



SESHADRIPURAM FIRST GRADE COLLEGE

Yelahanka New Town, Bengaluru – 560064

Permanently Affiliated to Bangalore University, Recognized by Government of Karnataka
& Recognized under Section 2(f) & 12(B) of the UGC Act, 1956,
Accredited 'B' Grade by NAAC

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC Meetings held on 20th June 2016

MEETING – I

Sl. No	Agenda	Resolution
1	Confirm of the Minutes of the Previous Meeting	Co-ordinator read the Minutes of earlier meeting and was approved by the Members
2	Preparation and Approval of Academic Calendar	Approval of Academic Calendar prepared as per IQAC Guidelines after considering proposal from different Committees
3	Discussion on Orientation Program and Bridge Course for the New Batch	Orientation program to be conducted on 09 th July 2016
4	Discussion on CBCS based syllabus	It was approved in the meeting to adopt CBCS syllabus for all the programs as per Bangalore University norms.
5	Introduction of Add on Programmes	Members decided to introduce Add on programs for the Academic year 2016-17. It was informed by the Principal that MARK Academy, Glisten and Chandrakanth Technologies have agreed to conduct the Add On Programs. It will be continued based on the positive Feedback from the students. Kannada department was given an initiative to conduct programs on performing arts.
6	Discussion on sanctioned posts	It was decided to recruit full time UG and PG sanctioned posts as per the requirement of the respective departments.
7	Approval of PO / PSO / CO	PO, PSO and CO was discussed and approved in the meeting which was prepared by respective departments
8	Discussion on Guidelines for	It was decided in the meeting to conduct a





	competitive exam	program to give guidelines to the Students on competitive exams in association with Milestone Academy
9	Conduct of Alumni Meet	It was decided to conduct Alumni meet on 27 th August 2016
10	Discussion about Continuous Internal Evaluation	Internal Assessment Test and Pre-final Exam to be conducted
11	Identification of Slow and Advance Learners	It was decided in the meeting to inform all the concerned Departments to frame the required strategies for the improvement of advance and slow learners.
12	Discussion on Mentor-Mentee programme	Mentors were allotted class wise and were explained about their roles and responsibilities
13	To discuss about IPR workshop	It was decided to conduct workshop on Intellectual Property Rights for both Undergraduate and Post Graduate Program Students and Faculty Members
14	To Discuss About subscription of E - Journals and N - List	It was decided to continue the subscription for E - Journals and N - List
15	To discuss about training and placement	It was decided to provide necessary training for the students in association with Glisten company. It was decided to inform the placement officer to conduct the placement drive for the final year Students
16	College games selection for Boys/Girls Team	It was decided to inform Physical Education Department to undertake team selection process both for Boys and Girls.
17	To conduct social and Environment awareness programme	It was decided to conduct Social Awareness Programme in the College like Cleaning drive, Mega Tree Plantation Drive and Rally for Rivers, which was communicated to the respective Committee
18	Inter class Athletic Meet	It was decided to conduct Inter class Athletic Meet on 11 th September 2016. Sports department has to undertake the necessary steps.
19	Parents - Teachers Meet	It was decided in the meeting to conduct Parents - Teachers Meet on 10 th September 2016
20	Discussion on Life Skill, Soft Skill / ICT / Language Skill for students	It was decided in the meeting to conduct Life Skill through Yoga, Soft Skills Programs through Glisten, Language Skills under taken



		by English Department and ICT by Computer Science Department.
21	Discussion on Self-Appraisal for Teaching / Non – Teaching Staff	It was decided to conduct the Annual Self-Appraisal for teaching and non teaching staff.
22	To conduct Professional Ethics, Environment Sustainability, Gender Issues program	It was decided to conduct these programmes to enrich the curriculum and inculcate Gender Equity, Professional Ethics and Environmental Consciousness among the students.
23	Appointment of Committee Conveners, Head of the Departments and Co-ordinators	It was decided in the meeting to appoint Conveners, Co-ordinators and Heads for the respective departments
24	Discussion on Standard Operating Procedures of Various Departments/Committees	It was approved in the Meeting to follow the existing Standard Operating Procedures.
25	Discussion on Internal Grievance mechanism, Anti ragging and Anti sexual mechanisms	It was decided to bring awareness among the students about the consequences of Ragging and its challenges by conducting specific programs addressing the following issues and it create awareness among the students about the existing Committees to handle such problems
26	Discussion on Institutional strategic and effective plans	It was decided in the meeting to come up with strategic and effective plans for the institutional programmes and to conduct different events for continuous and qualitative growth.
27	Confirmation about the 2 nd Meeting date	Next Meeting was confirmed to be held on 21 st September 2016

There being no other subject for consideration, the meeting was concluded with Vote of Thanks to the Chair and other members present by the IQAC Co-ordinator.


(Prof. P.V. Mathew)
Co-ordinator, IQAC


(Dr. S.N. Venkatesh)
Chairperson, IQAC



Role in IQAC	Name	Signature
Chairperson	Dr. S.N. Venkatesh	
Management Representative	Sri. W.D. Ashok	
Co-ordinator	Prof. P.V. Mathew	
Member	Prof. V.A. Nagaraju	
Member	Prof. Rekha Raichal	
Member	Prof. Rajashri Padaki	
Member	Prof. Santanu Das	
Member	Dr. Geetha D C	
Member	Prof. Rashmi D	
Member	Dr. Pavan Kumar G	
Member	Mr. Sudhir V Bhainaik	
Member	Mr. Prakash K	
Nominated Member	Dr. Sathyanarayana Gowda V	
Nominated Member	Mr. B. Gururaja Rao	
Nominated Member	Ms. Roqheya Sulthana	
Nominated Member	Mr. Jayanth Muralidhar	
Nominated Member	Mr. Lakshmeesha	
Nominated Member	Ms. Tejashree Narayan	
Industry Representative	Mr. Mohammad Tanseer Pasha	

