



St. Anthony's Institutions

DARSHAN COLLEGE

Affiliated to Bengaluru University
Opp. R. V. College, Mysore Road, Kengeri
Bengaluru - 560059



INTERNAL QUALITY ASSURANCE CELL (IQAC) MINUTES OF THE MEETING – 9

Venue: Pace Bene Hall

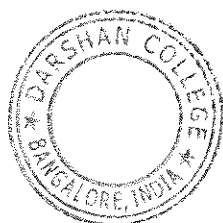
Meeting Date: 08-09-2023

Time: 02:00 PM.

SL.NO.	NAMES OF THE IQAC MEMBERS	CRITERIA	SIGNATURE
1	Rev. Fr. Joy D Souza	Chair Person	
2	Prof. Mohammed Tazeer	IQAC Co-Ordinator	
3	Prof. Chandrika	Member	
4	Prof. Balkhis	Member	
5	Rev. Fr. Vijesh Loyed Menezes	Member	
6	Dr. Manjula	Member	
7	Mrs Wilma	Member	
8	Ms Sahana Mary	College Alumni Representative	
9	Ms. Gunashree	Student Representative	
10	Ms. Jeevitha	Student Representative	
11	Mr. Anil Kumar	Industry Representative	
12	Prof Madhavi	Placement Coordinator	
13	Prof Shivshankar	External, Bangalore University	
14	Rev. Fr Victor D'Souza	Management	
15	Fr. Sathish	NGO Advisor	

AGENDA:

- Confirmation of Minutes of Meeting and Action taken report of Eighth Meeting held on **02-05-23**.
- Review on UG Calendar of events of UG Programs.
- Review on Orientation Program.
- Review on Social welfare activities.
- Seminar /Workshop on research methodology & Paper Presentation.
- Review on Add on program.
- Review on IQAC Administrative and Academic Audit for Quality Enhancement.
- Any other matter with the permission of the chair.



DISCUSSION POINTS:

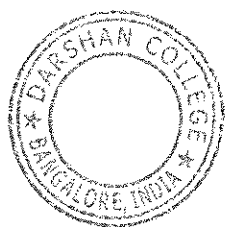
The ninth IQAC Meeting was held on **08-09-2023** in Pace Bene Hall was chaired by Chairperson Rev. Fr Joy D'Souza, Principal. The IQAC Co-coordinator Prof. Mohammed Tazeer welcomed all the members and initiated the proceedings with the permission of the chairperson.

- Academic Coordinator Prof. Chandrika outlined the UG Calendar of Events and discussed various academic activities planned for the year, including orientation programs, seminars, and workshops. The committee suggested organizing industry-related visits to provide students with exposure to the corporate environment.
- Department Heads coordinators discussed and presented about Orientation program for the first year students to ensure the students aware of the academic aspects of the course, enhance skills, setting goals, understand the various curricular activities. The committee suggested to conduct orientation program and discuss syllabus, College code of conduct and different committees and cells
- Student Welfare Coordinator presented on NSS activities, Red Cross involvement, blood donation camps, and road safety programs. The committee approved these activities and suggested adding an awareness program for students.
- Coordinators of Commerce, Management & Computer Sciences presented about seminar/workshop on Research methodology and Paper presentation that ensures the students to have knowledge about doing research and presenting a paper in conference. The committee approved to conduct a seminar on research methodology.
- Prof Sneha presented the list of Ad on programs offered by each of the departments and also gives the different evaluation modules. The committee members recommend taking industrial experts in making the course more useful.
- The IQAC Chairperson Rev. Fr Joy D'Souza discussed about Governance leadership, Academic programs and curriculum, Teaching and learning Evaluation, Faculty and performance management and quality assurance and accreditation. The committee members recommended to Conduct regular administrative and academic audit to ensure compliance with the quality assurance standards.

RECOMMENDATIONS:

The following Recommendations were made in the meeting and the IQAC Chairperson Rev Fr. Joy D'Souza summarized the proceedings of the meeting and directed the coordinator to prepare action plan for the same.

- Organize Collaborative Industry Visits: Arrange industry-related visits to provide students with valuable exposure to the corporate environment.
- Discussion on Syllabus, Ad on Programs, college code of conduct, social welfare activities.
- Develop and execute awareness programs addressing key social issues, including drug abuse, alcoholism, and responsible social media usage, to educate and inform students.

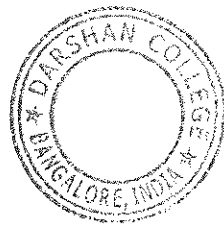


- Conduct a seminar on research methodology and paper presentation
- Industrial Experts for Ad on Program
- Conduct regular administrative and academic audit to ensure compliance with the quality assurance standards.



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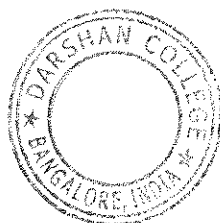
INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

Date : 22-09-23

SL.NO	RECOMMENDATIONS	ACTION TAKEN	STATUS
1	Industrial visit	Students were taken to industrial Visit to get exposure to the corporate work environment	Executed
2.	Orientation program	Orientation Program Conducted and discussion related to syllabus, Ad on Programs, college code of conduct, social welfare activities.	Executed
3	Awareness programs	Awareness program on NSS, Red cross ,Seminar on Personality Development & Menstrual hygiene, and program on health hygiene are conducted	Executed
4	seminar/workshop	One day seminar on research methodology and paper presentation are conducted 21st November 2023 by resource person Dr. Sowmya DN	Executed
5	industrial experts for ad on program	Core Python & Tally with GST programs conducted	Executed
6	Conduct regular administrative and academic audit to ensure compliance with the quality assurance standards.	Conducted Administrative and academic audit	Executed

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INTERNAL QUALITY ASSURANCE CELL (IQAC) MINUTES OF THE MEETING - 10

Venue: Pace Bene Hall

Meeting Date: 05-01-2024

Time: 02:00 PM.

SL.NO.	NAMES OF THE IQAC MEMBERS	CRITERIA	SIGNATURE
1	Rev. Fr. Joy D Souza	Chair Person	
2	Prof. Mohammed Tazeer	IQAC Co-Ordinator	
3	Prof. Chandrika	Member	
4	Prof. Balkhis	Member	
5	Rev. Fr. Vijesh Loyed Menezes	Member	
6	Dr. Manjula	Member	
7	Mrs Wilma	Member	
8	Ms Sahana Mary	College Alumni Representative	
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10	Ms. Jeevitha	Student Representative	
11	Mr. Anil Kumar	Industry Representative	
12	Prof Madhavi	Placement Coordinator	
13	Prof Shivshankar	External, Bangalore University	
14	Rev. Fr Victor D'Souza	Management	
15	Fr Sathish	NGO Advisor	

AGENDA:

- Confirmation of Minutes of Meeting and Action taken report of ninth Meeting held on 08-09-23
- Brand Identity of the Institution.
- Introduction to Skill Enhancement Program for the Students
- Analysis of Students Feedback & Faculty Feedback.
- Review on Various Ad on Program
- Discussion on Office Staff training on computer skills
- Review on Soft skill program for students development.
- Any other matter with permission of chair



DISCUSSION POINTS:

The Tenth IQAC Meeting was held on **05-01-2024** in Pace Bene Hall was chaired by Chairperson Rev. Fr Joy D'Souza, Principal. The IQAC Co-ordinator Prof. Mohammed Tazeer welcomed all the members and initiated the proceedings with the permission of the chairperson.

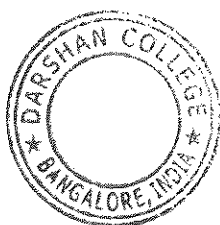
- Prof. Mohammed Tazeer discussed about the Brand Identity of the Institution. The committee suggested various initiatives to improve the identity of the institution. One of them was the institution should develop a good alumni network.
- Prof Sneha, presented introduction to skill enhancement program for the students, the coordinator informed that students should be given soft skill training programs like teamwork, leadership, and emotional intelligence that enable students to work effectively with others.
- Prof. Mohammed Tazeer, IQAC Co-ordinator presented the various faculty feedback & Student Feedback. The committee discussed and suggested to include various participative learning activities and take necessary measures.
- Prof Sneha, presented the list of Ad on programs offered by each of the departments and also gives the different evaluation modules. The committee members recommends to take industrial experts in making the course more useful.
- Prof. Madhavi discussed on Office Staff Training on computer Skills. She said that for the smooth conduct of a operation the office staff should acquire some computational skills. The committee discussed and recommended to conduct some administrative development programs
- Prof Renuka Coordinator discussed about the importance of soft skills in professional life and current soft skills gaps among the students. The committee members recommended to develop a comprehensive soft skills curriculum.

RECOMMENDATIONS:

The following Recommendations were made in the meeting and the IQAC Chairperson Rev Fr. Joy D'Souza summarized the proceedings of the meeting and directed the coordinator to prepare action plan for the same.

- Introduce language skill development program
- Build Strong Alumni Network
- Industrial Experts for Ad on Program
- Conduct Staff development program on ICT training for admin Staff
- To develop a comprehensive soft skills curriculum


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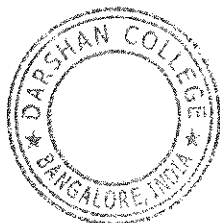
ACTION TAKEN REPORT

Date : 24-01-24

SL.NO	RECOMMENDATIONS	ACTION TAKEN	STATUS
1	Build Strong Alumni Network	"INSPIRE 2024" an Alumni Meet Conducted on 06-04-2024	Executed
2.	Introduce language skill development program	language skill development program is conducted	Executed
3	Industrial Experts for Ad on Program	Aptitude programs were conducted	Executed
4	Conduct Staff development program on ICT training for admin Staff	2 sessions were conducted on Ms Excel and Ms Word	Executed
5	To develop a comprehensive soft skills curriculum	Computing skills programme on artificial intelligence is Conducted	Executed


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INTERNAL QUALITY ASSURANCE CELL (IQAC) MINUTES OF THE MEETING - 11

Venue: Pace Bene Hall
Time: 02:00 PM.

Meeting Date: 02-05-2024

SL.NO.	NAMES OF THE IQAC MEMBERS	CRITERIA	SIGNATURE
1	Rev. Fr. Joy D Souza	Chair Person	
2	Prof. Mohammed Tazeer	IQAC Co-Ordinator	
3	Prof. Chandrika	Member	
4	Prof. Balkhis	Member	
5	Rev. Fr. Vijesh Loyed Menezes	Member	
6	Dr. Manjula	Member	
7	Mrs Wilma	Member	
8	Ms Sahana Mary	College Alumni Representative	
9	Ms. Gunashree	Student Representative	
10	Ms. Jeevitha	Student Representative	
11	Mr. Anil Kumar	Industry Representative	
12	Prof Madhavi	Placement Coordinator	
13	Prof Shivshankar	External, Bangalore University	
14	Rev. Fr Victor D'Souza	Management	
15	Fr Sathish	NGO Advisor	

AGENDA:

- Confirmation of Minutes of Meeting and Action taken report of Second Meeting held on **05-01-24**
- Review on various Add on Program
- Strategies to enhance admissions for the upcoming year.
- Introduction of New Co-Curricular activities
- Faculty Development Program to enlighten the faculty members
- Sports activities for the academic year
- Review on social welfare activities.
- Any other matter with the permission of the chair.



DISCUSSION POINTS:

The Eleventh IQAC Meeting was held on **02-05-2024** in Pace Bene Hall was chaired by Chairperson Rev. Fr Joy D'Souza, Principal. The IQAC Co-ordinator Prof. Mohammed Tazeer welcomed all the members and initiated the proceedings with the permission of the chairperson.

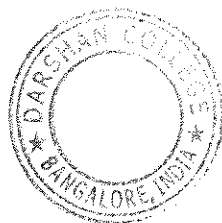
- Prof Sneha, presented the list of Ad on programs offered by each of the departments and also gives the different evaluation modules. The committee members recommend taking industrial experts in making the course more useful.
- Prof. Madhavi discussed on Office Staff Training on computer Skills. She said that for the smooth conduct of a operation in the office staff should acquire some computational skills. The committee discussed and recommended to conduct some administrative development programs.
- Prof. Mohammed Tazeer presented Co-Curricular activities for the semester Hasiru, Eco-Club, Debate, Entrepreneurship & Fine Art club. The Committee recommended for providing such activities for the students and taking feedbacks from the students.
- Prof. Mohammed Tazeer Presented about the Faculty Development Program, which involves conducting several programs to enhance the skills of faculty members. The Chairperson Rev. Fr Joy D'Souza directed all the department Co-ordinators to organize the faculty development program in the respective courses to improve the competency level of the faculty Members.
- Prof. Srinidhi presented about sports activities for the academic year and proposed scheduling different sports activities for the semester. The committee has suggested organizing sports activities with diverse themes
- Rev. Fr. Joy D'Souza, the Chairperson, presented the previous admissions status, and the committee recommended utilizing various strategies and advertisements to improve admissions for the upcoming year.

RECOMMENDATIONS:

The following Recommendations were made in the meeting and the IQAC Chairperson Rev Fr. Joy D'Souza summarized the proceedings of the meeting and directed the coordinator to prepare action plan for the same.

- Industrial Experts for Ad on Program
- Introduce Workshops & Seminars on Various topics
- Utilizing various strategies and advertisements to enhance admissions for the upcoming year.


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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

Date : 30-05-24

SL.NO	RECOMMENDATIONS	ACTION TAKEN	STATUS
1	Industrial Experts for Ad on Program	Software testing-automation programs conducted	Executed
2.	Introduce Workshops & Seminars on Various topics	Research methodology program was conducted	Executed
3	Utilizing various strategies and advertisements to enhance admissions for the upcoming year..	Online platform for admission has been implemented	Executed


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INTERNAL QUALITY ASSURANCE CELL (IQAC) MINUTES OF THE MEETING - 12

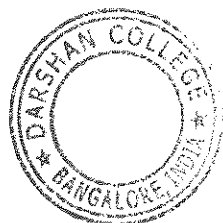
Venue: Pace Bene Hall
Time: 02:00 PM.

Meeting Date: 05-06-2024

SL.NO.	NAMES OF THE IQAC MEMBERS	CRITERIA	SIGNATURE
1	Rev. Fr. Joy D Souza	Chair Person	
2	Prof. Mohammed Tazeer	IQAC Co-Ordinator	
3	Prof. Chandrika	Member	
4	Prof. Balkhis	Member	
5	Rev. Fr. Vijesh Loyed Menezes	Member	
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13	Prof Shivshankar	External, Bangalore University	
14	Rev. Fr Victor D'Souza	Management	
15	Fr Sathish	NGO Advisor	

AGENDA:

- Confirmation of Minutes of Meeting and Action taken report of Eleventh Meeting held on **02-05-24**
- Feed Back Analysis.
- **Sustainability audits for a greener campus.**
- Finalization of Open Elective papers from other disciplines.
- Review of placement activities
- Any other matter with the permission of the chair.



DISCUSSION POINTS:

The Twelfth IQAC Meeting was held on **05-06-2024** in Pace Bene Hall was chaired by Chairperson Rev. Fr Joy D'Souza, Principal. The IQAC Co-coordinator Prof. Mohammed Tazeer welcomed all the members and initiated the proceedings with the permission of the chairperson.

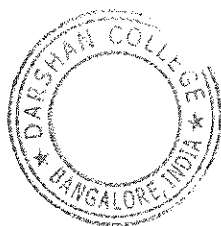
- The IQAC Coordinator Prof. Mohammed Tazeer presented the faculty feedback analysis and recommended the measures taken.
- The chairperson Rev. Fr. Joy D'Souza discussed about energy consumption patterns for improvement, green campus initiatives and opportunities, Environmental impact and sustainability and waste reduction and recycling strategies. The committee recommended to Conduct comprehensive energy, green campus and environment audits.
- Prof Chandrika presented about Open Elective course selection from different discipline university has notified to select the elective from different discipline other than the same subject. The committee suggested selecting the elective course from different discipline that provides a practical exposure.
- Prof. Madhavi presented and discussed about Placement activities. The committee suggested looking into more number of core companies and the chairperson Rev Fr Joy suggested to have more MOUs in collaboration with different companies.

RECOMMENDATIONS:

The following Recommendations were made in the meeting and the IQAC Chairperson Rev Fr. Joy D'Souza summarized the proceedings of the meeting and directed the coordinator to prepare action plan for the same.

- Schedule Training Session for admission staff
- Conduct comprehensive energy, green campus and environment audits.
- Selecting the open elective from different discipline.
- Increase collaboration agreement and MOUs.


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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

Date : 26-06-24

SL.NO	RECOMMENDATIONS	ACTION TAKEN	STATUS
1	Plan new model assessment for NEP	Academic coordinator devised the plan of Component 1 and component 2	Executed
2	Conduct comprehensive energy, green campus and environment audits.	Conducted Green Campus audit	Executed
2.	Training Session for admission staff	Academic coordinator conducted Ms office, Ms Excel training for office staff	Executed
3	Selecting the open elective from different discipline.	Subjects selected from different discipline are E-commerce, Journey to C programming, Business statistics, E-business	Executed

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