

Date :- 7/3/24

Time - 11:00 pm

IQAC meeting with HODs of Sciences and Journalism.

Agenda :-

1. Discussion on Laboratory Manual format
2. Any other

Members Present :-

- | | |
|-------------------------|--|
| 1. Sangeetha R. | <u>Sangeetha</u> |
| 2. Charumathi Sridharan | <u>Charumathi Sridharan</u>
07/3/24 |
| 3. Sareesh Copinathan | <u>Sareesh</u> |
| 4. M. Sujatha | <u>Sujatha M</u> |
| 5. S. RAJESWARI | <u>S. Rajc</u>
7/3/2024 |
| 6. V. MADHUMATHI | <u>V. Madhumathi</u> |
| 7. Dr. Anil G. B. | <u>Anil</u>
7/3/2024 |
| 8. Dr. Asmita Behera | <u>Behera</u>
7/3/24 |
| 9. Anantha Srikumar | <u>Anantha</u> |
| 10. Denikar G. Shetty | <u>Denikar</u> |
| 11. Shilpi Dhan | <u>Shilpi</u> |

Minutes of meeting :-

1. The IQAC coordinators welcomed the Heads of the Departments to this meeting.
2. The IQAC coordinator explained the need of having a uniform format for the Laboratory manuals.

3. The proposed format was discussed point by point and discussions took place.

4. After due deliberations, the proposed format was approved by all the heads of the Departments.

5. The new format shall be followed for all manuals to be prepared for even semester of AY 2023-24.

6. The IQAC coordinator thanked all the members for concluding the discussion in an amicable manner with the constructive resolution.

~~Sheela~~

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

IQAC Meeting with NAAC

DATE: 11/05/2023

Criteria convenors

Time - 11:00 am

Venue - Computer Lab

Agenda -

- a) GAP Analysis after AQAR 2022-23
- b) Any other

Members Present:-

- | | |
|------------------------------|--|
| 1. Dr. Sujatha M. | |
| 2. Anantha Srikumar | |
| 3. Varitha R | |
| 4. Anupama S | |
| 5. Durgakala. | |
| 6. Syed Haseebullah | |
| 7. C. Sai Sudha | |
| 8. Indu Y | |
| 9. Dr. Mohammed Ashfaq Ahmed | |
| 10. Shilpi Dhan | |
| H. | |
- (Signatures)*
H. K. R.
A.
D.
J. S. G.
S. S.
Ashfaq.
Shilpi

Minutes of Meeting:-

I IQAC coordinators welcomed all the members to the meeting.

II Each criterion convenor presented their scores in SSR and the comparison with benchmarks given by NAAC. They also projected the improvement in data collected

Shilpi ARAR 2021-22.

III They identified the gaps and suggested measures to improve the same. Some notable suggestions were :-

- a) more research oriented events to be conducted especially w.r.t. IPR.
- b) Research grants is lacking to effectively use seed money given by Management.
- c) Paper publication has to be increased especially by students
- d) Innovative teaching - learning practices must be brought in
- e) ICT usage in teaching - learning must be enhanced beyond PPTs.
- f) Alumni connect must be strengthened.

IV To place on record, everyone appreciated the data collection & streamlining w.r.t criteria requirements.

V Shilpi Dham thanked all members for the detailed analysis followed by suggestions.

Shilpi

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

IQAC Meeting

DATE: | |

Date - 8/6/24

Time - 11:00 am

Venue - Comp. Sc. Lab

Agenda :-

- a) Tentative date & time for SIP 24
- b) " " " method for Teacher appraisals
- c) Reorganization of Criteria Teams
- d) SSS plans
- e) Feedback on curriculum
- f) Any other.

Members Present :-

1. Dr. Usha Rani
2. Shilpi Dham.
3. C. Sai Sudha.
4. Anupama S
5. Chandrama Dutta
6. Dr. Sajini G
7. Dr. Mohammed Ashfaq Ahmed
8. Sindhu P
9. Parvitha C
10. Indu J.
11. Varunshi B.K
12. Rekha Bahvally
13. ~~Ana~~
- 14.



MES COLLEGE OF ARTS, COMMERCE AND SCIENCE
'Vidyasagara' Prof MPL Sastry Rd, 15th Cross, Malleshwaram, Bangalore -03
NAAC Accredited with Grade "A"

IQAC MEETING - MINUTES OF MEETING

DATE: Saturday, 8th June, 2024

TIME: 11 am

VENUE: Computer center -Bay3

- I. **Welcome** by IQAC Coordinator Mrs. Shilpi Dham.
- II. **AAA Conducted successfully:** Mrs. Shilpi Dham thanked all the faculty members for cooperation in the smooth conduct of the audit. She informed that the detailed report shall soon be shared with and the follow up meeting shall take place.
- III. **Gap analysis done:** Criterion heads had presented detailed insight into the metrics of each criterion. They presented the matrix of scores lost and the scope of improvement. They also indicated the improvement in few metrics. The inputs have been taken and shall be worked upon.
- IV. **Student Induction program:** The Student Induction Program for the new entrants of academic year 24-25 is to be conducted. The tentative date was proposed as first week of August. The inauguration of AY 24-25 and SIP could be conducted on the same day. The members gave the input that soft skills session must be conducted for freshers. The SIP shall cover –overview of college, course matrix, code of conduct and mentor-mentee session.
- V. **Conduct of Student Satisfaction Survey:** SSS is mandatory under AQAR. The Edchemy could be used as a platform to conduct SSS but the challenge is all the final year students have not registered. It was concluded that SSS shall be conducted in Computer center in the presence of class teacher or mentor to clarify their doubts. Time table will be prepared and circulated.

- VI. **Teacher Appraisal by students** : The Teacher Appraisal by students is being conducted through EDCHEMY for the last three semesters. The response had been very less. Moreover, the monitoring is not possible frequently as the access permissions are not with faculty members. Unanimously, it was decided that the Teacher Appraisal could be collected through the Google Forms.
- VII. **Feedback on curriculum 2023-24** has been taken through EDCHEMY. Action taken on last year's feedback needs to be discussed.
- VIII. **AQAR 2023-24** to be done. The writing of Qlms and collection of data for Qnms could be started from November. The Criteria teams need to be reviewed and changes need to be made before November. It shall be taken up in a separate meeting.
- IX. **Others:**
- Canteen committee to be reorganized, Miss. Chandrima Dutta may be added
 - Mrs. Indu suggested to take External feedback about the add-on courses which may be useful for the college.
 - Technical team with students to get the banners done for displaying during admission.
- X. Mrs. Shilpi Dham thanked all the members for attending the meeting.

Shilpi
10/6/24.

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

PAGE: 1

Date

Time

Science

IQAC Meeting with
Departments of Commerce, Social
Sciences & Languages

Date - 2/7/24

Time - 11:00 am

Agenda - Discussion and inputs on
AAA report

Members Present :-

- | | | |
|-----|--------------------------|--------------------------|
| 1. | Prof. K.M. Raghavendran | K.M. Raghavendran |
| 2. | Prof. Sheela Menon | Sheela Menon |
| 3. | Dr. D. Usharani | D. Usharani |
| 4. | Mrs. Aneccha Sri Kumar | Aneccha Sri Kumar |
| 5. | Mrs. Shilpa Dham | Shilpa Dham |
| 6. | Shilpa KP | Shilpa KP |
| 7. | P. PALLAVI | P. Pallavi |
| 8. | Nischitha .H | Nischitha .H |
| 9. | Swetha Sarathy, S | Swetha Sarathy, S |
| 10. | Sindhu. Prabhakaram | Sindhu. Prabhakaram |
| 11. | Pavithra. C. | Pavithra. C. |
| 12. | Jyothsna K.V. | Jyothsna K.V. |
| 13. | Indu. Y. | Indu. Y. |
| 14. | SINDHU BHAIRAVI G.V | SINDHU BHAIRAVI G.V |
| 15. | Deepa Dharesheni G.P | Deepa Dharesheni G.P |
| 16. | Dr. Peshwanth Kumar C.K. | Dr. Peshwanth Kumar C.K. |
| 17. | Sangeetha. R | Sangeetha. R |
| 18. | Varitha. R | Varitha. R |
| 19. | Bhagya. A-N | Bhagya. A-N |
| 20. | Marishwari. N. Kumar | Marishwari. N. Kumar |
| 21. | Veena. M | Veena. M |
| 22. | Keerthi U.P | Keerthi U.P |
| 23. | Chamunathi Sridharan | Chamunathi Sridharan |

- 24. Dr. Vanishree B.M. 02/07/2024
- 25. Dr. Manjushree Menon Bhargava 2/13/24
- 26. Dr. Ramakrishnaiah. M. Chelani 2/17/24
- 27. R. Hemaprabha R.H. 2/17/24
- 28. Rekha Bahwalley Ry 2/17/24
- 29. Dr. Dharmamayara. G.V. D.V. 2/17/24
- 30. DR. R.V. STEELA. R.V.S. 2/17/24
- 31. Ajun. V.C. Ajun

SCIENCE DEPARTMENT 1.30 p.m.

- 1.
- 2. Durgakala Durgakala
- 3. Dr. Sushama. V. Taleati Sushama. V. Taleati
- 4. Sufatha. M (BT) Sufatha
- 5. DR. CHINNA DEVI (chem) Chinna Devi
- 6. Ushmani V Rao Ushmani
- 7. DR. Asmita Behera Behera
- 8. N.V. Bindu Bindu
- 9. V. MADHUMATHI V. Madhuma
- 10. K. N. SHUBOD TREATMENT K.N. Shubod
- 11. Kamalashri. A Kamalashri
- 12. Prathibha. K.N Prathibha
- 13. S. RAJESWARI. S. Rajeswari 02/17/2024
- 14. Dr. Asheera Banu Sanghi A. B. Sanghi 2/17/24
- 15. Pankaj Kumar Choudhary Pankaj 2/17/24
- 16. Dr. R. Viswanath. R. Viswanath 2/17/24
- 17. Chandrima Dutta Chandrima
- 18. M. Snijatha M. Snijatha
- 19. Deekha Rani Deekha Rani
- 20. Vamshe. B.K Vamshe
- 21. Sareesh Gopinathan Sareesh
- 22. Dr. Anil. G. B. Anil

23

C. Sai Sudha

Dalha

24

Dr. Anha C.S.

~~Dr. Anha C.S.~~

25

Deekshitha C

~~Deekshitha C~~

26

Gowthami R.

Gowthami R.

27

Dr. Tejuswini M.

Tejuswini M.



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'Vidyasagara' Prof MPL Sastry Rd, 15th Cross, Malleshwaram, Bangalore -03
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**MINUTES OF IQAC MEETING ON
ACADEMIC AND ADMINISTRATIVE AUDIT REPORT**

Held on 2nd July 2024

- I. Welcome :**
IQAC coordinator, Prof. Shilpi Dham welcomed all the participants to the meetings in every session of Commerce, Arts and Science streams.
- II. Leave of absence :** The Leave of absence was mentioned for faculty members who could not attend the meeting because of reasons mentioned.
- III.** The AAA report was shared with the faculty members prior to the meeting. The IQAC coordinator congratulated all the staff members for maintaining the documents and files as per the list shared to them by IQAC. The exemplary work of some departments like Physical Education, Commerce, Zoology etc was also mentioned for perfect documentation, large number of events, on time submission of reports respectively.
- IV.** The IQAC coordinator, pointed out the following points of concern as observed during AAA :
1. The Principal's signatures are not taken regularly in the attendance registers, work diaries, event reports, feedback consolidation etc.
 2. The result analysis was not done subject wise.
 3. The IQAC reform documents were incomplete.
 4. The Action Taken Report was not there.
 5. Faculty is not aware of the Easylib features and Inflight resources.
 6. Smart Projectors are not maintained.
 7. Canteen requires improvement.
- V.** The IQAC Coordinator made following **suggestions** based on the observations:
1. Vice-Principal could share the signing responsibility of routine items like attendance registers, work diaries, event reports etc.
 2. A book could be maintained by the Office manager to note down the maintenance

- complaints so that the Estate Manager can look into it.
3. SWOC could be done for all the departments.
 4. Annual training program must be conducted for the faculty members on the use of Easylib software as well as Inlibnet, from the library.
 5. "Teacher as a Leader" program could be conducted for the faculty members to help them take up leadership roles.
 6. Team building activities could be conducted to help develop better and healthier bond between the faculty members.
 7. Use of ICT could go beyond PPT and sharing of e-notes. Use of online resources and other subject specific applications could be explored.
 8. Faculty could use innovative methods for teaching-learning.
 9. Faculty could use Blended mode of learning for relevant courses, with prior permission of HoD.
 10. Faculty could use Flipped Classroom approach for relevant courses.
 11. Smart Projectors to be maintained for its proper functioning in the long run.
 12. Maintenance and upgradation of the computer systems periodically.
 13. Upliftment of the canteen ambience.
 14. Stationary Unit with Xerox and printing facility for students.
 15. Full time Placement Officer for improving the placement opportunities.


The suggestions were very well taken and welcomed by all the faculty members in all the three streams. There was a healthy discussion on some of the suggestions with inputs from Prof. K M Raghvendra, Chief Executive, Mysore Education Society; Prof. Sheela Menon, Director Academics (Higher Education), Mysore Education Society, Dr. D Usharani, Principal, MESACS and Mrs. Aneetha Srikumar, Vice-Principal, MESACS.

The inputs provided by the management representatives were as follows:

1. Research:

- i) Frame the Project proposals in consultation with Research and Development Cell and Department Advisory Committee.
- ii) Have single point agenda to improve research for at least one semester.
- iii) Take forward the research work done earlier in the department by linking it with some Sustainability Development Goals or anything for the society.
- iv) Outcome based research should be the target.
- v) Use Blended Mode of Learning to make time available for research work. Ensure prior permission for the online classes from concerned authority.
- vi) To make use of the seed money provided by the Management, send proposals for minor projects addressing in house problems.

- 2) **Self-appraisals:** Prof. Sheela Menon informed that the appraisals are being taken very seriously by the management and shall be the basis of the promotion. She urged the faculty members to fill it with complete understanding. She also appreciated the appraisals of some faculty members in each group.
- 3) **Admissions:** The reducing admissions is a graving challenge. The faculty members must work together to figure out the cause of the dropping admissions and how to work towards its improvement.
- 4) **Autonomous Status:** The autonomous status is the need of the hour for our institution with an existence of 68 years. This is to be discussed and taken forward.


Principal
M.E.S. College of Arts, Commerce & Science
Malleswaram, Bengaluru-560 003


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

Date - 12 Aug 2024

Time - 10:30 am

IQAC meeting with Anti-ragging Cell,
Women Cell, Counselling Cell & Prevention of
Sexual Harassment Cell.

Det

Agenda - a) To discuss events for AY 2024-25
b) Other inputs & suggestions.

Members Present :-

1. Dr. Mangushree Menon
2. Ms. Keerthi GP
3. Mrs. Charumathi Sridharan
4. Aneetha Srikumar
5. Swetha Sarathy. S
6. Sujatha. M (BT)

[Signature]
12/8/24

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7. Dr. Sushama - V. Jakate
8. Shilpi Dham
9. Aneetha Srikumar

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Minutes of meeting :-

- I. IQAC coordinator welcomed the members & presented the agenda of the meeting.
- II. The inputs were taken and discussed by all the cell members.
- III. The following conclusions were drawn :-

- a) Put the Anti-ragging Cell Posters in all first year classrooms & other labs and other strategic places.
- b) Share the Cells posters & contact person info in EdChemy.
- c) Counselling Cell shall conduct GHA - General Health Questionnaire in online mode through EdChemy. ~~##~~
- d) Counselling Cell events ~~shall be~~ ^{were} ~~condu~~ planned out for the AY-24-25.
- e) Women Cell was appreciated for doing a CSR activity in last academic year.
- f) The activities for the AY-24-25 were also discussed.

Shruti 12/06

IQAC Co - Ordinator
MES College of Arts, Commerce & Science
Majieswaram, Bengaluru - 560 003.

Date - 22 August 2024

Time - 1 pm

Ag ZQAC meeting with members of Cultural Committee and Student Welfare Officers.

Agenda:-

a) Plan of events for AY 24-25.

b) Coordination of Cultural committee and SWOs for events

c) Sharing of roles & responsibilities of SWOs & Cultural Committee.

d) Any other.

Members Present:-

- | | |
|-----------------------------|----------------|
| 1. Mrs. Sneha Srikumar (VP) | <u>Present</u> |
| 2. Mrs. Shilpi Dhara | <u>Present</u> |
| 3. Dr. Anil G. B. | <u>Anil</u> |
| 4. Mrs. Sindhu Bhairavi | Absent |
| 5. Mrs. Jyothsna | Absent |

Minutes of meeting

1. ZQAC coordinator & Vice Principal welcomed the members of Cultural Committee (CC) & Student Welfare Officers (SWOs).
2. Shilpi suggested to keep the teams ready for the intercollegiate teams for participation.

3. She also suggested them to plan the events for AY 24-25.
4. She proposed the inclusion of student member (nominated by IQAC) to cultural committee.
5. She thanked all members for attending the meeting.

~~She~~

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

Date - 13/9/2024

Time - 12 noon



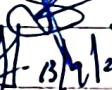
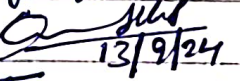
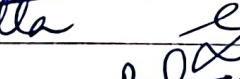

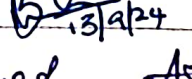
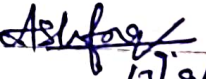
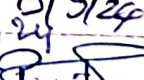


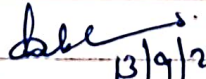
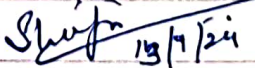
IQAC Meeting with Mentors of FIRST year BSc, BCom + BCA.

Agenda :-

a) Handover the mentor duties & list of students.

b) Discuss about guidelines for meeting with mentees & parents.

Members Present :-

1. Swetha 
2. Jyothsna KV 
3. Shilpa KP 
4. Indu Y 
13/9/24
5. Keerthi GP 
13/9/24
6. Chandrima Dutta 
13/9/24
7. Bindu . N.V. 
13/9/24
8. Mohammed Ashfaq Ahamed 
13/9/24
9. Dhanya V. (For Dinpa) 
13/9/24
10. Sarvesh C 
13/9/24
11. C. Sai Sudha 
13/9/24
12. Lakshmi . S. 
13/9/24
- 13.
14. Shilpi Dhan 
13/9/24

Minutes of meeting :-

1. IQAC coordinator welcomed the mentors for the meeting.
2. The mentor diaries were given to the mentors as per the allocation along with soft copy of the list of mentees.
3. The mentors were informed to conduct atleast 2 meetings with the parents of mentees in a semester.
4. They were also briefed about the responsibilities of the mentors.
5. IQAC coordinator thanked the faculty members for attending the meeting.

Shruti
13/9/24

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

IQAC meeting with Research and Development Cell.

Date - 27/9/2024

Time - 2:30 pm

Agenda - The Faculty Development Program on ICT Tools in Research.

Members Present :-

1. Dr. Asha C.S. - Asha C.S.
2. Dr. Peshwanth Kumal. - Peshwanth Kumal
3. Dr. Asmita Behera - Behera
4. Dr. Vanishree B.M. - Vanishree B.M.
5. Varitha R - Varitha R
6. Dr. Chinna Devi R.N. - Chinna Devi R.N.
7. Shilpi Dham - Shilpi Dham

Minutes of Meeting :-

1. Dr. Asha welcomed all the members present for the meeting.
2. She briefed them about the agenda of the meeting.
3. ~~Dr.~~ Mrs. Shilpi Dham discussed and presented the tentative structure of the FDP and asked for the suggestions.
4. The following suggestions points were agreed upon after getting suggestions :-

- a) Title of FDP - AI Tools in Research.
- b) FDP for 5 days, 10 am to 1 pm.
- c) Broad topics :-
 - i) Literature Review Tools
 - ii) Data Collection & Analysis Tools
 - iii) Data analysis & interpretation Tools.

- (iv) Document Writing Tools
- (v) Citation Management + Plagiarism + Authenticity and Research Networking

8. d) Budget estimation of Rs 2,03,000 was framed.

e) Work allocation was planned.

f) The sponsorship options were discussed.

5. The meeting concluded with a follow up being done through whatsapp group till we meet again.

~~Shipra~~

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

IQAC meeting

Date - 4/10/2024

Time - 2:00 pm

Agenda :-

1. Induction of New members in IQAC
2. COE 24-25 Published
3. SIP conducted
4. Propagation of Code of Conduct
5. FDP with Research & Dev Cell
6. Teacher Appraisal by Students
7. AQAR ~~24-25~~ 23-24
8. Others.

Members Present :-

- | | |
|--------------------------------|----------------------------|
| 1. Dr. D. Usharani | D. Usharani 05/10/24 |
| 2. Dr. Anetha Sri Kumar | Anetha Sri Kumar 04/10/24 |
| 3. Pooetha Saratny. S | Pooetha Saratny. S 4/10/24 |
| 4. Sindhu. P | Sindhu. P |
| 5. Pavithra. C | Pavithra. C |
| 6. Rekha Balrajy. | Rekha Balrajy. |
| 7. Dr. CHINNA DEVI C. N. | Dr. CHINNA DEVI C. N. |
| 8. C. Sai Sudha | C. Sai Sudha |
| 9. Niharika. V | Niharika. V |
| 10. Harini G. Harinar | Harini G. H. |
| 11. Pr Ashwara Baru Sangli | A B Sangli |
| 12. Dr. Mohammed Ashfaq, Ahmed | Ashfaq |



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'Vidyasagara' Prof. MPL Sastry Rd, 15th Cross, Malleshwaram, Bangalore -03

NAAC Accredited with Grade "A"

IQAC Meeting Minutes of the meeting

DATE: Friday, 4th Oct, 2024

TIME: 2:00 pm-3:30 pm

VENUE: Computer Center –Bay1

- I. **Welcome :** IQAC Coordinator, Mrs. Shilpi Dham welcomed all the members to the meeting.
- II. **Leave of absence :** Mrs Divya could not attend the meeting as she had to go for valuation. Mrs. Aupama and Dr Sajini G could not attend because of the Fresher's Day preparations.
- III. **Student Induction in IQAC.** Mrs. Shilpi Dham introduced the student members to IQAC and
- IV. **COE for 2024-25:** The Calendar of Events for 24-25 academic year has been published and shared with the faculty members. The student members of IQAC shall help in reaching it to the students.
- V. **Student Induction Program – PARICHAYA 24 :** The SIP was conducted successfully on 6th Aug 2024 in 7 parallel sessions for BCom A, B, C & D, BA, BSc and BCA under the coordinatorship of Mrs. Indu Y, Mrs. Shilpa K P, Mrs. Swetha Sarathy, Mrs. Jyothsana, Mrs. Anupama, Dr. Asmitha Behera and Mrs. Sai Sudha C. Mrs. Shilpi Dham expressed gratitude to all the coordinators and the technical team for supporting in smooth conduct of the same.
- VI. **The Code of Conduct** has to be propagated to the students periodically to emphasise the same. Edchemy could be used to share the presentation. Student representatives in IQAC can help by reaching out to CRs and SRs and see that code of conduct is implemented properly. Every faculty member is responsible for the code of conduct of the class. The discipline has to be maintained through out the academic year. The frequent surprise checks are being done by the Principal and Vice-Principal.

VII. Teacher appraisal by students through Edchemy:
Student response is merely 5%. SSS was conducted in the Computer Center, the response was very good. Appraisals couldn't be conducted along with the SSS as the syllabus was not complete by then. Dr Ashfaq confirmed that the response status cannot be monitored with the Edchemy as the report generation permissions are with the vendor.
All members suggested to use google forms, as was done earlier.

VIII. FDP in association with Research and Development Cell. Five Days FDP on ICT tools in Research or AI tools in Research is being planned with Research and Development Cell. The structure is being planned and the proposal shall be ready soon. Mrs. Shilpi Dham asked the members to suggest the resource persons.

IX. Work allocation:

- a. **Quarterly reports to management** - Mrs. Khushboo Tripathy shall help in compiling the quarterly reports of events.
- b. **Social Media Content Creation and posting:** Mrs. Sindhu from Commerce along with the students shall be looking into the content creation and posting on social media handles.

Mrs. Sindhu gave the following inputs:

- Number of followers should be increased for better presence.
- Department or club pages must link to the college page.
- Posts should be colorful
- Reels should be really good like a story.
- Users should be tagged.
- MES Archives needs to be displayed.
- For all posts all faculty should like, share and comment, increase the visibility of the posts.
- Students should not be allowed to post.
- A one-minute video of the event to be conducted by Journalism department, which can be posted in the social media.
- Good Quality of pics to be maintained.

Mrs. Shilpi Dham: LinkedIn; Mrs. Sindhu: Twitter, Instagram

X. Knowledge sharing series: Conduct a session by faculty, students, or alumni, once in a month for an hour. Dr. Asheera and Dr Asmitha shall be organizing these series. Chairperson of IQAC ,Dr.Usha Rani volunteered to initiate the lecture series on 19th Oct 2024.

XI. **AQAR 2023-24:** The NAAC portal has been opened, we need to finalize the criteria teams and try to complete the work by December end. In November, the work could be started.

XII. **Others:**

a. **Innovative Pedagogical Teaching methods:** Principal insisted that each department must introduce atleast one innovative teaching method for atleast one subject by November 2024 and document it well. The faculty is free to discuss it with the Principal wrt the innovative method as well as its documentation.

b. **Research and Research publications to be improved:** Principal indicated that the Research publications need to be strengthened and research projects must be applied for.

XIII. **Vote of Thanks:** Mrs. Shilpi Dham thanked all the members for attending the meeting.

Shilpi
10/10/24

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Malleswaram, Bengaluru - 560 002

IQAC Meeting with Criteria Convenors.


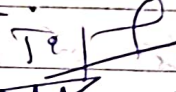
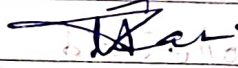
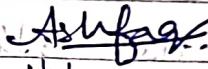



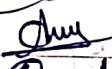
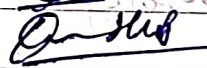
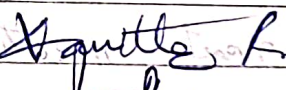
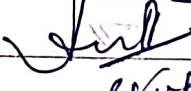

Date - 14 Nov 2024

Time - 2 pm

Venue - Computer Science Lab.

Agenda - AQAR 23-24 Preparation.

Members Present :-

1. Anupama.S 
2. Dr. Tejaswini M. 
3. Devika Rani 
4. Dr. Mohammed Ashfaq Ahmed 
5. V. Madhumathi 
6. Vidyashree B.S. 
7. C. Sai Sudha 
8. Anuha.H.M. 
9. Keerthi Gf 
10. Vanitha Red 
11. Aneetha Sri Kumar 
12. Shilpi Dham 

Minutes of meeting :-

I. IQAC coordinator, Mrs. Shilpi Dham welcomed all the members to the meeting. especially the new convenors of criterion I, Mrs. Devika Rani Shetty; criterion III, Dr. Tejaswini; criterion VI, Dr. Aneetha Sri Kumar and criterion VII, Mrs. Madhumathi.

II. She expressed that the framing of

AGAR 23-24 must be started.

III The questions, data templates and SOPs have been shared to the respective criterion emails.

II The criteria-wise reports of the departments and annual reports of the cells have also been shared through email.

IV The reports of the events are not required to be collected from departments or clubs or cells. All reports are with IQAC.

V The work allocation could be done in the team and keep a check on the work through accountability.

VI The next meeting shall be on 10th Dec to assess the work progress.

VII Feel free to contact Principal, Vice-Principal and IQAC coordinators for any queries or discussion.

VIII Shree Dharm thanked all the members of the meeting.

Shree

**IQAC Co - Ordinator
MES College of Arts, Commerce & Science
Malleswaram, Bengaluru - 560 003.**

Date - 13 December 2024

DATE: _____ PAGE: _____

IQAC meeting with Criteria convenors

to attend

Agenda :- a) To understand the readiness of AQAR 23-24

b) To resolve any issues regarding metric understanding

Members Present :-

1. Dr. Ashfaq Mohammed
2. Anupama S. 13/12/24 60%
3. Divakar 14/12/24 40%
4. C. Sai Sudha 30%
5. ~~Anupama~~ Dr. Tejuswini Absent
6. Dr. Anetha Srikumar
7. Madhumati Absent
8. Shilpi Dhan ~~Skipped~~

Minutes of meeting :

I. IQAC coordinator welcomed all the convenors of criteria 1, 2, 4, 5 and 6.

II Dr. Ashfaq informed that criterion 1 is ready for upload with 80% of the documents, another one week is required for completing the work.

III Mrs. Divika Rani, convenor of criterion 2 informed the readiness of 40% only.

IV Mrs. Sai Sudha, convenor of criterion 4 informed that the team members are not cooperating

and the readiness is merely 30%.
Shilpa Dharm asked her to conduct team meeting in her presence so that the work can be accelerated.

V Mrs Anupama, convener of criterion V informed that readiness is 60% and it shall be completed by within a weeks time.

VI Dr Anthe Srikumar, convener of criterion VI informed that the readiness is 90% and the rest shall be done within a couple of days.

VII Criterion III & VII conveners were absent and there an update from them was taken later.

The AQAR is not uploading work started from 15th December 2024.

Shilpa
16/12/24

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