



[ESTD. 1945]

BHS Higher Education Society

# VIJAYA COLLEGE

Affiliated to Bengaluru City University

Accredited with B<sup>++</sup> Grade by the NAAC

Conferred "College with Potential for Excellence" by the UGC

RV Road, Basavanagudi

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11/09/2023

A meeting of IQAC is convened on **11<sup>th</sup> September 2023 at 12.30 PM** in the principal's chamber to discuss the following agenda.

- Agenda :**
1. Calendar of events for academic year 2023-24
  2. Preparation of AQAR 2022-23
  3. Plan of action for the year 2023-24
  4. Any other matter

The following members were present in the meeting

| Sl. No. | Name                   | Department  | Signature |
|---------|------------------------|---|-----------|
| 1       | Prof. Shailaja         | Principal   |           |
| 2       | Dr. M S Nagashree      | Vice Principal                                    | -         |
| 3       | Smt. Rathna Nagaraj    | Office superintendent                             | -         |
| 4       | Dr. Mahesh Arvind      | HOD, Dept. of Chemistry                           |           |
| 5       | Dr. M Subramanya Bhat  | HOD, Dept. of Electronics<br>Co-coordinator, IQAC |           |
| 6       | Dr. K R Kumudavalli    | HOD, Dept. of Sanskrit                            |           |
| 7       | Prof. H N Gururaja Rao | HOD, Dept. of Commerce                            |           |
| 8       | Prof. Srikanta S A     | Dept. of Chemistry                                | -         |
| 9       | Dr. Gopalakrishna      | HOD, Dept. of<br>Biotechnology                    | -         |
| 10      | Prof. Latha B          | HOD, Dept. of Comp.<br>science                    | -         |
| 11      | Prof. C T Vimala       | HOD, Dept. of English                             |           |
| 12      | Prof. Vinutha V        | IT Coordinator, Dept. of<br>Comp. science         | -         |
| 13      | Dr. Netravathi B P     | Dept. of Chemistry PG                             | -         |
| 14      | Prof. Jyothi V         | Dept. of Electronics                              |           |
| 15      | Prof. Roopa B          | Dept. of Zoology                                  |           |
| 16      | Prof. Krupa Sindhu     | Dept. of Commerce                                 |           |
| 17      | Prof. Naveed Ahmed     | Librarian   |           |
| 18      | Dr. K S Suresh         | Coordinator, IQAC                                 |           |



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### Minutes of the meeting

1. IQAC Coordinator welcomed all the members to the first meeting of the academic year 2023-24. The coordinator thanked principal, Dr. Subramanya Bhat and Prof. Jyothi V for filling and submitting the google form sent by SQAC DCE, Government of Karnataka.
2. Calendar of events to be drafted based on the calendar given by SQAC, university and the activities planned in the college.
3. After every Heads meeting, minutes are recorded. Subsequently, action taken should be followed up. Action taken report should be maintained.
4. The report on orientation program conducted for 1<sup>st</sup> semester students need to be documented.
5. The preparation of time table for 2023-24 is in progress. Once it is ready, need to be uploaded to the college website.
6. IQAC should encourage and facilitate departments to conduct student centric activities like add-On courses/ workshops/seminars and the reports to be submitted to IQAC.
- 7 Gender sensitization, environmental awareness programs need to be done by respective committees like WEC, NSS etc...
8. To take academic feedback with respect to syllabus taught in different courses from students, teachers and parents.
9. College should conduct Parents Teacher meeting at least once in each semester.. Meeting to be conducted during last week of November 2023. PTM records to be maintained
10. To procure the consolidated result sheet from the university with regard to NEP batches for further analysis.



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11. Innovative Ecosystem - Innovation Club Activities need to be conducted and reports to be compiled. One from dept of English - presentations.

12. Principal was requested to talk to the management with regard to management teachers workload. As per the university and government guidelines the direct teaching work is 16 hours for non lab departments and 20 hours for lab departments. At present teachers are doing 18 hours and 22 hours respectively.

13. Work diary of teachers must reflect all activities amounting to 40hrs per week.

14. Outreach programs should be undertaken especially by NSS, NCC and other committees. Jyoti suggested adopting a school.

15. At least two Conference, seminars and workshops should be done in each academic year. A conference on DVG works need to be taken up by kannada department in collaboration with Vijaya evening college. A inter disciplinary conference to be planned by the college.

16. More training programs on Soft skills, ICT and Communication Skills needs to be conducted.

17. Sensitization on Sexual Harassment and anti ragging issues needs to be done.

18. Pre - placement training needs to be done by the placement cell.

19. A Channel to generate and document the reports. Initial letter for conduct of any program need to be channelled through IQAC and permission sought from the principal. At every stage of conduct of event IQAC must get the reports.

20. Guidance given to appear in Competitive Exams need to be recorded.

21. Intercollegiate Sports Competition should take place every year.



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22. Alumni meeting should take place every year, to be organized by the college. IQAC to hold an official alumni meet.

23. Academic Audit for 2022-23 to be done by forming a committee.

24. AQAR needs to be prepared by end of October 2023. Each criterion head can co-opt 5 more members. Criteria incharge need to collect relevant data from departments/coordinators/convenors/office/programmers/teachers for the academic year 2022-23 and compile them for uploading to NAAC portal.

### Incharge for each criterion

| S. NO. | Criteria      | Criteria heading                        | Incharge teacher                         |
|--------|---------------|---|--|
| 1      | Criterion I   | Curricular aspects                      | Prof. Jyothi V                           |
| 2      | Criterion II  | Teaching, learning and evaluation       | Prof. Roopa B                            |
| 3      | Criterion III | Research Consultancy and Extension      | Prof. Srikanta S A<br>Dr. Netravathi B P |
| 4      | Criterion IV  | Infrastructure and Learning resources   | Prof. Latha B<br>Mr. Naveed Ahmed        |
| 5      | Criterion V   | Student Support and progression         | Prof. C T Vimala<br>Prof. Krupa Sindhu   |
| 6      | Criterion VI  | Governance, leadership and Mangaement   | Dr. M Subramanya Bhat                    |
| 7      | Criterion VII | Institutional values and best practices | Dr. K R Kumudavalli                      |

25. Principal suggested that a conference on DVG - Mankuthimmana Kagga in collaboration with Evening College to be conducted. Another workshop with input from Sri. Narendra Bhatta, need to be conducted on practical aspects of IPR.

26. A relook at the course outcome and program outcome is required and the mechanism of attainment of course outcome need to be understood in a proper perspective. In this direction it was thought that a person who has



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expertise in this from NAAC to be invited to the college and a workshop need to be held.

27. A General Body meeting to be held in which the annual report of 2022-23 will be discussed.

28. Staff Meeting in October 1st week to brief on 2022-23 activities.

29. Principal initiated the discussion with regard to improvement in quality of education and teaching in the institution. Some of the suggestions made are: to take measures to bridge gap between academia and industry, Blooms taxonomy, focus on learning outcome and attainment. In this direction, invite an expert to provide training for understanding the concepts, To create Google forms to test students' learning via Q&A. Other questions posed by principal are : How to attract better calibre students?

3. What constraints, if removed, can help in better performance as teachers?

Some of these questions can answered based on the discussions held in the earlier meetings with regard to Institutional Development Plan in the backdrop of implementation of NEP.

IQAC coordinator thanked principal and all the members for their active participation in the meeting.

Here is an attachment (Appendix-1) with regard to IDP for further discussions.

  
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VIJAYA COLLEGE  
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Dr. K S Suresh  
IQAC Coordinator

  
Principal  
Vijaya College Bangalore - 4

K S Shailaja  
Principal



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### APPENDIX-1

## Strategies

- Supporting the overall academic success of students
- Increasing overall graduation rates and Increasing overall retention rates
- Creating opportunities to gain knowledge, skills, and credentials in high demand fields
- Identifying new sources of funding for college activities
- Improving the employment placement rate of students after graduation
- Improving communication with key stakeholders
- Enhancing institutional network capacity
- Improving alumni engagement
- Fostering greater engagement with the local community
- Building environmentally sustainable campus facilities

**NEP - Institution to integrate its academic plans ranging from curricular improvement to quality of classroom transaction - into its larger Institutional Development Plan (IDP)**

### **1. Rationalisation of fee structure across all science courses.**

To evolve a fee structure for all streams by changing the existing fee structure variations in different streams and suggest to management a viable fee structure in tune with NEP.

### **2. Student centric pedagogy**

**NEP** - Recognizing, identifying and fostering the unique capabilities of each student by sensitizing teachers as well as parents to promote each student's holistic development in both academic and non-academic spheres.

Emphasis on conceptual understanding rather than routine learning and learning-for-exams

Creativity and critical thinking to encourage logical decision-making and innovation

Flexibility - learners have the ability to choose their learning trajectories and programmes, and thereby choose their own paths in life according to their talents and interests



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No hard separations between arts and sciences, between curricular and extra-curricular activities, between vocational and academic streams, etc. Life skills such as communication, cooperation, teamwork, and resilience

- The teachers’ role is to encourage and accept student autonomy and create a comfortable atmosphere for student expression - acting as guides
- Teachers need to inculcate in students about how they can promote, measure and celebrate understanding more than being clear about how to do well in your class
- Instead of advising the students to think it is the modelling of “how to think” need to be told to students
- Instead of helping students to master content, it is better to help students understand what’s worth understanding
- Instead of letting students choose the project’s product, it is worth letting students choose the project’s purpose
- Instead of starting class with a standard and target it would be better to start the class with a story

### 3. Evaluation and assessment reforms

To adopt a common evaluation and assessment mechanism across all disciplines - Continuous Tracking Of Learning Outcome Of Each student Assessment to focus on core concepts, higher order and foundational skills

- Assessments could be written mode – exams, tests, open book tests, essay writing, objective tests, quizzes, class assignments, home assignments, reports, dissertations, case study etc...
- Assessments could be oral mode – viva, group discussions, rapid fire questions, one question quiz etc...
- Assessments could be practical mode – lab work. Computer simulations, co-curricular, craft work etc...
- Assessments could be integrated mode – paper presentation, seminars, Field assignments, poster presentations, SWOC analysis, portfolios etc..

1. Evaluation through Internal Tests:

2. Evaluation through University Examination:

3. Evaluation Through Assignments:



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4. Evaluation through Attendance:
5. Evaluation Through Class Room Discipline:
6. Evaluation Through Participation in Co-Curricular Activities:
7. Evaluation Through Subject Based Viva-Voce:
8. Evaluation Through Effective Presentation:

**4. Mentorship** - Parameters to be adopted to mentor every student so that he gets a conducive atmosphere for learning

1. To create a cordial atmosphere among the mentees so that they feel comfortable with the mentor.
2. To collect all possible information about the students to carry out the mentoring process.
3. To create a WhatsApp group for communication and meet the students as frequently as possible.
4. To Specify what the mentor will offer (e.g., facilitating creation of a personal development plan, listening, sharing helpful experiences and information, and offering constructive feedback)
5. To make them feel confident in the course they have chosen.
6. To inculcate discipline amongst students which is very essential for their growth.
7. To encourage students to think independently and take decisions and consult others whenever necessary.
8. To extract information from the students about their interests.
9. To initiate and conduct SWOC (Strengths, Weakness, Opportunities and Challenges) analysis by helping them in the process.
10. To monitor the regularity of students to classes and if found wanting, talk to them and solve the issue.
11. To encourage them to put forward all types of grievances including academic and otherwise by giving them confidence that you will maintain confidentiality.
12. To help them in time management in dealing with curricular and extracurricular activities.
13. To hold discussions with them on various issues and encourage them to actively participate to put forward their views.
14. To inculcate moral and ethical values in them.
15. To monitor their progress in class and performance in internal tests.
16. To encourage them to participate in extra-curricular activities and to attend the guest lectures conducted by departments.





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17. To address issues with regard to payment of exam fees and college fees online.
18. To monitor their internal assessment scores and if needed address their grievances with regard to it.
19. To guide them about the opportunities available for higher studies or for jobs.
20. To create a feeling to students that there is someone in this institution who cares for them and wants them to perform and achieve big.
21. To encourage students to perform well in exams for their professional growth.

### 5. Parameters for formative and summative assessment

NEP - Focus on regular formative assessment for learning rather than the summative assessment that encourages today's 'coaching culture'

**Formative assessment** occurs throughout a class or course, and seeks to improve student achievement of learning objectives through approaches that can support specific student needs through In-class discussions, group work, weekly quizzes, simple writing assignments in class, home assignments, surveys etc..

**summative assessments** evaluate student learning, knowledge, proficiency, or success at the conclusion of an instructional period, like a unit, course, or program through teacher created exams, standardised tests, final - projects, essays, presentations, reports, final grades etc..

### 6. Hosting FDP

To conduct Faculty development programs, in different departments or a joint programs by several departments for durations of one week and above.

### 7. Technology integration

NEP - Extensive use of technology in teaching and learning, removing language barriers, increasing access for Divyang students, and educational planning and management

- To integrate technology in our teaching methods may be like using PPT Presentations, video lectures etc... Technology integration is the



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use of technology resources -- computers, mobile devices like smartphones and tablets, digital cameras, social media platforms and networks, software applications, the Internet, etc. -- in daily classroom practices

- Types of technology usage – 1. Online Learning and Blended Classrooms 2. Project-Based Activities Incorporating Technology 3. Game-Based Learning and Assessment 4. Learning with Mobile and Handheld Devices 5. Instructional Tools like Interactive Whiteboards and Student Response Systems 6. Web-Based Projects, Explorations, and Research 7. Student-Created Media like Podcasts, Videos, or Slideshows

When effectively integrated into the curriculum, technology tools can extend learning in powerful ways. These tools can provide students and teachers with

- Access to up-to-date, primary source material
- Methods of collecting/recording data
- Ways to collaborate with students, teachers, and experts around the world
- Opportunities for expressing understanding via multimedia
- Learning that is relevant and assessment that is authentic
- Training for publishing and presenting their new knowledge

### **8. Conduct of Remedial classes**

To conduct structured remedial classes compulsorily by including few common hours in timetable. They include problem solving classes, to teach them to answer questions by providing distribution of marks allotted, providing FAQs, time management etc...

### **9. Programs for advanced learners**

To create awareness about competitive exams and a structured guidance to crack these exams

### **10. Creation of scholastic atmosphere**

As a teacher, you need to establish general rules of conduct for your classroom. Inculcate the following in students



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1. Treat others as you would like to be treated.
  2. Respect other people and their property (e.g., no hitting, no stealing).
  1. Laugh with anyone, but laugh at no one.
  2. Be responsible for your own learning.
  3. Come to class and hand in assignments on time.
  4. Do not disturb people who are working.
  5. Establishing worthwhile work habits, persistence, independence, time management and an appreciation of the value of learning
- Learning is structured to empower the students to share their thoughts and ideas.
  - Learning takes place through group discussions, projects as well as hands-on activities and experimentation.
  - Emphasis is laid more on 'learning by doing' rather than rote-learning. Our teachers act as facilitators and guides throughout the learning process.

### 11. Measures for research intensive programs

- Students conducting and presenting original research or creative work.
- Students learn to ask appropriate research questions or identify appropriate creative objectives,
- Students select and implement appropriate methods, analyze and interpret results responsibly, and disseminate the work effectively, as appropriate for the particular discipline and level of the course.

To increase the number of inhouse projects with the available resources, to collaborate with research institutes/industries, field work ect..

### 12. Measures for teaching intensive programs

To plan and execute academic planner in letter and spirit, to provide academic planner to students so that they are aware of what you will be teaching, to adopt online classes for extra coaching outside the class hours etc..



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Teaching programs must put emphasis on the development of cognitive skills (reading, learning, remembering, logical reasoning and paying attention) and learning outcomes

### **13. Investment for the lab equipment for the next four years**

To provide the necessary expenditure that could be incurred for lab equipment due to changed syllabus and introduction of four year program based on previous years expenditure.

### **14. Creation of Helpdesk to counsel students**

  
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Principal  
Vijaya College Bangalore - 4

K S Shailaja  
Principal



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### Minutes of the meeting of 16<sup>th</sup> January 2024



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16<sup>th</sup> January 2024

A meeting of IQAC is convened on **16<sup>th</sup> January 2024 at 11.30 AM** in the Principal chamber.

#### Agenda for the meeting

- 1 Discussion on the changes in the NAAC accreditation process
- 2 Finalisation of AQAR 2022 - 23
- 3 Result analysis of 2022-23
- 4 Any other matter

#### Members present in the meeting

| SL. No. | Name                    | Department                     | Signature |
|---------|-------------------------|--------------------------------|-----------|
| 1       | Prof. Shailaja          | Principal                      |           |
| 2       | Dr. Mahesh Arvind       | Vice Principal                 |           |
| 3       | Smt. Rathna Nagaraj,    | Office superintendent          |           |
| 4       | Dr. M Subramanya Bhat,  | HOD, Dept. of Electronics      |           |
| 5       | Dr. K R Kumudavalli,    | HOD, Dept. of Sanskrit         |           |
| 6       | Prof. H N Gururaja Rao, | HOD, Dept. of Commerce         |           |
| 7       | Prof. Srikanta S A,     | HOD, Dept. of Chemistry        |           |
| 8       | Dr. Gopalakrishna,      | HOD, Dept. of Biotechnology    |           |
| 9       | Prof. Latha B           | HOD, Dept. of Computer science |           |
| 12      | Prof. C T Vimala        | HOD, Dept. of English          |           |
| 11      | Dr. Netravathi B P,     | Dept. of Chemistry PG          |           |
| 12      | Prof. Jyothi V,         | Dept. of Electronics           |           |
| 13      | Prof. Roopa B           | Dept. of Zoology               |           |
| 14      | Prof. Krupa Sindhu      | Dept. of Commerce              |           |
| 15      | Prof. Vinutha V         | Dept. of Computer science      |           |
| 16      | Prof. Naveed Ahmed      | Librarian                      |           |
| 17      | Dr. K S Suresh          | Coordinator, IQAC              |           |

- The IQAC coordinator welcomed all the members of the committee and initiated the changes to be discussed under the



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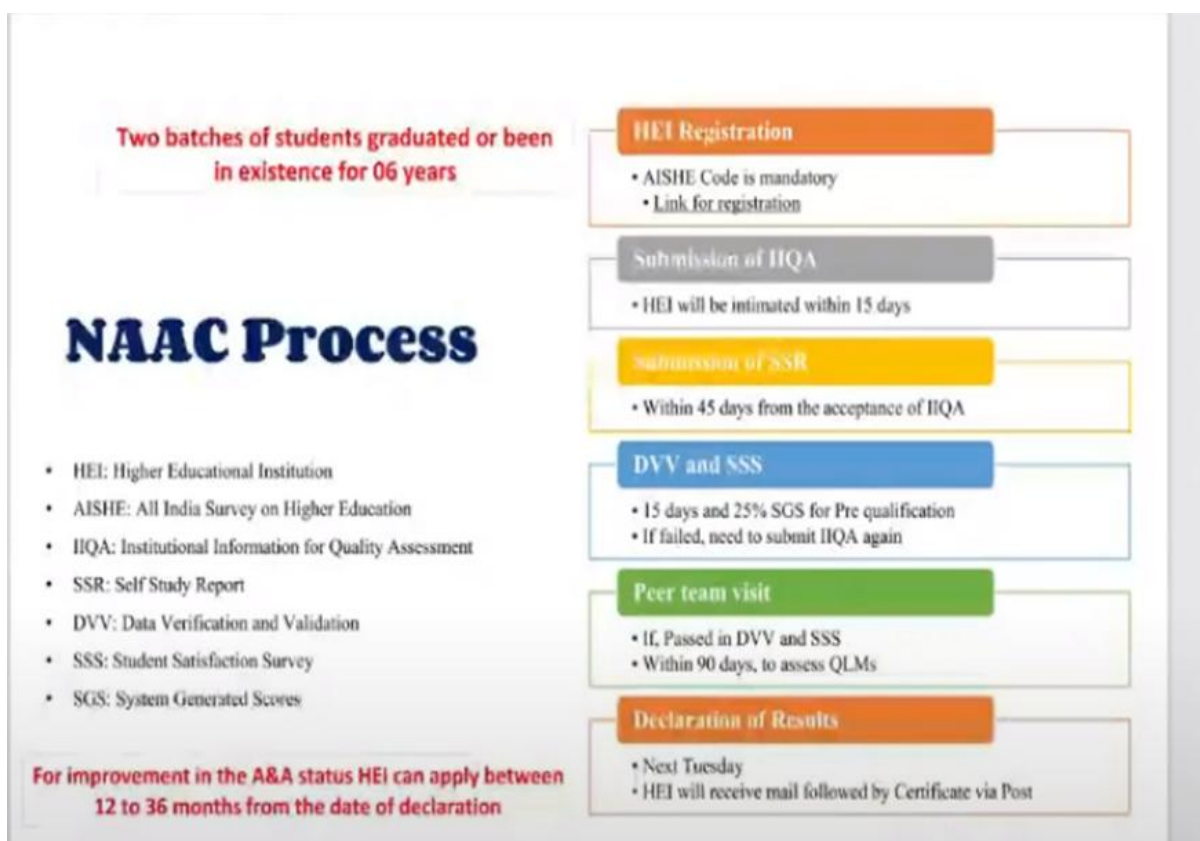
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NAAC process during preparation for the commencing cycle of Accreditation by Prof. Jyothi V.

- An interactive session was held with detailed discussion and suggestions from the committee members covering all the seven criteria of NAAC process.
- The discussion were with detailing the changes to be incorporate in each criteria to enhance the quality of institution as follows





[ESTD. 1943]

BHS Higher Education Society

## **VIJAYA COLLEGE**

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### **Sections of SSR**

Executive Summary

Profile of the Institution

Institutional preparedness for NEP

Extended Profile of the Institution

Quality Indicator Framework (QIF)

### **Institutional Initiatives for Electoral Literacy**

Whether Electoral Literacy Club (ELC) has been set up in the College?

Whether students' coordinator and coordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?

What innovative programmes and initiatives undertaken by the ELCs?

Any socially relevant projects/initiatives taken by College in electoral related issues

Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs



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### Institutional Initiatives for Electoral Literacy

Whether Electoral Literacy Club (ELC) has been set up in the College?

Whether students' coordinator and coordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?

What innovative programmes and initiatives undertaken by the ELCs?

Any socially relevant projects/initiatives taken by College in electoral related issues

Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs

### Overview of Quality Indicator Framework (QIF)

|                       |      |
|-----------------------|------|
| Weightage             | 1000 |
| No. of Criteria       | 07   |
| No. of Key indicators | 32   |
| No. of QnMs           | 34   |
| No. of QIMs           | 21   |
| Total metrics         | 55   |





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### **MANDATORY DISCLOSURE ON HEI's WEBSITE**

Higher Educational Institution (HEI) must upload following documents till the validity period of Accreditation is over:

SSR submitted online, to be uploaded after DVV process only (.pdf format).

Data templates which are uploaded along with SSR.

Annual Quality Assurance Report (AQAR – Year wise).

Accreditation outcome document viz., Certificate, Grade sheet, etc.

### **IQAC**



The internal quality assurance mechanism of the institution may be called “Internal Quality Assurance Cell (IQAC)”.



The IQAC is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the colleges.



The prime task of the IQAC is to develop a Quality system for improvement in the overall performance of institutions.



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## **Documents to be at IQAC**

 NAAC Manual (PDF / Word) : UG/PG/Autonomous

 Data Templates (Excel)

 Extended data Profile (Excel)

 Standard Operating Procedures (SOP) for DVV

 SSS Documents (Poster, Questionnaire, Template)

 IQAC Guidelines

## **Prerequisites for submission of AQAR**



Should have a Website to upload AQARs



Minutes of IQAC meetings



Compliance to the decision taken in IQAC meeting



Functional IQAC

- Also, the NAAC coordinators discussed the questionnaires answered under the AQAR 2022-23 before submitting onto the portal.
- The student result of the academic year 2022-23 were discussed with the display of statistics and came up with the



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conclusion of giving more attention to slow learners and encouraging the advanced learners to take up in house project under their respective subjects.

  
Principal  
Vijaya College Bangalore - 4

**K S Shailaja**  
Principal



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## Minutes of IQAC meeting held on 2<sup>nd</sup> March 2024



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02/03/2024

A meeting of IQAC is convened on **2<sup>nd</sup> March 2024 at 11.00 AM** in the principal's chamber to discuss the following agenda.

- Agenda :**
1. Admission process 2024-25
  2. Internship for VI semester students
  3. MBA program from 2025-26
  4. AICTE approval for BBA/BCA program for 2024-25
  5. To conduct AAA
  6. Calendar of events for even semester 2023-24
  7. Academic planner for even semester 2023-24
  8. Changes in time table for even semester 2023-24
  9. Choice of OE for even semester 2023-24
  10. Documentation of events held during odd semester 2023-24
  11. Conduct of Add-on programs
  12. Conduct of orientation program regarding changes in NAAC re-accreditation
  13. Changes to be adopted in conduct of BBA/BCA program in view of AICTE approval
  14. Any other matter

The meeting was extended to **4<sup>th</sup> and 5<sup>th</sup> March 2024**. Members present in the meetings

| Sl. No. | Name                   | Department                | Signature |
|---------|------------------------|---------------------------|-----------|
| 1       | Prof. K S Shailaja     | Principal                 |           |
| 2       | Dr. Mahesh Arvind      | Vice Principal            |           |
| 3       | Smt. Rathna Nagaraj    | Office superintendent     |           |
| 5       | Dr. M Subramanya Bhat  | HOD, Dept. of Electronics |           |
| 6       | Dr. K R Kumudavalli    | HOD, Dept. of Sanskrit    |           |
| 7       | Prof. H N Gururaja Rao | HOD, Dept. of Commerce    |           |
| 8       | Prof. Srikanta S A     | HOD, Dept. of Chemistry   |           |



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|    |                    |  |  |
|----|--------------------|--|--|
| 9  | Dr. Gopalakrishna  | HOD, Dept. of Biotechnology            |  |
| 10 | Prof. Latha B      | HOD, Dept. of Comp. science            |  |
| 11 | Prof. C T Vimala   | HOD, Dept. of English                  |  |
| 12 | Prof. Vinutha V    | IT Coordinator, Dept. of Comp. science |  |
| 13 | Dr. Netravathi B P | Dept. of Chemistry PG                  |  |
| 14 | Prof. Jyothi V     | Dept. of Electronics                   |  |
| 15 | Prof. Roopa B      | Dept. of Zoology                       |  |
| 16 | Prof. Krupa Sindhu | Dept. of Commerce                      |  |
| 17 | Prof. Naveed Ahmed | Librarian                              |  |
| 18 | Dr. K S Suresh     | Coordinator, IQAC                      |  |



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IQAC Coordinator welcomed all the members to the meeting. The agenda for the meeting

- Agenda :**
1. Admission process 2024-25
  2. Internship for VI semester students
  3. MBA program from 2025-26
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  14. Any other matter

### **1. Admission process 2024-25.** The points put forth by the members

Admission process to begin from April 2024 once the II PU results are announced.

Members deliberated on the core issue of increasing the enrolment of students to first year degree courses. Following suggestions were made.

- To form admission committee 2024-25 at the earliest
- To send soft copy of admission advertisement to all the II PU students of our sister institutions through their WhatsApp groups by contacting PU teachers.
- To send the information brochure of admissions to all the groups through the teacher contacts to as many colleges as possible
- To request the management to tie up with reputed CA institutions so that the students joining at those institutions can enrol for degree program in our college. They can attend classes in the college one day in a week and remaining days they attend CA institute and attendance to be procured from that institute.
- To provide advertisement regarding college admissions in public digital display boards at prominent places across the city for a period of two months.
- To provide full screen display in TV channels
- To send information through the college Instagram portal
- To activate the college website providing details of college admissions and activities taking place in the college



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- To workout the feasibility of outsourcing admissions. Principal is contacting agencies in this regard.
- To collect address of students from the PU board and contact them through sending letters or through phone. But the issue raised was the financial aspects involved in the process.
- To request management to retain the same fee structure in the background of management increasing the fee by around 12%.
- All heads to discuss in their respective departments with their colleagues and provide inputs regarding admission process

### 2. Internship for VI semester students

- In view of implementation of NEP 2020, there is a move by the university to include internship to students through external agencies in the curriculum.
- Commerce students are already doing internships.
- In the commerce stream students identify the agencies where they would like to do the internship and provide details to the department.
- Computer science department will be facilitating the BCA students to take up internship either in the college or outside.
- All the other science needs to be prepared in this direction once university notifies about the internship.

### 3. MBA program from 2025-26

Members deliberated regarding the start of this new program. Infrastructure need to be upgraded for this program

- To appoint separate staff for this purpose
- The meeting resumed on 4<sup>th</sup> March 2024.
- All the members felt the need to start MBA program with the existing infrastructure with minor changes.
- Staff members of commerce department to visit colleges running the MBA program and study the way the program is run so that the college can use their inputs.
- To have a separate block for BBA, MBA and BCA.
- To have a separate administrative block and library if possible
- To impress upon the management to start modernising some of the class rooms in terms of infrastructure upgradation to run these courses.

Discussions were held regarding **enhancing the academic standards**

- To conduct invited lectures once a week in the latest developments especially with respect of management courses



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- To initiate group discussions, seminars
- To conduct weekly tests online or through computer generated questions using a software
- To assign internal assessment marks based on the above criteria
- To facilitate the students to innovate by exposing them to entrepreneurship programs that are shown on TV channels like sony called Shark tank and other programs
- Principal stressed on the academic programs that can be held by the staff with minimum financial implications
- To record video lectures by teachers for few topics of the syllabus and share them with students

#### **4. AICTE approval for BBA/BCA program for 2024-25**

- The process is on for more than a month due to AICTE portal issues.
- The local AICTE approval team headed by principal is working actively in this direction.
- To finally submit the application on the AICTE portal today by paying the required fees.
- This process was completed in the afternoon.

#### **5. To conduct AAA**

- The process of Academic and Administrative audit will be taken up shortly. Dr Gopalakrishna is assigned to form a team and start the process.
- To brief all the HODs
- To send a AAA format to HODs
- To prepare a schedule and visit all the departments to conduct AAA.

#### **6. Calendar of events for even semester 2023-24**

- To request all the HODs to provide the activities that the departments are planning to conduct during the even semester 2023-24 along with the tentative dates
- To consolidate them and prepare the calendar of events

#### **7. Academic planner for even semester 2023-24**

- To request the HODs to provide the academic planner before the start of even semester classes
- To upload the same on the college website
- To have a mechanism for the students to visit the college website regularly

#### **8. Changes in time table for even semester 2023-24**

- To request the time table committee to incorporate any changes





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- To allot class rooms for all the classes
- To upload the time table on college website

### 9. Choice of OE for even semester 2023-24

- To continue with the OE offered in I semester by departments for the even semester also
- To offer OE to commerce students during IV semester.
- Departments to be prepared with OE that are to be offered in even semesters
- To start OE classes within two weeks of start of classes for even semester

### 10. Documentation of events held during odd semester 2023-24

- Criteria heads to collect documents about events held during odd semester 2023-24
- To prepare files with all the documents corresponding to each criterion

To hold **HODs meeting on 5<sup>th</sup> March 2024 at 11am** for implementation of discussions held in the IQAC meeting.

  
Principal  
Vijaya College Bangalore - A

K S Shailaja  
Principal



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## Minutes of IQAC meeting held on 6<sup>th</sup> June 2024



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website : [www.vijayacollege.ac.in](http://www.vijayacollege.ac.in)

Members attended the IQAC meeting on 6<sup>th</sup> June 2024:

| Sl.No. | Name                     | Department                                 | Signature |
|--------|--------------------------|--|-----------|
| 1      | Dr. K S Suresh           | Principal                                  |           |
| 2      | Prof. Zaiba Nishath Bano | Vice Principal (Academics)                 |           |
| 3      | Dr. M Subramanya Bhat    | Vice Principal (Administration)            |           |
| 4      | Mr. Ashok Kumar T        | S.D.C                                      |           |
| 5      | Dr. K R Kumudavalli      | H.O.D, Dept. Of Sanskrit                   |           |
| 6      | Prof. Srikanta S A       | NAAC Coordinator, H.O.D, Dept of Chemistry |           |
| 7      | Dr. Gopalakrishna        | H.O.D, Dept of Biotechnology               |           |
| 8      | Prof. N Vijayaranga      | Department of Commerce                     |           |
| 9      | Prof. Latha B            | H.O.D, Dept of Computer Science            |           |
| 10     | Prof. C T Vimala         | H.O.D, Dept of English                     |           |
| 11     | Dr. Nethravathi B P      | Dept of Chemistry, PG                      |           |
| 12     | Prof. Roopa B            | Department of Zoology                      |           |
| 13     | Prof. Krupasindhu        | Department of Commerce                     |           |
| 14     | Dr. Jalajakshi S         | Department of Genetics                     |           |
| 15     | Prof. Beena Nair         | Dept of Computer Science                   |           |
| 16     | Prof. Chaya L            | Department of Commerce                     |           |
| 17     | Prof. Meghana S          | Department of Microbiology                 |           |
| 18     | Prof. Naveed Ahmed       | Librarian                                  |           |
| 19     | Prof. Jyothi V           | Coordinator - IQAC                         |           |



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IQAC Coordinator welcomed all the members to the meeting. The agenda for the meeting

### **Agenda :**

1. Framework of SEP
2. Admission process 2024-25
3. Calendar of events for academic year 2024-25/AICTE
4. Internship for VI semester Students
5. To conduct AAA
6. Time table for odd semester 2024-25
7. Documents of events held during even semester-2024
8. Data collection for AQAR 2023-24
9. Conduct of Add-on Courses
10. Awareness to students about the Swayam courses through local chapter
11. Any other matter

### **1. Framework of SEP:**

The points put forth by the members attended the orientation program on implementation of SEP organized by Bengaluru City University with following points;

- Frame work of SEP is discussed with three major subjects for Humanity and Science courses for all three years of degree programme.
- Skill based internship/programme to be incorporated within the course.
- 5 credits per course with 4 credits for theory and 1 credit for practical.
- Maximum credits to be maintained from I semester to V Semester to be 150 credits.

### **2. Admission process 2024-25:**

The admission status were discussed with respect to courses available in the college by analysing the strength of students admitted to various courses with statistics received from administrative office of the institution. Also, discussed to revise the two major subjects of B.Sc to the respective three major subjects as per SEP norms.



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### **3. Calendar of events for academic year 2024-25/AICTE:**

The committee decided to frame two calendar of events for the academic year 2024-25 by having one calendar of events designed as per Bengaluru City University as general calendar of events and other to be framed for BCA and BBA course as per AICTE.

### **4. Internship for VI semester Students:**

The committee discussed about the collaboration between different departments to incorporate the internship in the institution. Also, proposed to have internship through NPTEL courses and through the Infosys’s springboards programme to which the college as MOU by making the students to take up the courses mandatory. The members also submitted orally the statistic report on the completion of internship by UG students of all the disciplines.

### **5.To conduct AAA:**

The committee decided to accomplish academic and administrative audit of the institution by last week of June 2024.

### **6.Time table for odd semester 2024-25:**

The committee decided to frame the timetable for all the courses of the institution by 3<sup>rd</sup> week of June 2024.

### **7. Documents of events held during even semester-2024:**

The principal and the IQAC coordinator requested the committee members to collect the documents related to curricular and co-curricular activities conducted during the even semester of the academic year 2024 from all the departments, wings and committees of the college.

### **8. Data collection for AQAR 2023-24:**

The principal and the IQAC coordinator requested the committee members to extend their cooperation in filling the details under AQAR 2023-24 with relevant document.

### **9. Conduct of Add-on Courses:**

The committee decided to conduct at least two generalized add-on course on software skill by making all the students to register to the course mandatorily. Also, suggested to incorporate one add-on course in their respective subject per year by all the departments of the institution.



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## 10. Awareness to students about the Swayam courses through local chapter:

The committee members decided to have one orientation session on NPTEL courses for the students in order to upgrade their subjective or passionate skill through the platform provided by Ministry of Education, Government of India. Also, members suggested evaluating the completion of course by student by allotting a part of internal assessment.

  
Principal  
Vijaya College Bangalore - 4