

**DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE**  
Shavige Malleshwara Hills, Kumaraswamy layout, Bangalore – 560078

***Internal quality Assurance Cell***

**Minutes of the Meeting**

**Date: 26.05.23**

**Time: 12 Pm**

**Venue: Principal's Chamber**

**Agenda:**

Final preparation for Academic and Administrative Audit (External) to be conducted on 29.05.23

**Minutes:**

Discussed on the following:

- ✓ Discussed on the points addressed in the previous meeting on 15.05.23
- ✓ Principal announced acceptance of external auditors for AAA conduction:
- ✓ The external auditors are:
  - Chairperson – Dr. S Anil kumar, Principal, SSMRV College, Bangalore
  - Member External – Dr. Nagaraj, IQAC head, SSMRV College, Bangalore
- ✓ It is discussed that the Principal and the IQAC coordinator will be present for the meeting as internal.

Attendees next page....



Dayananda Sagar College of Arts, Science and Commerce  
Kumaraswamy Layout, Bengaluru - 560111

IQAC

Preparedness of Academic and Administrative Audit

Venue: Principal Chamber Date: 26.05.23 Time: 12.00 pm

Members Present:

Sl. No.	Member	Designation	Department	Signature
1	Dr. Nagaraj Shenoy	Principal	DSCASC	
2	Prof. Hemanth U	Vice-Principal & HOD BCA	DSCASC	
3	Prof. Gurunath R	IQAC Coordinator	DSCASC	
4	Dr. Venkatesh B R	Director	MBA	
5	Dr. Suprab Kanti Podder	HOD	BBA	
6	Prof. Murugesha B N	HOD	B.Com	
7	Prof. Suneetha	HOD	MCA	
8	Dr. Mahalakshmi	HOD	M.Com	
9	Dr. Kotresh	Asst. Professor	B.Sc.	
10	Mr.M.J. Manjegowda	Coordinator	B.Sc.	
11	Mr. Sanjay	Librarian	DSCASC	
12	Prof. Aruna Devi	Asst. Professor	BCA/MCA	
13	Dr. Vinish P	Assoc. Professor	MBA	
14	Mr. Sanjay	Librarian	DSCASC	



**DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE**  
Shavige Malleshwara Hills, Kumaraswamy layout, Bangalore – 560078

***Internal quality Assurance Cell***

**External AAA Announcement and Preparation - Minutes of the Meeting**

**Date: 15.05.23**

**Time: 11 Am**

**Venue: Principal's Office**

**Agenda:**

DSCASC's external academic and administrative audit (AAA) conduction, as well as its announcement and preparation.

**Minutes:**

Principal and IQAC coordinator called a meeting to discuss the upcoming external AAA audit on May 29, 2023. The file preparation process at each department was briefly discussed by the principal. The IQAC coordinator gave the 85-point questionnaire to each department head and instructed them to compile their files in accordance with it.

The decision was made to undertake the AAA audit on May 29th, and the external auditors will be confirmed at the upcoming AAA preparedness meeting on May 26th.

**Attendees next page.....**



Dayananda Sagar College of Arts, Science and Commerce  
Kumaraswamy Layout, Bengaluru – 560111

IQAC

External AAA Announcement and Preparation

Venue: Principal's Office Date: 15.05.23 Time: 11 Am

Members Present:

Sl. No.	Member	Designation	Department	Signature
1	Dr. Nagaraj Shenoy	Principal	DSCASC	
2	Prof. Hemanth U	Vice-Principal & HOD-BCA	DSCASC	
3	Prof. Gurunath R	IQAC Coordinator	DSCASC	
4	Dr. Venkatesh B R	Director	MBA	
5	Dr. Suprab Kanfi Podder	IIOB	BBA	
6	Prof. Murugesha B N	IIOB	B.Com	
7	Prof. Suneetha	HOD	MCA	
8	Dr. Mahalakshmi	HOD	M.Com	
9	Dr. Kotresh	Asst. Professor	B.Sc.	
10	Mr.M.J. Manjegowda	Coordinator	B.Sc.	
11	Mr. Sanjay	Librarian	DSCASC	
12	Prof. Aruna Devi	Asst. Professor	BCA/MCA	
13	Dr. Vinish P	Assoc. Professor	MBA	
14	Mr. Sanjay	Librarian	DSCASC	



**DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE**  
Shayige Malleshwara Hills, Kumaraswamy layout, Bangalore – 560078

***Internal Quality Assurance Cell***

**Criteria 6 and 7 and its Associated cells - Minutes of the Meeting**

**Date:** 12.05.23

**Time:** 2 PM

**Venue:** Vice- Principal's Chamber

**Agenda:**

Discussion on the status of Criteria 6 & 7 and its associated cells, and the future course of action.

**Minutes:**

The vice-principal and IQAC coordinator have checked the files and improvements. Suggested and discussed the following points:

- o Promotion of Gender Equity – It has been noted that the Women's Dignity Cell is actively promoting the aforementioned idea through numerous initiatives.
- o Facility for waste management – The college has specific methods for disposing of waste, which has been noted. Members agreed that the topic of discussion is common to all the colleges controlled by the management.
- o Water conservation – The process of filtering and supplying waste water to the campus's trees and plants, as well as the college's rainwater collection system, were both described in detail by the members.
- o Green Campus Initiatives – Members expressed satisfaction with the operation of the college's recycling program, plastic-free campus policy, and use of solar energy.
- o Quality audits on Environment and energy – The college decided to do a green audit once again this year after doing so in each of the two years prior (20-21 and 21-22).
- o Disabled friendly campus - ramps, railings, lifts, wheelchairs, and other accessible facilities for college stakeholders with disabilities were discussed.

Attendees next page...



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



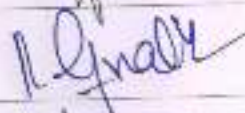
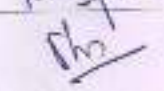










**Criteria 6 & 7 Head & Member's Meeting**

Venue: Principal Chamber


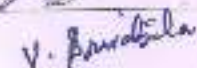
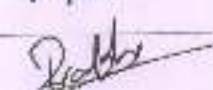



Date: 12.05.2023

Time: 2.00p.m

Members Present:-

Sl. No.	Member	Designation	Department	Signature
1	Dr. Nagaraj Shenoy	Principal	DSCASC	
2	Prof. Hemanth U	Vice Principal & HOD	DSCASC & BCA	
3	Prof. Gurunath	IQAC Coordinator	DSCASC	
4	Dr. Kadambini Katke	Head-Criterion-6	MBA	
5	Dr. Salini Suresh	Member	BCA/MCA	
6	Prof. Ashwini Basavaraj	Member	BBA/B.COM	
7	Prof. Kehila Kanagalakshmi	Member	BCA/MCA	
8	Dr. Pavithra S. T.	Member	BBA/B.Com	
9	Prof. Shashikumar	Member	MBA	
10	Prof. Anitha A	Member	BBA/B.Com	
11	Prof. Shruthi B K	Member	BBA/B.Com	
12	Prof. Yashaswini H R	Member	BBA/B.Com	
13	Prof. Sudarshan S	Head-Criterion-7	BBA/B.Com	
14	Prof. Fasecha Begum	Member	BBA/B.Com.	



Sl. No.	Member	Designation	Department	Signature
15	Col. Prasanna Kumar	Member	MBA	
16	Prof. Srivatsala V	Member	BCA/MCA	
17	Prof. Pandi Prabha S	Member	BCA/MCA	
18	Prof. Tejaswini	Member	MBA	
19	Prof. Lalitha	Member	BBA/B.Com	
20	Mrs. Parimala R	Member	BBA/B.Com	

  
PRINCIPAL



**DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE**  
Shavige Malleshwara Hills, Kumaraswamy layout, Bangalore - 560078

***Internal quality Assurance Cell***

**Criteria 5 and its associated cells - Minutes of the Meeting**

**Date:** 12.05.23

**Time:** 12 PM

**Venue:** Vice- Principal's Chamber

**Agenda:**

Discussion on the status of Criteria 5 and its associated cells, and the future course of action.

**Minutes:**

The vice-principal and IQAC coordinator have checked the files and improvements.

Suggested the following points:

- o Life skill programs to be focused more through CIL
- o Language Lab to be established
- o Competitive Exam cell to be established
- o Student grievances and documentation
- o Student placement improvement
- o Student Association Cell performances

**Attendees next page...**





# Dayananda Sagar College of Arts, Science and Commerce

Kumaraswamy Layout, Bengaluru - 560 111

## Criteria 5 Head & Member's Meeting

Venue: Principal Chamber

Date: 12.05.2023

Time: 12.00p.m

### Members Present:-

Sl. No.	Member	Designation	Department	Signature
1	Dr. Nagaraj Shenoy	Principal	DSCASC	
2	Prof. Hemanth U	Vice Principal & HOD	DSCASC & BCA	
3	Prof. Gurunath	IQAC Coordinator	DSCASC	
4	Prof. Mukesh Soni	Head-Criterion-5	BBA/B.COM	
5	Prof. Rashmi S	Member	BBA/B.COM	
6	Prof. Srivatsala V	Member	BCA/MCA	
7	Prof. Sunil Kumar V	Member	BBA/B.COM	
8	Dr. Parthiban R.	Member	BCA/MCA	
9	Prof. B R N Murihy	Member	MBA	
10	Prof. Nayana T	Member	MBA	
11	Prof. Sadiya Firdose R Z	Member	BBA/B.COM	
12	Prof. Pavithra H P	Member	BBA/B.COM	

PRINCIPAL



**DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE**  
Shavige Malleshwara Hills, Kumaraswamy layout, Bangalore – 560078

*Internal quality Assurance Cell*

**Criteria -3 and Criteria-4 Minutes of the Meeting**

**Date: 09.05.23**

**Time:2 PM**

**Venue: Principal's office**

**Agenda:**

1. **Institution Research Grant**
2. **NSS and NCC activities**
3. **Infrastructure Requirement**
4. **Financial document finalization for AQARs**

**Minutes:**

1. Discussions on enhancing research activities were held in connection with the launch of an institutional research grant program for faculty members who desire to carry out research projects in their areas of expertise. The vice-principal and the principle thanked management for starting the research. It was discussed that those who were interested in participating should submit a proposal with specific aims, methods, and anticipated results. According to management decision, selected faculty members will initially receive a maximum of Rupees 25,000.
2. As part of the research, innovation, and extension criterion, the advancement of NSS programs for students from all disciplines was discussed. The IQAC coordinator gave details on the location and times of the NSS camps. It was clarified that on the designated dates, a maximum of 45 students from each department, along with two faculty members, were allowed to participate in the mentioned NSS activity.
- 3 & 4. The necessary infrastructure for the upcoming days was also discussed, as well as the completion of the financial records needed to submit the AQARs for 2021–2022 and 2022–2023.

**Attendees Next page....**



# Dayananda Sagar College of Arts, Science and Commerce

Kumaraswamy Layout, Bengaluru - 560 111



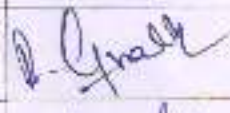
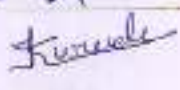
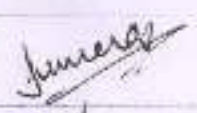
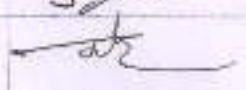


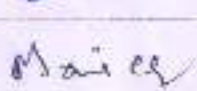

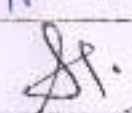
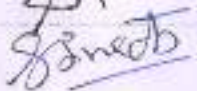
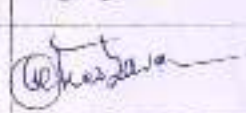
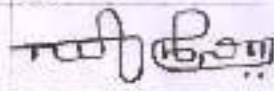
## Criteria 3 & 4 Head & Member's Meeting

Venue: Principal Chamber


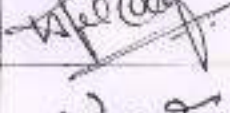




Date: 09.05.2023


Time: 2.00p.m

Members Present:-

Sl. No.	Member	Designation	Department	Signature
1	Dr. Nagaraj Shenoy	Principal	DSCASC	
2	Prof. Hemantb U	Vice Principal & HOD	DSCASC & BCA	
3	Prof. Gurunath	IQAC Coordinator	DSCASC	
4	<b>Dr. Kumudavalli M.V.</b>	<b>Head -Criteria-3</b>	BCA/MCA	
5	Dr. Sumera Aluru	Member	MBA	
6	Dr. Vijay Kumar J	Member	MBA	
7	Prof. Rashmi M Umarji	Member	BBA/B.Com.	
8	Prof. Meghana C	Member	BBA/B.Com	
9	Dr. Monica Ranks	Member	BBA/B.Com	
10	Prof. Naga Rajeshwari	Member	BBA/B.Com	
11	Dr. Parthiban R.	Member	BCA/MCA	
12	Dr. Savita Trivedi	Member	M.Com	
13	Dr. Kotreshi S	Member	B.Sc	
14	Dr. Guru Prasad	Member	B.Sc	



Sl. No.	Member	Designation	Department	Signature
15	Dr. Venkata Krishna Prasad	Head - Criterion-4	MBA	
16	Prof. Lalitha	Member	BBA/B.Com	
17	Prof. Srinivas H.P.	Member	BBA/B.Com	
18	Prof. Umesh	Member	BBA/B.Com	
19	Prof. Meenakshi	Member	BCA/MCA	 Meenakshi 9/05/23
20	Prof. Yogeshwari	Member	BCA/MCA	 Yogeshwari
21	Prof. Vaibhav	Member	MBA	
22	Prof. Chitra D Rao	Member	BBA/B.Com	 Chitra
23	Mr. Sanjay H R	Member	Library	

  
PRINCIPAL



**DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE**  
Shavige Malleshwara Hills, Kumaraswamy layout, Bangalore – 560078

***Internal quality Assurance Cell***

**Criteria 1 & 2 - Minutes of the Meeting**

**Date:** 08.05.23

**Time:** 2 PM

**Venue:** Principal's Office

**Agenda:**

Evaluating the criterion 1 and 2 requirements for the AQAR data collection 22-23 and other associated concerns.

**Minutes:**

1. Discussed about ~~an~~ the add-on programs conducted by the departments for the current year and asked the concerned to prepare the details of the same
2. Discussed about the status of Stake holders survey and Student satisfaction survey for the year 2022-23.
3. Informed to all the department members to submit their calendar of events for IQAC.
4. Informed departments to keep the student demography for the past five years.
5. Asked department to keep ready the list of slow and fast learners.
6. Its discussed about the student and faculty ratio of our college.

**Attendees Next Page.....**



# Dayananda Sagar College of Arts, Science and Commerce

Kumaraswamy Layout, Bengaluru - 560 111


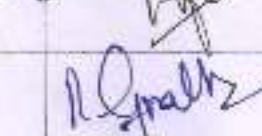
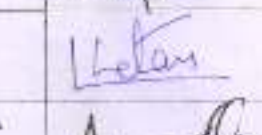
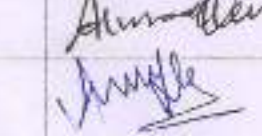

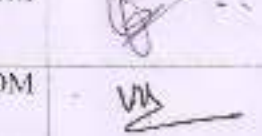
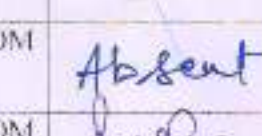
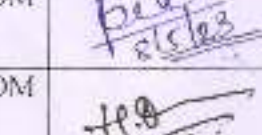
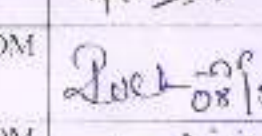
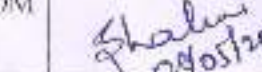


## Criteria 1 & 2 Head & Member's Meeting

Venue: Principal Chamber

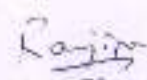
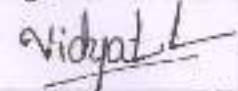


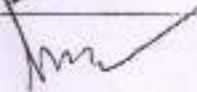
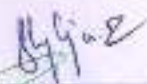
Date: 08.05.2023

Time: 2.00p.m

Members Present:-

Sl. No.	Member	Designation	Department	Signature
1	Dr. Nagaraj Shenoy	Principal	DSCASC	
2	Prof. Hemanth U	Vice Principal & HOD	DSCASC & BCA	
3	Prof. Gurumath	IQAC Coordinator	DSCASC	
4	Dr. Chetan Shetty	Head - Criterion-1	MBA	
5	Prof. Aruna Devi C	Member	BCA/MCA	
6	Prof. Ameer Asra Ahmed	Member	MBA	
7	Prof. Pandi Prabha S	Member	BCA/MCA	
8	Prof. Rajendra Kumar	Member	BBA/B.COM	
9	Prof. Vinutha K	Member	BBA/B.COM	
10	Prof. Kshama Hegde	Member	BBA/B.COM	Absent
11	Prof. Parimala R	Member	BBA/B.COM	
12	Prof. Disha H	Member	BBA/B.COM	
13	Prof. Rekha M.P.	Head - Criterion-2	BBA/B.COM	Not present 08/5/2023
14	Prof. Shalini Kumari Rawani	Member	BBA/B.COM	



Sl. No.	Member	Designation	Department	Signature
15	Prof. Ranjini K.S.	Member	BCA/MCA	
16	Prof. Pandi Prabha S	Member	BCA/MCA	
17	Prof. Vidhya shree S	Member	BBA/B.Com	
18	Dr. Vijay Kumar J	Member	MBA	
19	Mrs. Parminder Kaur	Member	BBA/B.Com	
20	Dr. Vinish	Member	MBA	
21	Prof. Shylaja	Member	BBA/B.Com	

  
PRINCIPAL



**DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE.**

Shavige Malleshwara Hills, Kumaraswamy layout, Bangalore – 560078

***Internal quality Assurance Cell***

**Criteria 2, 4, 5, 6, & 7 and Associated cells - Minutes of the Meeting**

**Date: 17.04.23**

**Time:2-4 PM**

**Venue: Vice-Principal's Office**

**Agenda:**

A follow-up meeting for cells related to criterion 2, 4, 5, 6, and 7

**Minutes:**

Vice-principal and IQAC coordinator jointly convened all the criteria and associated cells meeting on the mentioned date. The documents linked to all of the criteria have been examined, as this is the conclusion of the NAAC's fourth cycle. The following information has been examined and verified.

- ✓ College's yearly budget document
- ✓ Library footprints
- ✓ Innovative teaching practices
- ✓ Program specific outcome and course outcome
- ✓ About Alumni registration
- ✓ Policy documents
- ✓ Best practice

In addition to the above, associated cell files were also reviewed.

**Attendees next page.....**





DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE  
Kumaraswamy Layout, Bangalore -78  
INTERNAL QUALITY ASSURANCE CELL

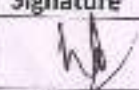
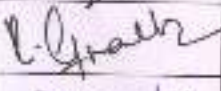
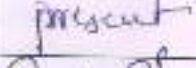
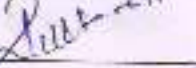

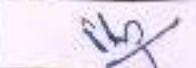

**Criteria 2, 4, 5, 6 & 7**

Venue: Vice-principal's Office

Date: 17.04.23

Time: 2-4 pm

Members Present:

Sl. No.	Member	Designation	Department	Signature
1	Prof. Hemanth Uppala	Vice-principal	DSCASC	
2	Prof. Gurunath R.	IQAC coordinator	DSCASC	
3	Dr. Krishna Prasad	Head, Criterion-4	MBA	
4	Prof. Rekha MP	Head, Criterion-2	BBA/B.Com	
5	Dr. Chetan Shetty	Head, Criterion-1	MBA	
6	Dr. Kadambini Katke	Head, Criterion-6	MBA	
7	Prof. Sudarshan S	Head, Criterion-7	MBA	



**DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE**  
Shavige Malleshwara Hills, Kumaraswamy layout, Bangalore – 560078

***Internal quality Assurance Cell***

**NSS Activities and AAA - Minutes of the Meeting**

**Date:** 20.04.23

**Time:** 12 PM

**Venue:** Principal's Office

**Agenda:**

1. To check the status of NSS activities
2. Departmental action plan
3. AAA (external)

**Minutes:**

IQAC convened the meeting to discuss the NSS activities' current state and the execution of the department's action plan. It was encouraging to learn that each department is in responsibility of carrying out the tasks scheduled through May 31, 2023. Some of the difficulties mentioned included departments' delays in executing NAAC-related tasks on time due to academic load. Departments committed to finish up any outstanding work before May 31, 2023.

All departments were instructed to prepare their files for the ongoing Academic and Administrative Audit (AAA), which was previously decided to undertake for the academic year 22-23, and is currently scheduled to take place on May 29, 2023.

**Attendees next page.....**



DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE  
Kumaraswamy Layout, Bangalore -78  
INTERNAL QUALITY ASSURANCE CELL



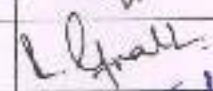
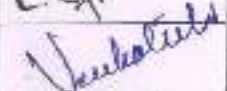
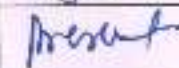
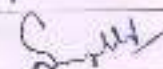
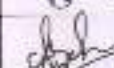
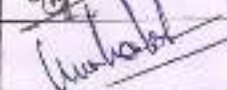
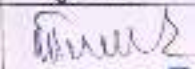
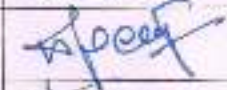
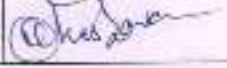
**NSS Activity and AAA**

Venue: principal's Office

Date: 20.04.23

Time: 12 0 pm

Members Present:

Sl. No.	Member	Designation	Department	Signature
	Dr. Nagaraj Shenoy	Principal	DSCASC	
	Prof. Hemanth Uppala	Vice-principal	DSCASC	
	Prof. Gurunath R.	IQAC coordinator	DSCASC	
	Dr. Venkatesh BR	Director	MBA	
	Prof. Suneetha	HOD	MCA	
	Dr. Suprab Kanti podder	HOD	BBA	
	Prof. Murugesh	HOD	B.Com	
	Dr. Mahalaksmi.V	HOD	M.Com	
	Mr. Manjgowda	PE Director	B.Sc.	
	Prof. Sreenivas	Asst. Prof.	BBA/B.Com	
	Dr. Kotresh		B.Sc.	



**DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE**  
Shavige Malleshwara Hills, Kumaraswamy layout, Bangalore – 560078

***Internal quality Assurance Cell***

**Criteria 1 and associated Cells - Minutes of the Meeting**

**Date: 14.02.23**

**Time: 3 Pm**

**Venue: Vice-Principal's Chamber**

**Agenda:**

Discussion on the status of Criteria 1 and its associated cells, and the future course of action.

**Minutes:**

This is a follow-up to the meeting that was held on 01.02.23. The vice-principal and IQAC coordinator have checked the Criteria 1 files and its associated cells for the further improvements.

Suggested to collect the following:

- o Add-on programs conducted for the past 4 years
- o Year-wise BOE for the past 4 years
- o Year-wise stake holders survey reports
- o Year-wise calendar of events dept.-wise
- o Syllabus copy of all departments.
- o Syllabus change information.

**Attendees next page ....**



DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE  
Kumaraswamy Layout, Bengaluru - 560 111

Criteria 1 and Associated Cells Meeting

Venue: Seminar Hall

Date: 14.02.2023

Time: 03.00 P.M.

Sl. No.	Member	Designation	Department	Signature
1	Dr. Chetan Shetty	Associate Professor	MBA	[Signature]
2	Dr. Asra Ahmed	Assistant Professor	MBA	[Signature]
3	Mrs. Samyukta	Assistant Professor	MCA	[Signature]
4	Kshama Hegde	Assistant - Prof.	BBA/B.com	[Signature]
5	Vinutha K	Assistant Professor	BBA/B.com	[Signature]
6	V-R-RAJENDRA KUMAR	Assistant Professor	BBA/B.com	[Signature]
7	Aruna Devi . C	Asst. Professor & Coordinator	BCA/MCA	[Signature]
8	Hemanth C	Vice-Principal	-	[Signature]
9	R. Gurnath	IQAC	BCA/MCA	[Signature]
10	-	-	-	-
11	-	-	-	-
12	-	-	-	-
13	-	-	-	-
14	-	-	-	-
15	-	-	-	-



**DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE**  
Shavige Malleshwara Hills, Kumaraswamy layout, Bangalore – 560078

***Internal quality Assurance Cell***

**Criteria – 6 & 7 and Associated cells - Minutes of the Meeting**

**Date: 10. 02.23**

**Time:2:30 PM**

**Venue: Vice-Principal's Office**

**Agenda:**

Discussion on the status of Criteria- 6 and 7 and the cells related to it, as well as efforts to address the issues raised in the NAAC third cycle recommendations.

**Minutes:**

- ✓ Meeting convened by IQAC coordinator along with Vice-Principal to review the recommendations made in the 3rd cycle NAAC about Criteria -4.
- ✓ In accordance with NAAC's recommendations, more solar panels have been installed to more effectively utilize renewable energy for lighting and heating.
- ✓ To evaluate the college's academic and administrative procedures, a functional IQAC Cell has been established and has carried out internal and external audits.
- ✓ Other issues discussed and sought in the meeting as follows:
  - Faculty welfare measures
  - Policy documents
  - Non-teaching staff training
  - Waste water management system in the college
  - Green Campus initiatives
  - Disabled-friendly campus
  - Best practices

**Attendees next page.....**



**DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE**  
Kumaraswamy Layout, Bengaluru - 560 111

**Criteria 6 & 7 and Associated Cells Meeting**

Venue: Seminar Hall

Date: 10.02.2023

Time: 02:30 P.M.

Sl. No.	Member	Designation	Department	Signature
1	Sudarshan S. Somanath	Assoc. Prof	BBA/B.Com	
2	Tejaswini. L. K	Asst Prof	MBA	
3	Hemanth D	Vice Principal	BBA/MCA	
4	R. Guruswamy	Zonal Co-ord	BBA/MCA	
5	Dr. Kadambini	Professor	MBA	
6	Dr. Salini Suresh	Assoc. Professor	MCA/B CA	
7	prof. Ashwini	Asst Professor	BBA/B.Com	
8	prof. Fabeeha Begum	Assoc prof.	BBA/B.Com	present
9	prof. Sivakumar	Asst Prof	BBA/MCA	
10	prof. Anitta A	Asst Prof	BBA/B.Com	
11	prof. Lalitha	Asst Prof	BBA/B.Com	
12	prof. Parimala R.	Asst. Prof	BBA/B.Com	
13	-	-	-	-
14	-	-	-	-
15	-	-	-	-



**DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE**  
Shavige Malleshwara Hills, Kumaraswamy layout, Bangalore – 560078

***Internal quality Assurance Cell***

**Criteria – 4 - Minutes of the Meeting**

**Date:** 08.02.23

**Time:**2:30 PM

**Venue:** Vice-Principal's Office

**Agenda:**

Discussion on the status of Criteria 4 and the cells related to it, as well as efforts to address the issues raised in the NAAC third cycle recommendations.

**Minutes:**

- ✓ Meeting convened IQAC coordinator along with Vice-Principal to review the recommendations made in the 3<sup>rd</sup> cycle NAAC about Criteria -4.
- ✓ The third cycle's suggestions state that the library's resources should be utilized effectively to encourage the search for information. The current NAAC cycle has addressed the earlier problem.
- ✓ Some of the highlights of improvements made to the college library upraised by IQAC as follows:
  - o The total budget has been increased
  - o Sufficient book titles and volumes are being added constantly over the past years.
  - o E-resource, Library automation, Institutional memberships, access control facilities has been improved.
  - o Computers to access the e-resources has been upgraded.
  - o Library per day usage has been steadily increased over 40 %

**Attendees Next page....**





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Kumaraswamy Layout, Bangalore -78  
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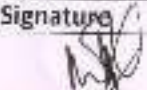
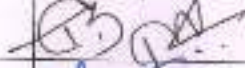
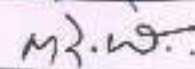
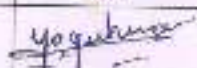



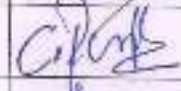

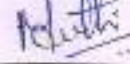
**Criteria 4 and associated cells**

Venue: Vice-Principal's Office

Date: 08.02.23

Time: 2:30 pm

Members Present:

Sl. No.	Member	Designation	Department	Signature
1	Prof. Hemanth Uppala	Vice-principal	DSCASC	
2	Prof. Gurunath R.	IQAC coordinator	DSCASC	
3	Dr. Krishna Prasad	Head	MBA	
4	Prof. Srinivas HP	Member	BBA/BCom	
5	Prof. Umesh	Member	BBA/BCom	
6	Prof. Moenakshi	Member	BCA/MCA	
7	Prof. Yogeshwari	Member	BCA/MCA	
8	Prof. Vaibhav	Member	MBA	
9	Prof. Chitra D Rao	Member	BBA/B.Com	
10	Mr. Sanjay HR	Member	Librarian	
11	Dr. Chiluka Pushpalatha	Member	BBA/B.Com	
12	Prof. Leo Lawrence	Member	BCA/MCA	
13	Mrs. Malathi M.A	Member	Library	



**DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE**  
Shavige Malleshwara Hills, Kumaraswamy layout, Bangalore - 560078

***Internal quality Assurance Cell***

**Student Council - Minutes of the Meeting**

**Date:** 08.02.23

**Time:** 12-1 PM

**Venue:** Principal's Office

**Agenda:**

To discuss the status of Student Council

**Minutes:**

Meeting was convened by principal and IQAC coordinator to verify the documents of student council and discuss the concerned issues. The following factors were discussed and verified.

- ✓ Student office bearers
- ✓ Activities conducted
- ✓ Document verification

**Attendees next page.....**



DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE

Kumaraswamy Layout, Bangalore - 78  
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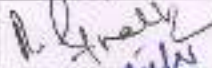
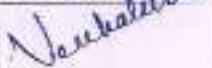

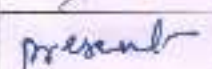



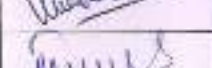
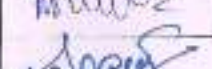

**Student Council**

Venue: Principal's Office

Date: 08.02.23

Time: 12-1 pm

Members Present:

Sl. No.	Member	Designation	Department	Signature
1	Dr. Nagaraj Shenoy	Principal	DSCASC	
2	Prof. Hemanth Uppala	Vice-principal	DSCASC	
3	Prof. Gurunath R.	IQAC coordinator	DSCASC	
4	Dr. Venkatesh BR	Director	MBA	
5	Dr. Pavithra S.T	Assoc. Prof.	M.Com	
6	Prof. Suneetha	HOD	MCA	
7	Dr. Suplab Kanti podder	HOD	BBA	
8	Prof. Murugesh	HOD	B.Com	
9	Dr. Mahalakshmi	HOD	M.Com	
10	Mr. Manjegowda	PE Director	B.Sc.	
11	Prof. Sreenivas	Asst. Prof.	BBA/B.Com	
12	Dr. Kotresh	Asst. prof.	B.Sc.	



# Dayananda Sagar College of Arts, Science & Commerce

## IQAC

### Review Meeting – CRITERIA – V

#### Minutes of Meeting

Criteria V Review Meeting was convened on 7<sup>th</sup> February 2023 at 2:00 pm in MCA Seminar Hall. The minutes of meeting are as follows :

1. The progress of Criteria V was reviewed.
2. The scholarship number needs to be increased. The Equal Opportunity Cell was told to bring an awareness about various scholarships and freeships provided by the Government and other agencies among students. The details should be documented with scholarships proof.
3. The Placement Cell was guided to conduct more training sessions on Competitive Exams and display the competitive exams information on the notice boards of respective department. The information can be collected from the library.
4. The Placement Cell was also instructed to improvise the data of those students who progress from UG to PG programs. A constant follow up should be done.
5. The Life Skills and Add on Courses information should be updated and included in the Criteria V. Such programs should be conducted in more number in future.
6. The Alumni Cell was instructed to update Alumni Registration information.
7. The Literary Cell and Sports Cells were guided to conduct Inter-Collegiate Events rather inter-class events.
8. Students Grievances Cell was informed to prepare action plan for the future programs and to have separate meeting as the members were absent in the meeting.
9. All the related cells action plans were reviewed.
10. The meeting was concluded with a review of the Previous NAAC Score with reference to Criteria V.



**DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE**  
Kumaraswamy Layout, Bengaluru - 560 111

**Criteria 5 & Associated Cells Meeting**

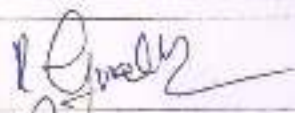


Venue: Seminar Hall

Date: 07.02.2023

Time: 02:00 P.M.

Sl. No.	Member	Designation	Department	Signature
1	Mukesh Gowri	Head - Criteria 5	BBA/B.Com	
2	RASENDR KUMAR	Head - Student Grievance Cell	BBA/B.Com	
3	Dr. Chetukra Puspakala	Head - Sports Cell	BBA/B.Com	 7/2/23
4	Ashwini Basavajji	Head - Women's Dignity Cell	BBA/B.Com	 7/2/23
5	Prof. Vidhya Shree S	Head - Equal Opportunity Cell	BBA/B.Com	
6	USHA R	Literary Cell	BBA/B.Com	 7/2/23
7	Meenalakshmi N P	Head Students Activity Cell	BCA/MCA	 7/2/23
8	SRIVATSALA V	Head Placement Cell	BCA/HCA	 7/2/23
9	Deepika H.C	Alumni Cell	BBA/B.Com	 7/2/23
10	Faseeha Begum	Placement Cell	BBA/B.Com	 7/2/23
11	Disha H	Member - ISRL Women Cell	BBA/B.Com	
12	Parimala R	Member - Student Grievance Cell	BBA/B.Com	 7/2/23
13	Dr. Deepika	Member Cell	BBA/B.Com	
14	Shruthi Nachappa	Member Cell	BBA/B.Com	



Sl. No.	Member	Designation	Department	Signature
15	R. Gurunath	EQAE Co-ord.	BCA/MEA EQAC	
16	Hemanth. D	Vice-President	BCA/MEA	
17	Dr NAGARAJ Srinivas	Principal	DSCASC	
18	—	—	—	—
19	—	—	—	—
20	—	—	—	—



**DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE**  
Shavige Malleshwara Hills, Kumaraswamy layout, Bangalore – 560078

***Internal quality Assurance Cell***

**Criteria – 1 & 2 - Minutes of the Meeting**

**Date:** 01.02.23

**Time:** 2-3 PM

**Venue:** Vice-Principal's Office

**Agenda:**

Discussion on the status of Criteria 1 & 2 and the cells related to it, as well as efforts to address the issues raised in the NAAC third cycle recommendations.

**Minutes:**

- ✓ The number of add-on programs has to be raised in accordance with the suggestions made during the previous NAAC cycle. The IQAC coordinator emphasized that the current NAAC cycle is proceeding well, with a considerable amount of Add-on initiatives being carried out. According to the vice-principal, more department-specific add-on programs will be offered.
- ✓ Another recommendation was to start more PG courses, and the vice-principal described the efforts done to incorporate M. VoC courses within DSCASC. He added that this might be realized in the near future.
- ✓ Regarding the recommendation to fill the vacant position for teaching and non-teaching positions, Vice principal told that the issues has been taken care.
- ✓ All of them expressed their opinions on the college's CAS (Career Advancement Scheme) for teachers, which encourages faculty members to gain new skills through a variety of certification programs.
- ✓ Apart from the above other related issues were also discussed, and drawn suggestions for improvisation.

**Attendees Next page....**



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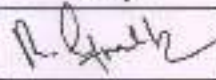
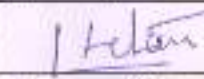
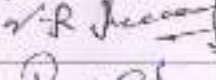
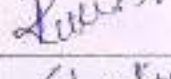
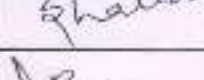
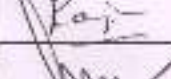
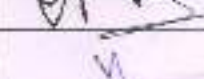

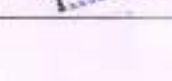
**Criteria 1 & 2 and associated cells Meeting**

Venue: Vice-principal's Office

Date: 01.02.23

Time: 2-3 pm

Members Present:

Sl. No.	Member	Designation	Department	Signature
1	Prof. Hemanth Uppala	Vic-principal	DSCASC	
2	Prof. Gurunath R.	IQAC coordinator	DSCASC	
3	Dr. Chetan Shetty	Head Criterion -1	MBA	
4	Prof. Aruna Devi	Member Crit-1	BCA/MCA	
5	Prof. Rajendra Kumar	Member crit-1	BBA/BCom	
6	Prof. Rekha MP	Head Criterion-2	BBA/BCom	
7	Prof. Shalini Kumari Rawani	Member Crit-2	BBA/BCom	
8	Prof. Ranjini	Member crit-2	BCA/MCA	
9	Dr. Vinish	Member crit-2	MBA	
10	Prof. Ameer Asra Ahmed	Member crit-1	MBA	
11	Prof. Vinutha . K	Member crit-1	BBA/BCom	
12	Prof. Pasimala . R	Member crit-1	BB/Bcom	





# DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE

Shavige Malleshwara Hills, Kumaraswamy Layout, Bengaluru - 560111

## Internal Quality Assurance Cell MINUTES OF THE CRITERION MEETING

Name of the Criterion: IV - Infrastructure and Learning Resources

Date: 04.10.2022

Time: 2:30 PM

Venue: Principal's Office

### Agenda:

1. To review and confirm the minutes of the last meeting
2. To review the documents pertaining to Criterion IV.
3. Any other relevant issues made by the members.



### Minutes:

1. The Head - Criterion IV read the minutes of earlier meeting and the minutes were reviewed and passed by the members.
2. Dr. Nagaraja Shenoy - Principal, Prof. Hemanth Uppala, Vice-Principal and Prof. R. Gurunath - IQAC Coordinator reviewed all the documents pertaining to Criterion IV and suggested following points
  - a. Geo tagged images of Class rooms, Labs, Sports facilities, Library, Common areas, Canteens, Hostels, other facilities.
  - b. Review SSR of 10 NAAC A++ colleges and adopt best practices accordingly.
  - c. Meeting of Criterion IV once in a month.

### Attendees:

Sl. No	Name	Department	Designation	Signature
1	Dr. Nagaraj Shenoy	Principal, DSCASC		
2	Prof. Hemanth Uppala	Vice-Principal, DSCASC		
3	Prof. R. Gurunath	BCA/MCA	IQAC Coordinator	
4	Dr. C B Venkata Krishna Prasad	MBA	Head	
5	Prof. Lalitha	BBA/ B.Com	Member	
6	Prof. Srinivas H.P.	BBA/B.Com	Member	
7	Prof. Meenakshi	BCA/MCA	Member	
8	Prof. Umesh	BBA/B.Com	Member	
9	Prof. Yogeshwari	BCA/MCA	Member	
10	Prof. Vaibhav	MBA	Member	
11	Prof. Chitra Rao	BBA/B.Com	Member	
12	Mr.Sanjay H R	Library	Member	

**DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE**  
Shavige Malleshwara Hills, Kumaraswamy layout, Bangalore – 560078

***Internal quality Assurance Cell***

**International Conference - Minutes of the Meeting**

**Date:** 10.08.22

**Time:** 2 PM

**Venue:** Vice-Principal's Office

**Agenda:**

To discuss the conduction of International Conference in the month of December 2022

**Minutes:**

The following points discussed:

- ✓ The first or second week December 2022 have been chosen as the dates for the event.
- ✓ Coordinators and members were chosen from all the departments
- ✓ Budget amount were discussed
- ✓ Collecting the database of all the colleges from India and abroad.

Attendees next page.....



# Dayananda Sagar College of Arts, Science and Commerce

Kumaraswamy Layout, Bangalore 560111

## International Conference Meeting

Venue: Principal's Chamber

Date: 08.08.22

Time: 2Pm to 3Pm

### Members Present:

Sl.No.	Members	Designation	Department	Signature
1	Dr. Nagaraj Shenoy	Principal	DSCASC	
2	Prof. R.Gurunath	IQAC Coordinator	DSCASC	
3	Dr. Salini Suresh	Committee Chair	BCA/MCA	
4	Dr. Kavitha	Member	BCA/MCA	
5	Dr. Savita Trivedi	Member	M.Com	
6	Prof. Srivatsala	Member	BCA/MCA	10/8/22
7	Dr. Chiluka Pushplatha	Member	BBA/B.Com	
8	Dr. Deepika Sharma	Member	BBA/B.Com	
9	Dr. Sumern Aluru	Member	MBA	
10	Dr. Vinish	Member	MBA	
11	Dr. Kumudavalli	Member	BCA/MCA	
12	Dr. Vijay Kumar .J	Member	MBA	
13	Prof. Rashmi Umarji	Member	BBA/B.Com	
14	Prof. Meghana	Member	BBA/B.Com	
15	Prof. Sheema Shaheen	Member	BBA/B.Com	Absent
16	Dr. Chetan Shetty	Member	MBA	

17 Ms. Anutha Nachappa " BBA/B.Com

18. Deepika Sharma " BBA/B.Com



# Dayananda Sagar College of Arts, Science and Commerce

Kumaraswamy Layout, Bangalore - 560078

## Internal Quality Assurance Cell

### Minutes of Meeting

**Agenda:** NAAC Review meeting for the duration of July to December

**Date:** 23.11.2022

**Venue:** Board Room, Heritage block,

**Time:** 11:30 to 12:30

The purpose of this meeting was to review the progress of our college's NAAC Process, and it was called by Principal and IQAC, DSCASC under the direction of Ms. Natasha Sagar, Joint Secretary DSI. During the presentation The Joint Secretary asked her doubts and concerns about certain issues. These were clarified by the respective presenters.

Each department head presented their department's position during the last five months. Presentations from all department heads were made first, and then the IQAC Coordinator presented on overall situation of IQAC at present. Later, IQAC Coordinator presented verbally a few of the ongoing problems that can result in lower ratings in the upcoming NAAC Accreditation. They are as follows:

1. One of our departments, B.Sc., is experiencing infrastructure issues, such as absence of fulltime faculty, absence of designated classrooms and laboratories. This has been a cause of poor admissions throughout. The Management was previously made aware of this. The grade is calculated by NAAC taking into account all departments. The total college intake is the main grading element for NAAC that takes into account all departments including non-functional department B.Sc.
2. Another problem that indirectly costs 75 points in the NAAC metric is the student teacher ratio. According to the UGC, PG should have 1:15 and UG 1:25. According to this calculation, 90 faculties are needed to accommodate all students. We currently have 67 faculties on board. The NAAC score is being affected by this discrepancy.
3. The attrition rate of faculties is a matter of concern.
4. In 2018, an alumni association for our college was officially registered. Alumni activities must be held regularly. To keep it active, we need to have a bank account in the name of DSCASC Alumni Association to receive funds from management and donations from alumni.

The vice-principal and MBA Director concurred and made elaborations regarding the above concerns. The Joint Secretary promised to resolve the issues and that the next meeting is scheduled in March 2023.

#### Members Present:

			Present
1	Ms. Natasha Sagar	Joint Secretary, DSI	
2	Prof. Hemanth Uppala	Vice-Principal	
3	Dr. B.R. Venkatesh	Director, MBA	
4	Prof. Gurunath B.	IQAC Coordinator	
5	Prof. Suneetha V	HOD, MCA	
6	Dr. Savita Trivedi	HOD, M.Com	
7	Dr. Suprabh Kanthi Podder	HOD, BBA	
8	Prof. Murugesh B.N.	HOD, B.Com	

IQAC Coordinator



Principal

DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE

Internal Quality Assurance Cell

Minutes of Meeting

Date: 29.07.2022 Time: 02.30 PM Venue: IQAC Coordinator office

Agenda: Inclusion of library staff members in IQAC  
Responsibility for NAAC IV Cycle accreditation library work

To strengthen library infrastructure and its services meeting was convened. IQAC Coordinator and all the library staff members attended. The following discussions were made.


1. To fulfil the suggestions from NAAC peer team on library issues in 3<sup>rd</sup> cycle.
2. Action taken.
3. IQAC Coordinator discussed the existing issues of Library
4. Told library staff members to give the library requirements.
5. All library staff has accepted to take responsibility of given IQAC works.
6. Librarian requested IQAC to move DSU library from 7<sup>th</sup> floor at the earliest.
7. Library advisory committee to be formed.
8. It is decided that library staff meeting should be conducted bimonthly with principal and IQAC
9. It was decided to motivate students and staff members to utilize more the library resources.

Members Attended:

R. Gurunath, IQAC Coordinator  
Sanjay H R, Member Criteria IV  
Malathi M. A Member infrastructure cell  
Gurubasavaraja. M Member equal opportunity cell  
Kamala. R Member. Criteria IV

  
29/07/22  
IQAC Coordinator

Signature of the participant's Next page

  
PRINCIPAL




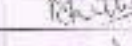

DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE

Internal Quality Assurance Cell

Minutes of Meeting

Date: 29.07.2022 Time: 07.30 PM Venue: IQAC Coordinator office

MEMBERS PRESENT

Sl.no	Members present	Designation	Department	Signature
1.	R.Gurunath	IQAC Coordinator	DSCASC	
2	Sanjay H R	Librarian	Library	
3	Mrs.Malathi M. A	Asst. librarian	Library	
4	Mr.Gurubasavaraja M	Asst. librarian	Library	
5	Mrs.Kamla R	Asst. librarian	Library	



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

**Minutes of the Meeting**

**Date: 07.07.22, Thursday, Time: 12:00 pm to 1 pm, Venue: Principal office**

**Agenda:** plan to conduct the following mega events at DSCASC

- i) International Conference
- ii) General Alumni Meet
- iii) Graduation Day

A meeting was held to plan and carry out three essential IQAC, DSCASC activities, which were directed by the principle and IQAC. All of the HODs and the director were called for the meeting.

As per the agenda the decisions are taken to conduct the activities as follows:

- i) An international conference will likely take place the first week of December. The MCA/BCA department's Dr. Salini Suresh has been selected as the conference coordinator. The committee was looking for two PHD faculty members, and departments were asked to submit their nominations. The necessary budget is also discussed at the meeting.
- ii) A general alumni meeting is tentatively scheduled to begin on October 29th, 2022. The head of the alumni committee has been chosen as Prof. Sheema Shaheen, BBA/B.Com. From among the departments, the names of two senior faculty members were requested to serve on the committee.
- iii) Graduation Day has been tentatively scheduled for September 3, 2022 for the outgoing classes. The committee has proposed Prof. Rekha, BBA/B.Com, as its head.

Each of the above activities' budgetary components were also considered. Members' suggestions are also taken into account.

**Members Attended:**

Dr. Nagaraj Shenoy  
Prof. Hemanth U  
Prof. Gurunath R.  
Dr. Suprab Kanti Podder  
Prof. Murugesha B.N.

Prof. Suneetha V  
Dr. Savita Trivedi  
Mr. M.J. Manjgowda

*[Signature]*  
IQAC Coordinator

07/07/22



*[Signature]*  
PRINCIPAL

# Dayananda Sagar College of Arts, Science and Commerce

## Internal Quality Assurance Cell

### Minutes of the Meeting

Date: 29.06.22, Wednesday, Time: 2.30 PM, Venue: Principal office

Agenda: Discuss the events and activities Research and IPR Cell, Institutional Social Responsibility for July-Dec 2022

To organise and carry out the activities for the Research and IPR Cell, ISR Cell, a meeting was convened. Principal, IQAC Coordinator, DSCASC, and all of the heads and members of the two cells indicated above attended the meeting. The following decisions were made to carry out the activities:

1. Two Seminars on Capacity Building by MBA department.
2. Two Seminars on Research funding by B.Com/BBA department.
3. Two Seminars on IPR by BCA/MCA department.
4. Seminar on Research Methodology by MBA department.
5. Seminar on Research Methodology by BCA/MCA department
6. A functional MOU to be signed before 31-12-2022 for both Research and IPR Cells
7. Promote Collaborative research and publications.
8. ISR - 2 Blood Donation camps
9. ISR - 5 Outreach Programs
10. ECO cell - 5 Outreach programs
11. ISR - International Day Awareness program

Members expressed concerns and suggestions to ensure the smooth operation of the mentioned activities.

#### Members Attended:

Dr. Nagaraj Shenoy, Principal  
R. Gurunath, IQAC Coordinator  
Dr. Salini Suresh, Head, Research Cell  
Prof. Shalini K Rawani, Head, ISR cell  
And other members

Signatures of the participants Next page

R. Gurunath  
29/06/22  
IQAC Coordinator

  
PRINCIPAL





# Dayananda Sagar College of Arts, Science and Commerce

Kumaraswamy Layout, Bengaluru 560 111


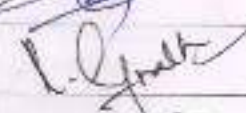
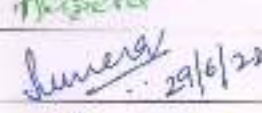
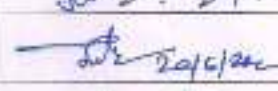
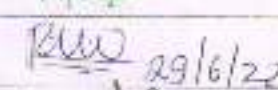
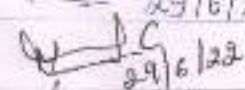
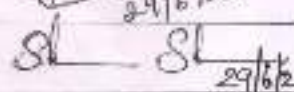
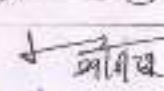
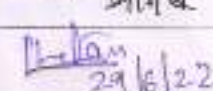
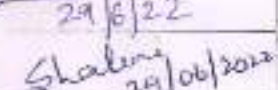
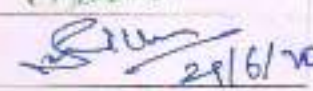
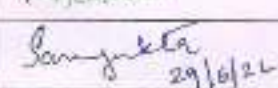
## Criteria 3, ISR & Research & IPR Cell Head & Member's Meeting

Venue: Principal's Chamber

Date: 29.06.2022

Time: 02.30p.m

Members Present:-

Sl.No.	Members Present	Designations	Department	Signature
1	Dr. Nagaraj Shenoy	Principal	DSCASC	
2	Prof. Gurunath R	IQAC Coordinator	DSCASC	
3	Dr. Kumudavalli M.V.	Head -Criterion 3	BCA/MCA	Absent
4	Dr. Sumera Aluru	Member	MBA	 29/6/22
5	Dr. Vijay Kumar J	Member	MBA	 29/6/22
6	Dr. Kavitha S	Member	BCA/MCA	Absent
7	Prof. Rashmi M Umarji	Member	BBA/B.Com.	 29/6/22
8	Prof. Meghana C	Member	BBA/B.Com	 29/6/22
9	Prof. Shoema Shaheen	Member	BBA/B.COM	 29/6/22
10	Dr. Salini Suresh	Head	BCA/MCA	 29/6/22
11	Dr. Chetan Shetty	Member	MBA	 29/6/22
12	Prof. Shalini Kumari	Head	BBA/B.Com	 29/06/2022
13	Prof. B R Nurasimha Murthy	Member	MBA	Absent
14	Prof. Sunitha Kalyan	Member	BCA/MCA	 29/6/2022
15	Mr. Manjegowda	Member	Co-Ordinator	Absent
16	Prof. Samyukta	Member	BCA/MCA	 29/6/22



Dayananda Sagar College of Arts, Science and Commerce  
Kumaraswamy Layout, Bangalore - 78

Internal Quality Assurance Cell  
Minutes of the Meeting

Venue: Principal's Office

Time: 2:30 pm - 4 pm

Date: 14.06.2022

Agenda: The Road Map for IQAC for next 6 months

The meeting was convened to discuss a roadmap to IQAC processes for the next 6 months. Principal Dr. Nagaraj Shenoy provided objectives, a comprehensive overview of our accomplishments to date as well as a road map for the next six months as below:

In view of our Management's instructions to achieve the A++ grade in forthcoming NAAC assessment and accreditation, we need to hasten our efforts, as we cannot change our past IQAR reports. That means, this year we need to achieve the maximum to attain the required average and the desired grade.

To make it simpler for each department, the IQAC has developed activities and targets for all the departments, Cells, and Criteria. This comprises the activities to be carried out, the targets to be met by December 2022, participation expectations and the responsibility. The table formulated after the discussion is shown here.

Sl. No.	Activity	Required Numbers by Dec 2022	Minimum Participation / Responsibility
1	Add-on / Certificate Program	MCA - 1	90% of Student Participation
		MBA - 2	
		M.Com - 1	
		BCA / B.Sc. - 2	
		B. Com - 3	
BBA - 2			
2	International Conference	All Dept. - 1 (IQAC Initiation)	At least 40 publishable papers / conference
	Dept. Of Commerce & Mgmt.	MBA, M. Com B. Com, BBA - 1 (MBA Dept Initiation)	
	Dept. of Science and Computer Applications	MCA, BCA, B.Sc. - 1 (MCA Dept Initiation)	
3	Extension Activities	B.Com/BBA - 2	Involving at least 25 % of Students
		BCA/B.Sc. - 2	
		MBA - 2	
		M.Com - 2	
		MCA - 2	



Sl. No.	Activity	Required Numbers by Dec 2022	Minimum Participation / Responsibility
4	New Functional MoUs (Excluding the present ones)	B.Com/BBA - 1 BCA/B.Sc. - 1 MBA - 1 M.Com - 1 MCA - 1	Each Dept.
	From Depts.		
	From Cells	Research & IPR Cell - 1 ISR - 1 Eco Cell - 1 Dignity Cell - 1 Equal Opportunity Cell - 1 Alumni Cell - 1 Personal counselling - 1	Each Cell
5	Inter-collegiate Sports activity Sports Cell	For Boys - 1	300 external students
		For Girls - 1	300 external students
6	Functional Student Council (Activities or Projects)	B.Com - 2 BBA - 2 BCA/B.Sc. - 2 MBA - 2 MCA - 2 M.Com - 2	50 Students participation in each activity
7	Alumni Meets	Whole College - All Depts. - 1	300 students (IQAC Initiation)
		All Departments - 1 each	100 Students (Each Dept.)
8	Non- Teaching staff training	One 3 day program	25 Staff (IQAC Initiation)
9	7- day FDP	One 7 days FDP or Two 3-days FDP for each dept.	75 Faculty members including outside faculty members
10	AAA Audit	External Evaluation	All depts. (IQAC Initiation)
11	Green and Energy Audit	One (IQAC Initiation)	3 DSCASC buildings
12	Seminars on IPR	2 Nos	Criterion- 3
13	Seminars on Research funding	2 Nos.	Research & IPR Cell
14	Seminars on Research Methodology	2 Nos.	Research & IPR Cell
15	Seminars Entrepreneurship	2 Nos	Entrepreneurship cell
16	Blood Donation Camps	2 Nos	100 students each (ISR Cell)
17	Industrial visits	2 per Dept.	50 students /visit
18	Research publication (Research article, Book Chapter, Book)	At least 2 - articles / books/ book chapters	Each Faculty
19	Outreach programs (Swachh Bharath /awareness programs etc.)	10 Programs	50 students /program (ISR Cell - 5; Eco Cell - 5)
20	Collaborative activity in research (Article with authors from different university/ College/Organization )	At least 5 papers /dept.	Each dept.



Sl. No.	Activity	Required Numbers by Dec 2022	Minimum Participation / Responsibility
21	Capacity building and skill enhancement programs (Soft skills and life skills)	2 Programs / Cell	Minimum 50 students / program (Yoga Cell, Centre of Excellence, Research cell, Entrepreneurship cell, Online Learning Cell (MOOC) )
22	Tracking Students' progression to Higher Studies / Placements / Self Business	1000 students	B.Com. - 300 BBA - 200 BCA - 150 B.Sc. - 50 MBA - 200 M.Com. - 50 MCA - 100
23	Policy book preparation	Administrative, Appointment, Student Enrolment, Employee welfare, service rules and procedure, HR policies, etc. for Students & Employees.	Criterion 6

Based on this, heads of all the departments /Criteria /Cells are expected to prepare Action Plans to achieve the targets from their end within the timeframe.

Finally, the IQAC Coordinator Prof. Gurunath R. requested all department heads to submit their Action Plans within one week.

#### Suggestions and concerns from the attendees

1. Dr. Venkatesh, Director MBA expressed concerns about the amount incurred to conduct the Add-on Programs. (Sl. No. 1)
2. Members suggested that the data for Student Progression could be collected when students approach the institution for University Convocation Certificate. (Sl. No. 22)

#### Attendees:

1. Dr. Nagaraj Shetty
2. Prof. Hemant U
3. Prof. Gurunath R
4. Dr. Venkatesh B R
5. Dr. Suprab Kanti Podder
6. Prof. Murugesha B.N.
7. Prof. Suneetha V
8. Dr. Savita Trivedi
9. Prof. B.V.Narendra
10. Mr. M.J.Manjegowda

IQAC Coordinator



Principal