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.

<u>Minutes of the meeting</u> :

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 the year 2018-19 to implement curricular, extra-curricular and 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-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

01/12/2018
29/3/2019

IQAC Meeting

Date : 06.08.2018
Time : 3.45 pm
Venue : Board Room

Agenda

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

Members Present

1. Dr. H. Shantaram . Shantaram
2. Sri Rajendra Thalar
3. Dr. N.P. Narayana Shetty
4. Sri. U.S. Shenoy LOA
5. Sri Raghuveer Y.S.
6. Dr. M.B. Nataraj Nataraj MB
7. Sri K. Gopal
8. Dr. Vijayakumar K-M Vijaykumar
9. Sri Sathyanarayana Sathyanarayana
10. Dr. Yashavanth K.
11. Sri Ganesh K.
12. Ms Archana Aravind Archana
13. Sri Ananda Ananda
14. Smt. Shobha Shobha
15. Sri Gopal Naik
16. Sri Ranjith Kumar Shetty LOA

INTERNAL QUALITY ASSURANCE CELL

NOTICE

Date 06/07/2018

A meeting of the members of the IQAC is convened on 06/08/18 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. Shashikala
Member Secretary/Coordinator

Chairman/Principal

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 Sathyanarayana
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 wellcomed all the members of the committee, after obtaining signature of the members present, quorum was authenticated. briefed about the agenda of the meeting and requested the principal to chair the meeting

Principal with his initial remark explained the role of college in providing quality education in general and increase in the student strength in U.G classes. He has explained the 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 AQAR 2017-18.

Member co-ordinator presented the ppt. of AQAR - 2017-18 in detail. and explained with the document of all the records

Dr H. Shankaram observed the increase in student research project and suggested to encourage more student to take part.

Sri Rajendr Tholar asked about the improvement in exam pattern.

Dr. N. P. Narayana shetty explained in detail about the on-line exam conducted in the college. He explained the method to be ~~adobt~~ adopted the need of such type of reduce the paper use as and when required. He also explained the NAAC peer committee observation in this regard. He presented the stratergy for phase wise implementation page no.

DATE

of online exam. All the member actively participated in the meeting and approved the AQAR.

Agenda 2.

member coordinator introduced the topic "The need of more ICT enabled class room" in view of new guide line of NAAC asking the report of the number of hours utilisation ICT enabled classroom.

Dr. N.P. Narayana shetty brought to the notice of members that three more classroom are ~~upgraded~~ going to upgrade in this term, and explained the maximum ~~utt~~ utilisation of existing class room by faculty members, The committe member appriciate this move by the institution.

The meeting was adjourned indefinatily after the vote of thank by member coordinator.

K. Shashikala

(Co-ordinator)

(Chairman & Principal)

INTERNAL QUALITY ASSURANCE CELL

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. Shashikant
Member Secretary/Coordinator

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

To:

1. Dr. H. Shantaram, Administrative officer,
2. Sri Rajendra Tholar, Trustee.
3. Sri Raghuveer ,Department of Commerce. Raghuvara 4/6
4. Dr M.B.Nataraj, Department of Zoology.
5. Sri K Gopal, Department of History.
6. Sri Sathyanarayana ,Department of Chemistry. Sathyanarayana/29/03/19
7. Dr Vijayakumar K M, Department of zoology.
8. Dr Yashavanthi K , Department of Sanskrit. 29/3/19
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.

IQAC Meeting

Date : 27-12-2018
Time : 3.45pm
Venue : Board Room

Agenda
1) Approval for the proceedings of previous meeting
2) Analysis of feed back
3) Improvement in evaluvation pattern
4) Any other matter with the permission of the chair

Members Present

1. Dr. H. Shankaram
2. Sri Rajendra Tholar
3. Dr. N. P. Narayana Shetty
4. Sri. U. S. Shenoy
5. Sri Raghuveer Y. S. — Raghuveer Y.S.
6. Dr. M. B. Nataraj — Nataraj MB
7. Sri. K. Gopal
8. Sri Sathyanarayana — Sathyanarayana
9. Dr. Vijayakumar K. M. — Vijaykumar K.M.
10. Dr. Yashavanthe. K
11. Sri Ganesh K.
12. Ms. Archana Aravind — Archana
13. Sri Ananda
14. Ms. Shobha — Shobha
15. Sri Gopal Naik.
16. Mr. Lona Lewis — LOA
17. Sri Ranjith Kumar Shetty : LOA

Procedings,

IQAC coordinator well comed all the member of the committe, after obtaining signature of the member present, quoram was authenticated, briefed about the agenda of the meeting and requested the principal to chair the meeting.

Principal with his initial remarks explained the role of college in providing quality education. He explained feed back system adopted in the college and the software develoned for this purpose. He explained the on-line exam conducted in particular subject like science (Physics, chemistry, zoology, Botany, microbiology) and improvement to be adopted. He requested all the member to actively participated in the discussion.

Agenda: 1 Approval for proceeding of the previous meeting

Member coordinator read the proceeding of meeting in detail and committe approved.

Agenda 2:- Feed back analysis

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

Dr. H. Shantharam with proper observation asked improve the percentage from good, to very good to excellent.

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

page no. . . . .
DATE

Mr. Rajendra Tholar ~~about~~ brought to notice of member to publish the feed back in notice board for public. He explained the importance of this for increasing strength and improving quality of education.
Sri U.S. shenoy explained the need of carrier guidance system and their work in increasing placement and encourging student to go for higher education.
Sri Ganesh K analysised the importance of skill development in the college. All the member involved in the discussion and provided useful information to improve feed back in future.

Agenda 3: Improvement in the evaluation pattern.
Member coordinator brought to the notice of the member above the online exam conducted in particular subjects.
Dr. N. P. Narayana Shetty explained the need of this type of exam in detail and assured the member to conduct more such exam.
Dr. Shantaram explained the benefit of saving time and valuation and preparing the student for out side competative world.
All the member requested to conduct college level internal exam by this method where ever is possible.

Agenda. 4: Any other matter.
Dr. N. P. Narayana shetty explained about new vocational centre coming up in the college. It's purpose and facilitie provided. The committe member appriciated this.
The meeting was adjorned indefinately after vote of thanks by member coordinator

K. Shashikala
(Co-ordinator

(Chairman / Principal)

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INTERNAL QUALITY ASSURANCE CELL

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. Shashikant
Member Secretary/Coordinator

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

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., 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.

IQAC Meeting

Date : 29-03-2019
Time : 4.00 pm
Venue : Board Room

Agenda :

1) Approval for the proceedings of previous meeting
2) UGC / NAAC notification
3) IQAC new guidelines
4) Any other matter with permission of the chair

Members Present :

1) Dr. H. Shantaram
2) Sri Rajendra Tholar
3) Dr. N.P. Narayana Shetty
4) Sri U.S. Shenoy
5) Sri Raghuveer Y.S. Raghuveer Y.S.
6) Dr. M.B. Nataraj
7) Sri K. Gopal
8) Sri Sathyanarayana Sathyanarayana
9) Dr. Vijayakumar K.M.
10) Dr. Yashavantha K
11) Sri Ganesh K
12) Ms Archana Aravinda
13) Sri Ananda
14) Ms Shobha Shobha
15) Sri Gopal Naik
16) Ms Lona Lewis LOA
17) Sri Ranjith Kumar Shetty LOA

Proceedings:

IQAC coordinator will convened all the member of the committee, after obtaining signature of the members present, quorum was authenticated.

Coordinator Briefed about the agenda of the meeting and requested the Principal to chair the meeting.

Principal with his initial remark explained the role of college in providing quality education. He explained about new sport indoor complex for women and steps taken to go for cash-less office. The explained the importance of digitalisation of the college office, payment etc. He requested all the member to actively participate in discussion.

Agenda 1: Approval for the proceedings of previous meeting.

Member coordinator read the proceedings of previous meeting in detail and committee approved it.

Agenda 2: UGC/NAAC notification.

Member cordinator brought to the notice of committe about UGC recommendation for Autonomous status, as the college is eligible for it according to letter No F.18-1/2018(AC) Jan 24 2018.

Principal explained difficulty and necessary requirement for autonomous status. He explain in details about the condition of university and their guideline. He

Dr Shankaram ask the committe to go in detail about university guideline and request member to discuss about this.

Member coordinator brought to the notice of committe about UGC recommendation about "Potential Mentor Institute" for our college and role of our college in guiding near by college enhance the quality in education. Committe member approved this.

Agenda 2: IQAC new guidelines

Member coordinator explained new method of submission of AQAR and Guide line for the creation of IQAC in the subsequent years.

Dr. N.P. Narayana shetty asked member to form the committe to collect data for the different criterion.

Dr. Shankaram, Sri Rajendra Thola, Sri U.S Shenoy Dr. M.B. Nataraj, Sri K Gopal asked the member coordinator to form team for each criterion and to collect relevant data.

Agenda 3. Any other matter. Dr. N.P. Narayana shetty explained the need of more ICT enabled class room and skill development programme. Dr. Shankaram and Sri Rajendra Tholar ask the member to advertise the placement record in the notice board so as to attract more students for skill development programme.

The meeting was adjorned indefinately after vote of thanks by member coordinator

K. Shashikala
(Co-ordinator

(Chairman) Principal,

PRINCIPAL
Bhandarkars' Arts & Science College
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INTERNAL QUALITY ASSURANCE CELL

NOTICE

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.

Member Secretary/Coordinator

Chairman/Principal

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

To:

1. Dr. H. Shantaram, Administrative officer,
2. Sri Rajendra Tholar, Trustee.
3. Sri Raghuveer ,Department of Commerce.
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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. Shobha
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.

IQAC meeting

Date - 12-07-2019
Time - 4:00 pm
Venue - 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 chair

Members Present:

1. Dr. H. Shantaram
2. Sri Rajendra Tholar
3. Dr. N.P. Narayana Shetty
4. Sri U.S. Shenoy
5. Sri Raghuveer Y.S.
6. Dr. M.B. Nataraj
7. Sri K. Gopal
8. Sri Sathyanarayana
9. Dr. Vijayakumar K.M.
10. Dr. Yashavanth K
11. Sri Ganesh K
12. Mrs Archana Aravinda
13. Sri Ananda
14. Mrs Shobha
15. Sri Gopal Naik
16. Mrs. Lona Lewis
17. Sri Ranjith Kumar Shetty LOA

Proceedings:-

IQAC coordinator will conned all the member of the committe, after obtaining signature of the member present, quorum was authenticated.

Coordinator Briefed about the agenda of the meeting and requested the Principal to chair the meeting.

Principal with his initial remark explained the role of the college in providing quality education.

Agenda - 1

Approval for the proceedings of previous meeting.

Member coordinator read the proceeding of the previous meeting in detail and committe approved it

Agend 2.

Plan of action for 2019-20.

Member coordinator brought to the notice of the committe about the plan of action like New certifical course, field project and internship by different department.

Sri Rajendra Tholar gave valid suggestion to impliment in their topics.

Dr. Shantharam encouraged the staff to take the help of Manipal University to conduct programme.

Smt Lona Lewis discussed in detail about the implementation with the help of PTA, and old students. Committe approved it.

Member coordinator brought to the notice of committe about the DBT project to be applied

by science Dept. Principal explained the method and action taken regarding it.
Dr. Shankaram requested more staff to take part in research along with student. He expressed his concern about the ~~utilisation~~ proper utilisation of funds. committee approved it.
Member coordinator brought to the notice of committe about the need of more ICT enabled class room. Committe in one voice recommend to add more ICT class rooooms.
Principal explained in detail about strengthening of carrier guidence and placement cell. along with extra facilities for the student to apply for different scholarships. Committ member gave proper suggestions and method to impliment. The committe approved it.

Agenda 3. Preparation of AQAR - 2018-19.
Member coordinator brought ~~about~~ to the notice of committe about the new methodology of AQAR submission. He explained procedure and steps and collection of material. committe member suggested to form a group to assist coordinator to collect the data. committe approved it

The meeting was adjorned indefinately after the vote of thanks by member coordinator

K-Shashek

(co-ordinator

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