc
Each staff is motivated to participate in various seminars and present and publish Research papers	The Staff participation in seminars and their Presentation and publication is gradually increasing.
Each department is encouraged to conduct a National/State Level Conference every year	One National Seminar and two state level seminars were conducted in this academic year.
Women's Cell was advised to conduct awareness programmes.	Legal awareness program for support staff was conducted.



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	<p>Women's Movement in India-Trends & Challenges(Guest Lecture) Navigating the journey from Campus to Corporate(Interactive Session) Women's cell encouraged the students to participate in PINKATHON(awareness on Breast cancer)</p>
<p>Recommendations to the Library for enhancing its quality and continue its collaboration with other Institutions to digitalize the Library.</p>	<p>College Library is in collaboration with British Library since 2012 and has renewed its institutional membership on 13th march 2016. Library has renewed N-List - Information Library Network (INFLIBNET) for easy on line access of E-books for the year 2016-2017. Computerized database-Easy Lib software has been renewed for the year. Library organized an awareness program to students about facilities provided to them such as Xerox facilities and N-List.</p>
<p>IQAC recommended to update and renew the contract for I-BOSS EMS</p>	<p>I-BOSS EMS has been renewed and it has been updated to get consolidated result analysis, attendance, internal marks and SMS system</p>
<p>With the introduction of CBCS by the Bangalore university, IQAC suggested the examination committee to prepare a standard format to conduct internal Examinations so that the marks would be collated to allot internal assessment marks prescribed by the university at the end of the semester.</p>	<p>The Examination Committee has designed a single booklet for each student which includes both the internal examination marks. This booklet also has a certificate in which the final marks would be awarded.</p>
<p>During the NAAC visit Students, Alumni and Parents requested to start Post graduate courses so that they can continue the studies in the same institution. Considering this request, IQAC suggested the management to procure the approval from the university to start Post graduate courses.</p>	<p>The Management took the initiative and started constructing classrooms required for PG courses and have applied to the Bangalore University for starting the PG courses.</p>



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