R V Educational Institutions
SSMRV College
Affiliated to Bengaluru City University
Recognized by UGC & Approved by AICTE

IQAC MEETINGS AY 2023-24

Meeting 1

Date: 19-07-2023
Time: 3.30 PM
Location: Board Room, Ground Floor
Chaired by – Dr S Anil Kumar, Principal, SSMRV College
Convener: Dr Nagaraj M S, Coordinator - IQAC

Meeting Agenda

1. To discuss about the SSR preparation

Attendees -

Dr S Anil Kumar, Principal, Chairman -IQAC,
Dr Nagaraj M S, Coordinator-IQAC
Mr. Gokul C, Member, IQAC
Mrs Shanthi Krishna, In charge, Criteria 1
Mr Jagadish A, In charge, Criteria 2
Mrs Ume Salma, In charge, Criteria 3
Dr Shalini N, In charge, Criteria 4
Mrs Roopalatha M, In charge, Criteria 5
Mr Satish M D, In charge, Criteria 7

Absentees – Dr Babitha B M, In charge, Criteria 6

Minutes

1. There would be criteria meeting everyday at the board room @ 3.30 PM from 21st July 2023.
2. A time table for each criteria would be sent by the IQAC Team.
3. Instead of taking up the entire criteria, one question would be picked up and answered each day. The answer needs to be substantiated by proofs and documentary evidence.
4. The priority should be to work on SSR and also on the AQAR for AY 2022-23.
5. The criteria heads would submit the data to the IQAC Team, get it verified by Dr Nagaraj M S and once it is approved the same would be entered into the NAAC portal.
6. One of the reference points for SSR Preparation is of Seshadripuram college which was graded with A++ by NAAC. The same is sent in the WhatsApp group.
7. The excel template of SSR was also shared in the whatsapp group.
8. The criteria heads need to focus on the Quantitative questions whereas IQAC Team would help the criteria heads with the Qualitative questions.

Outcome

The meeting primarily focused on preparation of SSR and the to discuss the timelines for the same. It was informed that deadlines for preparation of AQAR and SSR should be strictly followed with no lapses.

Amidst academic priorities, it ts the responsibility of each faculty member to ensure that the relevant documents are collected and submitted to the IQAC team

Since no other points were discussed by the attendees, Meeting was concluded with a thanking note by the IQAC Coordinator

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Meeting 2

Date: 19-07-2023
Time: 3.30 PM
Location: Board Room, Ground Floor
Chaired by – Dr S Anil Kumar, Principal, SSMRV College
Convener: Dr Nagaraj M S, Coordinator - IQAC

Meeting Agenda

- To review Criteria 3 ,4 & 7

Attendees -

- Dr Nagaraj M S, Coordinator-IQAC
- Mr. Gokul C, Member, IQAC
- Mrs Ume Salma, In charge, Criteria 3 & Team
- Dr Shalini N, In charge, Criteria 4 & Team
- Mr Satish M D

Minutes

1. Q No 4.1.2 and 4.4.1 to be worked on and submitted on 26th July 2023 (Criteria 4)
2. Q No 3.2.1 and 3,2,2 and 3.3.1 to be submitted on 25th July 2023 (Criteria 3)
3. Q No 4.3.2 to be updated on 26th July 2023 (Criteria 4)
4. Criteria 7 to be relooked in the next meeting.

Outcome

The meeting primarily focused on preparation of AQAR wrt to criteria 3,4 and 7 and also to discuss the timelines for the same.

It was informed that deadlines for preparation of AQAR and SSR should be strictly followed with no lapses.

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Meeting 3

Date – 24th July 2023 (Friday)
Time – 3.30 PM
Venue : Board Room, Ground Floor

Meeting Agenda

To review Criteria 1 & 2

Attendees -

- Dr Nagaraj M S, Coordinator-IQAC
- Mr. Gokul C, Member, IQAC
- Mrs Shanthi Krishna R, In charge, Criteria 1 & Team
- Mr Shivakumara N, Member, Criteria 1
- Dr Prathima Vijay, Member, Criteria 1
- Mrs Lavanya Balaji, Member, Criteria 1
- Mrs Bharathi Rathod, Member, Criteria 1
- Mr Jagadish A, Head, Criteria 2

Minutes

1. SOP of Criteria 1 was discussed and analysed.
2. The details of add on courses and the duration was analysed in detail.
3. The new Manual of NAAC was updated in detail.
4. Question no 2.1.1 enrolment percentage was discussed
5. Student certificate to be provided by the placement officer for all add on courses.
6. The details of criteria 2 to be ready by next Monday – 31st July 2023.
7. The reservation category for filling the seats were discussed with Vani Ma'am and Vani Madam has confirmed that the reservation is done as per the latest Govt order.

Outcome

During the meeting all AQAR questions of criteria 1 and 2 were discussed in detail and the unanswered questions of these criterias would need to be submitted latest by 31st July 2023. The discussion was also about the percentage of students earmarked for reserved category and it was confirmed by the Admin Manager that the same is in adherence with the Govt order

Since no other points were discussed by the attendees, Meeting was concluded with a thanking note by the IQAC Coordinator

Meeting 4

Date: 28-Aug-23
Time: 3.00pm – 5.00pm
Venue: Board room (GF)

Meeting Agenda

Status of completion of SSR & AQAR 22-23 of Criteria 1 & 2

Attendees -

- Dr. Geetha R - Principal
- Dr. Nagaraj M S
- Smt. Shanthi Krishnan
- Dr. Prathima Vijay
- Smt. Lavanya Balaji
- Mr. Shiv Kumar
- Mr. Jagadish
- Mrs. Lavanya B K
- Ms. Bharathi
- Mrs. Shakeela
- Mrs. Sudha
- Mrs. Lavanya Balaji

Minutes

Under Criteria 1
Smt. Shanthi Krishna presented her status report of SSR and AQAR
Documents required for few of the questions were discussed and the source of the same were informedDocuments relating to add-on courses and certificate courses need to be consolidated, and the required information could be sourced from vendorIt was decided that, all question of AQAR and SSR would be shared to all the members

Under Criteria 2
Mr. Jagadish presented his criteria completion status of AQAR and SSR. Most of the documents were in place except few which need to be sourced from the department. Few information required to the criteria need to be fetched from administrative office which would be collected shortly.Analysis of the data, with regard to students intake vs student admitted, percentage of reservation seats and such others were done based on bench marks

Outcome

The meeting primarily focused on preparation of SSR and the to discuss the timelines for the same. It was informed that deadlines for preparation of AQAR and SSR should be strictly followed with no lapses.

Amidst academic priorities, it ts the responsibility of each faculty member to ensure that the relevant documents are collected and submitted to the IQAC team

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Since no other points were discussed by the attendees, Meeting was concluded with a thanking note by the IQAC Coordinator

Meeting 5

Date: 29-8-23
Time: 3.00pm
Venue: Board room (GF)

Meeting Agenda

Status of completion of SSR & AQAR 22-23 of Criteria 3 & 4

Attendees -

- Dr. Geetha R - Principal
- Dr. Nagaraj M S
- Smt. Ume Salma
- Smt. Savitha Priyanka
- Smt. Anusha
- Dr. Shalini
- Mr. Getendra
- Mr. Santosh
- Ms. Sushma

Minutes

Under Criteria 3
- Smt. Ume Salma made a presentation on her criteria about the status of completion
- Majority of the documents are compiled
- With regard to grants received, *Unnath Bharath* funds received from UGC may be considered for the year 221-22
- Qualitative metrics responses need to be completed
- Analysis of the information along with the benchmark were compared
- Deadlines were given to complete the balance work

Under Criteria 4
- Dr. Shalini along with her team member presented the status of completion
- With regard to infrastructure, most of them matches with the requirements
- Geo-tag photos has been taken wherever required
- Most of the responses are completed

Outcome

Both the criteria heads were informed to consolidate the information and document the same

Since no other points were discussed by the attendees, Meeting was concluded with a thanking note by the IQAC Coordinator

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Meeting 6

Date – 30th Aug 2023
Time – 3.15 PM
Venue : Board Room

Meeting Agenda

To update about the status of Criteria 5 & 7.

Attendees -

- Dr Geetha R, Principal, Chairman -IQAC,
- Dr Nagaraj M S, Coordinator-IQAC
- Mr. Gokul C, Member, IQAC
- Mrs Roopalatha M, Head, Criteria 5
- Dr Kavitha H S, Member, Criteria 5
- Mrs Sumana H N, Placement Officer. Member, Criteria 5
- Mr Satish M D, Head, Criteria 7
- Mrs Apoorva C, Member, Criteria 7
- Dr Srihari, Member, Criteria 7
- Ms Smitha G L, Member, Criteria 7

Minutes

- The criteria heads discussed about the status of their respective criteria and also mentioned the status of completion.
- The Best Practices needs to be relooked at through a brainstorming session.
- The institutional distinctiveness can be through the Add on courses and the Technical courses (skill enhancement courses) which we are offering to the students.
- The thrust should be to develop a positive mindset which is society oriented.

Outcome

The Criteria 5 details are to be submitted (except the audit reports of 22-23)
AQAR - 7th Sep 2023
SSR - 15th Sep 2023
The Criteria 7 details are to be submitted within 11th Sep 2023 (both SSR and AQAR, except the audit reports).

Since no other points were discussed by the attendees, Meeting was concluded with a thanking note by the IQAC Coordinator

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Meeting 7

Date – 31st Aug 2023
Time – 3.15 PM
Venue : Board Room

Meeting Agenda

To update about the status of Criteria 6

Attendees -

- Dr Geetha R, Principal, Chairman -IQAC,
- Dr Nagaraj M S, Coordinator-IQAC
- Mr. Gokul C, Member, IQAC
- Dr Babitha B M, Head, Criteria 6
- Mrs Shabana, Member, Criteria 6
- Ms Deepika L, Member, Criteria 6
- Ms Neha Banu, Member, Criteria 6

Minutes

- The criteria head presented the ppt of criteria 6 and updated the status as of now
- The details of short term and long-term goals are to be provided by Mr Naresh.
- Benefits like documents for employee fee concession to be created for the same
- A process document showing employee reimbursement to be collected from the office.
- Welfare measures to be included in Q no 6.3.4
- The AQAR was also discussed at length with regard to all the questions.

Outcome

The SSR details to be completed latest by 14th Sep 2023 at 10.45 AM
The AQAR details to be completed by 14th Sep 2023 at 10.45 AM

Since no other points were discussed by the attendees, Meeting was concluded with a thanking note by the IQAC Coordinator

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Meeting 8

Date – 7th Sep 2023
Time – 3.00 PM
Venue : Board Room

Meeting Agenda

NAAC Documentation Review for Critieria 1
Documentation for AQAR 2022-23
Documentation for SSR

Attendees –

Dr Nagaraj M S
Mr Gokul C
Mrs Shanthi Krishna
Mr Sbivakumara N
Mrs Lavanya Balaji
Mrs Bharati Rathod
Mrs Rajatha M
Dr Prathima Vijay
Dr Sushma C

Minutes

1. The document for Q.No 1.1.1 was reviewed by Principal and the IQAC Coordinator
2. The IQAC coordinator discussed about the filing process to be done for SSR. Every question with its answers and documentation should be maintained in separate files. The data should be collected year wise with 2022-23 as the latest file and the last one being 2018-19
3. Every file should have a facing sheet the template of which has been sent.
4. The hard copies of Q no 1.1.1 (lesson plan. Work diary and time table) was reviewed
5. A draft checklist was prepared in consultation with Mrs Shanthi Krishna. The same to be consolidated by the IQAC Coordinator

Outcome

Verification of documents was done as per the checklist

Since no other points were discussed by the attendees, Meeting was concluded with a thanking note by the IQAC Coordinator

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Meeting 9

Date: 07-09-2023
Time: 4.00 PM
Location: Board Room, Ground Floor

Meeting Agenda

1. Verification of document of Criteria 2
2. Documentation for AQAR 2022-23 review
3. . Documentation for SSR

Attendees -

Dr Nagaraj M S	Coordinator - IQAC
Mr Gokul C	Member - IQAC
Mr Jagadish A	Head - Criteria 2
Mrs Sudha	Member
Mrs Shakeela M K	Member
Mrs Bharathi N S	Member
Mrs Lavanya B K	Member
Mrs Lavanya Balaji	Representative for PG Dept of Commerce

Minutes

2.1.1 Academic calendar for M.com (AY 2020-21) to be collected from Office
2.1.2 - No of seats data completed collected and student data(SC/ST/OBC), excess admission details to be collected from Office (for all 5 Years)
2.2.1 - The details of peer teaching and advanced learners/slow learners list was colleced. Outcome to be updated
Since there are multiple members working on similar questions, it was decided to discuss it against each metric

Outcome

Verification of documents was done as per the checkliist

Since no other points were discussed by the attendees, Meeting was concluded with a thanking note by the IQAC Coordinator

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Meeting 10

Date: 5-Dec-23
Time: 4.30 PM
Location: IQAC room

Meeting Agenda

1. Status of AQAR upload for AY 2023-24
2. Status of SSR upload

Attendees -

Dr Nagaraj M S	Cordinator - IQAC
Mr Gokul C	Member - IQAC
Ms Deepika L	Member - Criteria 6
Mrs Roopalatha M	Head - Criteria 5
Dr Shalini	Head - Criteria 4 & Incharge Criteria 7
Mr Jagadish A	Head - Criteriai 2
Mrs Shanthi Krishna	Head - Criteriai 1
Mrs Ume Salma	Head - Criteriai 3

Minutes

1. if the SSR is ready, we will be good to submit IIQA . There would be a 45 days time between IIQA submission and final submission
2. The earlier date was Nov 15 but however the same has got extended till Dec
3. The final AQAR will be reviewed by Principal, both the qualitative and quantitative questions
4. Once IIQA is submitted there would be strict timelines of those 45 days for upload. 45 days have to be split into 30 days for upload and 15 days for revision
5. Post 45 days there would be DVV, where in we would have to answer the queries from the NAAC team

Outcome

AQAR would be ready for submission by 1 Feb 2024. SSR dates to be decided.

Since no other points were discussed by the attendees, Meeting was concluded with a thanking note by the IQAC Coordinator

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Meeting 10

Date: 06-03-2024
Time: 4.00 PM
Location: IQAC Room

Meeting Agenda

SSR and IIQA Submission

Attendees -

Dr Nagaraj M S	Cordinator - IQAC
Mr Gokul C	Member - IQAC
Mrs Shanthi Krishna R	Criteria 1
Mr jagadish A	Criteria 2
Mrs Ume Salma	Criteria 3
Mr Gitendra Kumar	Criteria 4
Mrs Roopalatha M	Criteria 5
Ms Deepika L	Criteria 6
Dr Srihari	Criteria 7

Minutes

IIQA to be uploaded latest by 15 March 2024
Discussion on binary system of accreditation
To ensure that there is no lapses in the deadline as far as submission of SSR is concerned
Date to be fixed for IIQA submission
start entering Mock SSR in the next 15 days
Each criteria heads to give a deadline by 6th March 2024
The mock SSR preparation was shown in NAAC website. the same to be communicated to HOI

Outcome

The discussion concluded with a note that how Binary system would affect the NAAC process.

Since no other points were discussed by the attendees, Meeting was concluded with a thanking note by the IQAC Coordinator

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