

**MINUTES OF THE MEETING OF THE SEA COLLEGE OF SCIENCE,
COMMERCE AND ARTS INTERNAL QUALITY ASSURANCES CELL (IQAC)
HELD AT SEA COLLEGE OF SCIENCE, COMMERCE AND ARTS,
EKTANAGAR, VIRGONAGAR POST, K.R.PURAM, BANGALORE-560049, ON 14
SEPTEMBER 2016 AT 1:00PM**

Resolution:

Establishment of IQAC cell and appointment chairman, Coordinator and members of IQAC
The following members are present.

1. Dr. Prof. Viyyanna Rao K Director IQAC
2. Dr. Muthgowda T N Chairman IQAC
3. Mr. Manjunatha S Coordinator IQAC & NAAC
4. Dr. Raji S Vice Principal
5. Dr Shivakumar G N Faculty member
6. Mrs. Hemavati M Faculty member
7. Mrs. Nathra H S Faculty member
8. Mr. Vijayakumar M C Faculty member
9. Mr. Chowdappa C B Faculty member
10. Mrs. Bharthi A Faculty member
11. Mrs. Beryl E Faculty member
12. Dr. Praksh Chief Librarian
13. Mrs. Usha Rajgopal Chari office Executive
14. Mr. Syed Placement officer.
15. Mr. Prashanth Student President
16. Mr. Mahalingaiah G K Alumni Board- Faculty member.

1. Introduction of members

Each member present give self introduction to other members.

2. The role of IQAC

The chairman IQAC gave a brief presentation on the guidelines of the IQAC and its role in the college. He clarify that the cell was formed as per the UGC regulation and also as prescribed by the NAAC. He proposed that Prof. Viyyanna Rao K as a of Director IQAC and requested him carry out the preceding.

3. The director proposed to conduct the IQAC meeting as when Required till the College affiliated with NAAC. And normally it is proposed thrice in Year.

1. Mid March
2. Mid July
3. Mid January

4. Formation of NAAC Core committee and application for IIQA by NAAC

The Chairman apprised the members that in view of the application for IIQA is has a constituted NAAC Core Committee consisting key functionaries of the college to prepare NAAC Criteria.

The meeting conducted with vote of thanks to the chair.

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EKTANAGAR, VIRGONAGAR POST, K.R.PURAM, BANGALORE-560049, ON
NOVEMBER 23RD 2016 AT 12:00PM**

AGENDA

- 1) Review of the meeting.
- 2) Discussion about Academic Administrative Audit Report

- 1) Review of the meeting

The minutes of meeting was reviewed and confirmed by Dr Muthe Gowda and the proceeding were conducted by Prof. Dr.K.Viyyanna RAO.

- 2) Discussion about Academic Administrative Audit Report.

The Director discussed about preparation of Academic Administrative Audit Report and the same has to be submitted by dec 31 2016.

The meeting ended with the vote of thanks.

Members Present

Dr Muthe Gowda

Mr. Manjunatha S-IQAC CO-ORDINATOR

Dr Raji S

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JAN 9TH 2017 AT 1.00 PM**

Agenda

- 1) Reading of previous meeting.**
- 2) Course objectives of new semester.**
- 3) Seminars and fest**

1. Reading of previous meeting.

Reading and recording of previous was read, confirmed and recorded.

2. Course objectives of new semester.

Course objectives of the new semester were discussed with the head of the departments.

3. Seminar and fest.

It was decided to conduct college fest-Vitrina and and it was decided to be scheduled on jan 22.

The meeting ended with a vote of thanks

Members present- All IQAC Members

Dr Muthe gowda

Dr S. Raji

Mr. Manjunatha S

Dr. Shivakumar G N

Mrs.Hemavati M

Mrs. Nethra H.S

Mrs. Bharathi

Mrs. Beryl

Mr. Vijayakumar M C

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VIRGONAGAR POST, K.R.PURAM, BANGALORE-560049, in Principal office – on
February 28 2017 AT 1.00 PM**

Agenda

- 1) Reading of previous meeting.**
- 2) Report about COLLEGE FEST –VITRINA**
- 3) Internal Exams**

1) Reading of previous meeting

Minutes of the meeting of IQAC held on JAN 9TH 2017 was presented by the Dr Muthe Gowda and Mrs E.Beryl Review about internal exams and was confirmed after a brief discussion.

2)Report about COLLEGE FEST –VITRINA.

Reports and other documents pertaining to Vitrina was submitted and IQAC member were being appreciated by the Principal for the successful conduct of the program and conduct such type of cultural for students to the next level.

3) Internal test

Discussed about dates of conducting internal exam and preparation of time table and syllabus completion.

The meeting ended with a vote of thanks

Members present- All IQAC Members

Dr Muthe gowda T N

Dr S. Raji

Mr. Manjunatha S

Dr. Shivakumar G N

Mrs.Hemavati M

Mrs. Nethra H.S

Mrs. Bharathi

Mrs. Beryl

Mr. Vijayakumar M C

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Principal office – on April 6 2017 AT 1.00 PM**

Agenda

- 1) Reading of previous meeting.**
- 2) End of Academic Session**
- 3) Approval of new post graduate course**
- 4) Review about internal exams**
- 5) About NAAC Work and Preparation of SSR**

1) Review of previous meeting

Minutes of the meeting of IQAC held on- **February 28 2017** was presented by the Dr Muthe Gowda and was confirmed after a brief discussion.

2) End of academic session

Outcome of the end of the academic session was discussed. Oral feedback from faculties collected and suggestion were invited made for the new academic session.

3) Approval of new Courses.

Approval for the new post graduate courses was discussed and still it is in process.

4) Review about internal exam

Report about exam related observations were made with regards to discipline, internal marks, attendance etc was made.

5) About NAAC Work

Staffs were requested to prepare for NAAC Work.

The meeting ended with a vote of thanks

Members present- All IQAC Members

Dr Muthe gowda. T. N

Dr S. Raji

Mr. Manjunatha S

Dr. Shivakumar G N

Mrs.Hemavati M

Mrs. Nethra H.S

Mrs. Bharathi

Mrs. Beryl

Mr. Vijayakumar M C

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Directors office – on May 27th 2017 AT 1.00 PM**

AGENDA

- 1) Review about previous meeting.**
- 2) Discussion about NAAC**

1. Review about previous meeting

Previous meeting was read and confirmed by Dr S,RAJI

2. Discussion About NAAC

Suggestion to initiate and proceed further in getting NAAC Accreditation and staff was instructed to prepare the record.

The meeting was concluded with a speech given Dr. K.V. Rao.

Members Present

Dr Muthe gowda T N

Dr S. Raji

Mr. Manjunatha S

Dr. Shivakumar G N

Mrs.Hemavati M

Mrs. Nethra H.S

Mrs. Bharathi

Mrs. Beryl

Mr. Vijayakumar M C

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Directors office – on June 9th 2017 AT 1.00 PM**

AGENDA

- 1) Review about previous meeting.**
- 2) Discussion about NAAC**
- 3) About NEW courses**
- 4) Plan for growth of various departments.**

1)Review about previous meeting

Previous meeting was read and confirmed by Dr Muthe Gowda and the meeting was presided by Director Dr. K.V.Rao.

2 Discussion about NAAC

Discussed about various Criteria to be fulfilled and obtaining records for the past five years .

2) About new courses

Approval for the post graduate course submitted on the recommendations of IQAC and the college will start PG Courses and approval was given on June 6th 2017.

3) Growth of various Departments

Growth plan for various departments were discussed with respect to updation computer lab, electronics lab etc.

The Meeting was concluded with vote of thanks by Dr, Muthe Gowda
Member present

Dr Muthe gowda T N
Mr. Manjunatha S
Mr. Vijay kumar M C
Mrs Hemavati M
Mrs. Nethra H.S
Mrs Bharathi A
Mrs E.Beryl

Dr Shiva Kumar G N
Dr S. Raji
Mr.Chowdappa C B

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Directors office – on August 9th 2017 AT 1.00 PM**

AGENDA

- 1) Review about previous meeting.**
- 2) Discussion about NAAC.**

1. Review about previous meeting.

Review about previous meeting was done regarding student Orientation and confirmed by Dr Muthe gowda and the meeting is presided by Dr K,V.Rao

2. Discussion about NAAC

- Briefing about Revised NAAC Manual and request to prepare the PO, PSO, AND CO for the various subjects.
- To create format to collect data to fulfil various criteria.

Member Present

Dr Muthe gowda T N

Mr. Manjunatha S

Mr. Vijay kumar M C

Mrs Hemavati M

Mrs. Nethra H.S

Mrs Bharathi A

Mrs E.Beryl

Dr Shiva Kumar G N

Dr. S. Raji

Mr.Chowdappa C B

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Directors office – on August 16th 2017 AT 1.00 PM**

Agenda

- 1) Review of previous meeting**
- 2) Discuss about NAAC**

1) Review of previous meeting.

Minutes of previous meeting was reviewed and confirmed and meeting was presided by Dr. S.Raji .

2) Discussion about NAAC

- To initiate all faculties to involve in the NAAC accreditation process and all faculties were briefed how to prepare CO,PO AND PSO Department wise.
- Division of Criteria to each HOD .
- Given two days to finish CO,PO, PSO

The meeting was concluded with a vote of thanks

Member present

- 1) Dr Muthe gowda T N Dr Shiva Kumar G N
- 2) Dr S. Raji Mrs. Nethra H.S
- 3) Mr. Manjunatha S Mr. Vijay kumar M C
- 4) Mrs Hemavati M Mr.Chowdappa C B
- 5) Mrs Bharathi A
- 6) Mrs E.Beryl
- 7) All teaching and non teaching staff.

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Directors office – on September 12th 2017 AT 1.00 PM .**

Agenda

- 1) Review of meeting**
- 2) Discussion NAAC Criteria**

1. Review of meeting

Minutes of previous meeting was reviewed and confirmed by Dr.S.Raji and the meeting was Presided by Director Dr. K.V.Rao.

2. Discussion about NAAC

- Suggestions to improvise on the data collected for criteria 2
- Preparation of lesson plan ,PPT
- To gather data regarding teachers who are members of BOE and BOS.
- To collect Detail of students enrolled for add on programs.

Member Present

Dr Muthe gowda T N

Dr S. Raji

Mr. Manjunatha S

Mrs Hemavati M

Mrs Bharathi A

Mrs E.Beryl

Dr Shiva Kumar G N

Mrs. Nethra H.S

Mr. Vijay kumar M C

Mr.Chowdappa C B