

INDIAN ACADEMY DEGREE COLLEGE

AUTONOMOUS

Reaccredited by NAAC with 'A' Grade

Recognized by Govt. of Karnataka & Affiliated to Bangalore University

INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting

Venue : Board Room

Date : 16th April 2016

Meeting No : 39

Time : 11.30a.m. -12.30 p.m.

Agenda :

- + Preparation for Autonomy
- + FDP – 'Srujana'
- + Faculty Induction Programme

Members present

The 39th meeting of IQAC held in Board room on 16th April 2016. The following members were present for the meeting

1. Dr. E. Jerome Xavier, Principal-Chairperson
2. Ms. Srividhya
3. Dr. Geetika Pant
4. Mr. Rajarajan
5. Ms. Shalini
6. Mr. Arshad Ulla Khan
7. Ms. Malasa
8. Ms. Ramya Kumari
9. Ms. Deepa S
10. Mr. Regis Britto Arokia Raja (Knowledge Pro - Coordinator)
11. Ms. Sangeetha Annie George - Coordinator
12. Ms. Shubangini (Student Representative)

Minutes:

1. Dr. E. Jerome Xavier, Chairperson, IQAC welcomed all the members and requested Ms. Sangeetha Annie George, IQAC Coordinator to present the agenda. The coordinator placed before the committee the action taken report on the resolutions adopted in the previous meeting and placed the agenda for the present meeting.
2. The IQAC Coordinator put forth the first agenda in the meeting for discussion. All the members suggested that the faculty members must be educated about autonomy and the need for preparation towards Autonomy. It was decided that a Seminar on the same may be organized in the month of May 2016.

3. The second agenda for the meeting was put forward for discussion. It was decided that Faculty Development Programme 'Srujana' may be organized in the last week of June 2016. The committee members suggested various topics for the same.
4. Having identified the benefits of Orientation programme, it was decided that a 3 hour programme with presentations from Principal, IQAC coordinator, HR and Heads of the departments must be organized.

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INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting

Venue : Board Room

Date : 10th April 2017

Meeting No : 43

Time : 1- 2 pm

Agenda :

- ✚ Students' Feedback on Faculty
- ✚ NAAC sponsored seminar
- ✚ Faculty Induction Programme

Members present:

The 43rd meeting of IQAC was held in Board room on 17th Dec 2016. The following members were present for the meeting

1. Dr. E. Jerome Xavier, Principal-Chairperson
2. Prof.Elizabeth Leena,Principal,IACON
3. Ms. Srividhya
4. Dr. Geetika Pant
5. Ms. Shalini
6. Mr. Arshad Ulla Khan
7. Ms. Malasa
8. Ms. Ramya Kumari
9. Ms. Deepa S
10. Ms. Sangeetha Annie George - Coordinator
11. Ms. Shilpa (Student Representative)

Minutes:

1. Dr. E. Jerome Xavier, Chairperson, IQAC welcomed all the members and requested Ms. Sangeetha Annie George, IQAC Coordinator to put forth the agenda. The resolutions of the previous meeting were also presented before the members.
2. The committee has decided to take UG and PG students' feedback on faculty which is an integral part of the teaching-learning process.
3. As the proposal to NAAC for organizing seminar was pending committee members decided to send the proposal at the earliest.
4. Committee decided to organize a 2 hour orientation programme for the new faculty members with presentations from Principal, IQAC coordinator, HR and Heads of various cells of the college must be organized.

INTERNAL QUALITY ASSURANCE CELL

No: IQAC/ATR/0





Dated: / /

ACTION TAKEN REPORT To be presented in the next IQAC meeting

To implement the decisions taken by the Internal Quality Assurance Cell (IQAC) meeting held on 13th September 2014, the following actions were taken:

Sl. No	Decision	Action Taken
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1	Student feedback on faculty to be taken	Student feedback on Faculty was taken and the report was submitted to the Principal for examination. Necessary preventive and corrective measures taken by the faculty members were documented.
2		The creative corner was inaugurated by the department of languages on October 2014

-  Procurement of D-AQAR
-  Awareness Campaign
-  Department level activities
-  Feedback to be taken

IQAC Coordinator

IQAC Chairperson

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INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting

Venue : Board Room

Date : 17th December 2016

Meeting No : 42

Time : 1- 2 pm

Agenda :

- + Seminars/Conferences
- + Faculty Development Programmes

Members present:

The 42nd meeting of IQAC was held in Board room on 17th Dec 2016. The following members were present for the meeting

1. Dr. E. Jerome Xavier, Principal-Chairperson
2. Dr.G.Venkatesh,External Expert
3. Prof.Elizabeth Leena,Principal,IACON
4. Ms. Srividhya
5. Dr. Geetika Pant
6. Ms. Shalini
7. Mr. Arshad Ulla Khan
8. Ms. Malasa
9. Ms. Ramya Kumari
10. Ms. Deepa S
11. Ms. Sangeetha Annie George - Coordinator
12. Mr. Lalith Kumar (Student Representative)

Minutes of the meeting

1. Dr. E. Jerome Xavier, Chairperson, IQAC welcomed all the members and requested Ms. Sangeetha Annie George, IQAC Coordinator to put forth the agenda. The resolutions of the previous meeting was also presented before the members.

2. The members of IQAC suggested to organize seminars on Quality aspects. Committee decided to send a proposal to NAAC by 15.1.17 for sponsorship to organize seminar in the month of August.

3. Understanding the importance of faculty development programmes in Teaching-Learning process,it was decided that various programmes for Teaching and Non teaching staff need to be organized.

INTERNAL QUALITY ASSURANCE CELL





No: IQAC/ATR/0

Dated: / /

ACTION TAKEN REPORT **To be presented in the next IQAC meeting**

To implement the decisions taken by the Internal Quality Assurance Cell (IQAC) meeting held on 13th September 2014, the following actions were taken:

Sl. No	Decision	Action Taken
1	Student feedback on faculty to be taken	Student feedback on Faculty was taken and the report was submitted to the Principal for examination. Necessary preventive and corrective measures taken by the faculty members were documented.
2		The creative corner was inaugurated by the department of languages on October 2014

-  Procurement of D-AQAR
-  Awareness Campaign
-  Department level activities
-  Feedback to be taken

IQAC Coordinator

IQAC Chairperson

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INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting

Venue : Board Room
Date : 16th July 2016

Meeting No : 40
Time: 10.30a.m. -11.30 a.m.

Agenda :

- ✚ Procurement of D-AQAR
- ✚ Awareness Campaign
- ✚ Department level activities
- ✚ Feedback to be taken

Members present

The 40th meeting of IQAC held in Board room on 16th July 2016. The following members were present for the meeting

1. Dr. E. Jerome Xavier, Principal-Chairperson
2. Prof.Elizabeth Leena,Principal,IACON
3. Ms. Srividhya
4. Dr. Geetika Pant
5. Mr. Rajarajan
6. Ms. Shalini
7. Mr. Arshad Ulla Khan
8. Ms. Malasa
9. Ms. Ramya Kumari
10. Ms. Deepa S
11. Mr. Regis Britto Arokia Raja (Knowledge Pro - Coordinator)
12. Ms. Sangeetha Annie George - Coordinator
13. Mr. Lalith Kumar (Student Representative)
14. Ms. Shilpa Shree (Student Representative)

Minutes:

1. Dr. E. Jerome Xavier, Chairperson, IQAC welcomed all the members and requested Ms. Sangeetha Annie George, IQAC Coordinator to present the agenda. The coordinator placed before the committee the action taken report on the resolutions adopted in the previous meeting and placed the agenda for the present meeting.
2. The IQAC Coordinator put forth the first agenda in the meeting for discussion. While the Principal suggested that the format of D-AQAR may be shared with the Heads of the Departments for completion, few of the committee members suggested feasible deadlines for the completion of D-AQAR. It was decided that the departments may be given one month time to complete and submit D-AQAR to the IQAC.

3. The second agenda for the meeting was put forward for discussion by Mr. Rajarajan. Senior members suggested that the rally may be organized with a theme. The members suggested various themes amongst which the Principal finalized the theme "Plastic Free zone " for the rally. It was also decided that the rally may be organized on the occasion of Founders' day. The NSS unit needs to be informed to organize the event.
4. The third agenda being initiation of department level activities was put forth for discussion. All the HODs need to be informed to carry out the activities as per their calendar of events.
5. The last agenda of the meeting was put forward by the IQAC coordinator. The Knowledge Pro Coordinator was informed to fix the schedules for online mode of student feedback on faculty. The Principal suggested that the feedback may be taken within one weeks' time and the time schedule for which may be 8.15 am – 10. 15 am. The meeting came to a close with the concluding remarks by Ms. Srividhya.

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INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting

Venue : Board Room
Date : 7th September 2016

Meeting No : 41
Time : 1- 2 pm

Agenda :

- + Students' feedback on faculty
- + Compilation of D-AQAR

Members present

The 41st meeting of IQAC held in Board room on 7th Sep 2016. The following members were present for the meeting

1. Dr. E. Jerome Xavier, Principal-Chairperson
2. Dr. Geetika Pant
3. Mr. Rajarajan
4. Ms. Shalini
5. Mr. Arshad Ulla Khan
6. Ms. Malasa
7. Ms. Ramya Kumari
8. Ms. Deepa S
9. Mr. Regis Britto Arokia Raja (Knowledge Pro - Coordinator)
10. Ms. Sangeetha Annie George - Coordinator
11. Mr. Lalith Kumar (Student Representative)

Minutes:

1. Dr. E. Jerome Xavier, Chairperson, IQAC welcomed all the members and requested Ms. Sangeetha Annie George, IQAC Coordinator to present the agenda. The coordinator placed before the committee the action taken report on the resolutions adopted in the previous meeting and placed the agenda for the present meeting.
2. The IQAC Coordinator put forth the first agenda in the meeting for discussion.

Feedback from students has always played an important role in the maintenance of quality and standards in higher education and it is an integral part of the educational process. The committee members suggested that feed back could be taken just before the preparatory exams as most of the Faculty members complete atleast 90% of the syllabus before the preparatory exams. With the consultation of the knowledge pro coordinator,the committee has decided to take students' feedback on faculty in this month .UG-all semesters and III semester PG students' feedback to be taken. I year PG students' feedback to be taken later.

3. The second agenda was regarding the compilation of D-AQAR .Criteria wise data analysis of the D-AQARs and compilation must be done involving all IQAC members in order to prepare the I-AQAR and submitted to NAAC office.

INTERNAL QUALITY ASSURANCE CELL





No: IQAC/ATR/0

Dated: / /

ACTION TAKEN REPORT To be presented in the next IQAC meeting

To implement the decisions taken by the Internal Quality Assurance Cell (IQAC) meeting held on 13th September 2014, the following actions were taken:

Sl. No	Decision	Action Taken
1	Student feedback on faculty to be taken	Student feedback on Faculty was taken and the report was submitted to the Principal for examination. Necessary preventive and corrective measures taken by the faculty members were documented.
2		The creative corner was inaugurated by the department of languages on October 2014

-  Procurement of D-AQAR
-  Awareness Campaign
-  Department level activities
-  Feedback to be taken

IQAC Coordinator

IQAC Chairperson