

Academic Year 2022-23

Meeting No. 01

Date: 28/10/2022

Proceedings of the first meeting of IQAC for the academic year 2022-23 held on 28th October 2022 in IQAC room under the chairmanship of Dr. N. Shankarsh & IQAC co-ordinator Dr. B. N. Chandrasekar. Following members were present in the meeting.

Agenda:

- ① To constitute the IQAC Composition.
- ② Preparation for Submission of IIRB for 2021-22.
- ③ Changes in IQAC related Committee's formation.
- ④ To conduct workshop/seminar & Certificate course.
- ⑤ Any other matter with the permission of Chairperson.

Following points were discussed in the meeting.

The meeting started with the welcome of all the members by IQAC co-ordinator Dr. B. N. Chandrasekar & gave a brief introduction of pros & cons of last peer committee suggestions.

The Committee suggested review the compositions of IQAC as per the guidelines of the NAAC.

The IQAC shall have following composition.

- a) Principal - Chairperson.
- b) Senior Teachers & one senior administrative official - Member.
- c) Two external experts on quality management/ industry / local community - Member.
- d) Co-ordinators - Member secretary.

The members at b) & c) of above shall be nominated by the Principal of the College in consultation with academic body of the College.

The Committee discussed about the procurement for the IAAC Cell. All criteria co-ordinators demanded for exclusive scanner & colour printer at IAAC room for proper functioning of IAAC.

It was decided that all criteria co-ordinators should take responsibilities to collect the required documents for the submission of AQAR for the year 2021-22.

The existing both aided & management faculty members were distributed to each criterion.

One permanent faculty (aided) was assigned as co-ordinator of the each criterion to execute the plan effectively.

The meeting ended with vote of thanks by IT Co-ordinator Mrs. Kavitha J. N.

Members Present.

1)	Sridhar. A.N.	Commerce	
2)	Narasimhamurthy P.	Commerce	
3)	Kavitha J.N.	Librarian	
4)	SIDDHARTH	Pol-Science	
5)	CHETHANA D.S.	Geography	
6)	App. the. H.J.	Physics	
7)	Dr. praveen Kumar	Sociology	
8)	Binduraj N.	Commerce	
9)	Bhaskar J.	IT - Edu	
10)	Vidya. Y.P.	Physics	
11)	poornima	Geography	

12	Ningaraju	English	
13	Nagaraj N.G	Pt. Su	
14	Ganiya	Mathematics	
15	Dr. Nishupama.	Zoology.	

Co-ordinator
IQAC

S. A. F. G. College
Channarayapatna-57311
Hassan Dist.

Principal
Sri Adichunchanagiri First Grade Collage
Channarayapatna-573116

ACADEMIC YEAR- 2022-23

MEETING NUMBER - 02

Date: 13/12/2022

Proceedings of the second meeting of IAAC for the academic year 2022-23 was held on 13th December 2022 in IAAC room under the Chairmanship of Dr. N. Shankarsh & IAAC Co-ordinators Dr. B.N. Chandrashekar. Following members were present in the meeting.

Agenda:-

- ① To discuss on introduction of add-on-course.
- ② Student Induction programme for Freshers.
- ③ Strategies for Identification of Slow learners.
- ④ Documents collection for AACAR, Submission for the year 2021-22.
- ⑤ Any other matter with the permission of Chairperson.

Minutes of meeting:-

- ① All discipline head of the Dept. were asked to submit for Syllabus plan for conducting the add-on-course for the year 2022-23.
- ② It was decided to conduct the student induction programme along with the inauguration of cultural & sports committee.
- ③ The meeting assessed the challenges to identify the slow & advanced learners, It was decided to conduct classes every week as per the time table framed by the timetable committee.
- ④ It was directed that Examination Committee Co-ordinators should look into the strategies applied for slow learners & advanced learners.

- ⑤ It was directed to the Criteria wise Co-ordinators to verify the documents which were received by the entire department & other respective Committees before uploading in the AAAR portal.
- ⑥ In preparation with the AAAR documentation, it was decided to send the template to all the Criteria Co-ordinators. It was strictly asked all the concern faculties to maintain the documents hardcopy & softcopy.
- ⑦ All criteria coordinators were asked to segregate the collected documents.
- ⑧ Mrs Kavitha, J.N. delivered vote of thanks.

Members Present:-

1.	Bhaskara. J.	Physical Education Director	
2.	Dr. Nirupama. M.	Zoology	
3.	Kavitha J.N.	Library	
4.	Apotha. H.J	Physics	
5.	Dr. Anwesha Kumar	Sociology	
6.	CHEETHANA.DS	Geography	
7.	Binduraj.N	Commerce	
8.	NARASIMHAMURTHY.P	Common	
9.	Vidya.Y.P	Physics	
10.	PARUATHANATH HB	Geography	
11.	SIDDARATH	Pol-Science	
12.	Ningaraju	English	
13.	Vijaya Kumar	Economics	
14.	DR. NAGARAJAN S	Pol-Sci	

Co-ordinator
IQAC

Principal

Meeting Number - 03

Date: 6th / 01 / 2023

Proceedings of the third meeting of IQAC for the academic year 2022-23 was held on 6th January 2023 in IQAC room in presence of the IQAC coordinators Dr. B.N. Chandrasekhar.

Agenda:

- ① Strategic plan for slow & advanced learners.
- ② Mentor - Mentee ratio.
- ③ FDP / Moodle programmes.
- ④ Any other matters.

Proceedings:

- Necessary modification was made to the strategic plan in the light of slow learners & advanced learners.
- In the context of mentor-mentee ratio allocation, it was decided to extract the information of student & faculty strength from all the department.
- In the pursuit of further improving online teaching-learning in the college, it was decided to encourage faculty members to take part in the faculty development programme or moodle workshop.
- Extract the timetable of the Remedial Class, attendance & improvement card for both slow & advanced learners. Minutes of meeting for the remedial class.
- It was decided to extract the students SWOC analysis.

It was decided to extract the student complaint / Suggestion letter regarding the Curriculum aspects of the students from Student Grievance Cell Committee co-ordinator.

Members Present :-

- | | | | |
|----|---------------------|------------------------|--|
| 1 | Dr. Nirupama M. | Zoology | |
| 2 | Shreekrishna J | Dept. of physical Edu- | |
| 3 | Kavitha J.N. | Library | |
| 4 | Dr. Praveen Kumar S | Sociology | |
| 5 | CHETHANA .DS | Geography | |
| 6 | Dr. A. Shankarenu | Chemistry | |
| 7 | NARASIMHARATHY | Commerce | |
| 8 | Vidya Y P | Physics | |
| 9 | PARVATHAMMA.H.B | Geography | |
| 10 | SIDDARATHU | Pol Science | |
| 11 | Ningaratu | English | |
| 12 | Vijaya Kumara .K.M | Language | |
| 13 | Dr NAGARAJA .N.S | pot su | |
| 14 | Arpitha .H.J | physics | |

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Meeting No. 04.

Date: 31/01/2023

Proceeding of the fourth meeting of ISAC for the academic year 2022-23 was held on 31st January 2023 in ISAC room in presence of ISAC coordinator Dr. B.N. Choudhary.

Agenda:-

- ① Syllabus completion report
- ② First Year IA Marks extraction
- ③ Soft copy & Hard copy reports of Jan-2023.
- ④ JVT Mela - Status of Exhibition model.

Minutes of Meeting:-

- Each Department was asked to submit the Syllabus completion report to the Time table & Examination Committee Co-ordinator.
- It was decided to collect IA marks from the entire department & handed over to the examination committee co-ordinator along with internal assessment question paper.
- It was decided to recommend the examination committee to organize a separate meeting on inauguration, especially for the new faculty.
- In connection with the previously held programme, all convenors of the programme were asked to submit both the soft & hard copies to the IT co-ordinator & ISAC co-ordinator.
- It was decided to sensitize all the participate aspirants of JVT mela for active participation in the event.
- It was decided to organize the guest lecture programmes on National Science Day.

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Members Present:-

1.	Dr. Praveen Kumar S	Sociology	[Signature]
2.	Kavitha J.N	Library	[Signature]
3.	CHETHANA.DS	Geography	[Signature]
4.	Dr. N. Shankarathu	Chemistry	[Signature]
5.	Binduraj N	Commerce	[Signature]
6.	NARASIMHAN K.T.H.P	Commerce	[Signature]
7.	Bhaskara - J	PHY-EDU-	[Signature]
8.	Vidya Y.P	Physics	[Signature]
9.	PARVATHA M.M.A.K.B	geography	[Signature]
10.	SIDDARATHI	Pol-Oriente	[Signature]
11.	Ningaraaj	English	[Signature]
12.	Vijaya Kumari Kan	Economics	[Signature]
13.	DR NAGARAJAN S	pol-sci	[Signature]
14.	Divya	Mathematics	[Signature]
15.	Aspitha H.J	Physics	[Signature]
16.	Dr. Anupama M.	Zoology	[Signature]

[Signature]
Coordinator
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[Signature]

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Meeting No: 05

Date: 04/05/2023

Proceedings of the fifth meeting of IAAC for the academic year 2022-23 was held on 04th May 2023 at IAAC room.

Agenda:-

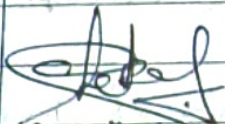
- ① Feedback on teachers by students.
- ② Effective Implementation of ICT tools.
- ③ Health Camp at Campus.
- ④ Add-on Courses implementation
- ⑤ Result analysis - 2021-22

Minutes of Meeting:-

- ① Criteria -1 Co-ordinators asked to prepare questionnaire to collect feedback by students on faculty.
- ② In order to effective implementation of ICT tools, it was suggested all faculty members to take minimum 4 Powerpoint classes.
- ③ It was decided to conduct health check up at campus for students, parents & town public. in joint co-operation with Adichunchangiri medical college.
- ④ All department HODs to are strictly directed to offer add-on courses to the students. & the framed syllabus should be sent to IAAC within a week.
- ⑤ Criteria -2 Co-ordinator asked to collect result analysis of the academic year 2021-22, & monitor the Remedial class implementation from all the Dept.

IT Coordinator MRS. Kavitha J.N. delivered
Vote of thanks

Name	Department	Sign.
1) CHETHANA D.S	Biography	Choop B.S.
2) Divya	Mathematics	Divya
3. Nirrosha M.R	Kannada	Nirrosha
4. Dr. Nirupama M.	Zoology	Dr. Nirupama
4 Dr. N. Shankareshu.	Chemistry	Dr. N. Shankareshu
5 Sridhar. A.N	Commerce	Sridhar
6. NARASIMHAMURTHY.P	Commerce	Narasi
7 Dr. Praveen Kumar	Sociology	Dr. Praveen
8 Ramaswamy. K.L	Botany	Ramaswamy
9 DYNANARAYAN S	Pol-Sci	Dynanarayana
10 Ningsa	English	Ningsa
11. Kavitha J.N.	Library	Kavitha
12. SANJANA C.P	HISTORY	Sanjana
13. Anpitha. H. J	physics	Anpitha
14. Bhaskara. T	Phy-Edu Ins	Bhaskara
15. Vidya. Y.P	Physics	Vidya
16. PARUATHAMMA KVB	geography	Paruathamma
17 SIDDARATHI	pol-Science	Siddarathi
18 Vijaya Kumari Kan	Economics	Vijaya
19 Divya	Mathematics	Divya



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Meeting No: 06

Date: 23/06/2023

Proceedings of the sixth meeting of IAAC for the academic year 2022-23 was held on 23/06/2023 in IAAC room in presence of Principal Dr. Manjunath M.K. & Dr. B.N. Chandrashekar, IAAC co-ordinators.

Agenda.


- ① Career Guidance.
- ② Project Exhibition.
- ③ Lecture Series/FDP - on Research Methodology.
- ④ Alumni Series meeting.
- ⑤ Counselling / Mentoring.

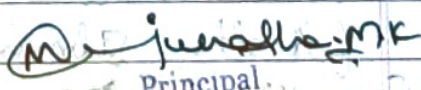
Minutes of Meeting:-

- ① Career guidance & placement Cell Co-ordinator was asked to organise extension lecture on How to face an Interview / Mock Interview. They also directed to arrange campus interview in our campus.
- ② HOD's of all the discipline were suggested to exhibit the model which were presented at the JOT-mela, on March-2023.
- ③ It was decided to conduct Faculty development Programme from IAAC.
- ④ It was decided to conduct Series of meeting with Alumni in order to support to the college through sponsoring direct finance or conducting workshops / seminars / student fees.
- ⑤ Co-ordinator-2 was asked to monitor the documentation of mentor-mentee activities.

Finally, Meeting was concluded by Dr. B.N. Chandrababu & delivered vote of thanks.

Name.			
1.	Kavitha J.N	Librarian	Kavitha
2.	Dr. Nirupama H.	Zoology	Nirupama
3.	Lokesh G.S.	Economics	Lokesh
4.	Dr. NAGARAJ M.S	Pol Science	Nagaraj
5.	NIROOsha M.R	Kannada	Niroosha
6.	Sreedhar A.N	Commerce	Sreedhar
7.	Bhaskara J	phy - Edu - Soc	Bhaskara
8.	Narasimhamurthy P	Commerce	Narasimhamurthy
9.	Dr. Praveen Kumar	Sociology	Praveen
10.	SANJANA C.P	HISTORY	Sanjana
11.	Arpitha H.J	Physics	Arpitha
12.	Vidya Y.P	physics	Vidya
13.	PARVATHAMMA B	Geography	Parvathamma
14.	SIDDHARAJ D	Pol Science	Siddharaj
15.	VIJAYAKUMARA Km	ECONOMICS	Vijayakumara
16.	Ningalaji	English	Ningalaji
17.	Riya	Mathematics	Riya


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Academic Year 2022-23

Meeting No. 07

Proceedings of the seventh meeting of IAAC for the academic year 2022-23 was held on 04/08/2023 in IQAR room in presence of the Principal Dr. Manjunath & Dr. B.N. Chandrababu, IAAC co-ordinators.

Agenda:-

- ① Academic audit
- ② Faculty Appraisal Analysis
- ③ Document Collection for IQAR - 2022-23
- ④ Curriculum feedback Collection by students

Minutes of Meeting:-

- ① All department HODs are requested to submit the soft copies of Time-table, Lesson plan, Programmes report, Examination work attended to the criterion-1 co-ordinators.
- ② Complete curriculum & extra-curriculum documents should be prepared well in advance to show care in to the management representative for the academic audit.
- ③ It was decided to accumulate all the documents collected from respective departments for the submission of IQAR-2022-23.
- ④ All faculties are requested to submit hard copies of faculty appraisal form to the criterion-6 co-ordinators.
- ⑤ Criterion-6 Co-ordinator Mrs. Aspilha was directed to collect student feedback regarding curriculum & submit the report to IAAC Co-ordinator.

Members Attended the meeting.

NAME	DESIGNATION	SIGNATURE
1. Bhasakara J.N	ply - Edu - Instructor	
2. Vidya Y.P	Physics	
3. PARVATHANNAHALLI.B	Geography	
4. Dr. praveen Kumar	Sociology	
5. Kingaraju	English	
6. vijaya Kumar Kam	Economics	
7. DR NARAJA N.T	pol sci	
8. Danya	Mathematics	
9. Appthe H.J	Physics	
10. NARASIMHANURTHY.P	COMMERCE	
11. Dr. Nalupama.m.	Zoology	

Principal
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