

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: 09.05.2023

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. To review e-Resource Training Program for Faculty Members, which was held on 27.04.2023.
4. 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 appreciated Library team for successful conduct of the - Resource Training Program for Faculty Members, which was held on 27.04.2023.
3. Dr. Nagaraja Shenoy – Principal, Prof. Hemanth Uppala, Vice-Principal and Prof. R. Gurunath, IQAC Coordinator reviewed all the documents pertaining to Criterion IV.
4. And also suggested to prepare name boards for all classrooms, labs, toilets and other facilities.

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

IQAC

Minutes of the Meeting

Date: 09.06.2023

Time: 12:30 PM

Venue: IQAC Office

Topic: Strengthening HR Club and Active Participation of Students

- The HR Club "YUKTHI" aims to promote Human Resource skills and empower students in people management.
- The club will focus on practical learning through activities like hiring, training, and managing people.

2. Upcoming Events and Scheduling:

- HR Club Orientation: 30th August 2024
- Build Your Profile: 5th September 2024
- Creativity and Mind Mapping: 18th-19th September 2024
- Case Study – A Quest Quorum: Date to be confirmed

Faculty Coordinators:

- Dr. Deepika Sharma (Head)
- Prof. Kavya R (Member)
- Prof. Anusha Kalburgikar (Member)
- Student Coordinators:
 - Srushti S Jain (2nd Year BCom)
 - Akshatha V N (2nd Year BCom)
 - Bindushree (3rd Year BBA)
 - Ameena Khan (3rd Year BBA)
 - Vignan (3rd Year BBA)
 - Vikhyat (3rd Year BCom)

4. Planning for Workshops, Seminars, and Networking:

- Brainstorming sessions to create interactive learning experiences for students regarding HR practices, trends, and adaptability.

5. Action Points and Next Steps:

- Coordinators to finalize the logistics for upcoming events and ensure active student participation.
- Brainstorming sessions to be scheduled for future workshops.



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

Dayananda Sagar College of Arts, Science and Commerce

Shavige Malleshwara Hills, Kumaraswamy Layout, Bengaluru – 560 111

Internal Quality Assurance Cell

MINUTES OF MEETING

Criteria -1 Curricular Aspects

Date: 10th June, 2023

Time: 03:00 pm

Venue: Board Room

Agenda:

1. To review and confirm the minutes of the last meeting.
2. To review the documents required in preparation of AQAR.
3. Any other relevant issues made by the members.

Recommendations:

1. The Head Criterion-I read the minutes of earlier meeting and the minutes were reviewed and passed by the members.
2. Prof. Hemanth Uppala, Vice-Principal and Dr.. R. Gurunath, IQAC Coordinator discussed the method to be followed for preparation of the next AQAR.
3. And also suggested to keep the hard copy of the feedback form of the stakeholders.

Members present:

Sl. No	Name	Department	Designation	Signature
1	Prof. Hemanth Uppala	Vice-Principal, DSCASC		
2	Dr. R. Gurunath	IQAC	Head	
3	Dr. Chetan Shetty	MBA	Head	
4	Dr. Savitha Trivedi	MCOM	Member	
5	Dr. Aruna Devi	BCA	Member	
6	Dr. Asra Ahmed	MBA	Member	
7	Dr. Shwetha SP	BBA/BCOM	Member	
8	Prof. Parimala R	BBA/BCOM	Member	
9	Prof. Rajendra Kumar	BBA/BCOM	Member	
10	Prof. Vinutha N	BBA/BCOM	Member	
11	Prof. Niveditha K	MBA	Member	
12	Prof. Shaik Ahmed	BCA	Member	
13	Prof. Kiran C	MCA	Member	
14	Dr. Kotresh S	BSc	Member	

DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE
Shavige Malleshwara Hills, Kumaraswamy Layout, Bengaluru – 560111

INTERNAL QUALITY ASSURANCE CELL (IQAC)
Minutes of Meeting of Criteria – III
2023-2024

Name of the Criteria: Research, Innovations and Extension

Date of meeting: 28.07.2023

Time: 3:00 pm

Venue: IQAC office

Agenda: To discuss on the Expert Lecture

Minutes: Discussed on the proceedings of the Expert Lecture on CSIS Financial Planning and Research in Wealth Management due to be scheduled on 22 August 2023 by MBA Department – under Research and IPR cell, with an objective to enhance professionals understanding of financial planning, investment strategies, and research techniques in wealth management. The session aims to promote the CSIS certification, provide industry insights and foster networking opportunities.



List of Attendees:

Sl.No.	Name of the Faculty	Role	Department	Signature
1	Dr. Gurunath	IQAC Coordinatorr		<i>[Signature]</i>
2	Prof. Hemanth Uppala	Vice Principal		<i>[Signature]</i>
3	Dr. Monica Ranka	Head	M.com	<i>Monice</i>
4	Dr. Vijay Kumar J	Member	MBA	<i>Vijay</i>
5	Dr. Kotresh	Member	BSC	<i>[Signature]</i>
6	Dr. Savitha Trivedi	Member	M.com	<i>Savitha</i>
7	Prof. Shalini Rawani	Member	BBA/B.Com	<i>Shalini</i>
8	Prof. Rashmi M Umarji	Member	BBA/B.Com	<i>Rashmi</i>
9	Prof. Meghana C	Member	BBA/B.Com	<i>Meghana</i>
10	Prof. Jayshree .C	Member	BBA/B.Com	<i>Jayashree.c</i>
11	Prof. Nagarajeshwari	Member	BBA/B.Com	<i>Nagarajeshwari</i>
12	Prof Yogeshwari	Member	BCA/MCA	<i>Yogeshwari</i>
13	Prof. Nithya B.N	Member	BCA/MCA	<i>Nithya</i>
14	Prof. Shaik Ahmad	Member	BCA/MCA	<i>[Signature]</i>

[Signature]
IQAC Coordinator

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



[Signature]
Principal

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

Dayananda Sagar college of arts, Science and commerce

IQAC

Minutes of the Meeting

Meeting Date: 15th July 2023

Time: 3:30 PM

Venue: IQAC Office

Agenda:

1. Planning upcoming Finance Club events (July-Dec 2023).
2. Coordination of responsibilities for faculty and students.
3. Event schedules and logistics.

Minutes:


- **Event Planning:**
 - **Club Orientation:** Student coordinators assigned.
 - **Finance Budgeting:** Prof. Lalitha suggested involving industry professionals.
 - **Mock Stock:** Rakshith C R to manage logistics.
 - **Code Breaker:** Discussed finance-related issues

Meeting concluded at 4:30 PM.

Members Present:

1. Prof. Nagarajeswari (Head)
2. Prof. Lalitha (Member)
3. Prof. Yashaswini (Member)
4. Prof. Arpana Shetty (Member)
5. Rakshith C R (Student Coordinator)
6. Sanjana V (Student Coordinator)
7. Syeda Sakina (Student Coordinator)
8. Shreeya (Student Coordinator)
9. Vidya (Student Coordinator)




IQAC Coordinator
Jayananda Sagar College of Arts,
Science & Commerce
Kumarany Layout, Bengaluru - 560 111.

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

Internal Quality Assurance Cell
MINUTES OF MEETING

Criteria -1 Curricular Aspects

Date: 12th August, 2023

Time: 03:00 pm

Venue: Board Room


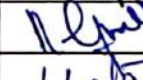
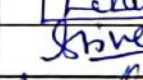










Agenda:

1. To review and confirm the minutes of the last meeting.
2. To review the documents required for Add on Certification course and MOOC from all the departments.
3. Any other relevant issues made by the members.

Recommendations:

1. The Head Criterion-I read the minutes of earlier meeting and the minutes were reviewed and passed by the members.
2. Prof. Hemanth Uppala, Vice-Principal and Dr. R. Gurunath, IQAC Coordinator discussed Add on certificate and MOOC requirement from all departments and advised all the member to arrange the Industry visit for the students at least one in a semester.

Members present:

Sl. No	Name	Department	Designation	Signature
1	Prof. Hemanth Uppala	Vice-Principal, DSCASC		
2	Dr. R. Gurunath	IQAC	Head	
3	Dr. Chetan Shetty	MBA	Head	
4	Dr. Savitha Trivedi	MCOM	Member	
5	Dr. Aruna Devi	BCA	Member	
6	Dr. Asra Ahmed	MBA	Member	
7	Dr. Shwetha SP	BBA/BCOM	Member	
8	Prof. Parimala R	BBA/BCOM	Member	
9	Prof. Rajendra Kumar	BBA/BCOM	Member	
10	Prof. Vinutha N	BBA/BCOM	Member	
11	Prof. Niveditha K	MBA	Member	
12	Prof. Shaik Ahmed	BCA	Member	
13	Prof. Kiran C	MCA	Member	
14	Dr. Kotresh S	BSc	Member	

Dayananda Sagar College of Arts, Science and Commerce
Shavige Malleshwara Hills, Kumaraswamy Layout, Bengaluru - 560078

Internal Quality Assurance Cell
MINUTES OF THE CRITERION MEETING

Criterion II: Teaching – Learning and Evaluation

Date: 17.09.2023

Time: 2.30 to 4.00 PM

Venue: IQAC Office

Agenda:



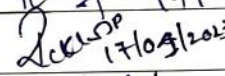
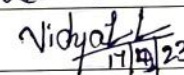
1. Inculcating certain activities by the Equal Opportunity Cell to increase its scope to benefit those student at large

Minutes:

Department-wise proper documentation of the list of students coming under ST/SC/OBC category

Regularly conduct 4 activities and one awareness program for these students to make them aware about benefits that they can avail with regard to the latest if any implemented by the government

Attendees:

Sl. No	Name	Department	Designation	Signature
1	Dr. Nagaraj Shenoy	Principal, DSCASC		
2	Prof. R. Gurunath	BCA/MCA IQAC Coordinator		 17/09/23
3	Prof. Rekha MP	BBA/B.Com	Head	 17/09/2023
4	Prof. Vidhyashree	BBA/B.Com	Member & Head for Equal Opportunity Cell	 17/09/23

Internal Quality Assurance Cell

MINUTES OF THE CRITERION MEETING

Criterion II: Teaching – Learning and Evaluation

Date: 20.10.2023

Time: 2.30 to 4.00 PM

Venue: IQAC Office





Agenda:

Inculcating certain activities by the Equal Opportunity Cell to increase its scope to benefit those students at large

Minutes:

- Department-wise proper documentation of the list of students coming under ST/SC/OBC category
- Regularly conduct 4 activities and one awareness program for these students to make them aware about benefits that they can avail with regard to the latest if any implemented by the government

Attendees:

Sl. No	Name	Department	Designation	Signature
1	Dr. Nagaraj Shenoy	Principal, DSCASC		
2	Prof. R. Gurunath	BCA/MCA IQAC Coordinator		
3	Prof. Rekha MP	BBA/B.Com	Head	
4	Prof. Vidhyashree	BBA/B.Com	Member & Head for Equal Opportunity Cell	

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: 09.11.2023

Time: 2:30 PM

Venue: Vice 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. To review the shortages, damaged, gaps related to existing infrastructure of each department – Classroom infrastructure, IT infrastructure (in Labs, Office, staff rooms, library), and Office furniture etc
4. 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.
3. Reviewed the damaged items in Classrooms, Labs, Office, staff rooms, library and furniture and recommended to principal to take up necessary action to repair damaged items.

Attendees:

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

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

Internal Quality Assurance Cell

MINUTES OF MEETING

Criteria -I Curricular Aspects

Date: 04th December, 2023 **Time:** 03:00 pm

Venue: Board Room


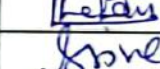
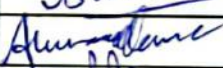


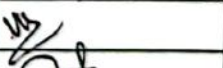






Agenda:

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

Recommendations:

1. The Head Criterion-I read the minutes of earlier meeting and the minutes were reviewed and passed by the members.
2. Prof. Hemanth Uppala, Vice-Principal and Dr. R. Gurunath – IQAC Coordinator reviewed all the documents pertaining to Criterion I and suggested following points:
a) Geo tagged images of Class rooms, Extra-curricular activities, Sports facilities, Certificate program and Meeting of Criterion I once in a month. b) Review SSR of 10 NAAC A++ colleges and adopt best practices accordingly.

Members present:

Sl. No	Name	Department	Designation	Signature
1	Prof. Hemanth Uppala	Vice-Principal, DSCASC		
2	Dr. R. Gurunath	IQAC	Head	
3	Dr. Chetan Shetty	MBA	Head	
4	Dr. Savitha Trivedi	MCOM	Member	
5	Dr. Aruna Devi	BCA	Member	
6	Dr. Asra Ahmed	MBA	Member	
7	Dr. Shwetha SP	BBA/BCOM	Member	
8	Prof. Parimala R	BBA/BCOM	Member	
9	Prof. Rajendra Kumar	BBA/BCOM	Member	
10	Prof. Vinutha N	BBA/BCOM	Member	
11	Prof. Niveditha K	MBA	Member	
12	Prof. Shaik Ahmed	BCA	Member	
13	Prof. Kiran C	MCA	Member	
14	Dr. Kotresh S	BSc	Member	

Internal Quality Assurance Cell
MINUTES OF THE CRITERION MEETING
Criterion II: Teaching – Learning and Evaluation

Date: 20.12.2023

Time: 2.30 to 4.00 PM

Venue: IQAC Office

Agenda:

1. Review on the actions taken as per previous meeting agenda
2. Focus on documentation towards preparation of SSR
3. Creation of Weblinks for department-wise POs & COs

Minutes:


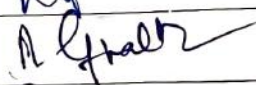
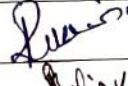
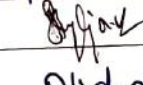
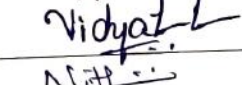
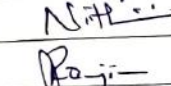

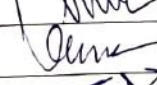
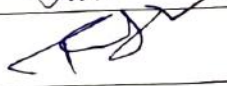
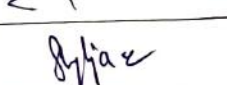
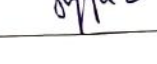
Meeting highlighted the need for timely data submission of information from the concerned department of every member to ensure a smooth process.

To submit the Complete student information for all the five academic year commencing from 2018 to 2023

To increase the number of workshops, FDP for the upcoming academic year

To bring in Student conference with special focus on PG students

Attendees:

Sl. No	Name	Department	Designation	Signature
1	Dr. Nagaraj Shenoy	Principal, DSCASC		
2	Prof. R. Gurunath	IQAC Coordinator-DSCASC		
3	Prof. Rekha MP	BBA/B.Com	Head	
4	Prof. Shalini Rawani	BBA/B.Com	Member	
5	Prof. Vidhyashree S	BBA/B.Com	Member & Head for Equal Opportunity Cell	
6	Prof. Nitya B N	MCA	Member	
8	Prof. Ranjini KS	BCA	Member	
9	Dr. Vinish	MBA	Member	
10	Dr. Vijay Kumar J	MBA	Member	
11	Prof. Parminder Kaur	BBA/B. Com	Member	
12	Prof. Shylaja	BBA/B. Com	Member	

Dayananda Sagar College of Arts, Science and Commerce
Shavige Malleshwara Hills, Kumaraswamy Layout, Bengaluru - 560078

Internal Quality Assurance Cell
MINUTES OF THE CRITERION MEETING

Criterion II: Teaching – Learning and Evaluation

Time: 2.30 to 4.00 PM

Date: 19th January 2024

Venue: Principal's Office

Agenda:

1. Orient the new members of criteria and cell related to the criteria about the new NAAC SSR format
2. To focus on giving case study-based learning
4. Encourage fast learners to take up value added add on courses.
5. To conduct extra classes / take required action for the slow learners

Minutes:

Review on the previous meeting points discussed
All the department need to conduct frequent guest lectures, webinars or workshops that would enhance the learning outcome of the students
Faculties must focus on case study-based teaching in order to increasing the scope of the outcomes of learning
Identify the slow learners and fast learners through assessments and provide required programmes to enhance their learning experience. For the fast learners encourage them to enrol in value added courses.
Conduct extra classes / to conduct relevant actions for the slow learners to improvise their performance.

Attendees:

Sl. No	Name	Department	Designation	Signature
1	Dr. Nagaraj Shenoy	Principal, DSCASC		
2	Prof. R. Gurunath	IQAC Coordinator DSCASC		
3	Prof. Rekha MP	BBA/B.Com	Head	
4	Prof. Shalini Rawani	BBA/B.Com	Member	
5	Prof. Nitya B N	BCA/MCA	Member	
6	Prof. Ranjini KS	BCA/MCA	Member	
8.	Dr. Vinish	MBA	Member	
9.	Dr. Vijay Kumar J	MBA	Member	
10.	Prof. Parminder Kaur	BBA/B.Com	Member	
11.	Prof. Shylaja	BBA/B.Com	Member	

Dayananda Sagar College of Arts, Science and Commerce

Shavige Malleshwara Hills, Kumaraswamy Layout, Bengaluru – 560078

Internal Quality Assurance Cell

MINUTES OF THE CRITERION MEETING

Criterion II: Teaching – Learning and Evaluation

Action Plan January- June 2024

1. To improve the teaching methodology through more application perspective methods
2. To encourage faculties to take up online certification courses or programmes of their particular subject to enhance the teaching learning experience
3. To motivate the fast learners to take online certification courses
4. To increase the number of value-added programmes for the students
5. Regularly follow Bridge course procedure before commencement of each semester and assesses the students immediately after completion of the bridge course to subject-wise identify the list of slow learners and fast learners
6. Accumulation of 5 years documents from individual department for NAAC Peer Team Visit .
7. Regularly conduct academic assessments for academically evaluating the students.
8. To activate student activity cell in order to enhance the student learning experience
9. Counselling and Mentoring Cell –APTHAMITHRA on a regular basis conduct Counselling and Mentoring each student and shall also be conducting workshops and seminars by inviting experts and professionals in the field of Counselling and psychology to benefit both the mentors and mentees.
10. Grievance & Redressal cell-SAMRAKSHA shall provide a platform for the students to share their queries or dissatisfaction if they have any with regard to the Internal Assessment or anything involved with the academic curriculum, the details of the same has to be maintained in the individual department with regard to the date the grievance letter was submitted and the date when the issues was resolved.


Criteria Head


IQAC
Coordinator


Principal
DSCASC



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

**SHAVIGE MALLESHWARA HILLS, KUMARASAMY LAYOUT,
BANGALORE - 560078**

Internal Quality Assurance Cell

Criteria 6- Governance, Leadership and Management

MINUTES OF THE MEETING

Venue: IQAC Office

Date: 6/01/2024

Time: 2.30 PM

Sl. No.	Agenda	Discussions and Decisions Taken	Responsibility & Deadline
1.	Initiative towards academic excellence by value added courses	Organising various certification courses like Swayam, MOOC, NPTL, etc	May 2024
2.	Initiative towards strengthening NSS	Swatch Bharat Abhiyan.	May 2024
3.	Initiative towards creating health awareness among staff and students	The events planned organized are, Swatch Bharat initiatives, yoga and meditation sessions, drug awareness campaigns, and AIDS awareness programs, all designed to foster a spirit of giving back to the community	May 2024
4.	Initiative towards sensitizing statutory bodies	Anti-Ragging programme, women dignity program.	May 2024



Sl. No.	Members Present and their role	Signature
1	Dr. Balu L, Principal DSCASC	
2	Dr. R. Gurunath-IQASC	
3	Dr Kadambini Katke, Head Criteria-6	
4	Prof. Ashwini Basawraj	
5	Rudreshwari G	
6	Anitha A	
7	T. Kohila Kanagalakshmi	
8	Shruthi BK	
9	Poornima Puneekar	

IQAC Coordinator
IQAC Co-ordinator
Dayananda Sagar College of Arts,
Science & Commerce
Kumarasamy Layout, Bengaluru - 560 111

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



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

**SHAVIGE MALLESHWARA HILLS, KUMARASAMY LAYOUT,
BANGALORE - 560078**

Internal Quality Assurance Cell

Criteria 6- Governance, Leadership and Management

MINUTES OF THE MEETING

Venue: IQAC Office

Date: 11/06/2023

Time: 2.30 PM

Sl. No.	Agenda	Discussions and Decisions Taken	Responsibility & Deadline
1.	Initiative towards student centric learning	Methods such as experiential learning Participative learning Problem solving methods will be conducted	Dec 2023
2.	Initiatives to have Innovation Eco-system	Innovation eco-system to develop IKS IPR Incubation should be established	Dec 2023
3	Initiatives towards -FDP	Conduct FDP on Full stack development, Data Analytics, data analysis, research methodology,	Dec 2023



Sl. No.	Members Present and their role	Signature
1	Dr. Balu L, Principal DSCASC	
2	Dr. R. Gurunath-IQASC	
3	Dr Kadambini Katke, Head Criteria-6	
4	Prof. Ashwini Basawraj	
5	Rudreshwari G	
6	Anitha A	
7	T. Kohila Kanagalakshmi	
8	Shruthi BK	
9	Poornima Puneekar	

IQAC Coordinator
IQAC Coordinator

Dayananda Sagar College of Arts,
Science & Commerce
Kumarasamy Layout, Bengaluru - 560 111.

Principal

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

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: 08.02.2024

Time: 2:30 PM

Venue: Vice 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.
3. And also suggested to prepare name boards for all classrooms, labs, toilets and other facilities.

Attendees:

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

DAYANANDA SAGAR COLLEGE OF ARTS SCIENCE AND COMMERCE

Shavige Malleshwara Hills, Kumaraswamy Layout, Bengaluru – 560078

Internal Quality Assurance Cell

Minutes of Meeting

Name of the Criterion: Student Support and Progression

Date : 14/03/2024


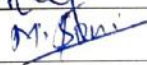




Venue : Room no. 210

Time : 2:00 pm

Agenda : Capability Enhancement Programmes

Minutes :

1. It was suggested that the various capability enhancement programmes should be conducted regularly.
2. It was emphasized that students should be encouraged to participate in such programmes from all the courses under the banner of DSCASC.
3. It was also mentioned that Workshops and training sessions on yoga, meditation, technical skills, entrepreneurship, public speaking, guest lectures should be conducted.

Sl. No	Name	Department	Designation	Signature
1	Prof. Hemanth Uppala	DSCASC	Vice-Principal	
2	Dr. Gurunath	DSCASC	IQAC-Coordinator	
3	Prof. Mukesh Soni	BBA & B.Com	Criteria V- Head	
4	Prof. Rashmi S	BBA & B.Com	Criteria V-Member	
5	Prof. Sadiya	BBA & B.Com	Criteria V-Member	
6	Prof. Vinay	BBA & B.Com	Criteria V-Member	
7	Prof. Sunil	BBA & B.Com	Criteria V-Member	
8	Prof. Srivastala V	BCA /MCA	Criteria V-Member	
9	Prof. B R N Murthy	MBA	Criteria V-Member	
10	Prof. Nayana T	MBA	Criteria V-Member	

Dayananda Sagar College of Arts, Science and Commerce

Shavige Malleshwara Hills, Kumaraswamy Layout, Bengaluru – 560 111

Internal Quality Assurance Cell

MINUTES OF MEETING

Criteria -I Curricular Aspects

Date: 05th March, 2024

Time: 03:00 pm

Venue: Board Room

Agenda:

1. To review and confirm the minutes of the last meeting
2. To review the metric wise documents pertaining to Criterion-I for the preparation of AQAR

Recommendations:

1. The Head Criterion-I read the minutes of earlier meeting and the minutes were reviewed and passed by the members.
2. Prof. Hemanth Uppala, Vice-Principal and Dr. R. Gurunath – IQAC Coordinator reviewed all the documents pertaining to Criterion-I and suggested following points:
 - Identified the final date to submit the updated AQAR report to the IQAC
 - Website updation of the documents related to Criteria-I.

Members present:

Sl. No	Name	Department	Designation	Signature
1	Prof. Hemanth Uppala	Vice-Principal, DSCASC		
2	Dr. R. Gurunath	IQAC	Head	
3	Dr. Chetan Shetty	MBA	Head	
4	Dr. Savitha Trivedi	MCOM	Member	
5	Dr. Aruna Devi	BCA	Member	
6	Dr. Asra Ahmed	MBA	Member	
7	Dr. Shwetha SP	BBA/BCOM	Member	
8	Prof. Parimala R	BBA/BCOM	Member	
9	Prof. Rajendra Kumar	BBA/BCOM	Member	
10	Prof. Vinutha N	BBA/BCOM	Member	
11	Prof. Niveditha K	MBA	Member	
12	Prof. Shaik Ahmed	BCA	Member	
13	Prof. Kiran C	MCA	Member	
14	Dr. Kotresh S	BSc	Member	

DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE
Shavige Malleshwara Hills, Kumaraswamy Layout, Bengaluru – 560111

INTERNAL QUALITY ASSURANCE CELL (IQAC)
Minutes of Meeting of Criteria – III
2023-2024

Name of the Criteria: Research, Innovations and Extension

Date of meeting: 22.04.2024

Time: 3:00 pm

Venue: IQAC office

Agenda: To discuss on Technical Talk

Minutes: Discussed on the proceedings of the **Technical Talk on Recipe for Research** due to be scheduled on **25 May, 2024** by BCA Dept. under Research & IPR cell for faculty members with an objective to provide a structured approach to conduct effective and innovative research. The technical talk aims in equipping faculty-members/researchers with essential tools, methodologies, and strategies for successful problem-solving and discovery.



List of Attendees:

Sl.No.	Name of the Faculty	Role	Department	Signature
1	Dr. Gurunath	IQAC Coordinatortt		<i>A. Gurunath</i>
2	Prof. Hemanth Uppala	Vice Principal		<i>H. Uppala</i>
3	Dr. Monica Ranka	Head	M.com	<i>Monica</i>
4	Dr. Vijay Kumar J	Member	MBA	<i>Vijay</i>
5	Dr. Kotresh	Member	BSC	<i>Kotresh</i>
6	Dr. Savitha Trivedi	Member	M.com	<i>Savitha</i>
7	Prof. Shalini Rawani	Member	BBA/B.Com	<i>Shalini</i>
8	Prof. Rashmi M Umarji	Member	BBA/B.Com	<i>Rashmi</i>
9	Prof. Meghana C	Member	BBA/B.Com	<i>Meghana</i>
10	Prof. Jayshree .C	Member	BBA/B.Com	<i>Jayshree</i>
11	Prof. Nagarajeshwari	Member	BBA/B.Com	<i>Nagarajeshwari</i> 16/11/25
12	Prof Kavya	Member	BBA/B.Com	<i>Kavya</i>
13	Dr. Pooja Sharma	Member	BBA/B.Com	<i>Pooja Sharma</i>
14	Prof. Geethashree. k	Member	BBA/B.Com	<i>Geethashree</i>
15	Prof. Anusha Kalburgikar	Member	BBA/B.Com	<i>Anusha</i>
16	Prof Yogeshwari	Member	BCA/MCA	<i>Yogeshwari</i>
17	Prof. Nithya B.N	Member	BCA/MCA	<i>Nithya</i>
18	Prof. Shaik Ahmad	Member	BCA/MCA	<i>Shaik Ahmad</i>



A. Gurunath

IQAC Coordinator

IQAC Co-ordinator

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

Kumara Swamy Layout, Bengaluru - 560 111

Balu C

Principal

Principal

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

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

Minutes of the IQAC Meeting

Date: 08.05.24,

Time: 12:10 Pm

Venue: IQAC Office

Agenda

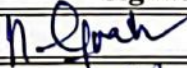




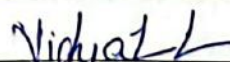
Discussion on Statutory cells data updation to website

Minutes

The meeting focused on updating the website with data from the statutory cells, specifically the Anti-Sexual Harassment Cell, the Anti-Ragging Cell, and the Student Grievance Redressal Cell. The heads of these cells were instructed to gather and submit the following documents:

1. **Annual Reports:** Comprehensive yearly reports detailing the activities and achievements of each cell.
2. **Process Charts:** Visual representations of the procedures and workflows followed by each cell.
3. **Member Lists:** Updated lists of all members involved in each cell.
4. **Contact Information:** Mobile numbers and email addresses of key personnel in each cell.

Attendees' Signatures:

S.No	Name	Designation	Signature
1	Dr. Gurunath R	IQAC Coordinator	
2	Prof. Mukesh Soni	Criterion 5 Head	
3	Prof. Rashmi Umarji	Anti-ragging cell Head	
4	Prof. Rajendra	Student Grievance Redressal Cell Head	
5	Prof. Ashwini Basavaraj	Anti-sexual Harassment Cell Head	
6	Prof. Vidhyashree	Member	

**Dayananda Sagar College of Arts Science and Commerce
Kumaraswamy Layout, Bangalore 560111**

Minutes of the IQAC Meeting

Date: 08.05.24,
Time: 10:30 AM
Venue: IQAC Office

Agenda

Discussion on Criteria-3 document collection

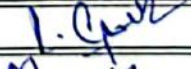

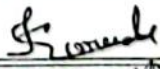
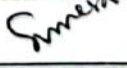



Minutes

Leadership Change Notification: Following the recent change in the head of Criterion 3, all team members have been updated about their responsibilities regarding data collection for each metric.

Data Collection Guidelines: Members are now fully informed about the procedures for collecting and managing data specific to their assigned metrics.

Clarification of SSR Process: Any doubts or questions from the members regarding the SSR process have been resolved through detailed explanations and clarifications.

Attendees' Signatures:

S.No	Name	Designation	Signature
1	Dr. Gurunath R	IQAC Coordinator	
2	Dr. Monika Ranka	Criterion 3 Head	
3	Dr.Kumudavalli M.V.	Member	
4	Dr.Sumera Aluru	Member	
5	Prof. Rashmi M Umarji	Member	
6	Prof. Meghana C	Member	
7	Dr. Monica Ranka	Member	



S.No	Name	Designation	Signature
8	Prof. Naga Rajeshwari	Member	N-R
9	Prof. Yogeshwari	Member	Yogeshwari
10	Prof. Shaik Shavez Ahmed	Member	S
11	Dr.Savitha Trivedi	Member	Srivedi
12	Prof. Jayashree C	Member	Jayashree.C
13	Dr. Kotresh S	Member	Kotresh S
14	Dr. Guru Prasad	Member	Guru Prasad
15	Dr.Vijay Kumar J	Member	Vijay

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: 11.05.2024

Time: 2:30 PM

Venue: Vice 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. Prof. Hemanth Uppala, Vice-Principal and Prof. R. Gurunath, IQAC Coordinator reviewed all the documents pertaining to Criterion IV.
3. And also suggested to prepare name boards for all classrooms, labs, toilets and other facilities.

Attendees:

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

Dayananda Sagar College of Arts Science and Commerce
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Minutes of the IQAC Meeting

Date: 15.05.24,
Time: 2 AM
Venue: IQAC Office

Agenda

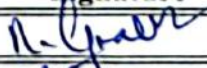

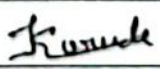
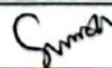
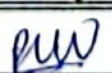
Discussion on Criteria-3 Metric 3.3.1 and 3.3.2 document collection



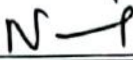


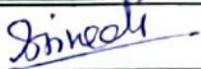

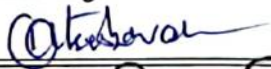
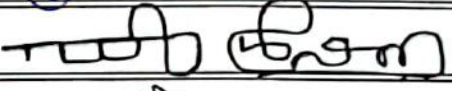
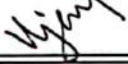
Minutes

The discussion centered on the collection of documents related to Criteria-3 Metrics 3.3.1 and 3.3.2. Specifically, faculty members' research publications and book chapters need to be gathered and formatted according to the NAAC guidelines for the Self-Study Report (SSR). To manage this process:

1. **Metric Heads Designation:** Heads were appointed for each metric to oversee the data collection process.
2. **Data Collection Requirements:** The metric heads provided detailed instructions on the types of documents required, including research publications and book chapters by faculty members.
3. **Formatting Instructions:** Faculty members are to organize and submit their documents in the format prescribed by NAAC to ensure consistency and compliance with SSR requirements.

Attendees' Signatures:

S.No	Name	Designation	Signature
1	Dr. Gurunath R	IQAC Coordinator	
2	Dr. Monika Ranka	Criterion 3 Head	
3	Dr. Kumudavalli M.V.	Member	
4	Dr. Sumera Aluru	Member	
5	Prof. Rashmi M Umarji	Member	

S.No	Name	Designation	Signature
6	Prof. Meghana C	Member	
7	Dr. Monica Ranka	Member	
8	Prof. Naga Rajeshwari	Member	
9	Prof. Yogeshwari	Member	
10	Prof. Shaik Shavez Ahmed	Member	
11	Dr.Savitha Trivedi	Member	
12	Prof. Jayashree C	Member	
13	Dr. Kotresh S	Member	
14	Dr. Guru Prasad	Member	
15	Dr.Vijay Kumar J	Member	

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

Minutes of the IQAC Meeting

Date: 21.05.24,

Time: 10:30AM

Venue: IQAC Office

Agenda

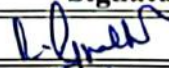

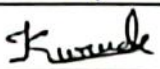







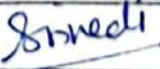

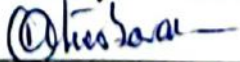
Discussion on Criteria-3 Metric-wise data Collection for SSR

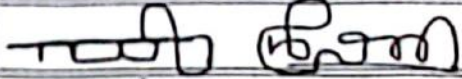
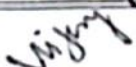
Minutes

The discussion focused on the metric-wise data collection for Criterion 3, in preparation for the SSR. It was noted that during a previous meeting held on May 15, 2024, the tasks for each metric were assigned. In line with that meeting:

1. **Follow-Up on Previous Allotments:** Metric heads were reminded to adhere to the data collection responsibilities that were previously assigned.
2. **Reaffirmation of Instructions:** All other metric heads were informed to continue following the guidelines and instructions set in the May 15 meeting.
3. **Data Collection for SSR:** Emphasis was placed on gathering the necessary data in a metric-wise format, ensuring that it aligns with NAAC requirements for the SSR.

Attendees' Signatures:

S.No	Name	Designation	Signature
1	Dr. Gurunath R	IQAC Coordinator	
2	Dr. Monika Ranka	Criterion 3 Head	
3	Dr. Kumudavalli M.V.	Member	
4	Dr. Sumera Aluru	Member	
5	Prof. Rashmi M Umarji	Member	
6	Prof. Meghana C	Member	
7	Dr. Monica Ranka	Member	
8	Prof. Naga Rajeshwari	Member	
9	Prof. Yogeshwari	Member	
10	Prof. Shaik Shavez Ahmed	Member	
11	Dr. Savitha Trivedi	Member	
12	Prof. Jayashree C	Member	
13	Dr. Kotresh S	Member	

S.No	Name	Designation	Signature
14	Dr. Guru Prasad	Member	
15	Dr. Vijay Kumar J	Member	

Dayananda Sagar College of Arts, Science and Commerce

Shavige Malleshwara Hills, Kumaraswamy Layout, Bengaluru – 560078

Internal Quality Assurance Cell

MINUTES OF THE CRITERION MEETING

Criterion II: Teaching – Learning and Evaluation

Date: 21st June 2024

Time: 2.30 to 4.00 PM

Venue: Principal's Office

Agenda:

1. Members were instructed on working on completion of SSR
2. Evidence of each document to be collected
3. Improvisation Discussion
4. SC, ST & OBC 5 Years details to be documented with student list as per the SSR requirement.
5. Student Mentoring and Counselling Cell need to submit the soft copy of the 5 years circulars, and other document as a part of SSR
6. Grievance Redressal cell update the file according to the chronological order File must contain year-wise number of issues received and resolved.

Minutes:

Review on the previous meeting points discussed

Members were instructed to expedite the completion of SSR documentation.

Department coordinators were reminded to ensure adherence to timelines for document submission.

It was emphasized that evidence for all listed documents must be collected and verified for accuracy and completeness.

A brainstorming session was held to identify gaps in current practices.

Suggestions were noted for incorporating best practices into documentation and overall processes.

The committee decided that the last five years' details for SC, ST, and OBC students must be compiled.

A student list categorized by year was required to align with SSR requirements.

The cell was instructed to submit a soft copy of circulars and related documents for the last five years.

These documents are to be organized and aligned with SSR standards.

It was noted that the Grievance Redressal Cell must update its files in chronological order.

Each file should contain year-wise data on the number of issues received and resolved.

Sl No	Name	Department	Designation	Signature
1	Dr. Balu	Principal, DSCASC		Balu
2	Prof. R. Gurunath	IQAC Coordinator DSCASC		R. Gurunath
3	Prof. Rekha MP	BBA/B.Com	Head	Rekha MP
4	Prof. Shalini Rawani	BBA/B.Com	Member	Shalini Rawani
5	Prof. Nitya B N	BCA/MCA	Member	Nitya B N
6	Prof. Ranjini KS	BCA/MCA	Member	Ranjini KS
8.	Dr. Vinish	MBA	Member	Vinish
9.	Dr. Vijay Kumar J	MBA	Member	Vijay Kumar J
10.	Prof. Parminder Kaur	BBA/B. Com	Member	Parminder Kaur
11.	Prof. Shylaja	BBA/B.Com	Member	Shylaja
12.	Prof. Vidhyashree	BBA/B.Com	Member	Vidhyashree
13.	Prof. Rashmi S	BBA/B.Com	Member	Rashmi S
14.	Prof. Rajendra Kumar	BBA/B.Com	Member	Rajendra Kumar

Balu

DAYANANDA SAGAR COLLEGE OF ARTS SCIENCE AND COMMERCE

Shavige Malleshwara Hills, Kumaraswamy Layout, Bengaluru – 560078

Internal Quality Assurance Cell

Minutes of Meeting

Name of the Criterion: Student Support and Progression

Date : 10/10/2023








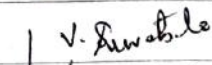

Venue : Room no. 212

Time : 3:00 pm

Agenda : To discuss the placement and scholarship data

Minutes :

1. Scholarship data needs to be collected from the heritage block.
2. Offer letters should also be collected while maintaining the placement data.
3. Students progression to higher education proof should be compiled form the TC File.
4. Alumni cell needs to conduct guest talk and other important event to have an interaction with students.
5. Students should be encouraged to apply for scholarship from different sources.

Sl. No	Name	Department	Designation	Signature
1	Prof. Hemanth Uppala	DSCASC	Vice-Principal	
2	Dr. Gurunath	DSCASC	IQAC-Coordinator	
3	Prof. Mukesh Soni	BBA & B.Com	Criteria V- Head	
4	Prof. Rashmi S	BBA & B.Com	Criteria V- Member	
5	Prof. Sadiya	BBA & B.Com	Criteria V- Member	
6	Prof. Vinay	BBA & B.Com	Criteria V- Member	
7	Prof. Sunil	BBA & B.Com	Criteria V- Member	
8	Prof. Srivastala V	BCA /MCA	Criteria V- Member	
9	Prof. B R N Murthy	MBA	Criteria V- Member	
10	Prof. Nayana T	MBA	Criteria V- Member	