



Kumaraswamy Layout, Bengaluru – 560 111

### **Minutes of the Meeting**

**Venue: Principal/ IQAC Office**

**Time: 2.00 pm**

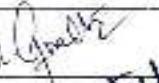
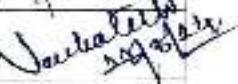
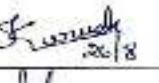
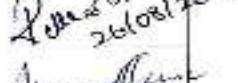
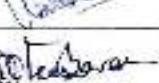
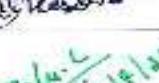
**Date: 26.08.2024**

#### **Agenda Points:**

<b>Point</b>	<b>IQAC-NAAC (External Expert Feedback)</b> The details are enclosed.
Discussion	Principal Sir insisted all the HoDs & Directors to communicate the NAAC requirements in faculty meeting which was shared by Dr.Gurnath. Also the targets set will be a part of faculty performance appraisal.
<b>Point 2</b>	<b>Students Monitoring &amp; Student Council Meeting</b>
Discussion	<ul style="list-style-type: none"><li>• Dos and Don'ts on student conduct should be published in all classes after communication same in all classes by respective class coordinators.</li><li>• The Student Council Meeting will be on Thursday, i.e. on 29<sup>th</sup> August 29, 2024, at 3.00 p.m. in the Gallery Room.</li><li>• A class-wise representative of all the classes and &amp; Sections needs to be formed.</li><li>• Each departmental head needs to send two names for each class and section, with scope for all sorts of students. BBA/B.Com department 4 students (2 Boys &amp; 2 Girls). MBA department 6 students (3 Boys +3 Girls). M.Com, B.Sc. And BCA department wise 2 students.</li></ul>
<b>Point 3</b>	<b>Governing Council Meeting</b>
Discussion	Half yearly Annual Report needs to be shared –Jan to June 2024, by HoDs and Director before 2 <sup>nd</sup> September 2024.
<b>Point 4</b>	<b>LIC Report</b>
Discussion	Need to collect LIC Report from Bangalore University. Mr.Shrinivas H T, Superintendent was informed to collect the same from BU immediately.
<b>Point 5</b>	<b>Student Faculty Feed Back</b>

Point 11	WEB SITE UPDATE
Discussion	Activities conducted in the department, different Student clubs and sports information need to be published on social media & website by concerned coordinator with geo tag photos.

**Members Present:-**

Sl. No.	Member	Designation	Department	Signature
1	Dr. Balu L.	Principal	DSCASC	
2	Prof. Hernanth U.	Vice Principal	DSCASC	
3	Dr. Gurumathi R.	IQAC Coordinator	DSCASC	
4	Dr. Venkatesh B. R.	Director	MBA	
5	Dr. Kumudavalli M.V.	Deputy Director	Dept. of Computer Applications	
6	Prof. Murugesha B.N.	HOD	B.Com	
7	Prof. Rekha M.P.	HOD	BBA	
8	Dr. Aruna Devi C.	HOD	BCA	
9	Dr. Mahalakshmi. V.	HOD	M.Com.	
10	Dr. Kotresh S.	HOD	B.Sc.	

  
**PRINCIPAL**  
 Principal  
 Dayanand Sagar College of Arts  
 Science & Commerce  
 Kumaraswamy Layout, Bangalore - 560 011

## Dayananda Sagar College of Arts, Science and Commerce

Kumaraswamy Layout, Bangalore 560111

### Internal Quality Assurance Cell

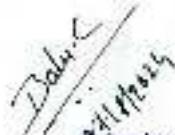
To align with the National Assessment and Accreditation Council (NAAC) requirements, the faculty members of DSCASC are expected to undertake additional responsibilities beyond their regular academic duties. This decision was made during the meeting held on August 26, 2024, in principal's office with the aim of elevating our institution's NAAC grade.

#### Faculty Responsibility apart from Academics

Sl. No.	Aspects	Requirements
1	Research Publications	2 per Year
2	Book /Book Chapter publication	2 per Year
3	Research project grants	Rs. 17,000 /5 years
4	Procuring PHD / NET/SET/ etc	immediately
5	Functional MOC Initiation	1 per year
6	Collaborative work	2 per year
7	Field work / project work initiation	2 per year
8	Conference work	1 per year
9	Guide – Student Research	2 per year
10	Add-on course	1 per 5 year
11	Cultural/Sports events	1 per year
12	Outreach or Extension activity	1 per year
13	Capacity Building program conduction	1 per year
14	Guiding students towards competitive exams	1 per year
15	5-day FDP	2 per Year

  
Dr. Gurupath R.

**IQAC Coordinator**  
Dayananda Sagar College of Arts,  
Science & Commerce  
Kumaraswamy Layout, Bengaluru - 560 111

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





## Minutes of the Meeting

**Venue: Principal/IQAC Office**

**Time: 2.00 pm**

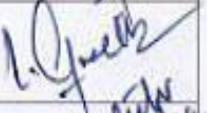
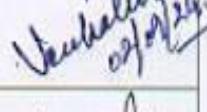
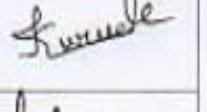
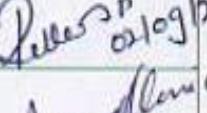
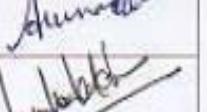
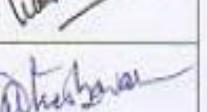
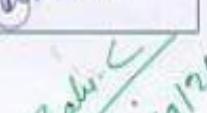
**Date: 02.09.2024**

### Agenda Points:

<b>Point 1</b>	<b>IQAC-NAAC</b>
<b>Discussion</b>	Dr. Gurunath, IQAC Coordinator informed: <ul style="list-style-type: none"><li>• DVV report submitted in NAAC Portal.</li><li>• Discussed about Annual Fees payment procedure.</li><li>• Waiting for the Notification for further action.</li></ul>
<b>Point 2</b>	<b>NAAC Co-ordinator Meeting</b>
<b>Discussion</b>	<ul style="list-style-type: none"><li>• Principal Sir insisted on appointing one Coordinator to the IQAC for strengthening documentation process relating to NAAC criteria's.</li><li>• Saturdays should be dedicated for FDPs, QIPs, Seminars, Workshops, Outreach programs by all HODs and Directors as an initiative to improve overall Quality of faculty members.</li></ul>
<b>Point 3</b>	<b>Clubs Coordinator Meeting</b>
<b>Discussion</b>	<ul style="list-style-type: none"><li>• Calendar of events to be prepared semester wise and shared with students and the same should be uploaded in website department wise.</li><li>• MBA Director informed about Innoventures program will be held in P.C. Sagar Auditorium on 5<sup>th</sup> September 2024 in association with IQAC. Invited all the HoDs and Director along with their Faculty Members and students.</li><li>• MBA department has arranged a case study workshop for all the faculty members on 14<sup>th</sup> September 2024 along with M.Com department faculty members with the initiation of Principal Sir. Resource person is Dr.Suresha .B, Christ University, Bengaluru</li><li>• Principal Sir informed B.Sc. HoD, to immediately organise Soft skill training program for all students also conversant to work on internship for VI semester B.Sc. students along with Placements.</li></ul>

Members Present:-

Date:02.09.2024

Sl. No.	Member	Designation	Department	Signature
1	Dr. Balu L.	Principal	DSCASC	
2	Prof. Hemanth U.	Vice Principal	DSCASC	
3	Dr. Gurunath R.	IQAC Coordinator	DSCASC	
4	Dr. Venkatesh B. R.	Director	MBA	
5	Dr. Kumudavalli M.V.	Deputy Director	Dept. of Computer Applications	
6	Prof. Murugesha B.N.	HOD	B.Com	
7	Prof. Rekha M.P.	HOD	BBA	
8	Dr. Aruna Devi C.	HOD	BCA	
9	Dr. Mahalakshmi. V.	HOD	M.Com.	
10	Dr. Kotresh S.	HOD	B.Sc.	

PRINCIPAL

Principal  
Dayananda Sagar College of Arts  
Science & Commerce  
KumaraSwamy Layout, Bengaluru - 560 111

Principal  
Dayananda Sagar College of Arts  
Science & Commerce  
KumaraSwamy Layout, Bengaluru - 560 111



# DAYANANDA SAGAR

## College of Arts, Science & Commerce

Kumaraswamy Layout, Bengaluru-560 111.

## MINUTES OF THE MEETING

## Minutes of the Meeting:

<b>Point 1</b>	<b>IQAC-NAAC</b>
<b>Discussion</b>	The cell structure of the new NAAC cycle will be radically altered, resulting in a reduction in the number of cells or their merging with other cells. Also, fewer members will be added, allowing student members greater independence. More research opportunities and other capacity-building initiatives are provided to the faculties.
<b>Point 4</b>	<b>Event Report</b>
<b>Discussion</b>	IQAC coordinator was informed to create a standard format for submitted of event report.



**DAYANANDA SAGAR**  
College of Arts, Science & Commerce

Kumaraswamy Layout, Bengaluru-560 111.

Members Present:

Date: 18.09.2024

Sl. No.	Member	Designation	Department	Signature
1	Dr. Balu L.	Principal	DSCASC	
2	Prof. Hemanth U.	Vice Principal	DSCASC	
3	Dr. Gurunath R.	IQAC Coordinator	DSCASC	
4	Dr. Venkatesh B. R.	Director	MBA	
5	Dr. Kumudavalli M.V.	Deputy Director	Dept. of Computer Applications	
6	Prof. Murugesha B.N.	HOD	B.Com	
7	Prof. Rekha M.P.	HOD	BBA	
8	Dr. Aruna Devi C.	HOD	BCA	
9	Dr. Mahalakshmi. V.	HOD	M.Com.	
10	Dr. Guruprasad M.S	HOD	B.Sc.	

1. Dr. CBV Krishna  
professor

professor

man

18.09.2024  
PRINCIPAL

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



**DAYANANDA SAGAR**  
College of Arts, Science & Commerce

Kumaraswamy Layout, Bengaluru-560 111.

## MINUTES OF THE MEETING

**Venue:** Principal / IQAC Office    **Time:** 2.00 p.m.

**Date:** 23.09.2024

### Minutes of the Meeting:

<b>Point 1</b>	<b>IQAC-NAAC</b>
<b>Discussion</b>	Currently, NAAC DVV is ongoing and nearing completion. The necessary data has all been posted to the NAAC portal, waiting eagerly for the next course of action.



**DAYANANDA SAGAR**  
College of Arts, Science & Commerce

Kumaraswamy Layout, Bengaluru-560 111.

Members Present:

Date: 23.09.2024

SL No.	Member	Designation	Department	Signature
1	Dr. Balu L.	Principal	DSCASC	<i>Balu L</i>
2	Prof. Hemanth U.	Vice Principal	DSCASC	<i>Hemanth U</i>
3	Dr. Gurunath R.	IQAC Coordinator	DSCASC	<i>Gurunath R</i>
4	Dr. Venkatesh B. R.	Director	MBA	<i>Venkatesh B R</i>
5	Dr. Kumudavalli M.V.	Deputy Director	Dept. of Computer Applications	<i>Kumudavalli M V</i>
6	Prof. Murugesha B.N.	HOD	B.Com	<i>Murugesha B.N. 23/9/24</i>
7	Prof. Rekha M.P.	HOD	BBA	<i>Rekha M.P. 23/9/24</i>
8	Dr. Aruna Devi C.	HOD	BCA	<i>Aruna Devi C. 23/9/24</i>
9	Dr. Mahalakshmi. V.	HOD	M.Com.	<i>Mahalakshmi V. 23/9/24</i>
10	Dr. Guruprasad M S	HOD	B.Sc.	<i>Guruprasad M S 23/9/24</i>

*Balu L 23/9/24*  
PRINCIPAL

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



## MINUTES OF THE MEETING

**Venue: Principal/IQAC Office**

**Time: 2.00 p.m.**

**Date: 30.09.2024**

### Minutes of the Meeting:

Point 1	IQAC-NAAC
<b>Discussion</b>	<p><b>Student involvement for NAAC:</b></p> <ul style="list-style-type: none"><li>• It is decided that the upcoming 4<sup>th</sup> Cycle NAAC peer Committee meeting should involve the students with stalls for each department under one faculty supervision.</li><li>• As per discussion held in the meeting in the previous meetings the infrastructure for the NAAC peer committee meet will be taken care by Prof. Hemanth Uppala, Vice-principal.</li></ul> <p><b>Document Preparation-Cell &amp; Criteria</b></p> <ul style="list-style-type: none"><li>• Coming 10<sup>th</sup> October, 2024, all the Criteria Heads have to complete the documentation of criteria-wise data as per the instructions given by IQAC Coordinator. The final documentation will be verified by Principal and IQAC on the next working day. Internal Audit will be carried to achieving the standards.</li><li>• Each department must process the required Budget requirement for NAAC and same to be submitted through IQAC coordinator for getting approval from the management.</li></ul>
<b>Point 3</b>	<b>Alumni Registration</b>
<b>Discussion</b>	<ul style="list-style-type: none"><li>• Alumni meet is expected to be conducted on 9<sup>th</sup> Nov, 2024. The department heads must invite alumni in their respective domain, along with this there will be a meeting with Alumni Office bearers for the further improvement.</li><li>• Plan of action must be prepared by Heads of the departments to see that the next set of activities and also strengthening the alumni database.</li><li>• Maximum entries must be completed by March 2025. This has to take care by the respective department heads and alumni Cell members.</li><li>• Principal Sir advised to improve the feedback form which is available on our website for easy registration and access.</li></ul>

<b>Point 3</b>	<b>Student Feedback</b>
<b>Discussion</b>	Principal Sir created a Student Feedback (Teaching, Learning & Evaluation) link, which is shared with HoD's and Directors in order to collect input from students across all semesters. Feedback should be taken twice in a semester and report should be shared with principal as a part of faculty appraisal system.



**Members Present:**

**Date: 30.09.2024**

Sl. No.	Member	Designation	Department	Signature
1	Dr. Balu L.	Principal	DSCASC	<i>Balu L.</i>
2	Prof. Hemanth U.	Vice Principal	DSCASC	<i>H.U.</i>
3	Dr. Gurunath R.	IQAC Coordinator	DSCASC	<i>R. Gurunath</i>
4	Dr. Venkatesh B. R.	Director	MBA	<i>Venkatesh B.R.</i>
5	Dr. Kumudavalli M.V.	Deputy Director	Dept. of Computer Applications	<i>Kumudavalli M.V. 30/9/24</i>
6	Prof. Murugesha B.N.	HOD	B.Com	<i>Murugesha B.N. 30/9/24</i>
7	Prof. Rekha M.P.	HOD	BBA	<i>Rekha M.P. 30/9/24</i>
8	Dr. Aruna Devi C.	HOD	BCA	<i>Aruna Devi C. 30/9/24</i>
9	Dr. Mahalakshmi. V.	HOD	M.Com.	<i>Mahalakshmi. V. 30/9/24</i>
10	Dr. Guruprasad M S	HOD	B.Sc.	<i>Guruprasad M S 30/9/24</i>

*Balu L. 30/9/24*  
**PRINCIPAL**

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



# DAYANANDA SAGAR

## College of Arts, Science & Commerce

### MINUTES OF THE MEETING

**Venue: Principal /IQAC Office      Time: 2.00 p.m.**

**Date: 07.10.2024**

#### Minutes of the Meeting:

Point 1	IQAC-NAAC
<b>Discussion</b>	<ul style="list-style-type: none"><li>• DSCASC completed DVV process and pre-qualified for the upcoming NAAC peer committee meet. As per the NAAC instructions HEI has to pay amount Rs.1,18,000 towards Assessment fee, and Rs.2,36,000 towards Logistics fee.</li><li>• From IQAC end request letter has been forwarded to the Chairman, DSI for approval. The duration window for requesting the dates of inspection are given by NAAC, 07.10.2024 to 06.11.2024</li></ul>
<b>Point 2</b>	<b>Student Feedback</b>
<b>Discussion</b>	<ul style="list-style-type: none"><li>• Student Feedback (Teaching, Learning &amp; Evaluation) link shared by principal to all the Heads to collect the input from students for all semester should be submitted on 9<sup>th</sup> October 2024, i.e. Wednesday.</li><li>• Principal told to the HoD's that the student who are not responding with in time must not be allowed to take part in the next internal test, and the same to be adhered by all the departments.</li></ul>



**DAYANANDA SAGAR**  
College of Arts, Science & Commerce

Kumaraswamy Layout, Bangalore-560 111.

Members Present:

Date: 07.10.2024

Sl. No.	Member	Designation	Department	Signature
1	Dr. Balu L.	Principal	DSCASC	<i>Balu L.</i>
2	Prof. Hemanth U.	Vice Principal	DSCASC	<i>U.</i>
3	Dr. Gurunath R.	IQAC Coordinator	DSCASC	<i>R.</i>
4	Dr. Venkatesh B. R.	Director	MBA	<i>B. R.</i>
5	Dr. Kumudavalli M.V.	Deputy Director	Dept. of Computer Applications	<i>Kumudavalli M.V.</i>
6	Prof. Murugesha B.N.	HOD	B.Com	<i>B.N.</i>
7	Prof. Rekha M.P.	HOD	BBA	<i>M.P.</i>
8	Dr. Aruna Devi C.	HOD	BCA	<i>Aruna Devi C.</i>
9	Dr. Mahalakshmi V.	HOD	M.Com	<i>Mahalakshmi V.</i>
10	Dr. Guruprasad M.S	HOD	B.Sc.	<i>Guruprasad M.S.</i>
11	Dr. Supriya Kanti Poddar	Research co-ordinator	DSCASC	<i>Supriya Kanti Poddar</i> PRINCIPAL

Principal  
Dayananda Sagar College of Arts  
Science & Commerce  
Kumaraswamy Layout, Bangalore - 560 111



# DAYANANDA SAGAR

## College of Arts, Science & Commerce

Kumaraswamy Layout, Bengaluru-560 111.

### MINUTES OF THE MEETING

**Venue:** Gallery Room,

**Time:** 2.00 p.m.

**Date:** 14.10.2024

#### Minutes of the Meeting:

<b>Point 1</b>	<b>IQAC-NAAC</b>
<b>Discussion</b>	The IQAC Coordinator explained about the "NAAC Peer Committee Meet," providing the latest updates regarding possible visit dates, hotel information, and the distance between the college and the accommodations.
<b>Point 2</b>	<b>PPT Presentation by HoD's &amp; Directors</b>
<b>Discussion</b>	The HoDs and Directors are required to share their PPT presentations with the Principal by 15 <sup>th</sup> October 2024, and these presentations will also be shared with the management team for strengthening the system.



**DAYANANDA SAGAR**  
**College of Arts, Science & Commerce**

Kumaraswamy Layout, Bengaluru-560 111.

Members Present:

Date: 14.10.2024

Sl. No.	Member	Designation	Department	Signature
1	Dr. Balu L.	Principal	DSCASC	
2	Prof. Hemanth U.	Vice Principal	DSCASC	
3	Dr. Gurunath R.	IQAC Coordinator	DSCASC	
4	Dr. Venkatesh B. R.	Director	MBA	
5	Dr. Kumudavalli M.V.	Deputy Director	Dept. of Computer Applications	
6	Prof. Murugesha B.N.	HOD	B.Com	
7	Prof. Rekha M. P.	HOD	BBA	
8	Dr. Aruna Devi C.	HOD	BCA	
9	Dr. Mahalakshmi. V.	HOD	M.Com.	
10	Dr. Guruprasad M S	HOD	B.Sc.	

PRINCIPAL  
 14/10/2024

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



## MINUTES OF THE MEETING

**Venue: Principal / IQAC Office    Time: 2.00 p.m.**

**Date: 21.10.2024**

### Minutes of the Meeting:

Point 1	IQAC-NAAC
<b>Discussion</b>	Dr. Gurunath R, the IQAC Coordinator, has asked to organize all important documents for the upcoming NAAC inspection. Heads of Departments and Directors are also asked to create a Strategic Plan, a SWOC analysis, and provide department data like student enrolment and faculty strength to help with the institution's planning and evaluation. An email with a checklist for the NAAC peer team visit has been sent to them, with the Principal and Vice-Principal included.



**DAYANANDA SAGAR**  
**College of Arts, Science & Commerce**

Kumaraswamy Layout, Bengaluru-560 111.

Members Present:

Date: 21.10.2024

Sl. No.	Member	Designation	Department	Signature
1	Dr. Balu L.	Principal	DSCASC	<i>Balu</i>
2	Prof. Hemanth U.	Vice Principal	DSCASC	<i>H.U.</i>
3	Dr. Gurunath R.	IQAC Coordinator	DSCASC	<i>Gurunath</i>
4	Dr. Venkatesh B. R.	Director	MBA	<i>Venkatesh</i>
5	Dr. Kumudavalli M.V.	Deputy Director	Dept. of Computer Applications	<i>Kumudavalli 21/10/24</i>
6	Prof. Murugesha B.N.	HOD	B.Com	<i>Murugesha</i>
7	Prof. Rekha M. P.	HOD	BBA	<i>Rekha M.P. 21/10/24</i>
8	Dr. Aruna Devi C.	HOD	BCA	<i>Aruna Devi C. 21/10/24</i>
9	Dr. Mahalakshuni. V.	HOD	M.Com.	<i>Mahalakshuni V. 21/10/24</i>
10	Dr. Guruprasad M S	HOD	B.Sc.	<i>Guruprasad M S 21/10/24</i>

*Balu 21/10/2024*  
PRINCIPAL  
Principal  
**Dayananda Sagar College of Arts  
Science & Commerce**  
Kumaraswamy Layout, Bengaluru - 560 111



# DAYANANDA SAGAR

## College of Arts, Science & Commerce

Kumaraswamy Layout, Bengaluru-560 111.

### MINUTES OF THE MEETING

**Venue: Principal /IQAC Office    Time: 2.00 p.m.**

**Date: 28.10.2024**

#### Minutes of the Meeting:

Point 1	IQAC-NAAC Visit Preparedness
<b>Discussion</b>	<ul style="list-style-type: none"><li>• Dr. Gurunath R., the IQAC Coordinator, presented the responsibility matrix along with principal to smoothen the process of NAAC visit. (Find PDF attached). Principal informed all Heads/Directors to monitor the responsibility with accountability with mutual support from all faculty members to strengthen the NAAC Peer Team visit.</li><li>• The NAAC Committee members are scheduled to arrive on <b>19th November 2024</b>, one day before the official visit.</li><li>• The SSR (Self-Study Report) is available for faculty members to review and follow, and the DVV (Data Validation and Verification) requirements have also been shared. Please ensure all relevant faculty members are prepared in alignment with these documents and prepare the PPT presentation.</li><li>• Students should be prepared to share their experiences and perspectives. Gathering their views and future plan will be valuable for highlighting the student experience.</li><li>• Necessary reports or documents should be kept ready in Department, one faculty member should be the coordinator for explanation.</li><li>• The alumni parents meeting with three batches, and also interactions with both teaching and non-teaching staff on 20th November 2024.</li><li>• The department hospitality needs to be prepared for the two days since the inspection committee may visit on either day.</li><li>• The POs and COs mapping, Do's &amp; Don'ts, Calendars of Events, and Vision &amp; Mission documents should be organized in the HoD's or staff rooms, signed by the heads. Best practices kept ready. Vice Principal informed all that he will be sharing a format on CO-PO attainment and all should keep it ready during mock audit.</li><li>• A cultural event is scheduled for one hour on 20<sup>th</sup> November 2024.</li><li>• The hospitality team, led by Prof. Murugesha B.N., will procure the necessary items with the assistance of faculty members from each department. The detailed item list needs to be shared before 5th November 2024.</li></ul>

- A spot inspection is set for 9th November 2024, and it's important to have all necessary documents prepared in advance by all the departments.
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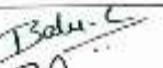
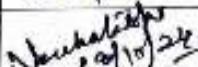
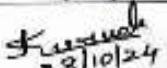
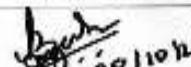
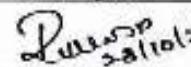
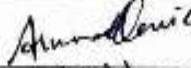
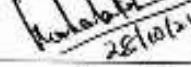
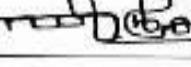


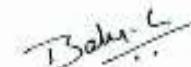
**DAYANANDA SAGAR**  
College of Arts, Science & Commerce

Kumaraswamy Layout, Bengaluru-560 111.

Members Present:

Date: 28.10.2024

Sl. No.	Member	Designation	Department	Signature
1	Dr. Balu L.	Principal	DSCASC	
2	Prof. Hemanth U.	Vice Principal	DSCASC	
3	Dr. Gurunath R.	IQAC Coordinator	DSCASC	
4	Dr. Venkatesh B. R.	Director	MBA	 Venkatesh 28/10/24
5	Dr. Kumudavalli M.V.	Deputy Director	Dept. of Computer Applications	 Kumudavalli 28/10/24
6	Prof. Murugesha B.N.	HOD	B.Com	 Murugesha 28/10/24
7	Prof. Rekha M .P.	HOD	BBA	 Rekha M.P. 28/10/24
8	Dr. Aruna Devi C.	HOD	BCA	 Aruna Devi C. 28/10/24
9	Dr. Mahalakshmi. V.	HOD	M.Com.	 Mahalakshmi 28/10/24
10	Dr. Guruprasad M S	HOD	B.Sc.	 Guruprasad M S 28/10/24



PRINCIPAL

Principal

Dayananda Sagar College of Arts

Science & Commerce

Kumaraswamy Layout, Bengaluru - 560 111



# DAYANANDA SAGAR

## College of Arts, Science & Commerce

Kumaraswamy Layout, Bengaluru-560 111.

### MINUTES OF THE MEETING

**Venue: Principal /IQAC Office    Time: 2.00 p.m.**

**Date: 28.10.2024**

#### Minutes of the Meeting:

Point 1	IQAC-NAAC Visit Preparedness
<b>Discussion</b>	<ul style="list-style-type: none"><li>• Dr. Gurunath R., the IQAC Coordinator, presented the responsibility matrix along with principal to smoothen the process of NAAC visit. (Find PDF attached). Principal informed all Heads/Directors to monitor the responsibility with accountability with mutual support from all faculty members to strengthen the NAAC Peer Team visit.</li><li>• The NAAC Committee members are scheduled to arrive on <b>19th November 2024</b>, one day before the official visit.</li><li>• The SSR (Self-Study Report) is available for faculty members to review and follow, and the DVV (Data Validation and Verification) requirements have also been shared. Please ensure all relevant faculty members are prepared in alignment with these documents and prepare the PPT presentation.</li><li>• Students should be prepared to share their experiences and perspectives. Gathering their views and future plan will be valuable for highlighting the student experience.</li><li>• Necessary reports or documents should be kept ready in Department, one faculty member should be the coordinator for explanation.</li><li>• The alumni parents meeting with three batches, and also interactions with both teaching and non-teaching staff on 20th November 2024.</li><li>• The department hospitality needs to be prepared for the two days since the inspection committee may visit on either day.</li><li>• The POs and COs mapping, Do's &amp; Don'ts, Calendars of Events, and Vision &amp; Mission documents should be organized in the HoD's or staff rooms, signed by the heads. Best practices kept ready. Vice Principal informed all that he will be sharing a format on CO-PO attainment and all should keep it ready during mock audit.</li><li>• A cultural event is scheduled for one hour on 20<sup>th</sup> November 2024.</li><li>• The hospitality team, led by Prof. Murugesha B.N., will procure the necessary items with the assistance of faculty members from each department. The detailed item list needs to be shared before 5th November 2024.</li></ul>

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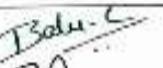
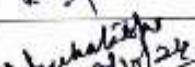
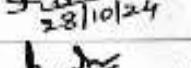
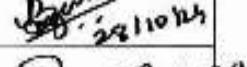
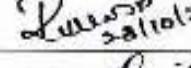
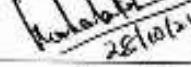


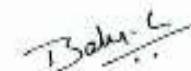
**DAYANANDA SAGAR**  
College of Arts, Science & Commerce

Kumaraswamy Layout, Bengaluru-560 111.

**Members Present:**

Date: 28.10.2024

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1	Dr. Balu L.	Principal	DSCASC	
2	Prof. Hemanth U.	Vice Principal	DSCASC	
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**PRINCIPAL**

**Principal**

**Dayananda Sagar College of Arts**

**Science & Commerce**

Kumaraswamy Layout, Bengaluru - 560 111



# DAYANANDA SAGAR

## College of Arts, Science & Commerce

Kumaraswamy Layout, Bengaluru-560 111.

### MINUTES OF THE MEETING

**Venue: Principal / IQAC Office    Time: 2.00 p.m.**

**Date: 04.11.2024**

#### **Minutes of the Meeting:**

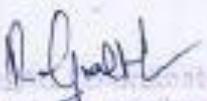
Point 1	IQAC-NAAC
<b>Discussion</b>	<ul style="list-style-type: none"><li>Dr. Gurunath R, IQAC Co-coordinator has shared and explained the NAAC Proposed inspection schedule and the responsibilities to all HoD's and Director's. Full details are attached.</li><li>On 20<sup>th</sup> and 21<sup>st</sup> NAAC peer team visit to all the departments and other visits are all mentioned in the schedule asked to follow the same</li><li>The presentation will be led by the Principal, IQAC Coordinator and Criteria Heads as per the requirement of the peer team members, However the Heads of department, Criteria, Cells and other should be ready to interact positively or to present the same when asked.</li><li>Principal told to the members that the emphasis will be more on Student centric details like Mentoring and Placement, etc.</li><li>Parents and Alumni meeting is confirmed for 9th November 2024 at 2:00 p.m., and the invitation card needs to be shared with parents and alumni.</li></ul>

**Dayananda Sagar College of Arts, Science and Commerce**

**Proposed Schedule for NAAC 4<sup>th</sup> Cycle peer team Visit**

Day	Time	Activity/Meeting	Focus Area
<b>Day 0 (19.11.2024)</b>			
0	17:00 – 19:00 hrs	Peer Team Discussion (Pre-visit meeting at the place of stay)	
<b>Day 1 (20.11.2024)</b>			
1	09:00 – 09:45 hrs	Presentation by the Head of the Institution/Principal/IQAC coordinator/ Criteria I Head	Criterion I: Curricular Aspects
1	09:45 – 10:30 hrs	<ul style="list-style-type: none"> <li>- Meeting and Interaction with Heads of Department and</li> <li>- Criterion 2 Head</li> </ul> (Planning and documentation, for curriculum delivery, cross cutting issues integrated into the Curriculum etc)	Criterion II: Teaching-Learning and Evaluation
1	10:30 – 12:15 hrs	Visit of selected Departments <ul style="list-style-type: none"> <li>- Assessment of learning levels of students</li> <li>- Student-centric methods for enhancing learning experiences</li> <li>- Innovation and creativity in teaching-learning</li> <li>- Reforms-Transparency and Grievance-redressal mechanism in Continuous Internal Evaluation (CIE)</li> <li>- Adherence to Academic Calendar for conduct of CIE</li> <li>- Visit to Stalls</li> </ul>	
1	12:15 – 13:00 hrs	<ul style="list-style-type: none"> <li>- Visit to Laboratories, Research Center,</li> <li>- Meeting with Head of the departments and Teachers etc.</li> <li>- Interaction with Criterion 3 Head, &amp; Research Cell Head.</li> </ul> (Research Committee, Collaborations, Eco system created for innovations, extension activities , NSS....)	Criterion III: Research, Innovations, and Extension
1	13:00 – 14:00	Lunch on meeting: <ul style="list-style-type: none"> <li>- Meeting with Governing Body / Management</li> </ul>	
1	14:00 – 14:45 hrs	<ul style="list-style-type: none"> <li>- Visit to Physical Facilities,</li> <li>- Interaction with Criterion IV Head &amp; Infrastructure Cell Head</li> </ul> (Library, Sports, Gymnasium, Yoga centre , Computer Centers, Canteen, Hostels, Health Centre)	Criterion IV: Infrastructure and Learning Resources
1	14:45 – 16:15 hrs	<ul style="list-style-type: none"> <li>- Visit to Student Support Facilities</li> <li>- Meeting with Criterion V Head</li> <li>- Interaction with Students</li> <li>- Interaction with Parents</li> <li>- Interaction with Alumni</li> <li>- Interaction with heads of Statutory Cells</li> </ul>	Criterion V: Student Support and Progression

Day	Time	Activity/Meeting	Focus Area
		(placement cell, language lab, Anti-ragging Cell, Anti Sexual harassment cell, interaction with Students, Alumni, Parents, SSS, etc.)	
1	16:15 – 17:15 hrs	<ul style="list-style-type: none"> <li>Meeting with Coordinator-IQAC, IQAC members, Criterion VI Head members in IQAC Office</li> <li>Interaction with Administrative offices,</li> <li>Interaction with Finance officer,</li> <li>Interaction with non-teaching Staff)</li> </ul>	Criterion VI: Governance, Leadership and Management
1	17:15 – 18:00 hrs	Cultural programmes by Students	
1	18:00 – 20:30 hrs	Team Discussion at the place of stay	
<b>DAY 2 (21.11.2024)</b>			
2	09:00 – 09:45 hrs	<ul style="list-style-type: none"> <li>Review of physical facilities and best practices</li> <li>Interaction with Criterion VII Head (safety and security, counselling, ramp/rails, skill development centre, etc. and alternative energy initiatives, rain water harvesting, waste management system) meeting and interaction with various cells and committees.</li> <li>Review of best practices and institutional distinctiveness</li> </ul>	Criterion VII: Institutional Values and Best Practices
2	09:45 – 12:15 hrs	<ul style="list-style-type: none"> <li>Report writing,</li> <li>Checking Documentary evidences,</li> <li>Discussion and modifying the draft Peer Team Report and finalization,</li> <li>visiting to facilities which has not covered etc.</li> </ul>	
2	12:15-13:00hrs	Discussion with Head of the Institution and IQAC Coordinator on Outstanding issues.	
2	13:00 – 14:00 hrs	Lunch	
2	14:00 – 15:00 hrs	Report writing continues	
2	15:00 – 16:00 hrs	Sharing the Peer Team Report with Head of the Institution	
2	16:00 – 17:00 hrs	Finalizing the Peer Team Report and obtaining signatures from Head of the Institution and Peer Team Members on i) peer team report, ii) Visit Schedule, iii) code of conduct and Ethical Standards	
2	17:00 – 17:30 hrs	Exit Meeting	

  
 Visitor  
 Dayananda Sagar College of Arts,  
 Science & Commerce  
 1st Cross, Jaya Layout, Bangalore - 560 011

  
 Principal  
 Dayananda Sagar College of Arts  
 Science & Commerce



**DAYANANDA SAGAR**  
**College of Arts, Science & Commerce**

Kumaraswamy Layout, Bengaluru-560 111.

**Members Present:**

**Date: 04.11.2024**

SL No.	Member	Designation	Department	Signature
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3	Dr. Gurunath R.	IQAC Coordinator	DSCASC	
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**PRINCIPAL**

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



# DAYANANDA SAGAR

## College of Arts, Science & Commerce

Kumaraswamy Layout, Bengaluru-560 111.

### MINUTES OF THE MEETING

**Venue: Principal/IQAC Office**

**Time: 2.00 p.m.**

**Date: 11.11.2024**

#### Minutes of the Meeting:

Point 1	IQAC-NAAC
<b>Discussion</b>	<ul style="list-style-type: none"><li>The PPT presentations from the Principal, IQAC, Criteria, and Cell Heads should be shared with Dr. Gurunath, IQAC Coordinator, before 12<sup>th</sup> evening for the Handbook printing done with the support of Vice Principal sir.</li><li>All NAAC-related files and documentation should be ready on 14th November 2024 in Building No. 17.</li><li>The MOCK inspection by the Principal and Dr. Gurunath, IQAC Coordinator, is confirmed for 15th November 2024.</li><li>Mr. Hemanth Uppala, the Vice Principal, will be in charge of the stalls and board/canopy arrangements.</li><li>HoD's &amp; Director's should share the POs &amp; Cos, Course Matrix to Mr. Hemanth Uppala, the Vice Principal.</li><li>Principal informed all leadership team to work till NAAC Peer team visit completion with utmost priority in co-operation and coordination with all the necessary stakeholders concerned.</li><li>Principal informed official mail has been sent to members of management to be a part of NAAC peer team visit.</li><li>15<sup>th</sup> afternoon there will be meeting in Principal office with leadership team and the NAAC members concerned to see the final preparedness for NAAC peer team visit.</li></ul>

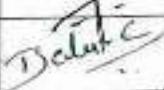
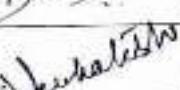
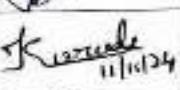
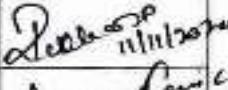
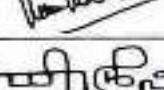
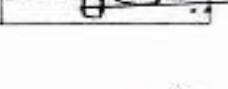


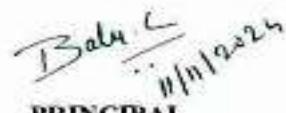
**DAYANANDA SAGAR**  
**College of Arts, Science & Commerce**

Kumaraswamy Layout, Bengaluru-560 111.

**Members Present:**

**Date: 11.11.2024**

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11/11/2024

**PRINCIPAL**

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



**MINUTES OF THE MEETING**

**Venue: Principal / IQAC Office**

**Time: 2.00 P.M.**

**Date: 13.01.2025**

<b>Point 1</b>	<b>Institutional Quality Review 2025 with Vice-Chairman.</b>
<b>Discussion</b>	<p>As per the directions of Management, our Honorable Vice Chairman sir will be conducting Institutional Quality Review Meeting for entire team of DSCASC this month. Principal sir advised all HODs and Directors to prepare the PPTs as per the instructions given in the mail. Sir informed heads to communicate to all faculty members to prepare 5 minutes PPT for the same highlighting the following points:</p> <ul style="list-style-type: none"><li>• Faculty Members can share the new initiative and achievements, Paper Publications, Seminars conducted or attended, Overview of the publications like ongoing research, upcoming publications.</li><li>• Faculty Members can also share the student engagement &amp; improvements like new strategies to enhance student learning and department engagement.</li><li>• HoD's &amp; Director's also need to share the highlight the leadership and departmental overview contributions that support with institutional quality goals and any recognitions or awards and they play a main role in implementing strategic initiatives, mentoring faculty, and ensuring academic excellence.</li><li>• At DSCASC, the focus remains on continuous improvement, with plans to enhance student engagement, faculty development, infrastructure, and research capabilities. The institution aims to strengthen its academic and extracurricular programs, address identified improvement areas, and uphold its vision of holistic education and societal contribution.</li></ul>
<b>Point 2</b>	<b>Faculty Appraisal Forms.</b>
<b>Discussion</b>	The BBA, B.Com, and MBA departments must ensure that the Faculty Appraisal Form is submitted by 4:00 p.m. on 13th January 2025. This will facilitate the review process, which is planned on 16th January 2025 along with the Vice-Principal.
<b>Point 3</b>	<b>NIRF, AICTE Application submission process.</b>
<b>Discussion</b>	The NIRF details for the academic year 2025 have been uploaded, The AICTE PG approval process is complete, and the UG department application submission process for the period 2025-26 has been finalized and will be submitted on 13th January 2025.
<b>Point 4</b>	<b>AQAR submission process.</b>
<b>Discussion</b>	The AQAR submission work is ongoing, and Criteria Heads are instructed to speed up the process and provide the necessary details by 16th January 2025 to update.
<b>Point 5</b>	<b>Other Points.</b>
<b>Discussion</b>	<ul style="list-style-type: none"><li>• Limitations during conducting MBA examinations observed by the Principal were discussed and sir communicated not to repeat in future as it disturbs the quality of evaluation process. Some critical points were faculty leave approval during exam dates, allocation of invigilating duties only to faculty members.</li><li>• As per the observations of IQAC, data pertaining to entrepreneurship activities of MBA department for the academic year 2023-2024 should be immediately submitted. Minimum 4 activities apart from subject of entrepreneurship should be done every year by MBA departments. Other departments should conduct minimum 2 event every year to</li></ul>

encourage the spirit of startups.

- The IQAC Coordinator has noted the absence of proper documentation during the relieving process of faculty members, emphasizing the need to establish or reinforce IQAC protocols for such situations.
- The increments for DSCASC faculty members will be finalized this month by the Principal, Vice Principal, and HR Manager. The increment process for Kouchan will be decided only by the Management.

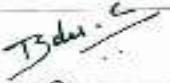
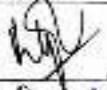
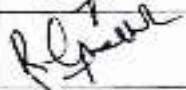
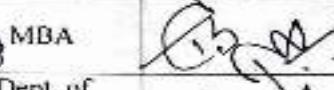
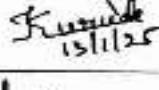
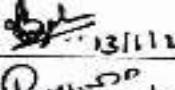
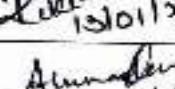
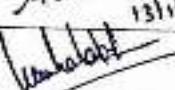
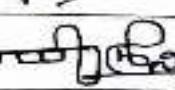


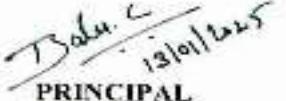
## DAYANANDA SAGAR College of Arts, Science & Commerce

Kumaraswamy Layout, Bengaluru-560 111.

Members Present:

Date: 13.01.2025

Sl. No.	Member	Designation	Department	Signature
1	Dr. Balu L.	Principal	DSCASC	
2	Prof. Hemanth U.	Vice Principal	DSCASC	
3	Dr. Gurunath R.	IQAC Coordinator	DSCASC	
4	Dr. Venkatesh B. R.	Director	MBA	
5	Dr. Kumudavalli M.V.	Deputy Director	Dept. of Computer Applications	 13/1/25
6	Prof. Munagesha B.N.	HOD	B.Com	 13/1/25
7	Prof. Rekha M.P.	HOD	BBA	 13/01/2025
8	Dr. Aruna Devi C.	HOD	BCA	 Academic 13/1/25
9	Dr. Mahalakshmi. V.	HOD	M.Com.	
10	Dr. Guruprasad M S	HOD	B.Sc.	

  
PRINCIPAL  
Principal

Dayananda Sagar College of Arts  
Science & Commerce

Kumaraswamy Layout, Bengaluru - 560 111



**MINUTES OF THE MEETING**

**Venue: Principal / IQAC Office**

**Time: 2.00 P.M.**

**Date: 13.01.2025**

<b>Point 1</b>	<b>Institutional Quality Review 2025 with Vice-Chairman.</b>
<b>Discussion</b>	<p>As per the directions of Management, our Honorable Vice Chairman sir will be conducting Institutional Quality Review Meeting for entire team of DSCASC this month. Principal sir advised all HODs and Directors to prepare the PPTs as per the instructions given in the mail. Sir informed heads to communicate to all faculty members to prepare 5 minutes PPT for the same highlighting the following points:</p> <ul style="list-style-type: none"><li>• Faculty Members can share the new initiative and achievements, Paper Publications, Seminars conducted or attended, Overview of the publications like ongoing research, upcoming publications.</li><li>• Faculty Members can also share the student engagement &amp; improvements like new strategies to enhance student learning and department engagement.</li><li>• HoD's &amp; Director's also need to share the highlight the leadership and departmental overview contributions that support with institutional quality goals and any recognitions or awards and they play a main role in implementing strategic initiatives, mentoring faculty, and ensuring academic excellence.</li><li>• At DSCASC, the focus remains on continuous improvement, with plans to enhance student engagement, faculty development, infrastructure, and research capabilities. The institution aims to strengthen its academic and extracurricular programs, address identified improvement areas, and uphold its vision of holistic education and societal contribution.</li></ul>
<b>Point 2</b>	<b>Faculty Appraisal Forms.</b>
<b>Discussion</b>	The BBA, B.Com, and MBA departments must ensure that the Faculty Appraisal Form is submitted by 4:00 p.m. on 13th January 2025. This will facilitate the review process, which is planned on 16th January 2025 along with the Vice-Principal.
<b>Point 3</b>	<b>NIRF, AICTE Application submission process.</b>
<b>Discussion</b>	The NIRF details for the academic year 2025 have been uploaded, The AICTE PG approval process is complete, and the UG department application submission process for the period 2025-26 has been finalized and will be submitted on 13th January 2025.
<b>Point 4</b>	<b>AQAR submission process.</b>
<b>Discussion</b>	The AQAR submission work is ongoing, and Criteria Heads are instructed to speed up the process and provide the necessary details by 16th January 2025 to update.
<b>Point 5</b>	<b>Other Points.</b>
<b>Discussion</b>	<ul style="list-style-type: none"><li>• Limitations during conducting MBA examinations observed by the Principal were discussed and sir communicated not to repeat in future as it disturbs the quality of evaluation process. Some critical points were faculty leave approval during exam dates, allocation of invigilating duties only to faculty members.</li><li>• As per the observations of IQAC, data pertaining to entrepreneurship activities of MBA department for the academic year 2023-2024 should be immediately submitted. Minimum 4 activities apart from subject of entrepreneurship should be done every year by MBA departments. Other departments should conduct minimum 2 event every year to</li></ul>

encourage the spirit of startups.

- The IQAC Coordinator has noted the absence of proper documentation during the relieving process of faculty members, emphasizing the need to establish or reinforce IQAC protocols for such situations.
- The increments for DSCASC faculty members will be finalized this month by the Principal, Vice Principal, and HR Manager. The increment process for Kouchan will be decided only by the Management.

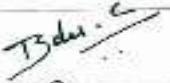
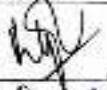
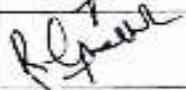
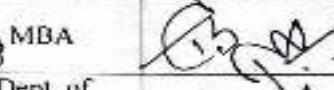
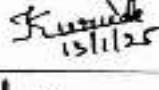
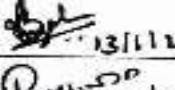
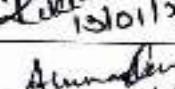
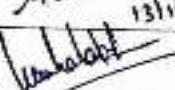
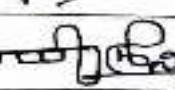


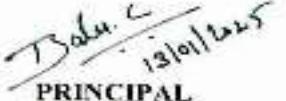
## DAYANANDA SAGAR College of Arts, Science & Commerce

Kumaraswamy Layout, Bengaluru-560 111.

Members Present:

Date: 13.01.2025

Sl. No.	Member	Designation	Department	Signature
1	Dr. Balu L.	Principal	DSCASC	
2	Prof. Hemanth U.	Vice Principal	DSCASC	
3	Dr. Gurunath R.	IQAC Coordinator	DSCASC	
4	Dr. Venkatesh B. R.	Director	MBA	
5	Dr. Kumudavalli M.V.	Deputy Director	Dept. of Computer Applications	 13/1/25
6	Prof. Munagesha B.N.	HOD	B.Com	 13/1/25
7	Prof. Rekha M.P.	HOD	BBA	 13/01/2025
8	Dr. Aruna Devi C.	HOD	BCA	 Academic 13/1/25
9	Dr. Mahalakshmi. V.	HOD	M.Com.	
10	Dr. Guruprasad M S	HOD	B.Sc.	

  
PRINCIPAL  
Principal

Dayananda Sagar College of Arts  
Science & Commerce

Kumaraswamy Layout, Bengaluru - 560 111



# Dayananda Sagar College of Arts, Science and Commerce

Kumarswamy Layout, Bengaluru – 560111

## MINUTES OF THE MEETING

**Venue: Principal / IQAC Office**

**Time: 2.00 P.M.**

**Date: 20.01.2025**

<b>Point 1</b>	<b>AQAR submission process.</b>
<b>Discussion</b>	The Principal has expressed concern that Dr. Gurunath R, the IQAC Coordinator, is facing major challenges in collecting the required information from the Criteria Heads for AQAR submission. Despite repeated reminders, few of the Criteria Heads are providing incomplete data within the stipulated deadlines, causing last-minute struggles to finalize the report. This delay not only hinders the efficiency of the submission process but also puts unnecessary pressure on the IQAC team. The Principal has highlighted the need for all Criteria Heads to follow to deadlines and ensure the timely and proper submission of data to avoid such issues in the future.



**DAYANANDA SAGAR**  
College of Arts, Science & Commerce

Kumaraswamy Layout, Bengaluru-560 111.

Date: 20.01.2025

Members Present:

Sl. No.	Member	Designation	Department	Signature
1	Dr. Balu L.	Principal	DSCASC	<i>Balu L.</i>
2	Prof. Hemanth U.	Vice Principal	DSCASC	<i>H.U.</i> 20/01/25
3	Dr. Gurunath R.	IQAC Coordinator	DSCASC	<i>Gurunath R.</i> 20/01/25
4	Dr. Venkatesh B. R.	Director	MBA	<i>Venkatesh B. R.</i> 20/01/25
5	Dr. Kumudavalli M.V.	Deputy Director	Dept. of Computer Applications	<i>Leave</i>
6	Prof. Murugesha B.N.	HOD	B.Com	<i>Murugesha B.N.</i> 20/01/25
7	Prof. Rekha M.P.	HOD	BBA	<i>Rekha M.P.</i> 20/01/25
8	Dr. Aruna Devi C.	HOD	BCA	<i>Aruna Devi C.</i> 20/01/25
9	Dr. Mahalakshmi. V.	HOD	M.Com.	<i>OOD</i>
10	Dr. Guruprasad M.S.	HOD	B.Sc.	<i>Guruprasad M.S.</i>

*Balu L.*  
20/01/2025

PRINCIPAL

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



## Dayananda Sagar College of Arts, Science and Commerce

Kumaraswamy Layout, Bengaluru – 560111

### MINUTES OF THE MEETING

**Venue: Principal /IQAC Office**

**Time: 2.00 p.m.**

**Date: 03.02.2025**

<b>Point 1</b>	NAAC
<b>Discussion</b>	<ul style="list-style-type: none"><li>The appeal documents have been successfully submitted to the NAAC Portal on 31st January 2025, along with an <b>appeal</b> payment of ₹1,18,000/-.</li><li>Additionally, discussions have been held regarding the formation of cells and criteria groups for NAAC Cycle 5.</li></ul>
<b>Point 8</b>	<b>Other Points.</b>
<b>Discussion</b>	<ul style="list-style-type: none"><li>Principal informed all existing MOUs must be reviewed by the department heads and report should be validated and submitted including the students, faculty and industry outcomes achieved through MOUs.</li><li>Henceforth, MOUs will be continued if targets are met as per the NAAC, AICTE, NIRF parameters. All MOUs should be in the presence of IQAC Coordinator, R&amp;D Cell Coordinator and heads of the departments with the approval of Principal.</li></ul>

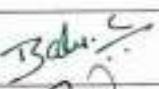
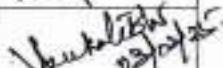
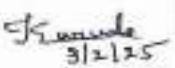
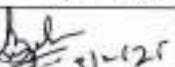
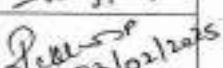
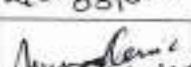


**DAYANANDA SAGAR**  
College of Arts, Science & Commerce

Kumaraswamy Layout, Bengaluru-560 111.

Members Present:

Date: 03.02.2025

SL No.	Member	Designation	Department	Signature
1	Dr. Balu L.	Principal	DSCASC	
2	Prof. Hemanth U.	Vice Principal	DSCASC	
3	Dr. Gurunath R.	IQAC Coordinator	DSCASC	
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3/2/2025

PRINCIPAL

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



## MINUTES OF THE MEETING

### Local Inspection Committee (LIC)

**Venue: Principal / IQAC Office**

**Time: 2.00 p.m.**

**Date: 06.02.2025**

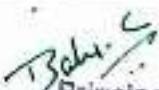
<b>Point 1</b>	<b>Preparedness for Local Inspection Committee</b>
	<ul style="list-style-type: none"><li>• The Principal has instructed all HoD's and Director's to keep the documents ready for the LIC inspection by Bangalore University for the Academic Year 2025-2026.</li><li>• The Bangalore University Nominee or Panel Members may visit after 17<sup>th</sup> February 2025 for the LIC inspection.</li><li>• The list of students placed on campus, along with their offer letters, needs to be collected from the Placement team and kept ready for the LIC inspection.</li><li>• Internal Compliant Files of Faculty Members, Non-Teaching Staff and student's details needs to be kept ready.</li><li>• The Rank List and Anti-Ragging Files should be maintained properly and kept ready for the LIC inspection.</li><li>• The scholarship files for both PG and UG students should be kept ready for the LIC inspection.</li><li>• A MOCK inspection is scheduled on 14th February 2025 by the Principal, Vice Principal, and Director.</li></ul>

**Dayananda Sagar College of Arts, Science and Commerce**  
Bangalore – 560 111.

Kindly keep the following document ready for LIC purposes of 2025-26 (local Inspection Committee) of Bangalore University.

**LIC VISIT DATE: 17th Feb 2025 to 20th Feb 2025.**

<b>SN</b>	<b>Particulars</b>
01	Teaching Staff List ( As per University format)
02	Result (2023-24) (PG TWO YEARS) & (UG THREE YEARS)
03	Admission details of three years (2022-23, 2023-24, 2024-25) I, II, and III years
04	Admission Register (2024-25)
05	Staff Service Registers (Teaching and Non-Teaching)
06	List of students placed in the campus (with appointment letters)
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09	Student Personal Counselling Cell List
10	Any other activities
11	Scholarship File (UG and PG course)
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13	Staff Attendance Register and Visiting Faculty Register
14	Student Attendance Register
15	Anti-Ragging Files & Internal Complaint Files
16	SC/ST students list of 2024-25
17	Salary Acquaintance Register
18	Non-Teaching Staff List

  
Principal  
**Dayananda PRINCIPAL College of Arts**  
Science & Commerce  
Kumaraswamy Layout, Bangalore - 560 111

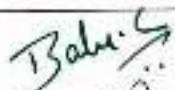
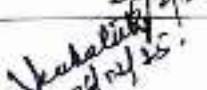
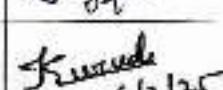
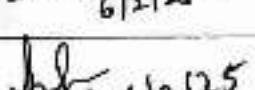
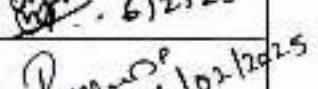
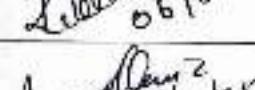
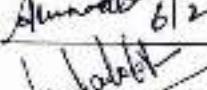
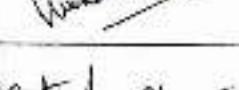


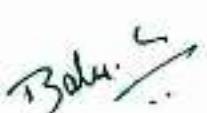
**DAYANANDA SAGAR**  
**College of Arts, Science & Commerce**

Kumaraswamy Layout, Bengaluru-560 111.

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 PRINCIPAL

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



# Dayananda Sagar College of Arts, Science and Commerce

Kumarswamy Layout, Bengaluru – 560111

## MINUTES OF THE MEETING

### Local Inspection Committee (LIC)

**Venue: Principal / IQAC Office**

**Time: 2.00 p.m.**

**Date: 06.02.2025**

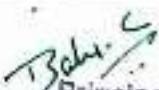
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**Dayananda Sagar College of Arts, Science and Commerce**  
Bangalore – 560 111.

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Principal  
**Dayananda PRINCIPAL College of Arts**  
Science & Commerce  
Kumaraswamy Layout, Bangalore - 560 111

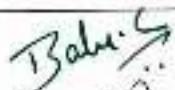
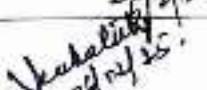
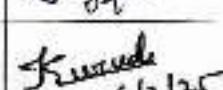
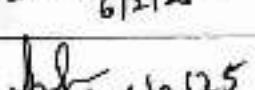
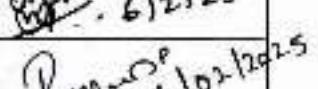
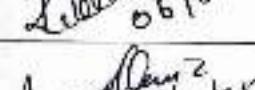
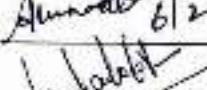
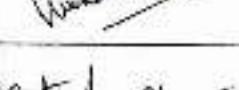


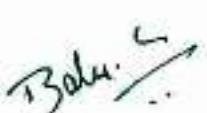
**DAYANANDA SAGAR**  
**College of Arts, Science & Commerce**

Kumaraswamy Layout, Bengaluru-560 111.

Members Present:

Date: 06.02.2025

Sl. No.	Member	Designation	Department	Signature
1	Dr. Balu L..	Principal	DSCASC	
2	Prof. Hemanth U..	Vice Principal	DSCASC	
3	Dr. Venkatesh B. R.	Director	MBA	
4	Dr. Kumudavalli M.V.	Deputy Director	Dept. of Computer Applications	
5	Prof. Murugesha B.N.	HOD	B.Com	
6	Prof. Rekha M.P.	HOD	BBA	
7	Dr. Aruna Devi C.	HOD	BCA	
8	Dr. Mahalakshmi. V.	HOD	M.Com.	
9	Dr. Guruprasad M.S	HOD	B.Sc.	

  
 PRINCIPAL

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



# Dayananda Sagar College of Arts, Science and Commerce

Kumarswamy Layout, Bengaluru – 560111

## MINUTES OF THE MEETING

**Venue:** Principal / IQAC Office

**Time:** 2.00 p.m.

**Date:** 17.03.2025

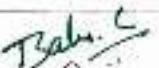
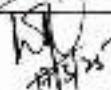
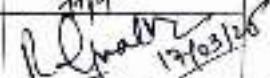
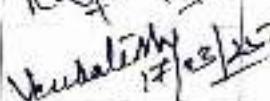
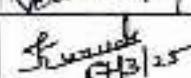
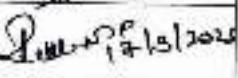
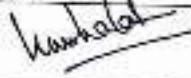
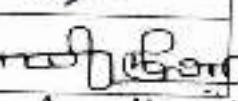
<b>Point 1</b>	<b>Announcement of NAAC Result.</b>
<b>Discussion</b>	<ul style="list-style-type: none"><li>• The NAAC result for the 4th Cycle remains unchanged, with a Grade of <b>B+</b> and no change in CGPA. Dr. Gurunath R, the IQAC Coordinator, has communicated this to all HoD's and Directors.</li><li>• The Principal has advised all faculty and non-teaching members of DSCASC to be at 3:00 p.m. in the Seminar Hall of Building No. 17 to announce the NAAC Grade and to thank for their efforts on 18<sup>th</sup> March 2025.</li></ul>
<b>Point 2</b>	<b>Student Faculty Feedback.</b>
<b>Discussion</b>	<ul style="list-style-type: none"><li>• The Principal has congratulated Dr. Kumudavalli M.V., Deputy Director of the MCA department, and the faculty members for securing above 4 in the student faculty feedback.</li><li>• The Principal has instructed all department Heads to submit the Student Faculty Feedback by 24th March 2025.</li></ul>
<b>Point 3</b>	<b>Reframing of NAAC Committee Members.</b>
<b>Discussion</b>	Dr. Gurunath R, IQAC Coordinator, will introduce a new team taking responsibility for the next NAAC Cycle, and HoD's and Directors are expected to extend their support in this regard.



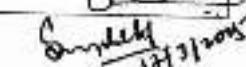
**Dayananda Sagar College of Arts, Science and Commerce**  
Kumarswamy Layout, Bengaluru – 560111

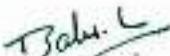
Members Present:

Date: 17.03.2025

SL No.	Member	Designation	Department	Signature
1	Dr. Balu L.	Principal	DSCASC	
2	Prof. Hemanth U.	Vice Principal	DSCASC	
3	Dr. Gurunath R.	IQAC Coordinator	DSCASC	
4	Dr. Venkatesh B. R.	Director	MBA	
5	Dr. Kumudavalli M.V.	Deputy Director	Dept. of Computer Applications	
6	Prof. Murugesha H.N.	HOD	B.Com	
7	Prof. Rekha M.P.	HOD	BBA	
8	Dr. Aruna Devi C.	HOD	BCA	
9	Dr. Mahalakshmi. V.	HOD	M.Com.	
10	Dr. Guruprasad M S	HOD	B.Sc.	

11. Dr. Suprabha Kanti Padde, Research Coordinator, DSCASC



  
PRINCIPAL

Principal  
Dayananda Sagar College of Arts  
Science & Commerce  
Kumarswamy Layout, Bengaluru - 560 111

## Dayananda Sagar College of Arts, Science and Commerce

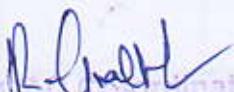
### Proposed Schedule for NAAC 4<sup>th</sup> Cycle peer team Visit

Day	Time	Activity/Meeting	Focus Area
Day 0 (19.11.2024)			
0	17:00 – 19:00 hrs	Peer Team Discussion (Pre-visit meeting at the place of stay)	
Day 1 (20.11.2024)			
1	09:00 – 09:45 hrs	Presentation by the Head of the Institution/Principal/IQAC coordinator/ Criteria I Head	Criterion I: Curricular Aspects
1	09:45 – 10:30 hrs	<ul style="list-style-type: none"> <li>- Meeting and Interaction with Heads of Department and</li> <li>- Criterion 2 Head</li> </ul> (Planning and documentation, for curriculaum delivery, cross cutting issues integrated into the Curriculum etc)	Criterion II: Teaching-Learning and Evaluation
1	10:30 – 12:15 hrs	Visit of selected Departments <ul style="list-style-type: none"> <li>- Assessment of learning levels of students</li> <li>- Student-centric methods for enhancing learning experiences</li> <li>- Innovation and creativity in teaching-learning</li> <li>- Reforms-Transparency and Grievance-redressal mechanism in Continuous Internal Evaluation (CIE)</li> <li>- Adherence to Academic Calendar for conduct of CIE</li> <li>- Visit to Stalls</li> </ul>	
1	12:15 – 13:00 hrs	<ul style="list-style-type: none"> <li>- Visit to Laboratories, Research Center,</li> <li>- Meeting with Head of the departments and Teachers etc.</li> <li>- Interaction with Criteria 3 Head, &amp; Research Cell Head.</li> </ul> (Research Committee, Collaborations, Eco system created for innovations, extension activities , NSS....)	Criterion III: Research, Innovations, and Extension
	13:00 – 14:00	Lunch on meeting: <ul style="list-style-type: none"> <li>- Meeting with Governing Body / Management</li> </ul>	
1	14:00 – 14:45 hrs	<ul style="list-style-type: none"> <li>- Visit to Physical Facilities,</li> <li>- Interaction with Criterion IV Head &amp; Infrastructure Cell Head</li> </ul> (Library, Sports, Gymnasium, Yoga centre , Computer Centers, Canteen, Hostels, Health Centre)	Criterion IV: Infrastructure and Learning Resources
1	14:45 – 16:15 hrs	<ul style="list-style-type: none"> <li>- Visit to Student Support Facilities</li> <li>- Meeting with Criterion V Head</li> <li>- Interaction with Students</li> <li>- Interaction with Parents</li> <li>- Interaction with Alumni</li> <li>- Interaction with heads of Statutory Cells</li> </ul>	Criterion V: Student Support and Progression

Day	Time	Activity/Meeting	Focus Area
		(placement cell, language lab, Anti-ragging Cell, Anti Sexual harassment cell, interaction with Students, Alumni, Parents, SSS, etc. )	
1	16:15 – 17:15 hrs	<ul style="list-style-type: none"> <li>- Meeting with Coordinator-IQAC, IQAC members, Criterion VI Head members in IQAC Office</li> <li>- Interaction with Administrative offices,</li> <li>- Interaction with Finance officer,</li> <li>- Interaction with non-teaching Staff)</li> </ul>	Criterion VI: Governance, Leadership and Management
1	17:15 – 18:00 hrs	Cultural programmes by Students	
1	18:00 – 20:30 hrs	Team Discussion at the place of stay	

**DAY 2 (21.11.2024)**

2	09:00 – 09:45 hrs	<ul style="list-style-type: none"> <li>- Review of physical facilities and best practices</li> <li>- Interaction with Criterion VII Head (safety and security, counselling, ramp/rails, skill development centre, etc. and alternative energy initiatives, rain water harvesting, waste management system) meeting and interaction with various cells and committees.</li> <li>- Review of best practices and institutional distinctiveness</li> </ul>	Criterion VII: Institutional Values and Best Practices
2	09:45 – 12:15 hrs	<ul style="list-style-type: none"> <li>- Report writing,</li> <li>- Checking Documentary evidences,</li> <li>- Discussion and modifying the draft Peer Team Report and finalization,</li> <li>- visiting to facilities which has not covered etc.</li> </ul>	
2	12:15- 13:00hrs	Discussion with Head of the Institution and IQAC Coordinator on Outstanding issues.	
2	13:00 – 14:00 hrs	Lunch	
2	14:00 – 15:00 hrs	Report writing continues	
2	15:00 – 16:00 hrs	Sharing the Peer Team Report with Head of the Institution	
2	16:00 – 17:00 hrs	Finalizing the Peer Team Report and obtaining signatures from Head of the Institution and Peer Team Members on i) peer team report, ii) Visit Schedule, iii) code of conduct and Ethical Standards	
2	17:00 – 17:30 hrs	Exit Meeting	

  
 Dr. Gopalakrishna  
 IQAC Coordinator  
 Dayananda Sagar College of Arts,  
 Science & Commerce  
 Anna Nagar Layout, Bengaluru - 560 111.

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

**Dayananda Sagar College of Arts, Science, and Commerce**  
**KumaraSwamy Layout, Bangalore – 560111**  
**2-Day NAAC Peer Team Visit Schedule & allotment (20<sup>th</sup> and 21<sup>st</sup> of November, 2024))**

**Main Venue: Building Number 17**

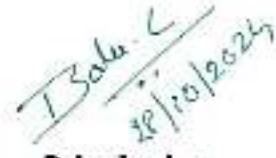
- Presentations: **Board Room**
- Document Verification: **Ground Floor (3 rooms, Opp. to Seminar Hall)**
- Alumni, Student, Faculty, etc.: **Seminar Hall**

<b>Sr. No.</b>	<b>Particulars</b>	<b>In-Charge Person</b>	<b>Complete By (Date)</b>
1	<b>Schedule Draft Preparation</b>	IQAC Coordinator	04.11.24
2	Formation of Three Reception Teams, Headed by Vice-Principal, for Receiving Peer Team	Vice-Principal	04.11.24
3	<b>Receiving and Welcoming Peer Team by Principal IQAC, and Reception Teams</b>	Principal /IQAC	19.11.24
4	Distribution of Welcome Kit with SSR Copies, Matric Weightage, peer team Schedule, & Documentation	IQAC coordinator & MBA Director	04.11.24
5	Display of Welcome Banner	Dr. Venkata Krishna Prasand and Team	09.11.24
6	Presentation by Principal / IQAC	Principal / IQAC Coordinator	07.11.24
7	Stalls & Cultural Program	Prof. Rekha and Dr. Mahalakshmi	07.11.24
8	Alumni Interaction	Dr. Kumudavalli & Dr. Aruna Devi	07.11.24
9	Parents Interaction	Dr. Kumudavalli & Dr. Aruna Devi	07.11.24
10	Interaction with Teaching and Non-Teaching Staff	Dr. Kumudavalli & Dr. Aruna Devi	07.11.24
11	Preparation of Qualitative Data Sheet (Criteria-wise)	IQAC & Criteria Heads	07.11.24
12	Departmental Inspections (hospitality arrangements in each department - tea, coffee, water, etc.)	Department Heads	07.11.24
13	Exhibit POs and COs in each Classroom and Department	Department Heads	07.11.24
14	Highlight Exclusive Features (achievements in sports, cultural activities, projects, paper presentations)	Principal and IQAC	07.11.24
15	DVV Report availability (to be shown only if requested)	IQAC Coordinator	04.11.24

Sr. No.	Particulars	In-Charge Person	Complete By (Date)
16	Verification of Final Report by Principal before submission to NAAC	Principal/IQAC Coordinator	21.11.24
17	Submission of Final Report to the Principal by Peer Team	Principal	21.11.24
18	Hospitality and Food Committee	Vice-principal, Prof. Murugesh and team	07.11.24
19	Mock review	Principal / IQAC Coordinator /External	09.11.24
20	Logistics and Accommodation Arrangements	Vice Principal and Team	07.11.24
21	Audio –Visual Equipment setup and IT support	Dr. Venkata krishnaprasad and EDP	07.11.24
22	Campus Cleanliness & Maintenance	Prof. Vaibhav Patil team and facility Department	Every Day
23	Backup Power and Facility Check	Mr. Varun and Facility Department	07.11.24
24	Boards and Stickers	Prof. Vaibhav Patil and Team	07.11.24

  
**IQAC Coordinator**

IQAC Co-ordinator  
Dayananda Sagar College of Arts,  
Science & Commerce  
Kumaraswamy Layout, Bangalore - 560 011

  
**Principal**

Dayananda Sagar College of Arts  
Science & Commerce  
Kumaraswamy Layout, Bangalore - 560 011

Dayananda Sagar College of Arts, Science and Commerce  
Internal Quality Assurance Cell (IQAC)  
Minutes of the Meeting

Research and IPR Unit, Criteria 3

Date: 09.04.2025

Time: 3:45 PM

Venue: IQAC Office

**Agenda:**

To review the status of **NAAC Criteria 3** and the activities of the **Research and IPR Cell**, identify shortcomings from the NAAC 4th Cycle assessment, and plan next steps for improving research and innovation at DSCASC.

**Members Present:**

1. Dr. Gurunath R – IQAC Coordinator
2. Dr. Suplab Podder – R&D Coordinator
3. Dr. Vinish – Research and IPR Cell Member- Head
4. Dr. Kotresh – Criteria 3 Head

*R. Gurunath  
9/04/25*  
*Suplab  
9/04/25*  
*Vinish  
9/04/25*  
*Dr. Kotresh  
9/04/25*

**Discussion Points:**

**1. NAAC Criterion 3 Performance Overview:**

Dr. Gurunath R presented a detailed analysis of each metric under Criterion 3 and highlighted that the college scored **2.09 grade points**, indicating scope for considerable improvement.

The importance of enhancing research output, securing external grants, increasing IPR filings, and building collaborations was emphasized.

**2. Research Grants:**

The benchmark for research funding under NAAC is **₹15 lakhs and above per year**.

Dr. Gurunath R shared available avenues to meet this benchmark, including:

- **NSS Funding** (through government schemes),
- **ICSSR Grants** (Indian Council of Social Science Research),
- **IKS (Indian Knowledge Systems)** initiatives,
- **Institutional Research Funding**,
- and **NPTEL**



**Dr. Vinish** elaborated on the **current utilization of institutional research funds**, encouraging Professors (i.e. two projects – 50,000 each, and 4 projects 25,000 each) to make optimal use of the allocated budget to strengthen research culture and submission of quality projects.

**Dr. Suplab Podder** supported the suggestions and emphasized the need to channel research funds in a meticulous manner to ensure ease of accessibility and effective project execution, while also recommending regular collection of fund utilization status from each Projects heads along with simultaneous updates on the institutional website to enhance transparency and visibility of research activities.

**Dr. Kotresh**, who is actively engaged in scientific research, emphasized that science-based projects often require higher financial support due to the nature of experimentation and equipment needs. He therefore requested an increase in the allocation for institutional research funding to better support such projects.



### 3. Ecosystem for Transfer of Knowledge:

- The team discussed the importance of strengthening the ecosystem for effective **knowledge transfer** within and beyond the institution.
- Key activities identified include:
  - Engagement of DSCASC faculty as resource persons in other institutions.
  - IPR-related initiatives and filings.
  - Organizing 5-day Faculty Development Programs (FDPs).
  - Hosting Conferences, workshops and seminars, and
  - Contributions towards the Indian Knowledge Systems (IKS) framework.
- It was collectively agreed that the institution must aim to conduct a **minimum of 10 such activities annually** to demonstrate active engagement and commitment towards academic and societal development.

### 4. Seminars, Workshops, and Conferences:

- The committee discussed the importance of conducting **seminars and workshops on Research Methodology, IPR, Entrepreneurship, and academic conferences** to build a strong research culture.
- It was noted that the institution has already committed to:
  - 5 International Conferences (to be organized by IQAC and the R&D Cell),
  - 5 National Conferences (from various departments), and
  - 5 Student Conferences (across DSCASC).
- While the NAAC benchmark for such academic activities is  $\geq 40$ , all members unanimously agreed to set a **higher internal target of 60 activities** to showcase institutional excellence and active academic engagement.

### 5. Research Publications, Books, and Book Chapters:

- The committee emphasized that the **quality** of research publications is equally important as the **quantity**. Given that **UGC CARE journals are not in effect**

presently as per the UGC, faculty are encouraged to publish in high-quality indexed journals such as Scopus, ABDC, and Web of Science (WOS).

- It was decided that each faculty member must publish at least 2 quality research papers per year, aligning with the NAAC benchmark of a minimum of 10 publications per faculty during a NAAC cycle.
- The same benchmark applies to books and book chapters, and faculty are encouraged to go beyond the minimum, as additional contributions may be rewarded through institutional incentives and recognition schemes.

#### 6. Extension/Outreach Programs with Outcomes: (NAAC benchmark >=40)

- The committee discussed the importance of organizing extension and outreach programs that contribute to the social and community development while ensuring measurable outcomes.
- It was suggested that the NSS (National Service Scheme) be actively involved in such programs, and NCC (National Cadet Corps) could also contribute where possible, Awareness Rallies and Street Plays., short-term training programs for underprivileged communities, ECO club activities, etc
- The members agreed that these programs should be well-planned with clear objectives, and the outcomes should be documented and showcased to highlight the institution's commitment to societal contributions.

#### 7. MoUs and Collaborations:

As per NAAC benchmarks, institutions are expected to have at least 20 functional MoUs or linkages covering areas such as internships, on-the-job training, collaborative research, and skill development initiatives.

Currently, our institution has a few MoUs in place related to ECO activities, add-on programs, workshops, and training.

To strengthen our compliance and enhance academic-industry connect, it was decided that each IQAC units and departments will actively pursue working MoUs with relevant companies, academic institutions, and organizations. The focus will be on establishing meaningful collaborations that result in tangible outcomes like student internships, expert sessions, research projects, and capacity-building programs.

#### 8. Awards and Recognition:

We are currently lagging in utilizing MoUs effectively for student and faculty development.

Talented students should be identified and given grooming sessions, mentorship, and exposure through MoU-linked activities.

Faculty should also be encouraged to engage in collaborative research and training via existing MoUs.

Departments must focus on making MoUs functional and outcome-oriented.

#### 9. Additional Observations and Suggestions by Members

It was proposed that monthly activity reports be collected through Google Forms. This would simplify documentation, ensure easy data retrieval, and support effective performance tracking.

Members recommended that faculty who submit research proposals (even if not sanctioned) should be acknowledged and awarded points in the appraisal system, recognizing their effort and initiative.

**Institutional Research Funding Communication:**

A formal circular regarding institutional research funding should be issued, and a summary of previously funded projects along with their outcomes should be publicly shared for transparency and awareness.

**Research Engagement at Department Level:**

While some departments are already organizing research-oriented sessions like journal clubs and research forums, this practice should be actively implemented across all departments for consistent engagement.

**Periodic Review Meetings:**

A biannual review meeting should be scheduled to assess the progress and outcomes of all IQAC units, NAAC criteria teams, clubs, and committees.



**IQAC Co-ordinator**  
Dayananda Sagar College of Arts,  
Science & Commerce  
Kumaraswamy Layout, Bengaluru - 560 111.

T Balu. C  
12/04/2015

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