# BHANDARKARS' ARTS AND SCIENCE COLLEGE KUNDAPUR – 576201

#### INTERNAL QUALITY ASSURANCE CELL 2018 - 2019

#### Meeting Notice

The meeting of the Internal Quality Assurance Cell will be held on 06-08-2018 at 4.00PM in the Board Room. All the members of IQAC are requested to attend the meeting.

#### Agenda of the Meeting:

- 1. Action plan for the year 2018-2019.
- 2. Preparation and submission of 2017-18 AQAR report in new format.
- 3. Planning of curricular activities for the year 2018-2019
  - Internal Assessment Examination
  - End semester examination
  - Strategies to deal with student absenteeism
  - Orientation programmes
  - Result analysis
  - Cumulative Record system
  - Measure to improve the performance of slow learners
  - Seminars/Workshops
- 4. Collecting online feedback from students.
- 5. Formation of clubs and Associations.
- 6. Preparation of student hand book and calendar.
- 7. Scheduling of Co-curricular activities.
- 8. Placement activities of the college.
- 9. Any other matter with the permission of the chair.

#### **Minutes of the meeting:**

- 1. The coordinator welcomed all the members of the IQAC.
- 2. Preparation for the preparation and submission of 2018-19 AQAR report.
- 3. The committee discussed different aspects related to curricular, co-curricular and extracurricular activities in the Action plan for the year 2018-19 and issues related to implementation.
- 4. It was decided to set up various committees headed by coordinators to ensure effective implementation of activities planned.
- 5. Exam result analysis was done by the members of IQAC, It was decided to advise all the H.O.Ds to take required corrective measure to improve the pass percentage in such case where the pass percentage is very low.
- 6. To collect online students feedback and online tests where ever possible.
- 7. It was resolved to form various clubs namely Arts, Science and Commerce clubs for student's activities.
- 8. It was decided to conduct seminar/workshop/training programme for students to strengthen the placement activities of the college.
- 9. The meeting ended with thanks to the chair.

#### **IQAC** meeting with staff members:

#### Agenda of the meeting:

- 1. Interaction with the staff members.
- 2. Any other matter with the permission of the chair.

#### **Minutes of the Meeting:**

- 1. The chairman welcomed the members of IQAC.
- 2. There was an active interaction between the members of IQAC committee and staff members. Many of the staff members candidly expressed their opinions. The discussion was mainly with regard to infrastructural problems faced in their respective departments and also in the college. The trust representative present in the meeting assured the staff members to improve the infrastructural facilities in the college.
- 3. There was a thorough discussion regarding AQAR preparation for NAAC.
- 4. The coordinator of IQAC proposed the vote of thanks.

# ACTION TAKEN REPORT (ATR) OF THE MEETING OF 2018-19

| Subject  | Action Taken  |
|--|---|
| Discussion of Action plan for<br>the year 2018-19 to implement<br>curricular, extra-curricular and<br>co-curricular activities | Activities were conducted as per the action plan  |
| Preparation and submission of 2017-18 AQAR   | 2017-18 AQAR was submitted to in new format to naac NAAC  |
| Planning of curricular activities for the year 2018-19   | Various committees were formed headed by co-<br>coordinators  |
| Implementation of online feedback and tests.   | online feedback was collected from the students and exams are conducted in some departments   |
| Formation of clubs and Associations  | Arts, Science and Commerce Clubs were formed  |
| Placement Activities   | One day Career Guidance program Organized . campus placement drive on 107 students were selected in campus recruitment drive Skill development programme are organized. Carrier counselling programme are conducted for final year students.  |
| Infrastructure facilities  | Ladies indoor is open for ladies students and staff. Seminar hall, ICT enabled classrooms are provided.   |
| Faculty development programmes   | A session on Certifications, Innovative ICT based teaching methodologies for staff members was conducted.  Refresher/orientation/short term course attended by six faculty member.  Many faculty member attended workshop/seminar/conference. |
| Research Activities  | Minor research report are submitted by staff and students. Paper presented at seminar and conference, articles published in reputed journal's, books are published with ISBN numbers.   |
| Special initiatives  | Gandhi jayanthi was celebrated with unique vision of cleaning the city.   |

| Plan of Action   | Achievements/Outcomes  |
|--|--|
| To conduct seminars and workshops.   | University level seminar "MYSTICS POETS IN ENGLISH TRANSLATION " was conducted   |
| To complete the construction of indoor sports complex for women.                                 | Indoor sports complex for women starts functioning.  |
| The new proposal has been sent to RUSA for the construction of cafeteria to serve mid-day meals. | The Proposal has been sent and expecting clearance from UGC  |
| To renovate laboratory of physics dept.  | The renovation is complete   |
| To renovate the chemistry laboratory to accommodate more students.                               | Laboratory is renovated to accommodate more students.  |
| Renovation of class rooms into ICT enabled ones  | Renovation completed. 11 ICT enabled classrooms available  |
| Faculty and the students are advised to take up research projects.                               | Three faculty have registered for Ph.D. and three faculty are pursuing Ph.D.  9 faculty and 61 students have submitted research project report |

# IQAC Heeting

| A-was approved by the committee  |             |
|--|-------------|
| Date: 06-08-2018   | - Chun      |
| Time: 3.45 pm  | 4           |
| Worke: Board Room  |             |
| and the state of the second  | 1/10        |
| Agenda   | IV a        |
| 1) Approval for ABAR-2017.18   |             |
| 2) Any other maller with the pe  | 10182 im    |
| of the chair   |             |
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| Mumburs Present  | Acres 18 a  |
| The same description of the same of the sa | Chambrie    |
| 1 Dr. H. Shantaram.  |             |
| Sri Rajundra Tholar  |             |
| 3 Dr. N.P. Narcycena Sheller   | a Ma        |
| Sri. u.s. Sherry LOA   |             |
| 3 Sri Raghaver Y.S. nerv   |             |
| @ Dr. M.B. Nataras /   | eri MB      |
| @ Sri R. Gopal Q   |             |
| 8 Dr. Vijaya kumar 12-11 May (w) X   | 7.          |
|  | rarayay     |
| (10) Dr. Yashavanin K. A   |             |
| 1 Str Garesh K.  | 4           |
| (15) Mr Archana Around Julie   |             |
| 13 Sri Ananda Sand   | a municipal |
| (He) Soul. Shubha Shobha .   |             |
| (15) Soi Goral Nails   |             |
| (16) Sri Ranjith Kumar Shelly LOA  |             |

#### NOTICE

Date 06 07 1018

A meeting of the members of the IQAC is convened on 600 18 at 3.45 PM at the Board Room.

#### Agenda:

- 1. Approval for AQAR 2017-18,
- 2. Any other matter with the permission of the chair.

You are kindly requested to attend.

K-Shashler

Member Secretary/Coordinator

Chairman Phincipal

To:

- 1. Dr. H. Shantaram, Administrative officer,
- 2. Sri Rajendra Tholar, Trustee
- 3. Sri Raghuveer ,Department of Commerce
- 4. Dr M.B.Nataraj, Department of Zoology
- 5. Sri K Gopal, Department of History
- 6. Sri Sathyanarayana ,Department of Chemistry
- 7. Dr Vijayakumar K M, Department of zoology
- 8. Dr Yashavanthi K, Department of Sanskrit
- 9. Sri Ganesh K., Lecturer, Department of Computer Science
- 10. Ms Archana Aravind Department of Business Administration
- 11. Sri Ananda, Librarian
- 12. Smt. Shobha, FDA
- 13. Sri Gopal FDA
- 14. Sri U.S. Shenoy President, Parent-Teacher Association
- 15. Sri Ranjith Kumar Shetty, Secretary, Old Students' Association

Proceedings: IQAC coordinator well comed all the member of the committe, after obtaining signature of The members present, querran was authinicalid. bricked about The agenda of the meeting and requested The principal to chair the meeting Principal with his initial remark explained the roll of college in mounding quality education in general and increase in the student strongle in u.a classes. He has explained to innovation in exam pattern and expressed the need for adopting the changing senario. He requested all the member to actively participate in the discussion Agenda 1. Approval for ABAR 2017-18. Member co-ordinator presented in ppt. of ABAR-2017-18 in cletail and explained with The document of all The records and all D. H. Shanlorom observed in incresse in student research project and suggested (15) encourage more student to tale poort. Sri Rayandr Tholar asked about the improvement in exam pattern. Dr. N. P. Narayana sheller explained in defeet about the on-line exam conducted in the college. He explained the method to be ablable adopted The need of such ign of reduce the paper we as and when reguired. He also explained the NAAC peer commillé observation in this sugard. He presented in stratery for phase wise implementain



of online occam. All the member actively
participated in the meeting and approved the
ABAR.

Agenda 2.

number of hours whilestion ICT enabled class room.

of irembres Their Three more class room are reparted.

going to upgrade in This term, and explained The mestimum att ultiliation of existing class room by

faculty members, The committee member appointed.
This move by the institution,

The meeting was adjurned indefinality ofter the

12-Shashla

(CO-ordinato) (chairman & Principal)

#### **NOTICE**

Date 27-11-2018

A meeting of the members of the IQAC is convened on Tuesday at 3.45 PM at the Board Room.

#### Agenda:

- Approval for the proceedings of previous meeting.
- Analysis of feedback.
- Improvement in evaluation pattern.
- Any other matter with the permission of the chair.

You are kindly requested to attend.

K\_SLarLlet
Member Secretary/Coordinator

To:

Chairman/Principal
PRINCIPAL
Bhandarkars' Arts & Science College
Kundapura, Udupi Dist. - 576 201

Dr. H. Shantaram, Administrative officer,
 Sri Rajendra Tholar, Trustee.
 Sri Raghuveer ,Department of Commerce.
 Dr M.B.Nataraj, Department of Zoology.

4. Di W.B.Nataraj, Department of Zoology

5. Sri K Gopal, Department of History.

6. Sri Sathyanarayana, Department of Chemistry. Sathyanarayana, 29103119

7. Dr Vijayakumar K M, Department of zoology.

8. Dr Yashavanthi K, Department of Sanskrit.

9. Sri Ganesh K., Lecturer, Department of Computer Science

10. Ms Archana Aravind. Department of Business Administration.

11. Sri Ananda, Librarian.

12. Smt. Shobha, Office Superintendent..

13. Sri Gopal FDA.

14. Sri U.S. Shenoy. Senior Journalist and Alumni.

15. Mrs. Lona Lewis, President Parent-Teacher Association.

16. Sri Ranjith Kumar Shetty, Secretary, Old Students' Association.

# IGAC Mucking well comed the Date: 27-12-2018 2010 all mines in Destroy is 3.45pm source ( morarge ind mans Venue ! Board Room wood requested the opinion is choused the business 1) Approval for the proceedings of previous meeting 2) Analysis of feed back 3) Improvement in evaluation pattern 1) Dong other males with the permission of the chave college and rethe roll wave developed for the Hembers Present will no My boundings is A O Dr. H. Shantaram 3 Sri Rajendra Tholan (3) Dr N. P. Narayana Shelly @ Sr. U.S. Shenoy Jogs 1209 (3) Søi Ragher veer Y.S. C Dr. H.B. Naiaras (7) Sri. K. Gopal (8) So; Sathyanarayana 10000 od as Sofhyanarayay. (9) Dr. Viraya kumar K. M. (10) Do Yashavan The K (ii) a Sni Garusholk. 10 1000 boarbrood (12) Ms. Archana Aravind (13 Sri Ananda Dos Moses (He) Sts. Shobba Shobba (15) Sri Gopal Nack. Castalla & (16) Mr. Lona Lewis species LOA Wingon Soi Ran, 11 Kumas Shelly: 200 Do T. B. Walasaja explained how to 90

with all action icharily of posen or

Proceedings, pailoum DADT

JOAC coordinator well comed all the mustament of the committe, effect obligationing signature of the member present, querosan was authenticated, briefed about the agenda of the meeting and requested the principal to chair the meeting.

Principal with initial rumarks explained

the role of whele in providing qualitity educates

the explained feel back system adopted in the

college and the software developed for this purpose.

Her explained the on line exam conducted for

particular subject take science (physics, chemistized).

Boliany missobiology) and improvement to be

adopted. Her requested cut the member to

actively participated in the discussion.

Agenda: 1 Approval for Approcaiding of the previous

Member coordinator read the proceeding of

Agendo D: Feed back analysis

Member coordinator explained the method adopted in detail and type of question asked for the parent and structure. This time on line method was introduced to get the feed back.

10. 11. Shan Haram with proper observation asked temprever the percentage from good, to very good to excellent.

Dr. M.B. Nataraj explained how it go on-line without getting reducity of posen or student but belongs to our college. He also explained to steps to be taken in this direction



(Charman / Principal)

Mr. Rajandra Tholas asked brought to notice of member to publish the feed back in netice board for public. He explained to importance of this for increasing strongth and improving quality of education Sri U.S. shency explained the rud of carrier guidance system and their work in increasing placement and ancourging student to go for higher adultion Son Garush K analysised the importance of skill devolopment in the college. All the member involved in the discussion and provided wieted information to improve feed back in future. Agenda 3: Isospecia sount in the avaluation pattern Missiber coordinator brought to the notice of the member above the on-line exam conducted in particular subjects. Dr. N. P. Narayana Shelly explained the need of this line of exam in detail and astured The member to conduct more such exam. Dr. Shan raxam explained the benifit of saving line and valution and preparing the student for outsich competative world. All the member requested to coodered collège level internal exam by this method where ever is possible. Agendo Li Any other matter Dr. N.P. warayana shelly explained about new vocational center coming up in the college. Its purpose and facilities provided. The committe member coppri evaled This. The multing was adjorned indefinally ofter vote of thanks by onember coordinator K- Shashled

( Co-ordinator

#### NOTICE

Date 28-02-2019

A meeting of the members of the IQAC is convened on Thursday at 3.45 PM at the Board Room.

#### Agenda

- Approval for the proceedings of previous meeting:
- UGC/NAAC notification.
- IQAC new guidelines.
- Any other matter with the permission of the chair.

You are kindly requested to attend.

K. Slashet Member Secretary/Coordinator

To:

Chairman/Principal PRINCIPAL

Bhandarkars' Arts & Science College Kundapura, Udupi Dist., - 576 201

1. Dr. H. Shantaram, Administrative officer,

2. Sri Rajendra Tholar, Trustee.

3. Sri Raghuveer ,Department of Commerce.

4. Dr M.B.Nataraj, Department of Zoology.

5. Sri K Gopal, Department of History

6. Sri Sathyanarayana ,Department of Chemistry.

7. Dr Vijayakumar K M, Department of zoology.

8. Dr Yashavanthi K , Department of Sanskrit.

9. Sri Ganesh K., Department of Computer Science

10. Ms Archana Aravind. Department of Business Administration.

11. Sri Ananda, Librarian.

12. Smt. Shobha, Office Superintendent.

13. Sri Gopal FDA.

14. Sri U.S. Shenoy Senior Journalist and Alumni.

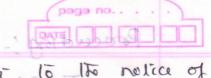
15. Mrs. Lona Lewis, President Parent-Teacher Association.

16. Sri Ranjith Kumar Shetty, Secretary, Old Students' Association.

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|     | Agenda: pailer et                                |          |
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| 2   | Eldoup (ela) Occ   NAAC notifications            | - ਖੁ<br> |
| 600 | JOAC Now guide lines que                         | -vs.     |
| 0   | 4) Any other maller with permission of the chair | 10-      |
| 1   | office. The explained the importance of          | to to    |
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|     | 1 Dr. H. Shantaram de tour many                  | Leney    |
|     | e) Sri Rajendra Tholar Joseph                    | bec      |
|     | 3) Dr. N.P. Nasayana Sheller Cas                 |          |
| 0   | 4) Sr. U.S. Shenoy would have                    | 00.      |
|     | 3) Str Raghuvær Y.S. Parles Raghuvura 48.        | -        |
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Proceedings: pails M. DADI I CAC coordinator will corned all the member of the committe, ofthe obtaining signature of the members present, quoram was autholicated Courdinator Briefed about the agenda of the meeting and reguested the Principal to chair The meeting. Principal with huginitial remark explaine The sole of college in provincing quedity education He explained tobout new sport indoor complui for women and sleps laken to go for cash lus Office. The explained the importance of digitalisat of the college office, payonal oran He requished all the member to activally parlicipali in discussion. Agenda 1: Approval for the proceedings of previous meeting. 21 mountains Member coordinator road to proceedings of previous oruting in detail and committee approved it - de la company of the Boundard Agende 2. UGCINAAC notification. Momber cordinator brought to the notice of committe about elel subommedation for Autonomour status, de la cottige is chigible for il according to letter No F.18-112018(AC) Jan 24 2019. Principal explained difficulty and necessary require sure for autonomous status. He explan in dutails above the condition of conversity and Their quideline the Alice of the Dr Shantaram cook the committe to go in detail about convertely guideline and requestion rounder to discuss about this -



Mamber coordinator brought to the relice of committe about use recommendation about "Potential Montor Institute" for our college and role of our college in guiding near by college entlance the quality in education. Committe member exposored this Agenda d' IOAC new guide lines Mimber coordinator explained new method of submission of ABAR and Guide line for The creation of IDAC in The subsciousi years. Dr. N.P. Narayana shelter asked member lo form the committee to collect data for the different criterion Dr. Shan Tax ram, Sr. Rajendre Thela. Sri U.S. Sheney Dr. M.B. Natarag. Srik Goral arkal the member coordinator to form learn for each criterion. and to collect ralevant data. Agenda 3. Any other matter. Dr. N.P. Narayana shelty explained the need of more ICT boricabled class 20000 and skill development programme. Do. Shartaram and Sri Rajandra Thelar ark The meanber 15 advictise the orlacement record in the relice board so as to cell reach more strecture for skill devilopment pregramme The meeting was adjorned indifinality after note of thanks by member coordinator

Co-oxclination (Chairman Princy)

PRINCIPAL

Bhandarkars! Arts & Science College

Kundapura, Udupi Dist., - 576 201

K. Stashlu

#### NOTICE

| D .  |  |  |
|------|--|--|
| Date |  |  |
|      |  |  |

A meeting of the members of the IQAC is convened on 12 07 2019 at 4.00 PM at the Board Room.

#### Agenda

- Approval for the proceedings of previous meeting:
- Plan of Action for 2019-20
- Preparation of AQAR 2018-19
- Any other matter with the permission of the chair.

You are kindly requested to attend.

K. Shashelr

Member Secretary/Coordinator

Chairman Principa
Bhandarkars' Arts & Science Colon

Bhandarkars' Arts & Science Co Kundapura, Udupi Dist., • 576

To:

1. Dr. H. Shantaram, Administrative officer,

2. Sri Rajendra Tholar, Trustee.

3. Sri Raghuveer ,Department of Commerce.

4. Dr M.B.Nataraj, Department of Zoology.

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11. Sri Ananda, Librarian.

12. Smt. Shobha, Office Superintendent. Shobha

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14. Sri U.S. Shenoy Senior Journalist and Alumni.

15. Mrs. Lona Lewis, President Parent-Teacher Association.

16. Sri Ranjith Kumar Shetty, Secretary, Old Students' Association.

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# TOAC meeting posterior Tole -6012,507,2019,010000 )607] Time who the OO promises of the End course Wence on Board Rooms to sulvayie was althoriticated. Agend ... Approval for the proceedings of previous in the total and ing bas product ent · Plan of Action for 2019-20 da somme. Preparation of Adag 2018-19 partition of matter with the permission of chaes of Members Present, it sof boronga D. H. Shantaram (1) Sri Rojendra Tholas 6 Pr. N.P. Noragana Skillis Sri U.S. shenoy (Je) (5) Soi Raghureco Y.S. Dr. M.B. Natara, solle de (6) 6) Sri K. Gopal rubsalbros 1 Sai Sa Trya narayana 2000 5 Sathyu ( D. Vijaya kustar K.H. ) Yoshovanihi K Di. (10) (M) Serla Garusto Krala Marchanas Mes Archona Aravinder (12) (3) Sril Pranda 100 canada (10) My Shopha Shopha St. Gopal Nack (18) ( Mrs. Lona Lowis Towal (17 Sri Rangith Kumas Stilly LOA Commill appround Proposition consideration becaugate to the metic

Proceedings parties DADI I OAC coordinator will comed will member of the committee after obtaining signature of the member present, evuoran was authenticated. coordinator Broked bebow the agenda of the meeting and reguested the principal To chair the meeting only Principal withhinitial sumark explained The role of the college in providing quality colored ton. The with the permission of the chair Agenda - 1 Approval for the proceedings of previous meeting associated H. O. O. Hember coordinator ruad the procuding of the previous meeting in delice and committe opproved a Sii U.S. Shenoy Agend 2. Administrative of the Street Street 2000 Plan of action for 2019-20. Hember coordinator brought to the notice of the committe above the plan of action like New certifica course, field project and intimhin by different deportment of y showadier of a Sri Rajendra Tholar gover walled suggestion to impliment in there lopics. Dr. Shantbaram encouraged to staff to late the help of Manipal Centressity to conduct Some Long Lewis discussed in detail about the implementation with the help of PTA and old students. Committe appround et. Promber coordinator brought to the notice of committe about the OBT project. to be applied

| page no  |            |
|--|------------|
| by science Dept. Principal explained                                 | 120        |
| method and action taken regarding                                    | et.        |
| Dr. Shantaram requested more stay to                                 |            |
| in research along with student, He exp                               | oresse of  |
| his concern whom The william proper w                                | alisation  |
| of funds. committed oppround et                                      |            |
| Messiber wordination brought to The notice                           | of commilt |
| about the need of more Ict enabled of                                | ass room.  |
| Committe in one voice recommed to add                                | mora       |
| Ict class socoms,  |            |
| Principal explained in detail about s                                |            |
| of carrier guidence and placement all.                               | along      |
| with extra facilities for the student                                |            |
| apples per different scholarsheps. Committ                           | ovembra    |
| gave proper suggestions and welltool                                 | to         |
| impliment. The committe appround et                                  | 4          |
| Agenda 3. Proparation of ABAR - 2018-10                              |            |
| Member coordinator brought show to                                   |            |
| of committee about the new methodology                               |            |
| submission. He explained procedure and                               | slips.     |
| and collection of material, committee in                             | nem pir    |
| suggested le losses a group le assist                                | coordinate |
| to collect the data, commité approuve                                | V. et      |
|  |            |
| The orueding was adjoined indy inality                               | after the  |
| voli of thanks by number coordinator                                 |            |
|  |            |
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| (A)  |            |
| Co-osdinal or Bhandarkars' Arts & Science Klindapura, Udupi Dist., - | e College  |
| - Sudpi Dist., -   | 576 201    |