

Meeting #01

08

01/2021

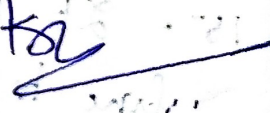


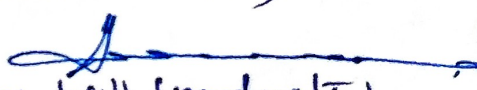
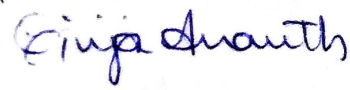
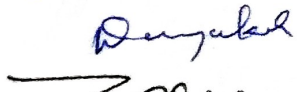

# Meeting with Dept of Commerce

## Agenda

1. Discussion on SSS conducted  
in Jan 2020\* (for odd semester)  
in June 2020\* (for even semester)  
\* Odd Sem July - Dec 2019 (I/II/III/IV)  
\* Even Sem Jan - June 2020 (I/II/III/IV)

2. Any other matter with the  
permission of chair

## Faculty present

1. Prof. K. V. Raghavendram  
(IQAC Co-ordinator) 
2. Prof. Shamsiya Rizwana  
(Vice Principal) 
3. Dr. Achala  
(Research Committee Head & IQAC)  08-01-2021
4. Dr. Mallikarjunah  
(HOD Commerce / Placement Cell Coordinator) 
5. Prof. Girija Ananth  
(Girija Ananth) 
6. Prof. Durgakala Endler  
(CIQAC member) 
7. Prof. Perhanth Kumar 

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

8. Prof. Madhuri - Chandra
9. Prof. Tyothina - [Signature]
10. Prof. Indu. Y. - Indu
11. Prof. Lindhubhai - [Signature]
12. Prof. Nishitha - Nishitha
13. Prof. Shilpa K.P. - [Signature]
14. Prof. Deepdarsini - [Signature]
5. ~~Prof. Indu~~ Prof. Sindhu P. - [Signature]
16. Prof. Shreetha Sairaty - [Signature]
7. D. Usharani (IQAC member) - [Signature]

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

Minutes

1. The meeting started with IQAC co-ordinator welcoming the gathering & explaining the procedure of SSS. This ~~was~~ time <sup>any</sup> the open ended questions were also elicited.
2. Prof K.M. Raghavendra then presented the analysis of SSS & initiated a discussion on the same.  
 The following were the major outcomes of the discussion (see attached typed sheet)

Meeting #02

9/01/2021

## Meeting of the various departments of Humanities

### Agenda

1. Discussion/presentation of SSS  
Conducted in Jan 2020\* [\* for  
odd semester July-Dec 2019 (I/III/V)  
& July-2020\* [\* for Even semester  
Jan-May 2020 II/IV/VI)
2. 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

### Faculty present

1. Prof K. R. Raghavendra  
(IQAC Coordinator)
2. Prof Shamsunissa Rizwana  
(Vice principal)
3. Dr. Achala Nargund  
(Research Committee Head & IQAC  
member)
4. Dr. Veena Nagaraj  
(NAAC Coordinator / IQAC member)  
H.O.D - Economics
5. Dr. Manjushree Menon
6. D. Usharani

Alab

CR

Shyama

D. Usharani

7. Vartha - R

dr

8.

9. ~~...~~ 8-20

CB

10. Anitha - K

H.

11. Sangeetha - R

st

12. A.N.BHAYYA

st

13. Anupama - S

st

Minutes of the meeting

1. The meeting commenced with the IDAE Coordinator welcoming those present and explaining the process of SSS X and how it was administered. He mentioned that in the second <sup>time</sup> exercise the open ended questions were also included.
2. Prof K.M. Raghavendran then presented the analysis of the SSS and initiated the discussion on the same.

*K.M. Raghavendran*

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

Meeting 03/06/2021  
20/01/2021

Meeting of Mentors (allotted  
in June 2019)

### Agenda

1. To review the mentor-mentee allotment made in June 2019 & come up with corrective measures if any
2. To identify mentors for the students of the batch 2020 (1 year newly enrolled students)
3. Any other matter with the permission of the chair

Faculty present

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

1. Prof. Shamshirya Nirwan  
(Vice principal/mentor) Shamshirya
2. Prof. K.M. Raghavendra  
(ICAC Coordinator/mentor) K.M. Raghavendra
3. Dr. Achala Nargund  
(ICAC-member) Achala
4. Prof. Ushavani, D  
(ICAC member) D. Ushavani
5. Dr. Veena Nagaraj  
(NAAE co-ordinator/mentor) Veena Nagaraj
6. Prof. Anantha (mentor) Anantha
7. Prof. Vanitha. Vanitha

8. Prof Girija Ananth      Girija Ananth
9. Prof Hemaprabha
10. Prof Tulasi Pathi mandu - ~~do not~~
11. Prof Anetha Sri Kumar      ~~Shri~~
12. Prof Charumathi Sridharan      Charumathi Sridharan
13. Prof Poornima. S.
14. Prof. Deepa darshini
- 15.

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

## Minutes of the meeting held on 20<sup>th</sup> January 2021

The meeting of the mentors was convened by the Vice-principal to review the mentor-mentee allotment and discuss the mode of allotment of new mentors to the I year BA, BSc and BCom students.

1. The Vice principal welcomed the faculty members who were assigned with the role of mentor to the 2019-22 batch of students.
2. Majority of the mentors expressed their difficulty in effective mentorship in the cross - stream allotment of students.
3. The following corrective measure was proposed. Mentors were given the option to continue with the original allotment of mentees. The other mentors would be assigned mentees of the same stream for mentoring sessions.
4. The mode of allotment of mentor-mentees for the students of the batch 2020-23 was discussed. Prof D. Usharani mentioned that the mentee-allotment would be done stream-wise for the mentors and language teachers (including English) would be assigned mentorship for commerce students. There was a consensus on this mode of allotment.
5. It was informed that the new mentor diary would be made ready with the mentee allotment.
6. It was decided that mentoring for the final year students could be done offline for Science students and either online or offline for Commerce and Arts.



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IQAC Co Ordinator  
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Meeting 04/2021  
26.2.2021

Meeting of Criteria team  
Leaders / Conveners

Agenda

1. Regarding orientation program  
on writing & submission of SSR  
on 2.3.2021.

2. Website - uploading.

3. Any other matter with the  
permission of the chair by

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

1. Prof K.M. Raghavendra

2. Dr. Veena Nagaraj

3. Prof. Vanitha R

4. Poornima S.

5. LAKSHMI S

6. Dr. Manjushree Menon

7. D. USHARANI

8. Prof. Achala L. Nagrundi

9. A.N. BHAIYA

for

OR

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D. Usharani

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## Minutes of the meeting

Prof K. N. Raghavendran welcomed the gathering. He brought up the idea proposed by Dr. Veena Nagaraj, NAAC Coordinator regarding a orientation by an expert on writing & Submission of SSR. This is necessary in view of the fact that all the Criteria teams saw collecting data & writing the SSR, however as Dr. Veena Nagaraj mentioned the majority of the team members (large majority of staff are new to NAAC process & have not gone thr' even one NAAC) in the light of the above situation an orientation at this juncture will be very timely & helpful.

Prof K. N. Raghavendran opined that G.B. Chairman, Dr. H. Shashidhar & Director Academics, Dr. Ganesh Bhat, should also be asked to participate in the program. Dr. Veena Nagaraj reported by Dr. H. C. Hiremath has consented to deliver a talk/interactive session, which will be a day long program from 10 AM to 5 PM.

It was decided to have this program on 02.03.2021 (a date which was suggested by Dr. Hiremath himself)

2. Prof K. N. Raghavendran informed that the college website issue has been resolved (as informed by IT manager Ms Neha) and a training will be

Organized on 12.3.2021 @ 5 PM

be an online by [prg] to a select few from the IT committee. Following the training, the uploading of the data may begin.

Further Prof K.M. Raghavendran mentioned that a protocol should be drawn up for clearly defining the role & methodology of uploading & editing content on college website, with proper authentication procedures.

It was decided that the team would comprise of the following members

1. Ms Lakshmi. S. I.T. Co-ordinator
2. Ms Shilpi Shyam Dept of Comp. Science
3. Dr. Manu. S. Dept of Physics  
(CI & AC member)
4. Ms Sajini Dept of Computer Science

It was decided that Prof K.M. Raghavendran will co-ordinate with Ms Nelcha to organize the online meeting on Friday the 12th March 2021

K. Raghavendran



18 P V MADHUMATHI

V. Madhumathi

19. Mamta Ramesh (Statistics)

amb

20. S. Vasavi

for B. L.

21. A-N-BHAIYA

Bhargava A. N.

22

### Minutes of the meeting

Prof K. M. Raghavendran gave a detailed presentation on SWOC.

After the presentation in which he explained the meaning of the terms Strength, weakness, Opportunities and challenges & how to identify them with pointed questions, there was an interactive session.

The attendees clarified their doubts and it was decided that departments will review their SWOC & present the same to IAAC.

K.M. Raghavendran  
**K.M. RAGHAVENDRAN**

Associate Professor  
IQAC Co Ordinator

MES College of Arts, Commerce & Science  
Malleswaram, Bengaluru - 560 003.

19/3/2021.


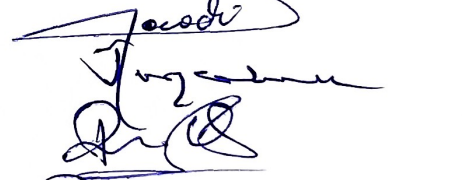
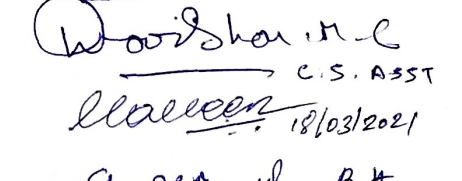
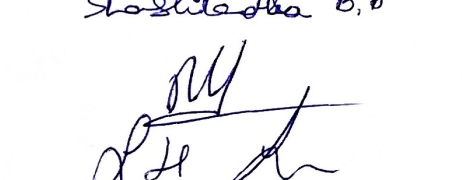
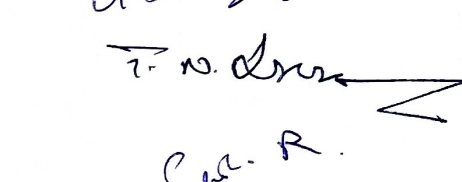
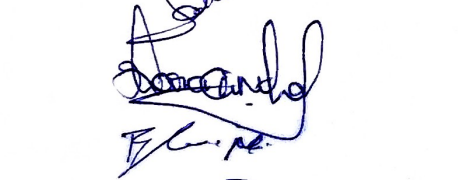

Meeting with office staff  
(x all non-teaching staff)

Meeting 08/2021

Time - 2.30pm.

A meeting was scheduled on <sup>Friday</sup> 19/3/2021 at 2.30pm, to address the non-teaching staff with regard to the NAAC preparation. The following members were present.

1. Dr. H. Shashidhar; G.B Chairman 488
2. Dr. T.G. Janardhan Principal
3. Shamsiya Rizwana VP. Grim
4. Prof. A.M. Raghavendra. K. Raghavendra
5. Dr. Veena Nagaraj - LN
6. M.V. Kishor Rao
7. Dr. Janardhan T.G.
8. Somashuker Goode. T.L.
9. Jayaram R.B.
10. Chithan R.
11. DARSHAN.M.C
12. NAVEENKUMAR.P
13. Shashikala. B.H
14. Nanda GG
15. PHEILAR SH
16. LAKSHMINARAYANA. T.N
17. R. Sobish.
18. Narayintha. S
20. Raghav. N.
21. Purnth Kumar M.S

  
 Jayaram R.B.  
  
 Darshan M.C.  
 C.S. ASST  
 18/03/2021  
 Shashikala B.H  
  
 Purnth Kumar M.S.  
  
 R. Sobish.  
  
 Narayintha S.  
  
 Shashikala B.H.  
  
 Veena Nagaraj.

22 Anantha padmanabha H.G.

Anantha

23 Meghadasa J.C. H.

Meghadasa

24 Natarani. R

Natarani

25 G. N. BABU

G. N. Babu

26 MANTI. R

Manti

27. SUDESH. C

Sudesh C  
19/03/21

28. Raghu. mk

Raghu mk  
19/03/21

29 B.S. Nagaraja.

B.S. Nagaraja.

30 Nagaraja. M.S.

19/03/2021

31 ಎಸ್. ಲತಾ

Ms. S. Lathe

32 S.M. Leelavathi

Ms. S.M. Leelavathi

33. Deepika. G.B

S.M. Leelavathi

34 V. KAVITHA

Deepika G.B

35. Shanthalakshmi R.R

V. Kavitha.

36) PRAKASH. O.N.

Prakash

The Session was highly sensitized.

Dr. T.G. Jamaradhan gave the welcome address.

Prof K.M. Raghavendran IQAC coordinator addressed the non teaching staff and gave

the complete sequence of the Accreditation process. (The Do and Don'ts from the

non teaching staff were spelt out very


clearly. Dr. Veenu Nagaraj also thanked

and encouraged the non teaching staff to work more effectively for this function

Dr. H. Shashidhar spoke on behalf

of the management office. Mr. Cleary explained how the meeting with NAAC team should be handled.

Mr. Krishna Rao manager proposed the vote of thanks and assured the complete support / assistance from the non-teaching staff towards working towards NAAC -

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

20/3/2021  
Meeting No 7/2021

## Meeting of Criterion presentations

The third round of presentations by  
Criteria teams on SSR preparation is  
scheduled from 20.03.2021 to 27.03.2021

Day 1 : 20/3/2021 Criterion I 11:30 AM - 1:30 PM

(I - Mrs Vanitha, II Prof Uthmani D)  
Criterion II 2:30 - 4:30 PM

1. Dr. H. Shashidhar [GB chairman]
2. Dr. T.G. Janardhan [Principal]
3. Prof Shamsriya Rizwana [Vice principal]
4. K.M. Raghavendran [IQAC coordinator] for
5. Dr. Veena Nagaraj [NAAC coordinator] in
6. Dr. Achala Nargund [IRAC member] Ab
7. Prof. Vanitha R
8. Prof. Sangeetha R
9. Prof. Anupama S
10. Prof. N.V. Bindu
11. Kamalashri. N
12. Prathibha. K.N
13. DR. MANU. S
14. PRAKASH. O.N.
15. Rajesh
16. Durgakala Sridhar
17. Dr. Asmita Behera
18. Poornima. S
19. Rishu Narak. U.
20. ~~Dr. Anupama S~~ Mem
21. Rajkumari. C

Faculty of  
Education

for

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- 22. Lakshmi. S.
- 23. A. N. BHAIYANI
- 24. Dr. Sushama - N. Jakati
- 25. Dr. R. Matheswari

Dr. S.

~~Dr.~~  
Sushama Jakati  
Dr.

1. Prof Vanitha team leader of Criteria I gave a comprehensive presentation of the answers written for SSR.
2. The suggestions given by the members present will be incorporated in the SSR. Dr. H. Sashidhan raised a query on designations & said that we should check if all are Prof.
3. After lunch the team II presentation was given by Prof Usharam. D. It was a very comprehensive presentation. The query pertaining to sanctioned post was clarified by Dr. H. Sashidhan. Sir also mentioned that we should refer to the C.R. rules for any clarification on recruitment, designation posts etc.  
Dr. H. Sashidhan also mentioned that the language can be a little toned down to simpler sentences.

It was decided to incorporate the suggestions. Prof Jangakala said that the main points raised in the discussion on Criteria I & II has been recorded by her & she will share the same with IQAC coordinator.

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

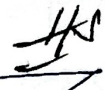

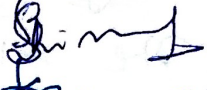






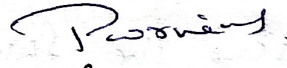



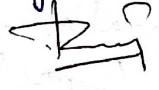


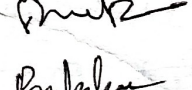
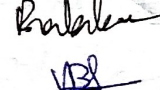

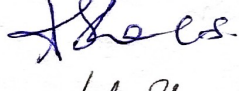
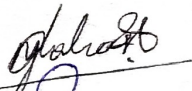



22/3/2021  
Meeting # 08/2021

# Meeting of Criterion presentations

Day 2 : 22/3/2021

Criterion 3 2:30 PM to 4:30 PM

Presentation by Dr. Achala Nargund

1. Dr. H. Shashidhar [GB chairman] 
2. Dr. T.G. Janardhan (HOD) 
3. Prof Shamsriya Rizwana (Vice principal) 
4. K.M. Raghavendran (IQAC Co-ordinator)  22/3/21
5. Dr. Veena Nagaraj (NAAC Co-ordinator) 
6. Dr. Achala Nargund (IQAC-member) 
7. Dr. Ganesh Bhatta (Director Academics) 
8. D. USHARANI IQAC Member 
9. Dr. Sumana Krishna Prasad 
10. Poonima.S 
11. Dr. Gangamani H.V. 
12. Prof Sangeetha K 
13. Dr. Manjushree Menon. 
14. Rajesh . S 
15. Mamta Ramesh 
16. Dr. Ganesh . n 
17. Dr. Ramakrishna Reddy 
18. Raveendra Walakar 
19. Varsha B.J. 
20. Dr. Asha C.S. 
21. Mr. Prakash 
22. Dr. Mann - S 
23. Srinivas 
24. Shilpa Dhan 

25. Dr. Sushama V. Jakate *Sushama V. Jakate*  
26 C. Sai Sudha, Comp. Science *Sai*  
27 Dr. R. Matheswari, Comp. Sci. *R*

### Minutes of the meeting

Prof K.M. Raghavendra welcomed the gathering & invited Dr Achala Nargund to present Criteria 3.

The following observations were made during the presentation

1. On the table presently coverage, workshop & orientation program, feasibility research methodology, Dr H-Shashidhar felt that the report of the activity must mention that the event is related to research methodology. Dr Ganesha Bhatta also voiced the same opinion.
2. Regarding gaps in data, the team expressed difficulty in collecting the information. Dr. H. Shashidhar instructed the principal & IQAC Coordinator to meet the staffs and expedite the collection process.
3. Dr. H. Shashidhar also said that the drafts of criteria I/II & III must be fine tuned as early as possible so that the final version can be made ready soon.

*K. M. Raghavendra*  
**K.M. RAGHAVENDRAN**  
Associate Professor  
IQAC Co Ordinator

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23/3/2021  
Meeting # 9/2021

## Meeting of criteria presentation

Day 3: 23/3/2021

Criterion: #4 2:30 PM to 4:30 PM

Presented by: Dr Jayashree menon

1. Dr. H. Shashidhar (Chairman G.B) ~~HS~~
2. Dr. T. G. Janardhan (HOE)
3. Dr. Ganesha Bhakta (Director Academics): ~~GB~~
4. Prof. Shamshirya Rizwana (Vice principal)
5. R. D. Raghavendran (IQAC Coordinator) ~~for 23/3/21~~
6. Dr. Veena Nagaraj (NAAC Coordinator) ~~in~~
7. Dr. Achala Nargund {chairperson Ph Dept of Health, IQAC} ~~Ph~~
8. D. USHARANI (IQAC - member) ~~D. Usharani~~
9. Lakshmi S. (IT - coordinator) ~~Lakshmi S.~~
10. Dr. Ramanjanaya P. ~~P. R. Ramanjanaya P.~~
11. Anupama S. Anupama S.
12. Dr. R. Matheswari (IT - team member) ~~Matheswari~~
13. Raveendra nalakar Balakrishna
14. Mamta Ramesh ~~Mamta Ramesh~~
15. Manoj Jain
16. C. Sai sudha ~~C. Sai sudha~~

### Minutes of the meeting

1. Dr. Sheela R V welcomed the gathering and gave the presentation of the criteria.
2. The main observations made by Dr. H. Shashidhar was that the figures given for expenditure on Infrastructure, both argumentation & Maintenance should be vetted by CIE.

3. It was observed that the data for the year 2020-21 has to be updated
4. Addition to <sup>Number of</sup> classrooms equipped with ICT facilities ~~was~~ was pointed out. The number must be 24 instead of 22
5. Prof. Sanbroha was asked to cross-check the details of computers & related ICT accessories. She claimed that as per the SUP given by NATE, computers held in the department should not be considered when calculating the number & % of computers available to students
6. Dr. H. Shashidhar said that a lot of activity was done during the lockdown from Feb 2020 till date. This has to be documented and presented to the NATE peer team as well as shown in the SSR at a suitable & relevant place. He congratulated the team for its good work
7. Prof. K.M. Raghavendra thanked the Criteria team for their effort and specially mentioned the <sup>excellent</sup> labelling of the files. He requested Prof. Hemant Menon to do the same for all the files of various criteria. Prof. K.M. Raghavendra also thanked Dr. H. Shashidhar for all his critical inputs

  
**K.M. RAGHAVENDRA**  
 Associate Professor  
 IQAC Co Ordinator  
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