



DAYANANDA SAGAR COLLEGE OF ARTS SCIENCE & COMMERCE

Affiliated to Bangalore University



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IQAC Minutes and Action Taken Report for the Year 2019-20

Please refer to the link: <https://www.dscasc.edu.in/images/iqac/pdf/MoM-2019-20.pdf>
for the Minutes of the Meeting

The following table comprise the action taken report.

Date	Agenda	Page No.	Action taken
12.06.19	Revamp IQAC and cell centres functionalities	1-2	Reorganized the cell structure, clarified cell functions, and assigned heads and members to each cell and criteria. https://www.dscasc.edu.in/iqac-cells
27.06.19	Restructuring cell composition, introduction of new cells	3-6	Restructured the cell composition, added new cells and defined their structures, and finalized the agendas for all cells https://www.dscasc.edu.in/iqac-cells
06.08.19	Task assignment to cells, criteria, and department	7-8	According to the meeting agenda, monthly, half-yearly, and yearly tasks, including the number of events, were assigned to cells, departments, IQAC, HODs, and the principal.
21.08.19	IQAC Review meeting	9-11	In the meeting, several actions were outlined for the ongoing IQAC activities, including the optimal utilization of infrastructure, submission of monthly reports, student and faculty reward schemes, data collection from cells and departments for criteria, attendance register verification, establishing norms for remedial classes and assignments, submission of department and cell budgets, and the formation of the student council.
17.09.19	Cells meeting	12-13	The IQAC introduced changes to cell functions and data collection, including the incorporation of monthly IQAC meetings, a directory structure for organizing files for cells and departments, more frequent IPR seminars and workshops, regular

			updates to the college website, and faculty motivation through reward schemes.
21.09.19	IQAC Cells Review meeting	14-17	Decisions were made to track cell progress through oral presentations, conduct monthly verification of cell reports and student club activities, implement green, environmental, and energy audits by a reputable company, and establish vision and mission statements for all cells, with updates to the institution's website
14.10.19	IQAC Review meeting	18	Oral presentations on cell progress were conducted for the cells that were absent in the previous meeting
18.12.19	IQAC plan Action	19	IQAC's plan of action and subsequent implementations involved conducting the Student Satisfaction Survey (SSS), carrying out stakeholder surveys, and performing a comprehensive academic and administrative audit, ensuring thorough evaluation and feedback from all relevant parties https://www.dscasc.edu.in/images/iqac/pdf/SSSS_2019-20.pdf https://www.dscasc.edu.in/feedback-from-stakeholders
23.12.19	Cell functions meeting	20-23	Cell review meetings were held to address and rectify potential issues. The review covered various cells, including the Alumni Cell, which was tasked with listing alumni entrepreneurs for placements; Soft Skill Development; Bridge and Remedial; Language and Literary; Yoga and Meditation; Personnel Counselling; Student Grievance Redressal; and the Anti-Sexual Harassment MOOC or Online Cell. Progress and issues related to these and other cells were also addressed and resolved https://www.dscasc.edu.in/cells-annual-report
03.02.20	Cell and Criteria review	25-26	The meeting involved fine-tuning the functionalities of cell centres, departments, IQAC initiatives, and other areas. This included refining operational procedures, enhancing coordination among cells, optimizing departmental processes, and strengthening IQAC's strategic initiatives to improve overall effectiveness and efficiency.
14.02.20	SSS for 2019-20	27	Successfully carried out the Student Satisfaction Survey across all seven departments using Google Forms. The survey was meticulously designed and implemented in accordance with the NAAC format, ensuring comprehensive coverage and

			accurate data collection for evaluating student satisfaction. https://www.dscasc.edu.in/images/iqac/pdf/SSSS_2019-20.pdf
02.03.20	Planning and conduction of various NAAC activities.	28-31	Various activities were conducted according to the action plans for each cell and department. This six-month practice involved creating action plans and subsequently reviewing them by the IQAC. The review assessed progress in areas such as university transactions, faculty participation outside the campus, file structure maintenance, event report submissions, and website updates. Preparation for an international conference was completed; however, it could not be held due to COVID-19 restrictions. Similarly, other planned activities were cancelled because of the pandemic.
18.05.20	IQAC and departments meeting	32-33	Due to the impact of the COVID pandemic, some activities were affected, and meetings were conducted in larger spaces to accommodate social distancing guidelines. Despite these challenges, the Governing Council meeting was successfully held during this period https://www.dscasc.edu.in/images/iqac/pdf/GCM.pdf
30.06.20	Departments review meeting	34-35	During this period, key implementations included creating a calendar of events, initiating research centres, monitoring research progress, establishing a faculty performance appraisal system, sharing resources of DSIs, participating in the NIRF, organizing student club activities, updating institutional news on social media, and submitting event reports

The above table of contents can guide the evaluation of IQAC initiatives and implementations through a series of meetings involving criteria members, cell members, department heads, faculty, students, and management.

The minutes mentioned in the above meetings from the years 2019-2020 were conducted with due diligence and permissible efforts. Action taken reports links are provided in the SSR reports available in the link: <https://www.dscasc.edu.in/iqac/iqac>

IQAC COORDINATOR



PRINCIPAL