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Dr. B. B. HEGDE FIRST GRADE COLLEGE KUNDAPURA

Accredited by NAAC with B++ Grade (Cycle I)

(Affiliated to Mangalore University)

(A Unit of Coondapur Education Society (R.), Kundapura)

Vishalakshi B. Hegde Campus, N.H.-66, Sangam, Kundapura - 576201, Udupi Dist., Karnataka State

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 19.08.2024





NOTICE





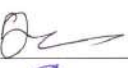



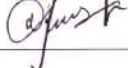




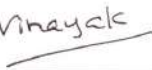

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that IQAC meeting will be held on 19 August 2024 at 4.00 pm. in the Principal's office. Presence of all the members of IQAC is solicited.


Mrs. Deepika G.
IQAC Co-ordinator
Dr. B. B. Hegde First Grade College
Kundapura-576201


Prof. K. Umesh Shetty
Principal and Chairperson
Dr. B.B. Hegde First Grade College
Kundapura-576201

Members:

Sl. No.	Name	Position of the Member	Signature
1.	Prof. K. Umesh Shetty Principal	Chairperson	
2.	Mrs. Deepika G. Asst. Prof. & Head, Dept. of English	Coordinator	
3.	Sri. B. M. Sukumar Shetty President, CES (R.)	Management Representative	
4.	Mr. Rakshith Rao Asst. Prof., Dept. of Commerce	Asst. Coordinator	

5.	Mr. Giriraj Bhat Assoc. Prof. & Head, Dept. of Computer Application	Dean (Academics)	
6.	Mr. Satish Shetty Asst. Prof., Dept. of Commerce	Head, Criterion I	
7.	Mrs. Veena V. Bhat Asst. Prof. & Head, Dept. of Commerce	Head, Criterion II	
8.	Mrs. Nanda Rai Asst. Prof. & Head, Dept. of Business Administration	Head, Criterion III	
9.	Mr. Mahesh Kumar Assoc. Prof. & Head, Dept. of Comp. Sci. & Application	Head, Criterion IV	
10.	Mr. Rajesh Shetty Assoc. Prof., Dept. of Commerce	Head, Criterion V	
11.	Mr. Rakshith Rao Asst. Prof., Dept. of Commerce	Head, Criterion VI	
12.	Mrs. Avitha M. Correa Asst. Prof., Dept. of Business Administration	Head, Criterion VII	
13.	Dr. Chethan Shetty K. Assoc. Prof. & Head, Dept. of Kannada	Vice Principal	
14.	Mr. Manju Shetty Venkatesh Asst. Prof., Dept. of Comp. Sci. & Application	Web Administrator	
15.	Ms. Gayathri Shet Office Superintendent	Administrative Staff	
16.	Mr. Adesh Nayak President, Alumni Association	Alumni Representative	
17.	Mr. S. Jayakar Hegde President, PTA	Parent Representative	
18.	Mr. Vinayaka Adiga Secretary, Student Welfare Council (SWC)	Student Representatives	
19.	Ms. Shraddha R. Convener, Students' Quality Assurance Cell (SQAC)		



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IQAC Meeting

Minutes of the meeting held on 19.08.2024

1. Preparation of College Academic Calendar
2. Inauguration of Association and Forum Activities
3. AQAR Submission
4. Formation of new SQAC
5. NIRF
6. Internal Examinations
7. Department Visit
8. SEP – Internal Assessment Criteria
9. Placement (Training & Classes)
10. Shikhara
11. Campus Voice
12. Digi Campus
13. Dhvani – Wall Magazine
14. Alumni Association
15. Moral Value Classes
16. Sports Day
17. UGAMA – Fest
18. Re-exam Policy
19. Protocol for Sports & Cultural students
20. Festivals & Celebrations
21. Freshers' Day
22. Talents Day
23. Stationery Shop
24. Extension of Boys Washroom
25. MOU with MSDC
26. Faculty Requirement
27. New positions – Dean Academic and Dean Discipline
28. AISHE
29. Statutory Cells

30. Exam Committee
31. IA Marks allotment policy
32. MOU with Infosys
33. FDP by Mr. Pranam
34. BBA Fest- Novation
35. BCA Fest- Tech Manthan
36. V-Grow
37. Students Feedback – SSS and AAA
38. Internship
39. Canteen – Agreement
Renewal- Stationary, Municipality, E-waste & Plumber
40. Recording Programmes in Office Diary
41. Electric Transformer, Lift, Boys Washroom, Physical Education Department
42. NPTEL – SWAYAM for I years
43. Mobile Locker
44. Subsidized Mid-Day Meals
45. NSS Camp
46. PGCET and Integrated Coaching on Competitive Exams
47. PTA Meeting for II and III year students
48. Parents Whatsapp Group
49. Core Values in Vision and Mission
50. Any other matter

IQAC MEETING

The IQAC Coordinator welcomed the members present.

The Principal took over the discussion and the following matters were decided.

1. The Principal addressed the gathering about the College Academic Calendar.
2. An estimated date was suggested by the Vice Principal for the inauguration of Association/Forum Activities.
3. The IQAC coordinator made a point on the submission of AQAR before 17 September.
4. Plans for forming new SQAC and SWC were deliberated.
5. The submission process for National Institutional Ranking Framework (NIRF) data was reviewed.
6. The tentative dates for internal exams were set as:
I Internal (Oct 1, 3, 4, 5)
II Internal (Nov 19, 20, 21, 22)
7. Discussion took place regarding a proposed visit to all the Departments.
8. A new Internal Assessment Criteria for SEP syllabus was proposed and debated.

9. The Placement Officer outlined plans to enhance placement training and coaching sessions.
10. The upcoming release of Shikara, the College Magazine, was a topic of discussion.
11. The prompt release of Campus Voice - Bi-Annual News Bulletin was discussed.
12. Plans for the monthly update of Digi Campus were outlined.
13. It was suggested that Dhvani - Wall Magazine be updated every 15 days.
14. Strengthening ties with Alumni through association development was a key topic.
15. Mr. Giriraj Bhat recommended updating the College Website.
16. The instruction of Moral Values classes and its curriculum was discussed.
17. November was chosen as the estimated month for Annual Sports Day.
18. Plans for hosting UGAMA, the PU fest, in November were discussed.
19. Revised guidelines for Re-examination were deliberated.
20. Discussions centred on protocols for Sports and Culturally inclined students.
21. The College's plans for national festivals and celebrations were discussed.
22. 18 September was chosen as the date for Freshers' Day celebrations.
23. Talent's Day was slated for the II Term of the Academic Year.
24. There was a discussion encouraging everyone to support the College's in-house stationery shop.
25. Renovation and extension plan for the Boys' Washroom were discussed.
26. A potential Memorandum of Understanding (MOU) with MSDC was talked upon.
27. The Dean of Academics and the Dean of Discipline were officially announced and appointed:
Mr. Rakshith Rao - Dean Discipline
Mr. Giriraj Bhat - Dean Academics
28. The quick submission of the AISHE (All India Survey on Higher Education) report, to be handled by Mr. Giriraj Bhat.
29. There was a discussion on scheduling regular meetings for the College's Statutory Cells, such as the Anti-Ragging Cell, Grievance Redressal Cell, and others.
30. A detailed discussion took place regarding the Exam Committee's responsibilities and the creation of Google sheets for efficient exam management and organization.
31. The policy for allocating Internal Assessment marks was discussed and reviewed.
32. A potential Memorandum of Understanding (MOU) with Infosys was deliberated upon, exploring possible collaboration opportunities.
33. A Faculty Development Program (FDP) to be scheduled for the 31 August, to be conducted by Mr. Pranam Betrabet.
34. The BBA Fest - Novation, scheduled to take place in the second week of September.

35. The proposal to conduct the BCA Fest - Tech Manthan, on 19 October was discussed.
36. The commencement of V-Grow - the Commerce Fest was decided to be in the second term.
37. Emphasis was placed on gathering and incorporating student feedback, particularly regarding Student Satisfaction Survey (SSS) and Academic Achievement Awards (AAA).
38. A discussion took place regarding the Internship Program for 5th-semester students, focusing on providing them with practical industry experience.
39. Conversations covered agreements and renewals for canteen, stationery, municipality, e-waste, and plumbing services to ensure the institution's smooth operation.
40. All were instructed to record their Programmes and events in the Office Diary for official documentation and reference.
41. New development plans were proposed to upgrade the institution's facilities, including the installation of an Electric Transformer, a Lift, and a Physical Education Department, as well as the extension of the Boys' Washroom.
42. Enrolment in the SWAYAM - NPTEL course and taking the exam is mandatory for all first-year students, Mr. Shreekanth is the Overall guide.
43. A discussion was held regarding the introduction of mobile lockers, marking the beginning of their utilization.
44. The HOD of Business Administration discussed about the commencement of PGCET coaching from the next Academic Year.
45. It was emphasized that a greater number of Extension Activities must be conducted from the various Departments and in the similar manner every year an Outreach Programme must be organized following the same.
46. Various details regarding the PTA Meeting pertaining to II and III year students were talked upon in the meeting. It was also observed that the I year students must have a separate Meeting, where the parents could also be oriented.
47. It was intimated that the Parents WhatsApp group must be made and that it should be active.
48. The Principal informed that along with Vision and Mission, the Core Values must also be displayed.