

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

MINUTES OF THE MEETING OF THE IQAC COMMITTEE

Date: 28 November 2020, Saturday, 11.00 a.m. Venue: Conference Hall

Members present:

1. Dr. Devidas S Naik, Principal
2. Ms. Usharani S Suvarna
3. Ms. Vinodini B
4. Mr. Ramesh Karla
5. Ms. Saraswati T
6. Mr. Laxminarayana Karanth
7. Dr. Vasumathi Bhat
8. Dr. Vishwanath Pai M
9. Ms. Jayashree Nayak
10. Mr. Vidyanath K
11. Mr. Kishore H V, Librarian
12. Mr. Babu, Manager
13. Prof. M. L. Samaga
14. Mr. Vinith Rao
15. Mr. Arun Kumar B – Coordinator

Agenda:

1. Preparation of AQAR for the year 2019-20
2. Discussion regarding new AQAR format
3. Discussion regarding Certificate Courses
4. Proposals for Research Projects
5. Collection of relevant data and maintenance of files
6. Setting up IPR cell
7. Discussion regarding work plan
8. Preparation for NAAC 4th Cycle

Minutes:

At the outset the IQAC Coordinator welcomed the members and rendered the opening remarks along with the agenda. The minutes of the previous meeting along with the action taken report was read out and approved. General aspects regarding the academic/co-curricular/extra-curricular activities were reviewed and the Principal gave insights on the efficacy of online, offline, and blended modes. The progress of the curriculum delivery was also monitored. Thereafter, the item wise discussion of the agenda was taken up.

1. It was resolved to prepare for the submission of AQAR for the year 2019-20.
2. It was resolved to collect the necessary data through criterion wise conveners and their team.
3. IQAC Coordinator briefed the members about the new format of the AQAR.
4. IQAC Coordinator enlightened the members about the Certificate Courses which can be conducted by different Departments.
5. The IQAC Coordinator stressed upon the need for the preparation and submission of research proposals by the faculty members. Dr. Devidas S. Naik, Principal, asked Dr. Vasumathi Bhat, Convener, Research Cell, to give an orientation to the staff.
6. It was decided to collect all the relevant data criterion-wise and maintain the files appropriately.
7. It was decided to create an IPR Cell. Dr. Vishwanath Pai, Head, Dept. of Computer Science, was selected as the Convener of the Cell.
8. It was decided to start the preparation for the NAAC 4th Cycle by collecting the required data of 5 years along with proper maintenance of files.
9. **Special Resolutions:**
 - I. It was decided to organize a Conclave of eminent educationists to deliberate upon the NEP-2020. It was suggested that the conclave should focus upon the new National Education Policy and its implementation. It would be organized as a regional/state level programme under the IQAC probably in the month of January.
 - II. It was resolved to organize a one-day Value Education Camp/Programme for students, teachers, and non-teaching staff of our College on Swami Vivekananda Jayanti/National Youth Day under the IQAC & Swami Vivekananda Chintana Vedike. Though the primary focus of the programme will be upon the students, it was decided to include the teaching and non-teaching staff as the audience and it was suggested that the insights on Values, Ethics and Value Education need to reach everyone studying/working in the College.
 - III. It was resolved to organize a Book Festival for the students and the public in order to encourage reading habits and support the Book Culture. It was also remarked that this activity would help the College to reach out to the public and extend its facilities for a social, cultural, and educational cause by opening the gates of the College to the people who are enthusiastic readers and book lovers. It would be an activity of engaging with the community.
 - IV. It was also resolved to organize MGM Krishi Sammilana: An educational event along with community engagement to focus upon Agriculture, Organic Farming, Local Crop Varieties, Agro Product Marketing, Value Addition & Enrichment, Environmental Issues, Entrepreneurship, and Earn while you learn activity along with organizing a two-day direct-from-farm market in the

Campus. The organizational responsibility of the activity/event has been delegated to all the departments of the Arts Stream in the College. The event would be planned and streamlined as an extension of our engagement with the community by inviting, welcoming the farmers to the campus and facilitating/supporting them by providing space and forum to directly interact with the consumers and people. A series of talks by the experts are also being planned in connection with the event.

The Principal remarked that these events that are being planned under the special initiatives of the College would be in accordance with the aims & objectives of the College, NEP-2020, and the upcoming celebrations of 75 years of Free India.

Other Matters:

It was decided to convene a meeting of the IQAC along with Institutional Academic & Administrative Action Plan Committee under the IQAC in the first week of December to streamline the data collection and other activities. Appropriate suggestions were given by Dr. Devidas S. Naik, Principal and Prof. M. L. Samaga, former Principal. As there were no other matters, the meeting concluded with the vote of thanks by the Coordinator.

Mr. Arun Kumar B
Coordinator, IQAC

Dr. Devidas S. Naik
Principal

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

ACTION TAKEN REPORT (of the meeting dt. 28 November 2020)

Recommendations	Action Taken	Remarks
Collect the necessary data according to the new format through criterion wise conveners	New format of the AQAR was circulated	Criterion Conveners have enlightened their team members
Proposals for Research Projects	Convener, Research Cell, has given an orientation to the staff members.	Presentations on research proposals under active consideration
Streamlining the data collection	A meeting of the IQAC along with Institutional Academic & Administrative Action Plan Committee under the IQAC was convened on 9-12-2020	Discussions held on the modalities of data collection and streamlining of the activities
Starting the preparation for the NAAC 4 th Cycle	Collection of the required data of 5 years started	Responsibilities delegated to 7 Committees formed according to the Criteria.
Organizing a Conclave on NEP-2020	Organized a conclave on the "Implementation of New Education Policy - A Vision Building" on 02-01-2021	Eminent educationists and the institution builders of the region were the resource persons.. The participants included educationists, policy makers, representatives from the managements, principals, teachers, lecturers, students, parents, alumni, and general public. The delegates represented the regions of Udupi, Dakshina Kannada, Uttara Kannada, Sringeri (Chickamagalur).
Organizing Value Education Camp	Value Education Camp was organized on 12-01-2021 on the auspicious occasion of National Youth Day	The programme was coordinated by the IQAC and the Swami Vivekananda Chintana Vedike
Organizing Book Festival	MGM Pustakotsava (Book Festival) along with intellectual talks, Book Exhibition and Book Fair was organized on 5 & 6 March	Coordinated by the College Library & IQAC

Organizing Krishi Sammilana	Event was organized with special talks by experts and exhibition of organic agro products direct from farm. The students were able to study various socio-economic, commercial, managerial, traditional and scientific aspects along with required/inherent skills connected therewith.	Coordinated by IQAC & Departments of Arts Stream
-----------------------------	---	--

Additional Information as annexure to ATR:

- List indicating some of the activities organized in association with IQAC

Sl No	Title	Date	Organizers
1.	NEP-2020 Conclave & Seminar/Panel Discussion	02-01-2021	IQAC
2.	Value Education Camp (Swami Vivekananda Jayanti/National Youth Day)	12-01-2021	IQAC & Swami Vivekananda Chintana Vedike
3.	Republic Day Celebrated	26-01-2021	College
4.	MoU: The College entered into MoU with Manel Srinivas Nayak Institute of Management, Mangalore	29-01-2021	Dept of Commerce
5.	Disaster Management	20-02-2021	NSS
6.	Blood Group Detection Camp	19-02-2021 to 26-02-2021	Dept of Zoology
7.	Student Welfare Council Inaugurated	01-03-2021	College
8.	'Lifeskills and Literature '	04-03-2021	Dept of English, English Forum
9.	Programme on Self Defense for Women	05-03-2021	IQAC, Womens Cell & College Hostel
10.	MGM Pustakotsava (MGM Book Festival)	05-03-2021 & 06-03-2021	College Library & IQAC
11.	MGM Krishi Sammilana	20-03-2021 & 21-03-2021	IQAC, Departments of Arts Stream, Gandhian Study Centre

Special Notes/Mentions:

- A text book on 'Tourism' authored by Ms. Mallika Shetty & Ms. Raksha Shenoy of the Department of Commerce was released on 28-01-2021
- Abhin B Devadiga student of II B.Com bagged First place in 200m and second in 100m run in the National Federation cup Junior Athletic Championship 2021 held at Bhopal from 18th to 20th January.

Mr. Arun Kumar B
Coordinator, IQAC

Dr. Devidas S. Naik
Principal

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

MINUTES OF THE MEETING OF THE IQAC COMMITTEE
Date: 27 March 2021, Saturday, 11.00 a.m. Venue: Conference Hall

Members present:

1. Dr. Devidas S Naik, Principal
2. Ms. Usharani S Suvarna
3. Ms. Vinodini B
4. Mr. Ramesh Karla
5. Ms. Saraswati T
6. Mr. Laxminarayana Karanth
7. Dr. Vasumathi Bhat
8. Dr. Vishwanath Pai M
9. Ms. Jayashree Nayak
10. Mr. Vidyanath K
11. Mr. Kishore H V, Librarian
12. Mr. Babu, Manager
13. Prof. M. L. Samaga
14. Mr. Vinith Rao
15. Mr. Arun Kumar B – Coordinator

Agenda:

1. Placing of the AQAR 2019-2020 before the IQAC
2. Findings through the AQAR
3. Any other matter

Minutes:

At the outset the IQAC Coordinator welcomed the members and rendered the opening remarks along with the agenda. The minutes of the previous meeting along with the action taken report was read out and approved. The discussion of Agenda was taken up item-wise.

1. The meeting was informed about the completion of the preparation of the AQAR for 2019-2020. The AQAR was placed before the IQAC for approval. The IQAC scrutinized the details in the AQAR by looking at the criterion-wise information provided in it. The AQAR was approved for uploading.
2. The preparation of the AQAR 2019-20 was itself a sort of academic and administrative audit/self-appraisal/self-study. We came across all the aspects of the academic progress

and institutional well being. The areas in which the institution was lagging behind and needed improvement were identified and taken note of. The disruptions due to the pandemic had made the collection and compilation of data challenging. The findings also reflected the efficacy of the academic and other activities that were being conducted online.

The actual dates of the academic year were extended twice due to the pandemic. This had posed a challenge for deciding the timeline and the collection of data. At some instances the College had to decide the dates for such data so as to suit the requirements of the AQAR. The meeting took note of the same.

It was brought to the notice of the meeting that the NAAC validity period would be ending on 15th September 2021 and we have to apply for the next cycle i.e. 4th Cycle. But, due to the disruptions caused by the COVID-19 pandemic it is felt that we may not be able to apply by submitting IIQA within that time. Meanwhile, it was also being said that the NAAC would be extending the validity period up to December 2021 or more. Hence, hopefully we might be able to accustom with the situation and new format by that time to apply. Dr. Devidas S. Naik, Principal, suggested that there was no need to hurry in that matter and advised that the data collection and documentation be done with care by taking ample time.

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

Mr. Arun Kumar B
Coordinator, IQAC

Dr. Devidas S. Naik
Principal

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

ACTION TAKEN REPORT (of the meeting dt. 27 March 2021)

Recommendations	Action Taken	Remarks
Uploading of AQAR	AQAR Uploaded along with templates	Got a clear idea on the aspects of the academic progress and institutional well being
Analysis of the findings through the AQAR	The areas in which the institution was lagging behind and needed improvement were identified and taken note of	

Additional Information as annexure to ATR:

- List indicating some of the webinars/programmes/activities(virtual/blended) organized in association with IQAC

Sl No	Title	Date	Organizers
1.	Exam Stress Management	11-04-2021	Skill Development Cell
2.	Financial Markets	15-05-2021	Commerce Dept
3.	Investor Awareness	25-05-2021	Commerce Dept
4.	Future Training Series	01 to 03-06-2021	NSS
5.	How to become Employable Candidate	05-06-2021	Placement Cell
6.	World Around us	13-06-2021	NSS
7.	World Travel in low budget	20-06-2021	NSS
8.	IIT-JAM: How & Why to crack it	20-06-2021	Chemistry Dept
9.	Yoga	21-06-2021	NSS, Rovers, Rangers
10.	Forensic Chemistry in pursuit of Justice	25-06-2021	Chemistry Dept
11.	Balanced Diet for Healthy Lifestyle	27-06-2021	NSS
12.	Opportunities in Kannada Digital Journalism	01-07-2021	Journalism Dept
13.	Duty – To God, To Others, To Self	03-07-2021	Rovers & Rangers
14.	Dental Health, Awareness in Today's Times	04-07-2021	NSS
15.	Renaissance, the O Version	08 & 09-07-2021	B.Com Vocational, Commerce Dept.

Special Notes/Mentions:

- A textbook on 'Environmental Studies' for students of 4th Semester was authored by Mrs. Usharani S. Suvarna, HoD, Botany, and Mrs. Shruthi Nayak, Lecturer, Dept. of Botany. The Textbook was released on 07-07-2021.

Mr. Arun Kumar B
Coordinator, IQAC

Dr. Devidas S. Naik
Principal

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

MINUTES OF THE MEETING OF THE IQAC COMMITTEE
Date: 10 July 2021, Saturday, 11.00 a.m. Venue: Conference Hall

Members present:

1. Dr. Devidas S Naik, Principal
2. Ms. Usharani S Suvarna
3. Ms. Vinodini B
4. Mr. Ramesh Karla
5. Ms. Saraswati T
6. Mr. Laxminarayana Karanth
7. Dr. Vasumathi Bhat
8. Dr. Vishwanath Pai M
9. Ms. Jayashree Nayak
10. Mr. Vidyanath K
11. Mr. Kishore H V, Librarian
12. Mr. Babu, Manager
13. Prof. M. L. Samaga
14. Mr. Suraj, III B.Com., President – SWC
15. Mr. Vinith Rao
16. Mr. Arun Kumar B – Coordinator

Agenda:

1. Preparation for NAAC 4th Cycle
2. Institutional Plans (Post Pandemic)
3. Discussion about Feedback, Self Appraisal / Audit
4. Revision of Feedback forms and documentation of Alumni engagement
5. To organize programmes/activities that help the students to understand the National Values and Fundamental Duties
6. Observance of 75th Anniversary of Indian Independence
7. To organize activities related to IPR, Research Methodology, Entrepreneurship, Skill Development and Community Orientation
8. Upgradation of existing ICT facilities
9. Any other matter

Minutes:

At the outset the IQAC Coordinator welcomed the members and rendered the opening remarks along with the agenda. The minutes of the previous meeting along with the action taken report was read out and approved. The discussion of Agenda was taken up item-wise.

1. It was decided to get ready for the NAAC 4th Cycle as early as possible in spite of the disruptions of the working days due to the pandemic. The suggestions regarding the submitted AQAR was also brought to the notice of the meeting.
2. The meeting was apprised regarding the SoP that was released by the NAAC for the preparation of SSR. As the SoP has made many stipulations regarding the data and the type of evidences to be attached therewith, it is important to have our plans and patterns of documentation as per the SoP to avoid hardships at the later stage. However, the members voiced their concerns regarding the rigidity in the SoP as far as the documents of activities conducted earlier to the publication of the SoP were concerned. It was decided to have institutional plans, departmental plans about the activity to be conducted according to the SoP. Mr. Arun Kumar, IQAC Coordinator stressed upon the need of conducting programmes that were pending due to the pandemic.

As the College could not conduct physical activities due to the pandemic, it had conducted many activities through virtual mode. The modalities of the documentation of such activities and their acceptance for the NAAC were also discussed. It was found that a good number of enrichment activities were conducted for the students through online mode. Dr. Vishwanath Pai, Head, Computer Science Department, informed that even the students of other places and other interested people had participated in our online programmes and even in some of the certificate courses.

3. It was decided to have a discussion regarding the outcome of the follow up regarding the feedbacks received. The feedbacks received from all the stake holders were discussed. Mr. Laxminarayana Karanth, in-charge of Feedback on the Curriculum presented the outcome. Mr. Ramesh K, in-charge of SSS apprised about the outcome. Principal gave the inputs on the staff quality appraisal.

Findings of Self-appraisal and audits related to various components of the academic and administrative set-up were considered and the Dr. Devidas S. Naik, Principal, suggested the necessary improvements. It was decided to undergo a self-appraisal by all staff members in order to improve their profile.

Components of Green Audit and Energy Audit were also discussed. Mrs. Usharani S. Suvarna, Head, Department of Botany, presented the facts on Green and Energy Audits. The status of the campus greenery, eco-friendly initiatives were also discussed as per the present assessment and it was decided to conduct a detailed audit. Mrs. Saraswathi T, Head, Dept. of Mathematics gave details on the

parameters of Energy Audit. Mrs. Vinodini B, Head, Dept. of Zoology gave the necessary suggestions and feedback.

4. Taking the opinions and suggestions of the students it was suggested to make the feedback forms and SSS questions more understandable to the students. Earlier, the students' representatives had given appropriate suggestions regarding the simplification of structure and the understandability of the questions in the feedback forms and SSS. It was suggested to do the revision of the feedback forms by considering the questions in the SSS. However, the meeting decided to retain the same pattern of feedback forms as they were found appropriate. It was decided to explain the intent of the questions in the feedback form and SSS to the students.

Prof. M. L. Samaga, former Principal & President of Alumni Association explained the present status of the Alumni Association. Dr. Vishwanath Pai, Head, Dept. Computer Science and himself an alumni & office bearer also shared his views on Alumni Engagement. Dr. Devidas S. Naik, Principal, suggested the strengthening of Alumni Association and its documentation according to the NAAC parameters.

5. It was decided to organize programmes on Human Values, National Values and Fundamental Duties for the benefit of students. It was suggested to use the online platform whenever conducting of physical programmes/activities is impossible due to the pandemic.
6. As a part of 75th Anniversary of Indian Independence it was decided to have a series of programmes in the College or through online mode to commemorate it.
7. It was decided to organize various activities/workshops/webinars related to IPR, Research Methodology, Entrepreneurship, Skill Development, and also organize Community Orientation Programmes.
8. It was decided to increase the number of ICT enabled classrooms and smart classrooms. Dr. Devidas S. Naik, Principal, informed that Dr. Vishwanath Pai, Head, Dept. of Computer Science would be looking after this matter along with the task of Website.
9. With the permission of the Chair, the aspects related to the e-governance were discussed. It was decided to maintain the required documents regarding e-governance and ERP.

The IQAC Coordinator presented the work-plan for a series of meetings on NAAC preparation starting from the next IQAC meeting combined with Institutional Academic & Administrative

Action Plan Committee under the IQAC and Criterion-wise Committees on 14-07-2021. The meeting decided to instruct the Committees representing all 7 Criteria to do it in a time bound manner. It was also decided to convene a meeting of teaching staff, Staff Council, non-teaching staff, and Criterion wise committees during this month and coming months.

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

Mr. Arun Kumar B
Coordinator, IQAC

Dr. Devidas S. Naik
Principal

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

ACTION TAKEN REPORT (of the meeting dated 10 July 2021)

Recommendations	Action Taken	Remarks
Preparation for NAAC 4 th Cycle	Is being reviewed on a timely basis with regular meetings with respective committees	7 Criteria Committees are actively collecting the data
Institutional Plans (Post Pandemic)	A large part of the academic year was disrupted due to the pandemic and it was inevitable to switch over to online mode. The College was keen on organizing various student enrichment activities and the plans were drawn accordingly	Departments, Clubs, Cells and Units have been intimated
Revision of Feedback forms and documentation of Alumni engagement	Revised accordingly as per the suggestions	Intent of the questions were explained
Helping the students to understand the National Values and Fundamental Duties	The same has been implemented	The faculty members teaching Human Rights, Indian Constitution, Gender Equity, and Environmental studies have been asked to actively enlighten the students
Observance of 75 th Anniversary of Indian Independence	Observed meaningfully	All the departments and units participated
organize activities related to IPR, Research Methodology, Entrepreneurship, Skill Development and Community Orientation	Activities organized accordingly by departments	Shown in additional list below
Upgradation of existing ICT facilities	The Dept of Computer Science has been looking after this aspect	Services updated wherever required

Additional Information as annexure to ATR:

- List indicating some of the webinars/programmes/activities(virtual/blended) organized in association with IQAC

Sl No	Title	Date	Organizers
16.	Boost your Immunity	11-07-2021	Rover, Rangers & Arts Club
17.	Economics of IPR	16-07-2021	Commerce Dept
18.	Basics of Banking	18-07-2021	NSS
19.	Environmental Consciousness in Ancient India	23-07-2021	Science Club
20.	Careers in Statistics	24-07-2021	Statistics Dept
21.	Community in Covid Prevention	25-07-2021	NSS
22.	Beyond Standard Model: What's Next for Particle Physics	26-07-2021	Physics Dept
23.	Social Entrepreneurship a Road Ahead for New India	30-07-2022	Commerce
24.	Chemistry Without Boundary	30-07-2022	Chemistry
25.	National Webinar on Tourism Industry	31-07-2022	Commerce
26.	National Online Workshop on Recent Developments in Research and Methodology	04-08-2022	Zoology
27.	Sadbhavana Day	20-08-2022	NSS
28.	Role of IQAC : Quality Enhancement-Issues & Challenges	23-08-2022	IQAC
29.	International Webinar on Research Methodology	04-09-2022	Computer Science
30.	Significance of National Flag	12-09-2021	NSS
31.	Teaching, Learning & Evaluation in Colleges as per the NAAC Criteria	15-09-2021	IQAC

- List indicating some of the Programmes Organized (Offline)

1.	Atid onji dina	20-07-2021	Department of Botany and Eco Club
2.	A Workshop on Making Cloth Bags (Initiative under India@75: Azadi ka Amrit Mahotsav highlighting the theme Eco-friendly Skills & Initiatives for Sustainable Future)	23-07-2021	NSS, Gandhian Study Centre, Fashion Designing Unit

3.	Independence Day	15-08-2021	College
4.	Herbal Park with 75 herbs to mark 75 years of Independence	15-08-2021	College
5.	Oration on the concept of “NEP-2020” and the Challenges before the Teachers	06-09-2021	College

Mr. Arun Kumar B
Coordinator, IQAC

Dr. Devidas S. Naik
Principal