

STAFF MEETING

PROCEEDINGS

A Staff Meeting will be conducted today (09.09.16) at 4.05p.m. in Principals chamber. All the staff members are requested to be present.

Department of Commerce.

- Mrs. Rajesh
- Mrs. Ratscha S Shetty
- Mrs. Shabeena. H.
- Mrs. Veera Vasudev Shetty
- Mr. Rakesh Rao
- Mr. Jayashil Kumar
- Ms. Anurita
- Mr. Satish Shetty
- Mrs. Anitha Correa
- Ms. Prachi Hegde
- Mr. Vigneshwar Rao
- Mrs. Nanda Rai
- Mrs. Thilakalakshmi
- Mr. Harish. B.
- Ms. Shivraj. C
- Ms. Prithvishree
- Mr. Anant Prabhu.

*[Handwritten signatures and initials next to the Commerce department list]*

Department of Economics

- Mr. Sudhakar. P.
- Ms. Jyothi Mogavera
- Mr. Mahesh Kotari

Department of Kannada

- Mr. Chellan Kumar Shetty
- Mrs. Reshona Shetty

Department of English

- Mrs. Spoorthy S Fernandes
- Mrs. Cheta Alice Almeida
- Mr. Praveen Mogavera (Department of Political Science)
- Dr. Seeta (Department of Hindi)

- Ms. Vijayalakshmi (Department of Computer Science)
- Mrs. Yashita G. (Department of Computer Science)
- Mr. Ranjith T.N. (Department of Physical Education)

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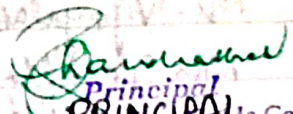
# STAFF MEETING REPORT 1.

09/09/2016

## Agenda:-

1. Inauguration of the auditorium and library building.
2. Release of college magazine - 'SHIKHARA'
3. Review of progress on all fronts.
4. PTA meeting
5. Tests and Re-Exam
6. Any other matter.

A staff meeting was conducted on September 9, 2016 at 11:00 am in the Principals Chamber. It was brought to the notice of all lecturers that any decision that requires to be taken, with respect to the activities of the college, should be brought to the notice of the Principal. The dates for the inauguration of the college auditorium and library building; the release of college Annual magazine - SHIKHARA were announced to be conducted on September 22, 2016 at 10:00 a.m. The Principal Prof. Doma Chandrashekar reviewed the progress of the activities of the college during the months of July and August with incharge Principals Mr. Rajesh Shetty, H.O.D of Commerce and Mr. Chetan Kurman Shetty, H.O.D of Kannada, and acknowledged their contribution for the smooth functioning of the college, in the absence of the Principal. The Parent Teacher Association meeting was scheduled on September 29, 2016. The dates for the second Internal Test were scheduled on 26<sup>th</sup>, 27<sup>th</sup> and 28<sup>th</sup> September 2016. It was also informed that Re-Exams would be conducted for the absentees after the completion of the second test. Mrs. Spoorthy S. Ferrandes, H.O.D of English, was appointed to write reports about the proceedings of the staff meetings, by the Principal. It was also informed that all association heads should submit a rough report of all their association activities conducted in the months of July and August. The meeting concluded at 12:30 p.m.

  
Principal

Dr. B.B. H. College  
Kundapura - 576201

A staff meeting will be conducted today at 4.00pm in Principal's Chamber. Following Staff members are requested to be present.

Mr. Rajesh  
 Mrs. Lakshya S. Shetty  
 Mrs. Shabeena +1  
 Mrs. Veena Vasudev Bhat  
 Mr. Rakeshith Rao  
 Mr. Jayasheel Kumar  
 Ms. Anvitha  
 Mr. Satish Shetty  
 Mrs. Aritha Cozzen  
 Ms. Preeti Hegde  
 Mr. Vigneshwar Rao  
 Mrs. Thilakalaxmi  
 Mrs. Nanda Rao  
 Mr. Harvesha. B  
 Mr. Shivraj. C  
 Ms. Prithvishree  
 Mr. Anant Prabhu  
 Mr. Sudhakar P. Sdku  
 Ms. Jyothi Mogaveera  
 Mr. Chellar Kumar Shetty  
 Mrs. Spoosthy S Fernandes  
 Mrs. Anita Alice Dsouza  
 Mr. Praveen Mogaveera  
 Ms. Vijayalakshmi  
 Mrs. Varitha. G  
 Mr. Ranjith T.N.  
 Mr. Mahesh Babu  
 Mrs. Reshma Shetty

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23/12/2016

Agenda:-

1. Finalizing the dates of the following events.  
(Talent Day, Sports Day, College Day, Farewell to outgoing students)
2. Constitution of the following bodies.  
→ Alumni Association, Parent-Teacher Association.
3. Establishment of Laboratory, Centres, Cell, Club.  
(Commerce Laboratory, Centre for Research and Entrepreneurship development, Community Service Centre, Student Counselling centre, Student Grievance Redressal Cell, Yoga and Spiritual Club.)
4. Reorganisation of Associations (Innovation club, Women's Forum.)
5. Other matters  
[NSS camp, Soft ball Tournament, INFLIBNET, Text books, Class Committees, library and tutorial hours, NCC Army, Internal Tests and Assignments, Web design and Maintenance, IQAC - Joint Co-ordinator, Any other matter.]

A staff meeting was conducted on 23<sup>rd</sup> December, 2016 at 4 p.m. The dates for the conduction of following events along with the staff incharge was finalized.

Talent Day → Mr. Chetan Shetty → January 28, 2017.  
Sports Day → Mr. Ranjith Gonda → January 21, 2017.  
College Day → Mr. Rajesh Shetty → February 21, 2017.  
Farewell to outgoing students → Mrs. Raksha Shetty → At the conclusion of the semester.

The following bodies were proposed to be constituted:

Alumni Association → January 7, 2017 (Mr. Rajesh)

Parent Teacher Association → Mr. Sudhakar

Establishment of Laboratory, Centres, Cells, Clubs

Commerce Laboratory → Mrs. Anita Correa.

Centre for Research and Entrepreneurship development  
→ Ms. Anvita.

Community Service Centre → Mrs. Shabeena.

Student Grievances Redressal cell → Mr. Mahesh Babu.

Yoga and Spiritual Club → Mr. Harish.

A few associations were re-organized:

Innovation Club → Mrs. Veena Bhat

Women's Forum → Mrs. Thilakalakshmi.

The Principal Prof. Dorna Chandrashekar informed to all the incharge of various associations that, marks that are awarded to students for EC/CC Activities should be strictly based on certain common criterias.]

Other matters that were discussed included:

NSS camp would be held from December 24 to December 30 at Sri Mookambika High School, Hosur.  
Softball tournament would be hosted by the college on January 17, 18 - 2017.

It was also proposed by the Principal that we have to register to INFLIBNET to update our knowledge and expand our world view as well as keep abreast of latest developments.

Class Committees were informed to be constituted with each class committee consisting of its academic advisor, subject teachers, one male and female student representative to address the students

grievances. NCC wing incharge was given to Mr. Shivraj

The Principal informed all staff members that there would be conduction of I test and I Assignment

For 100 mark Paper → 10 + 10 → 20 marks Internal

For 150 mark Paper → 20 + 10 → 30 marks Internal.

The web design and its maintenance was given to Mr. Jayashe

IQAC Joint Co-ordinator was given to Mrs. Srooshty

Ms. Anwithe put forward the proposition that for the

Talents Day, the performance of B.B.M students needed to be clubbed with other B.B.M students since they

were small in number. To which, Principal insured that

certain changes in the class performance for Talents Day will be ensured.

A Staff meeting will be conducted today (13.03.17) at 4.05 p.m. in Principal's Chamber. All the Staff members are requested to be Present.

Mr. Rajesh

Mrs. Raksha S Shetty

Mrs. Shabeena - 1

Mrs. Veena Vasudev Bhat.

Mr. Rakesh Rao

Mr. Jayashel Kumar

Ms. Anwitha

Mr. Satish Shetty

Mrs. Anitha Coroa

Ms. Prati Hegde

Mr. Vigneshwar Rao

Mrs. Nanda Rai

Mrs. Thilakalakshmi

Mr. Heesehar. B

Mr. Shevaraj. C

Ms. Prithvishree

Mr. Ananth Prabhu

Mr. Sudhakar P. Sda

Mrs. Jyothi Mogaveera

Mrs. Reshna Shetty

Mrs. Spoorthy S. Fernandes

Mrs. Anita Alice Dsouza

Ms. Praveen Mogaveera

Ms. Vijayalaxmi

Mrs. Vanitha G.

Mr. Ranjith T.N.

Ms. Mahesh Babu

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# Staff meeting Report 9.

13/03/2017  
4 p.m

## Agenda:-

1. Introspection of the Dance Competition.
2. Any other matter.

A staff meeting was conducted on March 13, 2017 to introspect the conduction of Inter-collegiate Dance Competition 2016-17.

The Principal congratulated the Event Convenors for the successful conduction of the Dance Event, which was the first ever inter-collegiate event organized by the college. The Principal also applauded the entire team for their efforts right from the preparation to the successful execution of the Event. The Principal also informed that the chief guest for the Inaugural Ceremony Sri Kishore Alva (Executive Director & Joint President, Adani Power Corporation Ltd) and Guest of Honour for the closing ceremony Prof. B. Uday (Director, Directorate of student welfare, Mangalore University.) greatly praised how the entire dance competition was systematically organized.

The Result of the Dance Competition is as follows:

### Classical Solo Event

- I Prize → M.G.M College, Udipi
- II Prize → P.P.C College, Udipi
- III Prize → Alva's College, Moodbidri

### Folk / Tribal Group Event

- I Prize → Alva's College, Moodbidri
- II Prize → M.G.M College, Udipi
- III Prize → Laxmi Sone Bangere College, Kota Padukerey.

There will be a staff meeting conducted on 15.06.17 at 11.00 A.M. in the Principals Chamber. All the Staff members are requested to attend the meeting.

Mr. Rajesh Shetty

Mrs. Lalitha S Shetty

Mrs. Veena Vander Bhat

Mr. Rakshit Rao

Mr. Jayashree Kumar

Mrs. Anvitha

Mr. Satish Shetty

Mrs. Anvitha Cooree

Mrs. Preeti Hegde

Mr. Vigneshwar Rao

Mrs. Vandar Rai

Mrs. Theekalaxmi

Mr. Hareesh B.

Mr. Shivaraj. C

Mrs. Prithvishree

Mr. Ananth Prabhu

Mr. Sudheer Kumar

Mrs. Nisha Shetty

Mr. Sudhakar. P

Mrs. Jyothi Mogaveera

Mrs. Geema Meshu

Mr. Chithan Kumar Shetty

Mrs. Lashma Shetty

Mrs. Sposhy S. Fernandes

Mrs. Anita Alice Dsouza

Mr. Praveen Mogaveera

Dr. Deepa

Mrs. Vanitha. G

Mrs. Sowmya N. Kunder

Mrs. Nuthan. S

Mr. Ranjith. T. N.

Mr. Mahesh Babu

Mrs. Chaitra Chaitra.

Mrs. Prabhavru

Mrs. Sushma S Shetty

Mrs. Chaitra

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## Staff Meeting Report 12

15/06/2017

11:00 a.m.

### Agenda:

- 1) Induction Programme on 19<sup>th</sup> June, 2017.
- 2) Students Profile
- 3) Enrolling the students for EC/CC activities.
- 4) Building the students profile.
- 5) Building the files of activities and documentation.
- 6) Identifying the meritorious students and guiding them to achieve greater performance.
- 7) Organizing remedial coaching for slow learners.
- 8) Activating IQAC
- 9) NAAC Accreditation - a serious thought
- 10) Constitution of staff advisory council.
- 11) Entries in cumulative records and work diaries.
- 12) Monitoring the students attendance.
- 13) Clean and green Campus.
- 14) Any other matter.

A staff meeting was conducted on June 15, 2017 at 11:00 a.m. in the principals chamber to set the pace for all academic and non-academic activities for the academic year 2017-18. The Principal Prof. Doma Chandrashekhar welcomed all staff members and asked the newly appointed faculty members to introduce themselves. The Principal informed that the Orientation Programme for all students would be conducted on June 19<sup>th</sup>, 2017; followed by the Induction Programme for 1<sup>st</sup> year students only. Mr. Rajesh, Mr. Sudakar, Mrs. Raksha, Mr. Praveen and Mrs. Spoorthy were given the responsibility of organizing the Orientation Programme. The responsibility of building the students profile (1<sup>st</sup> year) through a response sheet was given to Mr. Jayashel. Later on, for which, the students would be placed for EC/CC activities.

The Principal urged all staff members to document all activities related to either their concerned Departments, or Associations. The Principal also informed all staff members that there is a need to identify meritorious students and guide them in an organized way to achieve greater performance. Also to organize remedial coaching for slow learners. The Internal Quality Assurance cell that ensures quality changes in the academic exercise needed to be activated soon.

A serious thought should be given to the NAAC Accreditation process. The Principal suggested the constitution of a staff advisory Council, that would consist of HOD's of all departments categorized into 3 concerns - Commerce, Languages and Humanities; along with the Librarian and Physical Education Director.

The members of the staff advisory Council are as follows: Mrs. <sup>C Co-ordinator</sup> Raksha, Mr. Rajesh, Mr. Sudakar, Mr. Chetan, Mr. Praveen, Mrs. Spoorthy, Mrs. Deepa, Mrs. Nutan, Mr. Mahesh and Mr. Ranjith.

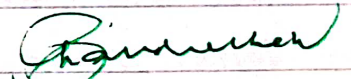
The Principal informed that all entries in the cumulative records and work diaries need to be duly filled by all staff members. The students attendances should be closely monitored and also a separate record should be kept; if a parent is informed about a student's continuous absence in class. Steps <sup>needed</sup> to be taken for ensuring a clean and green campus. Placards with the message - "KEEP THE CAMPUS CLEAN", "KEEP THE CLASSROOMS CLEAN" need to be displayed, as early as possible; along with planting new saplings near the College campus.

The Responsibility of this work was given to Mr. Raghav, Mrs. Veena, Mr. Praveen and Ms. Jyothi. The Principal informed that library resources need to be used by lecturers more effectively as well as students need to be motivated to use the library.

Under any other matters;  
Mr. Mahesh spoke about INFLIBNET - an UGC sponsored  
ulist program that would allow access to research  
magazines online.

The Principal also strongly urged teachers to  
promote BBA and BCA courses in the classrooms;  
ensuring the institutional needs are met.

Mrs. Spoorthy, the incharge to record the proceedings  
of the staff meetings, proposed the vote of Thanks.  
The meeting ended at 1:30 p.m.

  
PRINCIPAL

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

A Staff meeting will be conducted today 24.08.17<sup>at 4.05 p.m.</sup> in Principals Chamber. All the staff members are requested to be present.


Mr. Rajesh Shetty	<del>AB</del>	Ms. Sowga. N. Kunder	CL
Mrs. Raksha S Shetty	<del>AB</del>	Ms. Chaitra (Maths)	<del>AB</del>
Mrs. Veera Bhat.	ABSENT	Ms. Chaitra (Phy)	<del>AB</del>
Mr. Lakshith Rao	<del>AB</del>	Ms. Vishritha	<del>AB</del>
Mr. Jayashel Kumar	<del>AB</del>	Mr. Ranjith T. N.	<del>AB</del>
Ms. Anuritha	<del>AB</del>	Mr. Mahesh Babu.	<del>AB</del>
Mr. Satish Shetty	<del>AB</del>	Mrs. Chaitra	<del>AB</del>
Mrs. Anitha Cooreea	<del>AB</del>	Mrs. Sangeetha	<del>AB</del>
Mrs. Pruti Hegde	<del>AB</del>		
Mr. Vigneshwar Rao	<del>AB</del>		
Mrs. Thilakalakshmi	<del>AB</del>		
Mrs. Nanda Rai	ABSENT		
Mr. Hareesh B	<del>AB</del>		
Mr. Shivaraj. C	<del>AB</del>		
Ms. Prithvishree	<del>AB</del>		
Mr. Anantha Prabhu	<del>AB</del>		
Mr. Sudeer Kumar	CL		
Mrs. Nisha Shetty	<del>AB</del>		
Mr. Sudhakar. P	<del>AB</del>		
Ms. Jyothi Mogaveera	<del>AB</del>		
Mrs. Seema Mestha	<del>AB</del>		
Mr. Chelhar Kumar Shetty	OOD		
Mrs. Leshma Shetty	<del>AB</del>		
Mr. Anurag Shetty	<del>AB</del>		
Mrs. Sroorthy S Fernandes	<del>AB</del>		
Mrs. Deepika Haghavendra	<del>AB</del>		
Mrs. Chaitra	<del>AB</del>		
Dr. Deepa	<del>AB</del>		
Mr. Praveen Mogaveera	<del>AB</del>		
Mrs. Sangeetha	NO CLASS		
Mrs. Nuthan - S	Nuthan		
Mrs. Vanitha G.	<del>AB</del>		

## Staff meeting Report 17

A staff meeting was conducted on August 24<sup>th</sup>, 2017 at 4:10 p.m. in the Principal's chamber. The Principal informed all the staff members that they have to adhere to the dates/deadlines mentioned in the notices that are circulated to (with reference to submission of A-forms) so that other official work can be completed without delay. The Principal reminded that the comprehension test papers need to be submitted to the office, for safe keeping. All academic advisors have to process the academic profiles.

The earlier set dates for 2<sup>nd</sup> Test (Sept 13, 14, 15) were re-scheduled to September 16 - I.C, Sept 18, 20, 21 - for other subjects. The talents day was shifted to Even semester (preferably to the first week of December.) The Principal informed the lecturers that a concerned lecturer who was going on leave should inform the concerned academic advisors, about how his/her classes need to be engaged. The Principal requested all staff members to inform about their leave, well in advance to the Principal, Academic Co-ordinator, concerned HOD, Academic Advisors of the concerned class. Flexible study-circles could be formed in every class. Mid-day meals confirmation was to be made by the lecturers.

The meeting ended at 5:00 p.m.

  
**PRINCIPAL**  
Principal

## Notice

Date: 02/01/2018

I request the members of the staff to attend the meeting, today, 2<sup>nd</sup> January, 2018 at 4.15 p.m. in the Principal's Chamber to discuss the following agenda:

- \* Review of the Semester results.
- \* Preparation for the events in the month of January, 2018.
- \* Campaigning for the fresh enrolment of students to the courses in the college for the year 2018-19.
- \* Refreshing the efforts for NAAC Accreditation.
- \* Revamping IQAC.
- \* Review of students' attendance.
- \* Any other matter.
- \* Medical Examination

Mr. Rajesh.

Mrs. Raksha S. Shetty

Mrs. Veena Bhat

Mr. Rakesh Rao

Mr. Satish Shetty

Mrs. Avitha Correa

Mrs. Preeti Hegde

Mrs. Nanda Rai

Mrs. Thilakar Laxmi M.H.

Mr. Hareesha B

Mr. Shivraj C

Mr. Prithvishri G. Shetty

Ms. Avisha Shetty

Mr. Sudhin Kumar

Ms. Malathi

Ms. Bhavya

Mrs. Reshma Adappa

Mr. Sathish Rangan

Mr. Sudhakar P

Ms. Jyothi Mogaveera

Mrs. Seema Mestha.

Mr. Chotran Kumar Shetty

Mrs. Reshma Shetty.

Mr. Sukumar Shetty

Mrs. Spoorthy S. Fernandez

Mrs. Deepika Raghavendra

Mrs. Chaitra [Eng]

Mr. Praveen Mogaveera

Mrs. Sangeetha.

Dr. Deepa

Mrs. Nuthan S.

Mrs. Vanitha G.

Ms. Soumya N.

Ms. Chaitra [Maths]

Ms. Chaitra [Phy]

Ms. Vismitha V

Mr. Ranjith T.N.

Mr. Mahesh Babu

## Staff Report Number 22

A staff meeting was conducted on January 2<sup>nd</sup>, 2018 at 4:15 p.m. in the Principal's chamber. The Principal informed to all staff members that a few of the scheduled dates for the events to be conducted in the even-semester were re-scheduled. They are ~~are~~ as follows:

- (i) Talents day pre-poned to January 12<sup>th</sup>, 2018 (Friday)
- (ii) ~~ten~~ class committee meetings from January 16 to January 18, 2018.

The Principal then reviewed the semester results that were announced in the last week of December. He also informed that lecturers needed to analyze the results of their classes and find out the missing links of all those students who couldn't pass in their subjects and to implement more individualistic centered approach while taking remedial classes for students.

The Principal reminded that lecturers needed to gear themselves up for events to be conducted during the month of January. The Principal also mentioned that the campaigning for the fresh enrolment of students to the courses should begin as early as possible. and the efforts for NAAC Accreditation should be refreshed. Also IQAC meetings needed to be scheduled soon.

The Principal also informed that students attendance needs to be periodically monitored. To assist the medical exam to be conducted in future, academic advisors needed to furnish details of students Height, weight and blood groups, to the office.

The Librarian, Mr. Mahesh Babu opined that lecturers should utilize the library resource more fruitfully. The Meeting ended at 5:55 p.m....!

*Chandrashekar*  
PRINCIPAL

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

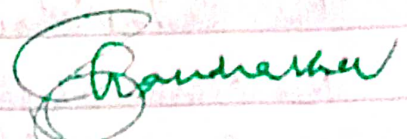
## NOTICE

A Staff meeting is scheduled today, 05/04/2018 at 4.15 p.m. in the Principal's Chamber. I request the Staff members to be ready with the details of Remedial and extra-classes.

Mr. Chethan Kumar Shetty - Vice Principal  
 Department of Commerce  
 Mr. Rajesh Shetty  
 Mrs. Raksha S Shetty  
 Mrs. Veena Bhat  
 Mr. Lakshith Rao  
 Mr. Satish Shetty  
 Mrs. Aritha Corina  
 Mrs. Preeti Hegde  
 Mrs. Nanda Rai  
 Mrs. Thilakalakshmi M.K.  
 Mr. Haresha B.  
 Mr. Shreevaraj C  
 Mrs. Keshma Adappa  
 Mr. Prithvishree G Shetty  
 Ms. Nisha Shetty  
 Mr. Sudhir Kumar  
 Ms. Malathi  
 Ms. Bharaya  
 Department of Economics  
 Mr. Sudhakar P  
 Mrs. Jyothi Mogavera  
 Department of Kannada  
 Mrs. Keshma Shetty  
 Mrs. Subhman Shetty  
 Dept. of English  
 Mrs. Sushrthy S. Fernandes  
 Mrs. Chaitra  
 Dept. of Political Science  
 Mr. Praveen Mogavera  
 Department of Computer Science  
 Mrs. Nuthan S  
 Mrs. Vanitha G  
 Ms. Soumya N  
 Department of Mathematics  
 Ms. Chaitra  
 Department of Physics  
 Ms. Chaitra  
 Department of Chemistry  
 Ms. Vismitra V  
 Department of Physical Education  
 Mr. Ranjith T.N. Director  
 Department of Library  
 Mr. Mahesh Babu - Librarian

## Staff meeting Report 27

A staff meeting was conducted on April 5<sup>th</sup>, 2018 at 4:15 p.m. in the Principal's chamber. Initially, students were informed that April 6<sup>th</sup>, would be their last working day. Since, the Tarewell Programme was scheduled on April 7<sup>th</sup>, all students were hence, informed to attend the programme without fail. Lecturers were asked to conduct special classes if required on April 8, 9, 10. Remedial class coaching would be provided to students who couldn't secure good marks in the internal. The Remedial classes of all the subjects would commence from April 10<sup>th</sup> to April 15<sup>th</sup>. A time-table for the conduction of remedial classes, would be circulated by the Principal. The meeting ended at 5 p.m.

  
PRINCIPAL

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

Date: 18/06/2018

# NOTICE

There will be a staff meeting, today, 18<sup>th</sup> June, 2018 at 11.00 a.m. in the Principals Chamber. All the Staff members are requested to be present.

Mr. Chethan Kumar Shetty - Vice Principal

## Department of Commerce

- 1) Ms. Prithvithree G. Shetty
- 2) Ms. Nisha Shetty
- Mr. Sudheer Kumar
- Ms. Malathi
- Mrs. Shabeena. H
- Mr. Yogesh.

## Department of Mathematics

Ms. Chaitra

## Department of Physics

Ms. Chaitra

## Department of Economics

Mr. Sudekhar. P.

## Department of Chemistry

Ms. Vishmitha. V.

## Department of Kannada

- Mrs. Rishma Shetty
- Mr. Subraman Shetty

## Department of Physical Education

Mr. Ranjith. T.N.

## Department of English

- Mrs. Spoorthy S. Fernandes
- Ms. Anratha

## Department of Library

Mr. Mahesh Babu.

## Department of Political Science

Mr. Praveen Mogaveera

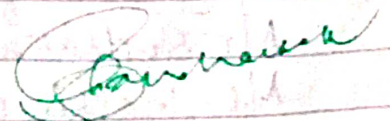
## Department of Computer Science

- Mrs. Nulhar S.
- Mrs. Vanitha G.
- Ms. Soumya N.
- Mr. Harish Karapur
- Ms. Deepa Shetty

Staff Meeting Report No 1

A staff meeting was conducted on 18<sup>th</sup> June, 2018 at 11:00 a.m. in the Principals Chamber. The Principal, Prof. Doma Chandrashekar welcomed all the staff members to the first meeting of the Academic Year. The newly inducted lecturers were asked to introduce themselves. The Principal briefly introduced the institution to the newly inducted lecturers. The Principal informed the staff members that the Vision and Mission of the College would be put up on a board near the entrance to the college building, in the days to come. Also, a prayer song would be incorporated everyday, sung by the students, before the morning session begun. The Principal also informed the staff members that in the backdrop of our correspondent Sri B. M. Sukumar Shetty, being elected as the M.L.A of Byndoor Constituency, he would be felicitated, from the college on June 25<sup>th</sup>, 2018, the first day of the academic year, followed by the orientation program in the afternoon, for the newly inducted students. The Principal also informed that, to the existing list of various forums and associations, Eco club and Readers Forum were added this year.

The meeting ended at 12:30 p.m.



PRINCIPAL

NOTICE

Date: 17.09.18

There will be a Staff meeting for 15 Minutes today [17.09.18] at 4.15 P.M. in the Principals Chamber. All the staff members are requested to be Present.

Principal [In-charge]

Mr. Chethan Kumar Shetty

Department of Commerce

Mr. Rajesh Shetty

Mrs. Kavsha S. Shetty

Mrs. Veena Bhat

Mrs. Shabeena-H

Mr. Lalashikha Rao

Mr. Satish Shetty

Mrs. Aritha Correa

Mrs. Preeti Hegde

Mrs. Nanda Rao

Mrs. Thilakalakshmi M.K.

Mr. Harisha. B.

Mr. Shivraj. C.

Ms. Prithvishri G. Shetty

Ms. Anika Shetty

Mr. Sudhis Kumar

Ms. Malathi

Mr. Yogesh

Mrs. Archana Arayana Gadde

Ms. Jyothi B. Shetty

Mr. Satish Kanchar.

Department of Economics

Mr. Sudlakar. P.

Ms. Jyothi Moganera

Mr. Mahesh Kotari

Department of Kannada

Mrs. Reshma Shetty

Mr. Subhakar Shetty

Department of English

Mrs. Epoorthy S. Fernandes

Ms. Anratha

Mrs. Deepika Jagannatha

Ms. Priyanka

Department of Political Science

Mr. Praveen Moganera

Mrs. Sangeetha

Department of Hindi

Dr. Deepa

Department of Computer Science

Mrs. Nuthan. S.

Mrs. Vanitha G.

Ms. Soumya. N.

Mr. Harish Branchan

Ms. Deepa S. Shetty

Mr. Krishnanurthy Oduga

Ms. Chaitra [D. of Maths]

Ms. Chaitra [D. of Physics]

Ms. Vishmita [D. of Chemistry]

Department of Physical Education

Mr. Ranjith. F.N.

Department of Library

Mr. Mahesh Babu

⇒ Meeting from 4.15 pm to 4.45 pm.

⇒ Agenda:

- \* Introspection of District Level Science and IT Competition held on September 15, 2018.
- \* Any other matter.

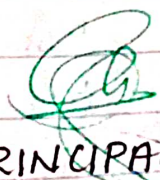
⇒ Minutes of the Meeting:

In the meeting the Principal congratulated all the faculty members for the successful conduction of the District Level Science and IT competition organised by our College led by the Computer Science and Science Departments.

The Principal said there is a need to organise Commerce and Management Fest as soon as possible. The Principal advised the Commerce Department Head Mr. Rajesh Shelty to think over the matter.

While expressing the happiness about the work involvement of faculty members, the Principal said, there is no such event that our College cannot organise. Hence the faculty members need to maintain as well as to develop mutual understanding.

== \* ==

  
PRINCIPAL

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

## NOTICE

Date: 03.01.2019.

There will be a Staff meeting today, at 3.35 P.M. upto 4.30 P.M. You are requested to attend the meeting.

## Agenda:

Discussion about the Director.

Mr. Chethan Keemar Shetty  
Principal [In-charge]

1. Mr. Rajesh Shetty

Mrs. Raksha Shetty

Mrs. Veena Bhat

Mr. Ravishith Rao

Mr. Satish Shetty

Mrs. Aritha Correa

Mrs. Preeti Hegde

Mrs. Nanda Rao

Mrs. Thilakalaxmi. M.R.

Mr. Harisha. B.

Mr. Shivraj. C.

Ms. Prithvishri G. Shetty

Ms. Nisha Shetty

Mr. Sudheer Kumar

Ms. Malathi

Mr. Yogeesh

Mrs. Archana Narayan Gadde

Ms. Jyothi B. Shetty

Mr. Satish Kanchar

Mrs. Soumyashri. S.

Mr. Sudhakar. P.

Ms. Jyothi Mogavese

Mr. Mahesh Kolari

Mrs. Reshma Shetty

Mr. Subramar Shetty

Ms. Praveena Mahabala

Ms. Anuratha Amratha

Mrs. Deepika Raghavendra

Ms. Priyanka

Mr. Praveen Mogavese

Mrs. Sangeetha

Dr. Deepa

Mrs. Nuthan S. Anthon

~~Mrs. Nuthan S.~~

Mrs. Vanitha. G.

Ms. Soumya. N.

Mr. Harish Kanchar

Ms. Deepa Shetty

Mr. Krishnamurthy Udupa

Ms. Chaitra Anath

Ms. Chaitra (Physic)

Ms. Vishmita. V.

Mr. Ranjith. T.N.

Mr. Mahesh Babu

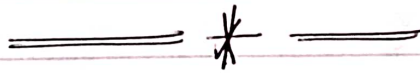
⇒ Meeting from 3.35 pm to 5.00 pm

⇒ Minutes :

In the meeting the teachers are being advised to avoid gossiping, instead, engage themselves more sincerely in creating good academic atmosphere and thus set the academic standards which boost the image of the institution.

Being casual, showing less concerned and talking that doesn't make sense shall be avoided. It is good to be open-minded, bring the points that you feel not agreeable into discussion, openly at the staff meeting, so that the matters get churned out and create positive energy and become constructive in developing the institution.

Let us all work together, respecting the individuals and appreciating the talent, competence and caliber.



  
PRINCIPAL

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

# NOTICE

Date 25.03.2019.

The members of the staff are requested to attend the meeting today [25.03.19], 12.45 p.m in the Principal's Chamber.

- Agenda :- Remedial classes  
\* Any other matters

Mr. Chellan Keemas Shetty  
Principal [In charge]

Mr. Rajesh Shetty  
Mrs. Raksha S. Shetty  
Mrs. Veera Bhat

Mr. Rakesh Reddy  
Mr. Satish Shetty  
Mrs. Aritha Correa

Mrs. Preeti Hegde  
Mrs. Nanda Rao  
Mrs. Thelakalaxmi. M.K.

Mr. Harisha. B.  
Mr. Shivaraj. C.  
Ms. Prithvirshi G. Shetty

Ms. Anisha Shetty  
Mr. Sudhis Kumar  
Ms. Malathi

Mr. Jogeesha  
Mrs. Archana Gadde  
Ms. Jyothi B. Shetty

Mr. Gathesh Kanchan  
Mrs. Geomyashri. S.  
Mr. Sudhakar. P.

Ms. Jyothi Mogaveera  
Mr. Mahesh Kolan  
Mrs. Reshma Shetty

Mr. Sankumar Shetty  
Ms. Braveena Mahabale  
Ms. Anantha

Mrs. Deepitha Raghavendra

Ms. Priyanka  
Mr. Praveen Mogaveera  
Mrs. Sangeetha

Dr. Deepa  
Mrs. Nuthan. S. Nuthu  
Mrs. Vanitha G.

Ms. Geomya. N. CL  
Mr. Harish Kanchan  
Ms. Deepa S. Shetty

Mr. Krishnamurthy Udupa  
Mrs. Chaitra Gnaths  
Ms. Chaitra [Physics]

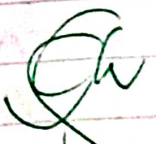
Ms. Vismitha  
Mr. Ranjith. T.N.  
Mr. Mahesh Babu

⇒ Meeting : 12.45 pm - 1.20 pm.

⇒ Minutes :

- \* Soon after the completion of regular classes, the remedial classes have been planned to conduct. For which, teachers are requested to prepare a list of students based on the internal marks and their classroom competence.
- \* Remedial coaching is expected to arrange by clubbing the students of all sections, wherein individual teacher as subject expert will assist and address all students together.
- \* All teachers are expected to impress upon the students enrolled under remedial coaching to attend classes without fail in any circumstances.
- \* Since College Day cultural programme and performances designed collectively for all classes (not class wise) with an intention to bring belongingness and bonding among the students, the Academic Advisors are requested to address and influence the students of their class to involve and participate in the programme.
- \* Teachers are requested to communicate the students, the charge behind drafting the mission and vision of the College.
- \* It is very dignified to see the teachers standing on the podium delivering their lecture. Hence it has been advised the teachers not to roam in the class during teaching.

— \* —

  
DIRECTOR

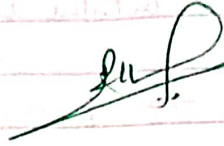
## NOTICE

Date: 13.06.2019.

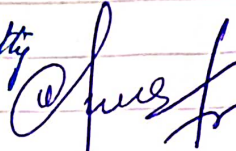
There will be a staff meeting today [13.06.2019] at 11.00. a.m. All the staff members are requested to be present.

## Agenda:

Prof. K. Umesh Shetty  
Principal.



Mr. Chethan Kumar Shetty  
Vice-Principal



Mr. Rajesh Shetty

Mrs. Veera Bhat

Mr. Rakesh Rao

Mr. Satish Shetty

Mrs. Anitha Correa

Mrs. Preeti Hegde

Mrs. Thilakra Lakshmi. M.K.

Mr. Hareesha. B

Mr. Shivaraj. C

Mrs. Prithvishri G. Shetty

Mrs. Nisha Shetty

Mr. Sudhir Kumar Surt

Ms. Malathi

Mr. Yogeesh

Mrs. Jyothi B. Shetty

Mr. Bathish Kanchan

Mr. Girish Shetty

Ms. Asha Shetty

Mrs. Swasthi R. Shetty

Mrs. Dhanashree Madhava Kini

Mr. Sudhakar. P.

Mrs. Jyothi Mogaveera

Mrs. Reshna Shetty

Mr. Sukumar Shetty

Mrs. Praveena Mahabala

Mrs. Spooshy S. Fernandes

Mrs. Anratha

Mrs. Deepika Raghavendra

Mr. Praveen Mogaveera

Dr. Deepa

Mrs. Nuthan. S Nuthan

Mrs. Vanitha. G.

Ms. Soumya. N.

Mrs. Deepa S. Shetty

Mrs. Vinitha S. Ganiga

Mrs. Sujatha

Mrs. Nivasha Shetty

Mrs. Ashwini

Mrs. Deekshitha U.S.

Mrs. Vismitha V

Ms. Shubha

Mr. Ranjith. T.N.

Mr. Mahesh Babu

Mr. Nivasha

Mr. Manoj Kumar

## → Agenda:

- \* Finding the remedies to compensate the low admissions.
- \* Discussion on Academic strategy for the year 2019-20
- \* Teacher and student discipline
- \* Work distribution
- \* Any other matter.

## → Minutes:

It was the first staff meeting for the academic year 2019-20.

The Vice-Principal Mr. Chethan Shetty welcomed the newly appointed Principal Prof. Umesh Shetty K and all the newly appointed staff members to the meeting. Meanwhile he also briefly introduced the Principal to the gathering.

The Principal Prof. Umesh Shetty accepted the greeting and said he would be expecting from each staff members to introduce themselves by their commitment towards work rather by their designation.

Following points are discussed:

### 1. New admissions

i) Contacting all nearby PU Colleges to enquire regarding failed students writing the re-examination, so as to invite their admission into our college.

Co-ordinator of Faculty Incharge

\* Mr. Chethan Shetty & Mr. Sudhakar P.

ii) Promo-video and website re-designing.

Faculty Incharge:

\* Mrs. Nuthan S &

iii) Ad through social media:

Managing Twitter accounts, Instagram, WhatsApp groups, emails etc. with an intention to upload the information within no time and also to obtain instant Alumni feedback.

Faculty Incharge:

\* Mr. Rakshith Rao & Mr. Praveen Mogavera.

iv) Faculty Profile

Faculty Incharge:

\* Mr. Rajesh Shetty.

### 2) Timings

\* Faculties: Teaching → 9.30 am to 4.30 pm

Non-teaching →

\* Lunch break: 12.40 pm to 1.25 pm

- \* College timings : 10.00am to 4.05pm.
- \* Work diary : Submitted weekly to HOD & Term-wise to the Principal
- \* Attendance Register : Monthly to the Principal.
- \* Movement Register : To record the faculty members 'in & out' time during working hours.

It has been expected from the faculty members not to invite personal work during the college hours and requested to place the leave note in front of sanctioning authority atleast two days prior to the date on which the need leave. However, in case of emergency leave the concerned authorities must be informed via phone calls.

### 3. Teacher - student Discipline :

The appearance, code of conduct and self presentation of a teacher is the most influencing phenomenon in the teaching-learning process. Therefore it is expected from every teacher to mind this factor.

Regarding students discipline, the matter of in-shirt will be decided after taking the students into confidence, while they will have to address strictly incase their hair-style or beared are not proper.

while speaking about the students, the Principal explicitly narrated, "the students are not useless but they are used less. Teachers are hence advised to win the confidence of every student and are also advised not to speak on personal issues of any student in the class instead they can be called in the department after the classes in case/<sup>in need</sup> of personal interaction.

### 4. Lesson Plan:

Every teacher has to make lesson plan keeping the lecture method into mind. In this regard all those teachers engaging same subject for different classes are sujested to sit together and discuss, so as to avoid variation in the schedule of lesson completion.

5. Categorising the students viz. 'Slow learners' and 'Advanced learners'.  
[Slow learners  $\rightarrow$  Scoring below 60% and failure.  
Advanced learners  $\rightarrow$  Above 85% scores.]

Faculty Incharge :

\* Slow learners  $\rightarrow$

\* Advanced learners  $\rightarrow$

For the sake of coaching the slow learners, it has been planned to collect minimum fees from the respective students and awarded as remuneration to the teachers engaging such classes as a token of reward and motivation.

Whereas the advanced learners are being guided and promoted by subject teachers by the way of providing them valuation, answer schemes, reference books, guiding for proper and effective time utilisation in examinations etc.

6. Department Level programmes, Mini Research projects, Internships, Industrial visits are overlooked by the institution.

7. During the leisure hours, it has been planned to bring the students under group discussions. Every weekly Wednesday's last hour hoping to be utilised by all final year students in the name of G.D.s.

8. Placement and training being instantly gaining special importance. Hence some of the courses such as Computer Basics classes are to be organised.

9. Internal marks allotment criteria would be not just their score in internal examination but after considering their overall presentation in the campus viz. behaviour, code of conduct, punctuality & regularity to classes etc. The decision on the same will be taken in the meeting of Academic Council. For deciding the important academic matters, an 'Academic Council' will be formulated shortly.

9. Bridge course : Suggested for Accountancy & English within a month. Case-study and quiz are addressed to be focused.

10. Memorandum of Understanding (MOU):

To generate and build common understanding between the public and the institution and also to inculcate and encourage public interest in the institution, the extension activities are planned.

10. The Library resources are expected to be enriched by introducing E-resource in the form of E-Books, E-Journals etc.

11. Alumni Association is to be re-structured hence Alumni Register will be kept in the office to enter required data (name, contact) of alumni visiting the college henceforth.

12. Every programme organised in the college must be rated by the 'stakeholders'. For this purpose 'feedback form' is designed and utilised.

13. For exhibiting the institution's yearly programs, 'short news bulletin' is to be drafted shortly.

Faculty in-charge  
\* Mrs Spoorthy & Ms. Amrutha.

Following motives have been expressed by the Principal :

- Development of Departmental Library.
- Departmental Board and Depto Notice Board to display departmental outcomes.
- Departmental meeting conducted at the end of every month preceded by the respective HODs. to know the know-hows.
- Minimal contribution of staff members towards staff association for staff benefit and betterment.

⇒ Mobile tub rather than 'mobile raid'.

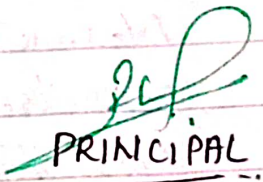
Its an arrangement for every needy student to dump their mobile in the place provided by accepting monthly minimum charge.

→ Both the 'mentors' appointed for each class are expected to play equal major role in improving students' overall performance.

→ The work so distributed or yet to be distributed to the faculty members is always expected to be accepted and performed with all good sence.

Meeting was concluded with an invitation to all faculty members to the FDP on 'multiple roles of a teacher' headed by the resource person Dr. Ganesh Bhat S. Retd. Principal of St. Marry's College Shirva on 18.06.2019 morning 10 - 1.30 pm for which Mr. Rajesh Shetty being the faculty in-charge.

— \* —

  
PRINCIPAL

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

## NOTICE

Date: 09.07.2019.

All the faculty members are hereby requested to attend the meeting today at sharp 4.10 p.m. in Principals Chamber.

## Agendas

Prof. K. Umesh Shetty  
Principal

Mr. Chethan Kumar Shetty  
Vice-Principal

Mr. Rajesh Shetty  
Mrs. Veera Bhat  
Mr. Rakshit Rao

1091 Mr. Satish Shetty  
Mrs. Archana Correa

Mrs. Pruti Hogde  
Mrs. Theekalaxmi. M.R.

Mr. Harsha. B.

Mr. Sheeraj. C.

Mrs. Puthvishi. G. Shetty

Ms. Nisha Shetty

Mr. Sudheer Kumar

Ms. Malathi

Mr. Yogeesh

Mrs. Jyothi B. Shetty

Mr. Sathish Karthar

Mr. Santhosh A. Shetty

Ms. Asha Shetty

Ms. Swasthi R. Shetty

Ms. Dharmashree Madhava Keki

Mr. Sudhakar. P.

Ms. Jyothi Mogavera

Mr. Anand Kumar

Mrs. Reshna Shetty

Mr. Suresh Kumar Shetty CL

Ms. Praveena Malabala

Mrs. Sroothya S. Fernandes

Ms. Anuratha

Mrs. Deepika Raghavendra

Mr. Praveen Megaveera

Dr. Deepa

Mrs. Nuthan. S. Muthu

Mrs. Vanitha. G.

Ms. Soomya N.

Ms. Deepa S. Shetty

Ms. Vinitha S. Ganiga

Mrs. Sujatha

Mrs. Nivasha Shetty

Ms. Chaitra

Ms. Deekshitha U.G. Das

Mrs. Vismitha. V.

Ms. Shubha

Mr. Rangith. T.N.

Mr. Mahesh Babu.

Meeting from 4-10 pm to 5.00pm

Agenda & Resolutions:

1. Student discipline in the College campus. :
  - ⇒ Matter of hair cutting, hair colouring, uniform etc.
  - ⇒ Behaviour of students in the classes, specifically II, B.Com 'C'.
2. Mobile raid
3. Submission of Lesson Plan before July 13, 2019.
4. Faculty Profile submission for uploading in college website.
5. Conducting student council meetings. once in a month.
6. Usage of social media by the College.
  - ⇒ As per university circular all colleges must utilize social media
7. College website renovation.
  - ⇒ Responsibility vested to outside body and for future updates, Mrs. Vanitha, Dept. of Computer Science & Mrs. Aritha, Dept. of Commerce
8. NAAC arrival 2020-21 → Prior preparations began.
9. Mid-day meals only to needy students
  - ⇒ Applications called with application fees ₹50.
10. Formation of mid-day meal counselling committee.
11. Draft to corporate donors → with permission from Correspondent.
12. Submission of Association plan of action → by the chief coordinator.
13. Appointment of Teach councillor - As per government regulations.

===== \*

  
PRINCIPAL

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

Date: 12.10.2019

Time: 11:00 am. 10 → 1.15 pm.

Venue: Room No. 002.

Presence

Prof. K. Umesh Shetty  
Principal

Mr. Chethan Kumar Shetty  
Vice-Principal

Mr. Rajesh Shetty

Mrs. Veera Bhat

Mr. Rakshith Rao

CL

Mr. Satish Shetty

Mrs. Divitha Correa

Gritha

Mrs. Preeti Hegde

Mrs. Thebanalaxmi. M.K.

Mr. Harurha. B.

Mr. Shivaraj. C

Mrs. Prithvishi G. Shetty

Mrs. Nisha Shetty

Mr. Sudeep Kumar

Sud

Mrs. Malathi

Mr. Yogeesh

Mrs. Jyothi B. Shetty

Mr. Sathish Kanekar

Mr. Santhosh A Shetty

Mrs. Asha Shetty

No class Asha Shetty

Mrs. Swasthi L. Shetty

Mrs. Dhara Shree Madhana Keri

Mr. Sudhakar. P.

Mrs. Jyothi Mogaveera

Mr. Manoj Kumar.

No class

Mrs. Reshmi Shetty

Mr. Subraman Shetty

Mrs. Praveena Mahabak

Mrs. Spoorthy S. Fernandes

Mrs. Anuratha

Mrs. Deepika Lagaveendra

Mr. Praveen Mogaveera

Dr. Deepa

Mrs. Nithar. S.

Mrs. Vanitha. G.

Mrs. Sruvya. N.

Mrs. Deepa S. Shetty

Mrs. Vinitha S. Ganige

Mrs. Vijatha

Mrs. Nirusha Shetty

Mrs. Chaitra

Mrs. Deekshitha U.G.

Mrs. Vasantha. V.

Mrs. Shubha

Mr. Rajitha. T.N.

Mr. Mahesh Babu.

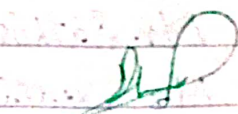
Agenda:

1. Delegation of NAAC related work.
2. Discussion on each criterion of NAAC with the team members.

The College has decided to go for NAAC in the academic year 2020-21. Relating to this prime step, the workload was distributed by the Principal among the Staff Members, where under all 7 supreme criterion two co-ordinators followed by required number of members were delegated with new NAAC responsibilities. The Principal advised the team members to work as a team and advised to maintain co-ordination while delivering their individual duties; and render co-operation while working in a team.

The IQAC Co-ordinator Mr. Rajesh Shetty requested the Principal to conduct a separate meeting with office bearers for the achieving better co-ordination while doing NAAC work in future.

The Principal further asked the Co-ordinators to meet him separately for resolving the queries if any and asked the Co-ordinators to conduct separate meetings with their team members before October 17, so that the members can schedule their part job well in advance during the vacations.

  
PRINCIPAL

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

Presence

Prof. K. Umesh Shetty  
Principal

Mr. Chetkar Kumar Shetty  
Vice-Principal

Mr. Rajesh Shetty

Mrs. Veera Bhat

Mr. Rakshit Rao

Mr. Sathish Shetty

Mrs. Divitha Correa

Mrs. Preeti Hegde

Mrs. Thelake Laxmi M.R.

Mr. Harisha. B

Mrs. Nanda Lai

Mr. Shivaraj. C

Ms. Prithvishri G. Shetty

Ms. Nisha Shetty

Mr. Sudhakar Kumar

Ms. Malathi

Mr. Yogesh

Mr. Sathish Karchar

Mr. Santhosh A. Shetty

Ms. Asha Shetty

Ms. Swasthi L. Shetty

Ms. Dhanashree Madhava Keri

Mr. Sudhakar. P.

Mrs. Jyothi Mogaveera

Mrs. Reshma Shetty

Mr. Vinay Kumar Shetty

Ms. Poornima Mahabala Poojari

Mrs. Sposothy S. Fernandes

Ms. Anvitha

Mrs. Deepika Jaghanendra

Mr. Praveen Mogaveera

Mr. ...

Mrs. Nuthan S Nuthan

Mrs. Varitha G.

Mrs. Soumya N.

Mrs. Deepa S. Shetty

Ms. Vinitha S. Gokhale

Mrs. Supatha

Ms. Nrusha Shetty

Ms. Chaitra

Ms. Deekshitha U.G.

Mrs. Vismita V.

Ms. Shubha

Mr. Rajith T.N.

Mr. Mahesh Babu

1.  
2.  
3.  
4.  
5.  
6.

# MEETING

Date : 13<sup>th</sup> February, 2020  
Time : 4.15 p.m.  
Venue : Room No. 002.

## Agenda:

1. New admission strategy.
2. Promotional activities.
3. Decennial Program, - work distribution.
4. Awarding 'Best Outgoing Student', Gold medal for Best Library Usage, Best Literary award etc. (Endowment Prizes)
5. New fees structure.
6. Boys hostel facility

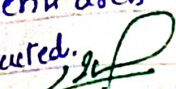
## Resolutions of the meeting :-

\* New admission strategy is planned. In this concern, the faculties are instructed to call the PU students [as per the segment wise phone numbers divided and distributed], and along with the intent of inviting for Decennial Program celebration, simultaneously asked to impress upon the students, to get admission into our institution in the next year. While speaking over phone calls, the proposed fees structure [B.Com → ₹ 23,900/-, BBA → ₹ 21,900/-, BCA → ₹ 33,900/-, BSc (MP) → ₹ 27,900/-, BSc (MPCS) → ₹ 28,900/-, SC/ST → ₹ 11,900/- for B.Com & BBA, 13,900/- for BCA, BBA], installment wise payments, adoption of 95% & above scorers, state & national level athletes, cultural meritorious students etc. are also expected to communicate. Committee-wise work allotment was communicated & members of the committee are expected to work with mutual coordination.

\* From the present academic year, the BMS Best outgoing student with Gold medal and certificate will be awarded to the highly meritorious & cultured student of the College. Along with this the Principal has decided to award two awards 'Best Library User' & 'Best Literary Talent' to the deserved student.

\* From the next year, there is a proposal to introduce boys hostel and 'Sanskrit' as second language in the regular course curriculum.

\* Apart from the above, the Principal invited the proposal for faculties, who wishes to award gold medals, monetary rewards etc. to the outstanding students (endowment prizes) in their desirable area. The students' dress code, inter-personal discipline during the program is being instructed.

  
PRINCIPAL

Presence:-

Prof. K. Umesh Shetty,  
Principal

*[Signature]*

Mr. Chethan Kumar Shetty  
Vice-Principal.

*[Signature]*

Mr. Rajesh Shetty

Mrs. Veera Bhat

Mr. Rakshith Rao

Mr. Satish Shetty

Mrs. Anitha Correa

Mrs. Preeti Hegde

Mrs. Thelakalaxmi M.K.

Mr. Hareesha B.

Mrs. Nandala Sai

Mr. Shinaraj C

Mrs. Preethvishri G. Shetty

Ms. Nisha Shetty

Mr. Sudhir Kumar

Ms. Malathi

Mr. Jogeesh

Mr. Sathish Karthar

Mr. Santhosh A. Shetty

Ms. Aisha Shetty

Mrs. Swasthi L. Shetty

Mrs. Dharamshree Kene

Mr. Sudhakar P.

Mrs. Jyothi Mogaveera

Mrs. Reshna Shetty

Mr. Bakumar Shetty

Ms. Praveena Mahabala

Mrs. Spoorthy S. Fernandes

Mrs. Anvitha

Mrs. Deepika Jagdevendra

Mr. Praveen Mogaveera

Dr. Deena

Mrs. Nuthan S

Mrs. Varitha G.

Mrs. Socanya N.

Mrs. Deepa S. Shetty

Mrs. Vinitha S. Garaga

Mrs. Sujatha

Mrs. Nirusha Shetty

Ms. Chaitra

Mrs. Deekshitha U.G.

Mrs. Vismita V.

Ms. Shubha

Mr. Ranjith T.N.

Mr. Mahesh Babu

*[Signatures]*

*[Signatures]*

*[Signatures]*

*[Signatures]*

*[Signatures]*

# MEETING

Date : 11-05-2020

Time : 2.30 p.m

Venue : Room No. 002

## Agenda :

1. Identification of syllabus completion.
2. ICT based/online teaching.
3. Enquiry on revision of topics taught.
4. Students feedback on subjects taught & syllabus completion.
5. Reports from HODs on <sup>Department wise</sup> syllabus completion.
6. Practicle classes of science stream.
7. Enquiry on students health matters, studies, seeking guidelines.
8. <sup>New</sup> Evaluation procedure
9. Internal marks assignments.
10. Re-admission & new-admission.
11. Online application for new admission
12. NAAC work - the extent of completion.
13. Updating the information in the website & sharing the same among the students.
14. Sports focus.
15. Department wise stock verification.
16. New admission strategy. → way of advertising & public reaching.
17. Propostion of online teaching for next academic year.
18. Faculty workload distribution.

The unexpected and unforeseen effect of COVID-19 lead, uncertainty in the execution of normal teaching pattern. Hence, the extent of lesson/syllabus completion, the ICT tools used to complete the syllabus, student learning feedback, and many more in teaching learning process at the present situation are discussed. The University circular on present pending curriculum, Internal marks assignment, etc. brought into the notice of faculty members. Meanwhile the extent of completion of NAAC work, faculty involvement in admission process are enquired and each faculties are requested to take the responsibility of new admission at their personal level.

Department wise stock verification, work load distribution, consolidated student absentee list for internal exams etc are vetted to HODs of concerned departments.

Presence:

Prof. K. Umesh Shetty  
Principal

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Mr. Chethan Kumar Shetty  
Vice-Principal

Mrs. Veera V. Bhat

Mr. Rajesh Shetty

Mr. Karshik Rao

Mr. Satish Shetty

Mrs. Aritha M. Correa

Mrs. Preeti Hegde

Mrs. Thilakalakshmi. M.K.

Mr. Hareesha .B.

Mrs. Nanda Rai

Mr. Shivaraj .C.

Ms. Prithvishri G. Shetty

Ms. Nisha Shetty

Mr. Sudhar Kumar

Ms. Malathi

Mr. Yogesh

Mr. Satish Kanchan

Mr. Santhosh A. Shetty

Ms. Asha Shetty

Ms. Swasthi R.

Ms. Dhanashree Keri

Mr. Sudhakar .R.

Mrs. Jyothi Mogaware

Mrs. Keshona Shetty

Mr. Sukumar Shetty

Ms. Pranvera Poojari

Mrs. Spoorthi S. Fernandes

Ms. Anuratha

Mrs. Deepika .G.

Mr. Praveer Mogaware

Mrs. Nuthan .S. CL

Mrs. Varitha .G.

Ms. Soumya .N.

Mrs. Deepa S. Shetty

Ms. Vinitha S. Ganiga Vark

Mrs. Sujatha

Ms. Nimsha Shetty

Ms. Chaitra

Ms. Deekshitha U.G.

Ms. Shubha

Mr. Ranjith .T.N.

Mr. Mahesh Nair

## MEETING

Date : 18.08.2020

Time : 3.00 pm

Venue : Room No. 002.

### Agenda :-

1. End of Academic Year 2019-20 → 31.08.2020
2. Commencement of Next Academic Year → 01.09.2020.
3. Conduction of classes for Final Year students. [from 1<sup>st</sup> - 12<sup>th</sup> Sept.]
4. Re-admissions of II and III year students.
5. Orientation on Google class by Dept. of Computer Science.
6. Preparation for online-classes.
7. New admission data.
8. Faculty discipline

The Covid-19 Pandemic has caused the Academics to be forced to extend/till the end of September 2020, which was otherwise would have ended by 30<sup>th</sup> of April every year. As per the recent circular of the Govt. the next Academic Year 2020-21 starts from Sept. 1, hence the preparations for the same being discussed. Meanwhile, due to the commencement of Final Semester examinations, two week regular classes for the final year students being planned and the arrangements including time-table, class-schedule, subject teachers allotment etc., are settled. Since only 40% of II & III year students have taken the re-admissions <sup>for the AY 2020-21</sup>, the mentors of respective classes are instructed to contact and follow-up and to report the feedback to the office by 24.08.2020. The mentors are also asked to create a class Wats App group for the furthering the communication in the future days. The preparations for online classes being enquired since the regular online classes for all students of 2020-21 will start from Sept. 1, 2020. The faculties are addressed on keep-up of self-discipline inside the College. In this regard, the need for maintaining the entry-exist. time, dress code, code-of conduct with fellow colleagues and with students, urge of rules to be abided by the institution etc. being addressed.

PRINCIPAL

The newly appointed faculties are welcomed and all the faculties are invited to attend the FDP on Google classroom/Google class to be

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Presence:

Prof. J. Suresh Shetty  
Principal

Mr. Chethan Kumar Shetty  
Vice-Principal

Mrs. Vena V. Bhat

Mr. Rajesh Shetty

Mr. Rakesh Rao

Mr. Sathish Shetty

Mrs. Aritha M. Correa

Mrs. Preeti Hegde

Mrs. Thilakalakshmi M. Je.

Mr. Hareesh B

Mrs. Nanda Rai

Mr. Shreeharaj C

Mrs. Prithvika B Shetty

Mrs. Nisha Shetty

Mr. Sudhir Kumar

Mrs. Malathi

Mr. Yogesh

Mr. Sathish Jeyachan

Mr. Santhosh A Shetty

Mrs. Swathi R.

Mrs. Shanakshree M. Jini

Mr. Sudhakar P

Mrs. Jyothi Mogavera

Mrs. Kishna Shetty

Mr. Sukumar Shetty

Mrs. Praveena Mahabala Poojari

Mrs. Sporthy S. Fernandes

Mrs. Amratha

Mrs. Deepika B

Mr. Prabhu Mogavera

Dr. Deepa

Mrs. Vanitha B.

Mrs. Soumya N.

Ms. Vinita S Ganiga

Mr. Shylesh B. C.

Mr. Theerana

Mrs. Shweta E.

Ms. Shubha Adiga

Ms. Chaitra

Ms. Deekshitha U. G.

Ms. Nirusha Shetty

Ms. Sri Gowri

Mr. Ranjith T. N.

Ms. Alha Shetty

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## MEETING

Date : 09-11-2020

Time : 3.00 p.m.

Venue : Room No. 022.

### Agenda:

- \* IA examination - Question paper, evaluation procedure etc
- \* Regular classes - norms & conditions followed.
- \* NAAC work - process & extent of completion.
- \* Documents for NAAC - preparation of pending ones.
- \* Staff discipline
- \* Certificate courses.


Internal Assessment examinations being decided to conduct in the first or second week of December. Meanwhile the portions so far completed, mode of question paper preparation, evaluation procedure etc. being made cleared to the faculties.

For the final year students, it has been decided to conduct the offline contact classes from November 17, as per the University earlier notice. The time-table, work-load, class rooms/physical arrangement in concern of such being decided.

The NAAC work process was enquired and dead line to submit the documents by each criteria being afixed as December 31, 2020. In this concern the documents so prepared are requested to <sup>be</sup> scrutinize and keep updated systematically.

The importance of faculty discipline in the college & outside the college was explained and briefed about the way how it is going to be influenced over the mind-sets of students.

The various certificate courses launched during 2020-21 are decided to be carried-out & continued via online mode only.

  
PRINCIPAL

Principal

Presence

20/

Prof. K. Umesh Shetty  
Principal

Ms. Chethan Shetty  
Vice-Principal.

Mrs. Veena V. Bhat

Ms. Rajesh Shetty

Mr. Rakshith Rao

Mrs. Preeti Hegde

Ms. Satish Shetty

Ms. Shivaraj C

Mrs. Prathwishai G. Shetty

Ms. Suchma Kumar

Ms. Malathi

Ms. Yogesh

Ms. Sathish Kanchan

Ms. Santhosh A Shetty

Ms. Swathi R

Ms. Dhanashu M. Kirin

Ms. Asha Shetty

Ms. Annappa Shetty

Mrs. Sowmya. S

Mrs. Nanda Rai

Mrs. Avitha Corea

Mrs. Thikkalaxmi. M. K.

Ms. Hareesh B.

Mrs. Nisha Shetty

Ms. Sudhakar P

Mrs. Jyothi Megaveera

Ms. Praun Mognusa

Ms. Amratha

Ms. Deepika G.

Ms. Rasik Kumar

Mrs. Ruhma Shetty

Ms. Sukumar Shetty

Ms. Praveena Mahabala Prudh

Dr. Deepa

Mrs. Sudhakshina. R. Udupa

Ms. Shylsh B.C

Ms. Vanitha G.

Ms. Sowmya N.

Ms. Vinitha S. Ganiga

Ms. Trivarna

Ms. Nirusha Anand Shetty

Ms. Sheugowri

Ms. Charitha

Ms. Deekshitha U.G.

Mrs. Shubha

Ms. Ranjith T.N

Mrs. Shwetha U.

Mr. Nagaraj N

## Meeting

Date: 7.05.2021

Time: 9 am - 11 am.

Venue: Google meet.

Agenda:


- \* Online classes (Even semester)
- \* Commencement of II Term 10/05/2021.
- \* IA exams at end of the even semester.

Proceedings:

The inevitable situation due to COVID-II wave, has changed the dimension of Teaching-learning and hence classes of Even semester for all streams decided to begin via 'online' from May 10, 2021. Accordingly the faculties are advised to make necessary arrangements for conducting the classes as per the regular time-table.

The University protocol insist to conduct the IA exam through online in the last week of June and hence faculties advised to maintain the tempo of speed towards completion of the syllabus.

It was being brought to the notice of the teachers that, the feedback from the students on completion of syllabus and effectiveness of teaching will be collected. Hence, teachers are advised to take the challenge as an opportunity.



PRINCIPAL

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

Presence

Prof. J. Umesh Shetty  
Principal

Mr. Chethan Shetty  
Vice-Principal

Mrs. Veena V Bhat

Mr. Rajesh Shetty

Mr. Rakesh Rao

Mrs. Preeti Hegde

Mr. Satish Shetty

Mr. Shivaraj C

Mrs. Prithvika G Shetty

Mr. Sudhar Jumar

Ms. Malathi

Mr. Yogesh Yygar

Mrs. Swathi R

Ms. Shashree M Jirni

Ms. Akha Shetty

Mrs. Nanda Reddy

Mrs. Anitha Cornea

Mrs. Thilakalaxmi M. J.

Mr. Haresha B

Mrs. Nilha Shetty

Mr. Sudhakar P

Mrs. Jyothi Mogavera

Mr. Praveen Mogavera

Ms. Anasatha Amr

Mrs. Deepika G

Mrs. Leelima Shetty

Mr. Sulekumar Shetty

Ms. Prareena Mahabala Pojary

Dr. Deefa V

Ms. Soumya N

Mrs. Vanitha G

Mr. Trivarna

Ms. Prathiba

Ms. Sushmitha

Mr. Sujay

Mrs. Lona D'Souza

Ms. Vinitha S. Ganigara

Ms. Nirusha Arund Shetty

Ms. Chaitra

Ms. Deepshikha U.G.

Mrs. Shusha SCL

Mr. Ranjith T.N.

Mrs. Shwetha E

Mr. Nagaraj N

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MEETING

Date : 12.11.2021

Venue : 002 Room no.

Time : 4.05 pm.

Agenda:

- \* List of subjects to be taught
- \* New admission and Re-admissions.
- \* Maintenance of Work Diaries and Attendance Registers.
- \* E-campus software
- \* Faculty profile - updation & submission
- \* NAAC documentation.
- \* Faculty discipline
- \* Student discipline.
- \* Additional courses to the students apart from regular ECCU forums.
- \* Other matter.

Proceedings :

The HODs of all the Departments are requested to submit the list of subjects to be taught during the AY 2021-22.

The process of Re-admissions and New-admissions are being thought of re-diluting. For this purpose faculty advice being taken.

The importance of proper maintenance of Work Diaries and Attendance Registers being explained and advised to bring it in practice.

The system of Amis - a step towards E-campus software being communicated and all the faculties requested to utilize the same.

The faculty profile updation and submission to the office being made mandatory with a week of re-opening new Academic Year.

The NAAC documentation was discussed and clarified the queries being asked.

The 'student discipline' most of the time depends on 'teacher discipline'. Hence each faculty required to maintain the same.

# Meeting

Date: 17-12-2021

Time: 4.15 pm

Venue: 002

Presence:

Prof. K. Umesh Shetty

Principal

Mr. Chethan Shetty: Vice Principal.

Ms. Veena V. Bhat	Ms. Amratha
Mr. Rajesh Shetty	Mrs. Deepika G.
Mr. Rakshith Rao	Mr. Sudhakar P.
Mr. Sathish Shetty	Mrs. Jyothi Mogaveera
Ms. Butti Hegde	Ms. Sowmya N.
Mr. Shivasaj E.	Mrs. Vanitha G.
Ms. Prathishree G. Shetty	Ms. Vinitha S. Ganiga
Mr. Sudhir Kumar	Mr. Trivarna
Ms. Malathi	Mr. Sujay
Mr. Yogesh	Ms. Prathibha Shetty
Mr. Sathish Kanchar	Ms. Nirusha Shetty
Ms. Asha Shetty	Mrs. Chaithra
Ms. Swasthi R. Shetty	Ms. Chaithra
Ms. Dhanashree M. Kini	Ms. Dukshitha U.G.
Ms. Sushmitha S.	Ms. Rakshitha Shetty
Mrs. Nanda Rai	Mrs. Shubha Adiga
Mrs. Avitha M. Correa	Mr. Ranjith T.N.
Mrs. Thilabalakshmi M. K	Mr. Mahesh Naik
Mr. Harsha B.	Mr. Nagaraj. N.
Mrs. Nisha Shetty	Mrs. Renuka
Mrs. Kishna Shetty	Mr. Praveen Mogaveera
Mr. Sukumar Shetty	
Ms. Praveena Mahakala Poojary	
Dr. Deepa	
Mr. Ganesh Bhat	
Mrs. Lona D'souza	

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## Meeting:

Date: 17.12.2021

Time: 4.15 pm.

Venue: 002 Room No.Agenda:

- \* Christmas celebration
- \* Irregularity of students to the class.
- \* First IA Examination.
- \* Any other matter.

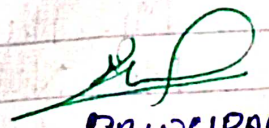
Proceedings:

On the eve of Christmas Festival, the celebration of the same at the college, was vested to the Dept. of English. The secret Santa was decided to maintain.

The irregularity of the students to the class is noticed and teachers have instructed to monitor the attendance through AMS only and also asked to submit the shortage of attendance list to the office at the December month.

The first Internal Examination was decided to conduct from January 1, 2022. The examination would be of 1 hour duration and the marks have advised to reduced proportionately.

The teachers have advised to maintain punctuality, self discipline and good personal attire.



PRINCIPAL  
Principal

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

Meeting

Date: 13/01/2022

Time: 4.15 pm

Venue: Room No. 002

Presence:

Prof. K. Umesh Shetty

Principal

Mr. Chethan Shetty : Vice Principal

Mrs. Veena V. Bhat

Mr. Kajesh Shetty

Mr. Rakshith Rao

Mr. Sathish Shetty

Mrs. Prati Hegde

Mr. Shivasaj

Mrs. Prathvishree G. Shetty

Mr. Sudhis Kumar

Ms. Malathi

Mr. Yogesh

Mr. Sathish Kanchar

Ms. Asha Shetty

Mrs. Swasthi R. Shetty

Ms. Dhanashree M. Kini

Ms. Sushmitha S

Mrs. Nanda Kai

Mrs. Avitha M. Correa

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Mrs. Chaitra

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Ms. Deekshitha U.C.

Ms. Rakshitha

Ms. Shubha Adiga

Mr. Ranjith T.N.

Mr. Mahesh Naik

Mr. Nagaraj N.

Mrs. Renuka

Mr. Praveen Mogavera

Mrs. Revathi, D

Date: 13.01.2022.

Agenda:

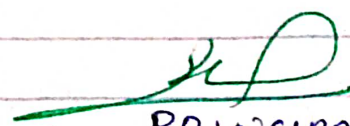
1. Enquiry on NAAC preparation.
2. Need for online class.
3. Enquiry on syllabus completion.

The Principal initiated to enquire on the NAAC preparation. In this regard, he asked the Criterion Heads to give a list of documents to be prepared under their respective criteria.- indicators wise.

The Criterion wise presentation was planned to hold from Jan 17, 2022 and the heads have asked to make required preparation.

Due to the weekend curfew, the holidays on Saturdays till the next notice was announced and the subject teachers asked to prepare and intimated to conduct the online classes.

The firm completion of syllabus on time was anticipated from the faculty and hence, all faculty members requested to restrict their syllabus completion by the third week of February.

  
PRINCIPAL  
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Dr. B.B. Hegde First Grade Coll  
Kundapura -576201