



IQAC Meeting Notice

All members of Internal Quality Assurance Cell are cordially invited to attend the **“IQAC Meeting”** scheduled on **04th June 2015** at 10 am at Board Room of SDM College, Ujire to transact the following agenda.

SDMCU /IQAC/ 2015-16/01/01	:	Approval of the minutes of last IQAC meeting
SDMCU /IQAC/ 2015-16/01/02	:	Action taken report on the last IQAC meeting Compliance report by HODs/ Chairpersons of Functional Committees
SDMCU /IQAC/ 2015-16/01/03	:	College Calendar of Events 2015-16
SDMCU /IQAC/ 2015-16/01/04	:	Post NAAC Initiatives: Proposed Quality Assurance Initiatives: presentation by Criteria wise Committees Chairpersons
SDMCU /IQAC/ 2015-16/01/05	:	Inclusion of innovative teaching in PG and UG Classes.
SDMCU /IQAC/ 2015-16/01/06	:	Self evaluation by Teachers/ Departments
SDMCU /IQAC/ 2015-16/01/07	:	Annual Plan: Department wise
SDMCU /IQAC/ 2015-16/01/08	:	AQAR 2014-15
SDMCU /IQAC/ 2015-16/01/09	:	Any other matter

S.No	Designation	Status	Name	
01	Principal	Chairman	Dr.B.Yashovarma	Present
02	Vice Principal	Member	Shiva Rao	Present
03	Dean-Humanities	Member	K.S.Mohannarayan	Present
04	Dean-Science	Member	T.N.Keshav	Present
05	Dean- PG	Member	Dr.M.Y.Manjula	Present
06	Registrar(A)	Member	Dr.Udayachandra.P.N	Present
07	Registrar(E)	Member	Ajoy Kombrabail	Present
08	Office Manager	Member	Yuvaraj Poovani	Present
09	Industry Nominee	Member	Prof.Bhaskar Shetty	Absent
10	Prominent Alumni	Member	Dhananjaya Rao.B K	Present
12	Curricular Aspects	Member	Satheeshchandra.S	Present
13	TLE	Member	Dr.Vishwanath	Present
14	Research	Member	Dr.B.P.Sampath Kumar	Present
15	Student Support	Member	K.Radhakrishna Mayya	Present
16	Governance	Member	Dr.Shalip	Present
17	Innovations	Member	Dr.B.A.Kumar Hegde	Present
18	Special Invitee	Member	Dr.Shankaranarayan.K	Present
19	Convener	Coordinator	Dr.A.Jaya Kumar Shetty	Present

PROCEEDINGS

S.No	Proceeding																						
01	Dr.A.Jaya Kumar Shetty, Coordinator presented the agenda																						
02	<p>Agenda: SDMCU /IQAC/ 2015-16/01/01</p> <p>Approved and adopted the minutes of last IQAC meeting. Significant activities and contributions made by IQAC during 2014-15</p> <ul style="list-style-type: none"> • Institutional Academic Calendar Designed • Workshop on Lesson Plan Preparation Conducted • Workshop on Research Methodology and Preparation of Research proposal – (Minor and Major Research Projects) Conducted. • English Language Training Programme ELTP a Certificate Course • Accelerated Community Oriented Programme • Training on Google Apps for staff conducted • Orientation Programme for new staff members conducted <p>The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year</p> <table border="1"> <thead> <tr> <th>Plan of Action 2014-15</th> <th>Achievements 2014-15</th> </tr> </thead> <tbody> <tr> <td>To conduct 05 National seminars</td> <td>Conducted 05 national seminars</td> </tr> <tr> <td>To conduct school adoption programme</td> <td>Conducted school adoption programmes</td> </tr> <tr> <td>To conduct guest lectures</td> <td>30 guest lecturers were organized by various departments</td> </tr> <tr> <td>Wall magazines</td> <td>35 issues of wall magazines were displayed in the notice board</td> </tr> <tr> <td>To conduct civic sense campaign</td> <td>Conducted a series civic sense campaign in the campus</td> </tr> <tr> <td>Planned to conduct 05 Filed visits</td> <td>05 field visits have been conducted by various departments</td> </tr> <tr> <td>To organize Alumni interactions (40)</td> <td>Conducted 50 alumni interactions by various departments</td> </tr> <tr> <td>To conduct Grama Swaraj programmes</td> <td>02 Grama Swaraj programmes were conducted</td> </tr> <tr> <td>To arrange for visits to Self help groups (10)</td> <td>25 Self help group visits were conducted</td> </tr> <tr> <td>To conduct legal awareness camps</td> <td>Conducted one legal awareness camp</td> </tr> </tbody> </table>	Plan of Action 2014-15	Achievements 2014-15	To conduct 05 National seminars	Conducted 05 national seminars	To conduct school adoption programme	Conducted school adoption programmes	To conduct guest lectures	30 guest lecturers were organized by various departments	Wall magazines	35 issues of wall magazines were displayed in the notice board	To conduct civic sense campaign	Conducted a series civic sense campaign in the campus	Planned to conduct 05 Filed visits	05 field visits have been conducted by various departments	To organize Alumni interactions (40)	Conducted 50 alumni interactions by various departments	To conduct Grama Swaraj programmes	02 Grama Swaraj programmes were conducted	To arrange for visits to Self help groups (10)	25 Self help group visits were conducted	To conduct legal awareness camps	Conducted one legal awareness camp
Plan of Action 2014-15	Achievements 2014-15																						
To conduct 05 National seminars	Conducted 05 national seminars																						
To conduct school adoption programme	Conducted school adoption programmes																						
To conduct guest lectures	30 guest lecturers were organized by various departments																						
Wall magazines	35 issues of wall magazines were displayed in the notice board																						
To conduct civic sense campaign	Conducted a series civic sense campaign in the campus																						
Planned to conduct 05 Filed visits	05 field visits have been conducted by various departments																						
To organize Alumni interactions (40)	Conducted 50 alumni interactions by various departments																						
To conduct Grama Swaraj programmes	02 Grama Swaraj programmes were conducted																						
To arrange for visits to Self help groups (10)	25 Self help group visits were conducted																						
To conduct legal awareness camps	Conducted one legal awareness camp																						

03	<p>Agenda: SDMCU /IQAC/ 2015-16/01/02</p> <p>Action taken report on the last IQAC meeting Compliance report by HODs/ Chairpersons of Functional Committees Resolved to evolve mechanisms to monitor, evaluate and improve quality initiatives of the college. Each activity (best practice/ quality initiatives like Student Faculty, Student Lecture Series, Learning Corners, W4H etc) need to be</p> <ol style="list-style-type: none"> a) Clearly defined b) Objectives to be framed c) Methodology of implementation-flow chart to be specified d) Evaluation and feedback mechanism to be evolved e) Periodical review and areas for improvement to be identified f) Action taken report <p>Write up on each activity shall serve as guide</p>
04	<p>Agenda: SDMCU /IQAC/ 2015-16/01/03</p> <p>College Calendar of Events 2015-16 Dr.A.Jaya Kumar Shetty presented the Annual Calendar of Activities for the year 2015-16 and was adopted</p> <p style="text-align: right;">❖ Enclosed in the Annexure</p>
06	<p>Agenda: SDMCU /IQAC/ 2015-16/01/04</p> <p>Post NAAC Initiatives Proposed Quality Assurance Initiatives: Chairpersons Criteria wise Committees presented proposed initiatives and resolved to circulate the same among HODs/ Committee chairpersons for needful action during 2015-16</p> <ul style="list-style-type: none"> ❖ Committee/ Criteria Chairpersons are requested to <ol style="list-style-type: none"> a) Define objectives/ Targets of the Committee b) Focus on W4H of the committee c) Discuss on SWOC of assigned activities ❖ For every activity identified draw the <ol style="list-style-type: none"> a) Objectives b) Methodology c) Schedule d) Follow up mechanism e) Outcomes ❖ Functional Committees to prepare manual to guide the planned activities <ol style="list-style-type: none"> a) List the activities to be undertaken with objectives, methodology and outcomes b) Schedule the activities: prepare calendar of events c) Mechanisms to ensure student participation in all stages d) Mechanisms to monitor the activities ❖ Chairpersons of Criteria's (NAAC-SSR) to prepare <ol style="list-style-type: none"> a) 'SWOC' analysis b) Schemes/ activities to be strengthened c) New innovative activities to be launched d) List the problems/ limitations to overcome e) Calendar of events - targets with timeframe f) Derive monitoring mechanism

07	<p>Agenda: SDMCU /IQAC/ 2015-16/01/05</p> <p>Inclusion of innovative teaching in PG and UG Classes. Resolved to direct all departments to focus more on innovative and learner centered teaching methods</p>																																																						
08	<p>Agenda: SDMCU /IQAC/ 2015-16/01/06</p> <p>Self evaluation by Teachers/ Departments ❖ Committee headed by IQAC Convener with Dr.P.Vishwanath and Dr.Shankaranarayan as members is constituted to evolve a format for self evaluation by the departments and the same shall be circulated to the departments and by 30th March 2016 all departments shall submit the same</p>																																																						
09	<p>Agenda: SDMCU /IQAC/ 2015-16/01/07</p> <p>❖ All departments and committees shall submit the Annual Plan of activities in the beginning of the year and shall be evaluated at the end of the academic year. ❖ Based on the inputs from departments and functional committees following action plan for the year 2015-16 was adopted</p> <table border="1" data-bbox="358 940 1325 1906"> <thead> <tr> <th>Sl. No</th> <th>Plan of Action</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>To conduct National seminars</td> <td>05</td> </tr> <tr> <td>2.</td> <td>To conduct school adoption programme</td> <td>02</td> </tr> <tr> <td>3.</td> <td>To conduct guest lectures</td> <td>20</td> </tr> <tr> <td>4.</td> <td>Wall magazines issues</td> <td>180</td> </tr> <tr> <td>5.</td> <td>To conduct research methodology workshops</td> <td>02</td> </tr> <tr> <td>6.</td> <td>To conduct civic sense campaign</td> <td>02</td> </tr> <tr> <td>7.</td> <td>Filed visit</td> <td>05</td> </tr> <tr> <td>8.</td> <td>Alumni interaction</td> <td>10</td> </tr> <tr> <td>9.</td> <td>To conduct Grama swaraj programme</td> <td>01</td> </tr> <tr> <td>10.</td> <td>Self help group visits</td> <td>20</td> </tr> <tr> <td>11.</td> <td>To conduct legal awareness camp</td> <td>02</td> </tr> <tr> <td>12.</td> <td>Environment protection campaign</td> <td>02</td> </tr> <tr> <td>13.</td> <td>To conduct international seminar</td> <td>01</td> </tr> <tr> <td>14.</td> <td>E-content Creation</td> <td>10</td> </tr> <tr> <td>15.</td> <td>Ted lectures</td> <td>20</td> </tr> <tr> <td>16.</td> <td>Documentary creation</td> <td>05</td> </tr> <tr> <td>17.</td> <td>Golden Jubilee Celebration</td> <td>01</td> </tr> </tbody> </table>	Sl. No	Plan of Action	2015-16	1.	To conduct National seminars	05	2.	To conduct school adoption programme	02	3.	To conduct guest lectures	20	4.	Wall magazines issues	180	5.	To conduct research methodology workshops	02	6.	To conduct civic sense campaign	02	7.	Filed visit	05	8.	Alumni interaction	10	9.	To conduct Grama swaraj programme	01	10.	Self help group visits	20	11.	To conduct legal awareness camp	02	12.	Environment protection campaign	02	13.	To conduct international seminar	01	14.	E-content Creation	10	15.	Ted lectures	20	16.	Documentary creation	05	17.	Golden Jubilee Celebration	01
Sl. No	Plan of Action	2015-16																																																					
1.	To conduct National seminars	05																																																					
2.	To conduct school adoption programme	02																																																					
3.	To conduct guest lectures	20																																																					
4.	Wall magazines issues	180																																																					
5.	To conduct research methodology workshops	02																																																					
6.	To conduct civic sense campaign	02																																																					
7.	Filed visit	05																																																					
8.	Alumni interaction	10																																																					
9.	To conduct Grama swaraj programme	01																																																					
10.	Self help group visits	20																																																					
11.	To conduct legal awareness camp	02																																																					
12.	Environment protection campaign	02																																																					
13.	To conduct international seminar	01																																																					
14.	E-content Creation	10																																																					
15.	Ted lectures	20																																																					
16.	Documentary creation	05																																																					
17.	Golden Jubilee Celebration	01																																																					

10	<p>Agenda: SDMCU /IQAC/ 2015-16/01/08</p> <p>AQAR 2014-15 Dr.Udayachandra.P.N, Registrar presented the draft AQAR, accepted for submission.</p> <p style="text-align: right;">❖ Enclosed in the Annexure</p>
11	<p>Agenda: SDMCU /IQAC/2015-16/01/09</p> <p>Any other matter</p> <p>❖ To strengthen the curriculum, each department shall take initiatives to revise the syllabus by consulting the experts focusing on skill component, current issues and employability. HODs shall keep the revised syllabus ready on or before 15-08-2015 for presenting in the BOS for approval.</p> <p>Introduction of practical's: Kannada and English departments have introduced practical's since 2014-15. Department of Journalism and Commerce have planned for practical's 2015-16 onwards. Subjects without practical's are directed to explore the areas and possibilities to introduce practical's. If any department is doing practical's are directed to inform before the next HOD meeting.</p>
12	Vote of thanks by Dr.A.Jaya Kumar Shetty

Dr.A.Jaya Kumar Shetty
Convener

Dr.B.Yashovarma
Principal

Board Room, SDM College, Ujire
Date: 04-06-2015