

SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE
(Autonomous), UJIRE-574240
(Reaccredited by NAAC at 'A' Grade with CGPA 3.61/4)
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Internal Quality Assurance Cell

IQAC Meeting Notice

All members of **Internal Quality Assurance Cell** are cordially invited to attend the **“IQAC Meeting”** scheduled on **14th June 2018** at 3.30 pm at Board Room of SDM College, Ujire to transact the following agenda:

SDMCU /IQAC/ 2018-19/01/01	Approval of the minutes of last IQAC meeting
SDMCU /IQAC/ 2018-19/01/02	Action taken report on the last IQAC meeting
SDMCU /IQAC/ 2018-19/01/03	Regarding Annual Plan: Department /Committee wise
SDMCU /IQAC/ 2018-19/01/04	<p>Proposed plan :</p> <ol style="list-style-type: none"> 1. Reconstitution of the committees- both functional and statutory committees 2. UG and PG as one Unit- not separate units but as ONE department offering two separate courses 3. Knowledge Sharing: In house Faculty Knowledge Sharing programme- once in Fifteen days, 14th and 28th of every month, Dr. Rajashekar will be the coordinator 4. Documentation of Institutional Policies- <ol style="list-style-type: none"> 1. Student and staff support policy 2. Curriculum Revision policy 3. Green Policy 4. Campus Maintenance Policy 5. Research and research support Policy 6. Funds Mobilization Policy 7. Infrastructure Augmentation Policy 8. Governance Policy 5. Curricular Revision: <ol style="list-style-type: none"> 1. Pattern to be evolved 2. Inclusion of Skill Component- 40 percent suggested in the Governing Body 6. Academic and Administrative Audit (AAA) 7. Documentation System- For multiple purpose 8. Road Map-2018 to 2020
SDMCU /IQAC/ 2018-19/01/05	Booklet of the responsibilities of the employees of the institution
SDMCU /IQAC/ 2018-19/01/06	Newly Constituted IQAC- List
SDMCU /IQAC/ 2018-19/01/07	Any other matter

Members:

Sl. No.	Name & Address	Designation/ Status
1	Dr. B. Yashovarma Secretary, SDME Society	Advisor
2	Mr. Keshava T. N. Principal	Chairperson
3	Mr. S. Satheeshchandra Vice Principal & Head, Dept. of Physics	Member
4	Dr. B. P. Sampath Kumar Registrar(Admin) & Head, Dept. of Kannada	Member
5	Mr. Shanthiprakash Registrar(Evaluation) & Head, Dept. of Statistics	Member
6	Dr. A. Jayakumar Shetty Dean(Humanities) & Head, Dept. of Economics	Member
7	Mr. T. Prakash Prabhu Dean(Science) & Head,, Dept. of Mathematics	Member
8	Dr. P. N. Udayachandra Dean(Commerce) & Head, Dept. of Commerce	Member
9	Dr. B. Ganapayya Dean(PG Studies) & Head, Dept. of Physics	Member
10	Dr. N. Anuradha Bhat Head, Dept. of Hindi & Coordinator, NAAC Criteria – I	Member
11	Dr. Vishwanath P. Head, Dept. of Chemistry & Coordinator, NAAC Criteria – II	Member
12	Dr. Shalip Kumari Head, Dept. of Political Science & Coordinator, NAAC Criteria - III	Member
13	Mr. Ajoy Kombrabail Head, Dept. of Business Management & Coordinator, NAAC Criteria - IV	Member
14	Dr. B. A. Kumara Hegde Head, Dept. of Botany & Coordinator, NAAC Criteria - V	Member
15	Mrs. KP Nanda Kumari Associate Professor, Dept. of Chemistry & Coordinator, NAAC Criteria - VI	Member
16	Mr. Bhaskar Hegde Head, Dept. of Journalism & Coordinator, NAAC Criteria - VII	Member
17	Mr. Yuvaraj Poovani Office Superintendent	Member
18	Mr. Dhananjaya Rao B. K. Advocate, Belthangady	Member
19	Dr. Joseph. N.M. Associate Professor, Dept. of Economics Sacred Heart College, Madanthyar	Member
20	Mr. Shashishekhara N. Kakathkar Associate Professor, Dept. of Physics & NIRF Coordinator	Member

21	Dr. Shankarnarayana K. Head, Dept. of English	IQAC Convener
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Dr.Shankaranarayan.K
Convener, SDMC-IQAC

T.N.Keshav
Principal



Proceedings of the IQAC Meeting

Date: 14th June 2018

Time: 3.30pm

Venue: IQAC Discussion Room

Members Present:

S.No	Name	Status	Signed
1	Dr. B. Yashovarma Secretary, SDME Society	Advisor	Signed
2	Mr. Keshava T. N. Principal	Chairperson	Signed
3	Mr. S. Satheeshchandra Vice Principal & Head, Dept. of Physics	Member	Signed
4	Dr. B. P. Sampath Kumar Registrar(Admin) & Head, Dept. of Kannada	Member	Signed
5	Mr. Shanthiprakash Registrar(Evaluation) & Head, Dept. of Statistics	Member	Signed
6	Dr. A. Jayakumar Shetty Dean(Humanities) & Head, Dept. of Economics	Member	Signed
7	Mr. T. Prakash Prabhu Dean(Science) & Head, Dept. of Mathematics	Member	Signed
8	Dr. P. N. Udayachandra Dean(Commerce) & Head, Dept. of Commerce	Member	Signed
9	Dr. B. Ganapayya Dean(PG Studies) & Head, Dept. of Physics	Member	Signed
10	Dr. N. Anuradha Bhat Head, Dept. of Hindi & Coordinator, NAAC Criteria – I	Member	Signed
11	Dr. Vishwanath P. Head, Dept. of Chemistry & Coordinator, NAAC Criteria – II	Member	Signed
12	Dr. Shalip Kumari Head, Dept. of Political Science & Coordinator, NAAC Criteria - III	Member	Signed
13	Mr. Ajoy Kombrabail	Member	Signed

	Head, Dept. of Business Management & Coordinator, NAAC Criteria - IV		
14	Dr. B. A. Kumara Hegde Head, Dept. of Botany & Coordinator, NAAC Criteria - V	Member	Signed
15	Mrs. KP Nanda Kumari Associate Professor, Dept. of Chemistry & Coordinator, NAAC Criteria - VI	Member	Signed
16	Mr. Bhaskar Hegde Head, Dept. of Journalism & Coordinator, NAAC Criteria - VII	Member	Signed
17	Mr. Yuvaraj Poovani Office Superintendent	Member	Signed
18	Mr. Dhananjaya Rao B. K. Advocate, Belthangady	Member	Signed
19	Dr. Joseph. N.M. Associate Professor, Dept. of Economics Sacred Heart College, Madanthyar	Member	Signed
20	Mr. Shashishekar N. Kakathkar Associate Professor, Dept. of Physics & NIRF Coordinator	Member	Signed
21	Dr. Shankarnarayana K. Head, Dept. of English	IQAC Convener	Signed

Members Absent: Nil

Sl.No	Agenda	Proceedings/Resolutions
01	SDMCU /IQAC/ 2018-19/01/01	Approved and adopted the minutes of last IQAC meeting held on 22nd January 2018
02	SDMCU /IQAC/ 2018-19/01/02	Action taken report on the last IQAC meeting <ul style="list-style-type: none"> • Project Guidance to High School students: The activity was not held on account of non availability of the students during April and May. However, the IQAC members decided that the same would be done in the month of September and October 2018. • Popular Lecture Series: Many teachers delivered lectures on diverse topics of interest and the same should be continued during 2018-19. Note: Dr. B Yashovarma suggested to consolidate and document these popular lectures- ppt /recorded format for the benefit the students in the future • Swacch Bharath Awareness: The NSS units/NCC/RR organized many awareness programmes. Similarly Departments like MSW, Journalism, English, Economics, Science organized awareness programmes in different places.

		<p>Special Note: Dr. B Yashovarma suggested to prepare a comprehensive plan on Social Awareness and widen the scope for higher visibility. It was suggested -1. To focus on one area and prepare a comprehensive plan and conduct the programmes; 2. To prepare value points for students oath taking every week and put up in the TV at the entrance lounge; 3. To create awareness to vehicle owners by sticking slogans on vehicles about management of waste; 4. To speak to the passengers in the buses at Dharmasthala or Ujire bus stands; 5. To identify volunteers and start the programmes at the earliest</p> <p>Prof TN Keshav brought to the notice of the honourable members about the projects to be undertaken by the students</p> <ul style="list-style-type: none"> ❖ Project of digitizing the text books of high schools. The computer science students shall undertake the project. While doing so they shall give the methodology of teaching and learning, with a lesson plan. Dr B Yashovarma suggested that they should include 5 E's for every lesson- (engage, explore, explain, elaborate, evaluate). In this connection the coordinator can take the help of Mr. Pradeep Kumar, Statistics Department. This shall be an additional activity and cannot be in the place of SRP ❖ To be quality-conscious while undertaking SRP. Review, Orientation to the new faculty, model projects, Compulsory Screening for Plagiarism checks, Presentations in the classes, and selection of the best SRP (Award of Rs 5000/- as incentive) should govern the student research projects. ❖ Content Creation for Wikipedia. The selected students can be involved in this project. An orientation can be arranged in the beginning. The project shall not be considered in the place of SRP ❖ Dr. B Yashovarma suggested holding a day's seminar/orientation on the new NAAC Guidelines. Prof Ganesh Hegde can be invited for the seminar
03	SDMCU /IQAC/ 2018-19/01/03	<p>Regarding Annual Plan: Department /Committee wise: Compliance Reports of Departments and committees were Reviewed in the HOD's monthly meeting. As the meeting was held in the middle of the academic year the annual reports were not ready. Decided to inform all the departments and committees to prepare the annual reports and submit the same on or before 30th June 2018. Also decided to include the Proposed plan for 2018-19. (Annexure-1)</p>

04	SDMCU /IQAC/ 2018-19/01/04	<ol style="list-style-type: none"> 1. Reconstitution of the committees- both functional and statutory committees: The list of newly constituted committees both functional and statutory was presented and the same was approved(Annexure-2) 2. UG and PG as one Unit- not separate units but as ONE department offering two separate courses: Suggested to redefine the concept of vacation and realign the two courses The proposal was approved 3. Jnana Mantapa - Knowledge Sharing: In house Faculty Knowledge Sharing programme- once in Fifteen days, 14th and 28th of every month, Dr. Rajashekar will be the coordinator: proposal was appreciated and approved. Suggested to prepare a schedule involving all departments and institutionalize the activity. 4. Documentation of Institutional Policies- <ol style="list-style-type: none"> 1. Student support and progression policy 2. Staff support policy 3. Curriculum Revision policy 4. Green Policy 5. Campus Maintenance Policy 6. Research policy and research support Policy 7. Funds Mobilization Policy 8. Infrastructure Augmentation Policy 9. Governance Policy 10. Policy for extension programmes 11. Policy for consultancy programmes 12. Policy for sports and extracurricular programmes 13. Examination and evaluation policies 14. Admission policy 15. Policy for innovative programmes <p>Resolved to prepare a Handbook of Institutional Policies. The Four Deans were assigned the task of preparing the Handbook. Dr PN Udayachandra would be the chairperson</p> 5. Curricular Revision: Pattern to be evolved; Inclusion of Skill Component- 40 percent suggested in the Governing Body. The existing practice of writing lesson plan (to call it study plan) was discussed and it was decided to include the activities for each topic in the diary and upload the same to the EERPMs system for students use. Resolved to plan the introduction of new courses. Resolved to discuss in the HOD's meeting. (Annexure-3) 6. Academic and Administrative Audit (AAA): Resolved to conduct the Audit and decided that while conducting the same care should be taken to avoid any morale damage to the staff/department. The Format was presented and approved (Annexure-4)
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		<p>7. Documentation System- For multiple purposes; Decided to adopt the new format for departments for the reports. The format is based on the NAAC AQAR (Annexure-5)</p> <p>Road Map-2018 to 2020: Road Map for 2018 -19 was presented and decided to prepare the road map for the next three years soon and present it in the next IQAC meeting(Annexure-6)</p>
05	SDMCU /IQAC/ 2018-19/01/05	Booklet of the responsibilities of the employees of the institution: Only rough draft had been prepared. Decided to submit the final draft in the next meeting
06	SDMCU /IQAC/ 2018-19/01/06	Newly Constituted IQAC- List: The list was presented and approved(Annexure-7)
07	SDMCU /IQAC/ 2018-19/01/07	Any other matter- The Annual Plan of Activities was presented and Approved. (Annexure-8), and Academic Calendar was also approved (Annexure-9)

Dr.Shankaranarayan.K
Convener, SDMC-IQAC

T.N.Keshav
Principal