

ST. ANNE'S DEGREE COLLEGE, VIRAJPET

(SANTHA ANNAMMA DEGREE COLLEGE)

ADDRESS: MURNAD ROAD, VIRAJPET- 571 218, KODAGU DISTRICT, KARNATAKA.

(Under The Administration of the Mysore Diocesan Educational Society)

Website: stannesvirajpet.edu.in

E-mail: stannescolleges@gmail.com

Date: 18/06/2018

Place: Principal office

Time: 2.30 P.M

MINUTES OF THE MEETING -1

Discussion and outcome:

- 1) To constitute a functional IQAC as per the guidance of NAAC for the year 2018-19
- 2) As the management of the college had decided to go in for the NAAC accreditation process. The correspondent asked the staffs to get ready with the new online process and to apply for IIQA.
- 3) The Academic Calendar committee headed by Mr. Shanthibhushan was asked to submit the blue print of the calendar by 1st week of July.
- 4) The HOD's were informed to organize seminars, workshop and guest lectures.
- 5) The Principal informed the faculty members to conduct the Life Skill classes according to the topics and dates assigned.
- 6) The student mentoring list was prepared by the IQAC coordinator and all the faulty members were informed to mentor the student at regular intervals.
- 7) The convener's of various cells and committees were informed the come out with the action plan for 2018-19.
- 8) The magazine and newsletter committee were informed to collect the articles from the students and to start with the work.
- 9) The cultural committee was informed to conduct various competitions throughout the academic year and prepare a plan for the same.

The meeting came to a conclusion at: 4.00PM with a vote of thanks.

The following staff members were present:

SL NO	Name	Designation
1.	Rev. Fr. Madalai Muthu	Correspondent (Member from the Management)
2.	Fr. Issac Rathnakar NS	IQAC Chairperson (Principal)
3.	Mrs. Trupti Bopanna	IQAC Coordinator
4.	Benedict H Menezes	Senior Administrative officers
5.	Mary D'souza	Senior Administrative officers
6.	Arjun H.R	HOD, Kannada
7.	Hema B.D	HOD, BBA
8.	Soumya Somaraj	HOD, BCA
9.	Beena Rosy	HOD, English
10.	Drishya K.P	Asst. Professor
11.	Muthamma M.B	Asst. Professor
12.	Shanthibhusan	Asst. Professor
13.	Sanketh A.P	Asst. Professor
14.	Ajay Mathew	Asst. Professor
15.	Mr. Benedict Saldanha	Nominee from local society
16.	Riya P.K.	Students
17.	Ponnaiah	Students
18.	Mishol	Alumni
19.	Kavery A.R	Secretary for 1QAC
20.	Ronisha John	Secretary for 1QAC

Sd/-
Mrs. Trupti Bopanna
(IQAC coordinator)

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Fr. Issac Rathnakar
(Principal)

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Date: 03/11/2018

Place: Principal office

Time: 2.00 P.M

MINUTES OF THE MEETING -2

Discussion and outcome:

- 1) As the submission of SSR is an important step in the process of NAAC accreditation, the Principal appreciated and congratulated all the faculty members for the successful submission of the SSR on 31st October, 2018.
 - 2) It was decided to update the college website with recent photos and information, the responsibility of which was assigned to Ms. Ronisha John from BCA dept.
 - 3) The IQAC coordinator informed all the members that the college had signed MOU's with Coorg institute of dental science & St. Aloysius Autonomous College Mangalore.
 - 5) There was a proposal to construct new recreation/ sports room and to install projectors in the classrooms.
 - 6) The Principal asks all the HOD's of various departments to allotted the subjects to the faculty member and prepare the timetable for the next semester.
 - 7) The Principal told the faculty member to help the student to enroll for the MOOC's online courses.
 - 8) The IQAC coordinator suggested all the auxiliary bodies to conduct programs to improve the exposure for the students.
 - 9) The special annual NSS camp was scheduled from 1st to 7th December, 2018 at GHP School, Hebbale Patna, Thithimathi, Virajpet Taluk.
 - 10) To enhanced the knowledge of the students and faculty, college has decided to subscribe to N-List
- The meeting adjourned at 4.00 PM with a vote of thanks.

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Date: 22/01/2019

Place: Principal's Office

Time: 2.30 P.M

MINUTES OF THE MEETING -3

Discussion and outcome:

- 1) The Principal informed the faculty members that the NAAC peer team is going to visit our campus on 22nd and 23rd of March 2019.
- 2) It was decided to invite the MDES governing body in order to facilitate the peer team to meet the management during the NAAC onsite visit.
- 3) All the criterion heads were asked to review and keep all the documents ready for the NAAC peer team visit.
- 4) The heads of all the departments were asked to be ready with their department PPT's.
- 5) All the faculty members were asked to update their personal profiles.
- 6) Involving the staff and students various committees were formed for the NAAC visit.
- 7) The cultural committee was informed to get ready with the cultural programs to be presented during the NAAC visit.
- 8) The inter-collegiate football tournament (St. Anne's Cup) was scheduled on 9th February 2019. The Principal requested co-operation of all for the same.
- 9) The college annual sports meet was decided to be conducted on 15th and 16th of February. The Principal instructed the physical director to assign the in-charge of various events to the staff.
- 10) The YRC Programme officer came forward with suggestion to conduct a program on Jan Aushadhi. The Principal ask all to cooperate for the same.
- 11) The IQAC coordinator instructed the MOU's in-charges to conduct faculty development program under the same.
- 12) IQAC suggested the department of commerce and management to organize exhibition where students were expected to come out with innovative models to enhance the knowledge of the students.

13) The Principal informed the members that our college is been recognized under section 2(f) of the UGC act, 1956.

The meeting adjourned at 4.30 PM

The following staff members were present:

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Date: 16/04/2019

Place: Principal's office

Time: 12.00 P.M

MINUTES OF THE MEETING – 4

Discussion and outcome:

- 1) The IQAC Chairman & Principal congratulated all the members and staff for being accredited by NAAC in the first cycle.
- 2) The suggestion as indicated by the NAAC peer team were also discussed and measured to be taken to secure a better score in the next cycle.
- 3) The Principal suggested all the faculty members to complete their NET/SLET and all to present research paper in national and international seminars.
- 4) To compose a new IQAC committee as per the guidelines of NAAC.
- 5) The Principal informed all the members that Mangalore University has given permission to start BSc course.
- 6) The HOD's were informed to prepare subject allotment and timetable for the upcoming semester 2019-20
- 7) To bid a farewell to the present Principal and welcome the new Principal.

The meeting adjourned at 2.00 PM with a vote of thanks.

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St. Anne's Degree College - Virajpet


INTERNAL QUALITY ASSURANCE CELL 2018-19

Action Taken Report of year 2018-19

The suggestions/ recommendations made by the IQAC during the meetings in the academic year 2018-19 that were implemented:

1. College got recognition under section 2(f) of UGC Act 1956
2. An MOU was signed with Coorg Dental Sciences under which two activities were successfully organised: Free Dental Camp for all the degree students and a friendly cricket match.
3. An MOU was signed with St. Aloysius College, Mangalore under which one day Faculty development Program was organised
4. New Recreation/ Sports room was constructed
5. Two new laboratories were constructed.
6. Four new Projectors with screen were installed in the classrooms
7. Successfully uploads the SSR online for the 1st NAAC cycle
8. Students enrolled for MOOC online courses
9. Students were motivated and encouraged to participate in more number in the extra-curricular activities organised by other institutions
10. To enhance the knowledge of the students and faculty college has subscribed to N-List
11. The first NAAC cycle was successfully completed and college was accredited.


IQAC CO-ORDINATOR
St. Anne's Degree College
Murnad Road, Virajpet - 571218


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