

## Meeting - I

### I-Review

Venue - ICAC Room, Date → 4/9/2023

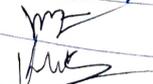
### Agenda

- 1) 1<sup>st</sup> Review of AQAR preparation for the year 2022-23
- 2) Discussion of Part-A (AQAR)
- 3) Discussion on any issues on various criterias.

### Action takes

All the criteria coordinators briefed their respective formats and discussion of about plan of action

### Minutes of meeting

- 1) A per the Part-A, & the Entitled people of AQAR 2022-23
  - 2) All criteria coordinators briefed their collection of data
  - 3) All the coordinators & committee members were informed to cope up with the collection of data as per regulations or requirements
  - 4) Discussion was to improve the intep's to minimize within 200 words & below 6 mb data file to all the coordinators
- 1)  - Veeresh  
2)  - Dr. Shivan  
3)  - Sangamesh  
4)  - Anilkanta  
5)  - Anilrajgopal  
6)  - B. Chikmota  
7)  - Sadeep patil

## Meeting-2

Venue - IQAC Room

Date → 9/10/2023

### Agenda :-

Review of AQAR (2022-23) for the  
Criteria 1, 2, 3.

Discussion on preparation of files for the  
year 2022-23.

### Action Taken

As per the last meeting documents  
pertaining to 2.4.3, 2.5.2, 3.3.1, 3.4.4 are updated.

Almost list of VAC were submitted by  
the departments.

### Minutes of meeting

1) In continuation with the AQAR process  
all 1, 2 & 3 criteria were revised  
quickly.

2) metrics were students list & faculty  
list was to be verified.

3) Mentor & mentee list, CO & PO's to be  
verified.

4) A reserved category students admitted to  
be checked.

1) Sandeep Pathak

2) Veeresh B

3) Ananthak xmi

~~Pathak~~  
~~AA~~

4) R K Johnson - new

5) ~~Pathak~~

4) Ashwin B K

- <sup>APK</sup>

5) Dr. Stalan

- ~~APK~~ →

6) Shilpa Patil

- ~~APK~~

7) Suroja Shetty

- ~~APK~~

8) Srishaila Reddy

- ~~APK~~

9) Amresh C

- ~~APK~~

10) Sangamesh H

- ~~APK~~

11) Subash Polic Patil

- ~~APK~~

12) Vijayadra Kulkarni

- ~~APK~~

13) V.K. Jalihal

- ~~APK~~

Meeting-3

Ajundar

Room - IDAC Room

Date - 10/10/2023

- Review of AdAR (2022-23) for the criteria 4, 5, 6, 7
- Discussion on preparation of files for the year 2022-23.

### Action taken

- As per the last meeting documents pertaining to metrics were updated

### Minutes of meeting

- 1) In continuation with the AdAR process all ~~4, 5, 6~~ 4, 5, 6 & 7 criteria were revised quickly
- 2) Metric wise Expenditure for Infrastructure for purchase of books, etc was to be verified
- 3) Usage of library by teachers & students to be rechecked
- 4) I.T. facilities to be updated in criteria - 4.
- 5) As per criteria 5 metrics student participation activities are to be remarked
- 6) For criteria 6 financial mgmt & resource mobilization needs to be remarked

7) Report all Commemorative days  
~~to~~ taken up by the college to be  
included in calendar - 7.

### Members - Present

- 1) Sandeep Patil - ~~#pali~~
- 2) Kristashik K -
- 3) Ravikant Patil - ~~Pali~~
- 4) Sachin Adi - ~~S~~
- 5) Adil Kante - ~~M~~
- 6) Geeta. N - ~~Ge~~
- 7) Shrutika S - ~~Sh~~
- 8) Dr. Venugopal N - ~~V~~
- 9) Mahantesh Patil - ~~M~~
- 10) Sujatha - ~~Suj~~
- 11) Bandayya Chikmank - ~~B~~
- 12) Jyothi B. K - ~~Jy~~
- 13) Pranada K R - ~~P~~
- 1)

meeting-4

Venue - IDAC Room

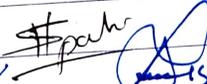
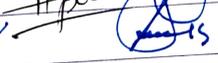
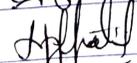
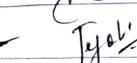
Date

6-11-2023

## Final Review of AQAR

- meeting was called to review the final AQAR for the year (2022-23)
- Firstly part-A was reviewed and earlier meeting suggestions were considered and modified and this review was finalised
- Secondly part-B was reviewed criteria wise. All the Co-ordinate were present during the review to check the notices, modified discussed during last meeting
- All the respective coordinators were informed to recommend ~~and~~ if any further modification required, can be done
- meeting concluded by IDAC coordinator.

### Members Present

- Sandeep Patil 
- Dr. Sharan Kumar 
- Anil M. Kanta 
- Winitash Shetty 
- Ananthakumari 
- Mahantesh Patil 
- Dr. R K Ashwari 
- Sushash Patil 
- Dr. Venugopal Reddy 
- Jyoti 
- Dr. Sarjameih.R 
- Veeresh 

Meeting - 5

Date - 27/6/2024  
Venue - IdAC

Submission of AQAR: 2022-23

Agenda  
→ Review and Submission

Minutes of meeting

- I welcome All coordinators & members for the Review and Submission of AQAR (2022-23)
- Data collected has been reviewed and modified minor errors.
- Modified data has been checked & Finalised
- AQAR 2022-23 has been submitted today
- Thank you all coordinators & members for continuous support towards the submission of AQAR 2022-23.
- meeting concluded by IdAC coordinator

Members present

- Sandeep Patil - ~~#Patil~~
- Dr. Sharan Kumar - ~~#S Kumar~~
- Anil M. Kante
- Mahadesh. Patil
- Kirtich S. K.
- Ananth Lalaxmi
- Dr R K Ashwin
- Subhash Patil
- Dr. Venugopal H.
- Jyoti - Jyoti
- Sarjani M. H.
- Veenub
- Gishai Reddy

Meeting - 6

Date 1-8-2024

Criteria - 1

Venue - IdAC Room

### Agenda

- Data collection
- Checklist of documents for AAR (2023-24)

### Minutes of meeting

- 1) Meeting was started by IdAC coordinators with a welcome to all members of Criteria - 1
- 2) C-I members were congratulated for their support and dedication towards completing the process of AAR-2023-24
- 3) A list of documents in terms of checklist was circulated among all the members for smooth collection of data as per the requirements

### Members Present

- Sandeep Patil - ~~Spoti~~
- Veeresh B - ~~Patil~~
- Ashwin - ~~Patil~~
- Anantha Lakshmi - ~~Patil~~

Meeting - 7

Date - 1.5.2024

Criteria - 2

Venue - IDAC Room

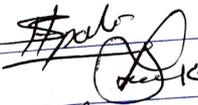
### Agenda

- Data collection
- checklist of documents for AEAR (2023-24)

### minutes of meeting

- 1) meeting was started by IDAC - coordinators with a welcome to all members of Criteria 2
- 2) C-2 members were congratulated for their support and dedication towards completing the process of AEAR - 2022-23
- 3) A list of documents in terms of checklist was circulated among all the members for smooth collection of data as per the requirements
- 4) meeting concluded by IDAC - coordinator

### Members present

- 1) Prof. Sandeep Patil - 
- 2) Prof. Sheela Patil - 
- 3) Prof. Shilpa Patil - 
- 4) Prof. Sushanta Reddy - 
- 5) Prof. Saroja Shetty - 

Meeting - 8

Date: - 13/5/24

Criteria - 3

Venue - IQAC Room

### Agenda

- Data collection
- Checklist of documents for AQAR (2022-23)
- NAAC Criteria 3 Requirements

### Discussion

- Meeting began with an overview of NAAC C-3, which focuses on Research, Innovations and Extension
- Research and publications by faculty and students
- Innovation in teaching, research and learning process.
- Extension activities and community engagement
- Consultancy & collaboration with Industry & other Institutions

### Action taken

- Departments to assess their current research output & plan accordingly to meet the NAAC expectations

### Members present

- Sandeep Patil - ~~#Patil~~
- Subhash Patil - ~~#Patil~~
- Sangam Chitambar - ~~SC~~
- Vijayendra Kuknur - ~~VK~~

Meeting - 9

Date: 13/1/24

Criteria - 4

Vinod - IQAC

Agenda

- NAAC Criteria - 4 Requirements
- Status of Infrastructure facilities & upkeep
- ICT facilities
- Any other related Issues

Discussion

- 1) Meeting started with an overview of Criteria - 4, which focuses on Infrastructure & Learning Resources
- 2) Classrooms: Adequate Numbers, but some need minor repairs & furniture replacement.
- 3) Common areas: Sufficient for student needs.
- 4) Library, Labs, E-resources
- 5) Smart classrooms with projectors & computers availability
- 6) The idea of establishing a dedicated space for recreational activities was discussed

Actions Taken

- Conduct a review of Wifi, Infrastructure & resolve Connectivity Issues.

Members present

- Sandeep Patel - IPat
- Kishorich S.K. - KMS
- Ravi Kanth Patel - RKP

Meeting - 10

Date: - 20/5/24

Criteria - 5

Venue - IDAC  
Room

### Agenda

- 1) NAAC Criterion - 5 Requirements
- 2) Status of Student Support Services & facilities
- 3) Scholarships, financial aid & support for economically disadvantaged students
- 4) Any other related Issues

### Discussions

- 1) Meeting commenced with an overview of NAAC criterion - 5, focusing on student support & progression.
- 2) Various support services provided to students, such as career counseling, placement, grievance, redressal and overall student welfare.
- 3) Sports & Recreation.
- 4) ~~Pl~~ Placement record
- 5) Checklist of documents for smooth collection of data.

### Members Present

- Sandeep Patil - ~~Head~~
- Anil M. Kanta - ~~Member~~
- Geeta N - ~~Director~~

Meeting-11

## Criteria - 6

Date:- 20/5/24  
Venue - IQAC Room

### Agenda

- 1) NAAC Criteria 6 Requirements
- 2) Updates on governance, leadership and management policies
- 3) Progress on quality improvement strategies

### Discussions

- 1) Overview of the key components of C-6, which focuses on governance, leadership & management
- 2) Document checklist shared among all the members for smooth collection of data.
- 3) Criteria-6 metrics shared
- 4) Workshops, conferences, online or offline development program attended by faculty
- 5) Any other related issues in collecting the data has been discussed
- 6) Meeting concluded by IQAC coordinator

### Members Present

- 1) Sandeep Patil - #patil
- 2) Mahantesh Patil - #patil
- 3) Dr. Venugopal Reddy - #patil
- 4) Sujatha J - #patil

Meeting - 12

Date :- 20/5/2024

Criteria - 7

Venue :- ICAC Room

### Agenda

- 1) NAAC Criteria - 7 Requirements
- 2) Updates on Institutional Best practices
- 3) Sustainability & Environmental Initiatives

### Discussion

- 1) Meeting commenced with an overview of Criteria - 7, which focuses on Institutional Values & Best practices
- 2) Discussion on new projects aimed at reducing the Institution's carbon footprint and promoting green practices
- 3) Discussions on how these practices align with the goals of Criteria 7 and how they can be documented for NAAC purposes
- 4) Document checklist & metrics shared among all the members for smooth collection of data

### Members present

- 1) Sandeep Patil - ~~Spate~~
- 2) Jyoti - Jyoti
- 3) Bhandaryachikmath - B
- 4) Geetha.N - Geetha

Meeting-13

Criteria-I

Date:- 27/8/24

Venue: I & AC Room

## Agenda

- 1) Data collection
- 2) Any Requirements

## Discussions

- 1) meeting started with a welcoming to all Criteria-I members
- 2) data collection & segregation of data according to metrics
- 3) Any data required or improvement required to fulfill the metrics of C-I
- 4) staff attended various university activity.
- 5) Feedback details & collection of data
- 6) Discussion on next meeting to be held & filling of metrics as per Requirements.
- 7) meeting concluded by I & AC - coordinator

## Members Present

- 1) Sandeep Patil - ~~present~~
- 2) Anandhalaxmi - ~~present~~
- 3) Dr R K Ashwin
- 4) Veerendra

Meeting - 14

Criteria - 2

Date :- 27/6/24

Venue :- IDAC Room

### Agenda

- 1) Data collection of Criteria-2
- 2) updates on student-centric teaching-learning processes
- 3) learning outcomes & feedback mechanisms

### Discussions

- 1) Meeting started by welcoming all members of Criteria-2 by IDAC Co-ordinator
- 2) Data collection as per previous meeting
- 3) Any requirements or updates on ensuring student-centric learning, outcome-based education and continuous improvement in teaching methods
- 4) Discussion on Integrating Technology in teaching to enhance the learning Experience
- 5) Academic timetable, continuous Internal Evaluation Timetable to be updated
- 6) Meeting concluded by ~~IDAC~~ IDAC Co-ordinator

### Members Present

1) Sandeep Patil - Spet

2) Dr. Sharan Kund - KS

3) Sushailareddy Sopals

4) Shilpa Patil - SP

5) Saroja shetty - S

KS — Y

Meeting - 15

Criteria - 3

Date :- 27/6/2024

Venue :- IQAC Room

Agenda

- 1) Reviewing of collected data
- 2) Any Requirements

Discussions

- 1) Meeting started by IQAC co-ordinator
- 2) Data collected as per previous meeting
- 3) N.S.S. Activity, Internship data to be collected
- 4) Faculty & student participation in research activities data to be collected.
- 5) Any Improvement required.
- 6) Meeting concluded by IQAC - co-ordinator

Members present

- 1) Sandeep Patil - #pat
- 2) Subhash Patil - #sub
- 3) Sanjameshwar - san
- 4) Mijogendra Kuknur - MK

Meeting - 16

Criteria 4

Infrastructure & Learning process

Date: - 28/6/24

Venue: - IDAC Room

Agenda

- 1) Review of data collected
- 2) Library & ICT facilities

Discussion

- 1) Meeting started by IDAC co-ordinator with a welcome to all criteria 4 members
- 2) Segregation of data as per metric wise
- 3) No. of classrooms & ICT facility to be collected
- 4) Data usage & assessment of library to be collected
- 5) Any improvements required to metric wise data to be done.
- 6) Concluded by IDAC co-ordinator.

Members Present

- 1) Sandeep Patil - ~~Head~~
- 2) Kishor S. K. Ims
- 3) Ravinanth Patil - Pr

Meeting - 17

Criteria - 5

Date: 28/6/2023

Venue: IDAC Room

### Agenda

- 1) Review of Student support services
- 2) Assessment of student progression activity
- 3) Review of data collected

### Discussion

- 1) Hostel facilities, scholarships & Financial Aid, Grievance Redressal Mechanism, Counseling services
- 2) Alumni Engagement, Placement support, Competitive Examinations
- 3) Skill development workshops, Digital Literacy initiatives
- 4) Health & wellness programs
- 4) Metrics with data segregation
- 5) meeting concluded by IDAC co-ordinator

### Members present

- 1) Sandeep Patil - Spatil
- 2) Anil M. Kante - Anil
- 3) Geeta. N - Geeta

Meeting - 18

Criteria-6

Date :- 29/6/24

Venue - IDAC Room

Agenda

- 1) Review of data collected
- 2) Segregation of data as per metrics wise

Discussion

- 1) Meeting started with Coordinator & members of Criteria-6
- 2) Collected data should be segregated as per the metric wise or requirements
- 3) Evaluation of management of Academic, Financial and Administrative Activities.
- 4) Future strategies for Improving governance & Leadership Effectiveness.
- 5) Meeting concluded by IDAC coordinator

Members Present

- 1) Sandeep Patil - ~~#pat~~
- 2) Mahantesh. Palil - #palil
- 3) Dr. Venugopal N - #
- 4) Sujatha J - #

Meeting - 19

Criteria: 7

Date - 29/6/2024

Time: IQAC Room

Agenda

- 1) Review of data collected
- 2) Segregation of data as per requirement

Discussions

- 1) Meeting started by IQAC co-ordinator by welcoming co-ordinator & members
- 2) Best practices implementation to be done
- 3) Environment Friendly initiative to be taken as per metric
- 4) Promoting green practices
- 5) metric wise data to be checked & segregated
- 6) Meeting concluded by IQAC - coordinator

Members present

- 1) Sandeep Pathi - ~~Head~~
- 2) Jyoti - Jyoti
- 3) Bandlagya chidamoth - Bar

Meeting - 20

Date: - 10/16/2024

Criteria 1 & 2

Venue: - IQAC Room

### Agenda

- 1) Review of Curriculum design & development (Criterion-1)
- 2) Evaluation of teaching, learning & evaluation process (Criterion-2)
- 3) Discussion on improvements & alignments with NAAC requirements for criteria 1 & 2

### Discussions

- 1) The committee discussed the existing process of curriculum design & its periodic review to ensure that it remains relevant to the needs of the industry, ~~for~~ students & the global education environment
- 2) Interdisciplinary Approach, Choice based Credit System students, ~~various~~ Teaching methods, Innovative Teaching methods
- 3) Segregation of data collected as per the metric. and reviewed
- 4) Part A Data to be filled as per the requirements
- 5) meeting concluded by IQAC Co-ordinator

### Members Present

- 1) Sandeep Patil - ~~Pat~~
- 2) Anandhalaxmi - ~~At~~
- 3) Dr. Sharan Kumar - ~~KS~~ →
- 4) Dr. R. K. Ashwin →
- 5) Veeresh →
- 6) Brishailareddy →
- 7) Shilpa Patil →
- 8) Sangita Shetty - ✓

Meeting - 21

Date: - 10/6/2024

Criteria 3 & 4

Venue - IQAC Room

Agenda

- 1) Review of data collected
- 2) Action taken

Discussion

- 1) Meeting started with welcoming coordinators & members by IQAC co-ordinator
- 2) Collected data to be segregated according to material wise
- 3) Publication by Faculty should be improved
- 4) Also of classrooms & ICT facilities photos to be arranged in order.
- 5) Library usage should be updated
- 6) E-resources to be updated
- 7) Meeting concluded by IQAC co-ordinator

Members present

- 1) Sandeep Patil - ~~#pat~~
2. Wistark Shetty IC - ICMS
3. Subhash Patil - #Patil
4. Sanyametha - SM

Meeting - 22

Criteria 5, 6 & 7

Date: - 18/6/2024

Venue - ICAC

## Agenda

- 1) Review of Criteria 5, 6, & 7
- 2) Any other requirements

## Discussions

- 1) meeting started with welcome to all co-ordinators & members of Criteria 5, 6, & 7
- 2) Workshops count to be updated
- 3) Financial Activities, Students benefited by scholarships
- 4) Skill Enhancement initiative taken by Institution
- 5) No. of students progressing to higher ~~sec~~-education
- 6) Alumni contribution during the year
- 7) Fund/Grants received from non-government bodies, etc.
- 8) Energy conservation measure facilities by the Institution
- 9) water conservation facilities available in the Institution
- 10) Ban on use of plastic (Green-tagged photo)

## Members Present

- 1) Sandeep Patil - #pat
- 2) Anil M. Kante - mx
- 3) Mahantesh Patil - toffpatil
- 4) Dr. Venugopal Rao - Dr
- 5) Jyoti - Jyoti
- 6) Sujatha S - S
- 7) Geeta N - Geeta