



**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)

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

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Date: 24.05.2025**




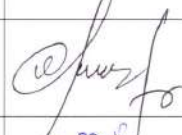


**NOTICE**







All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that IQAC meeting will be held on 24 May 2025 at 4.00 pm. in the Principal's office. Presence of all the HOD's is solicited.

  
**Mrs. Deepika G.**  
IQAC Coordinator  
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 and Chairperson	
2.	Mrs. Deepika G.	Coordinator, Asst. Prof. & Head, Dept. of English	
3.	Mr. Rakshith Rao	Asst. Coordinator and Dean (Administration)	
4.	Mr. Chethan Shetty K.	Vice Principal, Asst. Prof. & Head, Dept. of Kannada	
5.	Mr. Giriraj Bhat	Asst. Prof. in Computer Applications and Dean (Academics)	
6.	Mrs. Veena V. Bhat	Asst. Prof. & Head, Dept. of Commerce	

6.	Mrs. Nanda Rai	Asst. Prof.& Head, Dept. of Business Administration	
8.	Mr. Mahesh Kumar	Asst. Prof.& Head, Dept. of Comp. Sci. & Application	
7.	Dr. Deepa	Asst. Prof.& Head, Dept. of Hindi	
9.	Mrs. Rakshitha	Asst. Prof.& Head, Dept. of Science	
10.	Mr. Megha Bhat	Asst. Prof. & Head, Dept. of Sanskrit	
11.	Ms. Gayathri Shet	Administrative Staff	



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**IQAC Meeting**

**Minutes of the meeting held on 24.05.2025**

1. Department Visit
2. AAA
3. Chakshu Software for Attendance
4. 12 (b) Work Allotment for the Criteria
5. Add on Courses - B.Com.- Tally Prime, SSC  
BBA- Logistics, Supply Chain Management  
BCA- AI, ML
6. Farewell
7. SWAYAM - II Sem and III Sem Marks allotment
8. Graduation Day
9. Recognition to Achievers
10. New Notebooks with College's photo
11. College New Building- BBA Block
12. Bridge Courses
13. Placement Training
14. Induction for Freshers
15. Computer Lab -4
16. Re-use of Chemistry Lab Tables
17. Inverter for Class Projectors
18. Syllabus Completion
19. Practical Exams
20. Moulya Marks
21. Upcoming Academic Year's Workload
22. Any other matter

The IQAC Coordinator welcomed the members present.

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

1. The IQAC Coordinator emphasized on the need of Department Visit before the collection of the NAAC documentation.
2. The submission of AAA feedback was prompted in the meeting by the coordinators.
3. The initiation of the Chakshu Software for the First-year student's attendance was discussed.
4. The allocation of the 12 (b) documentation in accordance to the various Criteria was agreed upon.
5. Serious deliberations were done with regards to the upcoming Add on Courses in different streams- B.Com.- Tally Prime, SSC  
BBA- Logistics, Supply Chain Management  
BCA- AI, ML
6. The Student Welfare Officer communicated the various aspects regarding the upcoming Farewell programme.
7. The HODs of the various departments were vocal regarding the common mark allotment according to their SWAYAM exam for the II Sem and III semester students.
8. Detailed information regarding the various committees, tentative dates and the eligibility criteria regarding the Graduation Day were discussed.
9. It was emphasized that the achievers in the various field should be recognized on special occasions.
10. A new concept regarding the availability of new Notebooks with College's photo was put forward.
11. The Principal informed regarding the construction of the new BBA Block.
12. The instigation of Bridge Courses was underscored to the three major departments.
13. The Placement Officer stressed on the commencement of more qualitative Placement Drives.
14. The tentative dates, Guests and the timetable regarding the Induction programme for the Fresher's was talked about.
15. It was stressed by the Principal that due to the upsurge of B.C.A. students in the recent Academic year, it was certain that there was a need of an additional Computer Lab.
16. To avoid wastage and to promote sustainability re-use of the Chemistry Lab Tables was put forth.
17. The HOD of Computer Applications notified that inverters for class projectors were indispensable.
18. The Principal highlighted the importance of pertinent completion of the syllabus with room for revision.
19. The tentative dates for BCA and BSc Practical exams were discussed by the respective HODs to ensure timely completion of the syllabus.
20. A different Internal Assessment Criteria for the first-year students was agreed upon and all were told to adhere to the deadline for entering the marks in the Google Sheets.
21. The upcoming Academic Year's Workload was to be submitted before the end of this academic year for the smooth functioning of the time-table committee.