

## Meeting-1

Date: 21/6/22

Time: 3pm

Meeting Held: In principal's chamber

### Agenda of the meeting:

1. Planning calendar of events.
2. Incharges for Different criteria
3. Selection of student representatives for college.
4. Assigning work for IQAC committee members
5. Discussion of events in June month

### Discussions of the meeting:

1. Principal has discussed to organise the events in the month of June.
2. He also discussed about Internal Assessment test Dates, Quality of Question papers, Evaluation etc.
3. He instructed to submit the IQAC documents and reports of any event within 3 days after event is done.
4. He decided to select student representatives for college and also one representative for sports and

Cultural.

5. All the Committee members of IQAC discussed and decided to release sports history magazine of the college.
6. They also discussed about course outcomes and programme outcomes of all the departments.
7. principal has changed some criteria in charges.
8. He took initiation to conduct 2 preparatories instead of internal assessment tests.
9. He advised IQAC committee members to conduct orientation programme for course outcomes and programme outcomes.
10. committee members discussed about annual day and sports day celebration.
11. Dates for preparatories was also decided by the principal, vice principal and by the IQAC coordinator.

Decision taken in the meeting:

\* principal has decided to conduct two preparatories dated July 2<sup>nd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> for First preparatory and August 22<sup>nd</sup> to 29<sup>th</sup> for second

preparatory

- \* Incharges for Different criteria's was also decided. Ind Criteria incharge was decided by the principal.
- \* It was decided to conduct world Tobacco day, world environment Day, world food safety day on 7<sup>th</sup> of June, blood donor day in the month of June.
- \* Judges for world food safety day was also decided as Vithal Venkatesh Kamath as chief guest
- \* It was Decided to include peptalk in the calendar of events.

In attendance:

1. Dr. Sudheer Pai K.L
2. Sri Karan S Shetty
3. Smt. Samatha Shetty
4. Prof. Shilpa sarnad
5. Prof. Nagaraja.N
6. Prof. Gayathri.B
7. Dr. Mohan S.H
8. Prof. Swapna.J
9. Prof. Malathi A.M
10. Prof. Malathi.H
11. Prof. Geethanjali.c
12. Sri vigneshwara M.G
13. Sri Narasimhaiah
14. Sri Puneeth
15. Sri Girish.R
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PRINCIPAL

R.N.S. First Grade College  
Channasandra, Bengaluru-98

## Meeting-2

Date: 21/9/2022

Time: 3.30pm

Meeting Held : 001

### Agenda of the meeting :-

1. Planning Calendar of Events.
2. Selection of Student Representatives for sports, College and Cultural activities.
3. To Discuss about Discipline issues.
4. Discussion of Class activity/Club activity and other events during Odd semester.
5. About projector Usage.
6. Updation of College Website.

### Discussions of the Meeting :-

1. It is Discussed to finalise the calendar of events for odd semester.
2. principal sir discussed and intimated to Conduct class and club activities and other events smoothly.
3. He decided to select student representatives for college and other representatives for sports and cultural activities.

4. Log book to be maintained for projector usage.
5. Class teachers and Mentors should monitor the Students attendance.
6. It is Discussed about discipline issues of the students.
7. He is Instructed to update the College Website.
8. It is also discussed about responsibilities of faculties in various Committees.

#### Decision taken in the Meeting :-

- \* It is decided by the principal to be very serious about discipline issues. Students haircut, uniform and other issues to be handled responsibly.
- \* It is decided to schedule optical demo on 21/9/22 at 3pm.
- \* He has decided to Celebrate Teacher's Day on 5/9/22.
- \* It is decided to monitor student attendance for every 15 days once.
- \* If any issue with the projector immediately it should be

brought notice to the vice principal.

In attendance:~

1. Dr Sudheer pai K.L
2. Sri Karan S Shetty
3. Smt. Samatha Shetty
4. prof. Shilpa sarnad
5. prof. Nagaraja.N
6. prof. Gayathri.B
7. Dr. Mohan S.H
8. prof. Swapna.J
9. prof. Malathi A.M
10. prof. Malathi.H
11. prof. Geethanjali.C
12. Sri Vigneshwara M.G
13. Sri Narasimhayya
14. Sri puneeth
15. Sri Girish.R

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**PRINCIPAL**

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Channasandra, Bengaluru-98

### Meeting-3

Date: 6/3/23

Time: 3.30 pm

Meeting Held : In principal's cabin

#### Agenda of the meeting:-

1. To plan for even Semester Calendar of events.
2. To Discuss about online counselling session to be done by Class teacher and HOD
3. To Discuss about principal's online Counselling for students
4. To talk about "SWAYAM" course
5. To highlight all the achievements of the Departments.
6. PG CET Rank holders.
7. To plan for Internal tests.

#### Discussions of the meeting:-

1. It is Discussed to plan for even Semester Calendar of events and time for planning is also discussed.
2. It's decided to conduct counselling for the students by class teacher followed by the principal

3. It is discussed to make Swayam course compulsory for students.

4. It's Discussed to felicitate PG CET Rank holder Mythri

5. Discussed to conduct large International Conference.

### Decision taken in the Meeting:

\* It is decided by the principal to organize International Conference on May 25th & May 26th.

\*. It is decided to conduct counseling after first Internal test and principal counseling after II Internal test

\*. To plan calendar of events for even semester.

\* He made Compulsory to complete Swayam Course for all the faculties & the students

\* He highlighted all the achievements of BCA department

\* He decided to conduct meeting for IQAC every 1st & 3rd Monday

In attendance:-

1. Dr. sudheer pai.K.L
2. Sri Karan S Shetty
3. Smt. Samatha Shetty
4. prof. Shilpa sarnad
5. prof. Nagaraja.N
6. prof. Geethanjali.c
7. prof. Gayathri.B
8. Dr. Mohan S.H
9. prof. Swapna.J
10. prof. Malathi.A.M
11. prof. Malathi.H
12. Sri Vigneshwara.M.G
13. Sri Narasimhayya
14. Sri puneeth.
15. Sri.Girish.R.

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Channasandra, Bengaluru-93

## Meeting-5

Date: 5/12/24

Time: 3.30pm

Meeting Held: In principal's cabin

### Agenda of the Meeting :~

1. AQAR Submission
2. Follow up for Swayam courses
3. TO appreciate Rank holder's and Department
4. Updation of E-Resources
5. Updation of Social media
6. Swayam Course one per year



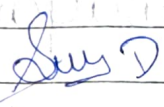
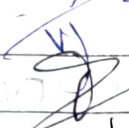
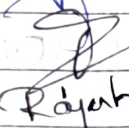
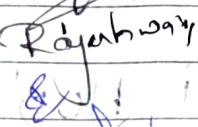


### Discussion's of the Meeting~

1. All HOD's together with IQAC planned for AQAR submission
2. It is decided to follow up for Swayam courses
3. principal appreciated for faculties in the Department for Student's Securing Rank
4. Vinay Kumar E.S approached principal for the updation of E-Resources

## Decision taken in the Meeting

1. It is decided that Swayam course is compulsory for every faculty. one course per year.
2. Decided to motivate the students to secure the Ranks.

## In attendance:

1. Dr. Sudheer Pai K.L. 
2. Prof. Murali Krishna K Mysore
3. Prof. Shilpa Sarnad
4. Prof. Geethanjali C 
5. Prof. Suma D 
6. Prof. Janaki V 
7. Prof. Sowbhagya 
8. Prof. Rajeshwaru 
9. Prof. Rajath H.S. 
10. Prof. Geetha Bhat 
11. Sri. Vigneshwara
12. Sri. Narasimhaiah
13. Sri. Puneeth
14. Hemanth S.
15. Sri. Ramakanth

  
PRINCIPAL

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## Meeting- 6

Date: 18/5/24

Time: 10:30 am

Meeting Held: In principal's cabin

### Agenda of the Meeting:-

1. planning for calendar of events for the academic year 2024-25
2. Discussion of events with HOD.
3. Discussed about Internal test Dates and Examination Dates
4. planning for grand Inauguration for upcoming students.
5. Cultural activities & planning.



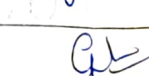

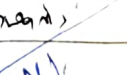










### Discussions of the Meeting:-

1. principal is instructed to prepare the calendar of events for the year 2024-25
2. He also instructed to finalise the Dates for Examinations
3. Lesson plans COS and POS must be ready before the classes.
4. It is instructed to plan for Inauguration and orientation.

## Decision taken in the meeting

- \* It is decided to conduct 4 examinations in the month of November.
- \* Test dates are finalized as 26/11, 27/11, 30/11.
- \* Lesson plans to be distributed to department faculties.

### In attendances-

1. Dr. Sudheer Pai K.L. 
2. Prof. Muralikrishna K. Mysore 
3. Prof. Shilpa Sarnad 
4. Prof. Geethanjali C. 
5. Prof. Suma D. 
6. Prof. Rajeshwari 
7. Prof. Janaki V. 
8. Prof. Sowbhagya 
9. Prof. Rajath H.S. 
10. Prof. Geetha Bhat 
11. Sri. Vigneshwara 
12. Sri. Narasimhaiah 
13. Sri. Puneeth 
14. Hemanth S. 
15. Ramakanth 

## Meeting - 7

Date: 18/9/2024

Time: 3:45 PM

Venue: Principal's cabin

### Agenda:

- General meeting with IQAC committee for distributing roles and responsibilities.
- Analysis of programs going to be organized by IQAC.
- To make discussion and to know more concern about IQAC to enhance its quality.

### Proceedings:

- The IQAC coordinator initiated the meeting by providing a comprehensive overview of the planned programs for the academic year 2024-25. She detailed the objectives, timelines, and expected outcomes of these initiatives, ensuring that all committee members had a clear understanding of the upcoming activities.
- Following this, the coordinator explained the documentation system utilized by IQAC, emphasizing the importance of maintaining organized and accurate records for all programs and events. She highlighted the procedures for preparing, storing, and reviewing documents to ensure transparency and ease of access.
- Subsequently, various IQAC committee members actively participated in the discussion, expressing their willingness to offer full support and cooperation during the execution of any event. This collaborative spirit underscored the committee's commitment to enhancing the quality and effectiveness of IQAC's functions throughout the academic year.

  
Principal

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## Minutes of the meeting

Date: 18/12/24

Time: 1:30 PM

Venue: Room number-207

### Agenda:

- Preparation for internal audit.
- Collection of documents for the various departments.
- Document compilation & indexing.
- Committee availability during audit.

### Proceedings:

- The committee members engaged in a detailed discussion regarding the steps and strategies necessary for preparing the IQAC documentation in anticipation of the upcoming internal audit. They emphasized the importance of thoroughness and accuracy to ensure compliance with audit requirements.
- Members were instructed to actively collect all relevant documents from the B.Com, BBA, and BCA departments. This task was highlighted as critical to compiling a complete and organized set of records for the audit process.
- Prof. Rajath H S was specifically assigned the responsibility of indexing all documentation related to the odd semester. This indexing will facilitate efficient retrieval and review of documents during the audit.
- To ensure smooth handling of any queries that may arise and to enable easy access to the required documents, all committee members were advised to be available and present throughout the internal audit period. This availability is intended to provide timely support and maintain transparency during the audit proceedings.



Principal

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## Minutes of the meeting

Date: 27/01/25

Time: 11:50 AM


Venue: Co-ordinator's Room

### Agenda:

- To plea for even semester calendar of events.
- To allot the documentation work to IQAC members.
- IIC, ED, SCM cell activities along with celebrating succession of AQAR with submission errors.

### Proceedings:

- The proceedings of the meeting began with a comprehensive discussion involving all the department heads regarding the scheduling of the semester events. After considering the inputs and confirmations from the Heads of Departments (HODs), the final calendar of events was assigned to the design team for creation. This calendar has been carefully planned to align with the academic schedule and departmental requirements.
- Following this, the responsibility for the documentation work related to the Internal Quality Assurance Cell (IQAC) was delegated to the IQAC committee members. The members were briefed on the scope and importance of this documentation task to ensure proper record-keeping and compliance.
- The meeting also included a detailed discussion on the Institutional Innovation Council (IIC) activities, as these were newly introduced to the committee. The members were provided with an overview of the IIC's purpose, objectives, and the types of activities it undertakes, enhancing their understanding and encouraging active involvement.
- Additionally, the committee discussed the roles of the Entrepreneurship Development (ED) and Supply Chain Management (SCM) cells, as well as the ongoing celebration of the successful submission of the Annual Quality Assurance Report (AQAR). However, attention was drawn to the submission errors encountered, emphasizing the need for accuracy in future reports.
- Finally, the IQAC coordinator expressed appreciation for the collaborative spirit and effective coordination demonstrated by the committee members throughout the meeting's discussions and the tasks assigned. This encouragement aimed to motivate continued dedication to maintaining and enhancing the institution's quality standards.

  
Principal

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R.N.S. First Grade College  
Channasandra, Bengaluru-98.

### Minutes of meeting

Date: 23/05/25

Day: Friday

Time: 11 AM

Venue: Co-ordinators Room

#### Agenda:

- \* Finalization of Semester Time table.
- \* Finalization of Calendar of Events.
- \* Planning for 1st year Inaugural program.
- \* Any other issues.

#### Proceedings :

- The committee began by gathering and reviewing inputs from various departments regarding the semester time table. After thorough discussions and obtaining the necessary approvals, the finalized time table was received and officially published for implementation.
- Since the responsibility for organizing the inaugural program for the first-year students was entrusted to the IQAC, the committee allocated specific tasks related to the event among the faculty and staff members. This delegation was aimed at ensuring smooth coordination and successful execution of the program.
- Each IQAC member was instructed to actively follow up on their assigned responsibilities and provide weekly progress reports. This regular monitoring was emphasized to maintain accountability and to address any challenges promptly.
- Additionally, IQAC committee members were reminded to complete all required documentation associated with the planning and execution of both the semester activities and the inaugural program, ensuring proper record-keeping and compliance.

Principal

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