

**LAL BAHADUR ARTS, SCIENCE & S B
SOLABANNA SHETTY COMMERCE COLLEGE,
(AUTONOMOUS)**

**SAGARA 577401
SHIVAMOGGA DT., KARNATAKA STATE**

INTERNAL QUALITY ASSURANCE CELL

**PROCEEDINGS & RESOLUTIONS OF THE
MEETINGS**

2013 – 14

**LAL BAHADUR ARTS, SCIENCE & S B SOLABANNA SHETTY
COMMERCE COLLEGE (AUTONOMOUS), SAGARA**

INTERNAL QUALITY ASSURANCE CELL

MEETING NOTICE

It is being brought to the notice of all the members that the first meeting of the Internal Quality Assurance Cell of the College for the year 2013-14 has been convened on 12th June 2013 at 2.30 pm in the Principal's chambers. Members are requested to attend the meeting and contribute to its proceedings and success.

MEETING AGENDA

1. Welcome
2. Reading and Recording the meeting notice
3. Reading and recording the Proceedings & Resolutions of the previous meeting.
4. Discussing the plan of action of IQAC for the academic year 2013-14.
5. Discussing nature and schedule of events to be conducted by the college in the present year
6. Planning the conduct of seminars/workshops.
7. Any other matter, with the permission of the Chair
8. Vote of thanks

MEMBERS

| Sl. No. | Name | Designation | Signature |
|----------------|----------------------|--------------------|------------------|
| 1 | B C Shashidhar | Principal | |
| 2 | Dr. H M Shivakumar | Member Secretary | |
| 3 | Ibrahim Byari | Member | |
| 4 | Dr. J M Bhandari | Member | |
| 5 | Jadhav Jasavant Rao | Member | |
| 6 | P V Subraya | Member | |
| 7 | I G Prakash | Member | |
| 8 | Pradeep Prabhu K | Member | |
| 9 | Dayananda P | Member | |
| 10 | Santosh Prabhu | Alumni | |
| 11 | Dr. Shashikar Shetty | Local Society | |
| 12 | Guruprasad K | Industry Nominee | |

IQAC Coordinator

Principal

MINUTES OF THE MEETING HELD ON 12TH JUNE 2013

The first meeting of the Internal Quality Assurance Cell for the year 2013-14 was held on 12th June 2013 at 2.30 pm in the Principal's chambers. Shashidhara B C, Principal, chaired the meeting.

| Sl. No. | Agenda | Proceedings & Resolutions |
|---------|--|---|
| 1 | Welcome | The IQAC Coordinator welcomed all the members |
| 2 | Reading and recording the meeting notice | Read and recorded |
| 3 | Reading and recording minutes of the previous meeting | Read and recorded |
| 4 | Discussing the preparation of the plan of action of IQAC for the academic year 2013-14 | It was resolved to prepare a plan of action of IQAC for the academic year 2013-14 |
| 5 | Preparation of program schedules of different departments | It was resolved that different departments their program schedules and submit them to the IQAC Coordinator in about 15 days |
| 6 | Discussing the holding of seminars/workshops | It was advised that the various departments plan the conduct of seminars/ workshops in the coming months |
| 7 | Any other matter with the permission of the chair | The Chairperson requested the members to hold regular co-curricular activities through the IQAC |
| 8 | Vote of thanks | Dr. Shivakumar H M, IQAC Coordinator extended the vote of thanks |

MEMBERS PRESENT

| Sl. No. | Name | Designation | Signature |
|---------|----------------------|------------------|-----------|
| 1 | B C Shashidhar | Principal | |
| 2 | Dr. H M Shivakumar | Member Secretary | |
| 3 | Ibrahim Byari | Member | |
| 4 | Dr. J M Bhandari | Member | |
| 5 | Jadhav Jasavant Rao | Member | |
| 6 | P V Subraya | Member | |
| 7 | I G Prakash | Member | |
| 8 | Pradeep Prabhu K | Member | |
| 9 | Dayananda P | Member | |
| 10 | Santosh Prabhu | Alumni | |
| 11 | Dr. Shashikar Shetty | Local Society | |
| 12 | Guruprasad K | Industry Nominee | |

IQAC Coordinator

Principal

**LAL BAHADUR ARTS, SCIENCE & S B SOLABANNA SHETTY
COMMERCE COLLEGE (AUTONOMOUS), SAGARA**

INTERNAL QUALITY ASSURANCE CELL

MEETING NOTICE

The second meeting of the Internal Quality Assurance Cell of the College for the year 2013-14 has been convened on 17th May 2014 at 3 pm in the IQAC room. All the members are requested to attend the meeting.

MEETING AGENDA

1. Welcome
2. Reading and Recording the meeting notice
3. Reading and recording the Proceedings & Resolutions of the previous meeting.
4. Discussing the plan of action of IQAC for the year and its expected outcome
5. Discussing the modalities of the Mentoring system
6. Monitoring the NAAC work
7. Any other matter, with the permission of the Chair
8. Vote of thanks

MEMBERS

| Sl.No. | Name | Designation | Signature |
|---------------|----------------------|--------------------|------------------|
| 1 | B C Shashidhar | Principal | |
| 2 | Dr. H M Shivakumar | Member Secretary | |
| 3 | Ibrahim Byari | Member | |
| 4 | Dr. J M Bhandari | Member | |
| 5 | Jadhav Jasavant Rao | Member | |
| 6 | P V Subraya | Member | |
| 7 | I G Prakash | Member | |
| 8 | Pradeep Prabhu K | Member | |
| 9 | Dayananda P | Member | |
| 10 | Santosh Prabhu | Alumni | |
| 11 | Dr. Shashikar Shetty | Local Society | |
| 12 | Guruprasad K | Industry Nominee | |

IQAC Coordinator

Principal

MINUTES OF THE MEETING HELD ON 17TH MAY 2014

Minutes of the second meeting of IQAC held on 17th May 2014 at 3 pm in the IQAC room with B C Shashidhar, Principal, in the Chair.

| Sl. No. | Agenda | Proceedings & Resolutions |
|---------|--|---|
| 1 | Welcome | The IQAC Coordinator welcomed all the members |
| 2 | Reading and recording the meeting notice | Read and recorded |
| 3 | Reading and recording the Proceedings & Resolutions of the previous meeting | Read and recorded |
| 4 | Discussing the execution of the plan of action of IQAC for 2013-14 and its outcome | The execution of the Plan of action was discussed and the outcome was found to be satisfactory. Reviews were held of the various co-curricular activities held during the past year, such as student orientation program, career guidance, personality development program, NCC & NSS activities, various cultural programs through student forum, etc. Suggestions were given by several members for further improvement |
| 5 | Discussing modalities of the Mentoring system | It was decided to continue the Mentor system, to assign a specific teacher as mentor to each class, to have consultations if needed with parents of students who have poor attendance, low academic performance and interest |
| 6 | Monitoring the work related to the NAAC process | It was resolved to monitor work related to the NAAC process by visiting all the departments and collecting information about their preparations |
| 7 | Any other matter with the permission of the chair | Nil |
| 8 | Vote of thanks | Dr. Shivakumar H M, IQAC Coordinator extended the vote of thanks |

MEMBERS PRESENT

| Sl. No. | Name | Designation | Signature |
|---------|----------------------|------------------|-----------|
| 1 | B C Shashidhar | Principal | |
| 2 | Dr. H M Shivakumar | Member Secretary | |
| 3 | Ibrahim Byari | Member | |
| 4 | Dr. J M Bhandari | Member | |
| 5 | Jadhav Jasavant Rao | Member | |
| 6 | P V Subraya | Member | |
| 7 | I G Prakash | Member | |
| 8 | Pradeep Prabhu K | Member | |
| 9 | Dayananda P | Member | |
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IQAC Coordinator

Principal