

INTERNAL QUALITY ASSURANCE CELL (IQAC)
MAHATMA GANDHI MEMORIAL COLLEGE, UDUPI – 576102.

MINUTES OF THE MEETING OF THE IQAC COMMITTEE

Date: 9 July 2018, Monday, 3.30 p.m. Venue: Conference Hall

Members present:

- Principal
- Members of the IQAC
- IQAC Co-ordinator
- Members of the Sub-committees / Academic & Administrative Action-plan Committee

Agenda:

1. Welcome, opening remarks and reading of the agenda
2. Approval of the minutes and action taken report of the previous meeting
3. Discussion on
 - i) Department/Club activity plan for AY – 2018-19.
 - ii) Department profile
 - iii) Result Sheet.
4. Any other matter

Minutes:

At the outset the IQAC Coordinator welcomed the members of the IQAC and the members of the sub-committee / A&A Action-plan Committee under the IQAC. The meeting was briefed about the proceedings and action taken details of the previous meeting.

The importance of planning, execution and data collection for the successful documentation was explained by the Coordinator. After the discussion, the following recommendations were made –

- i) All the departments/clubs are required to submit the departmental activity plans in the prescribed format both as hard copy and soft copy.
- ii) The departments are required to update the departmental profiles accordingly.
- iii) The result analysis should be done in the prescribed format by the respective departments.

As there were no other matters, the meeting concluded with the vote of thanks by the Coordinator.

Mr. Arun Kumar B
Coordinator, IQAC

Dr. M. G. Vijaya
Principal

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ACTION TAKEN REPORT (of the meeting dt. 9-7-2018)

Recommendations	Action Taken	Remarks
All the departments/clubs are required to submit the departmental activity plans in the prescribed format both as hard copy and soft copy.	done	The departments should ensure the implementation of the same
The departments are required to update the departmental profiles accordingly	done	Meetings at the team level may be held
The result analysis should be done in the prescribed format by the respective departments	The work has started	Progress seen

Mr. Arun Kumar B
Coordinator, IQAC

Dr. M. G. Vijaya
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INTERNAL QUALITY ASSURANCE CELL (IQAC)
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MINUTES OF THE MEETING OF THE IQAC COMMITTEE
Date: 16 October 2018, Tuesday, 3.00 p.m. Venue: Conference Hall

Members present:

- Principal
- Members of the IQAC
- IQAC Co-ordinator
- Members of the Sub-committees / Academic & Administrative Action-plan Committee

Agenda:

1. Welcome, opening remarks and reading of the agenda
2. Approval of the minutes and action taken report of the previous meeting
3. Discussion on
 - i) Department/Club activity report.
 - ii) Photo documentation
 - iii) Value addition programmes/seminars/workshop plans
4. Any other matter

Minutes:

At the outset the IQAC Coordinator welcomed the members of the IQAC and the members of the sub-committee / A&A Action-plan Committee under the IQAC. The meeting was briefed about the proceedings and action taken details of the previous meeting.

The meeting reviewed the activities under the IQAC and the agenda was discussed point-by-point. After the discussion, the following recommendations were made –

- i) All the departments/clubs were asked to submit the progress report on departmental activities in the prescribed format both as hard copy and soft copy.
- ii) The departments were asked to submit the photographs of the activities for photo documentation.
- iii) The departments were asked to come up with plans for conducting value addition programs/workshops/seminars for the even semester.

As there were no other matters, the meeting concluded with the vote of thanks by the Coordinator.

Mr. Arun Kumar B
Coordinator, IQAC

Dr. M. G. Vijaya
Principal

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ACTION TAKEN REPORT (of the meeting dt. 16-10-2018)

Recommendations	Action Taken	Remarks
All the departments/clubs were asked to submit the progress report on departmental activities in the prescribed format both as hard copy and soft copy	done	The departments were advised to maintain uniformity
The departments were asked to submit the photographs of the activities for photo documentation	done	Photographs on the website may be renewed
The departments were asked to come up with plans for conducting value addition programs/workshops/seminars for the even semester	The departments have come up with their proposals. The department of Journalism has planned to organize a State level interdisciplinary seminar on Indian Cinema. The Commerce department has planned a workshop under their Vocational Conference.	The department of Journalism was advised to include a session on IPR (Intellectual Property Rights) pertaining to making of cinema

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Dr. M. G. Vijaya
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MINUTES OF THE MEETING OF THE IQAC COMMITTEE
Date: 08 March 2019, Friday, 4.00 p.m. Venue: Conference Hall

Members present:

1. Dr. M.G. Vijaya
2. Dr. H. Shantaram
3. Dr. Devidas S Naik
4. Ms. Usharani S Suvarna
5. Mr. Ramesh Karla
6. Mr. Surendranath Shetty
7. Mr. Laxminarayana Karanth
8. Ms. Vinodini B
9. Mr. Vishwanath Pai M
10. Ms. Saraswati T
11. Ms. Jayashree Nayak
12. Mr. Kishore H V
13. Mr. Babu
14. Prof. M L Samaga
15. Mr. Ranjith, SWC
16. Mr. Arun Kumar B – Coordinator

Agenda:

1. Welcome, opening remarks and reading of the agenda
2. Approval of the minutes and action taken report of the previous meeting
3. Discussion on
 - i) The requirements under the new AQAR format
 - ii) Strengthening of the review mechanism
4. Any other matter

Minutes:

At the outset the IQAC Coordinator welcomed the members and rendered the opening remarks along with the agenda. The minutes along with the action taken report was read out and approved.

The new AQAR format was brought to the notice of all the members and the requirements under the new format was discussed. The meeting also stressed upon the need for a review mechanism to be adopted by the IQAC in order to monitor the overall progress.

After a fruitful discussion under the guidance of Dr. H. Shantaram, A.O., AGE, Manipal, and Dr. M. G. Vijaya, Principal, the following recommendations were made –

1. Certificate Courses/Value added courses can be started by a department or by two or more departments.

2. Faculty members need to be motivated to undertake research work. Seed money will be provided to such deserving projects.
3. The staff members should build up a constructive rapport with students and mentor them.
4. Improving the library and lab facilities for the students to enhance their study culture.
5. The Staff Council meeting and the General Staff meetings need to be convened by the Principal to communicate the requirements of new AQAR format.
6. Next meetings for the follow up may be convened under the IQAC on March 29th and April 16th.

As there were no other matters, the meeting concluded with the vote of thanks by the Coordinator.

Mr. Arun Kumar B

Coordinator, IQAC

Dr. M. G. Vijaya

Principal

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ACTION TAKEN REPORT (of the meeting dt. 08-03-2019)

Recommendations	Action Taken	Remarks
Certificate Courses/Value added courses can be started by a department or by two or more departments	Departments advised accordingly	The departments should prepare an action plan
Faculty members need to be motivated to undertake research work. Seed money will be provided to such deserving projects	Advised accordingly	Need for orientation
The staff members should build up a constructive rapport with students and mentor them	Advised accordingly	Progress seen
Improving the library and lab facilities for the students to enhance their study culture	Done	Progress seen
The Staff Council meeting and the General Staff meetings need to be convened by the Principal to communicate the requirements of new AQAR format	Done	Stress upon the need for proper documentation
Next meetings for the follow up may be convened under the IQAC on March 29 th	Done , meeting convened on 29-3-2019	Sub-committees and Academic & Administrative Action-plan Committee involved

Mr. Arun Kumar B
 Coordinator, IQAC

Dr. M. G. Vijaya
 Principal

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MINUTES OF THE MEETING OF THE IQAC COMMITTEE
Date: 29 March 2019, Friday, 3.30 p.m. Venue: Conference Hall

Members present:

- Principal
- Members of the IQAC
- IQAC Co-ordinator
- Members of the Sub-committees / Academic & Administrative Action-plan Committee

Agenda:

5. Welcome, opening remarks and reading of the agenda
6. Approval of the minutes and action taken report of the previous meeting
7. Discussion on
 - iv) Preparation of the AQAR
 - v) Criterion wise data collection and feedback
8. Any other matter

Minutes:

At the outset the IQAC Coordinator welcomed the members of the IQAC and the members of the sub-committee / A&A Action-plan Committee. The opening remarks were rendered along with the agenda. The minutes along with the action taken report was read out and approved.

The Principal enlightened the meeting regarding the importance of data collection for the successful preparation of the new AQAR. After criterion wise discussion, the following recommendations were made –

- iv) A format for data capture may be prepared and distributed to all the HoDs' to collect and record the data of all the departmental activities, student achievements, staff achievements etc.
- v) Criterion wise teams may be formed to collect and amalgamate the data according to the Criterion.
- vi) The collected data should be submitted on or before 16-04-2019 for further discussion.

As there were no other matters, the meeting concluded with the vote of thanks by the Coordinator.

Mr. Arun Kumar B
Coordinator, IQAC

Dr. M. G. Vijaya
Principal

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ACTION TAKEN REPORT (of the meeting dt. 29-03-2019)

Recommendations	Action Taken	Remarks
A format for data capture may be prepared and distributed to all the HoDs' to collect and record the data of all the departmental activities, student achievements, staff achievements etc.	done	The departments should maintain the same
Criterion wise teams may be formed to collect and amalgamate the data according to the Criterion	done	Meetings at the team level may be held
The collected data should be submitted on or before 16-04-2019 for further discussion	yet to be completed	Progress seen

Mr. Arun Kumar B
Coordinator, IQAC

Dr. M. G. Vijaya
Principal

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MINUTES OF THE MEETING OF THE IQAC COMMITTEE
Date: 16 April 2019, Tuesday, 10.00 a.m. Venue: Conference Hall

Members present:

- Principal
- Members of the IQAC
- IQAC Co-ordinator
- Members of the Sub-committees / Academic & Administrative Action-plan Committee

Agenda:

1. Welcome, opening remarks and reading of the agenda
2. Approval of the minutes and action taken report of the previous meeting
3. PPT Presentation by the Criterion wise conveners and discussion on
 - i) Criterion wise documentation
 - ii) Compilation
4. Any other matter

Minutes:

At the outset the IQAC Coordinator welcomed the members of the IQAC and the members of the sub-committee / A&A Action-plan Committee under the IQAC. The meeting was briefed about the proceedings and action taken details of the previous meeting.

The meeting reviewed the activities under the IQAC and the Conveners of the criterion wise teams presented their PPTs and the matter was discussed. The following are recommendations–

- i) The conveners of the criteria were advised to ensure the proper collection of the documentary evidences regarding the activities. All the departments/clubs were asked to prepare a write-up on their activities.
- ii) The reports submitted by the team conveners needs to be compiled by a compilation team with the assistance from respective teams.
- iii) The IQAC members suggested to the Coordinator to conduct separate sessions to discuss about the criteria for the AQAR. And the members of the IQAC advised to convene a meeting of the non-teaching staff in this connection.

As there were no other matters, the meeting concluded with the vote of thanks by the Coordinator.

Mr. Arun Kumar B
Coordinator, IQAC

Dr. M. G. Vijaya
Principal

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ACTION TAKEN REPORT (of the meeting dt. 16-04-2019)

Recommendations	Action Taken	Remarks
The conveners of the criteria were advised to ensure the proper collection of the documentary evidences regarding the activities. All the departments/clubs were asked to prepare a write-up on their activities.	done	The departments were advised to maintain uniformity as per the format
The reports submitted by the team conveners needs to be compiled by a compilation team with the assistance from respective teams	A separate session is scheduled at the conclusion part	Available data may be finalized before compilation
The IQAC members suggested to the Coordinator to conduct separate sessions to discuss about the criteria for the AQAR. And the members of the IQAC advised to convene a meeting of the non-teaching staff in this connection.	Done. A meeting of the Administrative staff and non-teaching staff was held on 14-05-2019. The non-teaching staff were enlightened about the new format and process.	Such meetings need to be continued in regular intervals

Mr. Arun Kumar B
Coordinator, IQAC

Dr. M. G. Vijaya
Principal