

Documents enclosed

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|----------|--|--------------------------|--|
| A | Action taken Report: AY 2022-23 | | |
| B | IQAC Meeting documents | | |
| # | Circular date | IQAC Meeting date | Document attached |
| 1 | 20/07/2022 | 23/07/2022 | Circular & Minutes of Meeting |
| 2 | 30/11/2022 | 01/12/2022 | Circular & Minutes of Meeting |
| 3 | 03/01/2023 | 03/01/2023 | Circular & Minutes of Meeting |
| 4 | 25/01/2023 | 25/01/2023 | Circular & Minutes of Meeting |
| 5 | 26/04/2023 | 26/04/2023 | Circular & Minutes of Meeting |
| 6 | 27/10/2023 | 30/10/2023 | Annual Review Meeting 2022-23: Circular & Minutes of Meeting |

ACTION TAKEN REPORT – ACADEMIC YEAR 2022-23

| IQAC / Dept meeting date | Action Plan | Action Taken Report |
|--------------------------|---|--|
| 23/07/2022 & 1/09/2022 | Certificate course (30 hours) on Aviation, Spoken English, Communicative English and MS Office | Certificate course (30 hours) on Aviation was provided by an external agency – BIA&L (Bangalore Institute of Aviation & Logistics) |
| | Based on the positive feedback received last academic year, the add-on/value added courses- CA classes (180 hours). CMA & CS courses will be conducted | The CA/CMA/CS value addition programmes are being conducted by Pro-edge Skill Development & Edutech Pvt. Ltd. |
| | Placement Preparedness training should continue in order to boost the students' employability | A team of faculty members conducted GD, Resume writing, mock interview, & leadership skill training. A 30 hours training programme was scheduled and conducted. |
| | Prof. Srinivas was requested to propose a list of guest lectures/industrial visits/field visits for the academic year | Prof. Srinivas discussed with other faculty members and submitted a list of guest lectures /industrial visits / field visits for the academic year. |
| 30/11/2022 & 01/12/2022 | Invite experts to build awareness among first-year students about ill effects of cybercrime and drugs | On September 21 & 23, 2022 conducted a student development programme with experts |
| | Conduct Parents Teachers Meeting after the preparatory exam. | Parents Teachers Meeting was held. |
| | Encourage faculty members and the students to use the electronic library and the ICT resources in the college. Moodle LMS software was to be used for teaching learning interactions. | More footprints recorded in the electronic library and better utilisation of ICT resources noted. Moodle LMS software was better used by faculty members and the students. |
| | Plan for faculty Development Programmes and national conferences at department level. | Faculty Development Programmes were conducted during the academic year. |

| | | |
|-------------------------|--|---|
| | Faculty members advised to publish in UGC-CARE, Scopus and reputed peer reviewed journals | Faculty members were found to have published a greater number of papers in UGC-CARE, Scopus and reputed peer reviewed journals during the academic year |
| 8/01/20223 & 26/04/2023 | More focus on students' academics was suggested. Remedial classes for slow learners were to be streamlined | The department heads informed about the effective implementation of remedial classes. Students actively participated in class presentations, model preparations and co-curricular activities |
| 26/04/2023 & 20/06/2023 | Students and faculty members should enrol for online courses like Swayam / NPTEL | A few of the faculty members have enrolled for swayam courses. Students enrolled for online certificate courses The Annual Review for the academic year 2022-23 will be held on 27/10/2023 |

DR. N.S.A.M. FIRST GRADE COLLEGE
Krishnarajapura Village,
Bangalore 560089

Internal Quality Assurance Cell

CIRCULAR


Date: 20/07/2022

The IQAC meeting will be held on 23/07/2022 in IQAC Room to discuss the below mentioned agenda.

Agenda:

1. Welcome
2. Introduction of new members of IQAC
3. Reading of minutes of the previous meeting
4. Introduction of New Programs
5. Presentation of SPP for the AY 2022-23
 - a. Mapping the PO's and CO's/ Mapping the cross-cutting issues embedded in teaching and co-curricular activities
 - b. Strengthen technology in teaching-learning process
 - c. Internship and Placement activities
6. Strengthening of Alumni Association.
7. Conduction of Academic & Administrative Audit.
8. Quality Initiatives work progress
9. Any other matter with the permission of the Chair.

Requesting all of the members to attend the meeting without fail.


IQAC Coordinator
Dr. N.S.A.M. First Grade College
Bangalore


PRINCIPAL
Dr. N.S.A.M First Grade College,
Krishnarajapura Village,
Bengaluru - 560 089.

DR. N.S.A.M. FIRST GRADE COLLEGE
Krishnarajapura Village,
Bangalore 560089

Internal Quality Assurance Cell

Proceedings of the IQAC Meeting-

AY 2022-23

IQAC meeting was held on 23/07/2022. The meeting was held in the Principal's chamber.

Members Present are:

1. **Dr. R Shathi Iyer**, Chairperson
2. **Ms. Bhavya K R**, Coordinator IQAC & HOD Commerce & Mgt
3. **Mr. Shekar** – Assistant Professor, Commerce & Mgt
4. **Dr. J B Janardhana** – Head, Department of Languages & Foundation Course
5. **Mr. Chiranjeevi**, Assistant Professor, Department of Commerce & Mgt
6. **Ms. Anusha**, Assistant Professor, Department of Commerce & Mgt
7. **Mr. Naveen Kumar**, Head, Department of Computer Application
8. **Ms. Annetee Nikitha**, Assistant Professor, Department of Commerce & Mgt
9. **Ms. Sanjuktha Bhaumik**, Assistant Professor, Department of Arts
10. **Ms. Akshata Prasad**, Alumni Representative
11. **Mr. Dinesh**, Student Representative
12. **Ms. Ananya**, Student Representative)

1. The IQAC Coordinator welcomed the members
2. The following were the new members inducted who were introduced to the committee.
 - a. Mr. Dinesh
 - b. Ms. Ananya
3. The minutes of the previous meeting was read and approved.
4. The Strategic Perspective Plan for the AY 2022-23 and the budget was presented by the IQAC coordinator. The plan was approved after discussion of the below mentioned points.
 - a. The HOD of Commerce and Management presented to the committee the plan to further strengthen the curriculum plan, so that it leads to better learning outcomes. Faculty are attempting to map Programme Outcomes to Course outcomes so that

learning is streamlined. The committee further suggested to map the cross-cutting issues in the extra-curricular and co-curricular activities too.

- b. Several workshops have been planned for the faculty to familiarize themselves with teach tools and integrate technology in their classrooms. Several ALG's are also being planned. Lectures are being recorded.
 - c. The IQAC coordinator briefed the committee about the plans of the placement cell. The thirty-hour placement training will be continued.
5. The Principal presented the concept of promoting SAHA BALVE- Nitte Social Connect- How all the activities are tied together.
 6. FDP's and the Research Output should be monitored more rigorously.
 7. The members once again reiterated the need for a robust Alumni Association.
 8. Conduction of Academic & Administrative Audit was given a go ahead. Suggestions were provided to make it more objective.
 9. IQAC coordinator presented the Annual report and informed that the college will work towards the better grade and the SPP is aligned with the same.
Members suggested that the college needs to take support from the other Nitte institutions.
 10. The Principal thanked the members for their time and valuable suggestions at the closure of meeting.



IQAC Coordinator
Dr. N.S.A.M. First Grade College
Bangalore



PRINCIPAL
Dr. N.S.A.M First Grade College,
Krishnarajapura Village,
Bengaluru - 560 089.

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IQAC-2



Dr. N.S.A.M First Grade College

Krishnarajapura Village, Bangalore-89

Internal Quality Assurance Cell

CIRCULAR

AY 2022-23

Date: 30-11-2022

The IQAC meeting will be held tomorrow on 01-12-2022 in board room at 2.00pm.

The agenda to be discussed in the meeting are as below:

- To update about various activities
- To discuss about Strategic Perspective Plans
- NIRF
- National Conference
- Resources and Infrastructure required for various certificate and professional courses
- Any other matter with the permission of chair

All the members are here by requested to attend the meeting.


IQAC Coordinator


Principal
PRINCIPAL
Dr. N.S.A.M First Grade College,
Krishnarajapura Village,
Bengaluru - 560 089.

Dr. N.S.A.M First Grade College

Krishnarajapura Village, Bangalore-89

Internal Quality Assurance Cell

Minutes of the meeting -

Date: 1.12.2022

Venue: Board Room

The IQAC meeting for Academic session 2022-2023 was held on 01-12-2022 at 2pm.

The following members attended the meeting:

| Sl. No. | Name of person | Designation |
|----------------|-----------------------|--|
| 1 | Prof Raghavendra R | Principal and Chairperson IQAC |
| 2 | Dr. Shanti Iyer | Advisor, Dr. N.S.A.M FGC |
| 3 | Ms. Bhavya K R | HoD Commerce and Management Dept.and IQAC Coordinator |
| 4 | Dr. J.B Janardana | Member, Professor and H.O. D |
| 5 | Mr. Shekar M | Member, Assistant Professor |
| 6 | Mr. Chiranjeevi | Member, Assistant Professor |
| 7 | Ms. Anusha | Member, Assistant Professor |
| 8 | Ms. Annette Nikita | Member, Assistant Professor |
| 9 | Mr. Naveen Kumar | Member, Assistant Professor |
| 10 | Ms. Sanjukta Bhoumik | Member, Assistant Professor |
| 11 | Dr. Anuradha Roy | External Member, Retired Principal, and former Associate Professor, Seshadripuram College, Bangalore |
| 12 | Mr. Dinesh | Member, student representative |
| 13 | Ms. Annanya | Member, student representative |

Agenda:

- To update about various activities
- To discuss about Strategic Perspective Plans
- NIRF
- National Conference
- Resources and Infrastructure required for various certificate and professional courses
- Any other matter with the permission of chair

Discussion:

- The College advisor, Dr. R. Shanti Iyer, introduced the new faculty representatives of IQAC and two students representatives from the student council to all the committee members.
- A summary of the numerous initiatives undertaken by the various departments and the accomplishments of the students in many fields were presented to the committee members. To name a few:
 - a.** To raise awareness among first-year students about ill effects of cybercrime and drugs an orientation session on these most important aspects were held inviting the experts from the respective field.
 - b.** The Parents Teachers Meeting was a success because 80% of parents attended and spoke with the subject teachers and class teachers about their children's performances in academics.
- The IQAC coordinator updated the committee members:
 - a.** On the state of the skill-development programmes. First-year students have already begun taking skill-development classes, while second- and third-year students will begin taking skill-development classes soon, according to the departments.
 - b.** About the ICT usage, which has greatly been improved. It has been suggested that faculty members and the students should use the electronic library to access the ICT resources available in the library. The coordinator informed that the students are now using more ICT resources in their studies for preparing their presentations (PPTs), models, and videos.
- In the meeting there was an in-depth discussion of the CA, CMA, and CS exam status as well as student performances. The CA exam will soon

begin, while the CMA exam has been scheduled to begin in January. Students studying for the CA and CMA exams have so been granted study leaves. Regarding the outcome, this time, 80% of the CA result and 100% of the CMA result can be expected. In addition, nine out of eleven students passed the CS exam.

- The IQAC Coordinator gave an update on student placement and internships. Of the 106 students of passed out batch (2021-22) all of them placed for internship in different companies/institutions and out of 106 students 33 students got opportunity of paid internship. In addition, 96 students of the current batch (2022-23) are currently pursuing their internships. In terms of placement, the highest offer made to students was 4.5 lakh. The paid internship status was highly appreciated by all the IQAC members in the meeting.
- It was discussed that the college should organise multiple conferences in different disciplines where in all the departments should collaborate. In addition, faculty Development Programmes in various topics were suggested to be organised.
- The meeting also covered the future strategy for the improvement-
 - a. As per the NAAC criterion faculties have been advised to publish in UGC-CARE journals.
 - b. More faculty members should enrol for their PhD and those who are doctorate should try to get externally funded research projects.
 - c. Placement should be much more rigorous.
- It was suggested that the college should apply for the NIRF Rank 2023.
- The college intends to try for university rank in the courses like B.Com-BDA and B.Com-Logistics and Supply Chain Management.
- The members have decided that conducting an aptitude test for III and IV SEM students as well as training programmes, mock exams, G.D., and short courses on resume writing would be useful in boosting the students' employability in the labour market.
- The IQAC members recommended that additional weightage should be given to sporting and cultural events, particularly if students are participating in activities at the state and national level. A minimum of

50% of the students must participate in intercollege events, while a minimum of 10% must participate in state level events.

- The student representatives requested that weekly yoga and meditation sessions could be given to help students' concentration.

The meeting was concluded with vote of thanks by the coordinator IQAC.



IQAC Coordinator



Principal
PRINCIPAL

Dr. N.S.A.M First Grade College,
Krishnarajapura Village,
Bengaluru - 560 089.

DR. N.S.A.M. FIRST GRADE COLLEGE
Krishnarajapura Village
Bangalore 560089

Internal Quality Assurance Cell

CIRCULAR


Date: 03/1/2023

The IQAC meeting will be held in the principal's office on 3/1/2023 to discuss the below mentioned agenda.

Agenda:

1. Review of AQAR 2021-22.
2. Community Connect activities planned from the new campus
3. Any other matter

Requesting all the members to attend the meeting.


IQAC Coordinator
Dr. N.S.A.M. First Grade College
Bangalore


PRINCIPAL
Dr. N.S.A.M First Grade College,
Krishnarajapura Village,
Bengaluru - 560 089.

DR. N.S.A.M. FIRST GRADE COLLEGE
Krishnarajapura Village
Bangalore 560089
Internal Quality Assurance Cell
Proceedings of the IQAC Meeting-

AY 2022-23

IQAC meeting was held on 3/1/2023.

Venue: Principal's Office

Members Present are:

Members Present are:

13. **Mr. Raghavendra R**, Chairperson
14. **Dr. R Shathi Iyer**, Advisor
15. **Ms. Bhavya K R**, Coordinator IQAC & HOD Commerce & Mgt
16. **Mr. Shekar** – Assistant Professor, Commerce & Mgt
17. **Dr. J B Janardhana** – Head, Department of Languages & Foundation Course
18. **Mr. Chiranjeevi**, Assistant Professor, Department of Commerce & Mgt
19. **Ms. Anusha**, Assistant Professor, Department of Commerce & Mgt
20. **Mr. Naveen Kumar**, Head, Department of Computer Application
21. **Ms. Annetee Nikitha**, Assistant Professor, Department of Commerce & Mgt
22. **Ms. Sanjuktha Bhaumik**, Assistant Professor, Department of Arts
23. **Ms. Akshata Prasad**, Alumni Representative
24. **Mr. Dinesh**, Student Representative
25. **Ms. Ananya**, Student Representative)

The IQAC coordinator welcomed the members to meeting.

The minutes of the previous meeting was read and approved.

The IQAC coordinator presented an analysis of work done and other initiatives undertaken. The progress in each criterion was presented.

The planning of social connect activities for a deeper engagement along with the mapping of learning outcomes were discussed.

The updates on infrastructure development was also shared.

The Principal thanked the members for their presence and valued suggestions.

Principal

PRINCIPAL

Dr. N.S.A.M First Grade College,
Krishnarajapura Village,
Bengaluru - 560 089.

IQAC coordinator

15/11/23



DR. N.S.A.M. FIRST GRADE COLLEGE
Govindapura, Gollahalli
Bangalore 560089

Internal Quality Assurance Cell

CIRCULAR


Date: 25/02/2023

The IQAC meeting will be held on 25/02/2023 to discuss the below mentioned agenda. The Meeting will be held in the Principal's office.

Agenda:

1. Review results at previous semester (I, III and V)
2. Activities Planned & Conducted
3. Organizing Nitte fest
4. Any other matter

Requesting all members to attend without fail.


IQAC Coordinator
Dr. N.S.A.M. First Grade College
Bangalore


PRINCIPAL
Dr. N.S.A.M First Grade College,
Krishnarajapura Village,
Bengaluru - 560 089.

DR. N.S.A.M. FIRST GRADE COLLEGE
Krishnarajapura Village
Bangalore 560089

Internal Quality Assurance Cell
Proceedings of the IQAC Meeting-

AY 2022-23

IQAC meeting was held on 25/03/2023.

Venue: Office of the Principal.

Members Present are:

1. **Mr. Raghavendra R**, Chairperson
2. **Dr. R Shathi Iyer**, Advisor
3. **Ms. Bhavya K R**, Coordinator IQAC & HOD Commerce & Mgt
4. **Mr. Shekar** – Assistant Professor, Commerce & Mgt
5. **Dr. J B Janardhana** – Head, Department of Languages & Foundation Course
6. **Mr. Chiranjeevi**, Assistant Professor, Department of Commerce & Mgt
7. **Ms. Anusha**, Assistant Professor, Department of Commerce & Mgt
8. **Mr. Naveen Kumar**, Head, Department of Computer Application
9. **Ms. Annettee Nikitha**, Assistant Professor, Department of Commerce & Mgt
10. **Ms. Sanjuktha Bhaumik**, Assistant Professor, Department of Arts
11. **Ms. Akshata Prasad**, Alumni Representative
12. **Mr. Dinesh**, Student Representative
13. **Ms. Ananya**, Student Representative)

The IQAC coordinator welcomed the members to meeting.

The minutes of the previous meeting was read and approved.

The results of the previous semester were discussed. The members appreciated the effort to improve the results.

The IQAC coordinator placed before the committee that the college has completed the verification of documents related to Academic Year 2021-22.

Nitte fest would be organized this year too. Members suggested that it be conducted early part of the semester and not at the end of it. This was suggested so that students could focus of studies during the latter half of the semester.

The Principal thanked the members for their time and support.

Principal

PRINCIPAL
Dr. N.S.A.M First Grade College,
Krishnarajapura Village,
Bengaluru - 560 089.


IQAC coordinator

DR. N.S.A.M. FIRST GRADE COLLEGE
Krishnarajapura Village
Bangalore 560089

Internal Quality Assurance Cell

CIRCULAR

Date: 26/04/2023

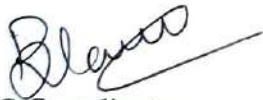
The IQAC meeting will be held on 26/04/2023 to discuss the below mentioned agenda. The Meeting will be held in the Principal's office.

All covid related protocols will be followed

Agenda:

1. Review the activities of the AY 2022-23
2. Measures to overcome Impact of covid on teaching learning.
3. Suggestions for plans for the next academic year.
4. Any other matter

Requesting all members to attend with due social distancing. Kindly wear masks too.



IQAC Coordinator
Dr. N.S.A.M. First Grade College
Bangalore



PRINCIPAL
Dr. N.S.A.M First Grade College,
Krishnarajapura Village,
Bengaluru - 560 089.

DR. N.S.A.M. FIRST GRADE COLLEGE

Govindapura, Gollahalli

Bangalore 560064

Internal Quality Assurance Cell

Proceedings of the IQAC Meeting

AY 2022-23

IQAC meeting was held on 26/04/2023.

Venue: Principal's Chamber.

Member Present are :

1. **Mr. Raghavendra R**, Chairperson
2. **Dr. R Shanthi Iyer**, Advisor
3. **Ms. Bhavya K R**, Coordinator IQAC & HOD Commerce & Mgt
4. **Mr. Shekar Assistant** -Professor, Commerce & Mgt
5. **Dr. JB Janardhana** -Head, Department of Languages & Foundation course
6. **Mr. Chiranjeevi** ,- Assistant Professor, Commerce & Mgt
7. **Ms. Anusha** ,- Assistant Professor, Commerce & Mgt
8. **Mr. Naveen Kumar** ,-Head , Department of Computer Application
9. **Ms. Annetee Nikitha** ,- Assistant Professor, Commerce & Mgt
10. **Ms. Sanjuktha Bhaumik**,- Assistant Professor, Department of Arts → Left
11. **Ms. Akshatha Prasad**,- Alumni Representative
12. **Mr. Dinesh** ,- Student Representative
13. **Ms. Ananya** ,- Student Representative

The IQAC Coordinator Welcomed the member to meeting.

The minutes of the previous meeting was read and approved.

The coordinator presented the mapping the PO's & CO's by using a sample. the mapping of cross-cutting issue embedded in teaching and co-curricular activities to promote deeper learning was undertaken. Member advised that the outcomes be closely monitored.

It was proposed in the meeting that academic activities should be strengthened more with the

Following work:


- a) Monthly academic audit by HOD's Which will includes the focus on slow learners and also the documents by the faculty members to be scrutinized regularly in the audit report by HoD's
- b) It was proposed to increase the internal assessment marks to 40 marks & to conduct the Monthly internal assessment along with preparatory.
- c) Academic plan to be followed for the result analysis & Meeting with staff.

- d. It was proposed to have a better format for Curriculum plan follow up by HoD's.
- e. Increasing the Bandwidth of Wifi for better connectivity & the access to be given to students.

The placement training was completed & the number of students placed with the packages was appreciated by the team.

It has been mandated that a green campus concept would be developed. Environmental sustainability will be the key. The entire college has been meticulously working. The focus on objectivity was discussed.

The Principal thanked the members for their presence and their valuable suggestions.



Principal

PRINCIPAL

Dr. N.S.A.M First Grade College,
Krishnarajapura Village,
Bengaluru - 560 089.



IQAC coordinator

IQAC-6 5



Dr. N.S..A.M First Grade College
Krishnarajapura Village, Bengaluru-89.
INTERNAL QUALITY ASSURANCE CELL

Date:27-10-2023

Circular

All the IQAC members are hereby informed that there is an IQAC Annual review meeting scheduled to be held on Monday 30th October 2023 at 11 AM in the College Board room to discuss the following agenda:

1. Annual review of IQAC
2. Inputs from external IQAC member and the remaining members
3. Any matter with the permission of the chair

Request all the members to make it convenient to attend the same without fail.


Coordinator, IQAC


Principal
PRINCIPAL
Dr. N.S.A.M First Grade College,
Krishnarajapura Village,
Bengaluru - 560 089.

Dr. N.S..A.M First Grade College
Krishnarajapura Village, Bengaluru-89.
INTERNAL QUALITY ASSURANCE CELL
Minutes of Review Meeting

Date: 30-10-2023

The **IQAC Annual Review Meeting** was conducted on **30-10-2023** at 11.00 AM in the Board Room and the list of members attended is as below:

| Sl. No. | Name of person | Designation |
|----------------|-----------------------|--|
| 1 | Prof Raghavendra R | Principal and Chairperson IQAC |
| 2 | Dr. Shanti Iyer | Advisor, Dr. N.S.A.M FGC |
| 3 | Ms. Bhavya K R | HoD Commerce and Management Dept. and IQAC Coordinator |
| 4 | Dr. J.B Janardana | Member, Professor and H.O. D |
| 5 | Mr. Shekar M | Member, Assistant Professor |
| 6 | Mr. Chiranjeevi | Member, Assistant Professor |
| 7 | Ms. Anusha | Member, Assistant Professor |
| 8 | Mr. Naveen Kumar | Member, Assistant Professor |
| 9 | Dr. Anuradha Roy | External Member, Retired Principal, and former Associate Professor, Seshadripuram College, Bangalore |
| 10 | Mr. Manmohan Reddy | Member, Industrialist |
| 11 | Dinesh | Member, student representative |
| 12 | Annanya | Member, student representative |
| 13 | Akshatha Prasad | Alumni Representative |

The meeting began with the welcome address by Dr. R Shanti Iyer, the Advisor of the college. In course of her talk, she briefly talked about what had happened during the last and the present review meeting.

1. The IQAC Coordinator, Ms. Bhavya K R briefed the IQAC members the activities of it between the last and the present meeting.

2. Through her presentation Ms. Bhavya K.R elaborately analyzed criterion wise as under:
 - Bench marks are clearly given now unlike earlier time.
 - Insisted to write reports for all Academic Audits.
 - Student council should be further strengthened.
 - Minimum 25 value added courses should be conducted during the 5 academic years; as of now only 13 are there.
 - Employers feedback forms to be collected immediately.
 - Using LMS by teachers is very important.
 - ICT: ERP software should be used and all the communication should be through emails only.
 - Examination process should be strengthened by targeting both slow learners and advanced learners by following strategies such as bridge sessions, peer learning and remedial classes.
 - Concentrate on guiding for competitive examinations.
 - To identify prospective rank holders and record what will be doing to those targeted students.
 - Scrutiny of the question paper for internal assessment test should take place.
 - Publications of articles by individual teacher is very important.
 - Identify best of the institution both for teachers and students.
 - Key performance indicators (KPI) should be strictly followed.

3. Dr. Anuradha Roy, external IQAC member also gave her inputs of NAAC and its formalities to get good grades.

***Documents required as per NAAC are very important in certain prescribed format and it should be followed strictly.**

- Process and system are very good in NAAC.
- She seconded the idea of Ms. Anusha, IQAC member, that SWAYMAM and MOOC courses should be taken by the students.
- She concluded by saying that since only 2 years are left the team IQAC should gear up.

4. Other Discussions and Suggestions Given:

- Mr. Manmohan, an IQAC member and industrialist, was requested by Prof. Raghavendra R, the principal of Dr. NSAM First Grade College, about how to prepare commerce students for the current employment market. Mr. Manmohan had suggested adding professional certificate programmes like SAP and Tally to the curriculum for students. He also recommended certificate programmes for first-year students in company start-up. He advised that MS-EXCEL training should be provided to all students because it is very important in today's workforce.
- Dr. Anuradha has advised all faculty, in particular the Social Science and BCA departments, to encourage their students to enroll in online courses, particularly those provided by SWAYAM and NPTEL, which could be linked with IA marks. However, the course should be at least 15 hours.
- It was also suggested to encourage students to use the Moodle LMS for all the kinds of academic related interactions more regularly so as to strengthen the teaching learning better effective.

4. Prof. Raghavendra R., the Principal, lauded the efforts of Ms. Bhavya K.R as IQAC Coordinator and thanked her for leading the IQAC. He further put forth his expectations in getting excellent grade during the ensuing second cycle of NAAC.

Finally, he thanked Dr. Anuradha Roy, the external IQAC member, Ms. Bhavya K.R, IQAC Coordinator, Dr. R. Shanti Iyer, Advisor and all IQAC members for their presence and inputs.



Coordinator IQAC



Principal

PRINCIPAL

Dr. N.S.A.M First Grade College,
Krishnarajapura Village,
Bengaluru - 560 089.