

VIVEKANANDA DEGREE COLLEGE

Dr. Rajkumar Road, Rajajinagar II Stage, Bangalore - 560055

An Institute of Janatha Education Society
Affiliated to Bengaluru City University, Accredited NAAC

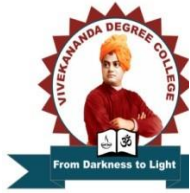


INTERNAL QUALITY ASSURANCE CELL (IQAC) Minutes of IQAC Meeting

Meeting 01 – 12 July 2023

IQAC meeting for the academic year 2023-2024 was held on 12 July 2023 at 12 noon in Principal Chamber. The following members attended the meeting.

Sl. No.	Designation and affiliation	Name of the Person
Chairperson		
01	Principal	Dr. Lingarajaiah
Coordinator of IQAC		
02	IQAC Coordinator	Dr. K Shashikala
03	Deputy IQAC Coordinator	Prof. Sushma D
Management Representatives		
04	GC Chairman, VDC	Smt. H R Aruna Kumari
Nominee from Industry		
05	Ex Corporator	Sri Manjunath
Teaching and Non teaching Faculty Members		
06	Member, HOD, Dept. of Chemistry	Prof. Keshava Reddy
07	Member, Associate Professor, Dept. of Commerce	Dr. N Usha Devi
08	Member, Associate Professor, Dept. of Commerce	Dr. H Bhavani
09	Member, Physical Education Director	Dr. M N Arun
10	Member, HOD, Dept. of Mathematics	Prof. Pushpa K R
11	Member, NCC Officer	Prof. Ravikumar M S
12	Member, NSS Officer	Prof. Abhishek
13	Member, Assistant Professor	Prof. Y K Kavya
14	Member, Placement Officer	Prof. V Srinivas
15	Member, HOD, Dept. of History	Dr. Rajanna
16	Member, Librarian	Smt. B S Veena
17	Member, Suptd. Admin	Sri Murthy C
Nominee from Aluminai, Student		
18	Member, Aluminai	Sri Ashok
19	Member, Aluminai	Dr. A Senthil Kumaran
20	Member, Aluminai	Sri Murali
21	Member, Student Representative	Ms. Shilpa – V Sem B.Com
22	Member, Student Representative	Ms. Tejaswini K V – III Sem B.Sc.
23	Member, Student Representative	MS. Sinchana H U – V Sem B.A.



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AGENDA

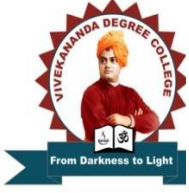
1. Review of minutes of the previous IQAC meeting compliances.
2. Discussions on preparation and submission of AQAR 2022-2023.
3. Preparation of the Calendar of Events for the academic year 2023-2024.
4. Any other subject with the permission of the Chairperson.

PROCEEDINGS:

The meeting commenced with a warm welcome by IQAC Coordinator, Dr. K. Shashikala, who introduced the agenda for the academic year 2023-2024. A presentation reviewing the previous meeting's agenda was made. The following discussions and resolutions were adopted:

RESOLUTIONS:

1. Review of minutes of the previous IQAC meeting compliances
Resolution:
The minutes of the previous IQAC meeting were reviewed and formally confirmed.
2. Discussions on preparation and submission of AQAR 2022-2023
Resolution:
It was resolved to form a sub-committee to compile and submit reports for each AQAR criterion for the academic year 2022-2023 within the scheduled timeline.
3. Preparation of the Calendar of Events for the academic year 2023-2024
Resolution:
The committee decided to draft a comprehensive calendar of academic and extracurricular activities for the year 2023-2024. It was recommended to gather inputs from all departments and committees to finalize the calendar.
It was also resolved to issue a circular with the monthly calendar of events to the respective conveners and departments for organizing the programmes. After each programme's completion, reports of the events will be collected promptly by the IQAC for NAAC documentation.
4. Organizing an IQAC Initiative Workshop for faculty on "Curriculum Orientation for V Semester B.Com. Courses"
Resolution:
The committee resolved to organize a workshop for faculty in collaboration with BCUTCCM and the Department of Commerce, Bengaluru City University (BCU). Further arrangements, including fixing the date, were delegated for follow-up discussions with BCUTCCM.
5. As per the NAAC Peer Team's suggestions, initiatives were undertaken to register the Alumni Association.
Resolutions:
The committee agreed to proceed with the registration of the Alumni Association.
It was resolved to convene a meeting with former students to discuss and finalize the formation of the association.



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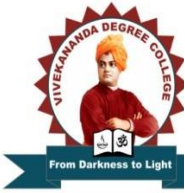


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CONCLUSION:

The meeting concluded with all resolutions unanimously agreed upon. The committee emphasized the timely completion of tasks, particularly NAAC documentation and finalization of the academic calendar.

K. Srinivas
PRINCIPAL
VIVEKANANDA DEGREE COLLEGE
BENGALURU-55



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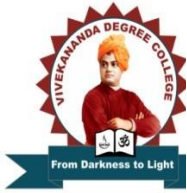


INTERNAL QUALITY ASSURANCE CELL (IQAC) Minutes of IQAC Meeting

Meeting 02 – 10 January 2024

IQAC meeting for the academic year 2023-2024 was held on 10 January 2024 at 1.00 noon in the Principal Chamber. The following members attended the meeting.

Sl. No.	Designation and affiliation	Name of the Person
Chairperson		
01	Principal	Dr. Lingarajaiah
Coordinator of IQAC		
02	IQAC Coordinator	Dr. K Shashikala
03	Deputy IQAC Coordinator	Prof. Sushma D
Management Representatives		
04	GC Chairman, VDC	Smt. H R Aruna Kumari
Nominee from Industry		
05	Ex Corporator	Sri Manjunath
Teaching and Non teaching Faculty Members		
06	Member, HOD, Dept. of Chemistry	Prof. Keshava Reddy
07	Member, Associate Professor, Dept. of Commerce	Dr. N Usha Devi
08	Member, Associate Professor, Dept. of Commerce	Dr. H Bhavani
09	Member, Physical Education Director	Dr. M N Arun
10	Member, HOD, Dept. of Mathematics	Prof. Pushpa K R
11	Member, NCC Officer	Prof. Ravikumar M S
12	Member, NSS Officer	Prof. Abhishek
13	Member, Assistant Professor, Dept. of Commerce	Prof. Y K Kavya
14	Member, Placement Officer	Prof. V Srinivas
15	Member, HOD, Dept. of History	Dr. Rajanna
16	Member, Librarian	Smt. B S Veena
17	Member, Suptd. Admin	Sri Murthy C
Nominee from Aluminai, Student		
18	Member, Aluminai	Sri Ashok
19	Member, Aluminai	Dr. A Senthil Kumaran
20	Member, Aluminai	Sri Murali
21	Member, Student Representative	Ms. Shilpa – V Sem B.Com
22	Member, Student Representative	Ms. Tejaswini K V – III Sem B.Sc.
23	Member, Student Representative	MS. Sinchana H U – V Sem B.A.



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AGENDA

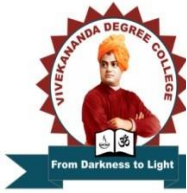
1. Review of minutes of the previous IQAC meeting compliances.
2. Discussions on the timely submission of AQAR 2022-2023.
3. Discussions on the registration of the Alumni Association.
4. Organizing a Faculty Development Programme (FDP) for both teaching and non-teaching staff.
5. Any other subject with the permission of the Chairperson.

PROCEEDINGS:

The meeting commenced with a warm welcome by the IQAC Coordinator, Dr. K Shashikala. Formal discussions on the agenda points were held with all IQAC members. The following resolutions were adopted:

RESOLUTIONS:

1. Review of minutes of the previous IQAC meeting compliances
 - Resolution: The minutes of the previous IQAC meeting were reviewed and formally confirmed.
2. Discussions on the timely submission of AQAR 2022-2023
 - Resolution: The committee discussed delays due to technical assistance issues affecting the submission of the AQAR for 2022-2023. It was resolved to address and resolve these technical challenges at the earliest to ensure timely submission of the report.
3. Discussions on the registration of the Alumni Association.
 - Resolution: Discussions were held regarding the registration of the Alumni Association. It was noted that all necessary preparations have been completed. The committee members appreciated the team's efforts in successfully executing this initiative.
4. Preparation for organizing a Faculty Development Programme (FDP) for teaching and non-teaching staff
 - Resolution: The committee decided to organize an FDP focusing on Professional Ethics, Teamwork, and Cohesiveness, recognizing these as essential areas for staff development.
5. Discussions regarding admissions
 - Resolution: The committee discussed strategies to enhance admissions. It was resolved to organize a cycle jatha to promote admissions and address PU students to encourage enrolment.



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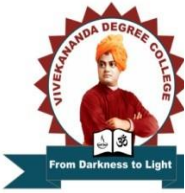


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CONCLUSION:

The meeting concluded with unanimous agreement on all resolutions. Emphasis was placed on resolving technical challenges for AQAR submission, successfully organizing the FDP, and promoting admissions.

K. Srinivas
PRINCIPAL
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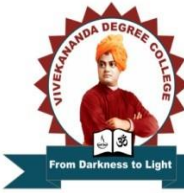


INTERNAL QUALITY ASSURANCE CELL (IQAC) Minutes of IQAC Meeting

Meeting 03 – 12 March 2024

IQAC meeting for the academic year 2023-2024 was held on 12 March 2024 at 12 noon in IQAC Chamber. The following members attended the meeting.

Sl. No.	Designation and affiliation	Name of the Person
Chairperson		
01	Principal	Dr. K Shashikala
Coordinator of IQAC		
02	IQAC Coordinator	Dr. H Bhavani
03	Deputy IQAC Coordinator	Prof. Sushma D
Management Representatives		
04	GC Chairman, VDC	Smt. H R Aruna Kumari
Nominee from Industry		
05	Ex Corporator	Sri Manjunath
Teaching and Non teaching Faculty Members		
06	Member, Physical Education Director	Dr. M N Arun
07	Member, NCC Officer	Prof. Ravikumar M S
08	Member, NSS Officer	Prof. Abhishek
09	Member, Placement Officer	Prof. V Srinivas
10	Member, Assistant Professor, Dept. of Commerce	Dr. Swathi Anand
11	Member, Assistant Professor, Dept. of Commerce	Prof. Chaya
12	Member, Assistant Professor, Dept. of Commerce	Prof. Y K Kavya
13	Member, Assistant Professor, Dept. of Commerce	Dr. P Chethana
14	Member, HOD, Dept. of Mathematics	Prof. Pushpa K R
15	Member, HOD, Dept. of History	Dr. Rajanna
16	Member, Librarian	Smt. B S Veena
17	Member, Suptd. Admin	Sri Murthy C
Nominee from Aluminai, Student		
18	Member, Aluminai	Sri Krishna
19	Member, Aluminai	Sri Ashok
20	Member, Student Representative	Ms. Manisha C Sutar – V Sem B.Com
21	Member, Student Representative	Mr. Maheshkumar – V Sem B.Sc.
22	Member, Student Representative	Mr. Yuvaraj – V Sem B.A.



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AGENDA

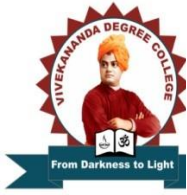
1. Review of minutes of previous IQAC meeting compliances.
2. Discussions on the delay in submission of AQAR 2022-2023.
3. Discussions on organizing an Add-on Course for III Semester B.Com. - BDA Students.
4. Discussions on applying for funds from Skill India to train students.
5. Any other subject with the permission of Chairperson.

PROCEEDINGS:

IQAC Coordinator, Dr. K. Shashikala, welcomed the members to the meeting, followed by a presentation reviewing the agenda for the academic year 2023-2024. The agenda was presented to the members, and formal discussions were held with all IQAC members. The following resolutions were adopted:

RESOLUTIONS

1. Review of minutes of previous IQAC meeting compliances.
 - Resolution: The minutes of the previous IQAC meeting were reviewed and formally confirmed.
2. Discussions on the delay in submission of AQAR 2022-2023.
 - Resolution: The committee discussed delays due to technical assistance issues affecting the submission of the AQAR for 2022-2023. It was resolved to address and resolve these technical challenges at the earliest to ensure timely submission of the report.
3. Discussions on organizing an Add-on Course for III Semester B.Com. - BDA Students.
 - Resolution: The committee discussed and approved to conduct an add-on course on Advanced Excel for III Semester B.Com. - BDA students, to be offered free of cost, as it would equip them with essential skills.
4. Discussions on applying for funds from Skill India to train students
 - Resolution: The committee discussed the availability of funds (rupees 26,00,000/-) from Skill India for training students in certificate courses. These courses would help students acquire essential skills to enhance their competitiveness in the job market. The committee members agreed to apply for the funds to provide this training.
5. Discussions on the registration of the Alumni Association
 - Resolution: The committee discussed the successful registration of the Alumni Association. It was noted that all necessary preparations were completed, and the registration process was successfully carried out. The committee members appreciated the team's efforts in executing this initiative.



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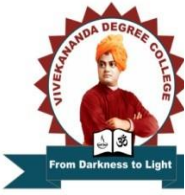


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CONCLUSION

The meeting concluded with all resolutions being approved. The committee emphasized resolving technical issues for AQAR submission, organizing the Advanced Excel course for B.Com. - BDA students, and applying for Skill India funds to enhance students' skills.

K. Srinivas
PRINCIPAL
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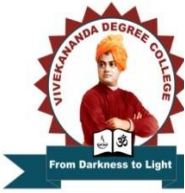


INTERNAL QUALITY ASSURANCE CELL (IQAC) Minutes of IQAC Meeting

Meeting 04 – 1 July 2024

IQAC meeting for the academic year 2023-2024 was held on 1 July 2024 at 12 noon in Principal Chamber. The following members attended the meeting.

Sl. No.	Designation and affiliation	Name of the Person
Chairperson		
01	Principal	Dr. K Shashikala
Coordinator of IQAC		
02	IQAC Coordinator	Dr. H Bhavani
03	Deputy IQAC Coordinator	Prof. Sushma D
Management Representatives		
04	GC Chairman, VDC	Smt. H R Aruna Kumari
Nominee from Industry		
05	Ex Corporator	Sri Manjunath
Teaching and Non teaching Faculty Members		
06	Member, Physical Education Director	Dr. M N Arun
07	Member, NCC Officer	Prof. Ravikumar M S
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09	Member, Placement Officer	Prof. V Srinivas
10	Member, Assistant Professor, Dept. of Commerce	Dr. Swathi Anand
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12	Member, Assistant Professor, Dept. of Commerce	Prof. Y K Kavya
13	Member, Assistant Professor, Dept. of Commerce	Dr. P Chethana
14	Member, HOD, Dept. of Mathematics	Prof. Pushpa K R
15	Member, HOD, Dept. of History	Dr. Rajanna
16	Member, Librarian	Smt. B S Veena
17	Member, Suptd. Admin	Sri Murthy C
Nominee from Aluminai, Student		
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19	Member, Aluminai	Sri Ashok
20	Member, Student Representative	Ms. Manisha C Sutar – V Sem B.Com
21	Member, Student Representative	Mr. MaheshKumar – V Sem B.Sc.
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AGENDA

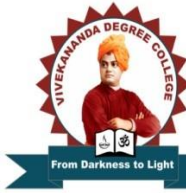
1. Review of minutes of previous IQAC meeting compliances.
2. Discussions on the delayed submission of AQAR 2022-2023 and seeking permission for submission due to technical issues.
3. Discussions on applying for funds from Skill India to train students.
4. Discussions regarding training non-teaching staff in Advanced Excel.
5. Any other subject with the permission of Chairperson.

PROCEEDINGS:

The meeting commenced with a warm welcome by the IQAC Coordinator, Dr. K Shashikala. Formal discussions on the agenda points were held with all IQAC members. The following resolutions were adopted:

RESOLUTIONS

1. Review of minutes of previous IQAC meeting compliances.
 - Resolution: The minutes of the previous IQAC meeting were reviewed and formally confirmed.
2. Discussions on the delay in the submission of AQAR 2022-2023.
 - Resolution: The committee discussed the delay in submitting the AQAR for the academic year 2022-2023 due to technical issues caused by the sudden demise of the technician handling the website. It was resolved to address these technical challenges promptly and seek the support of SQAC to ensure the submission of the AQAR at the earliest.
3. Discussions on applying for funds from Skill India to train students.
 - Resolution: The committee discussed the successful submission of the application for funds from Skill India to provide training for students in certificate courses. These courses aim to enhance students' skills and competitiveness in the job market. The committee members appreciated the efforts of the team in preparing and submitting the application.
4. Discussions regarding training non-teaching staff in Advanced Excel
 - Resolution: The committee discussed training non-teaching staff to enhance their technical knowledge and improve their use of MS Office tools to support administrative work. The committee members suggested training selected non-teaching staff in Advanced Excel to strengthen their skills.
5. Discussions on repairing and upgrading classroom facilities, sound systems, and computers
 - Resolution: The committee discussed the repair and renewal of defective sound systems and computer systems. It was resolved to collect a list of required classroom facilities from the respective class teachers and seek management approval to obtain technical assistance to fix issues related to the sound system, computers, and classroom facilities.



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CONCLUSION

The meeting concluded with agreement on all resolutions. The committee addressed the AQAR submission delay, approved the Skill India fund application, and supported training non-teaching staff in Advanced Excel. It was also decided to seek management approval for technical assistance to improve classroom facilities, sound systems, and computers.

K. Srinivas
PRINCIPAL
VIVEKANANDA DEGREE COLLEGE
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