

# INDIAN ACADEMY DEGREE COLLEGE

## AUTONOMOUS

NAAC Re-accredited with 'A' Grade  
Recognized by Govt. of Karnataka | Affiliated to Bengaluru North University

### INTERNAL QUALITY ASSURANCE CELL

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#### **IQAC Meeting**




**Venue: Board room (306)**

**Meeting No : 48**

**Date : 13<sup>th</sup> August 2018**

**Time : 1.30- 2.00 pm**

#### **Agenda :**

-  Feedback session
-  Procurement of D-AQAR
-  NIRF

#### **Members present:**

The 48<sup>th</sup> meeting of IQAC was held in Board room on 13<sup>th</sup> August 2018. The following members were present for the meeting

1. Dr. E. Jerome Xavier, Principal-Chairperson
2. Prof. Elizabeth Leena, External expert
3. Dr. Ramesh, External Expert
4. Ms. Shalini S, Member
5. Ms. Deepa S, Member
6. Mr. Arshad Ulla Khan, Member
7. Ms.Sushmashree, Member
8. Ms. Mamatha, Member
9. Mr.Afzal, Member
10. Ms.Nalini, Member
- 11 .Ms. Sangeetha Annie George - Coordinator
- 12.Ms. Sahana, Student Representative
13. Mr. Vishnu, Student Representative
14. Ms. Nancy, Alumni 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.

2. The first agenda was regarding the feedback session for the current semester, June –December 2018. Feedback from students has always played an important role in the maintenance of quality and standards in higher education. The committee members suggested that feed back could be taken towards the end of September or first week of October. I semester PG students’ feedback to be taken later.
3. The second agenda was regarding the procurement of department AQAR. The members decided to give one month time for each department to fill in the department data. Each IQAC member was given in charge of compilation of one criteria.

### **Action Taken Report**

#### **To be presented in the next IQAC meeting**

S. No	Decision	Action Taken
1	Students’ feedback on faculty	All UG and 2nd year PG feedback was completed in the month of October and 1st year PG to be taken in the month of January 2019
2	Procurement of D-AQAR	D-AQAR was collected from all departments by last week of October
3	NIRF & CPE	Separate committees are formed to work towards attaining CPE status as well as for ranking

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#### **IQAC Meeting**





**Venue: Board room (306)**

**Meeting No : 49**

**Date : 22<sup>nd</sup> October 2018**

**Time : 1.30-2.00 pm**

#### **Agenda :**

-  Compilation of AQAR 2017-18
-  FDP
-  Internal Audit
-  Eligibility - UGC-Paramarsh scheme

#### **Members present:**

The 49<sup>th</sup> meeting of IQAC was held in Board room on 22<sup>nd</sup> October 2018. The following members were present for the meeting

1. Dr. E. Jerome Xavier, Principal-Chairperson
2. Prof. Elizabeth Leena, External expert
3. Dr. Ramesh, External Expert
4. Ms. Shalini S, Member
5. Ms. Deepa S, Member
6. Mr. Arshad Ulla Khan, Member
7. Ms. Sushmashree, Member
8. Ms. Mamatha, Member
9. Mr. Afzal, Member
10. Ms. Nalini, Member
11. Ms. Sangeetha Annie George - Coordinator
12. Ms. Sahana, Student Representative
13. Mr. Vishnu, Student Representative
14. Ms. Nancy, Alumni 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.
2. The first agenda was regarding the compilation of AQAR. Criteria wise compilation done by IQAC members was cross checked and the final compilation have to be done by the IQAC coordinator and Mr.Arshad Ulla Khan, IQAC member. The updated AQAR must be submitted to the IQAC Chairperson and sent to the AQAR processing unit of NAAC before 31<sup>st</sup> December 2018.
3. The next agenda was regarding FDP. It was decided that a Faculty Development Programme on 'Intellectual Property Rights' must be organized in the first week of November / December. The Speaker for the same was finalized.
4. It was decided that internal audits will be conducted in the month of October / November.
5. The Chairperson recommended to apply for the UGC Paramarsh scheme at the earliest.

### **Action Taken Report**

#### **To be presented in the next IQAC meeting**

<b>S. No</b>	<b>Decision</b>	<b>Action Taken</b>
1	Compilation of AQAR 2017-18	AQAR was compiled and sent to NAAC on 24 <sup>th</sup> December 2018
2	FDP	A workshop on IPR was organized for all faculty members on November 2018
3	Internal Audit	Internal Audits were carried out from 29 <sup>th</sup> October 2018 to 7 <sup>th</sup> November 2018
4	UGC-Paramarsh scheme	The Institution received approval from the UGC on 31 <sup>st</sup> December 2018

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#### **IQAC Meeting**





**Venue: Board room (306)**

**Meeting No : 50**

**Date : 3<sup>rd</sup> January 2019**

**Time : 1.30-2.00 pm**

#### **Agenda :**

-  Annual Academic Audit
-  Programmes to be organized by different cells
-  UGC – Paramarsh Scheme
-  FDP

#### **Members present:**

The 50<sup>th</sup> meeting of IQAC was held in Board room on 3<sup>rd</sup> January 2019. The following members were present for the meeting

1. Dr. E. Jerome Xavier, Principal-Chairperson
2. Prof. Elizabeth Leena, External expert
3. Dr. Ramesh, External Expert
4. Ms. Shalini S, Member
5. Ms. Deepa S, Member
6. Mr. Arshad Ulla Khan, Member
7. Ms. Sushmashree, Member
8. Ms. Mamatha, Member
9. Mr. Afzal, Member
10. Ms. Nalini, Member
11. Ms. Sangeetha Annie George - Coordinator
12. Ms. Sahana, Student Representative
13. Mr. Vishnu, Student Representative
14. Ms. Nancy, Alumni 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.
2. It was decided that the Annual Academic Audit will be conducted on 31<sup>st</sup> January 2019.
3. Members suggested that the various cells of IADC-A should conduct relevant programmes for the holistic development of students and members of faculty.
4. Upon receipt of the Institutional eligibility for the UGC-Paramarsh scheme, applications involving the list of mentee colleges to be sent at the earliest.
5. One of the members suggested to organize an FDP which can boost the professional excellence of faculty members

### Action Taken Report

#### To be presented in the next IQAC meeting

S. No	Decision	Action Taken
1	Annual Academic Audit	The external audit was held on 31 <sup>st</sup> January 2019 as decided
2	Programmes to be organized by the various cells of IADC-A	<ul style="list-style-type: none"><li>• International conference on Interfaith harmony was organised by Shree Aurobindo Centre for Education in Human Values on 8<sup>th</sup> and 9<sup>th</sup> February 2019</li><li>• Women's cell organized various activities on the occasion of International women's day on 8<sup>th</sup> March 2019</li></ul>
3	UGC-Paramarsh scheme	The Filled in application including the details of 5 mentee institutions was sent on 12 <sup>th</sup> January 2019
4	FDP	<ul style="list-style-type: none"><li>• FDP on 'Extra Sensory Perception - Unlocking The Power Of Your Intuition For Professional Excellence' on 13th March 2019</li><li>• FDP on 'Evolution of Bio therapeutics' under STAR College scheme, sponsored by DBT, Govt. of India organized by Department of Microbiology &amp; Biotechnology on 19.1.19</li></ul>

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#### **IQAC Meeting**

**Venue: Board room (306)**

**Meeting No : 51**

**Date : 12<sup>th</sup> April 2019**

**Time : 1.30- 2.00 pm**

#### **Agenda :**

-  FIP
-  FDP
-  Faculty Performance Report & Monthly Performance Report
-  Student Feedback on faculty for the current semester

#### **Members present:**

The 51<sup>st</sup> meeting of IQAC was held in Board room on 12<sup>th</sup> April 2019. The following members were present for the meeting

1. Dr. E. Jerome Xavier, Principal-Chairperson
2. Prof. Elizabeth Leena, External expert
3. Dr. Ramesh, External Expert
4. Ms. Shalini S, Member
5. Ms. Deepa S, Member
6. Mr. Arshad Ulla Khan, Member
7. Ms. Sushmashree, Member
8. Ms. Mamatha, Member
9. Mr. Afzal, Member
10. Ms. Nalini, Member
11. Ms. Sangeetha Annie George - Coordinator
12. Ms. Sahana, Student Representative
13. Mr. Vishnu, Student Representative
14. Ms. Nancy, Alumni 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.
2. The IQAC coordinator informed the members to identify internal resource persons for the faculty members to be newly appointed in the month of June 2019. Members came up with various innovative approaches for the induction programmes.
3. The Committee has planned to conduct the Annual FDP Srujana. The members suggested various topics that can add value to the academicians. It was decided that experts from various domains may be invited to share their knowledge.
4. The Chairperson insisted on the importance of monthly faculty performance report to be prepared by Faculty members and department-monthly performance report by the HoDs.
5. Student feedback on faculty to be taken during the Second week of April 2019.

### **Action Taken Report**

#### **To be presented in the next IQAC meeting**

<b>S. No</b>	<b>Decision</b>	<b>Action Taken</b>
1	Faculty Induction Programme	An Induction programme for the newly appointed faculty members was organized on 17 <sup>th</sup> June 2019
2	Faculty Development Programme	Annual FDP-Srujana was organized on 11 <sup>th</sup> & 12 <sup>th</sup> July 2019
3	Faculty Performance Report (FPR) & Monthly Performance Report (MPR)	All the Faculty members need to prepare FPR and HoDs should prepare MPR on a monthly basis from the academic year 2019-20 onwards
4	Student Feedback on faculty for the current semester	Student Feedback on faculty for the current semester ( UG & PG programmes) was taken from 16 <sup>th</sup> April 2019 onwards