



M.N. DEGREE COLLEGE

Sponsored by: North Bangalore Educational Trust

Kammagondanahalli , Bangalore - 560 015.

2014-15 to 2017-18

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meetings

Establishment and Monitoring of the Internal Quality Assurance Cell (IQAC)

Introduction

In September 1994, UGC established an autonomous body called National Assessment and Accreditation Council (NAAC) to monitor standards of the higher educational Institutions and for performance evaluation, assessment and accreditation of Universities and Colleges in the Country.

The prime objective of National Assessment and Accreditation Council or National Board of Accreditation is to Assess and Accredite Institutions of higher learning with an objective of helping them to work continuously to improve the quality of education. Higher Education Institutes are also motivated to establish their own internal mechanisms for sustenance assurance and enhancement of the quality culture of education imparted by them. Much Higher Education Institutes have established the Internal Quality Assurance Cell (IQAC) as a post accreditation Quality sustenance activity. Similarly, IQAC is being established in **M N Degree College** to ensure quality in its functioning.

Goals of IQAC

- 1 To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of **M.N Degree College**.
- 2 To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Functions of IQAC

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institute
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on the various quality parameters of higher education

- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various activities of the institutes, leading to quality improvement
- Acting as a nodal agency of the institutes for coordinating quality-related activities, including adoption and dissemination of good practices
- Development and maintenance of Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality
- Development of Quality Culture in institutes
- Preparation of the Annual Quality Assurance Report (AQAR) of M.N. Degree College based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format
- Bi-annual development of Quality Radars (QRs) and Ranking of Integral Units of M.N. Degree College based on the AQAR
- Interaction with SQACs in the pre and post accreditation quality assessment, sustenance and enhancement endeavors

Composition of the IQAC

The first governing body meet of M.N. Degree IQAC was held on **5th July 2014** and the following members were present.

Chairperson:

1. Mr. Devendra Kumar Pathak

Members (Senior Faculties of MNDC):

1. Mr. Iranna Nayak
2. Mr. Narasimha B Kale
3. Mr. Ananda
4. Mrs. Chitira Devi
5. Mrs. Sowbhagyawadi

External Expert Members:

1. Dr. Srinivas Murthy

NAAC Coordinator: Mrs. Prema Kumari

All the members were welcomed by NAAC Coordinator **Mrs. Prema Kumari** and the goals and functions of the IQAC was explained. It was proposed that the IQAC meeting shall be conducted, at least once in 3 months. It was shared that the agenda, minutes and Action taken reports were to be documented with official signatures and maintained electronically in a retrievable format.

Minutes of IQAC Meeting

Meeting 1:- July 5th 2014

AY: 2014-15

1. Work and Improve on the 'Areas of improvements' identified by the NAAC peer team during their visit.
2. Plan of activities(Academic/Co-curricular),Innovative practices, Interdisciplinary activities
3. Reforms in teaching and testing practices
4. Faculty development programme
5. Conferences, seminars and workshops
6. Research related activities (publications, Ph.D.)
7. Activities related to industry(Planning and conduct of activities),collaboration
8. Library improvement
9. Placement improvement
10. Teaching aids, ICT, Computer labs, Internet, WIFI etc
11. Alumni association support
12. Sports facility
13. Guidance and counseling cell

Benefits of IQAC

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement
- Ensure internalization of the quality culture
- Ensure enhancement and integration among the various activities of the institution and institutionalize good practices
- Provide a sound basis for decision-making to improve institutional functioning
- Act as a dynamic system for quality improvements in the institute.

Website of IQAC. IQAC has been given a link on the website of the institute www.mndcbangalore.org Names of the appointments of the cell, their contact details and the activities of IQAC will be displayed on the website.

NAAC Co-ordinator

Chairperson

Minutes of IQAC Meeting

Meeting 2:- Sep 25th 2014

AY: 2014-15

Agenda: To implement Feedback system in the College in order to raise the quality of teaching.

1. The IQAC Coordinator explained the importance of Feedback to all the department heads and members of the IQAC.
2. It was decided that the feedback shall be taken from -
 - ✓ **Students**
 - ✓ **Alumni**
 - ✓ **Parents**
3. Following parameters were discussed for alumni feedback form:-
 - ✓ **College Infrastructure**
 - ✓ **Achievements**
 - ✓ **Contribution of college towards their vision**
 - ✓ **Willingness to deliver guest lecturers/motivational talks**
4. Following parameters were discussed for parent feedback form:-
 - ✓ **Teaching-Learning Environment**
 - ✓ **Value based education**
 - ✓ **Discipline practices**
 - ✓ **Response and communication with the college**
 - ✓ **Provision of career oriented programs**
5. It has been decided that the feedback and analysis will be done annually.
6. A recommendation to install suggestion/complaint boxes in all the floors to address any issues immediately was made.

Action Taken:

1. Formats are prepared and forwarded to all the Department heads.

Chairperson :

1. Mr. Devendra Kumar Pathak

Members (Senior Faculties of MNDC):

1. Mr. Iranna Nayak
2. Mr. Narasimha B Kale
3. Mr. Ananda
4. Mrs. Chitira Devi
5. Mrs. Sowbhagyawadi

External Expert Member:

1. Dr. Srinivas Murthy

NAAC Coordinator: Mrs. Prema Kumari

Minutes of IQAC Meeting

Meeting 3:- Feb 7th, 2015

AY: 2014-15

Agenda: To implement ICT teaching methodology for the Commerce & Management students.

1. The HOD of Commerce & Management department has requested the IQAC to implement the ICT Aids in the Business Lab.
2. The requirement of the same has been discussed with IQAC members and the necessity of the Projector was established.

Action Taken:

- 1 IQAC formally requested the Management and Principal to install a Projector and computer to implement ICT teaching Methodology in the Business lab. The Management has approved the same and Business lab is operational with ICT teaching Aid.

Chairperson:

1. Mr. Devendra Kumar Pathak

Members (Senior Faculties of MNDC):

1. Mr. Iranna Nayak
2. Mr. Narasimha B Kale (On leave)
3. Mr. Ananda
4. Mrs. Chitira Devi
5. Mrs. Sowbhagyawadi (OOD- University Valuation)

External Expert Member:

1. Dr. Srinivas Murthy

NAAC Coordinator: Mrs. Prema Kumari

Minutes of IQAC Meeting

Meeting 1:- June 26th, 2015

AY: 2015-16

Agenda: To get additional rooms for BBA and BCOM students to conduct classes and one big room for business lab in the newly constructed building.

1. The HOD of Commerce & Management department has requested the IQAC to allot the Classrooms and a Business lab for BCOM& BBA students in the newly constructed building in the campus.
2. The requirement for the same has been discussed with IQAC members and confirmed the necessity of the new rooms.

Action Taken:

- 1 IQAC formally requested the Management and Principal to provide the Classrooms and Business lab.
- 2 Management has agreed for the same and confirmed that the Class rooms and Business lab will be operational in next 3 months.

Chairperson:

1. Mr. Devendra Kumar Pathak

Members (Senior Faculties of MNDC):

1. Mr. Iranna Nayak
2. Mr. Narasimha B Kale
3. Mr. Ananda
4. Mrs. Chitira Devi
5. Mrs. Sowbhagyawadi

External Expert Member:

1. Mr. T.S Rajgopal

NAAC Coordinator: Mrs. Prema Kumari

Minutes of IQAC Meeting

Meeting 2:- October 10, 2015

AY: 2015-16

Agenda: To establish Women's grievance redressal cell in the College.

1. The IQAC called for a meeting to safeguard the rights of female students, faculty and staff members.
2. To provide a platform for listening to complaints and **redressal of grievances.**
3. To integrate hygiene habits and ensure a healthy atmosphere in and around the college.
4. The requirement of the same has been discussed with IQAC members.

Action Taken:

1. Women's grievance redressal cell is formed and operational in the IQAC office.

Chairperson:

1. Mr. Devendra Kumar Pathak

Members (Senior Faculties of MNDC):

1. Mr. Iranna Nayak
2. Mr. Narasimha B Kale
3. Mr. Ananda
4. Mrs. Chitira Devi
5. Mrs. Sowbhagyawadi

External Expert Members:

1. Mr. T.S Rajgopal

NAAC Coordinator: Mrs. Prema Kumari

Minutes of IQAC Meeting

Meeting 3:- Jan 30th, 2016

AY: 2015-16

Agenda: To introduce BA course from Bangalore university in our College.

1. Minutes of previous meeting were confirmed.
2. Addition of BA course from Bangalore University along with the existing courses.
3. The Office superintendent was instructed to check the affiliation process from the Bangalore University and start the process in coordination with the Accounts department.
4. Discussed about the recruitment of new faculty members for the BA Course.

Action Taken:

- 1 Applied for the BA Affiliation Course and started from 2014-15 AY.

Chairperson:

1. Mr. Devendra Kumar Pathak

Members (Senior Faculties of MNDC):

1. Mr. Iranna Nayak
2. Mr. Narasimha B Kale
3. Mr. Ananda
4. Mrs. Chitira Devi
5. Mrs. Sowbhagyawadi

External Expert Members:

1. Mr. T.S Rajgopal

NAAC Coordinator: Mrs. Prema Kumari

Minutes of IQAC Meeting

Meeting 4: April 30th, 2016

AY: 2015-16

Agenda: To discuss about “Improvement of admission in the College”

1. Minutes of previous meeting were confirmed.
2. Suggestions and strategies were asked from the members of the IQAC.

Action taken:

1. Banners to be installed on the streets of nearby areas of the college
2. Ads in the BMTTC Bus and TV.

Chairperson:

1. Mr. Devendra Kumar Pathak

Members (Senior Faculties of MNDC):

2. Mr. Iranna Nayak
3. Mr. Narasimha B Kale
4. Mr. Ananda
5. Mrs. Chitira Devi
6. Mrs. Sowbhagyawadi

External Expert Members:

1. Mr. T.S Rajgopal

NAAC Coordinator: Mrs. Prema Kumari

Minutes of IQAC Meeting

Meeting 1:- July 2nd, 2016

AY: 2016-17

Agenda: To establish Counseling cell in the College.

1. Importance, roles and functions of Counseling Cell were presented to the members of the IQAC by the Coordinator.
2. The constitution of the Counseling Cell is a part of our incessant effort to create a conducive atmosphere. This cell, consisting of trained and experienced faculty, deals with non-academic grievances, while mentors sort out academic matters.
3. Reviewed the reports of different committees of the college for setting the benchmarks/parameters for the various academic, administrative, research and extension activities of the college.

Action Taken

1. A recommendation to appoint a counselor was made by the team

Chairperson:

1. Mr. Devendra Kumar Pathak

Members (Senior Faculties of MNDC):

1. Mr. Iranna Nayak
2. Mr. Narasimha B Kale
3. Mr. Ananda
4. Mrs. Kathyayini
5. Mrs. Sowbhagyawadi

External Expert Members:

1. Mr. T.S Rajgopal

NAAC Coordinator: Mrs. Chitira Devi

Minutes of IQAC Meeting

Meeting 2: Sep 27th, 2016

AY: 2016-17

Agenda: To Conduct seminars/FDP/MDP in our college.

1. Minutes of previous meeting were confirmed.
2. With the permission of chair, it was decided to conduct few seminars/FDP/MDP for the faculty and students of our college
3. A FDP organizing Committee was set up to seminars/FDP related activities in the college involving and benefitting both students and faculty. Mrs.Katyayini was appointed as the convener for the same.

Action Taken:

1. Mrs.Katyayini was appointed as the convener for the same and search for the resource person to conduct seminars/FDP.

Chairperson:

1. Mr. Devendra Kumar Pathak

Members (Senior Faculties of MNDC):

2. Mr. Iranna Nayak
3. Mr. Narasimha B Kale
4. Mr.Ananda
5. Mrs. Kathyayini
6. Mrs. Sowbhagyawadi

External Expert Members:

1. Mr. T.S Rajgopal

NAAC Coordinator: Mrs. Chitira Devi

Minutes of IQAC Meeting

Meeting 3: Jan 6th 2017

AY: 2016-17

Agenda: To provide E- Library for the students.

1. Minutes of previous meeting were confirmed.
2. To acquire, organize and provide access to various kinds of information sources including e-books, e-journals, articles, etc both in print and electronic forms and provide excellent IT based information e-library is essential to the students.
3. The Chair has decided to get subscription of Del net to establish E-Library in the college.

Action Taken: Del net was subscribed for the College, implemented the Del Net Library in the Library Computers.

Chairperson:

1. Mr. Devendra Kumar Pathak

Members (Senior Faculties of MNDC):

2. Mr. Iranna Nayak
3. Mr. Narasimha B Kale
4. Mr. Ananda
5. Mrs. Kathyayini
6. Mrs. Sowbhagyawadi

External Expert Members:

1. Mr. T.S Rajgopal

NAAC Coordinator: Mrs. Chitira Devi

Minutes of IQAC Meeting

Meeting 4: April 20th 2017

AY: 2016-17

Agenda: To upgrade the existing Computer hardware and software's in the computer lab.

1. Minutes of previous meeting were confirmed.
2. To meet and keep up to the latest computer configurations, it is necessary to upgrade our computers' both hard ware and software's.
3. The HOD of BCA Dept has requested the IQAC to upgrade the RAM capacity of the computers from 2 GB to 4 GB and to purchase Licensed Windows 10 Operating system.
4. The chair has decided to propose the same to the Management of the institution.

Action Taken: Intel I3 computer's RAM Upgraded to 4 GB and licensed Windows 10 operating system has been purchased for 15 computers.

Chairperson:

1. Mr. Devendra Kumar Pathak

Members (Senior Faculties of MNDC):

2. Mr. Iranna Nayak
3. Mr. Narasimha B Kale
4. Mr. Ananda
5. Mrs. Kathyayini
6. Mrs. Sowbhagyawadi

External Expert Members:

1. Mr. T.S Rajgopal

NAAC Coordinator: Mrs. Chitira Devi

Minutes of IQAC Meeting

Meeting 1: July 14th 2017

AY: 2017-18

Agenda: To Organize Certificate programmes or add on courses for BCOM, BBA and BCA students.

1. Minutes of previous meeting were confirmed.
2. With the permission of chair, it's been decided to organize few Certificate programmes or add on courses for BCOM, BBA and BCA students.
3. Suggestions were asked from the HODS of all the departments.
4. It was decided that to organize the following courses in the coming days.
 - ✓ Advanced Microsoft Excel
 - ✓ Python Programming
 - ✓ Cloud Computing

Action Taken: Advance Microsoft Excel and Python Programming Certificate programmes are conducted in our institution. The supporting documents are available in the office records.

Chairperson:

1. Mr. Devendra Kumar Pathak

Members (Senior Faculties of MNDC):

2. Mr. Iranna Nayak
3. Mr. Narasimha B Kale
4. Mr. Ananda
5. Mrs. Kathyayini
6. Mrs. Sowbhagyawadi

External Expert Members:

1. Mr. T.S Rajgopal

NAAC Coordinator: Mrs. Chitira Devi

Minutes of IQAC Meeting

Meeting 2: Sep 28th, 2017

AY: 2017-18

Agenda: To implement ICT teaching methodology for the Commerce & Management students in the Classrooms.

1. The HOD of Commerce & Management department has requested the IQAC to implement the ICT teaching Aids in the V and VI Semester of BCOM Class Room.
2. The requirement has been discussed with IQAC members and confirmed the necessity of the Projector.

Action Taken:

1. IQAC formally requested the Management and Principal to Install a Projector and computer to implement ICT teaching Methodology in the V and VI Semester of BCOM Classroom.

Chairperson:

1. Mr. Devendra Kumar Pathak

Members (Senior Faculties of MNDC):

2. Mr. Iranna Nayak
3. Mr. Narasimha B Kale
4. Mr. Ananda
5. Mrs. Kathyayini
6. Mrs. Sowbhagyawadi

External Expert Members:

1. Mr. T.S Rajgopal

NAAC Coordinator: Mrs. Chitira Devi

Minutes of IQAC Meeting

Meeting 3: Dec 20th, 2017

AY: 2017-18

Agenda: To Establish Dr.B.R Ambedkar Study centre in our college as per Bangalore university Circular.

1. The Coordinator briefed about the Circular regarding establishment of **Dr.B. R Ambedkar Study Centre in our college.**
2. It has been decided that study centre should be a dedicated room with the required infrastructure and the Books of **Dr.B.R Ambedkar.**

Action Taken:

1. IQAC formally requested the Management and Principal to Establish Dr.B.R Ambedkar Study centre in our college. Now it is Operational next to Principal's office.

Chairperson:

1. Mr. Devendra Kumar Pathak

Members (Senior Faculties of MNDC):

2. Mr. Iranna Nayak
3. Mr. Narasimha B Kale
4. Mr. Ananda
5. Mrs. Kathyayini
6. Mrs. Sowbhagyawadi

External Expert Members:

1. Mr. T.S Rajgopal

NAAC Coordinator: Mrs. Chitira Devi

Minutes of IQAC Meeting

Meeting 4: April 30th, 2018

AY: 2017-18

Agenda: To Organize Six sigma and SAP Certificate programmes or add on courses for BCOM, BBA and BCA students.

1. Minutes of previous meeting were confirmed.
2. With the permission of chair, it's been decided to organize few Certificate programmes or add on courses for BCOM, BBA and BCA students.
3. Suggestions were asked from the HODS of all the departments.
4. It was decided that to organize the following courses in the coming days.
 - ✓ Six sigma
 - ✓ SAP FICO Module

Action Taken: Six sigma and SAP FICO module Certificate programmes are conducted in our institution. The supporting documents are available in the office records.

Chairperson:

1. Mr. Devendra Kumar Pathak

Members (Senior Faculties of MNDC):

2. Mr. Iranna Nayak
3. Mr. Narasimha B Kale
4. Mr. Ananda
5. Mrs. Kathyayini
6. Mrs. Sowbhagyawadi

External Expert Members:

1. Mr. T.S Rajgopal

NAAC Coordinator: Mrs. Chitira Devi