


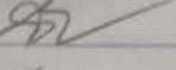



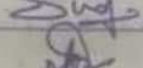

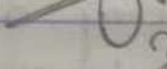
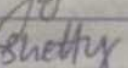


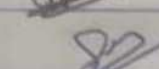
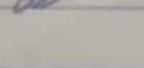


The following staff members were present during the meeting held on 12/11/2021 at 3:50 pm in the Department

Sl No	Name of the Faculty	Signature
1	Ms. Veena Bhat (HOD)	
2	Ms. Rajesh Shetty	
3	Ms. Rakshith Rao	
4	Ms. Sathish Shetty.	
5	Ms. Preethi Shetty	
6	Ms. Shivraj C	
7	Ms. Parthivishree G. Shetty.	
8	Ms. Sushma Karmar.	
9	Ms. Malathi	
10	Ms. Sathish Komchar	
11	Ms. Yogesh	
12	Ms. Asha Shetty	
13	Ms. Swasthi R. Shetty	
14	Ms. Dharmashree. M. Kini	
15	Ms. Sushmita.	
16		

Date: 12/11/2021

Time: 9.50pm.

Venue: Department

### Agenda:

- \* Commencement of new academic year. 2021-22
- \* New Faculty Introduction
- \* Time table Allotment
- \* Work Load distribution.
- \* Conveying Department Rules & Regulation
- \* Delegation of Dept level responsibility for new academic year.

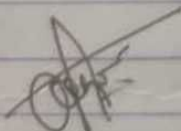
### Proceeding:

Since it was the First meeting of the academic year 2021-22. The HOD welcomed the faculties & requested the new faculties to give their self introduction.

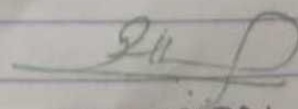
The department rules & regulation were briefly communcated among faculties & instructed to follow the same.

Also workload for the year 2021-22 was communicated to the concerned faculty members, the department level responsibility distributed among faculties & informed to keep the files and register upto date.

Instructed faculties, being a Members of the class to brief the rules & regulation of the College to the Students. Also instructed to maintain the faculty discipline laude the college.


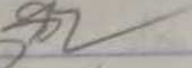
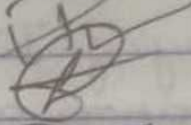

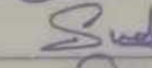


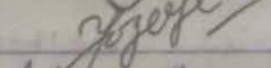
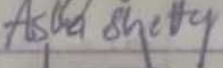



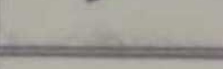
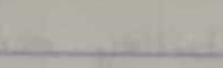
  
HOD

H.O.D. of Commerce  
Dr. B. B. Hegde First Grade College  
Kundapura - 576201

  
PRINCIPAL

Principal  
Dr. B.B. Hegde First Grade College  
Kundapura - 576201

The following staff members were present during the meeting held on 21/12/21 at 3.45 pm in the Department

Sl. No.	Name of the Faculty	Signature.
1	Ms. Veena Bhat (HOD)	
2	Ms. Rajesh Shetty.	
3	Ms. Rakshith Rao	
4	Ms. Sathish Shetty.	
5	Ms. Preeti Hegde	
6	Ms. Shivaraj C	
7	Ms. Prithvishree G. Shetty.	
8	Ms. Sudhix. Karmar.	
9	Ms. Marathi	
10	Ms. Sathish Komchan	
11	Ms. Yogesh	
12	Ms. Asha Shetty	
13	Ms. Swathi R. Shetty	
14	Ms. Dhanashree. M. Kiri	
15	Ms. Sushmita.	

Date: - 21/12/2021

Time: - 3.45 pm

Venue: - Department

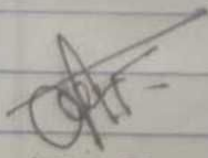
### Agenda:-

- \* Student absenteeism of regular class.
- \* Commencement of IT Internal Examination
- \* Preparation of NAAC documents
- \* Updating department files and registers.

### Proceedings:-

As per the instruction of the Principal. The HOD informed the faculty members about the commencement of I Internal Assessment examination of the academic year: 2021-22. So, it is informed to the faculty members to complete the portion on time for internal & prepare the paper for the same. It is also noted that some of the students were regular absent for the class & it is instructed to members to concentrate on such students, check their books regularly.

For NAAC documentation purpose, every department is required to keep the files & Registers for the same. Hence, The HOD went through all the files and registers maintained by the faculty members & requested to complete the incomplete documents as soon as possible.



HOD

H.O.D. of Commerce

Dr. B. B. Hegde First Grade College  
Kundapura - 576201

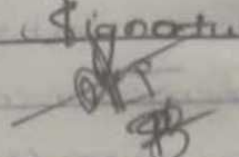
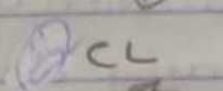
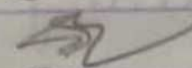
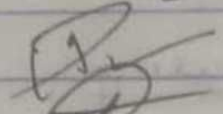
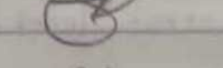
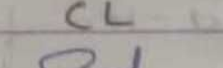

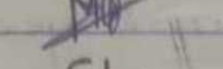
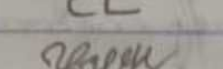
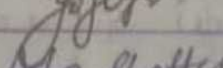
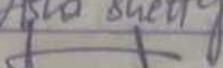



PRINCIPAL

Principal

Dr. B. B. Hegde First Grade College  
Kundapura - 576201

The Following Staff members were Present during the meeting held on 10/01/22 at 4.00 pm in the department

Sl. No	Name of the Faculty	Signature
1	Ms. Veena Bhat (HOD)	
2	Mr. Rajesh Shetty	
3	Mr. Ratshith Rao	CL 
4	Mr. Sathish Shetty	
5	Ms. Preeti Hegde	
6	Mr. Shivaraj C	
7	Ms. Prithvishree G. Shetty	CL
8	Mr. Sudhis Kumar	
9	Ms. Malathi	
10	Mr. Sathish Kamchan	CL
11	Mr. Yogeesh	
12	Ms. Asha Shetty	Asha Shetty
13	Mrs. Swasthi R. Shetty	
14	Ms. Dhamashree M. Kiri	
15	Ms. Sushmita	

Date: 10/01/2022

Time: 4.00 pm

Venue: Department

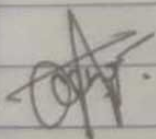
Agenda:

- \* IA examination marks submission.
- \* Compiling IA Absentees List
- \* Slow learners & Advance learners Identification.
- \* Faculty Discipline.

Proceedings:

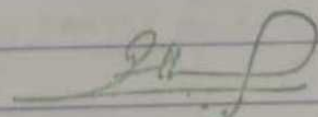
The HOD instructed the faculty members to submit internal marks to the office with the due date as instructed from the office. Along with that instructed all the subject teachers to collect roll number of students those who absent of internal exams. Also instructed to make a list of slow learners & Advance learners from each class and hand over the same to the respective coordinators.

The HOD gave an appeal to maintain the faculty discipline in the department of college as well.



HOD

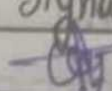

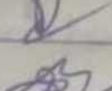
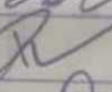



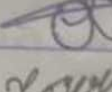
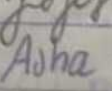



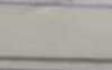
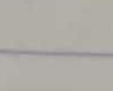
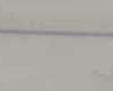
H.O.D. of Commerce  
Dr. B. B. Hegde First Grade College  
Kundapura - 576201



PRINCIPAL

Principal  
Dr. B. B. Hegde First Grade College  
Kundapura - 576201

The following Staff members were present during the meeting held on 01/01/2022 at 8.45 pm in the department

Sl. No	Name of the Faculty	Signature
1	Mrs. Veena Bhat (HOD)	
2	Mrs. Rajesh Shetty	
3	Mr. Rakshith Rao	
4	Mr. Sathish Shetty	
5	Mrs. Sneethi Hegde	
6	Mr. Shivanaj C	
7	Mrs. Prithvishree G. Shetty	
8	Mr. Sudhisa Kumar	
9	Ms. Malathi	
10	Mr. Sathish Komchar	
11	Mr. Yogesh	
12	Ms. Asha Shetty	 Asha Shetty
13	Mrs. Swathi R. Shetty	
14	Ms. Dhanashree M. Kini	
15	Ms. Sushmitha	

Date: 27.01.2023

Time: 3.45 pm

Venue: Room no. 002

### Agenda:

1. Completion of syllabus.
2. Dept. level festival.
3. Dept. level document verification.
4. Monthly attendance shortage.
5. Online certificate course.
6. E-attendance.
7. Dept. discipline.

### Proceedings:

As per the proceedings of Principals meeting, the Semester examination [ODD] - 2022 will be commencing from second week of March. Hence the faculty have advised to complete the syllabus by utilizing Saturday evening if provided and Sunday as well.

The faculty members are requested to plan for Organize for Dept. level festival by involving students. At the same time the HoD informed the faculty to update and set right the documents/files/registers which they are handling at Dept. level.

HoD also informed to compare the monthly attendance recorded manually and through Online App (AMS) and to prepare the Attendance shortage list.

The Coordinators of Certificate courses Mr. Satish & Mrs. Preeti have informed to plan and arrange for online certificate course, as it seems difficult to arrange on regular basis.

All the faculty have reminded to maintain e-attendance record on daily basis.

The disciplinary issues inside and outside department are strictly needs to be binded for both faculty & students.

HOD
















H.O.D. of Commerce

Dr. B. B. Hegde First Grade College  
Kundapura - 576201

PRINCIPAL

Dr. B. B. Hegde First Grade College  
Kundapura - 576201

The following staff members were Present during the meeting held on 24.08.2022 at 4.05pm in the Room NO: 003

Sl. NO	Name of the Faculty	Signature
1	Mrs. Veena Bhat (HOD)	
2	Mr. Rajesh Shetty	
3	Mr. Rakshitha Rao	
4	Mr. Sathish Shetty	
5	Mrs. Preethi Hegde	
6	Mrs. Shivraj C	
7	Mrs. Prithvishree G. Shetty	
8	Mr. Sudhin Kumara	
9	Ms. Malathi	
10	Mr. Sathish Komchara	
11	Mr. Yogesh	
12	Ms. Asha Shetty	
13	Mrs. Swathi R. Shetty	
14	Ms. Dhanashree M. Kini	
15	Ms. Sushmitha	

Date: 24.02.2022

Time: 4.05

Venue: 003-Room

Agenda:

1. IA answer script evaluation by IA criteria.
2. Syllabus completion
3. Document updation for NAAC purpose.
4. Any other matter.

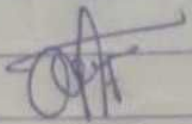
Proceedings:

Faculty members are advised to evaluate Internal Assessment answer scripts, keeping into mind the scheme and procedure followed in final examinations. The allotment of marks, must be very much convincing but not lenient.

It is the responsibility of all the faculty to complete and conclude the subject wise syllabus and are not supposed to just color-up the same.

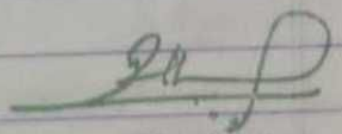
Files and Registers handled by the faculty are instructed to update the same and handover to the NAAC coordinator on or before March 15, 2022.

While discussing matters other than Department related one, the MOD advised the faculty not to concentrate much on irrelevant things/other than academic matters.



HOD



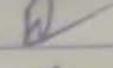
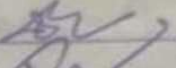
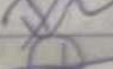


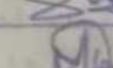
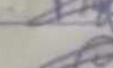
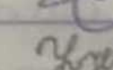

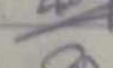
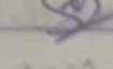
H.O.D. of Commerce  
 Dr. B. B. Hegde First Grade College  
 Kundapura - 576201



PRINCIPAL

Principal  
 Dr. B. B. Hegde First Grade College  
 Kundapura - 576201

The following Staff members were present during the meeting held on 10.08.2022 at 4.15pm in Room No 003

Sl. No	Name of the Faculty	Signature
1	Mrs. Veena Bhat (HOD)	
2	Mr. Rajesh Shetty	
3	Mr. Rakshit Rao	
4	Mr. Sathish Shetty	
5	Mrs. Poojitha Hegde	
6	Mr. Shivaraj C	
7	Mrs. Prithvishree G. Shetty	
8	Mr. Sudhin Kumar	
9	Ms. Malathi	
10	Mr. Sathish Kancharu	
11	Mr. Yogesh	Yogesh
12	Ms. Asha Shetty	Asha Shetty
13	Mrs. Swasthi R Shetty	
14	Ms. Dhanaashree M. Kini	
15	Ms. Sushmitha	

Date: 10.03.2022

Time: 4.15 pm.

Venue: Room No. 003.

### Agenda:

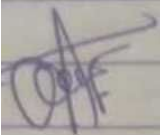
1. IA marks allotment and submission.
2. Extra classes.
3. Student discipline.
4. Document submission.
5. List of...

### Proceedings:

HOD instructed the faculty to kindly go through the IA criteria while allotting the respective marks. For this reason, the attendance, extent of completion of notes, the overall attentiveness along with the IA score required to be recorded very particularly for each student.

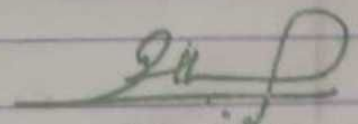
It is suggested to conduct extra classes by utilizing Saturdays & Sundays.

It is being decided to address the ~~providing~~ <sup>providing</sup> regarding maintenance of class discipline including punctuality, regularism, personal grooming etc., atleast for 10 minutes in a week.



HOD

H.O.D. of Commerce  
A. B. Hegde First Grade College  
Kundapura - 576201

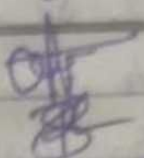
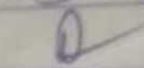
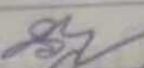
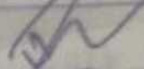
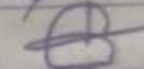

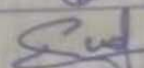
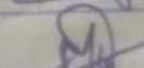

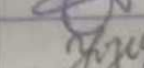
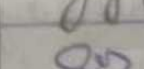
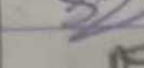
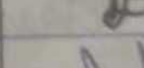

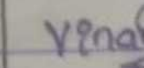



PRINCIPAL

Principal

Dr. B. B. Hegde First Grade College  
Kundapura - 576201

The following staff members were present during the meeting held on 16.05.2022 at 3.05pm in the department.

Sl.No	Name of the Faculty	Signature
1	Mrs. Veena Bhal (HOD)	
2	Mr. Rajesh Shetty	
3	Mr. Rakshitha Rao	
4	Mr. Sathish Shetty	
5	Mrs. Sneethi Hegde	
6	Mr. Shivanaj C	
7	Mrs. Prithvishree G. Shetty	
8	Mr. Sudhin kumar	
9	Ms. Malathi	
10	Mr. Sathish kamchara	
11	Mr. Yogesh	
12	Ms. Susamitha	
13	Ms. Deepa poojary	
14	Mrs. Anpama Shetty	
15	Ms. Vinaya V. Shetty	
16.	Mr. Shashik	

Date: 16.05.2022

Place: Department

Time: 3.05 pm.

Agenda:

- \* Commencement of new semester
- \* Welcoming new faculty
- \* Subject/workload distribution
- \* Faculty & student discipline.

Proceedings:

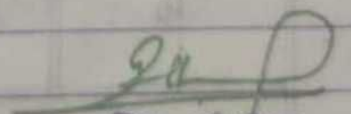
The even semester being commenced from 2<sup>nd</sup> May 2022. HOD welcomed the new faculty and introduced the department to them. The workload for the Even Semester of the Academic Year 2021-22 was communicated.

While addressing about student discipline, the HOD advised the faculty members also to maintain the minimum distance & self-discipline inside and outside the college.



HOD

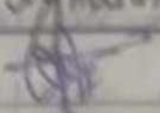






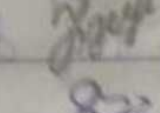
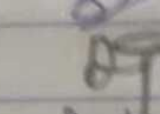
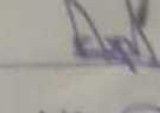
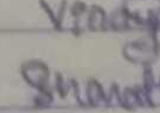

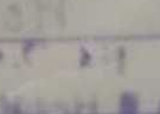
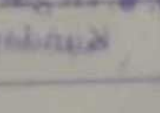
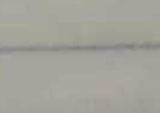
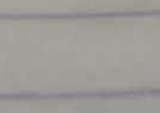
Dr. B. B. Hegde First Grade College  
Kundapura - 576201



PRINCIPAL  
Principal

Dr. B. B. Hegde First Grade College  
Kundapura - 576201

The following Staff members were present during the meeting held on 08.06.2022 at 4.05 pm in Rooms NO. 002

Sl. No	Name of the Faculty	Signature
1	Mrs. Veena Bhal (HOD)	
2	Mr. Rajesh Shetty	
3	Mr. Rakshitha Rao	
4	Mr. Sathish Shetty	
5	Mrs. Sneethi Hegde	
6	Mr. Shivraj C	
7	Mrs. Prithvishree G Shetty	
8	Mr. Sudhira kumar	
9	Ms. Malathi	
10	Mr. Sathish kanchan	
11	Mr. Yogesh	
12	Ms. Sushmitha	
13	Ms. Deepa poojary	
14	Mrs. Anpama Shetty	
15	Ms. Vinaya V Shetty	
16	Mr. Sharath	

Dr. B. B. Hegde  
Principal  
Kannur - 570011

Dr. B. B. Hegde  
Principal  
Kannur - 570011

Date: 28.06.2022

Place: Room No. 002


Time: 4:05 pm

Agenda:

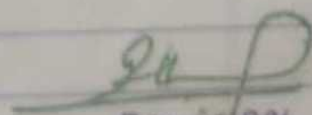
- \* IA answer script distribution and submission of A forms.
- \* Preparation and distribution subject notes.
- \* Meeting with the mentees.
- \* Organising for extension activity and industrial visit.
- \* Inter-class competition.

The HOD instructed the faculty members to submit A-form of the I Internal Assessment answer script to the office by the first week of July.

The newly joined faculty have informed to prepare the notes pertaining to their subject and also asked to distribute the same to the students well in advance prior to the lesson discussions. The faculty members are instructed to conduct meeting with their respective mentees, with an intention to address their issues. The faculty incharge of extension activity and industrial visit are requested to arrange for the same. All the faculty members are requested give their opinion and suggestions for the Entrepreneur days which is planning to be scheduled in the month of July.



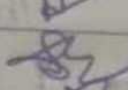

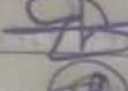


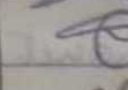
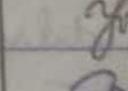
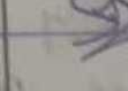
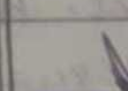
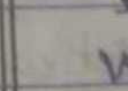
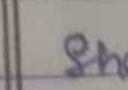
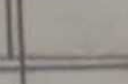
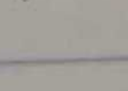

  
HOD

H.O.D. of Commerce  
Dr. B. B. Hegde First Grade College  
Kundapura - 576201

  
PRINCIPAL

Principal  
Dr. B. B. Hegde First Grade College  
Kundapura - 576201

The following staff members were present during the meeting held on 4.07.2022 @ 4.05pm in the Room NO.003

Sl. No	Name of the Faculty	Signature
1	Mrs. Veena Bhal (HOD)	
2	Mr. Rajesh Shetty	
3	Mr. Rakshitha Rao	
4	Mr. Sathish Shetty	
5	Mrs. Preeti Hegde	
6	Mr. Shivanaj	
7	Mrs. Prithvishree G Shetty	
8	Mr. Sudhin kumar	
9	Ms. Malathi	
10	Mr. Sathish kanchanb	
11	Mr. Yogesh	
12	Ms. Sushmitha	
13	Ms. Deepa poojary	
14	Mrs. Anpama Shetty	
15	Ms. Vinaya V Shetty	
16	Mr. Shanath	

Date: 4.07.2022

Place: Room No: 003

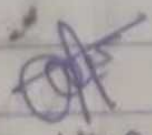
Time: 4.10 pm

Agenda:

- \* Inter-class Competition "Agri-V-GROW"
- \* Duty assignment.
- \* Syllabus completion.

The HOD urged about the conduction of Inter-class competition. In this regard, the faculty members have requested give their suggestions. Faculty members were given their own opinion about the same. It is decided to conduct the Entrepreneurial day in three levels.

The faculty members are instructed to plan on syllabus completion and to complete the "same" in a fully-fledged manner.

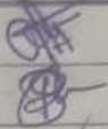



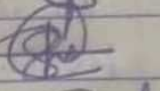
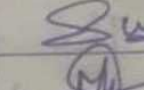
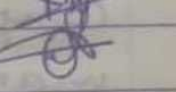
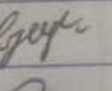

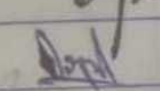
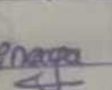
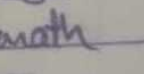

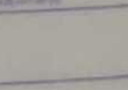


  
HOD

  
Principal

H.O.D. of Commerce  
Dr. B. B. Hegde First Grade College  
Kundapura - 576201

Dr. B. B. Hegde First Grade College  
Kundapura - 576201

The following staff members were present during the meeting held on 28.07.2022 at 4.05 PM in the department

Sl. No	Name of the Faculty	Signature
1	Mrs. Veena Bhat (HOD)	
2	Mr. Rajesh Shetty	
3	Mr. Rakshit Rao	
4	Mr. Sathish Shetty	
5	Mrs. Preeti Hegde	
6	Mr. Shivraj C	
7	Mrs. Prithvishree G Shetty	
8	Mr. Sudhin kumar	
9	Ms. Malathi	
10	Mr. Sathish kanchan	
11	Mr. Yogeesh	
12	Ms. Sushmitha	
13	Ms. Deepa Poojary	
14	Mrs. Anpoma Shetty	
15	Ms. Venaya V Shetty	
16	Mr. Shanath	

H.O.D. of Commerce  
Dr. B. S. Hegde First Grade College  
Kandagpur - 576201

Date: 28.07.2022

Venue: Department.

Time: 3.45 pm

Agenda:

- \* V-grow → Inter-class competition.
- \* Assigning the faculty-wise duties & responsibilities.
- \* Any other matters - Completion of Dept. pending work.

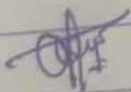
It is decided to conduct Entrepreneur Day in the first week of August, 2022.

The name of the same being finalized with consent of the Principal. With an intension to inculcate the entrepreneurial skill, and to familiarize various dealings in business, the "V-grow" (Entrepreneur Day) decided to conduct in three levels.

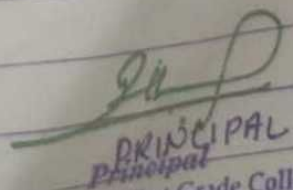
- \* Presentation of a Business Plan - 1.08.2022 (pm)
- \* Execution of a Business Plan - 3.08.2022 (AM & PM)
- \* Financial Statement Analysis - 5.08.2022 (pm).

In this connection various committees have framed and faculty members' duties & responsibilities being communicated.

For the sake of updating the dept. files and registers, the concerned faculty have asked to come to the college even on the Sunday & instructed to complete the task at any cost.



HOD  
H.O.D. of Commerce  
Dr. B. B. Hegde First Grade College  
Kundapura - 576201



PRINCIPAL  
Principal  
Dr. B. B. Hegde First Grade College  
Kundapura - 576201