



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 - 5

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

Meeting Date: 25-07-22

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 fourth Meeting held on 02-06-2022
- Review calendar of activities for NEP UG Program
- Review of placement activities
- Faculty development program to up skills the faculty members
- Review on Internal Assessment Examination
- Review on NSS & NCC activities
- Any other matter with the permission of the chair



DISCUSSION POINTS:

- IQAC Chairperson Fr. Joy D'Souza introduced the IQAC members and extended a warm welcome to everyone present.
- 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 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.
- Prof Chandrika 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.
- 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.
- 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.
- 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.
- 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.

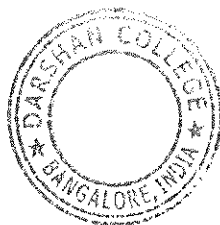
- Collaborative Industry Visits: Arrange industry-related visits to provide students with valuable exposure to the corporate environment.
- Soft Skills Workshops: Implement a series of soft skills training sessions aimed at equipping students with essential competencies to excel in competitive exams and interviews.



- 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.
- Introduce workshops and seminar on various topics.
- Comprehensive Placement Training: Provide training sessions that cover both technical and non-technical skills to enhance students' readiness for placement opportunities



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

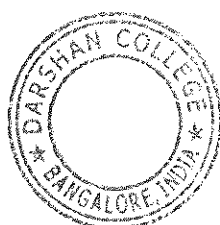
ACTION TAKEN REPORT

Date : 21-07-22

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	Introduce workshops and seminar on various topics.	FDP on Research Methodology is conducted	Executed
5	Training / Development	The placement committee collaborated with TNSIF to provide placement training and job opportunities for the students	Executed


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INTERNAL QUALITY ASSURANCE CELL (IQAC) MINUTES OF THE MEETING - 6

Venue: Pace Bene Hall

Meeting Date: 17-11-22

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	
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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 Fifth Meeting held on 25-07-2022.
- Framing of Mission, Vision and Core Values of Institution and all Departments.
- Planning of NSS activities.
- Registration and organization of Alumni Meet.
- Review on Life Skills program for students Empower.
- Framing of Research policies for promoting research culture and organization of Conferences/Workshop/STTP.
- Any other matter with the permission of the chair.



DISCUSSION POINTS:

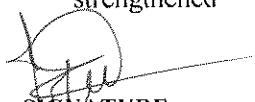
The Sixth IQAC Meeting was held on **17-11-22** in Pace Bene Hall was chaired by Chairperson Rev. Fr Joy D'Souza, Principal. The IQAC Coordinator Prof. Mohammed Tazeer welcomed all the members and initiated the proceedings with the permission of the chairperson.

- Rev Fr. Joy D'Souza, Chairman Co-ordination Committee, Darshan College felt that mentoring all faculty members, as well as students, are needed and more experts from outside should be involved in teaching-learning process. Mr. Anil Kumar, Industrialist shared his experiences about quality circle in the industry and expressed those similar quality circles can be formed in each department and support sections of our Institute. Darshan College expressed that there is no substitute to hard work and it's required to achieve overall development of Institute. Concrete steps and path needed in all direction for achieving quality excellence. So, first Mission and Vision of Institute and departments should be framed for setting quality benchmark.
- NSS Coordinator Prof Balkhis presented about NSS activities. The Chairperson had decided, to conduct NSS activities in near future namely Tree Plantation, Blood Donation Camp and Road Safety program on the basis of suggestions from all the Committee members.
- Prof Chandrika, presented Registration and organization of Alumni Meet about pointed out that in addition to the academics feedbacks taken from students, parents and employers, alumni interaction is equally important. The teams suggested with the permission of chair to collect the alumni feedback and organize alumni meet.
- Prof Renuka Coordinator discussed about the importance of life skills programs and enhance students life skills for personal and professional growth and improvement of self awareness, self management and relationships. The committee members recommended to develop a comprehensive Life skills curriculum.
- Prof Balkhis discussed and presented about Framing of Research policies for promoting research culture and organization of Conferences/Workshop/STTP and suggested that research culture should inculcate in academics and Industry-Institute interaction is to be strengthened. Prof Madhavi was of the opinion that academic policies are need to be revised and related activities definitely promoting research culture.

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.

- Framing of Mission, Vision and Core Values of Institution and all Departments
- Initiate to Conduct Various NSS activities
- Organise Alumni Meet yearly.
- To develop a comprehensive Life skills curriculum.
- Research culture should inculcate in academics and Industry-Institute interaction is to be strengthened


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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

Date : 29-11-22

SL.NO	RECOMMENDATIONS	ACTION TAKEN	STATUS
1	NSS Activities	It is planned to conduct NSS activities such as Tree Plantation, Blood Donation Camp and Road Safety program under NSS activities.	Executed
2.	Alumni Meet	It is planned to conduct 'Alumni Meet' yearly and decided to register Alumni Association	Executed
3.	To develop a comprehensive Life skills curriculum.	Life skills programme on role of aerobic exercise in improving cognitive function	Executed
4.	Research culture in academics and Industry	It is decided to conduct First National Conference on topics which include research methodology, designing	Executed


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INTERNAL QUALITY ASSURANCE CELL (IQAC) MINUTES OF THE MEETING - 7

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

Meeting Date: 09-03-2023

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 Sixth Meeting held on 17-11-22
- Discussion on Even Semester UG Calendar of events
- Awareness program about ragging & human trafficking
- Review of NSS Annual Special Camp
- Analysis of curriculum feedback & other feed back
- open elective selection criteria for UG students under NEP
- .Skill development programme for academic year
- Any other matter with the permission of the chair.



DISCUSSION POINTS:

The Seventh IQAC Meeting was held on **09-03-2023** 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.

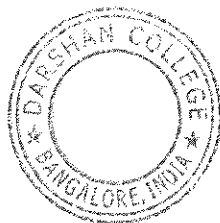
- Academic Coordinator Prof. Chandrika outlined the UG Calendar of Events and discussed various academic activities planned for the year, including orientation programs, seminars, and workshops. The committee suggested organizing industry-related visits to provide students with exposure to the corporate environment
- .NSS Coordinator Prof Balkhis discussed and presented about Awareness program and other social issues in its campus to make students aware of these inhuman practices and to do away with the culture and also to adopt extra measures to ensure students' safety, in and around the campus. The committee suggested to conduct ragging & human trafficking to make students aware of these two inhuman practices
- The Coordinator Prof Balkhis discussed about review of NSS Annual Special Camp to be conducted for NSS Volunteers to play their due roles in the implementation of various development "programmes by planning and executing development projects. The committee recommended to plan & organise Annual NSS Special camp that help the volunteers to bring youth face to face with the community and make efforts to improve their life
- Prof. Mohammed Tazeer, IQAC Co-ordinator presented the various Curriculum feedback & other Feedback. The committee discussed and suggested to include various participative learning activities and take necessary measures
- 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 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.

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.

- To discuss & brief about the UGC calendar of events
- To make students aware of the two inhuman practices
- To plan & organise Annual NSS Special camp that help the volunteers to bring youth face to face with the community and make efforts to improve their life
- Selecting the open elective from different discipline.
- Introduce language skill development program


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ACTION TAKEN REPORT

Date: 29-03-23

SL.NO	RECOMMENDATIONS	ACTION TAKEN	STATUS
1	To make students aware of the two inhuman practices	Awareness program about Ant ragging & Human Trafficking conducted on 20- 06-2023 by resource person Mr Byrappa SI	Executed
2.	Annual NSS Special camp	Program was conducted from 21-03-23	Executed
3	open elective subjects..	Electives from diverse disciplines are chosen.	Executed

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INTERNAL QUALITY ASSURANCE CELL (IQAC) MINUTES OF THE MEETING - 8

Venue: Pace Bene Hall

Meeting Date: 02-05-2023

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	
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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 Seventh Meeting held on 09-03-23
- Review of NEP Internal Assessment Format and design of different parameters.
- 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 Eighth IQAC Meeting was held on **02-05-2023** 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.

- 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..
- 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.



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IQAC Coordinator

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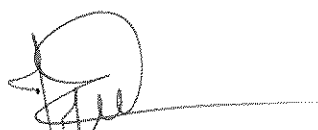


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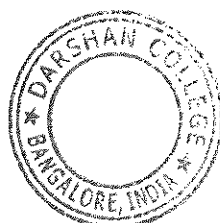
ACTION TAKEN REPORT

Date: 26-5-23

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.	Schedule UUCMS Training Session for admission staff	Academic coordinator 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


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