



### IQAC Minutes of the meeting

Date- 7<sup>th</sup> July, 2023  
Time - 2:30pm  
Venue - IQAC Room

#### **Agenda of the meeting**

- Introduction of new teaching pedagogy.
- Conducting more outcome-based events.
- Creation of events register.
- Documentation format of every event conducted in the college.
- Faculty portfolio.

#### **Introduction of New Teaching Pedagogies:**

The discussion began with the introduction of new teaching pedagogies. The members shared their ideas and experiences regarding innovative teaching practices that could be implemented in the college to enhance the learning experience for students. Various strategies such as flipped classroom, experiential learning, interactive lectures, and use of digital tools were discussed. It was agreed to organize a workshop for faculty members to further explore and implement these pedagogical approaches.

#### **Conducting More Outcome-Based Events in the College:**

The next agenda item focused on conducting more outcome-based events in the college. The members deliberated on the importance of organizing events that focus on measurable outcomes and desired learning objectives for students. It was suggested to align the college events with the institution's mission and vision, ensuring that they contribute to the holistic development of students. Additionally, the members proposed the incorporation of assessment and feedback mechanisms to evaluate the impact of these events on student learning outcomes.

#### **Creation of Events Register and Documentation Format:**

The discussion then turned to the creation of an events register and documentation format for all college events. It was emphasized that maintaining a comprehensive record of events would not only aid in monitoring the college's developmental activities but also serve as a valuable resource for future planning and evaluation. The members agreed to establish a centralized events register that captures essential details such as event objectives, participants, resources utilized, and outcomes achieved. Additionally, a standardized documentation format for reporting on each event's success and areas for improvement was proposed, aiming to ensure consistency and transparency in event management.

**Faculty Portfolio:**

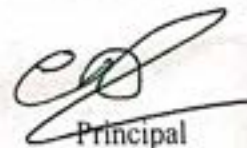
The final agenda item centered on the faculty portfolio. The members recognized the importance of documenting faculty accomplishments, professional development activities, and contributions to the academic and institutional domains. It was proposed to create a structured portfolio format that highlights faculty members' teaching experiences, research endeavours, community engagement, and ongoing professional development. The portfolio would serve as a valuable resource for performance appraisal, promotion considerations, and showcasing the diverse expertise within the faculty team.

**Action Items:**

1. Organize a workshop on new teaching pedagogies for interested faculty members.
2. Develop a framework for outcome-based event planning and evaluation, integrating assessment and feedback mechanisms.
3. Establish a centralized events register and standardized documentation format for all college events.
4. Form a committee to design and implement the faculty portfolio structure, collaborating with faculty members to gather relevant information.



IQAC Coordinator

  
Principal





## IQAC Minutes of the meeting

Date – 20<sup>th</sup> January, 2023.

Time - 2:00pm

Venue - IQAC Room

### Agenda of the meeting

- Compiling of data for AQAR 2022-23.
- Verification of data accumulated so far by faculty under each criterion.
- Clarification of criteria wise doubts.
- Make a note of criteria where no data is found or incomplete.
- Rectification of any data entry, if any misinformation detected.
- Understanding and opening gateways for improvement.

Criteria No.	Pending	Doubts to be cross verified with SQAC	Data not found/ requires follow up	Signature of faculty in charge
1.	1.1, 2.1, 3.1, 3.2, 4.1	-	1.4,	
2.	QLM	Nil	2.7.1 (SSS)	
3.	3.1.1, 3.4.3	*For the data entry of No. of posts sanctioned during the year verify whether is it by the Government or Management.  * Can the data of guides be added if the students were guided outside the university.  * Year scholar/guide registration.	3.1.2, 3.1.3, 3.2.1, 3.2.2, 3.3.2.1, 3.4.2, 3.4.2.1	
4.	4.2.4, 4.3.1	-	Remote Access	
5.	5.1.1, 5.3.3	5.2	5.1.4, 5.2.3, 5.2.3.1	
6.	6.1.2, 6.2.1, 6.4	-	6.2.3, 6.3.3, 6.4.2.1, 6.5.3	
7.	7.1.8	-	7.1.2, 7.1.3, 7.1.6, 7.1.7, 7.1.10	

IQAC Coordinator

IQAC Co-coordinator

Principal

R.B.A.N.M'S FIRST GRADE COLLEGE BANGALORE 560 042

IQAC MEETING

**CIRCULAR**

Date: 10/08/2022

A Meeting of the Internal Quality Assurance Cell is being convened on 10/8/2022 at 2.00 P.M. in the Principal's Chamber to discuss the following:

Agenda

1. Action taken report on the resolutions passed in the IQAC meeting held on 14/12/2021.
2. Reviewing the developmental activities taken during 2021-2022.
3. Discussion on the submission and acceptance of AQAR on 25 march 2022 and submission of 4th cycle NAAC SSR.
4. Discussion on the preparation of documents and criteria wise checklist to be uploaded in NAAC SSR.
5. College Website updation.
6. Conduct of certificate ~~best~~ programme.
7. Discussion on the Admission for the year 2022 -23.
8. Future plans for the academic year 2022-23.
9. Conduct of a state level seminar.
10. Any other subject with the permission of the chair.



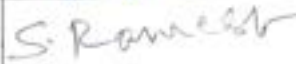
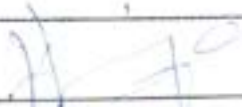



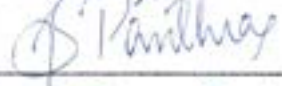

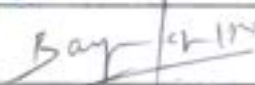
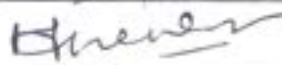


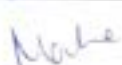
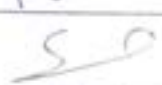

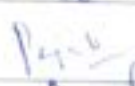


Your kind presence is solicited.

  
Prof. Ravindra K.  
Co-ordinator

  
D. Prathap  
Principal

## LIST OF IQAC MEMBERS

**SRI/SMT:**

1	Dr.Prathap M.COM. M.Phil, Ph.D	Principal & Chairman	
2	K. Ravindra	Vice Principal & Associate Prof. of Commerce & IQAC	
3	Dr.S.Ramesh	Prof. & Dean for International Programmes, PG Center,Mount Carmel college (Autonomous)	
4	Dr. Veerabhadrapa H	Administrative Officer & Management Representative	
5	Priya K	Asst. Prof.Co-ordinator,Career Guidance & Placement Cell	
6	Dr. Shankar R	Asst. Prof of Dept. of PG Dept.	
7	Bharathi G.R	Asst. Prof. In Comp. Sci	
8	Savitha G M	Asst. Prof. In Commerce and Management	
9	Pavithra S	Asst. Prof. In Commerce and Management	
10	Lt.Parthasarathy L	A.N.O & Part time Asst. Prof.	
11	Bhanuprakash	Asst. Prof. In Mathematics	
12	Mohd. Nawaz	Asst. Prof. In PG Dept.	
13	Asha A	Asst. Prof. In Commerce and Management	
14	Dr. Avinash V	Asst. Prof. In History	
15	Pushpalatha K R	Asst. Prof. In Kannada	
16	Mahalakshmi A	Asst. Prof. In Pol. Science	
17	Dr. Sunil Kumar	Asst. Prof. In Hindi	
18	Poornima G	Asst. Prof. In Comp. Sci	
19	Rajani Kulkarni	Asst. Prof. In Comp. Sci	
20	Sivapriya Kannan	Asst. Prof. In Tamil	
21	Sheethal Kiran	Physical Education Director	



## **RBANM's FIRST GRADE COLLEGE, Bengaluru – 560042**

### **PROCEEDING OF IQAC MEETING HELD ON 10/08/2022**

IQAC was held on 10/08/2022 at 2.00 PM in Principal's chamber.

Principal welcomed all the members and introduced student representatives, alumni, industry Representatives and Neighborhood Representatives.

Principal and IQAC coordinator took up the agenda of meeting for discussion.

#### **Agenda 1**

Conformation of the proceeding of the meeting held on 14/12/2021 and Discussion on Action take. More than 95% of the resolution passed in the meeting have been implemented.

**Resolution:** Read and Noted.

#### **Agenda 2**

Discussed about the Departmental activities for the academic year as per the Academic Calendar prepared by IQAC.

**Resolution:** All the HODs were informed to conduct Seminars.

#### **Agenda 3**

Criteria wise teachers were asked to present all the documents collected for NAAC. Principal and IQAC coordinator reviewed all the documents for submission of SSR.

**Resolution:** After the review of documents, decided to submit NAAC SSR by 14/8/2022.

#### **Agenda 4**

Discussed about updated college website and received the review from criterion teachers, Industry representative, Student representative and Alumni representative.

**Resolution:** For the suggested updates faculties were informed to give necessary documents. All faculties were instructed to submit the Report and Photos of all events conducted hereafter to computer science department update in College website.

#### **Agenda 5**

Discussed about the online admission procedure under UUCMS portal. Admission Committee was formed to improve the admissions and suggestions were taken from Industry representative, Student representative to improve advertising for admissions.

**Resolution:** Admission committee was formed. All the teachers were informed to involve in admission process.

#### **Agenda 6**

Discussed about the various certificate courses which can be introduced for all the programs.

**Resolution:** All the HOD's were informed to identify the various add-on courses that can be introduced and implement the same in all the programs.

#### **Agenda 7 - Future Plans**

- Prepare to answer DVV after submission of NAAC Self Study Report.
- To make Renovations wherever necessary in the college Infrastructure and Prepare for NAAC peer team visit.
- Department wise preparation of all the needed Documents for NAAC visit
- Improve admissions for the academic year.
- Introduce Certificate and Add on Courses.

# **RBANMS FIRST GRADE COLLEGE**

**Bengaluru - 560042**

## **IQAC MEETING**

**Date: 03-02-2023**

### **CIRCULAR**

A meeting of the Internal Quality Assurance Cell is being convened on 07-02-2023 at 2:00 P.M in the Principals Chamber to discuss the following:

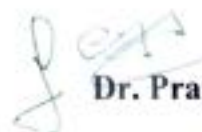
### **Agenda**

1. Preparation of Schedule for NAAC visit on 23<sup>rd</sup> and 24<sup>th</sup> February 2023.
2. Preparation of steering committees for NAAC visit.
3. Allocation of Roles and Responsibilities for all the staff during the visit.
4. Suggestions for Cultural programs for NAAC.
5. Preparation of Documents required from all Departments for NAAC visit.
6. Inviting Alumni and Parents for NAAC.
7. Result Analysis of the previous semester.
8. Discussion on Status of Syllabus Completion for all the Semesters.
9. Discussion on the Remedial Classes to be taken to improve the results.
10. Any other Subject with permission of Principal and IQAC Coordinator.



**Ms. Asha A**

**IQAC Coordinator**


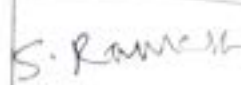





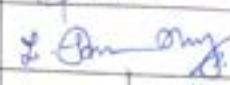
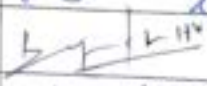
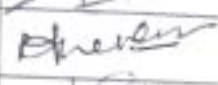

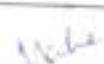
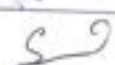

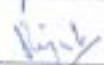




**Dr. Prathap**

**Principal**

## LIST OF IQAC MEMBERS

**SRI/SMT:**

1	Dr Prathap M.COM, M Phil, Ph.D	Principal & Chairman	
2	K. Ravindra	Vice Principal & Associate Prof. of Commerce & IQAC	
3	Dr S. Ramesh	Prof. & Dean for International Programmes, PG Center, Mount Carmel college (Autonomous)	
4	Dr. Veerabhadrapa H	Administrative Officer & Management Representative	
5	Priya K	Asst. Prof. Co-ordinator, Career Guidance & Placement Cell	
6	Dr. Shankar R	Asst. Prof of Dept. of PG Dept.	
7	Bharathi G.R	Asst. Prof. In Comp. Sci	
8	Savitha G M	Asst. Prof. In Commerce and Management	
9	Pavithra S	Asst. Prof. In Commerce and Management	
10	Lt. Parthasarathy L	A.N.O & Part time Asst. Prof.	
11	Bhanuprakash	Asst. Prof. In Mathematics	
12	Mohd. Nawaz	Asst. Prof. In PG Dept.	
13	Asha A	Asst. Prof. In Commerce and Management	
14	Dr. Avinash V	Asst. Prof. In History	
15	Pushpalatha K R	Asst. Prof. In Kannada	
16	Mahalakshmi A	Asst. Prof. In Pol. Science	
17	Dr. Sunil Kumar	Asst. Prof. In Hindi	
18	Poornima G	Asst. Prof. In Comp. Sci	
19	Rajani Kulkarni	Asst. Prof. In Comp. Sci	
20	Sivapriya Kannan	Asst. Prof. In Tamil	
21	Sheethal Kiran	Physical Education Director	



22	Hemchi I	Asst. Prof. In Comp. Sci	
23	Mahalakshmi K. S	Asst. Prof. In Commerce and Management	
24	Mehnaz Nafara	Asst. Prof. In Economics	
25	Shashi Kumar	Asst. Prof. In Kannada	
26	Wilfred Vasanth Kumar	Asst. Prof. In English	
27	Latha A R	First Division Assistant	
28	Gopalan	Second Division Assistant	
29	Puttaraju	Librarian	
30	Sudhish.K.T	Alumni	
31	Arunkumar.A.R	Alumni	
29	Karthick Mohan	Industry representative (infosis)	
30	Rekha Thangaraj	Industry representative (Gold wings Aviation CEO)	
34	Krithika.P	Student representative	
35	Gayathri.D	Student representative	
33		Neighbouring representative	

# **RBANMS FIRST GRADE COLLEGE, Bengaluru - 560042**

## **PROCEEDINGS OF IQAC MEETING HELD ON 07-02-2023**

IQAC meeting was held on 07-02-2023 at 2 PM in Principal's Chamber.

Principal welcomed all the members and introduced student, Alumni, Industry and Neighbourhood representatives.

Principal and IQAC Coordinator took up the agenda of meeting for discussion.

### **Agenda 1**

Confirmation of the proceedings of the meetings held on 10-08-22 and discussion on Action taken. More than 90% of the resolution passed in the meeting have been implemented.

**Resolution:** Read and Noted

### **Agenda 2**

Preparation of Schedule for NAAC visit on 23<sup>rd</sup> and 24<sup>th</sup> February 2023. Preparation of steering committees for NAAC visit. Allocation of Responsibilities for all staff.

**Resolution:** All the staff were allotted responsibilities under 4 Committees.

SL.No.	COMMITTEE	NATURE OF WORK	INCHARGE FACULTY
01	CULTURAL	-Arrangement for Welcome to Peer Team - Guard of honour -Stage and light arrangements , Amar jawaan , Flag Area	Prof.Savitha Prof. Pavithra Prof.Pushpalatha Prof.Shivapriya Kannan Smt. Deepa Smt. Latha Cap.Parthasarathy L Prof.Banuprakash
02	TRANSPORT	*Pick up from Airport *Pickup and Drop from the place of stay for both the days * Sight Seeing * others	Dr. Shankar Prof. Md. Nawaz Prof. Banuprakash
03	FOOD	Tea/Coffee, Tender coconut, Juice, Lunch, snacks and Dinner for both days	Dr. Shankar Dr. Avinash Prof. Mahalakshmi K S Mr. Bhaskar
04	DISCIPLINE	At each event place discipline from students and over all maintenance discipline in and outside the campus	Prof. Nawaz Cap. Parthasarathy Prof. Sheethal Kiran Dr. Sunil Kumar Prof. Mehnaaz safura

### Agenda 3

Suggestions were asked for theme of Cultural programs for NAAC from all the Staff

**Resolution** Among all the suggestion of different themes from all the Staff members, the Theme to represent Karnataka and Different Dance forms from all the states of India was finalised

### Agenda 4

Discussed on the list of documents from all Departments for NAAC peer team visit

**Resolution** The list of Documents to be arranged for NAAC verification was given to all the HODs and informed to prepare the documents uniformly.

### Agenda 5

Alumni and Parents were officially invited by Principal and IQAC Coordinator for NAAC Peer team visit.

**Resolution:** Alumni and Students agreed to actively participate in NAAC Peer team Meeting.

### Agenda 6

Discussed about the result analysis of the Previous semester and recognized the Teachers for giving 100% Results.

**Resolution:** Staff members were informed to conduct regular remedial classes for the slow learners and improve the results for the next semester.

### Agenda 7

Discussed on Status of Syllabus Completion for all the Semesters.

**Resolution:** Staff were informed to complete the syllabus for all semester by 15-02-2023.

### Agenda 8- Future Plans

- Introduce Certificate Course and Add on Courses.
- Improvement of Results.
- Introducing the New Programs.
- To have Faculty exchange and Student exchange programs.




ACTION TAKEN REPORT ON RESOLUTION PASSED IN IQAC  
MEETING HELD ON 10/08/2022

SL NO	PLAN OF ACTION	ACTION TAKEN
1	Conducting Department wise Seminars	Every Department conducted Seminars/ Workshops.
2	Preparation for submitting NAAC SSR	NAAC SSR successfully submitted, DVV Answered.
3	Updating College website	College Website updated as per NAAC R requirement.
4	To Improve the Admissions	The Admission Committee designed the new brochures and promoted the footfalls for enquiry.
5	Preparation of Academic Calendar for 2022-23	The IQAC Academic Calendar is prepared.
6	To introduce the Certificate course	All the departments Prepared Proposals for starting the certificate course.



Prof. Ravindra K  
Co-ordinator



D. Prathap  
Principal