

Meeting # 17



MES College of Arts Commerce and Science, Malleswaram, Bengaluru-560003

IQAC Meeting #1/2020


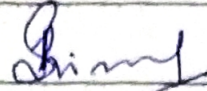
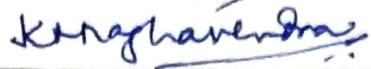


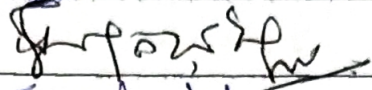
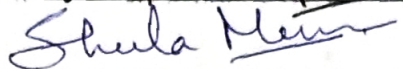
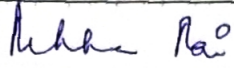


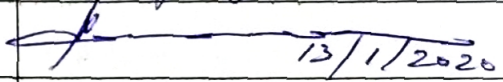
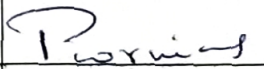
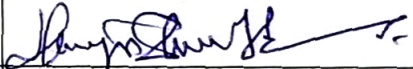
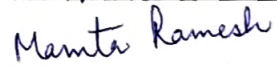
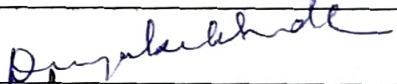
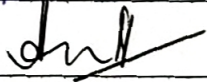
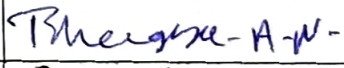
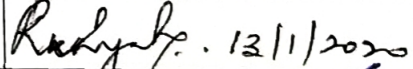
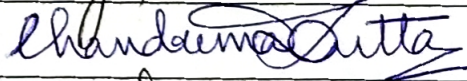
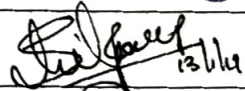

13.01.2020

Agenda

1. Welcome : IQAC Coordinator
2. Induction of new members into IQAC
3. Conduct of Student Satisfaction Survey (SSS) for I & II year students. Dates to be finalized.
4. Conduct of Academic and Administrative Audit (AA): Planning and finalization of dates.
5. FDP in Odd Semester: Identification of theme and formation of subcommittee.
6. Finalization of schedule for discussion of II draft of various criteria for SSR.
7. Any other matter with the permission of the chair.

K. M. Raghavendra

K. M. RAGHAVENDRAN
Associate Professor
IQAC Co-ordinator
M.E.S. Degree College of Arts,
Commerce and Science
Malleswaram, Bangalore-560003

S.No	Name	Designation	Signature
1	Dr. D. Leelavathi	Principal /Chairperson	
2	Prof Shamshiya Rizwana	Vice Principal/Member	
3	Prof. K.M.Raghavendran	HOD Physics/Coordinator	
4	Prof B.R.Sheshadi Iyengar	Vice President MES*/Member	
5	Dr. H.Shashidhar	Chairman GB Mgt Committee member MES* & MESACS/Special Invitee	
6	Dr. Ganesh Bhatta	Director Academics MES*/ Member	
7	Prof Sheela Menon	Dept. of Zoology/ Member	
8	Prof Rekha Rai	HOD, Dept of English/ Member	
9	Prof Achala Nargund	HOD PG Mathematics and Coordinator Research Centre in Applied Mathematics/Member	
10	Dr. Veena Nagaraj	HOD, Dept of Economics/ Member	
11	Dr. Mallikarjun. B.S	Dept of Commerce	 13/1/2020
12	Prof Poornima.S	Dept of Mathematics(UG)/ Member	
13	Dr. Manjushree Menon	HOD, Dept of Hindi	
14	Ms. Mamta Ramesh	HOD, Dept of Statistics/ Member	
15	Ms. Durgakala Sridhar	HOD, Dept of Computer Science/ Member	
16	Ms. Anita Srikumar Anectha	HOD, Dept of Psychology	
17	Ms Bhagya.A.N	Dept of Kannada/Member	
18	Ms. Rekha Nayak	Dept of IC/ Member	 13/1/2020
19	Ms Chandrima Dutta	Dept of Chemistry/ Member	
20	Ms Shilpa K.P	Dept of Commerce/ Member	 13/1/20
21	Dr. Manu.S	Dept of Physics/ Member	 13/1/20

IQAC meeting on 13.1.2020
Minutes of the meeting

1. Welcome by KMR.

Prof.K.M.Raghavendran begins with new year wishes

Special welcome to Prof. Seshahadri Iyengar, Dr Ganesh Bhat, Parent representative: Prof. Vimala Francis, Alumni member(lecturer from MLACW) Student member's from MSc, UG- all streams.

Existing members and new members (It was mentioned that mostly they have volunteered to become members) and the Principal.(as this was the last IQAC meet she might chair.

2. Agenda

a)New external members induction:

A brief self introduction and their views on becoming member IQAC were put forward by:

Parent Representative: Prof. Vimala from Mt.Carmel College,

Anusha Udupa(Alumni) (Vice principal welcomes)

Kunal

Ananth Vikramaditya

Soja

Student member's

b)Existing members self introduction followed

3. SSS

a) For first and second year will undergo the SSS process, according to new revised NAAC guidelines

b) Prof. Poornima to draw a schedule

(Six days for one semester was required during previous year. Time frame may increase for current year)

c)Shashidhar sir s remark: Try to conduct for 100% Students to improve Coverage

Content : When students are posted a question, they should understand the question and the context in order to respond correctly to avoid content error

KMR sirs remark that explanation of the questions is required

Prof. BRS remark that Dr. Ganesh's help or a external agency may be involved

Prof. KMR explains it is a in-house activity

Prof. Poornima express concern about absentees on the day of survey

Dr. Ganesh views: involve Chandrima(being student and staff)

Invite students to Conference Hall and explain. Neutral and not trying to influence

Trying with Hard copy

Follow up with digital format

d)Analysis of the result

e)Final year also should give a feedback for completion of process and also their ability to give exact feedback

f)Sashidhar sir opinion : Show the results to different members of committee before coming up with report

4. Academic and Administrative Audit

- a) Develop an instrument (no template)
- b) Sub committee required to be done
- c) Identify core areas, come up with template. Identify stake holders.
- d) Vimala madams views: External agency does an external audit after an internal audit is done in house.(as done in their college)
- e) Prof. KMR tells that a template should be made, guide the departments to be ready and then conduct internal and external audit, *MID MARCH HAS BEEN FIXED AS DEADLINE* SSR should have links to all required documents, proofs , so these need to be checked during audit itself. All processes right from admissions need to be included
SSR is also validated
- f) Prior report sent to auditor so that they come prepared for required questions
- g) Sashidhar sir says that it may be resolved that External agency will have a SITTING FEE for doing this audit
- h) One from Commerce, Science and Arts department should be included for in-house audit committee (Dr. Achala to coordinate)

5. Administrative audit

- a) Administrative Audit is done at office level by managerial level staff (external)
- b) Month end should be time to finalize format

6. Faculty Development Program

- a) To be conducted shortly(Team should be formed formed and immediately start working)
- b) Aim of program is to train our college and other college staff in a specific area
- c) Dr. Ganesh Bhat has been decided as the core member for all the two areas AAA and FDP
- d) Dr. Bhat asks the student member's for their opinion: What's their expectations from teacher? Organise a brain storming session among students to come up with FDP topic? Commerce student mentions that internship opportunities required to be enhanced, training for placement,

7. Rekha Naik explains about Placement Activities

- a) Digital display board for Placement
- b) Information should be given to Students in appropriate and available media(come up with additional methods)

8. Commerce students need elective subject to be provided

9. Regarding SSR:

- a) Vice principal will head the subcommittee. Topics should be decided.
- b) In NAAC office, various SSR can be studied and get the idea.
- c) FDP for all faculty required
- d) Schedule for second season of SSR

e) Criteria heads should go through and find required changes

f) One more round of presentation should be held

g) Timeframe:

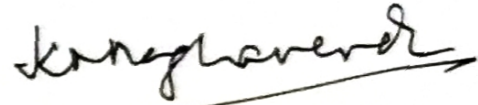
- From date of Accreditation, 20th, the portal is likely to open. Principal will get a mail
- Website meeting should be rescheduled
- Restricted strictly to number of words asked by NAC
- 8th Criteria 1 can start second presentation
- Criteria 2 to be separate.
- Others can be clubbed

h) Refreshments are served

i) Additional subjects: Cleaning of campus, Digital display and Public Address system - formal requisition should be given by Principal

j) Formal vote of thanks by Sheela Menon

Thanks Prof. BRS, Dr. Sashidhar, Dr. Ganesh Bhatta, Prof. Veena Francis, Anusha Udupa, student member's, Principal and Vice principal. Special thanks for Refreshments



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Meeting # 18
H 2 / 2020



MES College of Arts Commerce and Science, Malleswaram, Bengaluru-560003

Criteria II Meeting






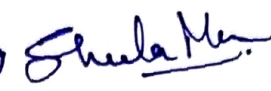


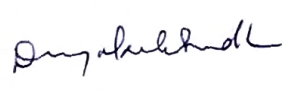


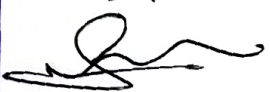

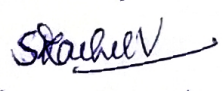
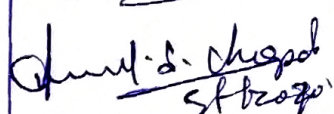
28.02.2020

Agenda

1. Welcome
2. Presentation of Criteria II as per the revised A& A Manual 2019.
3. Q & A session.
4. Vote of thanks.

K.M. RAGHAVENDRAN
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IQAC Co-ordinator
M.E.S. Degree College of Arts,
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Malleswaram, Bangalore-560003

Members Present

Sl: No	Name	Dept	Signature
1.	Dr. H. Shashwalhar	chairman G13	
2.	Dr. T.G. Janardhan	Principal	
3.	Prof Shamsriya. Rizwan	V. principal	
4.	K.M. Raghavendran	IRAC/phy	
5.	Dr. Achala Nargund	IRAC/Ph Maths	
6.	Prof Sheela Menon	IRAC/zoolgy	
7.	Dr. Veena Nagaraj	IRAC/econom	
8.	Dr. B.S. Mallikarjun B.S	IRAC/comm	
9.	Dr. Marijushree Menon	IRAC/Hindi	
10.	Prof Poorvima. S.	IRAC/Ph Maths	
11.	Ms. Ganita Ramesh	IRAC/Statish	
12.	Ms Durgakala Sridhar	IRAC/Comp. Sci	
13.	Mrs Anceetha Sri Kumar	IRAC/Psychology	
14.	Ms Bhargya. A.N	IRAC/Kannada	
15.	Ms Rekha Nigalk	IRAC/IC	
16.	Ms Chandrima Datta	IRAC/Chem	
17.	Ms Shilpa. K. P	IRAC/comm	
18.	Dr. Ganu. S	IRAC/physics	
19.	T.N Lakshminarayana	IRAC/office	
20.	Ayush Dubey	Student / IRAC member	
21.	Ananth Vikramodity	-11- / BSc	AHendry Fest
22.	Sojan Rachel Vergara	-11- / B. Com	
23.	Kunal B. Chopda	-11- / B. A	

SINO	Name	Dept	Signature
24	Thulasi pathi Naidic	Zoo	Thulasi
25	Anil G. B.	Zoology	Anil
26	Pankaj K. C.	Zoology	Pankaj
27	SUGUNA. M.S.	PG Math	Suguna
28	Shilpa	Commerce	Shilpa 20/2/2020
29	Achala. L Nargunal	P.E. Math	Achala
30	VAMSHI. B. K	Electronics	Vamshi
31	R. Hemaphatha	English	R. H. Hemaphatha 28/1/2020
32	Raveendra Nalakar	Physical Education	Raveendra
33	Dr Ramayyanaya P	HISTORY	P. Ramayyanaya 28/2/2020
34	Maheshwari C.B	Kannada	Maheshwari C.B
35	Sangeetha R	Journalism	Sangeetha
36	Anitha K	Sociology	Anitha
37	Rajeshwari K	Sanskrit	Rajeshwari
38	Dr. Sushma V. Sakati	Maths	Sushma V. Sakati
39	C. N. CHINNA DEVI	Chemistry	C. N. Chinna Devi
40	DR. M. GEETHA	Botany	Dr. M. Geetha 28/2/2020
41	Inchara M	Botany	Inchara M
42	Dasari S	Botany	Dasari S
43	Dr. Veena Nagaraj	Economics	Dr. Veena Nagaraj
44	VANITHA R	Economics	Vanitha R
45	Madhu Bai	English	Madhu Bai
46	A. N. BHARATHA	Kannada	A. N. Bharatha
47	Sreelakshmi M.P.	Psychology	Sreelakshmi M.P.
48	Dharmamayaka - G.V.	English	Dharmamayaka G.V.

S.NO	NAME	Dept	Signature
49	Carvesh Copinathan	Statistics	
50	Mamta Ramesh	Statistics	
51	Dr. Asmita Behera	Botany	
52	Dr. N. Sarojinidevi	Botany	
53	M. Narasimha Murthy	physics	
54	Dr. S. S. S. S.	FSB	
55	Durgakale	Comp. Sc	
56	Dr. Parikrma, A. Mendewadi	Mathematics	
57	Bindu. N. V.	Botany	
58	Dr. Soshna. V. Jadhavi	Maths	
59	Ashwini Uss K.	Botany	
60	Prof. Veena. R. M.	English	
61	Poornima G. P	Mathe (U.G)	
62	ROOPASHREE. B. M.	Mathe (U.G)	
63	Prafulla P	Mathe (U.G)	
64	Shilpi Dham	Comp. Sc.	
65	C. Sai sudha	"	
66	Sujatha M	BT	
67	Dr. S. Devi Shargam	ZOOLOGY	
68	Dr. Ashceera Banu Sangi	Zoology	
69	Dr. Sumana Krishna Prasad	P.G. Math.	
70	Ms. Vaishya B. J.	P.G. math	
71	Dr. Ganes u	Zoology	
72	Ashwini P	Zoology	

S.No	Name	Dept	Signature
73.	DR. R. V. SHEELA	English	R. V. Sheela
74.	Dr. Manjushree Menon	Hindi	Manjushree
75.	Rekha Nayak. U.	Indian Constitution	Rekha
76	Lenkaran-	Math	Lenkaran
77	Dr. S. S. Malikarjuna	Mathematics	Dr. S. S. Malikarjuna
78	V. S. RAMESH BABU	Mathematics	V. S. Ramesh Babu
79	Dr. Md. Ashfaq Ahamed	Economics	Ashfaq
80	Dr. Ramakrishnaiah	P. G. Kannada	Ramakrishnaiah
81.	Dr. R. Matheswari	CS	R. Matheswari
82	Aruntha. H	Mathematics	Aruntha
83	Chandima Dutta	Chemistry	Chandima
84.	Ushmani V. Rao	Chemistry	Ushmani
85.	Bijatha. M	Chemistry	Bijatha
86.	Manojjan	English	Manojjan
87	Aruntha Srikumar	Psychology	Aruntha
88	Megha. S. Rao	Psychology	Megha. S. Rao
89	Preerana. Huli	Psychology	Preerana

K. M. Raghavendra

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Criteria 2 Presentation Minutes of the meeting

This meeting was called to discuss the draft presentation on Criterion 2

1. Prof K.M.Raghavendran welcomed of the gathering for the presentation on Criteria 2
2. Prof. Sheela Menon gave broad overview of Criteria 2 and its subdivisions. The following are the observations regarding the various metrics
3. Average Enrollment % (has become better)
4. Point: 2.1.2. % of students as against their reservation as per category
Doubt persists about reservation candidate getting GM seat. (Where to show?
What is the method used in government jobs? The same can be adopted.)
5. Point 2.2 Catering to Students with Diversity
 2. 2. 1 assess learning levels
Programs for slow and high achievers
 - 2 .2. 2 Programs for advanced/ slow learners
student : Full time teachers ratio.(How to improve)
Current ratio is **2665:110**
5. Point 2.3.1 Teaching learning process
Experiential learning, all practical subjects qualify as experiential or experimental learning
6. Point 2.3.2 ICT : It was felt that it is essential to enumerate the techniques
7. Point 2.3.3 Ratio of mentor mentee (current figure not discussed?)
8. Point 2.4 Teacher Profile and quality
9. Point 2.4.3 Evaluation
Mechanism of internal. assessment is transparent?
Department adopt a procedure where it is made known to students before being evaluated so the method can be treated as transparent it was felt
Mechanism for dealing with I.A related grievances is transparent
10. Point 2.6 Student performance and learning outcomes.

Should publicize and enlighten students about same. Lab Manual can be used for this.

11. Point 2.7 SSS mean of means 2.77

Should find methods to improve. The question about ICT related teaching getting a low score is a cause of concern. The ~~amount~~ requested for Infrastructure development related to ICT is sanctioned.

12. Prof. K M Raghavendran thanks Prof. ~~Shela~~ for a good presentation. Mentions that this can be taken as a template for future ~~present~~ presentations.

13. Team members are identified and ~~approved~~

14. The Criterion III meeting will be held on 5/3/2020 at 3.30 PM, Venue R-NO11.

K. M. Raghavendran

Pg 2

K. M. RAGHAVENDRAN
Associate Professor
IQAC Co-ordinator
M.E.S. Degree College of Arts,
Commerce and Science
Malleswaram, Bangalore-560003

Meeting # 19
3/2020



MES College of Arts Commerce and Science, Malleswaram, Bengaluru-560003

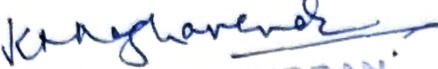
Criteria III Meeting

Round Two

05.03.2020

Agenda

1. Welcome
2. Presentation of Criteria III as per revised A& A manual 2019
3. Q& A session
4. Meeting date for criteria IV
5. Vote of Thanks


K.M. RAGHAVENDRAN
Associate Professor
IQAC Co-ordinator
M.E.S. Degree College of Arts,
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05/07/2020 Members Present

Sl.No	NAME	Dept	Signature
1	Dr. H. Shashidhar	Chairman GIB	
2	Dr. T. G. Janardhan	Principal	
3	Prof. Shamshiya Rizwana	Vice Principal	
4	K.M. Raghavendran	IBAC/ Physics	
5	Dr. Achala Natgund	IBAC/ PG Maths	
6	Prof. Sheela Menon	IBAC/ Zoology	
7	Dr. Veena Nagahaj	IBAC/ Economics	
8	Dr. Mallikarjun. B.S	IBAC/ Commerce	
9	Dr. Manjushree Menon	IBAC/ Hindi	
10	Prof. Poojima. S	IBAC/ VA Maths	
11	Ms. Mamba Ramesh	IBAC/ Statistics	
12	Ms. Durgakala Sridhar	IBAC/ Computer Science	
13	Ms. Anantha Shikumar	IBAC/ Psychology	
14	Ms. Bhagya. A.N	IBAC/ Kannada	
15	Ms. Rekha Nayak	IBAC/ I C	
16	Ms. Chandima Dutta	IBAC/ Chemistry	
17	Ms. Shilpa. K. P	IBAC/ Commerce	
18	Dr. MANU. S	IBAC/ Physics	
19	T. N. Lakshminarayana	IBAC/ Office	
20	Ayush Dubey	IBAC/ Student PG Maths	
21	Ananth Vikramaditya	IBAC/ Student B.Sc	
22	Seja Rachel Varghese	IBAC/ Student B.Com	
23	Kunal S Chopda	IBAC/ Student B.A	

Sl. No.	NAME	Dept	Signature
24	Dr. K. P. Narasimha	Club	
25	R. Hemaprabha	English	
26	Dr. R. V. SHEELA	English	
27	SUGUNA M.S.	P.G. Maths	
28	Dr. ASHA C.S.	P.G. Mathematics	
29	Dr. SUMANA KRISHNA PANSNO	"	
30	Ms. Valsha B.J.	"	
31	Christy S.S.S.	FCI	
32	Anil G.B	Zoology	
33	Dr. Sudhano V. Jhalati	Maths	
34	Dr. Ramanyanaya P	History	
35	Dr. R. Matheswari	CS	
36	Dr. Gangamani H.V.	Ph Maths	
37	Vanitha R	Economics	
38	Dr. Ramakrishnaiah M.	P.G. Kan	
39	Dr. M. GEETHA	Botany	
40	Dr. Asmita Behera	Botany	
41	Bindu N.V	Botany	
42	Inchara M	Botany	
43	Aishwarya Y. Shetty	Botany	
44	Relhasabish	Mathematics	
45	Dr. Asheera Banu Sanghi	Zoology	
46	Dr. A. DEVITHANGAM	ZOOLOGY	
47	Dr. Manju Tree Menon	Hindi	
48	Ashwini P	Zoology	
49	Dr. BS Malikarjun	Commerce	
50	V.S. RAMESH BABU	Mathematics	
51	Indu Y	Commerce	
52	Maheshwari C.B.	Kannada	

Sl.No.	Name	Dept	Signature
53	Dr. N. SAROTINIDENI	Botany	<u>N-Sel</u>
54.	Deegadharshini G.P	Commerce	<u>[Signature]</u>
55.	Prof. Rajeshwari K	Sanskrit	<u>[Signature]</u>
56	Durgakale	Comp. Sc	<u>[Signature]</u>
57.	C. Sai Sudha	"	<u>[Signature]</u>
52.	Sreekeupa. M.P.	Psychology	<u>[Signature]</u>
53.	Charumathi Sridharan	Psychology	<u>Charumathi Sridharan</u>
54.	Manasa.P	Psychology	<u>Manasa.P</u>

K. M. Raghavendra
K. M. RAGHAVENDRAN
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 Malleswaram, Bangalore-560003

Meeting # 20

4/2020.

(Internal members only)

IQAC meeting on 27-01-2020

Agenda

Meeting of minutes of previous meeting

1. Time table for Academic & Administrative Audit of Departments
2. Preparation of SSR for next Assessment process
3. Induction of Prof D. Usharani, Dept of Physics
Ms Nischitka H, Dept of Commerce &
Ms Indu Y, Dept of Commerce into
IQAC
4. Any other matter with the permission of the chair

K.M. Raghavendran

K.M. RAGHAVENDRAN
Associate Professor
IQAC Co Ordinator
MES College of Arts, Commerce & Science
Malleswaram, Bengaluru - 560 003.

Members Present

1. Dr. T.G. Janardhan

2. Prof Shamsriya Rizwana

3. Dr Veena Nagaraj

4. Dr Achala Nargunda







5. Prof Anantha
6. Prof Bhargya. A. N
7. Dr. Ganikarjuna
8. Prof Durgakala
9. Prof Manika Ramesh
10. Dr. Manjushree Menon
11. Prof Poornima
12. Mr. Rekha Nayak
13. Ms. Chandrima Dutta
14. Dr. Manu
15. Prof Prakash ON
16. Ms. Shilpa. K. P
17. Chandrima Dutta

Bhargya A N

Durgakala

Manjushree

Poornima

Rekha

Manu 27/11/2020

Prakash

Shilpa 27/11/2020

Chandrima

~~18. Mrs. Indu Y~~

19. ~~Indu Y~~

20. D. Usharani

21. Durgakala

D. Usharani
27.11.2020

Minutes of the meeting

1. Prof K.M. Raghavendran welcomed the gathering. He mentioned that there was no meeting during the Covid-19 Lockdown period. He also welcomed Dr. T.G. Janardhan, principal to chair the meeting in his capacity as chairperson of IQAEC. This was the first meeting chaired by the HoI as chairperson of IQAEC, since the lockdown commenced as soon as he took charge as HoI.
2. Prof K.M. Raghavendran explained in detail the process of submission of AQAR in the new format for the year 2018-19 in June 2019. He mentioned by the queries raised by NAAC regarding the website to be maintained by our college and the resolution of the same as of how He said that MESACs should have a dedicated own website which should not be under MES institutions website as required by NAAC. The management has been informed of the same.

3. The IQAC coordinator reported that work on submission of AQAR for 2019-20 is going on and it is hoped that the submission will be done by ²⁰²⁰ December end (last week).

Prof K. P. Raghavendran also mentioned that NAAE has extended the dead line to submit all pending AQAR's has been extended upto 31st May 2021 (31.5.2021) due to the disruptions in the academic schedule from March 2020 due to Covid Pandemic (vide letter dt 7/10/2020 from NAAE)

4. Prof K. P. Raghavendra said that the Academic & Administrative Audit scheduled for the last week of March 2020 could not be done & should be done immediately. He requested Dr. Achala madam & Dr. Veena Nagaraj (AQAC coordinator) to draw up a schedule and start the process by 1st Dec 2020. This is very essential to recognise the gaps in our preparation for the 4th cycle of NAAE accreditation. It was decided that Dr. Achala madam will be the

chairperson of the Audit team
& she will be accompanied by
members of IQAC (depending
on the class schedule)

Prof K.M. Raghavendran mentioned
that AKA is not a fault finding
exercise, but a critical appraisal
of our preparedness & there will
be a lot of take aways for all
departments.

5. Dr. Veena Nagary was handed over the
letter of appointment as NAAC coordinator
6. It was decided to conduct the AKA
for all departments from the 1st week
of December. Departments will be
informed & requirement shared.
7. As Dr. Veena Nagary has assumed
charge as NAAC coordinator, Prof. Vanitha
has been given charge to head the
Criteria I team
8. Prof. Sargakala Sridhar was given
charge as head of Criteria II team
as Prof. K.M. Raghavendran IQAC coordinator
wished to be relieved as he said he
wanted to concentrate on SSR.
9. Prof. D. Ushavani was given charge
of Criteria II as Prof. Sheela Menon
has retired. Prof. Ushavani was
given formal letter of induction into IQAC

10. Prof Bhogya will now head Antena 7 as prof Rekha Rai has retired
11. Prof Nishita ^{of dept of commerce} was inducted into JCAE in place of Shripa puojar who has left the college.
12. Prof Indu of department of commerce volunteered to be in JCAE and was also inducted with a formal letter
13. Prof K M Raghavendran expressed his wish to be relieved from JCAE due to personal reason.
14. Principal remarked that it must be placed in GB meeting, while Dr Veena Naganay mentioned that since KCM has been through all the previous cycles, she should not quit. Now & requested him to continue
15. It was decided to draw a time line to submit SSN & bring up the matter the next GB

K. M. Raghavendran

27/11/2016

K. M. RAGHAVENDRAN
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