

Minutes of the IQAC meeting held on May 4, 2024 at 10.00 am in the IQAC room.

Agenda:

1. Review of quality initiatives for the first quarter of 2024 and to date.
2. Submission of AQAR 2022-23
3. Any other matter with the permission of the chair

The following members attended the meeting

Attendance

1. Prof. R Raghavendra - Principal & Chairman
2. Prof. Ashok Mammen V - IQAC Coordinator
3. Dr J B Janardana - IQAC member
4. Prof. Shekhar M - IQAC member
5. Prof. Kavita Mahar - IQAC member
6. Prof. Inderakala TB - IQAC member
7. Prof. Chiranjeevi - IQAC member


Prof. R Raghavendra, Principal chaired the meeting. The coordinator welcomed all the IQAC team members.

Section 1: Items for confirmation	
1	The following matters were confirmed
1.1	The IQAC coordinator informed that date for submission of AQAR 2022-23 was extended by NAAC till April 30 2024. The AQAR was submitted on 29/04/2024.
1.2	The workshop on Student Centric Methods was conducted on 13/2/2024 as planned. Dr. Sandeep Shastri, Director - Academics, NITTE Education Trust was the resource person.
1.3	A workshop on Indian Knowledge Systems was conducted on 15/2/2024. Prof. Vithal Potdar was the resource person.
1.4	Principal announced that the BCA & BBA programmes were registered under AICTE and the process was going on for their approvals.
Section 2: Items for discussion	
2	The following matters were discussed
2.1	A Faculty Development Program on research is planned for three days - May 15 - 17, 2024. Prof. Vishwanath S.R will coordinate the FDP.
2.2	The Cricket NPL - Nitte Premier League, an inter class competition is planned during the second week of May. The NPL is organized by the department of Commerce.
2.3	Principal sir informed the following <ol style="list-style-type: none"> 1. Advitya 2.0 - tentatively planned for mid-June 2. Silver Jubilee Celebration - tentatively planned for June last week 3. Annual day - tentatively it is planned for June last week 4. Sports day - tentatively it is planned for June last week

	The records of students are to be updated in the UUCMS portal. The work is being initiated by the office.
2.4	An email was received by Ms. Kavita Mahar from Infosys BPM with regard to the 2 – Day Principal Conclave at Mysore on May 28 & 29, 2024. Principal sir discussed with the members and it was suggested that Dr. Janardana B, Dr. Ashok Mammen V, Prof. Naveen Kumar, HoD of BCA dept., and Prof. Naveen Kumar, BBA dept. will attend the conclave.
2.5	Principal sir discussed with the IQAC members about the institution being brought under Nitte deemed-to-be-university.
2.6	The examination wing has scheduled the first Internal examination during the second week of May 2024. The department heads are to ensure that one – and - half modules of the syllabus are completed.

The chairman thanked the members present for their suggestions and the meeting came to a close at 11.30 am


Dr. Ashok Mammen V
Internal Quality Assurance Cell
Dr. N.S.A.M. First Grade College
Bengaluru-560 089


Prof. R Raghavendra
Principal & Chairman
Dr. N.S.A.M. First Grade College
Sy. No. 21, Krishnarajapura Village,
Shivakote (P) Hesaraghatta Hobli,
Bengaluru-560 089

Minutes of the IQAC meeting held on February 1, 2024 at 9.45 am in the IQAC room.

Agenda:

1. Quality initiatives in the I & II quarters for the calendar year 2024
2. Submission of AQAR 2022-23
3. Any other matter with the permission of the chair

The following members attended the meeting

Attendance

1. Prof. R Raghavendra - Principal & Chairman
2. Prof. Ashok Mammen V – IQAC Coordinator
3. Dr J B Janardana – IQAC member
4. Prof. Shekhar M – IQAC member
5. Prof. Kavita Mahar – IQAC member
6. Prof. Inderakala TB – IQAC member
7. Prof. Chiranjeevi – IQAC member
8. Prof. Naveen Kumar – IQAC member

Prof. R Raghavendra, Principal chaired the meeting. The coordinator welcomed all the IQAC team members.

Section 1: Items for confirmation	
1	The following matters were confirmed
1.1	The IQAC discussed on the meetings with Dr. Sandeep Shastri, Director - Academics, NITTE Education Trust with regard to the quality initiatives. Meetings were held on November 24 & 29, and December 8 during 2023.
1.2	On 31/1/2024 a workshop was conducted on PO-CO mapping by Dr. Shastri sir for all the faculty members. Sir did an analyzes of the preparatory question papers that had the Programme Outcome – Course Outcome (PO-CO) and the Blooms levels marked in it.
1.3	The principal announced that the Governing Council meeting was held on 10/01/2024.
1.4	On 11/01/2024 a workshop on Research was conducted by Mr. Devanath P R, Scientific Assistant ICTS-TIFR, Bangalore, titled “Understanding, Identifying and Combating Predatory Publications”
1.5	
Section 2: Items for discussion	
2	The following matters were discussed / planned
2.1	The IQAC coordinator announced that the AQAR for the academic year 2022-23 will be ready for upload by February 28, 2024
2.2	On 13/2/2024 a workshop on Student Centric Methods is planned with Dr. Sandeep Shastri sir for all the faculty members.
2.3	A workshop on Indian Knowledge Systems is planned. Dr. Janardana sir will find the suitable resource person and will coordinate.
2.4	It was suggested that the Academic Learners’ Group (ALG) forum should restart.

2.5	IQAC is to release new formats for use for office order, circular, FDP, guidelines for project work / internship, letter to parents, warning to students, correspondence with another department / external agency, others. The new logo for use in all the documents is to be circulated.
2.6	A Faculty Development Program on research will be organized during the 2nd quarter of 2024. Prof. Vishwanath S.R of commerce department will coordinate the FDP.
2.7	The previous semester examinations are delayed and so any academic or non-academic activities for the students can be planned only after mid of march 2024

The chairman thanked the members present for their suggestions and the meeting came to a close at 11.00 am



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Action taken report /

Minutes of the IQAC meeting held on December 30, 2023 at 2.00 pm in the IQAC room.

Agenda:

1. Instate the newly appointed IQAC core team
2. Review the quality initiatives since upload of the NAAC first cycle
3. Constituting criterion wise team
4. Uploading of AQAR for AY 2022-23
5. Faculty enrolment with NPTEL / Swayam courses
6. A workshop on Research publications
7. Discuss on making the campus plastic free
8. Any other matters with the permission of the chair

The following members attended the meeting

Attendance

1. Prof. R Raghavendra - Principal & Chairman
2. Prof. Ashok Mammen V – IQAC Coordinator
3. Dr J B Janardana – IQAC member
4. Prof. Shekhar M – IQAC member
5. Prof. Kavita Mahar – IQAC member
6. Prof. Inderakala TB – IQAC member
7. Prof. Chiranjeevi – IQAC member
8. Prof. Naveen Kumar – IQAC member

Prof. R Raghavendra, Principal chaired the meeting. The coordinator welcomed all the IQAC team members.

Section 1: Items for confirmation	
1	The following matters were confirmed
1.1	The new team was instated by the principal.
1.2	All the members present except Prof. Inderakala was part of the meetings previously held with Dr. Sandeep Shastri, Director - Academics, NITTE Education Trust. Henceforth Prof. Inderakala will attend the meeting.
1.3	The preparatory question papers will include the Programme Outcome – Course Outcome (PO-CO) and the Blooms levels.
1.4	The preparatory examination is scheduled for the first week of January 2024.
1.5	Principal sir brought to the notice of all the members that Governing
	Review meeting on 19/01/2024
	QP with PO-CO and the Blooms levels were done for all subjects.
	Prep. Exam conducted between 8 – 16, January 2024.
	Governing Council meeting held on 10/01/2024



	<p>Council meeting will be held in January 2024 to review the achievements of the institution in AY 2022-23 and during the first semester of the AY 2023-24. Prof. Ashok Mammen V and Prof. Shekhar M will prepare the documents along with the principal.</p>	
Section 2: Items for discussion & Action Plan		
2	The following matters were discussed	
2.1	<p>A review of the quality initiatives since the upload of NAAC first cycle was done. The members reviewed the matters highlighted in the first peer team visit report and assessed the progress of the institution. The annual academic & administrative audit reports, and the AQAR for AY 2020-21 & 2021-22 were reviewed. The areas for improvement are identified.</p>	<p><u>Plans for calendar year 2024</u></p> <ol style="list-style-type: none"> 1. Knowledge sharing session 2. Series of FDP on Research 3. FDP on English 4. Department audits 5. Documentation – KM 6. Functioning of committees and action plan 7. Plastic free initiatives 8. Green campus 9. Best practice 10. Introduce toast master 11. Introduce forums at department level 12. Align programs to suit organisational vision / mission 13. Update website 14. Conduct SSS 15. Conduct AAA 16. Strengthen Alumni 17. Placement training 18. Capacity building programmes 19. Incubation Centre 20. Conduct energy audit 21. Conduct gender audit 22. Conduct green audit 23. ISO certification 24. ISBN (Self publication) – ALL Faculty members 25. Research ID – Vidwan, ORCID, Scopus, Web of Science, Google Scholar, Microsoft_Academic – All Faculty members 26. LinkedIn profile 27. Membership in professional bodies - ALL Faculty members 28. Minor Research Project – Faculty / Students 29. Research Papers – 2 each from Faculty members in an academic year 30. Book Chapters by all the faculty members



		31.A Bi-annual Journal with ISBN 1.
2.2	Efforts to do green audit and gender audit are to be initiated	An ISO consultant visited campus on 5/1/2024
2.3	A campaign on reducing the use of plastics in the campus is to be planned. A circular will be sent to all faculty members in the first phase and awareness programme will be organized. The progress will be reviewed after the first quarter of the calendar year 2024 (January – March 2024)	A circular to this affect was sent on 3/1/2024 Alumni along with NSS, NCC conducted a program on 20/1/2024
2.4	The Alumni executive committee is to be reconstituted. Prof. Naveen Kumar H.S of commerce department is to be informed to take adequate steps and report progress by Jan 15, 2024	The GB meeting and election / voting planned
2.5	Indian Knowledge systems (IKS) has to be inculcated into the curriculum. Elaborate discussions are to happen in this area. Prof. Kavita Mahar and Prof. Inderakala TB are to brainstorm and suggest topics to incorporate into the curriculum. The matter should be presented to Dr. Sandeep Shastri in the next review meeting to be held in January 2024.	IKS discussed in the review meeting held on 19/01/2024
2.6	The librarian is to send a circular to all the faculty members encouraging them to enroll for NPTEL / Swayam courses. The progress to be informed by Jan 15, 2024	Done on 10 faculty members joined in Jan 2024
2.7	A workshop on Research: awareness to predatory journals and publications will be held in January 2024. Dr J B Janardana will contact the resource person and inform. The department of Library Science & Information will schedule the workshop.	Conducted on 11/01/2024
2.8	The Criterion 7 Head, Prof. Shiva Kumar along with his team members will identify the best practices in the institution and discuss with the IQAC Core team by Jan 15, 2024.	Presented Sanchar library as a best practice along with mentoring as the best practices in the review meeting held on 19/01/2024. A detailed plan is to be prepared.
2.9	The student centric learning tools used by faculty members for the odd semester of AY 2023-24 are to be recorded. Prof. Naveen Kumar, IQAC member to initiate the work.	Presented a list in the review meeting held on 19/01/2024. A plan of action suggested

2.10	Sanitary napkin vending machine and incinerators are to be attended to. Prof. Inderakala will do the necessary and report by Jan 15, 2024.	Placed order for napkins
2.11	The departments are to report to IQAC on (i) the status of syllabus completion (ii) Parent teachers meeting conducted. Report to be submitted by December 22, 2023.	Status reported by faculty. Updates taken on 2/1/2024. Remedial classes planned from 22/1/2024.
2.12	Principal discussed with members on honouring faculty members who have not availed their casual leaves.	
2.13	The Criterion Heads & team members will be briefed on the AQAR for AY 2022-23 and will be encouraged to work towards it. A staff meeting will be organized to announce the team members and the dead line for submission of documents. Staff meeting to be convened by IQAC on 2/01/2024 at 2.45 pm for all teaching and non – teaching staff members.	Staff meeting held on 2/01/2024. Further criterions met at IQAC. Documents being collected. Deadline 22/01/2024.
Section 3: Action taken		
3.1	The team members for each criterion are finalised. The details are attached in <i>Annexure 1</i> (Table 1: Criterion Heads & team members)	The criterions met several times and informed progress to IQAC.

The chairman thanked the members present for their suggestions and the meeting came to a close at 3.45 pm


Prof. Ashok Mammen V
IQAC Coordinator

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Table 1: Criterion Heads & team members

IQAC Members	Criteria	Description	Criterion Head	Member-1	Member-2	Member-3	Member-4	Member-5
Dr J B Janardana	Criterion 1	Curricular Aspects	Mr. Srinivasa H	Dr. Basappa	Dr. Prasanna Kumar	Mr. Yuvaraj S	Mr. Thirumalesh	Dr. Chandra Shekar
Mr. Shekhar M	Criterion 2	Teaching, Learning & Evaluation	Mr. Punith Kumar H S	Mr. Shashi Kumar D S	Ms. Lakshmi R	Mr. Ashoka G	Ms. Sushmitha B C	Mr. Mohan T.S
Ms. Kavita Mahar	Criterion 3	Research, Innovations & Extension	Mr. Vishwanath S R	Ms. Anusha	Ms. Harshitha V	Mr. Arun James	Dr. Geetha	
Mr. Naveen Kumar	Criterion 4	Infrastructure & Learning Resources	Dr. Neha Kousar	Mr. Arivoli	Dr. Bendre Basaveshwar	Mr. Vinoda B.S	Mr. Dhananjaya	Mr. Suresh K.S
Ms. Inderakala T.B	Criterion 5	Student Support & Progression	Ms. Kavitha S R	Ms. Nutan Varma	Dr. Gagan Kumari	Mr. Naveen Kumar H S	Dr. Hemavathi	Ms. Manisha Saha
Mr. Chiranjeevi	Criterion 6	Governance, Leadership & Management	Ms. Lakshmi M R	Mr. Varun Dongre	Mr. Arun Kumar	Dr Narendra Babu	Ms. Muthamma	Ms. Chandhana C
Mr. Ashok Mammen V	Criterion 7	Institutional Values & Best Practices	Mr. Shiva Kumar	Ms. Shwetha S	Ms. Amrutha H	Mr. Shashi Kiran T.D	Ms. Anu	

Minutes of the IQAC meeting held on December 30, 2023 at 2.00 pm in the IQAC room.

Agenda:

1. Instate the newly appointed IQAC core team
2. Review the quality initiatives since upload of the NAAC first cycle
3. Constituting criterion wise team
4. Uploading of AQAR for AY 2022-23
5. Faculty enrolment with NPTEL / Swayam courses
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8. Any other matters with the permission of the chair

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Prof. R Raghavendra, Principal chaired the meeting. The coordinator welcomed all the IQAC team members.

Section 1: Items for confirmation

1 The following matters were confirmed

- 1.1 The new team was instated by the principal.
- 1.2 All the members present except Prof. Inderakala was part of the meetings previously held with Dr. Sandeep Shastri, Director - Academics, NITTE Education Trust. Henceforth Prof. Inderakala will attend the meeting.
- 1.3 The preparatory question papers will include the Programme Outcome – Course Outcome (PO-CO) and the Blooms levels.
- 1.4 The preparatory examination is scheduled for the first week of January 2024.
- 1.5 Principal sir brought to the notice of all the members that Governing Council meeting will be held in January 2024 to review the achievements of the institution in AY 2022-23 and during the first semester of the AY 2023-24. Prof. Ashok Mammen V and Prof. Shekhar M will prepare the documents along with the principal.

Section 2: Items for discussion & Action Plan

2 The following matters were discussed

- 2.1 A review of the quality initiatives since the upload of NAAC first cycle was done. The members reviewed the matters highlighted in the first peer team visit report and assessed the progress of the institution. The annual academic & administrative audit reports, and the AQAR for AY 2020-21 & 2021-22 were reviewed. The areas for improvement are identified.
- 2.2 Efforts to do green audit and gender audit are to be initiated
- 2.3 A campaign on reducing the use of plastics in the campus is to be planned. A circular will be sent to all faculty members in the first phase and awareness programme will be organized. The progress will be reviewed after the first quarter of the calendar year 2024 (January – March 2024)
- 2.4 The Alumni executive committee is to be reconstituted. Prof. Naveen Kumar H.S of commerce department is to be informed to take adequate steps and report progress by Jan 15, 2024
- 2.5 Indian Knowledge systems (IKS) has to be inculcated into the curriculum. Elaborate discussions are to happen in this area. Prof. Kavita Mahar and Prof. Inderakala TB are to brainstorm and suggest topics to incorporate into the curriculum. The matter should be presented to Dr. Sandeep Shastri in the next review meeting to be held in January 2024.
- 2.6 The librarian is to send a circular to all the faculty members encouraging them to enroll for NPTEL / Swayam courses. The progress to be informed by Jan 15, 2024
- 2.7 A workshop on Research: awareness to predatory journals and publications will be held in January 2024. Dr J B Janardana will contact the resource person and inform. The department of Library Science & Information will schedule the workshop.
- 2.8 The Criterion 7 Head, Prof. Shiva Kumar along with his team members will identify the best practices in the institution and discuss with the IQAC Core team by Jan 15, 2024.
- 2.9 The student centric learning tools used by faculty members for the odd semester of AY 2023-24 are to be recorded. Prof. Naveen Kumar, IQAC member to initiate the work.
- 2.10 Sanitary napkin vending machine and incinerators are to be attended to. Prof. Inderakala will do the necessary and report by Jan 15, 2024.
- 2.11 The departments are to report to IQAC on (i) the status of syllabus completion (ii) Parent teachers meeting conducted. Report to be submitted by Jan 2, 2024.
- 2.12 Principal discussed with members on honouring faculty members who have not availed their casual leaves.
- 2.13 The Criterion Heads & team members will be briefed on the AQAR for AY 2022-23 and will be encouraged to work towards it. A staff meeting will be organized to announce the team members and the dead line for submission of documents. Staff meeting to be convened by IQAC on 2/01/2024 at 2.45 pm for all teaching and non – teaching staff members.


Section 3: Action taken

- 3.1 The team members for each criterion are finalised. The details are attached in *Annexure 1* (Table 1: Criterion Heads & team members)

The chairman thanked the members present for their suggestions and the meeting came to a close at 3.45 pm



Prof. Ashok Mammen V
IQAC **Coordinator**
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Mr. Ashok Mammen V	Criterion 7	Institutional Values & Best Practices	Mr. Shiva Kumar	Ms. Shwetha S	Ms. Amrutha H	Mr. Shashi Kiran T.D	Ms. Anu	



Minutes of the IQAC meeting held on December 14, 2023 at 2.45 pm in the IQAC room.

Agenda:

1. Constituting a new IQAC core team
2. Any other matters with the permission of the chair

The following members attended the meeting

Attendance

1. Prof. R Raghavendra - Principal & Chairman
2. Dr J B Janardana – IQAC member
3. Prof. Shekhar M – IQAC member
4. Prof. Ashok Mammen V – Invitee

Prof. R Raghavendra, Principal chaired the meeting.

Section 1: Items for confirmation

1 The principal announced the following

- 1.1 Dr. Sandeep Shastri, Director - Academics, NITTE Education Trust will guide Dr. NSAM First Grade College in continuously improving its academic and administrative matters. Sir will advise on NAAC related affairs. As to date, three meetings were held, on 24/11/2023, 29/11/2023 and 8/12/2023. The proceedings of the meeting will be recorded separately.
- 1.2 Prof. Ashok Mammen V will hold the post of the IQAC Coordinator.
- 1.3 A staff internal workshop on Programme Outcome – Course Outcome (PO-CO) mapping was held on 12/12/2023. A review of the same will be held on 15/12/2023

Section 2: Items for discussion with regard to the future plans

2 Future plans of IQAC were discussed

- 2.1 The Programme Outcome – Course Outcome (PO-CO) internal workshop is planned for 15/12/2023. The expected outcome of the workshop is that all the subject teachers prepare the preparatory question paper with the PO-CO mapped and the Blooms levels.
- 2.2 The IQAC core team will meet on 20/12/2023 to discuss on making the campus plastic free, uploading of AQAR, constituting Criterion wise team, enrolment with NPTEL / Swayam courses, and conducting a workshop on Research.

Section 3: Action taken Report

3 The reconstitution of IQAC core team and functioning of IQAC

- 3.1 The IQAC will constitute of teachers, external member, Alumni, student representative, Administrative Officer and an industrialist
- 3.2 The members present discussed and finalized the following



- 3.2.1 The IQAC core team was finalized to monitor the progress on quality initiatives taken by IQAC. The details are attached in *Annexure 1* (Table 1: IQAC Core Team Members)
- 3.2.2 The Criterion Heads was finalized. The Criterion Head will report to one of the IQAC core team member. The details are attached in *Annexure 1* (Table 2: Criterion Heads)

The principal thanked the members present for their suggestions and the meeting came to a close at 3.50 pm

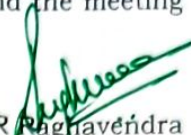

Prof. R. Raghavendra
Principal
Dr. N.S.A.M. First Grade College
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Table 1: IQAC Core Team Members

1	Prof. R Raghavendra	Principal & Chair person
2	Prof. Ashok Mammen V	IQAC Coordinator
3	Dr J B Janardana	IQAC member
4	Prof. Shekhar M	IQAC member
5	Prof. Chiranjeevi	IQAC member
6	Prof. Naveen Kumar	IQAC member
7	Prof. Inderakala TB	IQAC member
8	Prof. Kavita Mahar	IQAC member

Table 2: Criterion Heads

Criteria	Description	Criterion Head	Reporting to IQAC Members
Criterion 1	Curricular Aspects	Prof. Srinivasa H	Dr J B Janardana
Criterion 2	Teaching, Learning & Evaluation	Prof. Punith Kumar H S	Prof. Shekhar M
Criterion 3	Research, Innovations & Extension	Prof. Vishwanath S R	Prof. Kavita Mahar
Criterion 4	Infrastructure & Learning Resources	Dr. Neha Kousar	Prof. Naveen Kumar
Criterion 5	Student Support & Progression	Prof. Kavitha S R	Prof. Inderakala T. B
Criterion 6	Governance, Leadership & Management	Prof. Lakshmi M R	Prof. Chiranjeevi
Criterion 7	Institutional Values & Best Practices	Prof. Shiva Kumar	Prof. Ashok Mammen V


Coordinator

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