

IQAC MEETING PROCEEDINGS

Date: 08th October 2020

Day: Thursday

Time: 2.00 pm to 3.30pm

AGENDA:

1. Welcome.
2. Approval of proceedings of previous meeting.
3. Reconstitution of committee.
4. IQAC calendar of events
5. Feedback from stake holders regarding online classes
6. Academic events and programs for odd semester for staff and students.
7. Short term courses
8. Committees and its calendar of events
9. Any purchases and infrastructure augmentation
10. Library up gradation
11. Faculty publication
12. Conferences & seminars
13. Any other topic.
14. Vote of Thanks.

MEMBERS PRESENT

1. Dr. R.Parvathi
2. BR Viswanath setty
3. Dr Manandi N Suresh
4. Narayanswamy S G
5. Bharathi P S
6. Prathima B J
7. Shilpa R
8. B Rammya
9. Amily I P
10. Venkatesan R
11. Rajath H S
12. Anitha B G

PROCEEDINGS

WELCOME:

The meeting started with welcome by Mrs. Shilpa.R., the IQAC coordinator, who welcomed Dr R. Parvathi, the Chairperson, Management representative, BR Viswanth Setty, Dr Manandi N Suresh, the incoming IQAC coordinator Mrs. B. Rammya and all the members present to the first meeting for the Academic year 2020-21. She thanked all the members for the enormous support extended to her during her tenure and solicited the same support for the new incumbent and also pledged her cooperation and support in the ensuing year 2020-21. With these words of welcome she handed over the floor to Mrs. B. Rammya for conduct of the meeting.

APPROVAL OF MINUTES OF PREVIOUS MEETING:

Mrs. Rammya, the IQAC coordinator read out the proceedings of the previous meeting documented by Mrs. Shilpa.R., point by point based on each agenda. It was approved by all unanimously. Dr. R. Parvathi proposed that feedback from the stakeholders, students, parents, teachers & management be taken regarding the online classes conducted during the period April 2020 – July 2020 due to Covid-19 pandemic. Mrs. Shilpa accepted the same and seconded the idea of Dr. R. Parvathi. Dr. R. Parvathi instructed Mrs. Rammya to prepare an Action taken report with respect to the previous proceedings in consultation with Mrs. Shilpa.

At the outset BR Viswanath setty appreciated the effort of the principal and her team coming up with online learning without any time lapses during the lockdown period. Dr Manandi N Suresh also seconded with appreciation about conducting seminars, workshop and international webinars for both students and staff and also encouraged to go with quality programme with objective base not subjective

RECONSTITUTION OF COMMITTEE:

Dr. R. Parvathi explained that the IQAC coordinator for the ensuing Academic year 2020-21 was changed due to health reasons cited by Mrs. Shilpa.R. She took a survey of faculty interested to take the baton forward in the HOD's & Co-Ordinator's meeting. Two candidates readily came forward namely Asst. Professor Mr. Rangaswamy.H. T & Asst. Professor Mrs. B. Rammya. Mrs. B. Rammya was unanimously voted and selected by all. This is due to the reason that Mr. Rangaswamy being a faculty in Kannada department, may have problem in coordinating & communicating with NAAC in English.

Another member, Mr. Banuprakash would be discontinuing for Academic year 2020-21 due to Covid-19 pandemic situation citing health reason. Principal requested the management to suggest member from administrative area & Mr. Murali, would continue to be Technical support. Dr. R. Parvathi appreciated and commended the hard work and efforts of Mrs. Shilpa as IQAC coordinator in the previous 2 cycles of NAAC Accreditation and suggested her to continue her support to new IQAC coordinator. Congratulated Mrs. Rammya, the incoming IQAC Co-Ordinator.

IQAC CALENDAR OF EVENTS:

Mrs. Rammya Thanking all the member and giving hopes for further development and progress, presented the IQAC Calendar of Events for the Academic year 2020-21 detailing the activities to be conducted exclusively in even or odd or both the semesters. The calendar incorporated all the programmes right from orientation to Graduation. Dr. R. Parvathi added that the calendar has been made in a different manner this time which gives importance to Departments and committees.

Mr. Narayanaswamy. S.G. suggested to include new events/programmes specially to benefit the students at all & solely focusing on their personal and overall development. Dr. R. Parvathi agreed to it & directed that same be discussed in the next meeting of HOD's and coordinators. She also added that the IQAC calendar would also incorporate the events mentioned in the calendar prepared by Department and Committees. Mr. Venkatesh proposed it and Dr. R. Parvathi seconded it.

FEEDBACK FROM STAKEHOLDERS REGARDING ONLINE CLASSES:

Mrs. Rammya threw open the floor for discussion on the feedback mechanism for online classes. As suggested by Mrs. Shilpa earlier, it was decided to design a Google form for the same and collect the students' opinion on the online classes conducted during the Pandemic situation for the Academic year 2019-20. It was instructed to get it from all the students – out going batch of 2019-20 and the existing batch of final and second year students. Dr. R. Parvathi also brought forward a discussion on offline classes in view of the Covid – 19 pandemic. She informed that Mrs. Gowri Hebbar, Assistant Prof, Dept of Commerce has been assigned the task of taking feedback from parents on their willingness/unwillingness to send their wards for offline classes from/after 15th October 2020 through Google form. It was well proposed by Mrs. Bharathi.P.S. HOD of BSC FAD & aptly seconded by Mr. Rajath.H. S, Co-Ordinator of BBA.

ACADEMIC EVENTS FOR 2020-21:

The next agenda for the meeting was discussion on the Academic events for the year 2020-21.

Mr. Narayanswamy.S.G., Vice Principal again stressed on the programme for students which will be giving them good exposure. To this Dr. R.Parvathi, Chairperson mentioned and showered accolades on how Roctract students have been religiously conducting programmes and activities with special mention to the orientation programme designed & executed by them and suggested that all other students can also be trained accordingly. Mr. Narayanaswamy suggested that an International Seminar could be organized solely for students giving them full responsibility & accountability.

Mrs. Rammya, IQAC Co-Ordinator suggested that MOOC (Massive Open Online Courses) Swayam courses could be introduced to PG students which was agreed by Dr. R. Parvathi, who in addition said that the exam fees for the said MOOC course can be sponsored by the management as it adds on credit to the students. She further opined that the same can also be extended to Advanced learners in UG and assigned the responsibility of identifying 2-3 students from each course in UG for the same. BR Viswanath setty assured to sponsor for the

betterment of students which is vision of the Trust, HOD's and coordinators to identify the students and submit the same to him at the earliest.

Dr. R. Parvathi, Chairperson also instructed that a list of activities be prepared by Mr. Narayanaswamy encompassing Singing, Dancing and other literary activities that could be conducted through online platform in view of the prevailing pandemic situation so that students shall not be deprived from the co-curricular activities.

Mrs. Anitha.B.G., the local member suggested that Yoga sessions can be conducted which would strengthen the physical and mental health of the students and staff alike.

The agenda proposed by Mrs. Shilpa and Mrs. Bharathi seconded it.

SHORT TERM COURSES:

The next discussion in the agenda was on Short term courses offered to the students. Dr. R. Parvathi opined that one MOOC course could be considered as S.T.C for the final year students.

Mrs. Bharathi, HOD of BSC FAD expressed that as B.Sc. Fad students could not undergo In-plant training due to Covid-19, the same can be conducted through online mode by inviting industry experts for 30 hours training. She also mentioned about Mrs. Jyotsna, referred by President Sri. B. R. Viswanath Setty for the same. Dr. R. Parvathi instructed her to prepare a proposal for the same. Mrs. Prathima.B.J., HOD of Commerce added that some new & much demanded course apart from Tally, Excel, Digital Marketing B. Com, BBA and M. Com students. This agenda was proposed by Mr. Rajath, Co-Ordinator of BBA and Mrs. Prathima. B.J., HOD of Commerce seconded it.

COMMITTEES AND THEIR CALENDAR OF EVENTS:

The next agenda was on committees and their respective calendar of events & the same was put off to be discussed in their respective committee meetings as per schedule prepared.

PURCHASES & INFRASTRUCTURE AUGMENTATION:

The next agenda for the meeting was about purchases and infrastructure augmentation. Mrs. Bharathi, HOD of BSC FAD expressed that certain equipment which were not purchased in previous year 2019-20 and enquired whether the same could be purchased this year. This was not considered as it could be put off to future date due to the prevailing Covid – 19 pandemic situation and the course could be continued even without the said equipment. Dr. R. Parvathi highlighted that the institution needs to be cost effective & emphasized on reducing capital expenditure to minimum possible levels required considering the prevailing situation. If the purchases are absolutely necessary than proposal may be submitted with the comparative statement, same will be sanctioned on priority basis, This agenda is proposed by Dr Manandi N Suresh and seconded by Mrs. Ambily, Assistant Professor BSC FAD.

LIBRARY UPGRADATION:

The next agenda discussed in the meeting was Library upgradation. Dr. R. Parvathi, the Chairperson mentioned that Rs. 3lakhs have been sanctioned by the management for purchase of books. BR Viswanath setty suggested to purchase more e-books than the paper bags to support the students at this situation. She also expressed that the list of online resources which we are looking for from this academic year, not only to reduce paper bags but also learning availability for stake holder 24/7. As part of online augmentation, Mrs. Rammya was assigned the responsibility of subscribing to online resources. Mrs. Rammya mentioned that the three E-resources have been identified which are Delnet, Pro-quest and IIMB – membership and mentioned that procedure has already been started with respect to subscribing for Delnet database.

Mrs. Shilpa, Assistant Prof BSC FAD proposed that LAN connection be provided for the library. Dr. R. Parvathi opined that the 11 laptops available in the college which is extended to students as well and strengthen the WIFI campus. She told to add few more laptops for students in this academic year.

Mrs. Bharathi requested that the B.Sc. FAD magazines that are subscribed be allowed to be kept in the department library. Dr. R. Parvathi gave suggestion that the previous issue can be issued in the faculty name & kept in the department library for 1 month & meanwhile can be issued to the students as well. This kind of rotation policy would be beneficial to faculty and staff alike. The agenda was

proposed by Mrs. Prathima.B.J., HOD of Commerce and seconded by Mr. Venkatesan.R., Coordinator for BCA

FACULTY PUBLICATION & CONFERENCE/SEMINARS:

Under this agenda, Dr. R. Parvathi discussed about staff attending State/National/International Conferences/Seminars/workshops and also publication of articles. She expressed that this is of utmost importance as it enhances the knowledge of faculty in existing fields and gives exposure to new ideas. She proposed that staff should come out with 2 publications in a year, attend 3 Conferences/Seminars/Workshops one each at State, National & International level must be continued this year also.

Mrs. Rammya enquired whether the online Seminars/Conferences attended would be counted for this purpose. Dr. R. Parvathi replied that it would be considered but staff should refrain themselves from attending each and every online Seminars/Conferences etc. and due focus should be on attending only those programmes that add value to self and institution at large. Mrs. Rammya further enquired about the reimbursement of publication charges and Dr. R. Parvathi reassured that amount of Rs. 1000/- would be continued as a measure to encourage staff to go in for publications.

Mrs. Shilpa suggested that a FDP programme covering change in syllabus for the current academic year could be offered to all faculty. Dr. R. Parvathi asked the team to come up with a proposal for the same i.e. 7 days FDP with 2 hours per day. She also expressed that she could invite BOE/BOS members from University as Resource person. This agenda was proposed by Mrs. Shilpa & seconded by Mr. Narayanaswamy .S.G.

ANY OTHER TOPIC:

Under any other agenda, Dr. R. Parvathi discussed about the Alumni meet. She proposed online Alumni meet towards the end of October 2020 and assigned the responsibility to Mrs. Ambily, President of Alumni Association. She also instructed Mr. Narayanaswamy .S.G. to plan the cultural activities for the Academic year 2020-21 considering SOP. She also discussed about publication of

a Journal with ISBN containing the synopsis of dissertation of M. Com students and Mrs. Rammya informed that 5 students have already submitted the same. Dr. R. Parvathi also informed about the books like Parichay – a student handbook, Anubandha – Parent handbook about the code of conduct , Anveshane-IQAC handbook for quality enhancement in college, Committee handbook detailing about committees and Mitra – Alumni handbook emphasizing the linkage of students with alma mater which were released during the Under graduation Orientation day & instructed the team to start work on the next versions of the same.

After extensive discussion on various agendas for nearly 1.5 hours, the meeting concluded with Vote of thanks by Mrs. Shilpa.R, the outgoing IQAC coordinator to BR Viswanath Setty, Dr Manandi N Suresh, Dr R Parvathi, Narayanaswamy and other members present in the meeting.

VET FIRST GRADE COLLEGE
B. Rammya
B. Rammya
IQAC COORDINATOR

IQAC coordinator

P. Parvathi
Dr.R. Parvathi

Principal
V.E.T. FIRST GRADE COLLEGE
J.P. Nagar, Bangalore - 560 078

IQAC MEETING PROCEEDINGS

Date: 11th February 2021

Day: Thursday

Time: 2.30 pm to 4.00pm

AGENDA:

1. Welcome.
2. Approval of proceedings of previous meeting.
3. Action Taken Report
4. Admission status for the academic year 2020-21
5. Organising various workshops/seminars/paper presentations/industry visits by various department.
6. Feedback of Stakeholders
7. International Webinar for PG students and Staff
8. 7 Day Faculty Development Program and other FDPs.
9. National/State Conference department wise
10. Additional Certification Courses
11. Extension Activities
12. Any other topic.
13. Vote of Thanks.

MEMBERS PRESENT

1. Dr. R.Parvathi
2. Mr. K S Nagendra
3. BR Viswanath Setty
4. Dr Manandi N Suresh
5. Narayanaswamy S G
6. Bharathi P S
7. Prathima B J
8. Shilpa R
9. B Rammya
10. Ambily I P
11. Venkatesan R
12. Lokeshwari D V
13. Anitha B G

PROCEEDINGS

WELCOME:

Mrs. Rammya, IQAC Coordinator started the meeting by welcoming one and all present during the meeting and highlighted in brief the agenda for the day. With these few words, she requested Dr R Parvathi, Chairperson to extend an official welcome to all the members present. Dr R Parvathi welcomed Mr. K S Nagendra, the industry expert to the meeting and placed on record the contributions he has been making to the institution in the last 2 years of association with the institution in the capacity of IQAC member. She then welcomed Sri B R Viswanath Setty, President and Dr Manandi N Suresh, Honorary Secretary to the meeting. She also welcomed the other members and requested everyone to participate and deliberate in the meeting.

APPROVAL OF MINUTES OF PREVIOUS MEETING and ACTION TAKEN REPORT:

Mrs. Rammya presented the proceedings of the previous meeting along with the action taken for each agenda in detail through Power point presentation. She presented in detail the action taken for each agenda which was well received and appreciated by all. While discussing on the short-term courses, Dr Manandi N Suresh mentioned that since the short-term course on Web Developer is for a longer duration of 400 hours , stretching almost for one academic year, care needs to be taken to maintain the same level of interest among the registered candidates throughout the course. For this, he suggested that the students need to be counseled and deposit of Rs 500 can be collected from the students to make them responsible and be interested in the course. This was also agreed by Mr. K S Nagendra.

While the point of committees was discussed, Dr Manandi N Suresh questioned how the attendance committee is monitoring the attendance of the students. Mrs. Rammya replied that message was being sent every Saturdays to parents and students regarding the attendance status and Dr R Parvathi supported by pointing out that as few students are on part time job to support their family, the attendance cannot be fully enforced. Mr. K S Nagendra pitched in to add that the institution should target at building a culture for students to attend the college. Regarding

Examination committee, Dr Manandi N Suresh correlated the attendance and performance of the students and asked the committee and college to be cautious about the results. Dr R Parvathi replied to the concern and said that the results are never compromised due to attendance. She asked Mrs. Bharathi P S, Head of Examination and Equipment committee to present statistics about the results of all the departments for previous three years in the next meeting. Regarding the Library committee, Dr Manandi N Suresh mentioned that more e resources be offered to the students. Dr R Parvathi mentioned that the links of the various e resources are readily available in the college website. To this, Dr Manandi N Suresh mentioned to train the students how to use these links and have a check on the traffic regarding the same. He also questioned about the OPAQ system in the library and Mr. Murali replied that OPAQ system is well in place and the details regarding the availability, usage etc. of the books can be traced through it. Regarding Placement, Dr Manandi N Suresh enquired how the institution is making itself known to the prospective employers? To this, Mr. Venkatesan, Head of Placement Committee mentioned that the placement committee is visiting the nearby companies to know the requirements and keeping them in loop for any job opening. Dr Manandi N Suresh appreciated the efforts and mentioned that this should be done on continuous basis and a database containing the email address and skills required / acquired needs to be maintained which would help place the students with right skills at the right job.

Mrs. Rammya concluded the agenda, and this was proposed by Mr. K S Nagendra and seconded by Dr Manandi N Suresh.

ADMISSION STATUS FOR THE ACADEMIC YEAR 2020-21:

The next agenda for the meeting was discussion on Admission status for the Academic year 2020-21. Dr R Parvathi, Principal and Academic Director put before the members, the complete statistics of the admissions and mentioned that the first-year admissions including transfer and lateral entry totaled to 242, out of which 3 dropped out due to finance constraint, taking the tally effectively to 239. She also highlighted that the total strength of the institution considering second and final years comes to 609 for the Academic year 2020-21. Dr Manandi N Suresh asked for the last year figures and Dr R Parvathi mentioned that last year strength

was 606 and highlighted that the institution has been able to increase the strength, though very marginally, even during this tough times of pandemic.

This agenda was proposed by Dr Manandi N Suresh and seconded by Dr R Parvathi.

ORGANISING VARIOUS WORKSHOPS / SEMINARS / PAPER PRESENTATIONS / INDUSTRY VISITS BY VARIOUS DEPARTMENT:

Mrs. Rammya opened the discussion on departmental activities regarding workshops, seminars, paper presentations and industry visits. Mr. Narayanaswamy, Vice Principal, and head of Language department mentioned about programs conducted like seminar on human rights, Kannada Rajothsava celebrations, a talk on SC/ST rights and scholarship and many more. Dr Manandi N Suresh asked about the statistics on number of students getting scholarship and Mr. Narayanaswamy mentioned that around 169 students have been benefitted under these scholarships. To this Mr. K S Nagendra applauded the college efforts and proudly mentioned that the institution is serving nearly to 30% of minorities. He also enquired whether there is a committee that looks after this section to which Dr R Parvathi mentioned that there is a committee SC/ST/Minority cell that takes care of all the scholarship issues. Mr. Narayanaswamy mentioned that the department proposes to conduct a Kannada debate, a state level Kannada seminar and National Level English seminar in the upcoming months.

Mrs. Prathima B J, HOD of Commerce Department highlighted the seminars and workshops conducted for commerce students like Guest Lecture on Financial Accounting and mentioned that the department proposes to conduct a guest lecture on Corporate Accounting very shortly and a career orientation programme in the upcoming semester. Dr Manandi N Suresh mentioned that these programmes can be done by inviting lecturers from other college. To this Dr R Parvathi mentioned that the institution is already inviting senior faculty from University and various institutions. Dr Manandi N Suresh also mentioned that in the final / revision classes, care should be taken to make the marginal students (below average) to clear the examination by giving them questions that are repeatedly asked in

examinations. Mrs. Prathima mentioned that short term course on Tally with GST has already commenced for BCom, BBA and Mcom students.

Mrs. Bharathi P S, HOD of BSC FAD mentioned about the proposed National Seminar in association with St. Paul's Institution and Primax Foundation, 2 days workshop by Mr. Santhosh and mentioned that industry visit could not be arranged due to Pandemic. To this, Dr Manandi N Suresh, gave a reference of Ms. Jessy Lawrence (Mob No. 9632643526) who could be contacted for Industry visit as well as giving lectures at college. She also mentioned that short term course on Merchandising has been planned with Mrs. Jyotsna.

Mr. Venkatesan R, Coordinator of BCA Department mentioned that the department conducted quizzes on subjects like C Programming, Operating system and Digital electronics which was attended by over 1000 participants who were awarded E-Certificates as well. He also mentioned that the department has conducted webinar on visible light communication and on-going Short-term course on VB.NET for final year students. He mentioned that the department proposes to organise a workshop on Artificial Intelligence and a special talk on trending programmes in the upcoming months.

Mrs. Lokeshwari D V, Coordinator for BBA course highlighted about the programmes for Management students and mentioned that the management department plans to conduct a guest lecture on Business Analytics. She also mentioned that due to pandemic, industry visit could not be organised and the University has given the alternative of comparing two companies and making a report on it for first year student and doing case study analysis for second year students.

Mrs. Rammya, Coordinator for PG highlighted the seminars and webinars attended by M.Com students like Delnet training, workshop on MIS and Talent Acquisition, workshop on communication skills and mentioned about two activities conducted under the commerce forum Vanijya Dhara – Chithrakatha – expression of imagination testing the communication skills and Patrika Vishleshan – Article review to hone the article writing skills in students. She also proposed to conduct a workshop on Analysis of Balance sheet which is the much-needed skill and mentioned that students along with faculty are in the process of writing articles for publication in ISBN book by the college.

This agenda was proposed by and seconded by

FEEDBACK FROM STAKEHOLDERS:

Mrs. Rammya mentioned that the same has been highlighted and mentioned that feedback from students on online classes for 2019-20 has been collected, analysed and report published in website. Dr Manandi N Suresh wanted to know the feedback and Mrs. Rammya mentioned that students expressed happiness as notes were shared and cited network issues as major problem mentioned by students. She also mentioned that feedback from teachers have been collected and analysed. Feedback from alumni and parents have been initiated and feedback for Academic year 2020-21 on academic excellence based on NAAC criterion is in progress.

Mrs. Lokeshwari also mentioned that the college has started a new mechanism of feedback where in feedback is sought from students after each programme to know whether the program was useful and what additional programs can be incorporated. All these are done through google forms.

This agenda was proposed by and seconded by

INTERNATIONAL WEBINAR FOR PG STUDENTS AND STAFF

The next agenda for the meeting was discussion on proposed International Webinar for PG students and Staff on 20th and 21st February 2021. Mrs. Rammya mentioned that this has been planned in association with SSMRV and Primax Foundation and Dr R Parvathi highlighted that around 200-250 participants are expected to be benefitted from the webinar. Mrs. Rammya also put forth the title "Inter Disciplinary Approach in Management and mentioned that 4 speakers from all over world are briefing on topics like Applied Research – emerging opportunities in Management and Commerce, on being an entrepreneur amidst COVID 19- A Contemporary approach and many more.

This agenda was proposed by and seconded by

7 DAY FACULTY DEVELOPMENT PROGRAM AND OTHER FDPS.

Dr R Parvathi mentioned that the institution is planning to organize a 7-day Faculty development programme for faculty enrichment in the upcoming semester. She also mentioned that she has arranged for an FDP for Principals of HEI (Higher Education Institutions) on NEP and discussion is in process with Dr M K Sridhar to be organised in the last week of Feb 2021. She sought approval for the same from Dr Manandi N Suresh who readily agreed for the same and said that we should analyse the NEP and be prepared for the same.

This agenda was proposed by and seconded by

NATIONAL/STATE CONFERENCE DEPARTMENT WISE:

The next agenda was discussion on Conferences to be organised department wise. As highlighted by all HODS, Kannada state level seminar, English National level Conference, BSC FAD National level conference and Commerce National level conference was proposed. Mr. Nagendra asked about the target audience and Dr R Parvathi clarified that this is for faculty, research scholars and PG students and can be extended to interested UG students as well. She also opined that considering the pandemic, 100 would be the ideal number of participants in case of offline conference and no maximum limit in case of online one. Mr. Nagendra suggested to go for hybrid one – including both online and offline platform during the conference.

This agenda was proposed by and seconded by

ADDITIONAL SHORT-TERM COURSES:

The next discussion in the agenda was on Additional Short-term courses that could be offered to the students. Dr R Parvathi mentioned that the same should be minimum for a duration of 30 hours to make the students understand the nuances of the programme. Mr. Nagendra K S suggested that the following courses could be added for upskilling the students.

- Project Management Program – in association with Project Management Institute, Bangalore Chapter
- Digital Marketing – which could be in association with Rotarian Krishna Mariankka

- Entrepreneurship course

Mr. K S Nagendra also mentioned about arranging TEDx programmes for students – motivational talks which motivates them and enables them in acquiring life skills.

This agenda was proposed by and seconded by

EXTENSION ACTIVITIES:

The next agenda for discussion was on Extension Activities. Mr. Narayanaswamy mentioned about the various extension activities conducted in the college like Tigers' day, Independence Day, Swachh Vet, Environment day and spoke about the upcoming program Mathru Vandane – Honouring mothers. Dr R Parvathi added that the college assisted the BBMP in the recently concluded Pulse Polio Drive for 4 days wherein 96 NSS and Rotract students extended a helping hand during the campaign. Dr Manandi N Suresh appreciated the efforts of the institution and told to involve in the COVID-19 vaccination through creating awareness or taking a rally on the same. Dr R Parvathi mentioned that VET Group of institution has been selected for administering the vaccination drive and entrusted the responsibility of arranging awareness drive regarding the same to Mr. Narayanaswamy.

Mr. Narayanaswamy also discussed about the upcoming 7-day NSS camp for which Dr Manandi N Suresh asked him to contact Mr. Bhaskar Rao and Mr. Kiran. This agenda was proposed by and seconded by

ANY OTHER TOPIC:

Dr R Parvathi mentioned about the BA BEd course that the college had applied in the previous academic year and shared the news that Government colleges were given priority and VET First Grade College being a private institution would be given last chance.

Dr R Parvathi brought to notice of all that scholarship has been discontinued for post-graduation (MCOM) students and cited this as one of the main reasons for drop in the Mcom admissions in the college and other nearby institutions as well.

She next brought about the topic of infrastructure augmentation and mentioned that it would be one of the agendas for the next meeting.

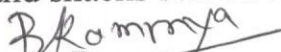
Dr R Parvathi requested Mr. K S Nagendra to extend his support in arranging for industrial visit for BCom, BBA and Mcom students and solicited his support in arranging for Internship for BCom students with conveyance being reimbursed. Mr. K S Nagendra said he would investigate the issue and get back to the institution. She then requested the industry expert in guiding the institution in placements and mentioned that Feb/March are the months when final year students of the institution look for placements. To this, Mr. K S Nagendra asked the institution to send a placement request that would be published in Kalasia (newspaper)

Dr R Parvathi then asked the opinion of Mr. K S Nagendra about the institution to which he pointed out that the institution is headed in right direction and appreciated the way the IQAC meeting was conducted and expressed happiness that the points mentioned by him regarding the action taken on each agenda has been rightly taken in spirit and presented during this meeting. Dr R Parvathi also brought about the advice given by Sri B R Viswanath Setty that faculty should concentrate on highly qualitative publications.

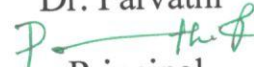
This agenda was proposed by and seconded by

VOTE OF THANKS:

The meeting ended with vote of thanks proposed by Mrs. Rammya after a very fruitful deliberations of one and half an hours. She thanked the Industry expert Mr. Nagendra for taking time off his busy schedule and for giving constructive opinion on various aspects for the betterment of the institution. She also thanked Dr Manandi N Suresh and Sri B R Viswanath Setty for their continuous support, motivation, and advice for the advancement of the institution. She also thanked Dr R Parvathi, Local society member Mrs. Anita and all other members for their active participation and deliberations during the meeting. The meeting ended with hi tea and snacks served to all the members.


B. Rammya

IQAC coordinator

Dr. Parvathi

Principal

IQAC MEETING PROCEEDINGS

Date: 27th May 2021

Day: Thursday, Time: 10.30am -11.40am

Platform: Virtual Meet – Microsoft Teams

Link: <https://teams.microsoft.com/l/meetup-join/19%3afbf06131ef5742af979ad73aeb4b8838%40thread.tacv2/1622022585928?context=%7b%22Tid%22%3a%2246d8526e-a75f-4beb-9c68-e5a43352cb49%22%2c%22Oid%22%3a%22558fcc51-4ce1-4fbf-90ef-25edcf7b4ed7%22%7d>

AGENDA:

1. Welcome
2. Approval of Previous meeting minutes
3. Action taken report presentation.
4. Planning for the next academic year
5. IQAC initiatives during pandemic
6. Short term courses
7. PG Diploma for UG and PG
8. Any other topic
9. Vote of thanks

MEMBERS PRESENT

1. Dr. R. Parvathi
2. Mr. K S Nagendra
3. Sri. BR Viswanath Setty
4. Dr Manandi N Suresh
5. Narayanaswamy S G
6. Bharathi P S
7. Gowri Hebbar
8. Febina K S
9. Lokeshwari D V
10. Ambily I P
11. Anita B G
12. B Rammya

PROCEEDINGS

The 4th IQAC meeting for the Academic year 2020-21 was held virtually owing to prevailing COVID-19 pandemic through Microsoft teams and was attended by all the members and actively participated by the above mentioned. Mrs. Rammya, IQAC Coordinator started the meeting by requesting Dr R Parvathi, Chairperson of the IQAC to welcome the virtual audience.

WELCOME:

Dr R Parvathi, Chairperson of the committee and Principal and Academic Director of the institution, welcomed Mr. K S Nagendra, the industry expert, Sri B R Viswanath Setty, President and Dr Manandi N Suresh, Honorary Secretary; Mrs Anitha, Local Society Member, and all other members present to the fourth meeting for the Academic Year 2020-21. She appreciated the interest of the members in the academic deliberation during the pandemic and requested the members to participate and contribute to the meeting and offer their valuable inputs and suggestions for betterment of the institution. She mentioned that the prevailing COVID-19 pandemic has not in any way deterred the vision of the college and faculty in reaching out to students and offering quality education to the student community.

APPROVAL OF MINUTES OF PREVIOUS MEETING. and ACTION TAKEN REPORT:

Mrs. Rammya presented the proceedings of the previous meeting along with the action taken for each agenda in detail. She read out agenda by agenda of the previous meeting and the respective action taken. She presented in detail the various programmes conducted during the period. Mr. K S Nagendra and President Sri B R Viswanath Setty appreciated her for the wonderful and consolidated presentation on the minutes and action taken.

Mr K S Nagendra wanted to know more about AAA-Administrative and Academic Audit and asked if the audit is done by other department members and Dr R Parvathi briefed him about the entire process of AAA and clarified that it's a self-audit by the department initially, report prepared and submitted to IQAC which then evaluates and verifies the documents through the sub committee formed for this purpose, after which a consolidated report is prepared and submitted to the management which on satisfaction approves the same and issues a certificate. Dr R Parvathi also mentioned that individual departments are given scores and grading. Mr Nagendra appreciated the process and complimented the idea.

He then wanted to know the approval process of AQAR which was presented by Mrs Rammya who informed that it was submitted online and immediately approved. Dr R Parvathi explained the AQAR process and said that technically approval takes less time provided the data is accurately submitted. He also asked whether the Marketing and Advertisement budget is prepared by the institution and wanted to know the process. Dr R Parvathi said that recruitment is in progress and has been hampered by the pandemic. She mentioned that the institution is targeting personal counselling rather than press advertisement due to pandemic, and that currently personal counselling is more effective than the media advertisements based on previous year experience. Mr K S Nagendra suggested that the team should be part of Budget and Planning.

Mr K S Nagendra then asked about the Energy Audit and its observation and Dr R Parvathi explained that it was done for VET group of institutions and added that we had requested them to submit report for the Degree institution separately and Mrs. Rammya added that the suggestion at the face was to go in for LED bulbs and lights as a measure to save and conserve energy and this could be done in a phased manner stage by stage due to huge expenditure involved.

Mrs. Rammya concluded the agenda, and this was proposed by Mr K S Nagendra and seconded by Mr Narayanaswamy S G.

PLANNING FOR NEXT ACADEMIC YEAR

Dr R Parvathi, started by mentioning that the academic year 2020-21 which was supposed to end by June 20, has extended due to the ongoing pandemic and saying the academic year extends to 1.5 years. She mentioned that a detailed report containing plans for Academic year 2021-22 would be presented in the next meeting in a span of 1-2 months. She mentioned that the even semester classes for Academic year 2020-21 have commenced online and mentioned that various academic activities like workshops, seminars, Faculty development, special lectures have also commenced.

Mr. K S Nagendra questioned about the attendance in online classes. To this Dr R Parvathi mentioned that 60% of the students are attending the classes and quoted that health issues, financial constraints, and network issues as reasons for others not able to attend. Mr. Nagendra suggested to collect google forms on the general health of the students and family members during pandemic and also to include electronic platform used by students to attend the classes namely – phones, laptops, personal computers etc. This, he said would enable the organisation to design the plan accordingly for the next academic year. Dr Parvathi mentioned that many students attend through Smart phones and also mentioned that many students are experiencing shortage of data due to which

the hours of classes in a day was cut from 4 hours to 3 hours, without affecting the completion of syllabus, since the college started earlier by 15 days and would also continue even during the practical exams.

She however agreed to capture the required data through google forms and assigned the task to Mrs. Lokeshwari to prepare the forms. This idea of collecting information was backed by the Hon Secretary Dr Manandi N Suresh and Sri B R Viswanath Setty who also asked to include the vaccination aspect in the form as well. At this point Dr Manandi N Suresh mentioned to include the Vaccination drive done for 45+ years group in the action report and Mrs. Rammya acknowledged it.

This agenda was proposed by Mrs. Bharathi P S and seconded by Mrs. Febina.

IQAC INITIATIVES DURING PANDEMIC

The next agenda was about the IQAC Initiatives during pandemic and Mrs. Rammya mentioned about the online classes, notes in the form of PDF shared through Microsoft teams and through WhatsApp groups for the benefit of the students. She also spoke about the how the PG center has helped in title framing and submitted the same to the university for the approval.

Dr R Parvathi added that BBA department has also given freelance projects to all the students in view of the prevailing pandemic and mentioned that BBA faculty would be attending the orientation on syllabus. She also mentioned about the special lectures planned like Corporate Accounting for BCOM, Quantitative analysis for BBA and GST for MCOM students. She also mentioned that VET First Grade College in association with CESS – Centre for Educational and social sciences and BUFGCPA- Bangalore University First Grade College Principal's Association organised a webinar on "Implementation of NEP 2020" for Principals, management representatives and other participants.

Mrs. Febina, Coordinator of BCA spoke about the programs planned for BCA department and mentioned that a special talk on Python Language using Machine Language was conducted and the Department has planned a workshop on Artificial Intelligence and mentioned that the Web Development has been temporarily stopped due to lockdown and would resume once the lockdown is lifted.

Then Mrs. Bharathi P S, HOD of BSC FAD highlighted about the department and mentioned that the campus recruitment planned for BSC FAD by RJS Inspection Pvt. Ltd. Could not be executed due to one student contacting the

disease. She also mentioned that the workshop on merchandising could not be arranged as the resource person is in abroad and time difference was an issue.

Mr. Narayanaswamy S G, representing the Language Dept. highlighted that the NSS students have come out with a 5-minute Telefilm on COVID-19. He also spoke about organising a national level seminar both in English and Kannada, Debate on environment – both intra and inter college on account of World environment day and mentioned that two guest lectures have been planned in each of languages namely-Kannada, Hindi, and English.

This agenda was proposed by Mrs. Rammya and seconded by Mrs. Gowri Hebbar.

SHORT TERM COURSES AND PG DIPLOMA FOR UG AND PG

The next agenda for the meeting was discussion on Short term courses and the PG Diploma for UG and PG. Mrs. Rammya mentioned about the ongoing short-term courses for all the departments – namely Tally with GST for BCOM, BBA and MCOM students, Web Developer Course for all streams, Jewelry making for BSC FAD. Dr R Parvathi then spoke about the PG Diploma program on Research Practice that has been introduced for MCOM students and she explained in detail the process of program, examination, and certification from Vasavi Educational Trust. Mrs. Rammya added that this program has helped the students in preparing their synopsis for the project which has been submitted to the University for approval. Mrs. K S Nagendra appreciated the initiative. Dr R Parvathi continued that the same program could be extended to UG students especially to BBA as they also have project to be prepared and submitted in the final year.

She also mentioned that for UG Certification program on Communication skills have been chalked out and Mrs. Mamatha S, English faculty would be coordinating the same. She also mentioned that the syllabus of these two programs would be shared with the industry expert for suggestion and approval.

This agenda was proposed by Dr R Parvathi and Mrs. Lokeshwari seconded it.

ANY OTHER TOPIC

Next Dr R Parvathi started the discussion quoting that, 2 alumni of the institution are giving back to alma mater. She quoted that Mr Sharath Chandra, alumni of M.COM batch 2018-20, a Chartered Accountant is conducting a special lecture on GST for M.COM and B.Com students and another alumni Mr Kishore from B.COM, now a lawyer appointed by government and also

preparing for public prosecutor examination and who has won his first case, wanted to give package of food grains to the non-teaching and support staff as a sense of gratitude to the college after the college opens after lockdown. Mr K S Nagendra appreciated the alumnus and said that a strong alumni relationship can take the institution to greater heights. He suggested that the package can be handed over now itself. But Dr Parvathi mentioned the logistic issues and Sri B R Viswanath Setty also supported and said that it could be done after lockdown and suggested to arrange a talk wherein the alumnus can share their experience with the present students.

The next topic was on NIRF- National Institute Ranking Framework. Mrs Rammya mentioned that the institution has gone one step ahead and have applied for NIRF and has submitted and mentioned that if ranked, it would add one more feather to the cap. Dr R Parvathi also added that not many degree colleges in Bangalore have gone for this ranking.

The next topic was on Feedback system and Dr R Parvathi mentioned that the institution has made it a practice to collect feedback from students after every program and the same is analysed and published in website. She then spoke about the University Assignments undertaken successfully by the faculty members.

The next topic was on publication in UGC Journals, and she mentioned that it has become a great challenge in recent times as there are issues of journal been removed from the UGC CARE list within a short period of time and that there are many cloned journals that have come into picture. She mentioned that despite these issues, many faculties have published, and she named the faculty members – Dr R Parvathi, Lokeshwari, Rammya, Dr Sathyabhama, Arpitha, Madhu, but expressed that not 100% faculty could go for UGC publications.

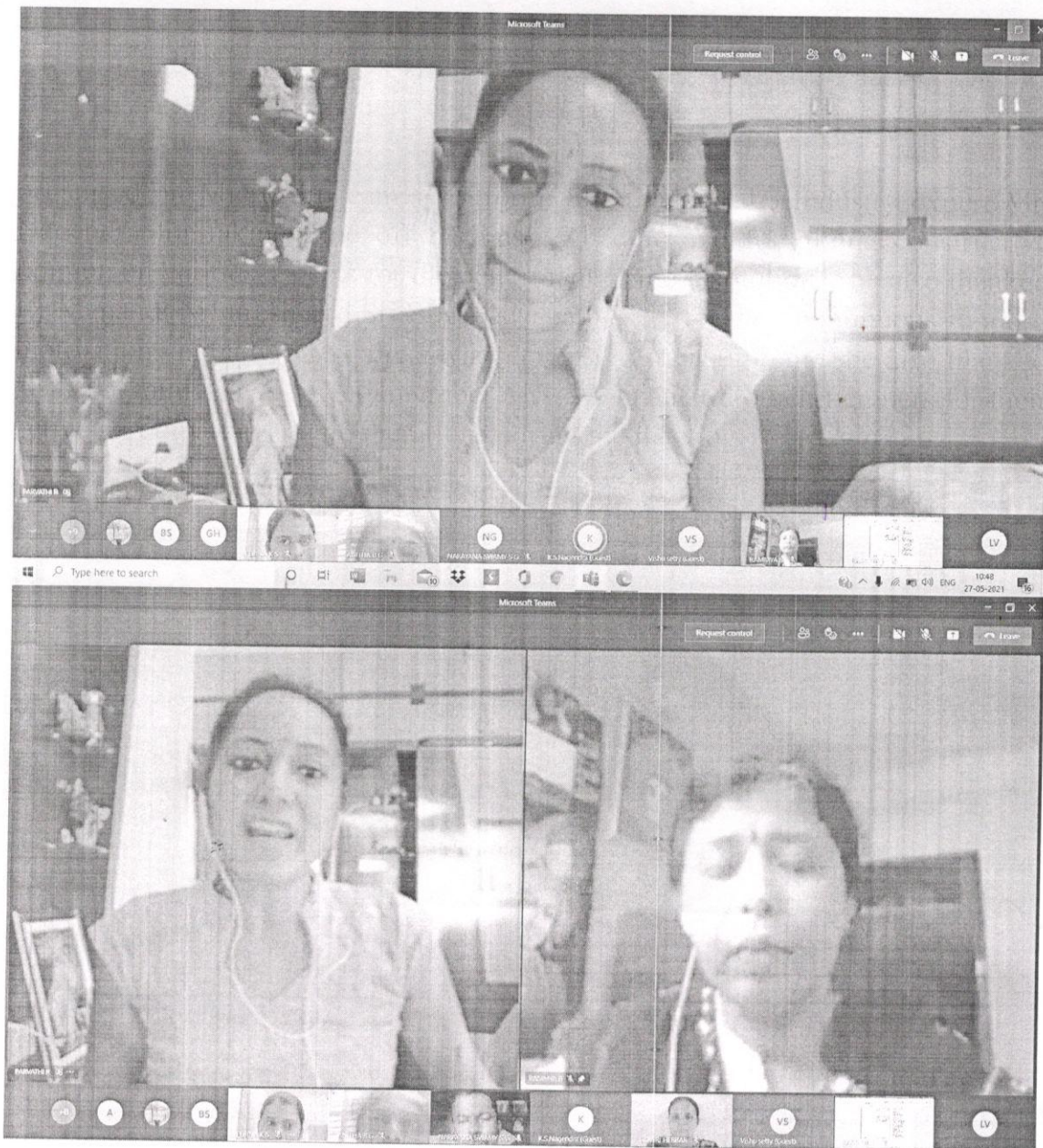
She however stated that as mentioned by Mrs Rammya, ISBN publication by almost all faculty is in pipeline and will be released shortly in one of the upcoming webinars. Mrs Anitha, the local society member suggested that breathing exercises could be introduced at the beginning of each class which could help the students fight these difficult times of pandemic. Mrs Rammya then mentioned about another program for girls that has been planned.

This agenda was proposed by Sri B R Viswanath Setty and seconded by Dr Manandi N Suresh.

VOTE OF THANKS

The meeting ended with vote of thanks by Mrs. Rammya who thanked all the members for a very fruitful deliberations of one hour in the virtual meeting

organised on Microsoft team's platform. She thanked the Industry expert Mr. Nagendra for taking time off his busy schedule and for giving constructive opinion on various aspects for the betterment of the institution. She also thanked Dr Manandi N Suresh and Sri B R Viswanath Setty for their continuous support, motivation, and advice for the advancement of the institution. She also thanked Dr R Parvathi, Local society member Mrs. Anita and all other members for their active participation and deliberations during the meeting.







Report Prepared by
VET FIRST GRADE COLLEGE
B Rammya
IQAC CO-ORDINATOR
 IQAC Coordinator

Dr R Parvathi
 Dr R Parvathi
 IQAC Chairperson
V.E.T. FIRST GRADE COLLEGE
 J.P. Nagar, Bangalore - 560 078

IQAC MEETING PROCEEDINGS

Date: 05th April 2021

Day: Monday

AGENDA:

1. Welcome.
2. Approval of proceedings of previous meeting and Action Taken report.
3. Reconstitution of the committee.
4. AQAR for 2019-20 - Approval
5. Academic and Administrative Audit Report.
6. Any other Topic.
7. Vote of Thanks.

MEMBERS PRESENT

1. Dr. Parvathi
2. Mr. K S Nagendra
3. Sri. BR Viswanath Setty
4. Dr Manandi N Suresh
5. Narayanaswamy S G
6. Bharathi P S
7. Prathima B J
8. Venkatesan R
9. Lokeshwari D V
10. Ambily I P
11. Anita B G
12. B Rammya

Ambily
B Rammya

PROCEEDINGS

WELCOME:

Mrs. Rammya, IQAC Coordinator started the meeting by welcoming one and all present during the meeting and highlighted in brief the agenda for the day. She welcomed the chairperson of the committee, Dr R Parvathi, Mr. K S Nagendra, the industry expert, Sri B R Viswanath Setty, President and Dr Manandi

N Suresh, Honorary Secretary and all other members present to the third meeting for the Academic Year 2020-21. She requested the members to participate and deliberate in the meeting and offer their valuable inputs and suggestions for betterment of the institution.

APPROVAL OF MINUTES OF PREVIOUS MEETING and ACTION TAKEN REPORT:

Mrs. Rammya presented the proceedings of the previous meeting along with the action taken for each agenda in detail. She read out agenda by agenda of the previous meeting and the respective action taken. She presented in detail the various programmes conducted during the period and Mr. K S Nagendra appreciated the efforts of the institution in organising various programmes.

Mrs. Rammya concluded the agenda, and this was proposed by Sri B R Viswanath Setty and seconded by Dr Manandi N Suresh after modifications suggested by Mrs. Lokeshwari with respect to number of students who attended Manifest Programme.

RECONSTITUTION OF THE COMMITTEE:

The next agenda for the meeting was the reconstitution of the committee during the mid of the academic year owing to resignation of 2 members due to Pandemic and Family issues. Dr R Parvathi mentioned that Mr. Venkatesan R, BCA coordinator resigned due to personal family reasons and that Mrs. Prathima B J, HOD of Commerce resigned due to COVID 19 reasons. These two vacancies in the IQAC committee needs to be filled. She proposed Mrs. Febina K who has been given the responsibility of BCA Department in place of Mr. Venkatesan R and Mrs. Gowri Hebbar in place of Mrs. Prathima B J who has been handed the responsibility of Commerce Department. BR Viswanath Setty agreed for the justification of adding the members from the department of computer Application and Commerce to support the suggestion made.

These two changes were approved by the committee members. This agenda was proposed by Dr Manandi N Suresh and seconded by Dr R Parvathi .

AQAR FOR 2019-20 - APPROVAL

The next agenda for the meeting was approval of AQAR for the year 2019-20 to be submitted to NAAC. Dr R Parvathi started the agenda by quoting that the institution is in the 12th year of NAAC accreditation. She highlighted that the AQAR (Annual Quality Assurance Report) for 2018-19 that has already been submitted and the AQAR 2019-20 that is proposed to be submitted are in the old format and that the AQAR for the year 2020-21 has undergone changes and has been made in line with the SSR (Self Study Report) that is submitted a year before the NAAC visit. She put forth the report before the committee members and explained in detail the 7 criterion on which the AQAR is based. However, the AQAR report was shared with all the members along with the meeting notice to make any required suggestion.

She mentioned that the staff strength has reduced to 25 as compared to 26 in the previous year due to reduction in one section of BCOM. She also mentioned about the PM Yuva program with which the college is associated for 5 years up to 2021-22. She pointed out that the institution has not received any grants under this scheme from the Government and pointed out that the institution is in the process of filling the feedback for the same. She also spoke in high regards about the faculty publications in UGC Care listed Journals, Scopus Indexed Journals and participation, presentations and publications in ISBN in National, International and State level Conferences and commended their efforts. She pointed out the year 2019-20 saw lesser involvement as Resource person in National and International Forums as the same is bit expensive. She also gave statistics about the collaborations, MOUs, budget for academic and infrastructure augmentation and pointed out that the budget assigned for this is more, whereas the utilization is comparatively less. She mentioned about the scholarship facility availed by approximately 169 students from various social welfare departments and mentioned that management scholarships were not given due to Pandemic and that management had allowed students to pay the fees in as many number of instalments as required. She further highlighted that only two companies could be invited in 2019-20 due to complete lockdown and placed on record that 29 students were placed off campus and 14 students were selected on campus.

She also mentioned about the student achievements, alumni registration during 2019-20 and their contribution, best practices, and other information as entered in AQAR 2019-20. She also mentioned that the AQAR has been placed in the Governing Council and the same has been recommended for submission. She sought the comments of the members present which could be incorporated before submission. Everyone unanimously approved the AQAR prepared, and Dr R Parvathi mentioned that the same would be submitted to NAAC very shortly as the deadline is 31st May 2021.

This agenda was proposed by Dr Manandi N Suresh and seconded by Sri B R Viswanath Setty.

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2019-20.

Mrs. Rammya stated that the next agenda for the meeting was AAA - Academic and Administrative Audit for the year 2019-20 and the same was continued by Dr R Parvathi.

Dr R Parvathi explained why AAA needs to be done in the educational institution and explained in detail the process involved and the committee formed for this purpose. She mentioned that all the departments were given 5 criteria based on NAAC guidelines to conduct audit of their department. She mentioned that Departments have submitted their audit report to the committee and IQAC, which was reviewed, and scores were calculated, and grades were assigned. She read out the scores of each department along with their grades and pointed out that the overall grading for the institution is still at B+, same as previous accreditation grade. Dr Manandi N Suresh opined that that the departments should take proactive steps and efforts to improve the ranking. Sri B R Viswanath Setty mentioned that departments should review where they have lost scores and accordingly come out with a plan to improve the same.

Dr R Parvathi put forth the draft report to the management and then the management reviewed, with suitable remarks and suggestion, certificate has been issued. Same has been discussed in the meeting and approval is sought from the member, which was readily given by all members present. Mrs. Anita, Local society member appreciated the efforts and pointed out that this can become a

benchmark for other sister institutions of the college for quality improvement and self-appraise of their performance and requested to share the report through mail.

This agenda was proposed by Mr. Narayanaswamy and seconded by Mrs. Bharathi PS

ANY OTHER TOPIC

Dr R Parvathi spoke about the Placements and mentioned that the college propose to conduct drives to enable students to place themselves in good jobs. She mentioned that the institution has organised a Career Counseling to Final year students on 3rd April 2021. She also mentioned that a google form has been designed to know the student's preference and the same is in the process.

She also mentioned that the institution proposes to set up a Marketing and Advertising Department for improving the admissions in the upcoming academic year. She also highlighted that Dr Manandi N Suresh has taken an initiative which was rightly supported by Sri B R Viswanath Setty regarding this, and the discussions are in pipeline with Mr. Abdul as well. She also spoke about the commencement of even semester classes and expressed concern over the second wave of COVID 19 pandemic. She proposed conduct of classes for even semester for a period of 1-2 months through online mode using Microsoft Teams to ensure protection to faculty and their family members in specific and the entire students and their family at large. She also expressed that many neighbouring institutions are also planning to conduct online classes in the wake of rising Corona cases.

She then mentioned that the faculty articles to be published in ISBN book as mentioned by Mrs. Rammya during action taken report, has been done following the code of conduct with respect to plagiarism. She then spoke about the resignations during the last 2 months and mentioned that Mrs. Deepika and Mrs. Roopasri have been appointed for BCA and Commerce Department as well.

She then mentioned about the prestigious University Assignments that the institution has undertaken namely Chief Coordinator for BSC/BCA and English language for 3rd and 5th Semester for March 2021 Bengaluru City University examination and highlighted that this assignment was rightly assisted by Sri Narayanaswamy S G, Mrs. Gowri Hebbar, Mrs. Madhu, Mr. Rangaswamy, and other support staff. She also mentioned that the institution is multi-tasking and is


conducting examination for V and III semester Under graduation courses, conducting classes for I sem MCOM students in the campus, deputing staff for valuation to the University and assisting Vijaya College in the conduct of Bangalore University Repeaters examination and BCU III semester MCOM examination. This was appreciated by Sri B R Viswanath Setty who praised her for her dynamin leadership and the team.

Mrs. Rammya spoke about the upcoming Energy Audit that has been arranged for the entire institution on 8th April 2021 by MGIRED – Mahatma Gandhi Institute for Renewable Energy and Development, Jakkur.


This agenda was proposed by Mrs. Rammya and seconded by Mrs. Anita B G

VOTE OF THANKS:

The meeting ended with vote of thanks by Mrs. Rammya who thanked all the members for a very fruitful deliberations of one and half hours. She thanked the Industry expert Mr. Nagendra for taking time off his busy schedule and for giving constructive opinion on various aspects for the betterment of the institution. She also thanked Dr Manandi N Suresh and Sri B R Viswanath Setty for their continuous support, motivation, and advice for the advancement of the institution. She also thanked Dr R Parvathi, Local society member Mrs. Anita and all other members for their active participation and deliberations during the meeting. The meeting ended with hi tea and snacks served to all the members.

VET FIRST GRADE COLLEGE

B. Rammya
IQAC COORDINATOR

IQAC coordinator


Dr. Parvathi
Principal
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