

Meeting - I

Date :- 6/2/2023

Venue → ICAC Room

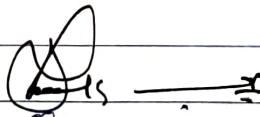
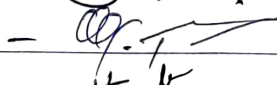

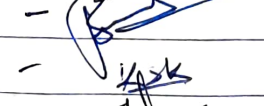


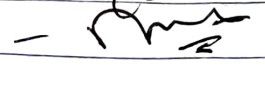
Agenda :-

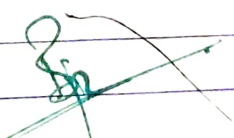
- 1) List of files to be maintained at dept level.
- 2) List of files to be maintained at staff level → course file, Personal file, Mentor file
- 3) Role of individual + various committee files along with minutes of meeting
- 4) Any other work assigned with suitable documents.

Report :-

- 1) Meeting started with a welcome speech by Dr. R. Basawalaja, principal, H.K.E. Society's S.K.V.C.F. Raichur
- 2) All the HOD's & criteria co-ordinators were informed to maintain list of files at dept level
- 3) It was informed to HOD's to communicate same with department faculties.
- 4) The same were informed to keep various committee files along with minutes of meeting
- 5) Any other works assigned or undertaken must also be kept ready.

Members Present

- 1) Dr. Sharan Kumar - 
- 2) V. K. Talihal - 
- 3) Sandeep Patil - 
- 4) Venresh - 
- 5) Kristadah. K - 
- 6) Dr. Vinugopal. N - 
- 7) Anil Kunta - 



Time → 11:00 to 11:10

Date
8/2/2023

Conference-2 → Constitute Planning and Implementation

Agenda

- 1) Introducing New member
- 2) checked of documents for AQAR-2022-23

Minutes of Meeting

- 1) Meeting was started by Mr. Sandeep Patil, IQA. coordinator, with a welcome to all the members.
- 2) C-3 members were congratulated for their support and dedication towards completing the process of AQAR 2021-22.
- 3) NAAC steering committee has been revised for the term 2022-23 & the new member were introduced to the team.
- 4) A list of documents in terms of checklist was circulated among team members for smooth collection of data as per the requirement of NAAC formats. The same were also informed to start the collection of data.
- 5) Welcoming new member Prof. Anantlalaxmi for. C-3
- 6) Meeting concluded by IQA. coordinator

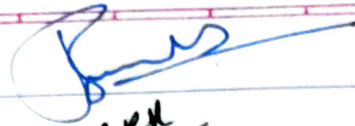
Veerendra B

R. K. Ashwin

Ananthhalaxmi

Sandeep Patil

Dr. Sharan Kumar


A.K.

A.S.

#pale

 A.S. —→

Criterion-II Teaching - Learning and Evaluation

Date :- 8/2/2023

Venue :- IDAC Room

Time :- 11:10 to 11:20

Agenda

- 1) Revised Criteria member
- 2) Document Checklist for AQAR-2022-23
- 3) AQAR 2021-22 Analysis Report

Minutes of meeting

- 1) Meeting was started by IDAC Co-ordinator Mr. Sandeep Patil with a welcome to all
- 2) Welcoming New Criterion-II Co-ordinator. Dr. Shalini and Introducing to the members
- 3) List of documents in terms of checklist was circulated among team members for collection of data as per the requirements of NAAC formats or metrics.
- 4) It is also informed to members to start collection of data

Dr. Sharan Kumar - Dr

Prof. Shilpa Patil - Shilpa

Prof. Amaresh, C - AMAR

Prof. Srisshaila Reddy - Sopatis

Sandeep Patil - Spatis

Saroja Shelty - S

Bhagyalakshmi.G - Bh

Criteria-III - Research Innovation & Extension

Date: 8/2/2023

Venue: IQAC Room

Timing: 11:20 - 11:30

Agenda:-

- 1) Document checklist for AQAR 2022-23
- 2) Regarding Publications

Minutes of meeting

- 1) meeting was started by Mr. Sandeep Patil IQAC Co-ordinator with a welcome to all.
- 2) List of documents items of checklist was circulated among team members.
- 3) Also informed to smooth collection of data as per requirements & NAAC formats. The Templates also shared.
- 4) Criteria head also informed that the teachers should publish the papers & journals under UGC on regular.
- 5) The meeting was concluded by IQAC Co-ordinator.

- 1) Sandeep Patil - ~~Patil~~
- 2) Suresh H - SH
- 3) Jadhav V.K -
- 4) Vijayendra Kulkarni - VK
- 5) Subhash Patil - SP
- 6) Dr. Sharan Kumar - SK

Criteria IV - Infrastructural & Learning Resources

Date:- 9/12/2023

Timing - 2:30 - 2:40 P.m

Venue - IQAC Room

minutes of meeting

- 1) meeting was started by IQAC coordinator Mr. Sandeep Patil with a welcome to all
- 2) List of documents as per Key Indicators was circulated.
- 3) If any I.C.T enabled facilities has introduced that has to be updated.
- 4) Informed to smooth collection of data for AdAR-2022-23

5

- 1) Sandeep Patil - ~~Patil~~
- 2) Kristalshi Shetty - ~~MS~~
- 3) Ravikant Patil - ~~Patil~~
- 4) Sachin Adi - ~~Adi~~ 9/12/2023
- 5) Dr. Sharan Kumar - ~~Kumar~~

Criteria V -

Date - 9/2/2023

Timing : 2:40 - 2:50 PM

Venue :- ICAC Room

Agenda

- 1) Submission of ACR- 2021-22
- 2) Revised committee members

Minutes of meeting

- 1) meeting was started by ICAC coordinator Mr. Sandeep Patil with a welcome to all.
- 2) List of document checklist has circulated among the members
- 3) Revised committee members for the 2022-23
- 4) Informed to smooth collection of data for ACR-2022-23
- 5) meeting got concluded by ICAC coordinator

- 1) Sandeep Patil - #patil
- 2) Dr. M. K. Kante - MK
- 3) Geeta N - GN
- 4) Shanthi S.S - Shanthi

Criteria - VI: Institutional Vision & Leadership

Date: 9/2/2023

Time: 2:50 - 3:00 PM

Venue: IQAC Room

Agenda:

- 1) Introducing New Coordinator
- 2) Congratulating for Submission of AQAR 21-22
- 3) Document checklist for AQAR-22-23

Minutes of meeting

- 1) Meeting was started by IQAC coordinator with welcome to all
- 2) Revised criteria coordinator and welcoming New Coordinator Dr. Venugopal. N. & Introducing to the members
- 3) Congratulating for Submission & Acceptance of AQAR - 2021-22.
- 4) Smooth collection of data for year 2022-23 & checklist has shared among the members

- 1) Sundeeep Patil - ~~Spah~~ ~~Spah~~
- 2) Dr. Venugopal. N. - ~~Spah~~
- 3) Mahantesh Patil - ~~Spah~~
- 4) Sujatha J - ~~Spah~~

Criteria - VII :- Institutional Values & Best Practice

Date 9/2/2023

Time :- 3:00 to 3:15 PM

Venue :- IQAC Room

Agenda:

- 1) Introducing New - coordinator
- 2) Congratulating for submission of AdAR 2021-22
- 3) Document checklist for AdAR-2022-23

minutes of meeting

- 1) meeting was started by IQAC coordinator with welcoming to all
- 2) Revised criteria Coordinator and welcoming new coordinator, ~~or~~ & introducing to the members -
- 3) Congratulating for submission & acceptance of AdAR - 2021-22
- 4) Smooth collection of data for year 2022-23 & checklist has shared among the members.
- 5) meeting was concluded by IQAC coordinator.

- 1) Sandeep Patil - ~~Head~~
- 2) Pranita - ~~C.O.~~
- 3) Bandugya (Hickmore) - ~~BR~~
- 4) Jyothi B. K - ~~Jyothi~~

Curricular Planning & Implementation

Meeting with Criteria-I team

Time: 11:00-11:10 AM

Venue: IQAC Room

Date: 9/3/2023

Agenda

- 1) SWOC Analysis Report of 2021-22 AQAR
- 2) Action taken for the same
- 3) Checklist of documents for AQAR 2022-23

Action taken for Previous Agenda

- 1) AQAR of 2021-22 was submitted on 31/12/2022 and was accepted by NAAC on 8/2/2023

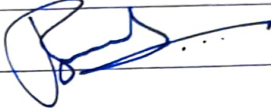
Minutes of meeting

- 1) Meeting was started by Mr. Sandeep Patil, IQAC co-ordinator with a welcome to all the members of Criteria-I.
- 2) Criteria-I members were congratulated for their support & dedication towards completing process of AQAR-2021-22.
- 3) Some of the Areas/metrics where data can be improvised were listed.
- 4) A list of documents in terms of checklist was circulated among team members for smooth collection of data as per the requirement of NAAC formats.
- 5) Criteria template was shared among the members

6) The meeting got concluded by IDAC Co-ordinator

Members present

1) Sandeep Patil :- IDAC Co-ordinator :- Spatil

2) Veeresh - B. :- 

3) R.K. Ashish :- AK

4) Anamika Laxmi :- AL

Teaching Learning & Evaluation

Meeting with Criteria II

Time - 11:10 - 11:20

Venue - IQAC Room

Date - 9/3/2023

Agenda

- 1) SWOC Analysis Report of 2021-22 AQAR
- 2) checklist of documents for AQAR-2022-23
- 3) Action taken for the same.

Action taken for previous agenda

- 1) AQAR of 2021-22 was submitted on 31/12/2022 & was accepted by NAAC.

minutes of meeting

- 1) Meeting was started by Mr. Sandeep Patel, IQAC coordinator with a welcome to all the members.
- 2) members were congratulated for their support & dedication towards process of AQAR 2021-22.
- 3) Data template of criteria-II has been shared among the members for smooth collection of data as per the requirements of NAAC formats.
- 4) Some of the Areas/metrics where data can be improved were listed as part of action taken.

5) The meeting was concluded by IRAC
Coordinators.

members present

- 1) Sandeep Patil : ~~HPat~~
- 2) Dr. Sharan Kumar - ~~Dis~~ → x
- 3) Shilpa Patil ~~Shilpa~~
- 4) Amresh. C : ~~HPat~~
- 5) ~~Sargya Shetty - S~~
- 6) Dr. Sharan Kumar. ~~S~~

Research Innovation & Extension meeting with Criteria-III

Time - 11:20 to 11:30

Venue - IDAC Room

Date - 10/3/2023

Agenda

- 1) Swoc Analysis Report for 2021-22 ADAR
- 2) checklist of documents

Minutes of meeting

- 1) Meeting was started by Mrs. Sandeep Patil IDAC co-ordinator with warm welcoming to all.
- 2) Congratulating to all the team members & coordinators for their support & dedication towards completing the ADAR-2021-22 which was submitted on 3/12/2022 & was accepted by NAAC on 8/2/2023.
- 3) The same will continue towards the data collection for the ADAR 2022-23.
- 4) Checklist & data templates has shared among the members & informed to start the collection of data.
- 5) Some of the Areas / metrics where data can be improved were listed.
- 6) Meeting concluded by IDAC co-ordinator. Thank you!

Membes Present

- 1) Sandeep Patil - #patil
- 2) Sangam Ch. K. - ~~SCH~~
- 3) Subhash Patil - #patil
- 4) Vijayendra K. - VK
- 5) V. K. Jalihal - VK

Criteria-IV - Infrastructure & Learning Resources

Date 10/3/2023

Timing - 2:30 to 2:40 PM

Venue - ICAC Room

Agenda

- 1) SWOC Analysis Report for 2021-22 AQR
- 2) Checklist of document

Minutes of meeting

- 1) Meeting was started by Mr. Sandeep Patil ICAC co-ordinator with warm welcoming to all.
- 2) Congratulating Team member for submission of AQR 2021-22, successfully & acceptance of February.
- 3) checklist of documents shared among the team members.
- 4) Any ICF enabled facilities like Internet or required shall be notified and to be updated.
- 5) Any Amount sanctioned for development should be updated.
- 6) Smooth collection of data for year 2022-23.
- 7) meeting concluded by ICAC coordinator.

1) Sandeep Patil

2) Krishnaiah S.K

3) Ravi Karth Patil

~~#Patil~~
MS
[Signature]

Criteria IV

Date: 11/3/2023

Timing: 2:40 - 2:50 PM

Venue: IQAC Room

Agenda

- 1) Acceptance of AQAR 2021-22
- 2) Document checklist.

Minutes of meeting

- 1) meeting was started by Mrs. Sandeep Patil IQAC coordinator with welcome to all.
- 2) Congratulating Team members for Acceptance of AQAR 2021-22
- 3) Hope the same support will continue towards Submission of AQAR 2022-23 by members.
- 4) Any student placed in competitive exam i.e. govt job, should be collected.
- 5) Any shortfalls for Improvement of data for year 2022-23.
- 6) ~~See~~ Document checklist of data has shared among the members.
- 7) Students participation in sports & cultural events.
- 8) Award to the students in state / National / International level examination during the year.

Criteria - VI
Governance, Leadership & management.

Date 11/3/2023

Time 2:50 - 3:00 PM

Place - IDAC Room

Agenda:

- 1) Acceptance of ADAR:- 2021-22
- 2) Document checklist

Minutes of meeting

- 1) Congratulating for Team members for Acceptance of ADAR 2021-22 in February 2023
- 2) Document checklist has shared among the Team members.
- 3) Gratuity sanctioned for any staff on attaining Superannuation.
- 4) Any teachers attended conferences or workshops
- 5) Any staff undergoing online & face to face development programmes for the year 2022-23
- 6) Any Appraisal of teaching & non teaching staff
- 7) meeting concluded by IDAC coordinators

- 1) Sandeep Patil ~~Patil~~
- 2) Dr Venugopal Reddy ~~Reddy~~
- 3) Sujatha S - ~~S~~
- 4) Mahantesh Patil - ~~Patil~~

Criteria - VIII Institutional values & Best practices

Date 11/3/2023

Time - 3:00 to 3:10 PM

Venue: ICAC Room

Agenda:

- 1) Acceptance of AQAR - 2021-22
- 2) Document checklist

Minutes of meeting

- 1) Congratulating the members for acceptance of AQAR 2021-22
- 2) Hope same support & coordination continues for the A.Y 2022-23 for AQAR
- 3) Document checklist has shared among the members.
- 4) Smooth collection of data for AQAR 2022-23.
- 5) Meeting got concluded by ICAC Coordinator.

- 1) Sandeep Patil - ~~Pr~~
- 2) Pranita - ~~Pr~~
- 3) Bandayy Chikmath - ~~Pr~~
- 4) Jyothi - ~~Jyothi~~

Criteria - I

Date: 10/4/2023

Time: 11:00 to 11:10

Venue - IDAC Room

Agenda :-

- collection of data
- Document checklist

Minutes of meeting

- 1) Meeting was started by Mr. Sandeep Patil IDAC co-ordinator with warm welcoming to all.
- 2) Smooth collection of data for AdAR - 2022-23
- 3) Document checklist has shared among the members.
- 4) Informed coordinators & members to go up Value added course in all department.
- 5) Faculty participation in university tasks
- 6) Academic calendar of department wise to be collected.

- 1) Sandeep Patil - #patil
- 2) Veeresh B - [Signature]
- 3) Anantha Lakshmi - [Signature]
- 4) R.K. Ashwin - [Signature]

Criteria-II

Date - 10/4/2023

Time → 11:10 to 11:20 AM

Venue → IQAC Room

Agenda:

- collection of data ADAR-2022-23
- Document checklist

Minutes of meeting

- 1) Welcoming to all ~~the~~ members & coordinator of Criteria-II by IQAC coordinator
- 2) Document checklist shared among the members
- 3) Requested to smooth collection of data of ADAR-2022-23.
- 4) Course file contents data collection.
- 5) Mentoring to students.
- 6) Admission details & I.A. Time Table
- 7) meeting concluded by IQAC coordinator.

1) Sandeep Patil ~~Patil~~

2) Suroja Shetty ~~S~~

3) Shilpa Patil ~~Patil~~

4) Amarish.c ~~Patil~~

5) Dr. Sharan Kumar - ~~Dis~~

6) Bhagyashree ~~Patil~~

Criteria-III

Date - 11/4/2023
Time - 11:20 - 11:30 AM
Venue - IQAC Room

Agenda

- collection of data - AdAR-2022-23
- Document checklist

Minutes of meeting

1) Welcoming to all members & co-ordinator by IQAC co-ordinator

2) Document checklist shared among the members

3) Smooth collection of data for AdAR 2022-23

4) Research/Project grants by Govt or Abn Govt

5) N.S.S Activity to be done

6) Meeting concluded by IQAC co-ordinator

1) Sandeep Patil - Spatil

2) Sangamesh.H - S.H.

3) Vijayendra Kumar - V.K.

4) Subhash Patil - S.Patil

C-14

Date - 11/4/2023
Venue - IDAC Room
Time - 11:35 - 11:50 Am

Agenda

- Smoc of activities
- measures to improve quality
- Awareness of AEAR
- Preparedness of C-4 documents.

Report :-

- 1) Welcome to members & co-ordinators of C-4 by IDAC coordinator.
 - 2) Preparation of critical documents for AEAR 2022-23
 - 3) Collection of data as per the templates & supporting documents to be collected
 - 4) AEAR Report Announcements
 - 5) Any extra class room allotted during the year.
 - 6) meeting concluded by IDAC coordinator
- 1) #pals - Sandeep Patil
 - 2) 1st - Kristinada
 - 3) 2nd - Ravishant Patil

C-V

Date - 12/4/2023

Venue - IDAC

Time - 10:30 - 10:45

Agenda

- 1) Announcements of AEAR 2022-23
- 2) Readiness of criteria documents

Report:

- 1) Welcome to coordinators & members of C-V by IDAC coordinator
- 2) Readiness of criteria documents as per the templates
 - 5.1 → Student support
 - 5.2 student progression
 - 5.3 student participation & activities
 - 5.4 Alumni Engagement
- 3) Preparation of data as per templates of AEAR 2022-23.
- 4) meeting concluded by IDAC - coordinator

1) Sardeep Pathi - Head

2) Anil Kanta - Inv.

3) Shrutishree - Head

C-VI

Date - 12/11/2023

Venue - IQAC Room

Time → 10:45 → 11:15 AM

Agenda:

- 1) Readiness of critical documents
- 2) Awareness of AQAR-2022-23

Report :-

- 1) Welcoming to Coordinator & members of C-6 by IQAC Coordinator
- 2) Templates of AQAR 2022-23 shared among the members
- 3) 6.1 → Institution Vision & Leadership
6.2 → Strategy development & Deployment
6.3 → Faculty Empowerment Strategy
6.4 → Financial management & Resource Mobilization.

6.5 → Internal Quality Assurance System

1) Meeting concluded by IQAC coordinator

- | | |
|--|--------------------------------|
| 1) Sandeep Patel - Head | 2) Sujatha-J - Secy |
| 2) Dr. Vinaygopal N - Secy | |
| 3) N. Lakshmi Devi - Member | |

C- VII

- 1) Date → 12/9/2023
Venue → IDAC Room
Time → 11:15 - 11:30 AM

Agenda:

- 1) Readiness of AEAR 2022-23 with supporting documents.
- 2) Awareness of AEAR

Reports:

- 1) Welcoming to all members of C-7. by IDAC coordination
- 2) Templates of criteria shared among the members
- 3) Reading of documents as per the template

7.1 → Institutional Values & social Responsibility

7.2 → Best practices

7.3 → Institutional Distinctiveness

4) meeting concluded by IDAC - coordinator

- 1) Sandeep patil - ~~Apate~~
- 2) Pranita - ~~Q.D.~~
- 3) Bandayya Chikema - ~~Br~~
- 4) Jyothi BK - ~~Jyothi~~

Issue - IAC Room, I-Review
Date - 4/9/23

- Agenda
- 1) 1st Review of AQAR preparation for the year 2022-23
 - 2) Discussion of Part-A (AQAR)
 - 3) Discussion on any issues or variations/criteria.

Action taken

All the criteria coordinators briefed their respective formats and discussion of about plan of action

Minutes of meeting

- 1) To see the Part-A, & the Entire set of AQAR 2022-23
- 2) All criteria coordinators briefed their collection of data
- 3) All the coordinators & committee member were informed to cope up with the collection of data as per regulations or requirements
- 4) Discussion was to improve the interup's to minimize within 200 words & below 6 mb data file to all the coordinators

- 1) - Veeresh
- 2) - Dr. Shivan
- 3) - Sangamesh
- 4) - Anilkanta
- 5) - Anilrajgopal
- 6) - B. Chikana
- 7) - Sudeep patil