

# Sindhi College of Commerce

2016-17

## IQAC Meeting - 1

### Minutes of the Meeting

Minutes of the meeting of the IQAC held on 09.07.2016 in Board Room at 1pm.

Principal welcomed all the committee members to the 1<sup>st</sup> IQAC meeting for the academic year 2016-2017

After deliberations, the following resolutions were passed

#### 1. Reconstitution of IQAC

- Resolved to request Prof.M.Ramachandra Gowda, Professor, Department of Commerce, Bangalore University to serve on the committee as an external member (Academician)
- Resolved to identify an Industrialist, Alumni representative and Student representative

#### 2. Plan of Action for the year 2016-2017

##### a) NAAC Reaccreditation Workshop

Committee members decided to have a NAAC Reaccreditation workshop for staff members in the month of August/ September and the resource person has to be identified for the same.

##### b) Criterion-1: Curricular Aspects

- Committee members decided to conduct Value added programme as in the previous years and HODs suggested the following:

Department	Class	Programme
Commerce	I year B.COM	Banking certificate course / Adv. MS Excel
	II year B.COM	Tally ERP
	III year B.COM	Stock market on derivatives certificate Program
Management	I year BBA	Adv. MS Excel / French (level 1) certificate programme
	II year BBA	Tally ERP / French (level 1) certificate programme
	III year BBA	Stock market on derivatives certificate Program & to continue with TCS placements programme
Computer Science	I year BCA	Software testing
	II year BCA	Android Level / Core Java
	III year BCA	Dot Net , Core Java & Placement training programme
	I year B.Sc	Electronics Workworkshop
	II year B.Sc	Electronics Workworkshop
	III year B.Sc	Electronics Workworkshop
Mathematics	BCA/B.Sc	Maths Workshop
English	All courses & Classes	Business English certificate programme from Cambridge University
Sanskrit	For Sanskrit students	Sanskrita Sambashana shibira

<b>Placement &amp; career guidance</b>	All final years	Personality development & placement training programme
	First years	Career guidance programme

- To enrich the curriculum transactions inside the class rooms through case studies, presentations, group discussions etc.
- To conduct remedial classes for slow learners.
- To conduct backlog classes.
- To conduct bridge course classes in Fundamentals of Accountancy for Ist year B.COM & BBA non commerce stream students and Basic Electronics for Ist year BCA non science stream students.

### **c) Criterion-2: Teaching, Learning & Evaluation**

- To organize orientation programme for I Semester students and parents also to be invited
- To encourage faculty members to adopt innovative practices in teaching
- To conduct department wise guest lectures and workshops
- To organize industrial visits to enhance experiential learning
- Departments to organize inter-class competitions, curricular, co-curricular and extracurricular activities.
- To conduct tests and exams periodically
- To review academic performance results.
- Session plan, lesson plan and work diary to be prepared and maintained by each faculty for their respective subjects, as in previous years
- To maintain personal and academic files by each faculty
- To give assignments to the students by each faculty.
- To start Science club
- To appoint teachers as per the requirement of the workload in consultation with the Management.

### **Criterion -3: Research, Consultancy & Extension**

- Research centre to be established
- Research advisory committee to be constituted
- Teachers to be encouraged to attend Seminars/Conferences/FDP by providing OOD facilities and financial assistance
- Teachers to submit the proposal for Minor/Major projects
- To organize FDP both- on campus and off campus
- To organize National level Seminars and conferences by the departments
- To organize a Seminar under the aegis of Women Empowerment Cell
- To identify village for annual NSS camp
- To identify school for adoption
- To explore the possibility of adopting the public park in the vicinity of the college
- NCC care taker Sri.Shankar to be sent to NCC Officer training programme
- To organize Blood Donation camp and other activities by NSS unit
- To bring in bi-annual news bulletin and Research Journal (in house)

### **Criterion-4: Infrastructure and Learning Outcomes**

- To request the Management members to provide additional class rooms
- Re-designing the library.

- To purchase additional computer system for computer labs
- To purchase additional electronic equipments for electronic labs
- To request the Management members to provide a Board room attached to the Principal's chamber

#### **Criterion-5: Student Support and Progression**

- To continue with the scholarship for meritorious/ SC&ST/ Sports achievers and Economically backward students
- To organise interclass cultural and sports activities to enhance students skills and qualities
- To organise intercollegiate sports tournaments on the occasion of Diamond Jubilee celebrations of 60 years completion of Sindhi Seva Samiti
- To provide scholarship to the achievers of the "Business English Certificate" examination by Cambridge University
- Career guidance and Placement cell to be strengthened through training programs and campus drives
- To renew the students personal accident insurance plan
- To continue with counseling and Mentoring system
- To organise Parents Teachers Meeting

#### **Criterion-6: Governance, Leadership & Management**

- IQAC to collect and analyse students' feedback on teaching and submit the same to the Principal
- To renew Mediclaim for the staff
- Self appraisal form to be modified and quantified
- To bring out "Job Description" manual as suggested by the Managing Committee.
- A separate committee for seminar/conference/workshop/FDP to be constituted

#### **Criterion-7: Innovations and Best Practices**

- To bring in in-house journal with ISBN number and News letter
- To revive staff colloquium –"Gnana Vardhini"
- To introduce wall magazine by the students under each department
- To provide financial assistance to needy students.

**Prof. Asha N**  
**IQAC Coordinator**

**Dr. B S Srikanta**  
**Chairperson & Principal**

#### **Members Present**

1. Dr.Anil Kumar – Vice Principal
2. Smt.Radhika – HOD, Computer Science
3. Sri.Vaidyesh – HOD,Management
4. Smt.Roopaa Anagod – HOD, Mathematics
5. Dr.Rahul Kavishwar – HOD, M.COM
6. Dr.Ramanand- HOD, Kannada
7. Sri.Subramanya Bhat – HOD ,Sanskrit
8. Dr. Ranjana Pillai – HOD, Hindi
9. Smt.Padmavathy – HOD ,English
10. Sri.Shankar – Physical Education Director
11. Smt.Jayanthi- Office Superintendent
12. Smt.Kavitha - Accountant