

Dr. B. B. Hegde First Grade College, Kundapura
INTERNAL QUALITY ASSURANCE CELL (IQAC) : 2024-25

Sl. No.	Name of the Member	Designation
Core Members		
1.	Prof. K. Umesh Shetty Principal	Chairman
2.	Mrs. Deepika G. Asst. Prof., & Head, Dept. of English	Co-ordinator
3.	Mr. Rakshith Rao Asst. Prof. Dept. of Commerce	Asst. Co-ordinator
Associate Members (Criterion - wise & Administrative Representatives)		
4.	Mr. Satish Shetty Asst. Prof., Dept. of Commerce	Head, Criterion I
5.	Mrs. Veena V. Bhat Asst. Prof. & Head, Dept. of Commerce	Head, Criterion II
6.	Mrs. Nanda Rai Asst. Prof. & Head, Dept. of Business Administration	Head, Criterion III
7.	Mr. Mahesh Kumar Assoc. Prof. & Head, Dept. of Computer Applications	Head, Criterion IV
8.	Mr. Rajesh Shetty Assoc. Prof., Dept. of Commerce	Head, Criterion V
9.	Mr. Rakshith Rao Asst. Prof., Dept. of Commerce	Head, Criterion VI
10.	Mrs. Avitha M. Correa Asst. Prof., Dept. of Business Administration	Head, Criterion VII
11.	Dr. Chethan Shetty K. Assoc. Prof. & Head, Dept. of Kannada	Vice Principal
12.	Mr. Giriraj Bhat Assoc. Prof., Dept. of Computer Applications	Web Administrator
13.	Ms. Gayathri Shet Office Superintendant	Administrative Staff
Advisory Members		
14.	Sri B. M. Sukumar Shetty President, CES (R.)	Management Representative
15.	Sri Seetharama Nackathaya Secretary, CES (R.)	Management Representative
16.	Dr. M. Dinesh Hegde Retd. Principal, Kundapura	Educationalist
17.	Sri K. Chandrashekar M.D., Kalpatharu Industries, Kundapura	Industry Representative
18.	The President, Alumni Association	Alumni Representative
19.	The President, PTA	Parent Representative
20.	The Secretary, Student Welfare Council (SWC)	Student
21.	The Convener, Students' Quality Assurance Cell (SQAC)	Representatives

STATUTORY/FUNCTIONAL COMMITTEES : 2024-25

1. Academic Planning and Audit Committee - STATUTORY

Duties: Preparing Academic calendar and implementation, Analysis of academic indicators (Result, Attendance etc), Review of feedback reports individual/departmental/institutional (student appraisal), Conducting AAA and review, Review of monthly survey reports/stock reports.

Prof. K. Umesh Shetty, Principal	Chairman
Mr. Giriraj Bhat, Dean-Academics	Co-ordinator
Dr. Chethan Shetty K., Vice Principal	Member
Mrs. Veena V. Bhat, HOD of Commerce	Member
Mrs. Nanda Rai, HOD of Business Administration	Member
Mr. Mahesh Kumar, HOD of Computer Applications	Member
Mrs. Deepika G., HOD of English & IQAC Co-ordinator	Member
Ms. Gayathri Shet, Office Superintendent	Member

2. NIRF (National Institute Ranking Framework) and AISHE (All India Survey on Higher Education)

Duties: Preparing the documents according to the methodology for Ranking and All India Survey of Academic institutions in India.

Prof. K. Umesh Shetty, Principal	Chairman
Mrs. Avitha M. Correa	Co-ordinator - NIRF
Mr. Giriraj Bhat	Co-ordinator - AISHE

NAAC Committees: 2024-25

CRITERIA I - CURRICULAR ASPECTS

Co-ordinator : Mr. Satish Shetty

(Planning, Execution and Documentation of Institutional Policies/Projects with regard to Curricular Aspects (as per the requirements for NAAC/NIRF/University/UGC-MHRD) and Monitoring the functioning of the sub committees in view of this criteria).

1. Campus Audit and Appraisal

Duties: Monthly survey, Staff appraisal - twice a year and reporting to higher authorities, Departmental appraisal, Self appraisal of Teaching & non-teaching staff, Stock Verification.

Mr. Giriraj Bhat	Co-ordinator
Mr. Praveen Mogaveera	Member
Ms. Malathi	Member
Ms. Deepa Poojary	Member
Mrs. Pavithra Shetty	Member

2. Committee for Calendar, Brochure, Prospectus, Time-table, Teacher's Diary

Duties: Calendar, Brochure, Prospectus, Application for admissions, Timetable, Teacher's diary - Planning and printing.

Mr. Giriraj Bhat	Co-ordinator
Mrs. Deepika G.	Member
Mr. Sudhir Kumar	Member
Mr. Rakshith Rao	Member
Mr. Stalin D'souza	Member
Ms. Ravina C. Poojary	Member
Mrs. Pavithra Shetty	Member

CRITERIA II-TEACHING - LEARNING & EVALUATION

Co-ordinator : Mrs. Veena V. Bhat

(Planning, Execution and Documentation of Institutional Policies Projects with regard to Teaching, Learning and Evaluation (as per the requirements for NAAC/NIRF/University/UGC-MHRD) and Monitoring the functioning of the subcommittees in view of this criteria).

1. Examination Committee

Duties: Conduction of examinations, Exam time-table preparation, Strategy for prevention of malpractice, exam reforms, exam results and other exam related duties.

Mr. Giriraj Bhat	Convener
Dr. Deepa	Member
Mrs. Preeti Hegde	Member
Mr. Hareesha B.	Member
Mrs. Wilma S.C.	Member
Mr. Sharath Kumar	Member
Mrs. Josline Renita D Almeida	Member
Shraddha R., III BBA	Student Representative
Sinchana, III BCA (B)	Student Representative

2. Students' Grievance Redressal Cell - STATUTORY (GRIEVANCE APPEAL COMMITTEE)

Duties: Receiving appeals and complaints, initiating speedy Redressal and reporting.

Dr. Chethan Shetty K.	Vice-Principal
Mr. Rakshith Rao	Dean-Discipline & SWO
Mrs. Reshma Shetty	Student Welfare Officer
Vinayak N. Adiga, III B.Com. (B)	Student Representative
Sahana, III B.Com. (D)	Student Representative

3. Students Performance Monitoring Committee

Duties: Monitoring attendance on a monthly basis, PTA, Mentorship, Monitoring shortage of attendance and necessary action, SMS Alert, Academic calendar and special events, reporting the suggestions and action taken report and maintaining the documents.

Dr. Chethan Shetty K.	}	Co-ordinators
Mrs. Veena V. Bhat		
Mrs. Nanda Rai		
Mr. Mahesh Kumar		
Mr. Giriraj Bhat		
Samraddhi Kini, III B.Com. (B)		Student Representative
Deepa, III B.Sc.		Student Representative
Shreya, III B.Com. (A)		Student Representative

4. Faculty Development Committee

Duties: Identifying the areas and organizing Faculty Development Training Programs to both teaching and non teaching staff, Conducting Staff meetings, Staff orientations, Monitoring Staff Welfare Association etc.

Prof. K. Umesh Shetty	Chairman
Mr. Giriraj Bhat	Co-ordinator
Dr. Chethan Shetty K.	Member
Mr. Mahesh Kumar	Member
Mrs. Deepika G.	Member
Mr. Mahesh Naik	Member

CRITERIA III - RESEARCH, CONSULTANCY AND EXTENSION

Co-ordinator : Mrs. Nanda Rai

(Planning, Execution and Documentation of Institutional Policies/Projects with regard to Research, Consultancy and Extension as per the requirements for NAAC/NIRF/University/UGC-MHRD and Monitoring the functioning of the subcommittees in view of this criteria).

1. Research Promotion, Project proposal and Research Ethics Committee

Duties: Identifying the areas of research and motivating the faculty and students to undertake research projects, Establishing MOUs, Organizing interactions/lectures sharing on new research areas, Conducting research related orientation programmes, training programmes, Providing relevant information.

2. Research Centre

Duties: Developing a cordial relationship between the University and the Centre, sending reports, information as and when the university asks, arranging pre colloquium, giving orientation to the faculty desirous of doing research.

Mr. Mahesh Kumar	Co-ordinator
Dr. Chethan Shetty K.	Member
Mr. Shreekanth	Member
Mr. Pranam B.	Member
Ms. Shwetha B.	Member
Shrinabha U., III B.Com. (B)	Student Representative
Nandeesh, III B.Com. (A)	Student Representative

CRITERIA IV - INFRASTRUCTURE AND LEARNING RESOURCES

Co-ordinator : Mr. Mahesh Kumar

(Planning, Execution and Documentation of Institutional Policies/Projects with regard to Infrastructure and Learning Resources(as per the requirements for NAAC/NIRF/University/UGC-MHRD) and Monitoring the functioning of the subcommittees in view of this criteria).

1. Library & Learning Resources Committee

Duties: Library - preparing the list of books required, journals, e-Journals, other reference books - purchasing/subscribing; Monitoring biometrics of staff and students, Analysis of the staff and students library use and reporting, organizing the exhibitions/ seminars/ orientations, library use education to students.

Coordinating the activities of Nano Corners, W4H, Eminent Personalities display and contribution to Wikipedia.

Prof. K. Umesh Shetty	Chairman
Mr. Mahesh Naik	Co-ordinator
Mr. Giriraj Bhat	Member
Dr. Chethan Shetty K.	Member
Mr. Praveen Mogaveera	Member
Mrs. Praveena M. Poojary	Member
Mr. Akshay Kumar	Member
Ms. Megha	Member
Yashwanth, III B.Com. (D)	Student Representative
Meghana, III B.Com. (B)	Student Representative

2. Maintenance Committee

Duties: Supervision and maintenance of cleanliness, neatness, renovation, repair work, prevention of damage to infrastructure, electrical, plumbing; garden/greenery, water, light, Stock verification and reporting; Maintenance of retiring room, Class rooms, A.V. hall, Auditorium etc.

Prof. K. Umesh Shetty	Chairman
Mr. Rakshith Rao	Co-ordinator
Mr. Sathisha Shetty (Office)	Member
Preetham, III B.Com. (A)	Student Representative
Dheeraj, II B.Com. (C)	Student Representative

CRITERIA V - STUDENT SUPPORT & PROGRESSION

Co-ordinator : Mr. Rajesh Shetty

(Planning, Execution and Documentation of Institutional Policies/ Projects with regard to Student Support and Progression (as per the requirements for NAAC/NIRF/University/UGC-MHRD) and Monitoring the functioning of the sub committees in view of this criteria).

1. Student Welfare Council – “KSHEMA”

Duties: Evolving proper strategies to ensure proper discipline; Evolving equitable and just means for a fair system; Constituting and Monitoring Students Fora, Midday Meals, Scholarships, Women Development Cell; Involving learners in constructive and useful activities; Holding frequent interactions and recording minutes.

Prof. K. Umesh Shetty	Chairman
Dr. Chethan Shetty K.	Vice Chairman
Mr. Rakshith Rao	SWO
Mrs. Reshma Shetty	SWO
Vinayak N. Adiga, III B.Com. (B)	Student Representative

2. Discipline Committee – “SHISTHU”

Duties: Maintenance of discipline in the campus, evolving proper strategies, creating awareness about etiquettes, ethics and conducting educative activities.

Prof. K. Umesh Shetty	Chairman
Dr. Chethan Shetty K.	Vice Chairman
Mr. Rakshith Rao	Dean (Discipline) & SWO
Mrs. Reshma Shetty	SWO
Mrs. Veena V. Bhat	Member
Mrs. Nanda Rai	Member
Mr. Mahesh Kumar	Member
Mrs. Deepika G.	Member
Samraddhi Kini, III B.Com. (B)	Student Representative
Darshan, II BCA (B)	Student Representative

3. Placement & Progression Committee – “PRAGATHI”

Duties: Acting as Liaison between the Institution and Employers; conducting Placement Trainings, Career Guidance, Inviting Companies and Organizing campus interviews; Documenting and reporting the details of placement and students pursuing higher education, Coordinating HRD activities.

Prof. K. Umesh Shetty	Chairman
Mr. Suresh Kamath	Placement officer
Mr. Mahesh Kumar	Co-ordinator (B.C.A)
Mrs. Preeti Hegde	Co-ordinator (B.Com)
Mr. Rajath Bangera	Co-ordinator (B.B.A)
Dr. K.Chethan Shetty	Advisor
Mr. Rakshith Rao	Advisor
Mr. Giriraj Bhat	Advisor
Mrs. Veena V. Bhat	Advisor
Mrs. Nanda Rai	Advisor
Arathi, III B.Com. (A)	Student Representative
Suhani, III BBA	Student Representative

4. Extra Curricular Activities Committee (Associations – “VEDIKE”)

Duties: Conducting Literary and cultural competitions-internal and external, Monitoring dramatics, Yakshagana activities, Wall magazine, Educational Blogs, Monitoring other extracurricular units; Planning and organizing all activities in time and maintaining documents; Evolving a proper system for marking attendance and giving attendance credits.

Prof. K. Umesh Shetty	Chairman
Dr. Chethan Shetty K.	Co-ordinator
Mr. Rakshith Rao	Member
Mrs. Deepika G.	Member
Pooja Achar, III BCA (A)	Student Representative
Kiran, III BBA	Student Representative

5. Sports Advisory Committee

Duties: Planning the Physical Education activities, developing policies, monitoring the sports association events/meets, arranging for sending students to represent in the University, State, National, International activities.

Prof. K. Umesh Shetty	Chairman
Dr. Chethan Shetty	Vice Chairman
Mr. Ranjith T.N.	PED & Co-ordinator
Mr. Shreekanth	Asst. Co-ordinator
Mr. Rajesh Shetty	Member
Mrs. Veena V. Bhat	Member
Mrs. Nanda Rai	Member
Mr. Rakshith Rao	Member
Mr. Satish Shetty	Member
Mr. Nagesh Poojary	Member
Mr. Akshay Kumar	Member
Maniraj, III B.Com. (A)	Student Representative
Skanda, III B.Com. (B)	Student Representative

6. College Annual Magazine Committee – “SHIKHARA”

Duties: Planning and guiding the students for writing quality articles; Identifying areas and focusing on selected areas; Arranging for group Photos, Collection and selection of photos, articles, reports from students and departments; publication of the magazine and arranging for distribution.

Prof. K. Umesh Shetty	Chief Editor
Mr. Praveen Mogaveera	Executive Editor
Mrs. Reshma Shetty	Member
Mr. Rakshith Rao	Member
Mr. Hareesh Kanchan	Member
Mr. Sudhir Kumar	Member
Ms. Deepa Poojary	Member
Ms. Ravina C. Poojary	Member
Vaishnavi M.S., III BCA (B)	Student Representative
Pooja S. Shetty, III B.Com. (D)	Student Representative

7. a) Women Grievance Redressal Cell - (STATUTORY) As per UGC guidelines & (b) Internal Complaints Committee (ICC)- STATUTORY (Prevention of Sexual Harassment).

Duties: a) Investigating reported cases of acts of sexual harassment of women, if any, and submitting the report to the disciplinary authority, recommending action to be taken against the accused employee/Female students Preparing an annual report and submitting it to the authority about the complaints on sexual harassment of women at workplace and action taken for redressal of complaints; Holding regularly monthly meetings even if there are no complaints; Reviewing the state of preparedness to deal with complaints and to make all staff/Female students fully aware of their responsibilities in this regard; Organizing programs to acquaint the women regarding their rights.

b) Creating a climate and a free platform for placing the complaints; Evolving systems for prevention of harassment- enquiry, justice and speedy settlements and reporting; Maintaining documents.

Prof. K. Umesh Shetty	Chairman
Dr. Chethan Shetty	Vice Chairman
Mrs. Veena V. Bhat	Co-ordinator
Ms. Rashmi Gavadi	Co-ordinator
Dr. Deepa	Member
Mrs. Nanda Rai	Member
Vidyashree, III B.Com. (B)	Student Representative
Prakarathi, III B.Com. (C)	Student Representative

8. Alumni Association

Duties: Developing a liaison with the Alumni; monitoring Our Alumni Our Pride; Organizing Alumni Interactions, Developing Alumni database, Initiating the opening of new chapters and registration; Conducting annual meet; Involving the alumni in all academic and other activities of the college.

Prof. K. Umesh Shetty	Hon. Advisor
Dr. Chethan Shetty	Advisor
Mr. Rajesh Shetty	Advisor
Mr. Mahesh Naik	Advisor
Mr. Rakshith Rao	Advisor
Mr. Adesh Nayak	President
Ms. Deepa Poojary	Secretary
Mr. Yogeesh Shanubhog	Treasurer
Mrs. Josline Renita D Almeida	Member
Mr. Sachin	Member

9. Counseling Centre – “AAPTHA SAMALOCHANA”

Duties: Evolving strategy for the remedial counseling and communicating to faculty; Mentoring through individual counseling; Providing various comprehensive psychological services to students and resolve their emotional, behavioral, academic, and social issues; Conducting surveys and Organizing workshops in the area of Stress management, Emotional intelligence, Self awareness, Learning disabilities, Aptitude, Intelligence, Interest, Stress and anxiety; Documentation and reporting.

Prof. K. Umesh Shetty	Chairman
Dr. Chethan Shetty	Vice Chairman
Mr. Rakshith Rao	Co-ordinator
Mrs. Reshma Shetty	Co-ordinator

10. Cultural Advisory Committee – “SAMSKRITHI”

Duties: Planning the cultural activities inside & outside the campus, developing policies, maintaining cultural association activities/shows outside, arrange for sending students to represent the University, State, National and International activities.

Prof. K. Umesh Shetty	Chairman
Mrs. Deepika G.	Co-ordinators
Ms. Ravina C. Poojary	
Ms. Nirmala B.	
Dr. Chethan Shetty K.	Advisors
Mr. Rakshith Rao	
Mr. Praveen Mogaveera	
Mr. Suresh Kamath	
Brahmi, II BCA (A)	Student Representative
Shriraksha, III B.Sc.	Student Representative

CRITERIA VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

Co-ordinator : Mr. Rakshith Rao

(Planning, Execution and Documentation of Institutional Policies Projects with regard to Governance, Leadership and Management (as per the requirements for NAAC/NIRF/University/UGC-MHRD) and Monitoring of functioning of the subcommittees in view of this criteria)

1. Documentation & Website Committee

A. Documentation

Duties: Publication of Campus Voice: Bi-annual News bulletin, Digi Campus; Data collection and streamlining, documentation and reporting. Preserving the data and providing reports and all data required for Annual Reports, NIRF, AQAR, NAAC, University, UGC, Dept of Higher Education etc.

Mrs. Deepika G.	Co-ordinator
Mr. Giriraj Bhat	Co-ordinator
Mrs. Avitha M. Correa	Member
Mrs. Veena V. Bhat	Member
Mrs. Nanda Rai	Member
Mr. Mahesh Kumar	Member
Mr. Sharath Kumar	Member
Mr. Venkatesh Shetty	Member
Shrinabh U., III B.Com. (B)	Student Representative
Lawrence Lobo, III BCA (B)	Student Representative

B. Website

Duties: Reviewing the Website on daily basis and updating; Making the website more viewer friendly and more functional; uploading the information on the future events; Creating mandatory portals for institutional performance, visibility, mandatory institutional disclosures, College magazine, IQAC, NAAC reports, Research journal, and other statutory committees; Ensuring the availability of the applications and other information to the public and making it more interactive.

Prof. K. Umesh Shetty	Chairman
Mr. Giriraj Bhat	Administrator
Mr. Venkatesh Shetty	Member
Ranjesh, III BCA (A)	Student Representative
Darshan, III B.Com. (D)	Student Representative

2. Anti-Ragging Committee (STATUTORY)

Duties: Holding and complying with the directions of the Hon'ble Supreme Court and be vigilant on any acts of ragging; Displaying the prevalent directives and the actions that can be taken against those indulging in ragging; considering the complaints received from the students and conducting enquiries and submitting reports to the Core Committee along with punishment recommended for the offenders; Oversee the procedure of obtaining undertaking from the students in accordance with the provisions; Conducting workshops against ragging menace and orient the students; providing students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls; Offering services of counseling and create awareness to the students; Taking all necessary measures for prevention of Ragging inside the Campus/ Hostels.

Prof. K. Umesh Shetty	Chairman
Mr. Satish Shetty	Co-ordinator
Mrs. Wilma S.C.	Co-ordinator
Prajwal Acharya, III B.Com. (C)	Student Representative
Sujay, III BBA	Student Representative

3. Data Centre Committee

Prof. K. Umesh Shetty	Chairman
Mrs. Deepika G.	IQAC Co-ordinator
Mr. Giriraj Bhat	Co-ordinator
Mr. Nagesh Poojary	Member
Ms. Megha	Member
Mrs. Vijayashree A.	Member
Mr. Venkatesh Shetty	Member
Mr. Rakshith K.	Member
Mr. Akash	Member
Mr. Sachin	Member
Mr. Manjunath	Member

Duties: Compiling the documents prepared as per the instructions of the IQAC and preserving cum uploading the same during the process of NAAC Accreditation work every year.

CRITERIA VII - INSTITUTIONAL VALUES AND BEST PRACTICES

Co-ordinator : Mrs. Avitha M. Correa

(Planning, Execution and Documentation of Institutional Policies/Projects with regard to Innovations and Best Practices (as per the requirements for NAAC/NIRF/University/UGC-MHRD) and Monitoring of functioning of the subcommittees in view of this criteria).

1. BBHC Social Responsibility Initiatives Committee

Duties: In the campus: Organizing Social, Spiritual and Scientific lecture series, Civic awareness programs etc.

Off the Campus- Arranging BBHC Social responsibility series, Extension activities related to Environment, Health, Education, Nation building and Swacch Bharath; Conducting Surveys related to social issues and arranging for consultancy.

Prof. K. Umesh Shetty	Chairman
Mr. Chethan Shetty K.	Co-ordinator
Mr. Praveen Mogaveera	Member
Mr. Rakshith Rao	Member
Mrs. Avitha M. Correa	Member
Mr. Suresh Kamath	Member
Swasthik, III BCA (B)	Student Representative
Vedanth, II B.Com. (D)	Student Representative

2. Co-Curricular Committee

Duties: Planning and Execution; Monitoring Student Faculty (selection and guidance), Student Lecture Series, Student Research Projects (Evolving System to enhance the quality of research projects), Short Term Certificate Courses (timely information), E-Lectures, E-Notes, Junior Project Guidance (coordination between the college and schools), Open Electives-MOOCs/NPTEL (prior information to students, inviting applications and scrutiny and allotment) Documentation.

Prof. K. Umesh Shetty	Chairman
Mr. Giriraj Bhat	Co-ordinator
Mrs. Veena V. Bhat	Member
Mrs. Nanda Rai	Member
Mr. Mahesh Kumar	Member
Mr. Satish Shetty	Member
Mr. Nagesh Poojary	Member
Mr. Shreekanth	Member
Neha Poojary, II B.Com. (E)	Student Representative
Varadaraj, III B.Com. (A)	Student Representative

3. Equality Committee (To support the disadvantaged learners)

Prof. K. Umesh Shetty	Chairman
Mr. Chethan Shetty	Co-ordinator
Mr. Rakshith Rao	Co-ordinator
Mrs. Veena V. Bhat	Member
Mr. Mahesh Kumar	Member
Mrs. Nanda Rai	Member
Yajnesh, III B.Com. (B)	Student Representative
Bharath, III B.Com. (C)	Student Representative

Duties: Preparing the schedule of the disadvantaged learners; counseling – motivating – guiding them to reach the goals from time to time.