



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 - 1

Venue: Pace Bene Hall

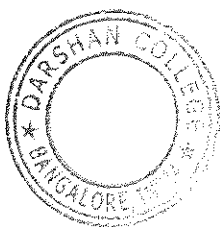
Meeting Date: 25-08-21

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:

- Introduction of IQAC Members
- Mission, vision and Core Values of Institutions.
- To Discuss about UG Calendar of Events
- Review on Industrial Visit Activities
- Review of Placement Activities
- Review on NSS & NCC Activities
- Review on Sports and Cultural Committee
- Any other matter with permission of chair



DISCUSSION POINTS:

- **Introduction and Welcome:** IQAC Chairperson Fr. Joy D'Souza introduced the IQAC members and extended a warm welcome to everyone present.
- **Mission and Vision Presentation:** IQAC Coordinator Prof. Tazeer Welcomed the attendees and presented the institution's Mission, Vision, and Core Values. He emphasized that the IQAC's operations will be aligned with these principles. The committee expressed their appreciation for this alignment.
- **Academic Calendar and Activities:** 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.
- **Placement Training:** Administrative Coordinator provided an overview of the placement training facilities, including aptitude tests, banking skills, and soft skills training. The committee recommended additional soft skills sessions to better prepare students for competitive exams and interviews, which was positively received.
- **Student Welfare Activities:** 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.
- **Examination Planning:** The Examination Committee discussed plans for internal assessments to better prepare students for external exams. The committee proposed considering various criteria such as tests, group discussions, seminars, attendance, and assignments in the assessment process.
- **NAAC Accreditation:** IQAC Chairperson emphasized the importance of preparing for NAAC Accreditation to enhance the institution's quality and recognition.

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.
- **Conduct Soft Skills Workshops:** Implement a series of soft skills training sessions aimed at equipping students with essential competencies to excel in competitive exams and interviews.
- **Launch Awareness Programs:** Develop and execute awareness programs addressing key social issues, including drug abuse, alcoholism, and responsible social media usage, to educate and inform students.
- **Offer Comprehensive Placement Training:** Provide training sessions that cover both technical and non-technical skills to enhance students' readiness for placement opportunities.



SIGNATURE

IQAC COORDINATOR

IQAC COORDINATOR
DARSHAN COLLEGE
Post R.V. Vidyaniketan,
BANGALORE-560059, INDIA



SIGNATURE

IQAC CHAIRPERSON

IQAC CHAIR PERSON
DARSHAN COLLEGE
Post R.V. Vidyaniketan,
BANGALORE-560059, INDIA



St. Anthony's Institutions

DARSHAN COLLEGE

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



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date : 02-09-21

ACTION TAKEN REPORT

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.	SOFT SKILL SESSIONS	A Soft Skill Session Conducted among the Students in Collaboration with TNSIF to provide training that help them to crack the competitive exams.	Executed
3	Awareness Programs	Eco club Hasiru organized various programs pertaining to awareness such as Best Out of Waste, Plastic Free social issues such as drug abuse, alcoholism and social media usage to the Students Campus to create awareness about environment	Executed
4	Training / Development	The placement committee collaborated with TNSIF to provide placement training and job opportunities for the students	Executed

SIGNATURE

IQAC CO-ORDINATOR
DARSHAN COLLEGE
Post R.V. Vidyaniketan,
BANGALORE-560059, INDIA



SIGNATURE

IQAC CHAIRPERSON
DARSHAN COLLEGE
Post R.V. Vidyaniketan,
BANGALORE-560059, INDIA



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 - 2

Venue: Pace Bene Hall

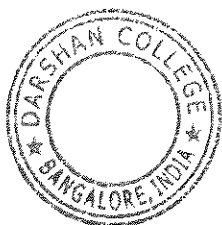
Meeting Date: 09-12-2021

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 First Meeting held on 25-08-21
- Brand Identity of the Institution.
- Analysis of Students Feedback & Faculty Feedback.
- Introduction to Skill Enhancement Program for the Students
- Review on Various Add on Program
- **Going for NAAC Accreditation.**
- Discussion on Office Staff training on computer skills
- Any other matter with permission of chair



DISCUSSION POINTS:

The Second IQAC Meeting was held on **09-12-2021** 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.

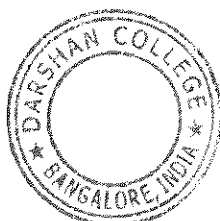
- Prof. Mohammed Tazeer discussed about the Brand Identity of the Institution. The committee suggested various initiatives to improve the identity of the institution. One of them was the institution should develop a good alumni network.
- Prof. Mohammed Tazeer, IQAC Co-ordinator presented the various faculty feedback & Student Feedback. The committee discussed and suggested to include various participative learning activities and take necessary measures.
- Prof Sneha, presented 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 Sneha, presented the list of Add 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.
- The chairperson Rev. Fr. Joy D'Souza discussed about Understanding NAAC Accreditation process and Criteria, Quality assurance and enhancement measures. The committee recommended setting up a dedicated Quality Assurance cell to oversee and coordinate quality assurance activities.
- 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

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.

- Build Strong Alumni Network
- Introduce language skill development program
- Industrial Experts for Add on Program
- To set up a dedicated Quality Assurance cell to oversee and coordinate quality assurance activities.
- Conduct Staff development program on ICT training for admin Staff


SIGNATURE
IQAC CO-ORDINATOR
DARSHAN COLLEGE
Post R.V. Vidyaniketan,
BANGALORE-560059, INDIA




SIGNATURE
IQAC CHAIRPERSON
IQAC CHAIR PERSON
DARSHAN COLLEGE
Post R.V. Vidyaniketan,
BANGALORE-560059, INDIA



St. Anthony's Institutions

DARSHAN COLLEGE

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



INTERNAL QUALITY ASSURANCE CELL (IQAC) ACTION TAKEN REPORT

Date : 24-12-21

SL.NO	RECOMMENDATIONS	ACTION TAKEN	STATUS
1	Build Strong Alumni Network	Alumni tree initiative is promoted	Under Process
2.	Introduce language skill development program	1 program was conducted	Executed
3	Industrial Experts for Ad on Program	Block Chain Technologies programs were conducted for the students.	Executed
4	Quality Assurance cell	A quality assurance cell (IQAC) has been established with the following members. Chairperson : Rev Fr Joy D'Souza IQAC Coordinator : Prof Tazeer	Executed
5	Conduct Staff development program on ICT training for admin Staff	2 sessions were conducted on Ms Excel and Ms Word	Executed


SIGNATURE
IQAC COORDINATOR
IQAC CO-ORDINATOR
DARSHAN COLLEGE
Post R.V. Vidyaniketan,
BANGALORE-560059, INDIA




SIGNATURE
IQAC CHAIRPERSON
IQAC CHAIR PERSON
DARSHAN COLLEGE
Post R.V. Vidyaniketan,
BANGALORE-560059, INDIA



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 - 3

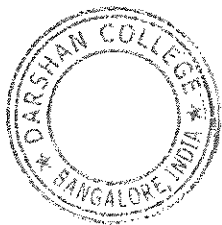
Venue: Pace Bene Hall
Time: 02:00 PM.

Meeting Date: 07-03-2022

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 09-12-21
- Review on various Add on Program
- Introduction of New Co-Curricular activities
- Installation and Up gradation of CCTV Cameras for Enhanced Security & Surveillance.
- Review on Soft Skills Program for Student Development.
- Sports activities for the academic year
- Strategies to enhance admissions for the upcoming year.



DISCUSSION POINTS:

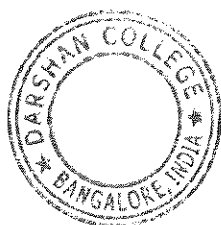
The Third IQAC Meeting was held on **07-03-2022** in Pace Bene Hall was chaired by Chairperson Rev. Fr Joy D'Souza, Principal. The IQAC Co-ordinator Prof. Mohammed Tazeer welcomed all the members and initiated the proceedings with the permission of the chairperson.

- 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. Tazeer, IQAC Coordinator discussed about **Installation and Up gradation of CCTV Cameras for Enhanced Security & Surveillance. The committee Recommended that for safety of women CCTV Cameras should be installed in classrooms, lab and other sensitive areas.**
- 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 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.
- 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 Add on Program
- Conduct a thorough security audit to identify vulnerable areas and determine optimal camera placement



- To develop a comprehensive soft skills curriculum.
- Utilizing various strategies and advertisements to enhance admissions for the upcoming year.



SIGNATURE
IQAC COORDINATOR
IQAC CO-ORDINATOR
DARSHAN COLLEGE
Post R.V. Vidyaniketan,
BANGALORE-560059, INDIA



SIGNATURE
IQAC CHAIRPERSON
IQAC CHAIR PERSON
DARSHAN COLLEGE
Post R.V. Vidyaniketan,
BANGALORE-560059, INDIA





St. Anthony's Institutions

DARSHAN COLLEGE

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



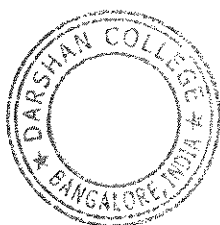
INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

Date : 28-03-22

SL.NO	RECOMMENDATIONS	ACTION TAKEN	STATUS
1	Industrial Experts for Ad on Program	3 programs conducted	Executed
2	Conduct a thorough security audit to identify vulnerable areas and determine optimal camera placement	CCTV Cameras installed in lab, classrooms and campUs	Executed
3.	Introduce Workshops & Seminars on new generations topics	2 program was conducted	Executed
4.	To develop a comprehensive soft skills curriculum.	Computing skills programme on usage of m.s. office tools is conducted.	Executed
3	Utilizing various strategies and advertisements to enhance admissions for the upcoming year..	Online platform for admission has been implemented	Executed


SIGNATURE
IQAC CO-ORDINATOR
DARSHAN COLLEGE
Post R.V. Vidyaniketan,
BANGALORE-560059, INDIA




SIGNATURE
IQAC CHAIRPERSON
DARSHAN COLLEGE
Post R.V. Vidyaniketan,
BANGALORE-560059, INDIA



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 - 4

Venue: Pace Bene Hall

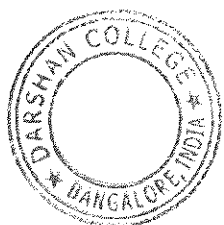
Meeting Date: 02-06-2022

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 third Meeting held on 07-03-22
- Review of NEP Internal Assessment Format and design of different parameters.
- Online Admission in UUCMS Portal
- Feed Back Analysis.
- Finalization of Open Elective papers from other disciplines.
- Review of placement activities
- Any other matter with the permission of the chair.



DISCUSSION POINTS:

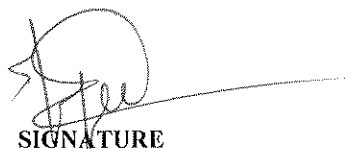
The Fourth IQAC Meeting was held on **02-06-2022** in Pace Bene Hall was chaired by Chairperson Rev. Fr Joy D'Souza, Principal. The IQAC Co-coordinator Prof. Mohammed Tazeer welcomed all the members and initiated the proceedings with the permission of the chairperson.

- Prof. Chandrika presented the NEP evaluation model 60-40 which was released by the University. The committee discussed and expressed that new parameters should be introduced to evaluate the students for IA Marks in line with the Course format.
- Mr.'s. Wilma present about online admission in UUCMS University has notified all the admission process should be online platform. The members felt that formal session on UUCMS admission procedure is required for admission team.
- The IQAC Coordinator Prof. Mohammed Tazeer presented the faculty feedback analysis and recommended the measures taken.
- 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 to select 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.

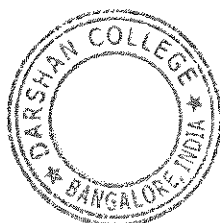
RECOMMENDATIONS:

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.

- Plan new model assessment for NEP.
- Schedule UUCMS Training Session for admission staff
- Selecting the open elective from different discipline.
- Increase collaboration agreement and MOUs.



SIGNATURE
IQAC COORDINATOR
IQAC CO-ORDINATOR
DARSHAN COLLEGE
Post R.V. Vidyaniketan,
BANGALORE-560059, INDIA



SIGNATURE
IQAC CHAIRPERSON
IQAC CHAIRPERSON
DARSHAN COLLEGE
Post R.V. Vidyaniketan,
BANGALORE-560059, INDIA



St. Anthony's Institutions

DARSHAN COLLEGE

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



INTERNAL QUALITY ASSURANCE CELL (IQAC)

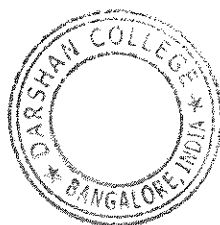
ACTION TAKEN REPORT

Date : 23-06-22

SL.NO	RECOMMENDATIONS	ACTION TAKEN	STATUS
1	Plan new model assessment for NEP	Academic coordinators devised the plan of Component 1 and component 2	Executed
2.	Schedule UUCMS Training Session for admission staff	Academic coordinators conducted 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

SIGNATURE

IQAC COORDINATOR
IQAC CO-ORDINATOR
DARSHAN COLLEGE
Post R.V. Vidyaniketan,
BANGALORE-560059, INDIA



SIGNATURE

IQAC CHAIRPERSON
IQAC CHAIR PERSON
DARSHAN COLLEGE
Post R.V. Vidyaniketan,
BANGALORE-560059, INDIA