**Internal Quality Assurance Cell**

**Action Taken Report 2016-17**

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| Date of  Meeting | Decisions | Action taken |
| 07-10-2016 | 1. Resolved to request the members teaching and non-teaching staff to take up preparatory work related to volley Ball tournament. 2. Resolved to conduct the remedial classes for the slow learners and prepare them for university examinations. | 1. Volley Ball tournament conducted on 20th, 21st and 22nd October 2016.  2. Remedial classes conducted. |
| 03-01-2017 | 1. Resolved to keep in mind all the recommendations made by the NAAC Peer team in the coming year. 2. Resolved to speed up the construction work of the Indoor and Outdoor stadiums. 3. Resolved to update the data required for AQAR to be submitted at the end of the academic year. | 1. Recommendation of NAAC Peer team adopted.  2. Action taken speed up the construction work of the Indoor and Outdoor stadiums.  3.Data updated. |
| 06-03-2017 | 1. Reviewed the results of the semester examinations held in November /December 2016 and discussed about the steps to be taken to improve the results. 2. Resolved to prepare AQAR in April/May 2017 and submit the same latest by June 2017. 3. Resolved to authorized the Heads of the departments to finalize the list of the students to whom the remedial examinations are to be conducted. | 1. Steps taken to improve the results of semester examination.  2. Prepared AQAR.  3. Remedial examiners list prepared and conducted remedial examination. |

Co-ordinator Chairperson

**Internal Quality Assurance Cell**

**Action Taken Report 2017-18**

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| Date of  Meeting | Decisions | Action taken |
| 09-08-2017 | 1. Resolved to speed up the progress of the indoor and outdoor stadium funded by the UGC under Plan XI. 2. Resolved to request the university to select the college for conducting university level kabbadi tournament during the academic year. 3. Resolved to conduct special classes and remedial classes for the students who were allowed after supplementary examinations. | 1. Action taken to speed up the work of the indoor and outdoor stadium.  2. Requisition letter sent to the University and permission received to host University level Kabbadi Tournament on 3rd and 4th March 2018.  3. Special classes and remedial classes conducted. |
| 11-12-2017 | 1. Resolved to conduct the meeting of the Parent-Teacher Association of the college in the month of January 2018. 2. Resolved to conduct a meeting of the Alumni association and make an appeal to approve the university level tournament ( Kabbadi). 3. Resolved to organize a workshop on faculty development for the teachers. | Parent-Teacher meeting conducted on 19th January 2018.  2. Meeting of the Alumni association held on 26th January 2018.  3. Workshop on faculty development for the teachers held on 27th February 2018. |
| 27-02-2018 | 1. Resolved to finalize the achievements and programs of IQAC to the report writing committee of the college. 2. Resolved to request the principal to organize a cultural team of the college and sanction funds required for the purpose. 3. Resolved to conduct a Career Advancement and Guidance program for the final year students in 13th march 2018 tentatively. 4. Resolved to conduct a faculty development program in the first week of April 2018. | 1. Finalised the programs of IQAC.  2. Cultural team organized.  3.Conducted a Career Advancement and Guidance program on 13th March 2018.  4.Faculty development program conducted 0n 12th April 2018. |
| 12-04-2018 | 1. Resolved to collect all required information/data required for AQAR before 15th May 2018 and submit AQAR by the end of June 2018.  2. Resolved to approve the plan of action for the academic year 2018-19.  3. Resolved to conduct one day workshop for the teachers on new methodology of NAAC Accreditation in the third week of June 2018.  4. Resolved to approve the academic calendar for the academic year 2018-19. | 1. Collected Data.  2. Approved Plan of action for the academic year 2018-19.  3.Workshop on new methodology of NAAC Accreditation held on 23rd June 2018.  5. Academic calendar for the academic year 2018-19 implemented. |

Co-ordinator Chairperson

**Internal Quality Assurance Cell**

**Action Taken Report 2018-19**

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| Date of  Meeting | Decisions | Action taken |
| 23-06-2018 | 1. Resolved to approve the Report of IQAC (AQAR) as submitted by the co-ordinator and the same shall be sent to NAAC. 2. Resolved to conduct a Campus Recruitment drive in the month of July 2018. 3. Resolved to hold the Inaugural ceremony of the Students’ council in 3rd week of July and commence the programs of different clubs and committees thereafter. | 1.Finalised IQAC (AQAR) report.  2.Conducted a Campus Recruitment drive in the month of July 2018.  3.Students’ council inaugurated in July 2018. |
| 27-09-2018 | 1. Resolved to conduct remedial classes and examinations for slow learners. 2. Resolved to conduct One-day workshop in the third week of October tentatively. 3. Resolved to update the documents related to the activities conducted in the college since last accreditation. | 1.Conducted remedial classes and examinations for slow learners.  2. One-day workshop conducted on 10th February 2019.  3.Documents updated. |
| 01-01-2019 | 1. Resolved to prepare the college annual report in the line with the AQAR Format. 2. Resolved to conduct Moral camp on 16th January 2019. 3. Resolved to conduct Inter- university Music competition on the event of SharadaJayanthi. 4. Resolved to conduct two internal assessment examinations- one during February second week and another during the last week of March. 5. Resolved to hold an inaugural program of Indoor Stadium constructed under UGC XII Plan Grant. | 1.Preparedthe college annual report.  2. Moral Camp held on 16th January 2019.  3.Inter-university Music competition held on 16th January 2019.  4. Conducted two internal assessment examinations.  5.Inaugural program of Indoor Stadium held in |
| 07-02-2019 | 1. Resolved to direct all departments, committees and associations to submit their reports before 31 st March 2019 to enable the IQAC to prepare AQAR in time. 2. Departments are advised to assign Minor Research Projects to the students and prepare a report of such associations before 31st March 2019. 3. The IQAC shall be reconstituted after the submission of AQAR for the 2018-19. 4. Resolved to take feedback from Alumni since 2019-20 for the purpose of IQAC. 5. Interaction meetings between IQAC and teaching staff and non-teaching staff shall be conducted in March 2019. | 1.Documents collected to prepare AQAR.  2. Minor Research Projects assigned to students.  3. Reconstituted IQAC.  4.Collectedfeedback from Alumni.  5.Interaction meetings between IQAC and teaching staff and non-teaching staff held in 16th April 2019. |
| 16-04-2019 | 1. Resolved to collect required documents for AQAR from different committeesand submit. 2. Resolved to approve the Plan of Action for the year 2019-20. 3. Resolved to appoint Prof. PurushothamaBalyaya as IQAC Coordinator in the place of Dr. Dinesh Hegde. | 1.Collected documents.  2.Approvedthe Plan of Action for the year 2019-20.  3.Appointed new IQAC Co-ordinator. |

Co-ordinator Chairperson

**Internal Quality Assurance Cell**

**Action Taken Report 2019-20**

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| Date of  Meeting | Decisions | Action taken |
| 17-06-2019 | 1. Plan of Action is prepared and approved. 2. The preparation of IQAC Report is in process. | 1.Activites undertaken as per Plan of Action. |
| 08-08-2019 | 1. Resolved to finalize the AQAR report within September 2019. 2. Resolved to conduct a State Level seminar on Idea of Karnataka on 27th September 2019. 3. Resolved to take steps for the execution of the plan of action for the academic year 2019-2020. | 1.Required documents collected.  2. State Level seminar on Idea of Karnataka held on 27th September 2019.  3.Executed the plan of action for the academic year 2019-2020. |
| 27-08-2019 | 1. Resolved to hold a State level seminar on 27th September 2019 in collaboration with Nehru ChinthanaKendra , Mangalore university , Mangalore. 2. Resolved to request the management to sanction the funds required for the local hospitality for the resources persons and participants. 3. Resolved to form different committees in relation to seminar and entrust them respective duties and responsibilities. 4. Resolved to inform all the HODs and faculty members to motivate the students to take up survey based research projects and make use of the allotted funds for that purpose. | 1. State level seminar held on 27th September 2019  2. Financial assistance given by the management.  3.Various committees formed and entrusted duties and responsibilities.  5. Motivated the students to take up survey based research projects. |
| 20-11-2019 | 1. Resolved to constitute a committee (verification) constituting the following members for the API promotion of PurushothamaBalyaya , Asst. Prof.in Commerce. | 1.Verification committee constituted on 22nd November 2019. |
| 16-12-2019 | 1. Resolved to hold inter-collegiate cultural fest in support with college Alumni association on 8th February 2020.  2. Resolved to hold university level volleyball tournament in the month of February 2020.  3. Resolved to organize First Internal Assessment examinations from 27th January 2020.  4. Resolved to organize the Annual Athletic Meet in the last week of September 2020.  5. Resolved to appoint Prof. PurushothamaBalyaya as the new Student Welfare Officer. | 1. Inter-collegiate cultural fest held in 8th February 2020.  2. University level volleyball tournament held in the month of February 2020.  3. Internal Assessment examinations conducted.  4. Due to Covid-19 postponed Annual Athletic Meet.  5. Appointed new Student Welfare Officer. |
| 31-01-2020 | 1. Resolved to conduct Cultural Fest.  2. Resolved to improve the academic result by conducting remedial classes.  3. Resolved to organize devotional song competition in collaboration with Vivekanada Study Centre. | 1.Cultural Fest held on 8th February 2020.  2.Conducted remedial classes.  3.Devotional song competition held on 15th February 2020. |
| 18-03-2020 | 1. Resolved to submit departmental and individual teachers report to IQAC by 24th March 2020.  2. Resolved to prepare Departmental Plan of Action and submit the same by 24th March 2020,  3. Resolved to conduct Second Internal Assessment Examinations from 30-3-2020 to 2-04-2020. | 1. Documents submitted.  2. Prepared and submitted Departmental Plan of Action.  3. Second Internal Assessment Examinations not conducted due to Covid-19. |
| 08-06-2020 | 1. Resolved to approve the AQAR report for the year 2018-19.  2. Resolved to submit all the documents related to the personal profile and Committee reports .  3. Resolved to distribute the criterion wise duty among staff. | 1.Finalisedthe AQAR report for the year 2018-19.  2.Submitted personal profile and Committee reports.  3. Distributed the criterion wise NAAC duty among staff. |

Co-ordinator Chairperson

**Internal Quality Assurance Cell**

**Action Taken Report 2020-21**

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| Date of  Meeting | Decisions | Action taken |
| 11-09-2020 | 1. Resolved to prepare and upload AQAR for the year 2019-2020. 2. Resolved to implement plan for the additional ICT rooms and purchase of new computers. 3. Resolved to approve the appointment of Sri RaghavendraShetty as new Assistant IQAC Coordinator and Sri Sandeepa K as new IT Coordinator. 4. Resolved to approve for starting of new certificate courses for the academic year 2020-21. 5. Resolved to implementation Plan of action for the year 2020-21 as regards academic activities. 6. Resolved to implement the suggestions of the AQAR Report Review. | 1. Finalized AQAR for the year 2019-2020.  2.Appointed new Assistant IQAC Coordinator and new IT Coordinator.  3.Academic activities conducted as per Plan of Action.  4.Implemented the suggestions of the AQAR Report Review. |
| 12-11-2020 | 1. Resolved to frame a taskforce for Covid 19 in the college. 2. Resolved to implement the Plan of action for the Academic Year 2020-21 3. Resolved to review of AQAR for the year 2019-20. 4. Resolved to fix printed instructions for the students as regards Covid 19 in the campus, along with guidelines. | 1. Covid 19 taskforce framed in the college.  2. Implemented the Plan of action for the Academic Year 2020-21.  3. ReviewedAQAR for the year 2019-20.  4.Covid 19 precautionary measures displayed in the campus. |
| 01-12-2020 | 1. Resolved to conduct internal examinations from December 16th 2020. 2. Resolved to appoint mentors and advisors for the respective classes. 3. Resolved to select to Students’ members for various councils. | 1. Internal examination held in 16th December 2020.  2. Created Mentor-Mentee group and appointed advisors for the classes.  3. Selected students’ representatives for various councils. |
| 11-02-2020 | 1. Resolved to conduct National Level Seminar on “Women and Mythology-Creativity” in collaboration with KaravaliLekhakiya and VachakiyaraSangha. 2. Resolved to select the following as open elective paper for IV Sem BA : BCMCMCOE 285-Basic Accounting. 3. Resolved to select the following two open elective courses for IV Sem B.Com. 4. History BASHTOE – Tourism in India. 5. Political Science : BASPSOE 282 Socio-Political movements in India. 6. Resolved to conduct Parents’ meet on 26th February 2021 at 1.30 p.m. 7. Resolved to conduct certificate courses for the Academic Year 2020-21. 8. Resolved to arrange Students’ Council inauguration on 19th February 2021 at 3.00 p.m. 9. Resolved to direct to the entire faculty to complete the allotted NAAC work with prescribed time. | 1. National Level Seminar held on 12th of March.  2. Finalised open elective paper for IV Sem BA : BCMCMCOE 285-Basic Accounting.  3. Finalised the following two open elective courses for IV Sem B.Com.  a) History BASHTOE – Tourism in India.  b) Political Science : BASPSOE 282 Socio-Political movements in India.  4.Parents Teacher meeting held in 26th February 2021.  8. Students’ Council inauguration held on 19th February 2021.  9. Documents submitted. |
| 03-03-2021 | 1. Resolved to collect and submit data criteria wise within the stipulated time. 2. Resolved to submit criteria wise data within 31st March 2021. 3. Resolved to prepare AQAR for 2020-21. 4. Resolved to re-assess the NAAC duty on 31st March 2021. | 1. Updated Documents submitted.  2. Updated Documents submitted.  3. Prepared AQAR for 2020-21.  4. Updated Documents submitted. |
| 28-06-2021 | 1. Resolved to reconstitute IQAC committee as per new guidelines.  2. Resolved to streamline the admission process and distribution of admission work to staff.  3. Resolved to distribute the criteria wise work for preparation of SSR.  4. Resolved to prepare AQAR 2020-21.  5. Resolved to conduct activities of various clubs on online. | 1.Reconstituted IQAC committee as per new guidelines.  2. Admission work distributed to staff.  3.Distributed the criteria wise work for the preparation of SSR.  4. Prepared AQAR for 2020-21.  5. Due to Covid 19 activities of various clubs were conducted online. |
| 20-07-2021 | 1.Resolved to form a new IQAC cell | 1.Formeda new IQAC cell. |
| 26-07-2021 | 1.Approval of the new committee.  2. Conduct of examinations for odd semester ( pending exams)  3. Presentation of 7 Criteria data for preparation of AQAR and accreditation. | 1. Approved new IQAC committee.  2.Examinations for odd semester conducted as per the guidelines and Timetable of Mangalore University.  3. Updated Documents submitted. |

Co-ordinator Chairperson