



No. SDC: 2022/01

Date: 26/08/2022

The First IQAC Meeting:

PROCEEDINGS OF THE IQAC MEETING HELD ON 26/08/2022 AT 2:00 PM

Agenda:-

- Formation of Committees for the Academic year 2022-23
- Regarding orientation for all the classes
- Best Practices to be adopted for the Academic Year
- Finalizing Composition of IQAC and to discuss the members.
- Student Representatives
- Alumni Representatives
- Other members of IQAC
- Calculate workload as per new syllabus prescribed by Bengaluru City University.
- To conduct orientation of new NEP syllabus both for Students and Parents.

The IQAC Director/coordinator welcomed the Chairman and all the members present. Following are the decisions taken after detailed deliberations on the agenda.



No. SKDC : 02

Date :

Agenda 1:

Formation of Committees for the Academic year 2022-23

1. IQAC Chairman Informed all the Criterion in-charge to provide updated information about the committee's constitution for the year 2022-23 in 7 days.
2. Chairman informed that all criterions in Charges arrange to conduct below mentioned activities through respective committees.
 - To continue Value added courses.
 - To collect feedback on curriculum from all stakeholders, analyze and submit reports with recommendation through IQAC.
 - To follow University guidelines for conducting internal examinations and university exams.
 - To conduct a Student Satisfaction Survey on overall performance of the college, and to submit an analysis report in the next meeting so as to take necessary steps for quality improvement aspects in the institution.
 - To Collect proposals from faculties to attend State, National, International and local level - Conferences, Workshops, Seminars, and Training Programs.
 - Finance committee is Instructed to Allocate sufficient Budget for all activities including Infrastructure, Academic Support Activities, E-Governance, Library, Sports, Cultural, Faculty and Student Welfare schemes, Green Initiatives, Incubation Center and some of the special training programs as per the request of committee Chair-Persons and HOD'S.
 - To conduct capability enhancement, Alumni and placement activities.



No. SKDC : 03

Date :

AGENDA 2:

Regarding orientation for all the classes

IQAC chairperson instructed all Department HOD's to conduct orientation and Bridge course classes to First year students.

AGENDA 3:

Best Practices to be adopted for the Academic Year

It was decided to implement the below Best Practices and distinctiveness for the Current Academic Year.

1. **Optimizing Language Lab Effectiveness: Fostering Immersive Learning and Fluency Development"**
2. **Empowering Underprivileged Children at SKDC Government-Adopted Schools"**

IQAC Chairman also stressed upon faculties on following points for quality improvement in the institution.

- Faculties to involve in in evaluation and question paper setting work of university
- Faculties to publish more publications in UGC notified journals.
- Faculties to attend more Faculty development and Professional Development Programs.



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No. SSCC : 04

Date :

Agenda: 4

Finalizing Composition of IQAC and to discuss the members.

IQAC Composition was finalized as:

1. Selected the student representatives as under

Sanjay	Student Council Member	Student Council Member
Deeksha	Student Council Member	Student Council Member
Pavithra Srinivas	Student Council Member	Student Council Member

2. Alumni Representatives as under

Mr Harsha K V	Alumni Representative	Alumni Representative
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Agenda: 5

Calculate workload as per new syllabus prescribed by Bengaluru City University

Head of the Departments of UG and PG Department are instructed to submit the workload for the Academic year 2022-23 both old syllabus and for First and Second year NEP Syllabus.



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No. SADC : 05

Date :

Agenda:6

To conduct Orientation and Guest lecture of new NEP syllabus for Students

The IQAC Chairperson instructed HOD's of all department to invite subject experts from outside and to conduct orientation for First year students to brief about NEP.

Members Present

NAME	DESIGNATION & DEPT	DESIGNATION in IQAC
Dr. Ushakumari N	Principal	IQAC Chairman
Prof S.P Manohar	Management Representative	Academic Director
Mrs Deepa K	HOD, BBA	IQAC Coordinator
Mr.Kempegowda	Admin.Officer	Admin.Officer
Mrs Bharthi	Finance Officer	Finance Officer
Mrs Babita	Director- Ajit Glafa India Pvt Ltd	Industry Representative
Dr Manjula Prasad	HOD BCA	Member & criteria-1 incharge
Dr Muninanjappa B M	HOD BCOM	Member & criteria-2 incharge
Mr Suresh	Senior faculty BCA dept.	Member & criteria-3 incharge
Mrs Sowmya T K	Senior faculty dept. of commerce & Management.	Member & criteria-4 incharge
Mrs Hamsaveni N	Senior faculty dept. of Commerce & Management.	Member & criteria-5 incharge
Ms Prabala	Senior faculty dept. of Commerce & Management.	Member & criteria-6 incharge
MrsKavitha Venugopal	Senior faculty dept. of Commerce & Management.	Member & criteria-7 incharge

Date: 26/08/2022

Dr. N. Usha Kumari

IQAC Chairman
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Deepa

IQAC Co-ordinator
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No. SNDC : 06

Date : 12/12/2022

PROCEEDINGS OF THE IQAC 2nd MEETING HELD ON 12/12/2022 AT 2:00 PM

AGENDA

1. Review on action taken on the proceedings of previous meeting.
2. To discuss about Certificate skill Based Add on course for UG and PG Students.
3. Review of Extension Activities.

Members Present

NAME	DESIGNATION & DEPT	Designation in IQAC
Dr. Ushakumari N	Principal	IQAC Chairman
Prof S.P Manohar	Management Representative	Academic Director
Mrs Deepa K	HOD, BBA	IQAC Coordinator
Mr.Kempegowda	Admin.Officer	Admin.Officer
Mrs Bharthi	Finance Officer	Finance Officer
Mrs Babita	Director- Ajit Glafa India Pvt Ltd	Industry Representative
Sanjay	Student Council Member	Student Council Member
Deeksha	Student Council Member	Student Council Member
Pavithra Srinivas	Student Council Member	Student Council Member
Mr Harsha K V	Alumni Representative	Alumni Representative
Dr Manjula prasad	HOD BCA	Member & criteria-1 incharge
Dr Muninanjappa B M	HOD BCOM	Member & criteria-2 incharge
Mr Suresh	Senior faculty BCA dept	Member & criteria-3 incharge
Mrs Sowmya T K	Senior faculty dept. of Commerce & Management.	Member & criteria-4 incharge
Mrs Hamsaveni N	Senior faculty dept. of Commerce & Management.	Member & criteria-5 incharge
Ms Prabala	Senior faculty dept. of Commerce & Management.	Member & criteria-6 incharge
MrsKavitha Venugopal	Senior faculty dept. of commerce & Management.	Member & criteria-7 incharge

Agenda wise review conducted by the Chairman.



No. SMC : 07

Date :

Agenda 1:

Review on action taken on the proceedings of previous meeting

Criterion 1-

- Feedback was collected from all the stakeholders and analyzed.

Criterion-2-

- Mentor mentee Orders issued, slow and advanced learners identified.
- Informed the committee out of total 360 seats sanctioned 252 students admitted in the institution Academic year 2021-22.

Criterion-3-

- Under linkage & collaborative program 65 students completed Internship and 10 faculties coordinated, 37 students submitted Dissertation. 63 students completed Project work and 43 students participated in Industrial Visits.
- MOU's signed with 5 agencies.

Criterion-4-

- Criterion in-charge brought to the notice of the committee during the year
- During the year Desktops, 100 Reference books were purchased.
- Purchased DELNET for Digital Library.

Criterion-5

- 3 Capability enhancement programs were conducted during the first quarter.
- It is planning to conduct 2 to 3 alumni meetings during the academic year and to conduct different programs from the alumni association.



No. SAZC : 09

Date :

Criterion-6

- For faculties attending National and International Conferences expenses are sanctioned by the institution for the year 2021-22.

Criterion-7

- Programs on gender equity conducted.
- Programs conducted on eco-friendly campus.

AGENDA 2:

To discuss about Certificate skill Based Add on course for UG and PG Students

HOD's of Bcom, BBA, BCA and Mcom Department briefed about Add on courses introduced in their Departments.

AGENDA 3:

Review of Extension Activities:

IQAC Chairman informed the members concerned to strictly adhere to the schedule planned under Collaborative, Linkages and MoUs. The Chairman thanked all the members regarding the activities conducted and informed them to maintain records of all these activities in the format required by NAAC. And to continue the activities under Social Outreach Maintenance of Adopted Government School and Maintenance Adopted Sri Kanteshwara Park, to conduct Health Awareness Program.

Meeting concluded with vote of thanks by IQAC Director/coordinator

Date: 12/12/2022

S. N. Usha Kumari

IQAC Chairman
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IQAC Co-ordinator
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No. SKDC :

09

Date :

10/01/2023

PROCEEDINGS OF THE IQAC 2nd MEETING HELD ON 10/01/2023 AT 2:00PM

Agenda Items:

Welcome and Introduction:

Brief introduction and welcome remarks by the Chairperson of IQAC.

Introduction of attendees.

Overview of NAAC Peer Team Visit:

To provide an overview of the purpose and significance of the NAAC Peer Team visit.

To Discuss the importance of preparation and cooperation during the visit.

Review of Self-Study Report (SSR):

Review the Self-Study Report prepared by the college.

Discuss any areas that require further refinement or clarification.

Preparation of Presentation:

To Assign responsibilities for preparing the presentation to be delivered during the visit.

Discuss the content and structure of the presentation, ensuring alignment with NAAC criteria and standards.

Documentation and Data Collection:

To Review the documentation required for the NAAC visit, including academic records, administrative documents, and student feedback.

To Assign tasks for collecting and organizing the necessary data and documents.



No. SNDC

18

Date

Infrastructure and Facility Readiness:

To Assess the readiness of college infrastructure and facilities for inspection by the Peer Team.

To Identify any areas that require improvement or maintenance before the visit.

Quality Assurance Mechanisms:

To Discuss the implementation of quality assurance mechanisms in academic and administrative processes.

Evaluate the effectiveness of existing mechanisms and identify opportunities for enhancement.

Stakeholder Engagement:

To Plan strategies for engaging stakeholders, including faculty, students, alumni, and non-teaching staff, during the Peer Team visit.

To Discuss communication protocols and channels for disseminating information about the visit.

Mock Peer Review Exercise:

To Organize a mock peer review exercise to simulate the Peer Team visit and identify areas for improvement.

Solicit feedback from participants and incorporate suggestions for enhancement.

Timeline and Action Plan:

To Develop a timeline and action plan for completing all preparation activities before the NAAC Peer Team visit.

Assign responsibilities and deadlines for each task to ensure timely completion.



No. SKDC : 11

Date :

Minutes of Meeting:

Welcome and Introduction:

The Chairperson of IQAC welcomed all attendees and initiated the meeting.

Overview of NAAC Peer Team Visit

The purpose and significance of the NAAC Peer Team visit were discussed, emphasizing the importance of preparation and cooperation during the visit.

Review of Self-Study Report (SSR):

The Self-Study Report prepared by the college was reviewed, and areas requiring further refinement or clarification were discussed.

Preparation of Presentation:

Responsibilities for preparing the presentation were assigned, and the content and structure of the presentation were discussed to ensure alignment with NAAC criteria and standards.

Documentation and Data Collection:

Tasks for collecting and organizing the necessary data and documents for the NAAC visit were assigned, and deadlines were set for completion.

Infrastructure and Facility Readiness:

The readiness of college infrastructure and facilities for inspection by the Peer Team was assessed, and necessary improvements were identified.

Quality Assurance Mechanisms:

The implementation of quality assurance mechanisms in academic and administrative processes was discussed, and strategies for enhancement were identified.



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No. SADC: 12..

Date :

Stakeholder Engagement:

Strategies for engaging stakeholders during the Peer Team visit were planned, and communication protocols were established.

Mock Peer Review Exercise:

It was decided to organize a mock peer review exercise to simulate the Peer Team visit and identify areas for improvement.

Timeline and Action Plan:

A timeline and action plan for completing all preparation activities before the NAAC Peer Team visit were developed and responsibilities were assigned.

Attendees were given an opportunity to raise additional items or concerns related to the NAAC Peer Team visit.

Date: 10/01/2023

S. N. Veerha Kumar

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No. SKDC

13

Date 27/03/2023

PROCEEDINGS OF INTERNAL QUALITY ASSURANCE CELL

PROCEEDINGS OF THE IQAC 3rd MEETING HELD ON 27/03/2023 AT 2:00 PM

Agenda:

1. Status of Preparation for submission of AQAR for the year 2021-22.
2. To Focus on Improving Teaching learning skills of the faculties.
3. To discuss about Annual Scholarship Award Ceremony 2023.
4. To Organize Job Mela.

Members Present

NAME	DESIGNATION & DEPT	DESIGNATION in IQAC
Dr. Ushakumari N	Principal	IQAC Chairman
Prof S.P Manohar	Management Representative	Academic Director
Mrs Deepa K	HOD, BBA	IQAC Coordinator
Mr.Kempegowda	Admin.Officer	Admin.Officer
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Sanjay	Student Council Member	Student Council Member
Deeksha	Student Council Member	Student Council Member
Pavithra Srinivas	Student Council Member	Student Council Member
Mr Harsha K V	Alumni Representative	Alumni Representative
Mrs Chaithra V P	Assistant Prof Dept. of Commerce &Mgt	Member & criteria-1 incharge
Dr Muninanjappa B M	HOD BCOM	Member & criteria-2 incharge
Mr Suresh	Senior faculty BCA dept.	Member & criteria-3 incharge
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Ms Prabala	Senior faculty dept. of commerce & Management.	Member & criteria-6 incharge
MrsKavitha Venugopal	Senior faculty dept. of commerce & Management.	Member & criteria-7 incharge

No. SKDC : 14

Date :

Agenda-1

Discussed about:

Status of Preparation for submission of AQAR for the year 2021-22
IQAC Co-ordinator conveyed that the portal will be open in a few weeks for the upload of AQAR 2021-22. Meanwhile the documents for the same have to be kept ready on time.

Agenda -2

To Focus on Improving Teaching learning skills of the faculties:

IQAC Chairman advised all committee members and criterion in charges about improving teaching learning enhancement activities. All the Criterion In-charges are agreed to conduct various Faculty Development Programs and Webinars involving HOD's.

Agenda -3

To discuss about Annual Scholarship Award Ceremony 2023:

As per the Instruction of Management IQAC Director instructed Heads of Department to Identify the students for Scholarship Award Ceremony based on Merit, Merit cum Means, Girl Child (Single parent). The ceremony was scheduled in the month of July 2023.

Agenda -4

To Organize Job Mela:

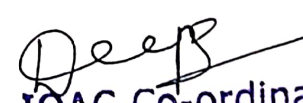
Placement officer briefed about Job mela which is scheduled on 16th July 2023 in association with Magic Bus Foundation.

Meeting concluded with vote of thanks by IQAC Director/ Coordinator.

27/03/2023



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