

DayanandaSagar College of Arts, Science & Commerce

Internal Quality Assurance Cell

CELL MEETING

Date of Meeting: 12.06.2019

Time: 3PM

Venue: Principal's Chamber, New Business School


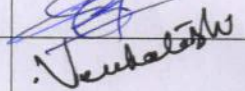


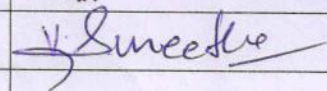
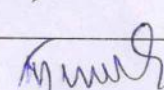
Agenda:

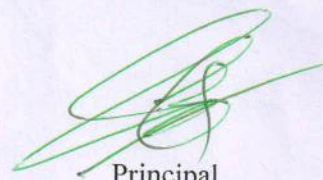
1. Revamp IQAC
2. Discussion on cell centers and activities

Minutes:

1. Discussion held regarding the enhancing the functionalities of IQAC.
2. Decided to add more cell centers.

Attendees:

Sl. No	Name	Department	Designation	Signature
1	Dr.Nagaraj Shenoy	DSCASC	Principal	
2	Dr.Venkatesh B.R.	MBA	Director	
3	Dr. Savita Trivedi	M.Com	HOD	
4	Prof. Hemanth U	BCA	HOD	
5	Prof. Suneetha V	MCA	HOD	
6	Dr. Suplab Poddar	BBA/B.Com	HOD	
7	Mr. Manje Gowda	DSCASC	Phy. Education	



Principal

DSCASC

DayanandaSagar College of Arts, Science & Commerce

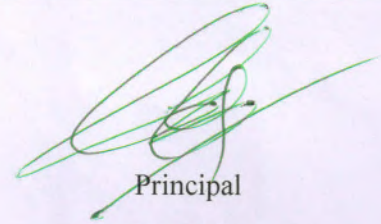
Internal Quality Assurance Cell

Date: 26.06.2019

Meeting held on: 12.06.2019

Sl.No.	Action Planned	Action Taken
1	IQAC Revamp	Cell Composition done.
2	Cells Centers	There are 23 different cell centers are identified and allotted faculty members as Head and members for each of the cell.

H. S. S.



Principal

DSCASC

Dayananda Sagar College of Arts, Science and Commerce, Bangalore

Internal Quality Assurance Cell (IQAC)

Date: 27th June 2019

Time: 1:30 PM

Venue: Principal's Chamber,

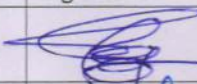
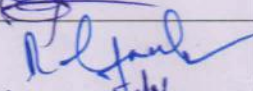
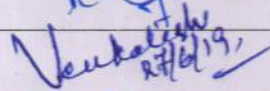
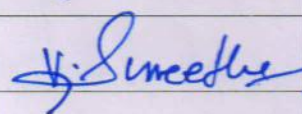
Agenda:

Discussion on NAAC Proceedings for the period July 2019 -

Minutes:

- Restructuring the Cell Composition
- Addition of new cells and its composition.
- Agenda of all events was finalized.

Attendees:

Sl.No	Name	Department	Signature
1	Dr. Shewaj Nagavaj.	DSCASC	
2	Prof. Gurumath	BCA / MCA	
3	Dr. Venkatesh B. R.	MBA - BU.	
4	V. Suneetha	MCA - BU	 27/6/19
5			
6			
7			
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Dayananda Sagar College of Arts, Science & Commerce

Master of Business Administration

Inter Office Communication

DIR:MBA:2019-20:117

Date: 29.6.2019

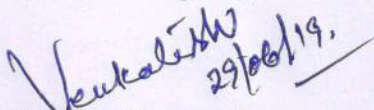
From : Director-MBA Programme
To : Prof. Gurunath, IQAC Coordinator, DSCASC

Please find below the details of persons nominated for IQAC Cell from our MBA-BU Department.

Sl. No.	Nominated for / as	Name of the person	Mobile No.
1.	Student Representative	Mr. Shankarnarayan, 2 nd Semester MBA	7019364360
2.	Alumni Representative	Mr. Syed Tanveer, Marketing Manager, Shobha Developers (2014 passed out)	8147164598
3.	Parents Representative	Mr. Panchaksharaiah, F/o. Vidyashree K.P, (2 nd Semester MBA) No.43/B, 1 st Main, Sollapuradamma Nagar, Amruthanandamayi Ashram Road, Innanabharathi Post, Bangalore 560056.	9448551703
4.	Industry Representative	Mr Vishwas Chitlur, Sr. Analyst, Moody's Rating Authority	8550919933
5.	Local Society Representative	Mr. M. Nanjundaswamy, IAAS, Retired Accountant General, President, Kumaraswamy Layout Samudaya Kshemabhivrudhisangha, 2 nd Stage, K.S Layout, Bangalore 560078.	9916306323

The above details have been furnished based on the discussions we had at Principal's chamber regarding NAAC on 27.6.2019 evening.

With warm regards,


29/06/19,
Dr. B.R Venkatesh
Director:MBA-BU

CC: Principal, DSCASC



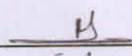
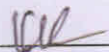
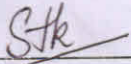
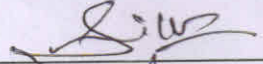
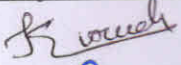
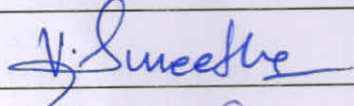
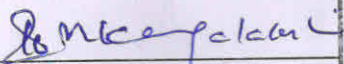
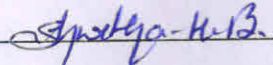
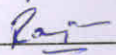

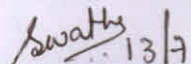
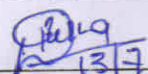

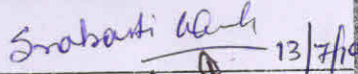

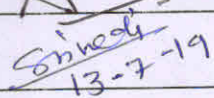
Dayananda Sagar College of Arts, Science and Commerce

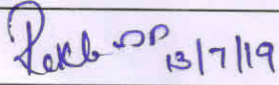
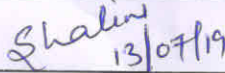

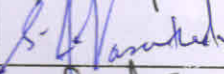
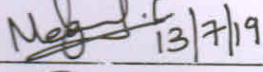
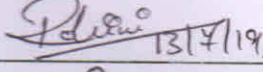
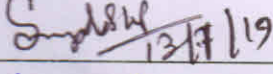
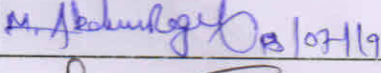
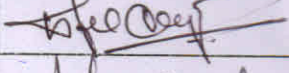
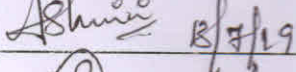
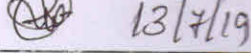
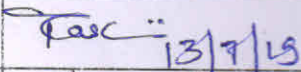
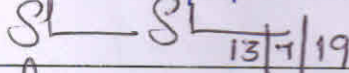
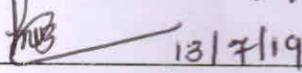
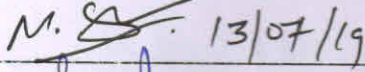

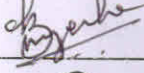
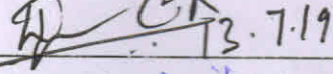
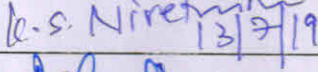
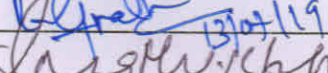

Internal Quality Assurance Cell

Orientation Programme

SPEAKER: Dr.Nagaraj Shenoy, Principal, DSCASC

Date: 13.07.2019

Sl. No	Name of the Faculty	Department	Signature
1	HemantH-U	BCA	
2	Amthul Hai	BCA/MCA	
3	Meenakshi N.P	BCA/mca	
4	Dr. Kavitha.s	BCA/MCA	
5	SARA KUTTY.T.K	BCA/MCA	
6	SRIVATSALA.V	BCA + MCA	V. Srinidhi
7	SUNITHA.	BCA/MCA	
8	Dr. Kumudavalli	BA/MCA	
9	V. Suneetha	MCA	
10	ARUNA DEVI.C	BCA/MCA	C. Annadurai
11	T. Kothalakannagalakshmi	BCA/MCA	
12	SHWETHA.H.B.	BCA/MCA	
13	Ranjini K.S	BCA/MCA	
14	DIKSHITHA GUJARAKAR	BBA/B.Com	
15	SWATHI.S	BBA & B.COM	
16	Rekha gothe	BBA & BCOM	
17	VANDANA.N.R.	BBA & B.COM	
18	SRABASTI GHOSH	BBA/B.COM	
19	SNEHA.R.	BBA/B.COM	
20	Dr. Samita Trivedi	M.Com.	

Sl. No	Name of the Faculty	Department	Signature
21	REKHA MP	BBA/B.com	 13/7/19
22	SHALINI KUMARI RAWANI	BBA/B.com	 13/07/19
23	Dr. M.N. Badrinath	BBA/B.COM	 13/07/19
24	Dr. S.A. Vasanthakumari	M.Com/MBA	 13/7/19
25	MEGHANA. C	BBA/B.com	 13/7/19
26	ROHINI.TH	B.COM/BBA	 13/7/19
27	Dr. Supal podder	BBA/B.Com	 13/7/19
28	Dr. M. Abdul Rajak	BBA/B.com	 13/07/19
29	Sreenivas. H.P.	BBA/B.com	 13/7/19
30	Ashwini Basaraju	BBA/B.Com	 13/7/19
31	Shobha B.G	BBA/B.com	 13/7/19
32	Rashmi S	BBA/B.Com	 13/7/19
33	Sheema Shaheen	BBA/B.com	 13/7/19
34	Naveen Bhat	BBA/B.com	 13/7/19
35	Mukesh Sen	BBA & B.Com	 13/07/19
36	Dr. Sankanti Murthy. MR	BBA & B.com.	 13/07/19.
37	Mrunalisha. B.N.	BBA/B.com	 13/7/19
38	USHA C.R	BBA/B.com	 13.7.19
39	Nireethima. K.S.	M.C.A.	 13/7/19
40	R. Gurunath	MCA	 13/07/19
41	SANDIKKHA	BBA/B.com	 13/7/19
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05
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DayanandaSagar College of Arts, Science & Commerce

Internal Quality Assurance Cell

CELL MEETING

Date of Meeting: 06.08.2019

Time: 3-5Pm

Venue: Seminar Hall, MCA Department

Agenda:

- ✓ Address by Hon. PRO-VC, Prof. Dr.Muthuchelian, DSU.

Minutes:


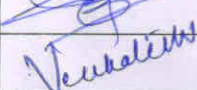


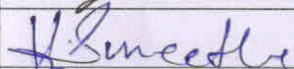
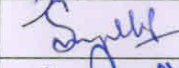
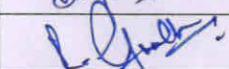
Detailed discussions held on the following aspects:

- ✓ Every Month one cell Meeting with the following:
 - Minutes
 - Agenda
 - Principal, Head and Members signature
- ✓ Every Department at least one Student club activity and co-ordinate by students only.
 - Example : Google Club for computer Science Students
 - National and International day should be organized by the students
 - Environment Day
 - Yoga day
 - Mothers day
 - Student's day etc.
- ✓ The following audits to be conducted every year once
 - Energy Audit
 - Green audit
 - Solid waste Management
 - Sewage
- ✓ Rephrasing Vision and Mission statements
- ✓ Website information to be updated day to day basis
- ✓ The following programs has to be conducted at least 10 Nos in year(National /International)
 - Seminar
 - Conference
 - Workshops

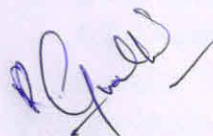
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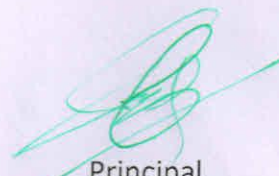
- Symposium
- ✓ Attending Minimum 2-3 State, National and International in a year by all faculties
- ✓ Every Faculty should have at least 5 memberships of their research domain.
- ✓ All Ph.D.'s must apply for one research project, Funding.
- ✓ All faculties must publish at least two papers per year in their domain. (Only Scopus indexed, Peer reviewed Journals)
- ✓ Authoring Books/Editing Books:
 - 5 Books – 5 year period / department
- ✓ For IQAC/Principal:
 - Organizing FDP in every subject, Minimum 2 departments / year
- ✓ Induction Program for students (UG), 5 day FDP for PG
- ✓ Parents- Meet, twice in a year, one at the beginning and other at the end of the year.

Members Present:

Sl. No	Name	Department	Designation	Signature
1	Dr.NagarajShenoy	DSCASC	Principal	
2	Dr.Venkatesh B.R.	MBA	Director	
3	Dr. Savitha Trivedi	M.Com	HOD	
4	Prof. Hemanth U	BCA	HOD	
5	Prof. Suneetha V	MCA	HOD	
6	Dr. Suplab Poddar	BBA/B.Clom	HOD	
7	Prof.R.Gurunath	MCA/BCA	IQAC Co-ordinator	

Apart from the above all the faculty and non-teaching of DSCASC were present.


 IQAC Co-ordinator
 DSCASC


 Principal
 DSCASC

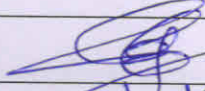
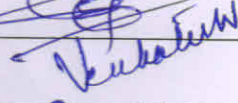


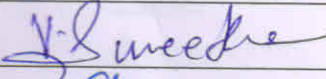

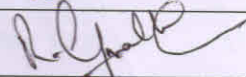
Dayananda Sagar College of Arts, Science & Commerce

Minutes of Meeting

Date: 21.08.2019

Venue: Principal's Chamber

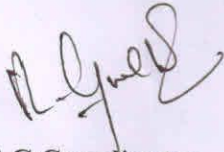
Time: 3pm to 5pm

Sl. No.	Members Present	Signature
1	Dr. Nagaraj Shenoy - Principal, DSCASC	
2	Dr. Venkatesh B R - Director, MBA	
3	Dr. Suplab Podder - HOD, B.Com / BBA	
4	Prof. Hemanth U - HOD, BCA	
5	Prof. Suneetha V - HOD, MCA	
6	Dr. Savita Trivedi - HOD, M.Com.	
7	Prof. Gurunath R. - IQAC Coordinator	

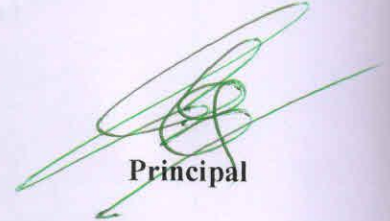
Sl. No.	Agenda	Discussions and Decisions Taken	Responsibility and Deadline
1.	Optimal utilization of Infrastructure	<ol style="list-style-type: none"> All the Heads ensure that the full utilization of their Infrastructure Resources. If there is any excess Infrastructure / Resources, it should be shared with other departments of DSCASC only. Any decision related to sharing of Infrastructure / Resources with other Institutions in the Campus has to be taken by Principal only. 	All Departmental Heads
2.	Submission of Monthly Reports	<ol style="list-style-type: none"> Preparation of monthly Reports need to be done with diligence. Though its importance has been explained before elaborately, it is not taken seriously. All the Heads need to focus on preparation & timely submission of Monthly Reports. The Heads also have to ensure the submission of all the attachments and supporting documents explained in the format itself along with the Report in soft copy. 	All Departmental Heads 5 th of Every month

Sl. No.	Agenda	Discussions and Decisions Taken	Responsibility and Deadline
3	Student and Faculty rewards to be sent	<ol style="list-style-type: none"> 1. The heads need to ensure that all the documents related Student and Faculty rewards need to be prepared and sent through Principal. 2. The reward requisition letter need to have all the documents of similar nature combined and with a summary report on the top. 3. All the requisite supporting documents need to be attached. The format is as discussed in the meeting. 	All Departmental Heads
4.	IQAC Submission norms	<ol style="list-style-type: none"> 1. All the heads ensure that data required for every criteria provided to the respective criteria Heads. 2. They also need to ensure the submission of requisite documents as demanded by criteria Heads and IQAC Co-coordinators, time and again. 	All Departmental Heads
5.	Attendance Register Verification	<ol style="list-style-type: none"> 1. All the Departments need to maintain Attendance Register as per the 10 guidelines set by Principal. 2. Heads need to verify the Attendance Register of their faculty members once in every 15 days. 3. Every month students with less than 80% attendance need to be attended to and asked to sign the undertaking first and forced to bring their parents immediately. 3. Principal will randomly check few Registers in the Department to ensure compliance. 	All Departmental Heads Every 15 days.
6	Remedial Class / Assignment Norms	<ol style="list-style-type: none"> 1. Remedial assignments need to be given to students who have missed the classes due to medical reasons only. 2. The student has be submit the proof of his/her illness soon after rejoining the classes. 3. The faculty members need to give only that many Remedial Classes to the students that he/she lost due to illness. 4. In total, the remedial classes shall not exceed 10% of Total classes as per Bangalore University norms. 	All Departmental Heads
7	Departmental Budget Submission	<ol style="list-style-type: none"> 1. Each Department Head should submit a budget for the Year 2019-20 to the Principal. 2. This Budget should be Comprehensive and must include all the planned expenditures of the Department for next one year. 3. Principal shall provide a general format for the Departmental Budget. 	All Departmental Heads 30.8.2019

Sl. No.	Agenda	Discussions and Decisions Taken	Responsibility and Deadline
8	Student Council Formation	<ol style="list-style-type: none">1. Student Council comprising the Representative of all the Classes & Sections needs to be formed.2. The student representative must be a regular and well behaved student.3. Each departmental Head need to send Two names for each Class & Section (1 Boy & 1 Girl) to IQAC Co-Coordinator.4. Student Council meeting need to be held on regular basis.	All Departmental Heads 28.8.2019



IQAC Coordinator



Principal

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5/20/20

DayanandaSagar College of Arts, Science & Commerce

Internal Quality Assurance Cell

CELL MEETING

Date of Meeting: 17.09.2019

Time: 10:30 AM

Venue: Principal's Chamber, New Business School



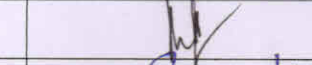
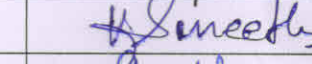
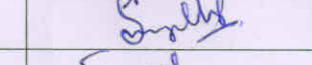
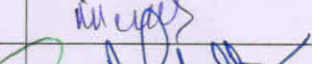


Agenda:

1. Monthly IQAC Meeting
2. Directory structure for keeping files
3. NAAC Workshops
4. IPR Seminar/Workshop
5. College Website updating.
6. Faculty Motivation

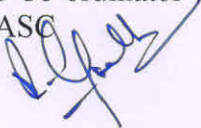
Minutes:

1. Monthly IQAC Meeting on 7th of every month, if there is holiday, next day will be convened.
2. A common directory structure for keeping different information of respective departments.
3. At least Two NAAC Workshops to conduct in an academic year.
4. At least One IPR seminar / workshop to conduct till June 2020.
5. College website updating has to happen regularly.
6. Encouraging by giving certificates to the faculties who achieve 100% results in their subjects.

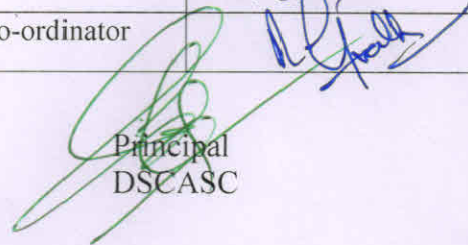
Attendees:

Sl. No	Name	Department	Designation	Signature
1	Dr.NagarajShenoy	DSCASC	Principal	
2	Dr.Venkatesh B.R.	MBA	Director	
3	Dr. Savitha Trivedi	M.Com	HOD	
4	Prof. Hemanth U	BCA	HOD	
5	Prof. Suneetha V	MCA	HOD	
6	Dr. Suplab Poddar	BBA/B.Clom	HOD	
7	Mr. Manje Gowda	DSCASC	Phy. Education	
8	Prof.R.Gurunath	MCA/BCA	IQAC Co-ordinator	

IQAC Co-ordinator
DSCASC



Principal
DSCASC



Dayananda Sagar College of Arts, Science & Commerce

Internal Quality Assurance Cell

Date: 30.09.2019

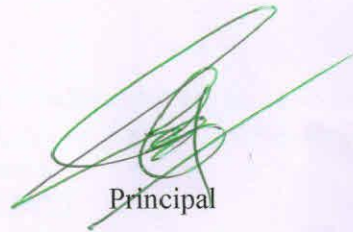
Meeting held on: 17.09.2019

Sl.No.	Action Planned	Action Taken
1	Monthly IQAC Meeting	Implemented
2	Directory structure for keeping files	Initiation started
3	NAAC Workshops	Planned during Feb-March 2020
4	IPR Seminar/Workshop	Planned during Feb – March 2020
5	College Website Updating	done
6	Faculty Motivation	Implemented



IQAC Co-ordinator

DSCASC



Principal

DSCASC

Dayananda Sagar College of Arts, Science & Commerce

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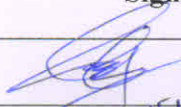

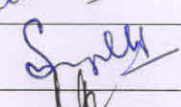


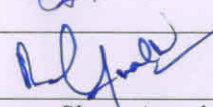
IQAC Minutes of Meeting

Date: 21.09.2019

Venue: MCA Seminar Hall

Time: 3pm to 5pm

The following meeting is convened by IQAC, DSCASC, addressed by Prof. Dr. MuthuChelian, PRO-VC, DSU

Sl. No.	Members Present	Signature
1	Dr. Nagaraj Shenoy – Principal, DSCASC	
2	Dr. Venkatesh B R - Director, MBA	
3	Dr. Suplab Podder – HOD, B.Com / BBA	
4	Prof. Hemanth U - HOD, BCA	
5	Dr. Savita Trivedi – HOD, M.Com.	
6	Prof. Gurunath R. – IQAC Coordinator	
7	Criteria Heads and Cell Heads	Signature Sheet Attached

Sl. No.	Agenda	Discussions and Decisions Taken	Responsibility and Deadline
1	All cell heads to give oral Presentation about their cell activity	Most of the cell heads Presented the activities and PRO-VC Sir gave suggestions and guidance to enhance their capabilities.	One month deadline is given.
2.	Monthly Verification of Cell Reports	All the Cell heads presented their cell activities conducted and about future goals. It has been observed by PRO-VC that the activities are taken a slow phase and said to speed up. Reports should be prepared and documented then and there.	All cell heads /members and report submission to be immediately
3.	Student club activity	Verified	Concerned depts. Initiated the activities, The important dates of celebration have been sent to all

Sl. No.	Agenda	Discussions and Decisions Taken	Responsibility and Deadline
			the members.
4.	Audits	Discussed about implementing the audits such as Green audit, Energy audit, solid waste management and sewage	Criteria-7 cells October,2019
5.	Vision and mission	verified	-IQAC to Upload to Website
6.	Information to be uploaded to Website	Cell Information, Vision and Mission statements, List of Criteria heads and Cell Heads	IQAC, Immediately


IQAC Coordinator


Principal

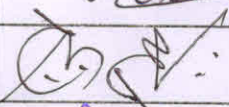
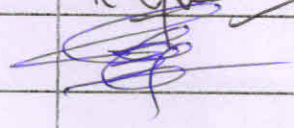
DAYANANDA SAGAR COLLEGE OF ATRS, SCIENCE AND COMMERCE

IQAC

MEETING HELD ON 20.09.2019 WITH PRO-VC

VENUE : SEMINAR HALL (BLDG. NO. 17)

Sl. No.	Name	Criteria/cell Head Department	Signature
1	DHARMENDRA	DAYANANDA	<u>MDR</u>
2	Hemant D	Online Learning Cell	<u>H</u>
3	Dr. Mahua Biswas	Criteria 1	<u>MB</u>
4	Rashmi S	Counseling-cell	<u>R</u>
5	Rashmi Akshay Yadav	Alumni-cell	<u>Raj</u>
6	Swathi S	Student Activity Cell	<u>Swathi</u>
7	K.S. Nireetika	Bridge & Remedial	K.S. Nireetika
8	SRIVATSALA.V	Course Placement Cell	20/9/2019 V. Suresh Babu
9	SUNITHA	Eco-cell	<u>S</u>
10	Sana Kuthy. T.K	Criteria - 7	<u>SK</u>
11	T.Kohila Kanagalakshmi	Students Guidance	<u>DK</u>
12	Dr. Kavitha S	cell	<u>K</u>
13	Meghana. C	Equal opportunity cell	<u>Megha C</u>
14	Sheema Shaheen		<u>S</u>
15	Shobha B G		<u>S</u>
16	Vandana. N. Revankar.	Anti harassment cell	<u>V</u>
17	Shalini Kumari Rawani	ISR Cell	<u>S</u> 20/9/19
18	ROKHA MP	CRITERIA - 2	<u>R</u> 20/9/19
19	MURUGESHA. B.N.	Anti-Ragging	<u>M</u> 20/9/19
20	Mukesh Soui	Criteria - 5	<u>M</u> 20/09/19

No.	Name	Department	Signature
21	Dr. Salini Suresh.	Computer applications	← 1/20/19.
22	Dr. Kumudavalli	MCA / BCA	Kumudavalli
23	Dr. C.B.V. Krishna Prasad	MBA	
24	Dr. Supras kanti poddu	BBA / B.Com	Supras kanti 20/1/19
25	Dr. Venkatesh B.R.	MBA	Venkatesh 20/1/19
26	R. GURUNATH	PGAE	R. Guralu
27	Dr. Nagaraj Shetty	DSC/ASE	
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DayanandaSagar College of Arts, Science & Commerce

Internal Quality Assurance Cell

CELL MEETING

Date of Meeting: 14.10.2019

Time: 3-4Pm

Venue: PRO-VC Chamber, 6th Floor, Dental Block

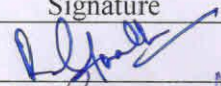
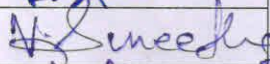
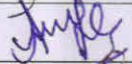
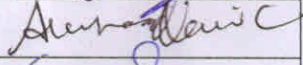
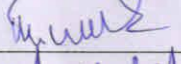
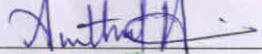
Agenda:


- ✓ Cell activities inspection by PRO-VC, Prof. Dr.Muthuchelian, DSU.

Minutes:

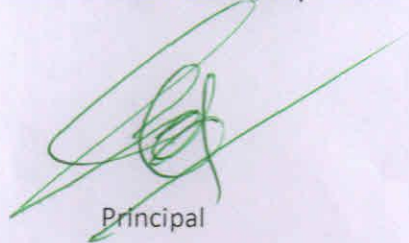
- ✓ Some of the cell members were absent due to their personal reasons for 29.09.2019 meeting; they had been called for the oral presentation.
- ✓ PRO-VC gave hints improve the Cell Activities.

Member Present:

Sl. No	Name	Department	Designation	Signature
1	Prof.R.Gurunath	MCA/BCA	IQAC Co-ordinator	
2	Prof. Suneetha V	MCA	HOD	
3	Prof. Amritha Asra	MBA	Faculty	
4	Prof. Aruna Devi C	BCA/MCA	Faculty	
5	Prof. Manjegowda	DSCASC	Physical Education	
6	Prof. Amtul Hai	BCA/MCA	Faculty	


IQAC Co-ordinator

DSCASC


Principal
DSCASC

Dayananda Sagar College of Arts, Science & Commerce

Internal Quality Assurance Cell

Date of Meeting: 18.12.2019

Time: 2:00 Pm

Venue: Principals' Chamber

Agenda:


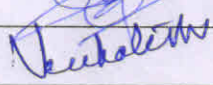




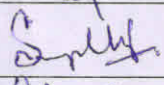
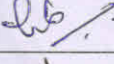
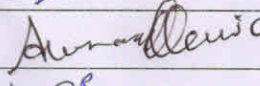
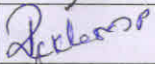
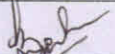
IQAC plan of Action for the duration Jan 2020 to June 2020

Minutes:

Discussed about the conduct of AAA Internal Audit, SSS, and Stake Holders Survey for 2019-2020.

1. Stake holders survey (Criterial I) during March April 2020
2. Student Satisfaction Survey (Criteria II) during March – April 2020
3. Academic and Administrative Audit (Criteria VI) for 2019-2020 in the month of March – April 2020

Attendees:

Sl. No	Name	Department	Designation	Signature
1	Dr.Nagaraj Shenoy	Principal		
2	Dr. Venkatesh B.R.	MBA	Director	
3	Dr.Savita Trivedi	M.Com	HOD	
4	Prof. Hemanth Uppala	BCA	HOD	
5	Prof. Suneetha V	MCA	HOD	
6	Prof.Gurunath R	BCA & MCA	Assistant Professor/ IQAC Coordinator	
7	Prof. Suplab Kanti Podder	B.Com/BBA	Assistant Professor	
8	Dr.Mahua Biswas	MBA	Assistant Professor	
9	Prof. Aruna Devi	BCA/MCA	Assistant Professor	
10	Prof. Rekha M.P.	BBA/B.Com	Assistant Professor	
11	Prof.Murugesh B.N.	BBA/B.Com	Assistant Professor	

DayanandaSagar College of Arts, Science & Commerce

Internal Quality Assurance Cell

Date of Meeting: 23.12.2019

Time: 2:30Pm

Venue: Seminar Hall, MCA Department

Agenda:

- ✓ Review meeting and address by Hon. PRO-VC, Prof. Dr.Muthuchelian, DSU.

Minutes:

Detailed review of each cell functions have been done and few tips and suggestion given for each cell:

Alumni Cell: prepare the list of alumni appointed in the reputed organization.
List of Alumni Entrepreneurs
Photos of Interviews and placements

Soft Skill Development: Specific programs should be conducted in the departments in collaboration with CIL. However, CIL programs should be kept separate. Events conducted in a year may be printed as book.

Bridge & Remedial: M.Com department also should have bridge courses. List of students attending the remedial class.

Language Laboratory cell: Literary cell should name as Language Laboratory cell.

Yoga and Meditation: Take students to Art of Living. At Least 10 programs till June 2020.

Personal counselling: Frequent meeting of mentor mentee, no of programs /Activities. Some of the programs can be done such as Adulteration, Alcohol Addiction, Rehabilitation, deaddiction of mobiles, drug addiction etc. 10 programs list to be sent to Pro-VC by May 2020.

Students Grievance Redressal: Well-known Judges /Lawyers can be invited to address the problems and solutions. University people /Estate Engineer at DSI may be invited to address the academic / facility issues.

Anti-Sexual Harassment: awareness about IPC Acts related to Anti-sexual harassments may be conducted.

MOOC Online Learning: e-content generation through mobile is mandatory for all and these can be uploaded on to YouTube.

Research Cell: Setting up Research council, list of how many projects ongoing, completed and applied. Every department should have at least one project (Grant-in-aid), Initiatives for funding agencies, mobilization of resources for the Research, more research publication, Research excellence, prototype development, S/W development, GI Tag.

Centre of Excellence: To focus on MoUs' Publications, Tie Up's, Certification Courses, Books, Guiding Research scholar.

Sports cell: Have sports Excellence, Unique Sports Area

Student Activity Cell: Focus on Student Clubs


Eco Club: Green audit to be conducted (Dr. Sinjitha, Bioscience Department), Energy audit

Equal Opportunity: Debates to be conducted on National issues (CAA, Article 370, Budget etc.)

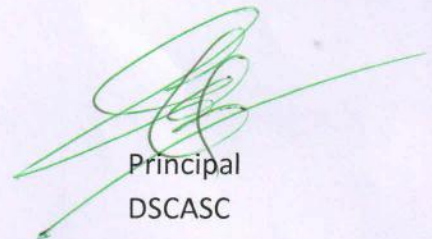
Entrepreneur Cell: To invite Alumni Entrepreneur, Onsite visit by Students, Best model development

Incubation and Innovation: Programs on Women Entrepreneurship, Make use of exclusive innovative ideas of students, Visit Innovation Centre at Koodlu Gate Hosur Road, DSU.

The Signature of attendees for this meeting is in the Next page



IQAC Co-ordinator
DSCASC



Principal
DSCASC

Dayananda Sagar College of Arts, Science & Commerce
 Internal Quality Assurance Cell
 PRO-VC Review Meeting

Date: 23/12/2019

Time: 2:00 pm to 5:00 pm

Venue: MCA Seminar Hall

S/NO.	Name of the faculty	Dept.	Signature
1.	R. Gurunath	IQAC	R. Gurunath
2.	V. Sreedha	MCA	V. Sreedha
3.	Dr. Kumudavalli	BCA/MCA	Kumudavalli
4.	Dr. Kavitha S	BCA/MCA	Kavitha S
5.	SRIVATSALA V	BCA + MCA	V. Srinivasa
6.	Mrs. Sunitha	BA/MU	Sunitha
7.	T. Kohilekanagalakeshmi	BCA/MCA	T. Kohilekanagalakeshmi
8.	Shivetha H.B.	BCA/MCA	Shivetha H.B.
9.	ARUNA DEVI. C	BCA/MCA	Aruna Devi C
10.	K.S. NIVETHITHA.	M.C.A	K.S. Nivethitha 23/12/19.
11.	SRABASTI GHOSH	BBA/B Com	Srabasti Ghosh 23/12/19
12.	REKHA MP	BBA/B com	Rekha MP 23/12/19
13.	SHALINI KUMARI RAWANI	BBA/B. Com	Shalini Kumari Rawani 23/12/19
14.	MEGHANA.C	BBA/B.com	Meghana C 23/12/19
15.	Tyagawini. L. B	MBA + BU	Tyagawini L. B 23/12/19
16.	MURUGESHA. B.M	BCom/BBA	Murugesha B.M
17.	VANDANA . N.R	BCom/BBA	Vandana N.R
18.	Dr. Supal Kanti poddu	BBA/B. Com.	Dr. Supal Kanti poddu 23/12/19
19.	KARSHITHA BAAV V.S.	MBA	Karshitha BAAV V.S. 23/12/19
20.	K.S. Gopal	MBA	K.S. Gopal 23/12/19
21.	B. R. N. Murthy	MBA	B. R. N. Murthy 23/12/19
22.	Dr. Sri Kanti Murthy M.R	MBA-BU	Dr. Sri Kanti Murthy M.R 23/12/19
23.	Dr. B.R. VENKATESH.	MBA-BU.	Dr. B.R. Venkatesh 23/12/19
24.	manje Gowda	PED	Manje Gowda
25.	Hemanth ll	BCA/MCA	Hemanth ll
26.	Dr. Mahura Biswas	MBA	Dr. Mahura Biswas
27.	Prof. Sasa		Prof. Sasa

Sl. No.	Name of the Faculty	Dept.	Signature
27	Dr. Kadambini Katke	MBA	
28	Prof. Shmitika Jadhav	MBA	
29	Prof. Nagnia	MBA	
30	Prof. Asra Ahmad	MBA	
31	Mr. Dharmendra	TQAC	
32	Prof. Chuyanchi	MBA	
33	Dr. J. Vijaya Kumar	MBA	
34	Sastry H.R.	Library	
35	Dr. Sakita Tejwadi	M. Com	
36	Dr. C.B. Venkata Krishna Prasad	MBA - BU	
37	Amthul Hai	NCA/BCA	
38	Prof. Parat Meslyn	M.B.A.	
39	Dr. Nagaraj Shetty	DSCASC	

Dayananda Sagar College of Arts, Science & Commerce Internal Quality Assurance Cell

Date of Meeting: 23.12.2019

Time: 2:00 Pm

Venue: MCA Seminar Hall

Agenda:

IQAC plan of Action for the duration Jan 2020 to June 2020

Minutes:

Discussed about the quality initiative Activities during the period Jan 2020 to Jun 2020.

The Committee decided to conduct the following activities:

1. A seminar on Plagiarism Jan –Feb 2020
2. A seminar on Personal Counseling Jan –Feb 2020
3. A seminar on NAAC revised Guidelines Jan –Feb 2020
4. International Conference during March –April 2020
5. A Seminar on IPR in the month of March 2020
6. A Seminar on Spoken English in the month of March 2020
7. A Seminar on Funding Agencies in the month of April 2020

Attendees:

Sl. No	Name	Department	Designation	Signature
1	Dr.Nagaraj Shenoy		Principal	
2.	Dr. Venkatesh B.R.	MBA	Director	
3.	Dr.Savita Trivedi	M.Com	HOD	
4.	Prof. Hemanth Uppala	BCA	HOD	
5	Prof. Suneetha V	MCA	HOD	
6.	Prof.Gurunath R	BCA & MCA	Assistant Professor/ IQAC Coordinator	
7.	Prof. Suplab Kanti Podder	B.Com/BBA	Assistant Professor	
8.	Dr.Mahua Biswas	MBA	Assistant Professor	
9.	Prof. Aruna Devi	BCA/MCA	Assistant Professor	
10	Prof. Rekha M.P.	BBA/B.Com	Assistant Professor	
11	Prof.Murugesh B.N.	BBA/B.Com	Assistant Professor	

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Dayananda Sagar College of Arts, Science & Commerce
Kumaraswamy Layout, Bengaluru – 560 111

IQAC - Minutes of Meeting

Venue: Principal's Chamber


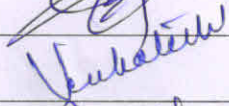
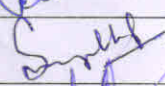

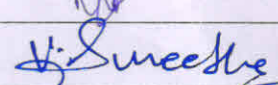

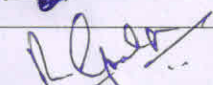

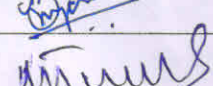
Date: 03.02.2020

Time: 3:00Pm -4:00Pm

Sl. No.	Agenda	Decision Taken	Responsibility and Deadline
1.	Information about the revised Monthly Report	Revised Monthly Report has been sent to all heads	All HODs and Director By 5 th of the subsequent month
2.	Information about sending MBA departmental performance profile	The format has been sent to Director	Director, MBA 10/02/2020
3.	Information about Event Report on the same day	Stressed on submission of any report on the event day itself.	All HODs and Director With immediate effect
4.	Previous Monthly Report documents need to be furnished.	Along with the monthly report, the documents pertaining to the report should be submitted.	All HODs and Director With immediate effect
5.	Monitoring Cell heads activities by the respective department.	As IQAC is monitoring the cell activities in addition to it the heads of the departments should also intervene and monitor the progress of Cells.	All HODs and Director With immediate effect
6.	Criteria related to Department need to be monitored by Heads.	The introduction related to criteria from the department to be made available by Heads.	All HODs and Director With immediate effect
7.	Department wise number of activities according to Pro VC. (Gap Analysis)	IQAC will send a report about the gap with respect to the view of PRO-VC to all the heads of the departments.	IQAC, All HODs, and Director With immediate effect
8.	Criteria 1- Stakeholders Survey; Criteria 2- SSS Students Survey; Criteria 6- AAA (2019-20)	The surveys and audits are to be conducted and completed by April 2020. The respective criteria heads and members are informed already. In this regard, IQAC requires co-operation from heads of the department as well.	IQAC, All HODs, and Director Feb 2020 till April 2020
9	IQAC activities to be initiated: Feb – June 2020.	IQAC already framed half-yearly plan of action to conduct the programs such as IPR, Plagiarism, on Funding Agencies, Spoken English and Personal Counselling and on NAAC revised Guidelines	IQAC, Respective Criteria and Cell people. Feb 2020 till April 2020

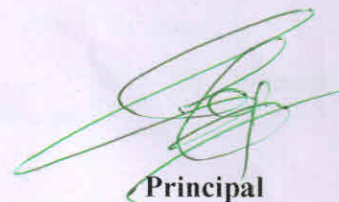
	Agenda	Decision Taken	Responsibility and Deadline
		The respective Cell heads already been informed to conduct events and agreed about the plan of Action.	
10	International Conference preparation and plan of action.	DSI management has advised us to organize the Conference in the consortium of the following institutions under the aegis of DSI. 1. DSCASC- Campus 1 2. MBA-VTU- Campus 1 3. MBA-VTU- Campus 2 4. MBA-DSU- Campus 3	IQAC, All HODs and Director, faculties, and staff. The probable dates of the conference could be in the second half of April/first half of May 2020.

Attendees:

Sl. No.	Members Present	Signature
1	Dr. Nagaraj Shenoy – Principal, DSCASC	
2	Dr. Venkatesh B R - Director - MBA	
3	Dr. Suplab Podder – HOD - BBA	
4	Prof. Hemanth U - HOD - BCA	
5	Prof. Suneetha V – HOD – MCA	
6	Dr. Savita Trivedi - HOD – M.Com.	
7.	Prof. R.Gurunath IQAC Coordinator	
8.	Prof. Muruges – HOD B.Com	
9	Prof. Manjegowda – HOD – B.Sc.	



IQAC Coordinator



Principal

Dayananda Sagar College of Arts, Science & Commerce Internal Quality Assurance Cell

Date of Meeting: 14.02.2020

Time: 3:00 Pm

Venue: Principals' Chamber

Agenda:

Conduction of Student Satisfaction Survey for 2019-20

Minutes:

Discussed the conduct of SSS, 2019-2020.

1. Student Satisfaction Survey (Criteria II) in March – April 2020
2. All Decided to collect the data through Google Forms for SSS Survey.
3. Discussed issues of mentoring format.

Attendees: Members of Criteria II and Mentoring Cell

Sl. No	Name	Department	Designation	Signature
1	Dr.Nagaraj Shenoy	Principal		
2.	Prof. R. Gurunath	IQAC	Asst. Prof	
3.	Prof. Rekha MP	BBA/B.Com	Asst.Prof	 Rekha MP 14/02/2020
4.	Shalini K Ravani	BBA/B.Com	Asst.Prof	
5	Nivethita KS	MCA	Asst. Prof.	 b.s. Nivethita
6.	Sunitha Kalyan	MCA	Asst. Prof.	
7.	Deekshitha G	BBA/B.Com	Asst.Prof	
8.	Prerana Shankar	BBA/B.Com	Asst.Prof	
9.	Vidhyasree	BBA/B.Com	Asst.Prof	
10	Rashmi S.	BBA/B.Com	Asst.Prof	

Dayananda Sagar College of Arts, Science, and Commerce

IQAC

Criteria 3 and Research Cell Meeting

Date: 02/03/2020

Time 3:00 PM

Venue: Principal's Office

Agenda of the Meeting

- No. of Research activities conducted From August 2018 to till date
- Recommendations by NAAC, AQAR-2018-19
- Plan of Action for the next 6 months.
- Devising the exact date for IPR activity, Funding Agencies
- Incomplete Plagiarism report
- The research project, Funding Initiatives
- Quality Research publications from faculties, if not measures
- Research excellence
- Research cell file verification
- Criteria 3 files Verification

Dayananda Sagar College of Arts, Science, and Commerce

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Minutes of Meeting


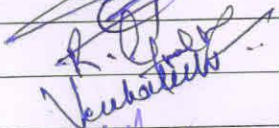
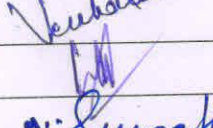

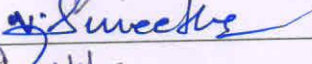
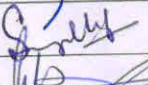
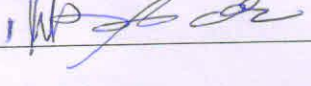


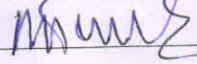
Venue: Principal Chamber

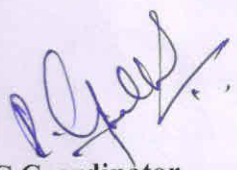
Date: 02/03/2020

Time: 3.00Pm To 4.15 Pm

Sl. No.	Agenda	Decision Taken	Responsibility and Deadline
1.	Documentation of all University transactions	Transaction documents with University like Students progression, Grievance, Migration Certificate, Marks card corrections, etc., need to be scanned after signature and seal. A copy of the scanned image should be sent to IQAC Coordinator through the mail and another copy along with the hard copy should be preserved in the department.	All HODs and Director with immediate effect
2.	Preparation of Faculty Participation in events outside the campus for each dept.	Signed OOD forms of faculty members are submitted along with the proof of event participated outside the Campus in soft copy needs to be attached and sent to IQAC.	All the Faculties, HODs, and Director With immediate effect
3.	Advertisement brochures of each department.	Department-wise, UG /PG Advertisement Brochure incorporating the salient features of the departments needs to be submitted to the IQAC Coordinator in soft and hardcopy.	All HODs & Director Before 16-03-2020
4.	Maintaining the files of each department as per the NAAC criterion (File structure).	All departments should follow/maintain file structure as per the NAAC criterion. The nomenclature for standardized File structure to be given by IQAC Coordinator. The same file structure will be incorporated in all departments to maintain uniformity.	IQAC Coordinator before 20-03-2020
5.	Pro-VC meeting date to be planned	The meeting date will be confirmed after 10 th March 2020 viewing the University Examination work of the MBA.	IQAC Coordinator on 10-03-2020
6.	Event Report preparation	Event coordinators are to be informed to submit the Event Report to IQAC on the same day of the event.	All HODs and Director With immediate effect.
7.	Faculty in- charge from each department to furnish documents of the "Performance of Department".	BBA/B.Com –Mrs.Vidyasree MBA-Mrs.Tejaswini BCA-Mrs.Ranjani M.Com-Dr.Savitha Trivedi MCA-Dr.Vishwajanani	All HODs & Director Deadline 18 th March 2020.

No.	Agenda	Decision Taken	Responsibility and Deadline
8.	Website updation of all department	<p>On top priority, Heads of all the Departments should furnish the details to be uploaded to the Institutional Website. The details should at least have,</p> <ul style="list-style-type: none"> • Faculty name, qualification, specialization, experience, and the latest photo. • Recent 5 activities organized in the department with 10 photos. 	All HODs and Director Deadline 10/03/2020.
9	Updates on International Conference to be held on 23 rd & 24 th April 2020	<ul style="list-style-type: none"> • The first draft about the International Conference has been prepared. • The Easy Chair has been approached for conference papers' management • Detailed Brouchers will be completed by 3rd March 2020 • Invitations will be ready by the 5th of March 2020. <p>Possible Keynotes speakers:</p> <ul style="list-style-type: none"> • Mr.Dasappa – IISc. • Mr. Mukesh Soni- IIM 	MBA Director
10	APOGEE -2020	<p>The Principal thanked and congratulated all the student Co-ordinators, Faculty Coordinators, HODs, especially Prof. Hemanth for the successful completion of the APOGEE Event.</p> <p>The detailed report covering all the events need to be prepared and submitted along with all the photos.</p>	Prof. Hemanth – BCA HOD 5 th March 2020
11	Seminar on IPR	A Seminar on IPR must be organized. Its modalities need to be finalized by 4 th March 2020.	Criteria-3 Head, Dr.Suplab Kanthi Podder & Research Cell Head and Members.
12	Facebook / LinkedIn Account Creation for DSCASC	The Facebook account needs to be created to showcase the events and other activities at DSCASC.	Prof. Hemanth – HOD BCA and Mr.Dharmedra Rao 28 th March 2020
13	Publishing the report of the events at DSCASC in media	<p>The details about the event need to sent to print media 3 days before the event for publication.</p> <p>A report of the event soon after its completion needs to be sent to the print media for publication.</p>	Event Coordinators

Sl. No.	Members Present	Signature
1	Dr. Nagaraj Shenoy – Principal, DSCASC	
2	Prof. Gurunath - IQAC Coordinator	
3 * 6	Dr. Venkatesh B R - Director - MBA	
4	Prof. Hemanth U - HOD - BCA	
5	Prof. Suneetha V – HOD – MCA	
6	Dr. Suplab Podder – HOD - BBA	
7 * 6	Prof. Murthy-MBA	
Members Absent		
1	Prof. Murugesha B.N. – HOD-B.Com	
2	Dr. Savita Trivedi - HOD – M.Com	
3	Mr. Manjegowda - B.Sc.	



IQAC Coordinator



Principal

Dayananda Sagar College of Arts, Science & Commerce

Kumaraswamy Layout, Bengaluru – 560 111

Minutes of Meeting

Venue: Outside Principal's Office

Date: 18/05/2020

Time: 1.30pm

Sl. No.	Agenda	Decision Taken	Responsibility and Deadline
1	Preparation of Departmental Profile for ensuing Governing Council Meeting as per the format prepared by Principal distributed to all.	The entire report should be only in MS Word, soft copy, A4 page size, normal margin. To be submitted to the Principal by email.	All Department Heads 25 th May 2020 (Monday) 5.00pm.

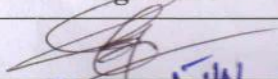
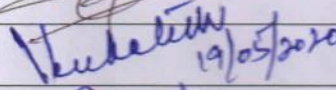
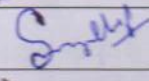
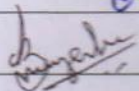

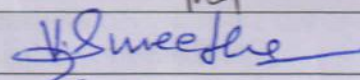
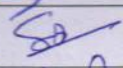
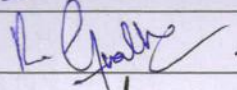
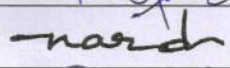
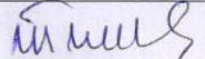
Note:

- ✓ The report should contain these details but not confined only to these details. Heads are free to include anything more about their department.
- ✓ Attach graphs, diagrams, sketches, wherever possible, to make the numeric data more presentable.
- ✓ The total number of pages may be 25 – 30 pages per department

Sl. No.	Titles	Explanation
1.	Brief History of the Department	Department has to share the information about Establishment year, Intake, important milestones, Head of the Department, etc.
2.	Present Faculty Profile	Department has to share Faculty & Visiting Faculty Name, Designation, Qualification, Industrial/ Academic/ Research Experience
3.	Admission details for minimum previous 3 years	May include Students admission details against sanctioned intake, the place, qualification, previous percentage marks, etc.
4.	Result Analysis for minimum previous 3 years	Students Result analysis all relevant details, Tables with relevant graphs
5.	Placement Analysis for minimum previous 3 years	May include placement on & off campus, companies, pay package with relevant charts.
6.	Faculty Achievements for the year a. Events Participated b. Papers presented c. Papers published d. Books /Book Chapters published e. Invited Speaker in an Academic Event f. Session Chair in a Conference g. Online Certification h. Awards/Prize/Honors received	Department Heads and Director need to share the previous semester details January 2019 to December 2019 with photographs of the events. Write-up, Photos and with captions for each.
7.	Academic Events Organized 1. Guest Lecture 2. Seminars / Workshops 3. Conferences	Resource person profile, topic, write-up and Photograph, attended student details for January to December 2019

Sl. No.	Titles	Explanation
8.	Non-Academic Events Organized: a. Cultural Fest b. Management / Technical Fest c. Sports Events	Activities conducted write-up, Photos and with caption.
9	Others (Quiz, Literature, Art etc.)	Activities conducted write-up, Photos and with caption.
10	Students visits outside/Experiential Learning	Should include number of days of Students' visit, the Industrial Sector or Soft skill Training (with write-up and Photographs)
11	Student Achievements: (Separate table for each) a. Participation in Seminars/ Workshops/Symposiums/Conferences b. Papers presentation in a Conference c. Article Publication in a Periodical d. Winning a prize in a Cultural /Management Fest e. Winning Prize in a Sports Event f. Participation in a Charity/ Cause/ Social Service Event g. Online Certifications h. Awards/Prize/Honours received	Department Heads and Director need to share the previous semester details January to December 2019 with photographs of the events. With Activities conducted include write-up and Photos and with caption.

Members Present

Sl. No.	Members Present	Signature
1	Dr. Nagaraj Shenoy – Principal, DSCASC	
2	Dr. Venkatesh B R - Director - MBA	 19/05/2020
3	Dr. Suplab Podder – HOD - BBA	
4	Prof. Murugesha B.N. – HOD-B. Com	
5	Prof. Hemanth U - HOD - BCA	
6	Prof. Suneetha V – HOD – MCA	
7	Dr. Savita Trivedi - HOD – M.Com.	
8	Prof. Gurunath - IQAC Coordinator	
9	Prof. Narendra – HOD, B.Sc.	
10	Dr. Manjegowda – Coordinator, B.Sc.	


Principal

Dayananda Sagar College of Arts, Science and Commerce
Kumaraswamy Layout, Bengaluru – 560 111

Minutes of Meeting

Venue: Principal Office


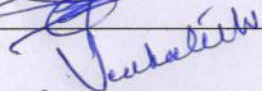
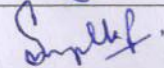
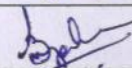


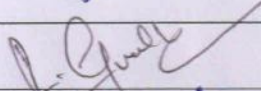
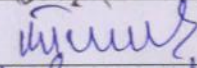
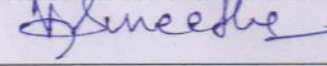
Date: 30/06/2020

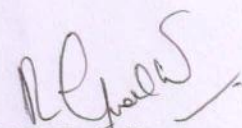
Time: 2.30PM

In the beginning of the meeting, Principal appraised all the heads about the points discussed in meeting held previous day with Hon. Vice Chairman.

Sl. No.	Agenda	Decision Taken
1.	Prepare Calendar of Events for the Semester / Year for approval and budget allocation	Directors & HOD's need to prepare the Calendar of Events of upcoming year
2.	PG department be prepared and apply for Research Centre	<ul style="list-style-type: none"> • PG Department ((MBA, MCA) has to start the Research Centre for Ph.D. • Enrollment of Research Scholars • Research has to be given more importance • Scopus indexed, peer-reviewed papers need to be published (at least 2Nos. /year/faculty)
3.	Faculty competence to do Research and contribution	Faculty assessment need to be done - HoD's , Director and Principal
4.	Individual Faculty Review – Performance Appraisal	Each faculty has to submit filled appraisal and analysis will be done subsequently faculty rating is done.
5.	Time bound target for each department/ faculty / NAAC Criteria and Cells	<ul style="list-style-type: none"> • Mock audit of the IQAC process to be exercised before going for NAAC peer-Team Visit. • In order to achieve the A++ grade in the NAAC Visit, a time bound plan of activities to be prepared and each heads has to adhere to that. • Each individual faculty's performance is going to be evaluated.
6.	Share the facilities / resources	As per Vice Chairman's message the facilities in DSI are to be shared among the colleges of DSI.
7.	Autonomous Status	As per present need the college has to move from affiliation to Autonomy; the same to be applied and work towards that.
8.	NIRF Ranking Participation	Management has also suggested to go for NIRF ranking. Along with NAAC the NIRF work should also be started.
9.	Rating participation	We should also need to participate in various rating surveys.
10.	Mock Audit	<ul style="list-style-type: none"> • Criteria members need to submit the Event Reports on the basis of marks are allotted for each criterion. • Mock audit for each department and performance to be evaluated.

Sl. No.	Agenda	Decision Taken
		<ul style="list-style-type: none"> Each Cell or Criteria team has to fulfill the targets
11	Student Club	<ul style="list-style-type: none"> Every department should have at least 3 student clubs functioning. Each club from a department may contain the students of other departments as well. The clubs must be unique
12.	Upload college information on the social media.	All the activities of the departments to be sent to Mr. Dharmendra for uploading on Social Media
13	Event report Submission	The Report for the activities be prepared on the same day and submitted next day.

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1	Dr. Nagaraj Shenoy – Principal, DSCASC	
2	Dr. Venkatesh B R - Director - MBA	
3	Dr. Suplab Podder – HOD - BBA	
4	Prof. Murugesha B.N. – HOD-B.Com	
5	Prof. Hemanth U - HOD - BCA	
6	Dr. Savita Trivedi - HOD – M.Com.	
7	Prof. Gurunath - IQAC Coordinator	
8	Dr. Manjegowda – Coordinator, B.Sc.	
9	Prof. Suneetha V – HOD – MCA (Absent)	


IQAC Coordinator


Principal