



N M K R V COLLEGE FOR WOMEN

Autonomous Institution

#45/1, 22nd Cross, III Block, Jayanagar, Bangalore-560011

IQAC MEETING – 8th November 2017

A new IQAC Committee was constituted in November 2017 with the following members.

| | | |
|--------------------------------|---|--|
| Chairperson | : | Dr. Snehalata G Nadiger |
| IQAC Members | : | Dr S N Srimathi Prof. Mala Sridhara (Absent) Dr. C V Vasanta Valli (Absent) Prof. Lokesh G Dr. Renuka Somalu Rathod Sri. Vijeth Rajashekar Shetty (Absent) Sri. Manoj B.A Ms. Shobha V (Absent) Dr. Parimala Nijagal |
| Senior Administrative Officers | : | Sri. Sridhar K Sri. Subramanyam K G |
| IQAC Co-ordinator | : | Smt. Suman Prasad |
| Secretarial Assistance | : | Smt. Uma K |









The first meeting of the newly constituted IQAC Team was held on 8th November 2017 in Seminar Hall, NMKRV College for Women.

- ❖ Dr. Snehalata G Nadiger, Principal and Chairperson welcomed the newly constituted IQAC Committee members.
- ❖ Smt. Suman Prasad, IQAC Co-ordinator made Power Point Presentation regarding the functions of IQAC Cell.

- ❖ The members discussed in detail regarding the functions of IQAC and preparation of Annual Quality Assurance Report (AQAR) for Autonomy Review Committee Visit during January/February 2018 and also for the 4th Cycle Assessment and Accreditation by NAAC which is expected during the year 2021.
- ❖ The committee members decided to take
 - a) The feedback from students about Teachers for the Previous (Odd) Semester of the academic year 2017-18.
 - b) The feedback on Administrative Staff from students.
- ❖ The committee decided to meet during the 1st week of December 2017 to discuss in detail for preparations of questionnaire in the feedback forms.
- ❖ It was also decided that each department has to prepare their own calendar of events and departmental meetings should be conducted every month and minutes should be submitted to IQAC Office.
- ❖ The chairperson has suggested that IQAC Team should be part of every activity that takes place in the college.
- ❖ Regarding the nomination of External Experts of the IQAC, the committee members suggested the following names.
 - a) Sri. Rajgopal. Former DGP
 - b) Dr. Ramakrishna , Ayurvedic Doctor
 - c) Dr. Chandrashekar , CEO, Bangalore Genei
- ❖ The committee suggested that the external experts should be invited for the IQAC Meetings and opt their suggestions for the development of the college.
- ❖ To streamline Office work and to check the accountability of the administrative work, the committee decided that meetings should be conducted at regular intervals for both teaching and non-teaching staff.
- ❖ It was also decided that the deadline for preparation and submission of AQAR for the Autonomy Review Committee visit is 30th November 2017.

The meeting ended with Vote of Thanks.

Signature for IQAC Meeting held on 8/11/2017

| Designation | Name of the Staff | Signature |
|-------------------|--|---|
| Chairperson | 1) Dr. Snehalata G Nadiger Principal |  |
| IQAC Members | 1) Dr. S N Srimathi Vice Principal | S. N. Srimathi |
| | 2) Prof. Mala Sridhara Associate Professor Department of Psychology | Mala Sridhara |
| | 3) Dr. C. Vasanta Valli Head, Department of Commerce | C. Vasanta Valli |
| | 4) Prof. G. Lokesh Head, Department of Physics |  |
| | 5) Dr. Renuka Somalu Rathod Assistant Professor, Department of Commerce |  |
| | 6) Sri. Vijeth Rajashekar Shetty Assistant Professor, PG Department of Chemistry |  |
| | 7) Sri. Manoj B A Assistant Professor, PG Dept of Mass Commn., |  |
| | 8) Ms. Shobha V Lecturer, Department of Commerce |  |
| | 9) Dr. Parimala Nijagal Lecturer, Department of English |  |
| IQAC ordinator | Co- 1. Smt. Suman Prasad, Head, Department of Biotechnology |  |



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A Meeting was held with all the Heads of Departments of the college on 16th November 2017 at 3.00 PM.

Agenda : Preparations for Autonomy Review Committee Visit and submission of AQAR 2016-17 by the Departments

Principal welcomed all the Heads of Departments for the meeting and discussed the following points.

- ❖ The tentative dates of visit of Autonomy Review Committee for Extension of Autonomy will be 7th, 8th, and 9th of February 2018.
- ❖ In view of the Autonomy Review Committee Visit, it is decided to prepone the re-opening of UG Classes for the Second Term of Academic year 2017-18 to 18th December 2017 instead of 20th December 2017.
- ❖ Regarding the re-opening of PG Classes for Second term of 2017-18, it is decided that all PG Co-ordinators should have a meeting with Principal and frame the Calender of events for Second Term.
- ❖ Controller of Examinations requested all the Heads of Departments to complete the valuation of their respective subjects of UG Courses on or before 18th December 2017.
- ❖ It is decided to conduct the following events on following dates.
 - a) Annual Athletic Meet on 30/12/2017
 - b) Founder's Day on 8/1/2018. Founder's Day Function will be celebrated only for one day by holding a Memorial Lecture for the students instead of three days in view of the Autonomy Committee visit
 - c) Shashwathi Awards Function on 30/1/2018.







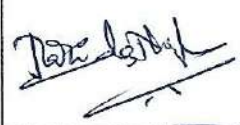
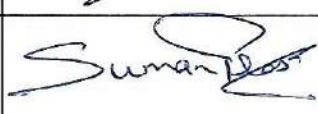
- ❖ Principal discussed about the recommendations made by the Committee in the Previous Autonomy Review Committee visit.
 - 1) **Library Timings:** All the Heads of Departments have suggested to extend the working hours of Library from 9.00 AM to 6.00 PM.
 - 2) **Transportation facility to students :** Since the college is centrally located, ample road transportation is available and metro facilities are introduced in the recent years, it is decided that transportation facility to students by students is not necessary.
 - 3) **Internet Facility for all students and Staff:** As there are irregularities in the functioning of Internet, it is decided to take a written complaint from all the Heads of Departments for solving the problem.
 - 4) All the HODs requested to provide Intercom facilities to IQAC Room, Gurudev Infotech Room and Examination Centre.

- ❖ For the Autonomy Review Committee visit, the HODs are requested to prepare Power Point Presentation of their respective departments from 2012-13 to 2016-17 (i.e., from June 2012 to April 2017) as per the following criteria.
 - a) Curriculum Design and Development
 - b) Academic Evaluation Progression
 - c) Research Consultancy Extension Activities
 - d) Infrastructure Learning Resources
 - e) Best Practice

- ❖ The following copies to be kept as ready reference in the departments for the visit.
 - a) Syllabus copies of CBCS and Non-CBCS
 - b) Records of Evaluation Process.
 - c) Lists of Equipments purchased under
 - UGC Grants
 - College Grants
 - d) Documents of all activities
 - e) Documents of Research activities of both staff and students
 - f) Class Mentor – Student Databases.

- ❖ The AQAR 2016-17 (i.e., from June 2016 to April 2017) should be submitted by all the Heads of Departments on or before 22/11/2017.

Signature for IQAC Meeting held on 16.11.2018

| Designation | Name of the Staff | Signature |
|-------------------|--|---|
| Chairperson | 1) Dr. Snehalata G Nadiger Principal |  |
| IQAC Members | 1) Dr. S N Srimathi Vice Principal | S. N. Srimathi |
| | 2) Prof. Mala Sridhara Associate Professor Department of Psychology | Mala Sridhara |
| | 3) Dr. C.Vasanta Valli Head, Department of Commerce | C. Vasanta Valli |
| | 4) Prof. G.Lokesh Head, Department of Physics |  |
| | 5) Dr. Renuka Somalu Rathod Assistant Professor, Department of Commerce |  |
| | 6) Sri. Vijeth Rajashekar Shetty Assistant Professor, PG Department of Chemistry |  |
| | 7) Sri. Manoj B A Assistant Professor, PG Dept of Mass Commn., |  |
| | 8) Ms. Shobha V Lecturer, Department of Commerce |  |
| | 9) Dr. Parimala Nijagal Lecturer, Department of English |  |
| IQAC ordinator | Co- 1. Smt. Suman Prasad, Head, Department of Biotechnology |  |



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Minutes of IQAC Meeting

The IQAC meeting with IQAC Members and Faculty of Languages, Humanities, Science, Commerce & Management was held on 20th and 21st December 2017 in Seminar Hall, NMKRV College for Women.

Agenda : NAAC Proposals for the 4th Cycle Visit.

Principal Dr. Snehalata G Nadiger welcomed the faculty members.

A Power Point Presentation was made by Prof. Suman Prasad, IQAC Co-ordinator regarding Criteria-1, Criteria-2 and Criteria-7 of NAAC Proposals and conducting of Certificate Courses keeping in mind the 4th Cycle of NAAC Visit.

The following discussions were made:

Board of Studies:

- Conduct of Board of Studies for the second cycle of CBCS from 2018-19 to 2020-21 with the following minor changes.
 - a) Framing of the syllabus with a Vision, Mission and Learning Outcome
 - b) Learning Outcome should be mentioned at the end of every subject of syllabus copy.
 - c) Composition of BOS Members according to the new guidelines of UGC i.e., inclusions of Two subject experts from outside university and One Post graduate Alumnus along with the old compositions.
 - d) Theatre persons can be considered as one of the representative in the BOS Composition for Languages forum.
 - e) Ratifications can be made every year to maintain uniformity.

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- To conduct the BOS Meetings and submit the soft copy of the syllabus to IQAC on or before March 2018 in order to upload the syllabus in college website.

Curricular Aspects :

- Feedback should be obtained from Stakeholders (Alumni, External BOS Members)
- Feedback should be collected from the present Final year students regarding syllabus of CBCS Scheme as they will be the first batch of students who will be graduated under CBCS.
- The filled feedback forms from students and other stakeholders should be documented and kept in the departments and to be displayed during UGC Review Committee Visit and NAAC Visit.
- Faculty from Commerce Department suggested that feedback may be collected from 10% of the students admitted and 10% of genuine feedbacks should be picked up from them.
- Student Feedback format will be done by Prof. Mala Sridhara, Department of Psychology and Feedback formats for other stake holders will be done by Dr. C. Vasantavalli, Head, Department of Commerce.

Teaching, Learning and Evaluation :

- Documentation should be maintained for Teaching Learning Process.
- Teaching Learning Process can be done through Group Discussions, Project work, Application of ICT Resource, conduct Debates etc.
- To improve the Teaching Quality, it is advised to conduct Subject Oriented FDP Programmes to students and Staff of each department in January 2018 and minimum expenses such as Honorarium and hospitality to Guest speakers which will be met by the college.
- Faculty from Department of English suggested that Inter-disciplinary workshops can be conducted for improvement of teaching learning quality.

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- Principal suggested to organize FDP programmes on the current events such as Demonetization, GST etc.,
- It is decided to conduct Two FDP Programmes to Faculty and One for students.
- To apply for Minor and Major Research Projects through funding agencies such as UGC etc.,
- To attend and Present Papers in National and International Seminars and Workshops for continuous professional development.
- To encourage teachers for Ph.D Registrations, NET and SLET Examinations. Crash course can be conducted for 15 to 20 hours to coach for NET and SLET Exams.
- For the teachers who have already registered for Ph.D., time relaxation can be sanctioned for Ph.D Thesis work with permission from the Hon. Secretary, RSS Trust and in return a Bond may be taken from the teachers to work for 3 to 5 years.


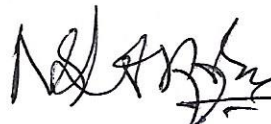





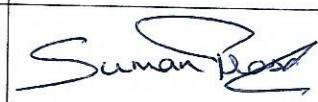
Best Practices:

- To identify the Best Practice of each department with documentation. Teaching Kannada to non-Kannada students and teachers may be taken as Best Practice for Kannada Department.
- One day Tour purely academic can be arranged to the students as a part of Extension Activities
- **Short Term Courses:**
 - a) It is decided to conduct Short Term Certificate Courses for all First and Second Year UG Students.
 - b) To see that all the students compulsorily register themselves for one course per year and at the end of 2 years, students should have completed Two Certificate Courses.
 - c) As the short term courses are 60 to 70 hour program, it is decided to conduct these courses only during vacation.

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- d) Short Term Courses can be conducted with tie-ups by companies as the Certificates issued with tie-ups will have more weightage.
- e) The minimum intake should be 50 to 100.
- f) Technical Writing, Foreign Languages, Stock Markets are some of the programs suggested by the faculty.
- g) Complete syllabus and detailed Proposal to be submitted to IQAC on or before 30th January.
- h) Short Term Courses will be open to the students from 2018-19 onwards.
- i) Registration of students and the students data to be maintained in the office.

Signature for IQAC Meeting held on 20th & 21st Dec. 2017

| Designation | Name of the Staff | Signature |
|-------------------|--|---|
| Chairperson | 1) Dr. Snehalata G Nadiger Principal |  |
| IQAC Members | 1) Dr. S N Srimathi Vice Principal | S. N. Srimathi |
| | 2) Prof. Mala Sridhara Associate Professor Department of Psychology | Mala Sridhara |
| | 3) Dr. C. Vasanta Valli Head, Department of Commerce | C Vasanta Valli |
| | 4) Prof. G. Lokesh Head, Department of Physics |  |
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Minutes of IQAC Meeting

The IQAC meeting with IQAC Members was held on 28th March 2018 in IQAC Room, NMKRV College for Women.

Agenda :





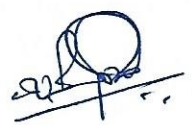

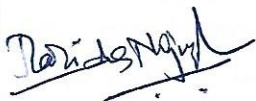
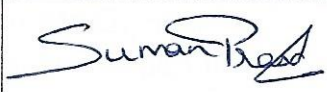
1. UGC Autonomy Visit
2. Action to be taken on Student-Feedback on Teachers
3. Website – Information Collection.

The following discussions were made:

1. The Principal informed and discussed the UGC Autonomy Review Committee Visit with the members.
2. The Analysis of Student Feedback on Teachers was conducted by IPOMO. It was decided to meet all the Faculty Members Department-wise in the First Week of April to discuss their teaching performance in the presence of Principal, Vice Principal and HOD of respective departments.
3. It was decided that the Feedback Report would be given to the faculty members and one copy to be maintained by the IQAC.
4. It was decided to prepare manual feedback form on the lines of Student Satisfactory Survey by NAAC and have a mock run of the same with a few selected combinations.
5. To keep the website updated, it was decided to record all the upcoming events with the IQAC secretarial assistant Smt. Uma K and the follow up to collect the reports of the events to be done by the IQAC Members.
 - a) Dr. Parimala Nijagal - Departments of Science, Humanities, PG Chemistry, Mathematics, Mass Commn.,
 - b) Ms. Shobha V - Department of Commerce –UG & PG
Department of Management
And All Language Departments.
 - c) Dr. Renuka Somalu Rathod - EC & CC Coordinators

The meeting concluded with Vote of Thanks by IQAC Co-ordinator.

Signature for IQAC Meeting held on 28/3/2018

| Designation | Name of the Staff | Signature |
|-------------------|--|--|
| Chairperson | 1) Dr. Snehalata G Nadiger Principal |  |
| IQAC Members | 1) Dr. S N Srimathi Vice Principal | S. N. Srimathi |
| | 2) Prof. Mala Sridhara Associate Professor Department of Psychology | Mala Sridhara |
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| IQAC Co-ordinator | 1. Smt. Suman Prasad, Head, Department of Biotechnology |  |



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Minutes of IQAC Meeting

The IQAC meeting with IQAC Members was held on 20th April 2018 in IQAC Room, NMKRV College for Women.








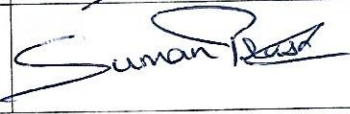
Agenda :

- Work Allotment for IQAC Members for UGC Autonomy Review Committee Visit on 23rd and 24th April 2018.

The following staff were allotted the work.

- | | | |
|------------------------------|---|--|
| 1. Transport | : | Dr. Malhar Qaiser Smt. Sudha G |
| 2. Student Interaction | : | Prof. Vedavathi N |
| 3. Hospitality | : | All Heads of Departments |
| 4. Food | : | Dr. Malhar Qaiser |
| 5. Escorting the Peer Team : | | Dr. S Ranganath Dr. S N Srimathi Smt. Suman Prasad |
| 6. Ground Floor Incharge | : | Prof. Lokesh G Sri. Vijeth R Shetty |
| 7. First and Second Floor | : | Dr. Vasanta Valli C Sri. Manoj B A |
| 8. Third Floor | : | Prof. Mala Sridhara Dr. Renuka Somalu Rathod |
| 9. EC & CC Activities | : | Ms. Shobha V Dr. Parimala Nijagal |
| 10. Staff Interaction | : | Sri. Manoj B A Sri. Vijeth R Shetty |
| 11. Non-Teaching Staff | : | Prof. Lokesh G Sri. Dayananda M |

Signature for IQAC Meeting held on 20/4/2018

| Designation | Name of the Staff | Signature |
|-------------------|--|---|
| Chairperson | 1) Dr. Snehalata G Nadiger Principal |  |
| IQAC Members | 1) Dr. S N Srimathi Vice Principal | S. N. Srimathi |
| | 2) Prof. Mala Sridhara Associate Professor Department of Psychology | Mala Sridhara |
| | 3) Dr. C. Vasanta Valli Head, Department of Commerce | C. Vasanta Valli |
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