

DAYANANDA SAGAR COLLEGE OF ARTS SCIENCE AND COMMERCE

Shavige Malleshwara Hills, Kumaraswamy Layout, Bengaluru – 560078

Internal Quality Assurance Cell

Date: 03.02.2021

Time: 2:30 pm

Venue: Gallery Room

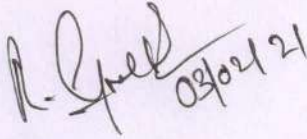
**Agenda:**

1. Discuss establishing of study centres dedicated to famous people.

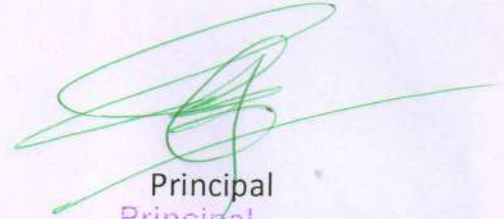
**Minutes:**

1. The decision was made to establish study centres in the names of Mahatma Gandhi, Dr. B.R. Ambedkar, Bhagawan Buddha, and Swami Vivekananda.
2. Established goals for the Study Centres.
3. For each study centre, a key person and members have been assigned to take on activities.

Attendees' Next page-

 R. Suresh 03/02/21

IQAC Coordinator  
IQAC Co-ordinator  
Dayananda Sagar College of Arts,  
Science & Commerce  
Kumaraswamy Layout, Bengaluru



Principal  
Principal,  
Dayananda Sagar College of Arts,  
Science & Commerce  
K.S. Layout, Bangalore - 560 078.

# Dayananda Sagar College of Arts, Science and Commerce

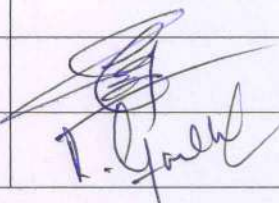
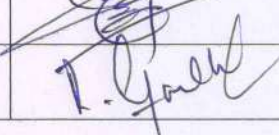
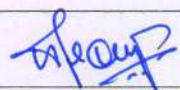
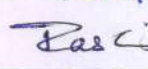
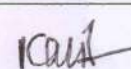
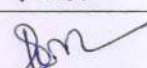
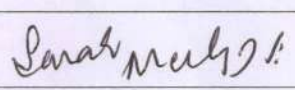
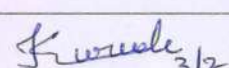
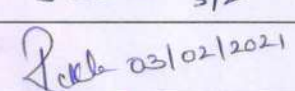
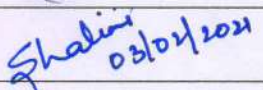

Kumaraswamy Layout, Bengaluru – 560 111

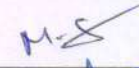

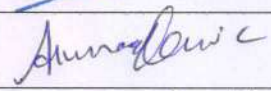
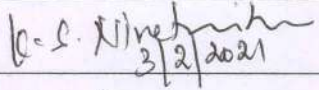
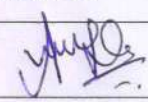
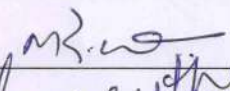
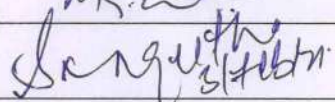
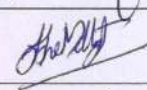


Venue: Gallery Room

Date: 03.02.2021

Time: 02.30 P.m.

## Study Centres Members Meeting

| Sl. No.                               | Members Present                   | Designations     | Department | Signature   |
|---------------------------------------|-----------------------------------|------------------|------------|---|
| 1                                     | Dr. Nagaraj Shenoy                | Principal        | DSCASC     |    |
| 2                                     | Prof. Gurunath                    | IQAC Coordinator | BCA/MCA    |    |
| <b>Dr. B.R. Ambedkar Study Centre</b> |                                   |                  |            |   |
| 3                                     | Prof. Srinivas H P                | Head             | BBA/B.Com  |    |
| 4                                     | Prof. Rashmi S.                   | Member           | BBA/B.Com  |    |
| 5                                     | Dr. Kavitha S.                    | Member           | BCA/MCA    |    |
| 6                                     | Prof. Kohila Kanagalakshmi        | Member           | BCA/MCA    |    |
| 7                                     | Dr. Mallesh M.                    | Member           | B.Sc.      | Absent  |
| 8                                     | Dr. Venkata krishna prasad        | Member           | MBA        | Absent  |
| 9                                     | Mrs. Sarah Merlyn                 | Member           | MBA        |  |
| <b>Swami Vivekanand Study Centre</b>  |                                   |                  |            |   |
| 10                                    | Prof. Suneetha V                  | Head             | HOD-MCA    |   |
| 11                                    | Dr. Kumudavalli M.V.              | Member           | BCA/MCA    |  |
| 12                                    | Prof. <sup>Rekha</sup> Rakha M.P. | Member           | BBA/B.Com  |  |
| 13                                    | Prof. Shalini Kumari Rawani       | Member           | BBA/B.Com  |  |
| 14                                    | Prof. Narendra B.V.               | Member           | B.Sc.      | Absent  |
| 15                                    | Dr. Srikanta Murthy M.R.          | Member           | MBA        | Absent  |
| 16                                    | Prof. Tejaswini                   | Member           | MBA        | Absent  |
| <b>Budha Study Centre</b>             |                                   |                  |            |   |
| 17                                    | Dr. Kadmbini Katke                | Head             | MBA        |  |

| Sl. No.                            | Members Present                 | Designations | Department | Signature   |
|------------------------------------|---------------------------------|--------------|------------|---|
| 18                                 | Prof. Mukesh Soni               | Member       | BBA/B.Com  |    |
| 19                                 | Prof. Meghana C                 | Member       | BBA/B.Com  |    |
| 20                                 | Prof. Aruna Devi C              | Member       | BCA/MCA    |    |
| 21                                 | Prof. Nivethitha K.S.           | Member       | BCA/MCA    |    |
| 22                                 | Prof. Renuka Manjunath          | Member       | B.Sc.      | Absent  |
| 23                                 | Dr. Vijaya Kumar J              | Member       | MBA        | Absent  |
| 24                                 | Prof. Ameer Asra Ahmed          | Member       | MBA        |    |
| <b>Mahatma Gandhi Study Centre</b> |                                 |              |            |   |
| 25                                 | <b>Prof. Umesh</b>              | <b>Head</b>  | BBA/B.Com  |    |
| 26                                 | Prof. Sangeetha Dayananda<br>T. | Member       | BBA/B.Com  |    |
| 27                                 | Prof Sarakutty <sub>1</sub> K.  | Member       | BCA/MCA    |    |
| 28                                 | Prof. Shwetha H.B.              | Member       | BCA/MCA    | Absent  |
| 29                                 | Prof.Nusarath Jabeen            | Member       | B.Sc.      |  |
| 30                                 | Prof. Sriyank Levi              | Member       | MBA        | Absent  |
| 31                                 | Profr. Nayana T.                | Member       | MBA        |  |

  
PRINCIPAL

DAYANANDA SAGAR COLLEGE OF ARTS SCIENCE AND COMMERCE

Shavige Malleshwara Hills, Kumaraswamy Layout, Bengaluru – 560078

Internal Quality Assurance Cell

Date: 13.10.2020

Time: 2:00 Pm

Venue: MCA Seminar Hall


Agenda:


1. To conduct Internal Academic and Administrative Audit for the year 20-21

Minutes:

1. The decision was made to conduct an Internal AAA.
2. It was decided to pick auditors from among the senior professors at DSCE.
3. All departments were briefed on the AAA evaluating format, and they were instructed to prepare the relevant paperwork.
4. It's decided to conduct AAA Audit in the first quarter of 2021.

Attendees' Next page-

  
13/10/20  
IQAC Coordinator  
Dayananda Sagar College of Arts,  
Science & Commerce  
Kumaraswamy Layout, Bengaluru - 560078

  
Principal  
Principal,  
Dayananda Sagar College of Arts,  
Science & Commerce  
K.S. Layout, Bangalore - 560 078.

# Dayananda Sagar College of Arts, Science and Commerce


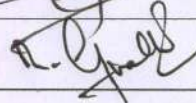
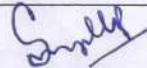
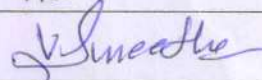

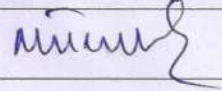
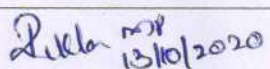

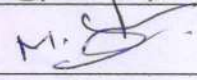

## Internal Quality Assurance Cell

### AAA MEETING ATTENDANCE

Venue: MCA Seminar Hall, Building No. 17

Time: 2.00 P.M.

Date: 13.10.2020

| Sl. No.                 | Members Present            | Designations     | Department | Signature   |
|-------------------------|----------------------------|------------------|------------|---|
| 1                       | Dr. Nagaraj Shenoy         | Principal        | DSCASC     |                              |
| 2                       | Prof. Gurunath R.          | IQAC Coordinator | BCA/MCA    |                              |
| Heads of the Department |                            |                  |            |   |
| 3                       | Dr. Venkatesh B R          | Director         | MBA        | Absent  |
| 4                       | Dr. Suplab Podder          | HOD              | BBA        |                              |
| 5                       | Prof. Murugesha B.N.       | HOD              | B.Com      | Absent  |
| 6                       | Prof. Suneetha V           | HOD              | MCA        |                             |
| 7                       | Prof. Hemanth U            | HOD              | BCA        | Absent  |
| 8                       | Dr. Savita Trivedi         | HOD              | M.Com.     |                            |
| 9                       | Dr. Manjgowda              | Coordinator      | B.Sc.      |                            |
| Criteria Heads          |                            |                  |            |   |
| 10                      | Dr. Mahua Biswas           | Head - I         | MBA        | Absent  |
| 11                      | Prof. Rekha M.P.           | Head - II        | BBA/B.COM  | <br>Rekha MP<br>13/10/2020 |
| 12                      | Dr. Kumudavalli M.V.       | Head - III       | BCA/MCA    | Absent  |
| 13                      | Dr. Venkata Krishna Prasad | Head - IV        | MBA        |                            |
| 14                      | Prof. Mukesh Soni          | Head - V         | BBA/B.COM  |                            |
| 15                      | Dr. Kadambini Katke        | Head - VI        | MBA        |                            |
| 16                      | Prof. Sarakutty T.K.       | Head - VII       | BCA/MCA    | Absent  |

# Dayananda Sagar College of Arts, Science and Commerce

Kumaraswamy Layout, Bengaluru – 560 111

## Minutes of Meeting

Venue: Outside Principal's Chambers

Date: 25/08/2020

Time: 2.30PM

### Main Issue: Research Activities and Performance Evaluation of Criteria 3

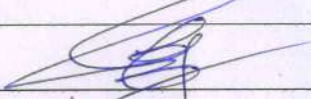

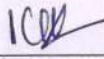
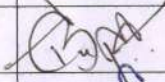
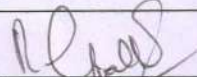
| Sl. No. | Agenda  | Decision Taken  |
|---------|---|---|
| 1.      | Apply for Research Centre for MBA and MCA departments.  | <ul style="list-style-type: none"><li>• Research has to be given more importance</li><li>• PG Departments ((MBA &amp; MCA) have to initiate for Research Centre.</li><li>• Submit the list of requirements for Research Centre on highest priority</li><li>• Enrollment of Research Scholars</li><li>• Scopus indexed; peer-reviewed papers need to be published (at least 2Nos./year/faculty)</li><li>• Research Guides &amp; Research Scholars details required.</li></ul>  |
| 2.      | Online International Conference by MBA & MCA departments to be organized.   | MCA and MBA departments need to organize an online International Conference in the current year.<br>Each department needs to prepare a proposal for the same within a week's time.  |
| 3.      | List of Papers presented and Published  | Respective departments need to prepare a consolidated list.<br><br>It is mandatory for every faculty to take part in the conference by writing papers in their relevant domains.  |
| 4.      | One IPR Per Semester  | Research cell should submit all the events/activities reports to IQAC and Criterion 3 immediately.  |
| 5.      | Research methodology & Ethics   | Seminar/Webinars/workshops related to the topics mentioned should be conducted by research and IPR Cell.  |
| 6.      | No. of Ph.Ds. Registered and completed  | List to be provided to IQAC and Criterion 3.  |
| 7.      | Books and Book Chapters   | It's mandatory for Departments to publish the Books and Book Chapters.  |
| 8.      | Extension activity & outreach programs:<br><br>Covid-19 awareness / any kind of awareness program in collaboration with industry<br><br>Extension Program conducted Red Cross /NSS Blood Camp (Red cross Award /Certificate) Swatch Bharat, Gender Issues | Extension activities should be given importance and events should be conducted before the end of the year.<br><br>Webinar on New Education Policy, effects of Covid-19 on different domains, any kind of awareness programs should be organized.<br><br>Collect awards and certificates by Criterion 3.<br>Awareness programs should be conducted outside the campus in association with ISR cell.<br>We had conducted Blood camp in our college in 2019-20, collect the certificate issued by Red Cross from ISR Cell. |
| 9       | Collaboration:  | Inter-Department Knowledge sharing activities to be conducted.  |

|    |   |   |
|----|---|---|
|    | Research/Faculty Exchange/Student Exchange Internship                         | Research papers to be published in collaboration with other domains. Programs such as student exchange and Faculty exchange should be planned.  |
| 10 | MOUs with: Institutions / Other Universities / Industry Corporate Houses etc. | Each cell has to have at least two functional MoUs from external agencies/Institutions  |
| 11 | Reconstitution of Criteria-3  | Considering the importance of Research activities, the criteria-3 has been reconstituted by dropping members who have left the college and adding others with research focus. Hence the members present in this meeting shall be new members of Criteria-3.   |
| 12 | Others  | The following concerns / requests raised in the meeting: <ul style="list-style-type: none"> <li>• We need to pursue Funded Projects sponsored by the University /Colleges / Institutions</li> <li>• Incentives to be given to teachers for awards</li> <li>• Encouragement needed for more NCC and NSS activities</li> <li>• More activities need to be organized to improve Interpersonal skills.</li> </ul> |

| Sl. No. | Members Present  | Signature |
|---------|--|-----------|
| 1       | Dr. Nagaraj Shenoy – Principal, DSCASC                       |           |
| 2       | Prof. Gurunath- IQAC Coordinator                             |           |
| 3       | Dr. Kumudavalli M.V.-BCA/MCA (Head – Criteria 3)             |           |
| 4       | Dr. Suplab Podder – HOD - BBA (Head – Research and IPR Cell) |           |
| 5       | Dr. Kavitha S- BCA/MCA                                       |           |
| 6       | Dr. Salini Suresh- BCA/MCA                                   |           |
| 7       | Dr. Mahua Biswas-MBA   |           |
| 8       | Dr. Venkata Krishna Prasad-MBA                               |           |
| 9       | Dr. Vijay Kumar J-MBA  |           |
| 10      | Prof. Sheema Shaheen- BBA/B.Com (Absent)                     |           |

*Signatures next page*

**Principal**

| Sl. No. | Members Present                        | Signature   |
|---------|--|---|
| 1       | Dr. Nagaraj Shenoy – Principal, DSCASC |     |
| 2       | Dr.Kumudavalli M.V.-BCA/MCA            | Kumudavalli 25/8  |
| 3       | Dr.Vijay Kumar J-MBA                   |     |
| 4       | Dr.Kavitha S- BCA/MCA                  |    |
| 5       | Dr.Salini Suresh- BCA/MCA              | Salini 25/8   |
| 6       | Prof. Vidhya Shree-BBA/B.Com - Absent  | Vidhya 25/8   |
| 7       | Dr.Mahua Biswas-MBA                    | Mahua 25/8  |
| 8       | Dr.Venkata Krishna Prasad-MBA          |     |
| 9       | Dr. Suplab Podder – HOD - BBA          | Suplab 25/8/2020  |
| 10      | Prof. Sheema Shaheen- BBA/B.Com-Absent | SL SL   |
| 11      | Prof.Gurunath- IQAC Coordinator        |  |



Principal

Principal,

Dayananda Sagar College of Arts,  
Science & Commerce  
K.S. Layout, Bangalore - 560 078.



**Minutes of Meeting**

**Venue: Principal's Office**

**Date: 02.02.2021**

**Time: 02:30 pm**

**Agenda Points:**

- 1) Review of the decisions of last meeting
- 2) Preparation for AAA Audit
- 3) NIRF Data to IQAC Cell
- 4) Preparation of Annual Report for 2020
- 5) Reshuffling of Criteria and Cell
- 6) Establishment of Study Centers
- 7) New Monthly Report Format
- 8) Establishment of Student Clubs and activities
- 9) Regularity for Meeting of Heads

|                        |   |
|------------------------|---|
| <b>Point 1</b>         | <b>Review of the decisions of last meeting</b>  |
| <b>Discussions</b>     | <ul style="list-style-type: none"> <li>• The Principal said that the Events planning with Budget should have been submitted by all the Cell heads in November 2020. But still some have not done it yet which is unacceptable.</li> <li>• Similarly, the preparation for AAA should have completed by 30.11.2020</li> </ul> |
| <b>Decisions taken</b> | The Cells, which have not submitted the planned events with for the year 2021, need to submit it by 6 February 2021 to IQAC.  |
| <b>Responsibility</b>  | Respective Cell Heads & Members   |
| <b>Deadline</b>        | 06.02.2021  |

|                        |  |
|------------------------|--|
| <b>Point 2:</b>        | <b>Preparation for AAA Audit</b>   |
| <b>Discussions</b>     | The Principal informed that the AAA process will begin from 8 <sup>th</sup> February 2021. All the departments need to be prepared for the audit.  |
| <b>Decisions taken</b> | The department heads agreed to the proposal except MBA. So the AAA process begins from 8 <sup>th</sup> Feb in all the departments. The exact date will be informed by IQAC Coordinator. MBA department cited their Academic and Administration work and requested for AAA in March 1 <sup>st</sup> week. |
| <b>Responsibility</b>  | Director/HODs  |
| <b>Deadline</b>        | As informed by IQAC Coordinator.   |

|                        |   |
|------------------------|---|
| <b>Point 3:</b>        | <b>NIRF Data to IQAC Cell</b>   |
| <b>Discussions</b>     | The College is applying for the NIRF as per the instructions of Vice Chairman   |
| <b>Decisions taken</b> | Departments need to submit the data to IQAC Cell for NIRF as and when requested by IQAC Co-ordinator and this should be taken up as top priority. |
| <b>Responsibility</b>  | Director/HODs   |
| <b>Deadline</b>        | With immediate effect.  |

|                        |  |
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| <b>Point 4:</b>        | <b>Preparation of Annual Report for 2020</b>   |
| <b>Discussions</b>     | Similar to Annual Report of 2019, this year too, the college needs to prepare an Annual Report for 2020.   |
| <b>Decisions taken</b> | <ul style="list-style-type: none"> <li>• Departments need to prepare the Annual Report for 2020 in the prescribed format and should be sent to IQAC coordinator.</li> <li>• The format for the report - similar to last year - will be prepared and sent by Principal to the heads and faculty members.</li> </ul> |
| <b>Responsibility</b>  | Director/HODs  |
| <b>Deadline</b>        | 20.02.2021   |

|                        |   |
|------------------------|---|
| <b>Point 5:</b>        | <b>Reshuffling of Criteria and Cells</b>  |
| <b>Discussions</b>     | <ul style="list-style-type: none"> <li>• Criteria &amp; Cell teams have been reshuffled, in view of many resignations and new recruitments.</li> <li>• The new member list of the Criteria and Cell are sent to all the heads and faculties.</li> </ul> |
| <b>Decisions taken</b> | The new Cell & Criteria members have to start/resume their work involving all the new members in their team.  |
| <b>Responsibility</b>  | Heads and Members of Criteria and Cells.  |
| <b>Deadline</b>        | With immediate effect.  |

|                        |  |
|------------------------|--|
| <b>Point 6:</b>        | <b>Establishment of Study Centres of Great Personalities</b>   |
| <b>Discussions</b>     | <ul style="list-style-type: none"> <li>• As per the advice of Local Inquiry Committee (LIC) of Bangalore University, the Four Study Centers in the name of Swami Vivekananda, Dr. B.R. Ambedkar, Buddha and Mahatma Gandhi have been established with appointment of members.</li> </ul> |
| <b>Decisions taken</b> | All the new Study Centres should start the functioning with framing the objectives and plan the activities for their Study Centres.  |
| <b>Responsibility</b>  | Heads and Members of Study Centres.  |
| <b>Deadline</b>        | With immediate effect.   |

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|------------------------|--|
| <b>Point 7:</b>        | <b>New Monthly Report Format</b>   |
| <b>Discussions</b>     | The Principal informed about the New Monthly Report Format has been prepared & sent to the Heads & Faculty Members.  |
| <b>Decisions taken</b> | <ul style="list-style-type: none"> <li>• The same needs to be strictly followed hereafter for future monthly reports from January 2021 onwards.</li> <li>• Old Monthly report format and Annexures will not be entertained hereafter.</li> </ul> |
| <b>Responsibility</b>  | Director & HODs  |
| <b>Deadline</b>        | With immediate effect.   |

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| <b>Point 8:</b>        | Establishment of Student Clubs and activities   |
| <b>Discussions</b>     | The Principal asked all the Heads to establish the Student Clubs in their respective departments and encourage students' activities in various domains.   |
| <b>Decisions taken</b> | <ul style="list-style-type: none"> <li>• The Principal also clarified the differences between Cell &amp; a Club.</li> <li>• A Cell is totally Faculty driven and aimed at fulfilling the requirements of some metrics under IQAC. Whereas a Club is totally Student driven with one faculty observer, aimed at various students' activities for overall development of students beyond curriculum.</li> <li>• The details of the established clubs with the names of members and faculty observer need to be sent to IQAC Coordinator.</li> </ul> |
| <b>Responsibility</b>  | Director & HODs   |
| <b>Deadline</b>        | 12.02.2021  |

|                        |   |
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| <b>Point 9:</b>        | Regularity for Meeting of Heads   |
| <b>Discussions</b>     | There is a need for a Regularity for the meeting of Director & Heads to keep the continuity and regular progress in the activities. |
| <b>Decisions taken</b> | The ordinary meeting of heads shall be called every month in the first week.  |
| <b>Responsibility</b>  | Principal   |
| <b>Deadline</b>        | Every Month 1 <sup>st</sup> Week.   |

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


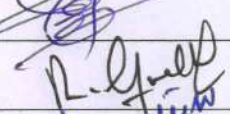
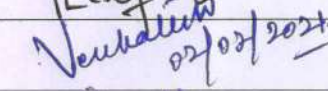
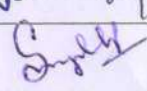
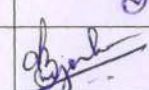
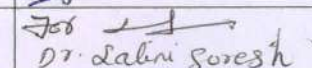
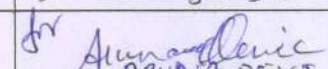
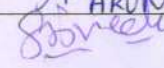
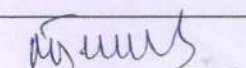
**Heads Meeting**

Venue: Principal's Office

Date: 02.02.2021

Time: 02.00 Pm.

Members Present:

| Sl. No. | Members Present         | Designations     | Department | Signature   |
|---------|-------------------------|------------------|------------|---|
| 1       | Dr. Nagaraj Shenoy      | Principal        | DSCASC     |                        |
| 2       | Prof. Gurunath          | IQAC Coordinator | BCA/MCA    |                        |
| 3       | Dr. Venkatesh B R       | Director         | MBA        | <br>02/02/2021         |
| 4       | Dr. Suplab Kanti Podder | HOD              | BBA        |                        |
| 5       | Prof. Murugesha B.N.    | HOD              | B.Com      |                        |
| 6       | Prof. Suneetha V        | HOD              | MCA        | <br>Dr. Lalini Suresh |
| 7       | Prof. Hemanth U         | HOD              | BCA        | <br>ARUNA DEVI       |
| 8       | Dr. Savita Trivedi      | HOD              | M.Com.     |                      |
| 9       | Mr. M.J.Manjegowda      | Coordinator      | B.Sc.      |                      |

  
**PRINCIPAL**

Principal,

Dayananda Sagar College of Arts,  
Science & Commerce  
K.S. Layout, Bangalore - 560 078.