



Fax & Phone : 08254 - 235588, 235589  
Mob.: 9844218126

## Dr. B. B. HEGDE FIRST GRADE COLLEGE KUNDAPURA

[A Unit of Coondapur Education Society (R.), Kundapura]  
(Affiliated to Mangalore University)

N.H.-66, Behind Mookambika Industries, Kundapura - 576201, Udupi-Dist.  
Post Box No. 2, E-mail : bbhegdecollegeskundapur@rediffmail.com  
website : www.bbhegdecollege.com

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 14.06.2023

#### MEETING NOTICE






All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that IQAC meeting will be held on 14<sup>th</sup> June, 2023 at 3.00 pm. in the Principal's office. Presence of all the members of IQAC, all the Department Heads and Staff Council is solicited.

Mrs. Deepika G.  
IQAC Coordinator  
I.Q.A.C. Co-ordinator  
Dr. B. B. Hegde First Grade College  
Kundapura-576201

Prof. K. Umesh Shetty  
Principal and Chairperson  
Principal  
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. Chethan Shetty K.	Vice Principal, Asst. Prof. & Head, Dept. of Kannada	
4.	Mr. Rakshith Rao	Asst. Coordinator and Asst. Prof., Dept. of Commerce	
5.	Mrs. Veena V. Bhat	Asst. Prof. & Head, Dept. of Commerce	
6.	Mrs. Nanda Rai	Asst. Prof. & Head, Dept. of Business Administration	

7.	Dr. Deepa	Asst. Prof. & Head, Dept. of Hindi	
8.	Mr. Mahesh Kumar	Asst. Prof. & Head, Dept. of Comp. Sci. & Application	
9.	Mrs. Rakshitha	Asst. Prof. & Head, Dept. of Science	
10.	Mr. Ganesh 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 14.06.2023**

- a. NAAC Documentation
- b. SWAYAM
- c. Syllabus and Last Working Day
- d. Workload 2023-24
- e. Life skills classes
- f. Certificate Course Exams
- g. Slow Learners' coaching
- h. Internship and Mega Placement Drive
- i. Internal Assessment Criteria
- j. 12 (b) Recognition
- k. SSS Data Collection
- l. Any other matter





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The discussions of the IQAC meeting held on June 14<sup>th</sup>, 2023.

### **Proceedings:**

At the outset, the IQAC Coordinator welcomed the attendees to the meeting, read and confirmed the minutes of the last meeting held on April 3<sup>rd</sup>, 2023. ATR for the same was also shared.

- A. The IQAC Coordinator informed that the H.O.Ds should focus on updating the pending documents at the department level. The Criterion-wise document accumulation was also the need of the hour.
- B. The Principal stressed on the need for registering in any interdisciplinary NPTEL/SWAYAM course for all the faculties. It was instructed that the course should be eight weeks long.
- C. It was notified that July 13<sup>th</sup> would be the last working day hence, faculties were required to complete the syllabus by July 8<sup>th</sup> and put more light on revising the syllabus.
- D. The HODs were asserted to submit the workload for upcoming academic year 2023-24.
- E. The Principal vocalized his idea of introducing Life Skill classes for all the students which would be included in their regular time-table of one hour per week.
- F. Certificate Course exams were to be conducted on July 7<sup>th</sup>, 2023. The Certificate Course Coordinators were asked to prepare a time-table as well as question papers about the same.
- G. The HODs insisted on conducting Slow Learners' Coaching classes from July 9<sup>th</sup> until the last working day.
- H. The significance of internship was highlighted and Career Guidance, Training and Placement Cell announced that a Mega Campus Placement drive 2022-23 would be organized on July 6<sup>th</sup>, 2023. They also insisted that the teachers should encourage the final year students to make the best use of it.

- I. The Principal enjoined the HODs to prepare and submit the Internal Assessment Criteria as per the needs of UUCMS for first and second years, and MULINX for final years.
- J. The Chairperson directed a query to the IQAC Coordinator about 12(b) and instructed to remain vigilant regarding the matter.
- K. The IQAC Coordinator alerted the Head of II Criteria regarding the compilation of the SSS responses received.

The meeting ended with a vote of thanks the Chair.



**Mrs. Deepika G.**  
**IQAC Coordinator**  
**I.Q.A.C. Co-ordinator**  
**-Dr. B. B. Hegde First Grade College**  
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