

**MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL
HELD ON 25.8.2020 AT 11.00 A.M. IN THE BOARD ROOM**

Members present

- | | |
|------------------------------|----------------|
| 1. Prof. Esther Prasanakumar | Principal |
| 2. Ms. Prathiba David | Coordinator |
| 3. Ms. Ann Kuruvilla | Co-coordinator |
| 4. Dr. Manonmani S | |
| 5. Dr. Marie Kavitha | |
| 6. Dr. Jacqueline T R | |
| 7. Ms. Suvina Benjamin | |
| 8. Mr. Praveen Kumar | |
| 9. Dr. Grace Premila | |
| 10. Dr. Sharmila A | |
| 11. Ms. Esther Watson | |
| 12. Dr. Vinay Kumar Yadav | |
| 13. Dr. Vijayashri R | |
| 14. Ms. Chaya Anilkumar | |
| 15. Ms. Manjula M | |
| 16. Ms. Sujaya | |

Member not present

- | | |
|------------------------|---------|
| 1. Dr. Amitha Santiago | Apology |
|------------------------|---------|

The meeting began with a word of prayer by the Principal, Prof. Esther Prasanakumar.

The minutes of the meeting held on 3.6.2020 was confirmed.

Action taken report

- The criteria convenors compiled the data for the AQAR 2019-2020 submission with documentation.
- The Heads of each department submitted the details of online classes and activities conducted and participated.
- Six workshops, an international Multi-Disciplinary Symposium, a National Level Faculty Development Programme and a National level Literary E-Quiz was conducted. In addition 15 webinars were conducted by the different Departments.

IQAC-27/2019-20: INTERNAL AUDIT

It was decided to conduct the internal audit for the period November 2019 to June 2020. The Internal Audit Committee members have to begin the process from 15th September 2020 and the report has to be submitted to the Principal by 15th October 2020.

IQAC-28/2019-20: DEPARTMENTAL ACTIVITIES FOR THIS YEAR

EK BHARAT - SHRESHT BHARAT

All the departments to submit reports of all the activities conducted till March 2020, webinars and online classes conducted thereafter to IQAC Committee email ID.

Ms. Prathiba briefed the members on "Ek Bharat – Shresht Bharat" slogan framed by the MHRD and the instruction by them to conduct activities on the theme by the institution. It was decided that all the departments/classes to plan activities in this regard and same can be scheduled till November 2020. The Student Welfare Committee will have to take charge of the same.

It was decided that Class Prefects are to be elected for the year 2020-21 by 10th September 2020.

IQAC-29/2019-20: BRIDGE COURSE

It was decided that all the departments have to conduct Bridge Course for first year students for 4 hours and the staff have to frame syllabus department-wise.

IQAC-30/2019-20: MINOR/MAJOR PROJECTS FOR PG

It was suggested that the PG departments of the college should take up research work and apply for grants from UGC. Dr. Vijayashri, Dean, M.Sc. Psychology said that she is looking at the possibilities of collaboration with some agencies and prepare a proposal.

The Principal said that a Committee should be formed to take forward the minor and major projects area.

The Principal named the following staff as the Minor/Major Projects Committee:

Dr. Vijayashri R. – Convenor, Dr. Narasimhan K., Dr. Amitha Santiago, Dr. Jacqueline T.R., Dr. Marie Kavitha, Dr. Sharmila A., Mr. Praveen Kumar, Ms. Sharmila Nambiar.

It was also suggested that a FDP is organised to have a detailed information on the minor/major projects, preparation of proposals and submission to various sponsoring authorities. The Principal asked Ms. Prathiba and Ms. Ann Kuruvilla to take necessary steps.

IQAC-31/2019-20: CERTIFICATE COURSE/VALUE ADDED COURSE/SOFT SKILL

It was suggested that all the HoDs should instruct the students to register for at least 2 online certificate courses as some institutions are offering free online courses.

Mr. Praveen Kumar suggested that Civil Service Institute can be started by the college and a person should be appointed to run the course.

IQAC-32/2019-20: GREEN AUDIT/ENVIRONMENT AUDIT, WASTE SEGREGATION

The Eco Watch Club of the college was instructed to have a tie up with Centre for Science and Environment's 'Forum of Green Campuses' for conducting green audit in the campus.

IQAC-33/2019-20: TEACHING/NON TEACHING STAFF ORIENTATION

It was decided to have an orientation for the Administrative Staff and Dr. Vijayashri was asked to conduct the same.

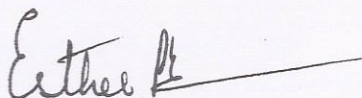
As far as Teaching Staff Orientation, it was suggested that FDPs are conducted on topics: Professional Ethics & Code of Conduct, Mentoring, Microsoft – Online classes, Minor/Major Projects and New Educational Policy.

IQAC-34/2019-20: WEBSITE COMMITTEE (PRINCIPAL, HOD, IQAC CO-ORDINATOR)

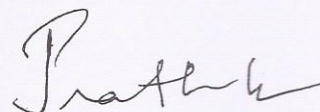
It was suggested to have a Website Committee WhatsApp group wherein departments have to send details of activities conducted during the year.

IQAC-35/2019-20: VIRTUAL ALUMNI MEET

It was decided to have a Virtual Alumni Meet. Alumni Feedback has to be collected at the earliest.



Prof. Esther Prasanakumar
Principal



Ms. Prathiba David
Coordinator

**MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL
HELD ON 17.8.2021 AT 2.30 P.M. IN THE BOARD ROOM**

Members present

- | | |
|------------------------------|----------------|
| 1. Prof. Esther Prasanakumar | Principal |
| 2. Ms. Prathiba David | Coordinator |
| 3. Ms. Ann Kuruvilla | Co-coordinator |
| 4. Dr. Marie Kavitha | |
| 5. Dr. Jacqueline T R | |
| 6. Ms. Suvina Benjamin | |
| 7. Mr. Praveen Kumar | |
| 8. Dr. Grace Premila | |
| 9. Ms. Esther Watson | |
| 10. Dr. Vinay Kumar Yadav | |
| 11. Dr. Vijayashri R | |
| 12. Ms. Manjula M | |

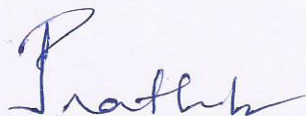
Member not present

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|------------------------|---------|
| 1. Dr. Amitha Santiago | Apology |
| 2. Dr. Manonmani S | Absent |
| 3. Dr. Sharmila A | Apology |
| 4. Ms. Chaya Anilkumar | Apology |
| 5. Ms. Sujaya | Apology |

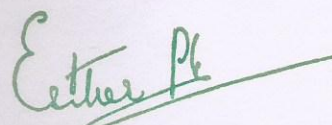
The meeting began with a word of prayer by the Principal, Prof. Esther Prasanakumar.

The Principal called the IQAC Members for a meeting to discuss on the implementation of the New Education Policy. A copy of Annexure-2 issued by the Karnataka State Higher Education Council was discussed.

Since the Bengaluru City University had not decided on the programme of Under Graduate Courses (Subjects and Syllabus), the implementation of NEP could not be finalized. The Principal suggested to the IQAC to conduct a workshop with regard to the implementation of NEP.



Ms. Prathiba David
Coordinator



Prof. Esther Prasanakumar
Principal

**MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL
HELD ON 21.10.2021 AT 2.30 P.M. IN THE BOARD ROOM**

Members present

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|------------------------------|----------------|
| 1. Prof. Esther Prasanakumar | Principal |
| 2. Ms. Prathiba David | Coordinator |
| 3. Ms. Ann Kuruvilla | Co-coordinator |
| 4. Dr. Manonmani S | |
| 5. Dr. Jacqueline T R | |
| 6. Ms. Suvina Benjamin | |
| 7. Mr. Praveen Kumar | |
| 8. Dr. Grace Premila | |
| 9. Ms. Esther Watson | |
| 10. Dr. Marie Kavitha | |
| 11. Amitha Santiago | |
| 12. Ms. Manjula M | |
| 13. Dr. Sharmila A | |
| 14. Ms. Chaya Anilkumar | |

Member not present

- | | |
|--------------------------|---------|
| 1. Dr. Vijayashri R | Apology |
| 2. Dr. Vinay Kumar Yadav | Apology |
| 3. Ms. Sujaya | Apology |

Discussion on NEP 2020 implementation in accordance with the University guidelines for affiliated colleges.

Principal presided the meeting.

The syllabus for all subjects along with program structure was uploaded in the University website on 13th October 2021.

Heads of Department were instructed to submit a syllabus copy to Principal.

2A model program structure was decided to be implemented for BSc/BA, 1A model program structure for BCom and BBA, 1C model program structure for BCA.

Languages English, Hindi, French, Sanskrit, Urdu will be offered to students along with Functional Kannada/Advanced Kannada.

Open elective to be offered by the departments were decided

Students had to be encouraged to take open elective across the streams other than their faculty/subject.

The class teachers/mentors were directed to get the choice from the students regarding the open elective subject of their interest.

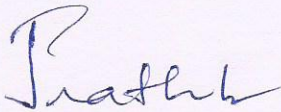
If the number of students for a specific open elective is less than 10, those students had to be given the 2nd option of their choice.

Timetable for common hours for open elective was decided.

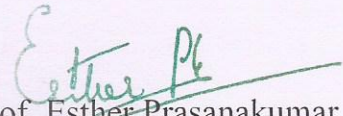
In view of the covid situation, there was a discussion on the number of online and offline classes to be conducted per week. As college had conducted vaccination drive, it was decided that vaccinated students can attend offline classes everyday following covid protocols.

Principal pointed out that the student council will be decided depending on teachers' nominations from each stream. Investiture will be held in November.

All clubs/departments were directed to start conducting programmes online/offline.



Ms. Prathiba David
Coordinator



Prof. Esther Prasanakumar
Principal