



Government First Grade College
Krishnarajapuram, Bengaluru-36
NAAC Re-Accredited with Grade B

Internal Quality Assurance Cell –IQAC

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Year of Establishment: **20/08/2004**

IQAC- committee's composition:

Chairperson	Principal
Member secretary	Coordinator
Member	UGC Coordinator
Member	Sr. Faculty
Member	Sr. Faculty
Member	Sr. Faculty
Member	Faculty/Entrepreneur
Member	Faculty/Industry
Member	PED
Member	Librarian
Member	Manager

Minutes' of IQAC Meeting:

IQAC meeting was convened on **18-04-2013** in the principal's chamber. The meeting was attended by its members, IQAC coordinator and office manager. The meeting was chaired by the Principal. IQAC Coordinator presented the summary of compliance report by NAAC peer team. The members discussed the following and unanimously agreed for its implementation.

- Inclusion of HoDs as executive members
- Review of previous POA's and quality imparted
- Updating staff profile
- Submission of AQAR – (12-13) to NAAC

19-07-2013

A meeting was held in the college library at 3.00pm with the HoDs and IQAC. The meeting was presided by the principal. The agenda of the meeting is as below.

- Calendar of Events for the year 2013-14
- Action plan of Departments
- Strengthen ICT enabled classes
- Faculty API Files
- SQAC briefing

12-08-2013

The IQAC convened a meeting with the HoDs and the principal in the principal's chamber. The committee with its members agreed for documentation of tutorial classes at the departmental level. The IQAC coordinator requested the HoDs to furnish reports and result analysis by 30-08-2013.

22-01-2014

A meeting of IQAC was called by its coordinator in the principal's chamber and discussed the following.

- Biannual IQAC News letter
- A workshop on ICT enabled teaching
- Documentation of PBAS of faculty

18-02-2014

A meeting was held in the principal's chamber and the IQAC coordinator requested for the principal to furnish the college IQAC with Office equipments like,

- Desktop computers with UPS backup -2Nos.
- Printer-1 No.
- Stationery

The demands were accepted by the principal and approved by the members of IQAC

20-03-2014

A meeting was convened by the members of IQAC, chaired by principal and the following were discussed.

- Dr. T C Chandrashekar was made coordinator for a five member team and entrusted with faculty PBAS and API
- Lt. Patrick Rajkumar as the coordinator for a team to collect data of student appraisal on teachers and feedback on institutional facilities.
- An action plan to be prepared by the coordinator and members of IQAC for the utilization of funds received from the state government.
- Dr. Ashwathnarayan was entrusted with student activities on INNOVATIVE programmes.

25-04-2014

A general staff meeting was convened by the IQAC in the library and was chaired by the principal. The agenda of the meeting was elaborated by the IQAC coordinator and the inputs from the staff members were discussed in detail.

- Applying to UGC for the Academic Autonomy status to college
- Issues relating submission of AQAR (13-14)
- College Day celebrations

30-06-2014

A meeting was called by the Principal and restructure of IQAC was proposed. Prof. Francis Maria Anand L, was nominated and asked to continue as the IQAC coordinator till further notice. The new team of members were nominated and requested to execute duties for a period of 2 years.

01-07-2014

A meeting was convened by the IQAC coordinator in the principal's chamber, attended by the members and chaired by principal discussed the following.

- Orientation programme for New comers (Student)
- Expenses from IQAC fund sanctioned by DCE
- Action plan of IQAC for the year 2014-15
- Preparation towards the process of Autonomy
- IQAC quarterly news letter.

14-07-2014

A meeting was convened with regard to the functions and action plan of IQAC in principal chamber, the following resolutions were made and approved by the committee

- Action or activity plan of departments and committees
- Activation of website through NIC

26/12/2014

A meeting was convened with regard to the functions and action plan of IQAC in principal chamber, the following resolutions were made and approved by the committee

- Submission of documents related to autonomy
- Submission of activities report during odd semester

25/02/2015

A meeting was convened with regard to the functions and action plan of IQAC in principal chamber, the following resolutions were made and approved by the committee

- Utilisation of IQAC funds released by DCE for the programmes suggested by it
- A workshop on ITC enabled teaching to be organised by IQAC
- Purchase of stationary
- Honorarium for resource persons @ Rs. 1000/- per session

01/07/2015

A meeting was convened with regard to the functions and action plan of IQAC in principal chamber, the following resolutions were made and approved by the committee

- Inputs form departments and committees to file AQAR of 2014-15
- Appointment of Dr. T,C Chandrasekhar as NAAC coordinator for third cycle
- Preparation of calendar of events
- Orientation to 1st year degree students on 8th and 9th of July 2015
- Parents teachers meeting
- Proposal from departments for national seminars and conferences were asked to be submitted to UGC through IQAC/ RAC
- The training to the staff members on virtual learning and smart board handling to be conducted

14/10/2015

A meeting was convened with regard to the functions and action plan of IQAC in principal chamber, the following resolutions were made and approved by the committee

- To provide infrastructural facilities to run PG departments
- Proposal copies of RUSA to be provided to the IQAC
- Provision for display board for staff achievement to be placed near library

05/01/2016

A meeting was convened with regard to the functions and action plan of IQAC in principal chamber, the following resolutions were made and approved by the committee

- Convene H.O.Ds meeting on preparation for NAAC reaccreditation
- Professor Alice Chariyan was appointed as NAAC coordinator for the third cycle

23/01/2016

A meeting was convened with regard to the functions and action plan of IQAC in principal chamber, the following resolutions were made and approved by the committee

- Formation of NAAC committee and sub-committees
- Documentation of records
- Tentative schedule for NAAC documents screening

08/07/2016

A meeting was convened with regard to the functions and action plan of IQAC in principal chamber, the following resolutions were made and approved by the committee

- Calendar of events for the year 2016-17
- Discussion on submission of LOI
- Induction or orientation to be held for first year students

12/07/2016

- Formation of sub-committees
- Introduction of certificate courses
- Documentation of reports criteria wise by the respective coordinators appointed

10/08/2016

A meeting of IQAC with the convenor of Alumnus and its members was convened with regard to the functions and action plan of Alumni association in the library, the following resolutions were made and approved by the committee

- To create an alumnus portal in the college website
- To create facebook, whatsapp and twitter accounts for alumni
- Compilation of data base of alumni by the respective teacher in charge

05/01/2017

A meeting was convened with regard to the functions and action plan of IQAC in principal chamber, the following resolutions were made and approved by the committee

- NAAC documentation work
- Lt. Patrick Rajkuimar was appointed the NAAC coordinator for third cycle
- Lt. Patrick Rajkumar addressed the members on NAAC RAR preparedness
- Organise one day workshop on preparation for NAAC re-accreditation
- To conduct environment audit and certification
- Budgeting- 1. Library software, colour photo printer, office equipments and stationery for IQAC
- Stock of unserviceable furniture to be auctioned

18/03/2017

A meeting was convened with regard to the functions and action plan of IQAC in principal chamber, the following resolutions were made and approved by the committee

- Document submission
- Budget review
- Departments were asked to organise special lectures by inviting resource persons

10/08/2017

A meeting was convened by IQAC/NAAC in room no 16 attended by members of IQAC and NAAC, HO.Ds of different departments and was presided over by the principal. The following resolutions were made and approved by the committee

- A presentation on the new guidelines by NAAC and the information on Institutional Information for Quality Assessment (IIQA) was presented by Mr. Francis Maria Anand L, IQAC coordinator.

- Details of the process on submission of IIQA was explained and a consensus was taken from the members
- Details on SSR preparation was explained by Lt. Patrick Rajkumar, NAAC Coordinator
- The members gave a consensus for applying for online IIQA and SSR to NAAC in the July-Aug 2017 window
- Criteria wise staff coordinators were appointed as follows
 1. Criteria I: Prof, Shaheena Anwar
 2. Criteria II: Prof. G.J Madhusudan
 3. Criteria III: Dr. T.C Chandreshekar
 4. Criteria IV: Prof S.S. Jugale
 5. Criteria V: Dr. Narayan K
 6. Criteria VI: Dr. Prathiba Parshwanath
 7. Criteria VII: Dr. Prasadaswamy

The above minutes of meetings were duly signed by the members of IQAC, coordinator IQAC and the Principal on the above said dates in the IQAC resolution record.

28-08-2017

A meeting of all HoD's with members of NAAC/IQAC met in the Principal's chamber at 3.00pm. The meeting was presided by Principal Dr. H C Ramanna and the following were discussed.

- IQAC Coordinator Me. Francis L presented the preparedness of IIQA.
- Principal initiated discussion on submission of IIQA.
- The HoD's and Principal gave a consensus on submission of IIQA in the November-December window of 2017.
- Academic Audit of staff members to be submitted to IQAC on 29-08-2017 by 5.00pm

28-10-2017

A meeting of IQAC was held on this day in the principal's chamber and the following points were discussed.

- Inclusion of External members and their acceptance
- Calendar of Events (Reviewed)
- A high level committee was formed to evaluate/assess the Academic Audit Report of Faculty
- Dr. Maheshkumar, UGC Coordinator briefed about the XII plan Schemes
- Review of IQAC budget
- IIQA to be submitted b/w 10th to 15th Nov 2017
- To include student welfare officer and RUSA coordinator in IQAC
- Apply for PG Courses to the New University (NBU)
- Call for criterion coordinator meeting by 10th Nov.
- To include Language Lab.

29-11-2017

A meeting of IQAC was held on this day in the Dr. B R Ambedkar seminar Hall in the presence of the Principal, External members, members of staff and IQAC Coordinator. The following were discussed and the minutes are as follows,

- Status of IIQA

- Faculty Profile Update
- Library Details
- IT Team Restructure
- NAAC SSS Mechanism
- SSR Preparation

Principal briefed about the follow ups, SSR-draft, Infrastructure Step-up, UGC Records and summarised the minutes of the meeting

06-02-2018

A meeting of IQAC was held on this day in the Principal's chamber at 2.00pm and the following were discussed. The members convenor & the principal approved the below mentioned resolutions.

- Reviewed the Calendar of events
- HoD's and faculty to be reminded about updating individual profile & departments profile by 10th of Feb 2018.
- Budget allocated for IQAC for the year 2017-18 to be used for the activities as approved by Department of Collegiate Education.
- The faculty of Arts-(Dr. T C Chandrashekar), Commerce- (Dr. T Aswathanarayan), Science- (Prof. Nagesh V) & Languages-(Dr. Prasadswamy) were given in-charge to conduct activities/ programs and report to IQAC coordinator by 20th Feb 2018.

05-07-2018

A meeting of IQAC comprising the principal, all the HoD's of various departments and the IQAC Coordinator and gazetted manager was held on this day in the principal's office and the below mentioned points were discussed.

- Plan of action & Action taken Reports of 17-18 to be submitted to prepare AQAR
- Peer Assessment & Student Feedback Analysis
- Faculty & Department Profile-updation
- ICT Classes-Teaching/Learning-Photos/videos
- Discussed Student Survey Report provided by NAAC.

27-07-2018

A meeting of IQAC comprising the principal and the below signed members were present for the discussion and the following points were discussed on this day in the IQAC Room.

- Orientation Programme- Students on 31-07-2018
- Framing of calendar of events in the HoD's meeting on 30th July 2018.
- Submission of Academic Audit to IQAC

04-09-2018

A meeting was convened on this day at 3.00pm in the seminar hall. The meeting was chaired by Dr. T C Chandrashekar, Principal in-charge, IQAC Coordinator & NAAC Coordinator.

- Dr. Veena presented the preparation through a PPT presentation required for departments during NAAC Peer Team Visit.
- The Peer Team Visit Scheduled for 25th & 26th Sep 2018.
- A meeting with this regard was discussed in the general staff meeting on 01-09-2018.
- The resolutions are recorded in College's minutes book.
- The IQAC Coordinator gave an overview of the IQAC's preparation for the PTV presentation.

ACTION TAKEN REPORTS

2012-13

- The compliance report of NAAC peer team was presented in the meeting convened by state higher education council and the Department of Collegiate Education
- Adhering to the compliance report, the college proposed for the sanction of new combinations in different programmes
- The college started new NCC unit in the Army wing for senior boys and senior girls catering to the rising demand for NCC enrolment
- A training was given to staff on the effective use of ICT enabled teaching learning
- State of the art multipurpose auditorium construction was initiated

2013-14

- The college received financial support from UGC to strengthen the infrastructural facilities, ICT and IQAC
- Purchase of new generator for college to overcome power outages
- Sanction of several minor projects and fund for national seminars and conferences from UGC
- The department of Electronics through IQAC organised a two day National Conference on 14th and 15th March
- Timely submission of AQARs to NAAC

2014-15

- IQAC was strengthened through financial support from the state government
- A National Seminar was organised by the department of English on 11th and 12th of August 2015- initiated by IQAC
- Online student admission was made with the help of DCE
- Additional class rooms were constructed at a cost of Rs. 85 lakh
- Up gradation of science laboratories were undertaken
- AQAR was prepared and submitted to NAAC

2015-16

- Post graduate courses in Arts (Political Science and Economics) and Commerce M.Com were started
- Construction of Additional class rooms through State Government funds
- Conducted Orientation and Induction programmes for the New comers
- Participation of faculty in several international and national seminars and conferences
- Several publications in peer refereed and reputed journals
- Timely submission of AQAR to NAAC

2016-17

- Class rooms were converted into smart class rooms with LCD projectors and audio visual aids through RUSA funds
- 45 touch screen laptops were provided to all the staff members to enhance class room teaching learning process
- Trained the staff members to use new ICT gadget under Gnanasangama scheme
- Research centre in kannada was established
- Science laboratories were given a facelift
- Environmental audit was made
- Disbursement of student scholarship through DBT
- Green campus initiative was made
- Harnessing of solar energy by installation of solar panels and supplying to national grid
- Awareness programmes on women, health, swatch Bharath, sexual harassment and Anti-ragging were organised
- Organised several lecture workshops through different departments
- Installation of incinerator and sanitary napkin vending machine in ladies rest rooms sponsored by CISCO and Youth for Seva- joint initiative of IQAC and NCC Army Wing
- Conduct of NAAC workshop on the preparation for re-accreditation
- Renovation of class rooms and infrastructure facilities
- Timely submission of AQAR to NAAC

2017-2018

- SSR was submitted to NAAC for approval.
- Academic Audit was scrutinised and presented for Principal's approval
- Calendar of events were prepared and published
- Training and orientation for staff on the use of ICT were held.
- Student Satisfaction Survey was successfully completed and the SSR was approved.
- AQAR for the year was timely submitted to NAAC.