Maharani Lakshmi Ammanni College for Women **Autonomous**

Affiliated to Bengaluru City University
Re-accredited by NAAC with "A" grade, Recognised by UGC
under Section 2(f) and 12(b) of the UGC Act 1956
Conferred the Status of 'College with Potential for Excellence' by UGC

Minutes of Meeting

Date	15/5/2021
Agenda	1. Best Practices- Each one teach one 2. Cultural activity 3. Extension Activities 4. Department Activities 5. AQAR Report 2020-21 6. First Generation Learners 7. Survey links 8. Any other
Time	3:00pm
Mode	Online Zoom Platform

Action taken report of the meeting held on 9.04.2021

Agenda 1: preparation for NAAC

NAAC Core team and the criterion co-ordinators had a series of meeting and discussions for the documentation process. The committee attended various workshops as a part of preparedness towards NAAC

Minutes of the meeting-15/5/2021

1. Best Practices- Each one teach one

- Student activity
- Mentors to guide the students
- Format for the activity will be shared by IQAC for reporting
- Activity can also include other than teaching like dance, music etc.,

2. Cultural activity

- Activities and competition to be held online for the college fest "Tarangini"
- Cultural team to propose the budget for Prizes and the mode of payment
- Fresher's day to be planed and conducted online
- CoE to share the list of meritorious students to be felicitated on Fresher's day
- Merit prize in the form of E-certificates and cash (HoDs to communicate the mode of delivering the department cash prize to the meritorious students)

IQAC MoM – 15th May 2021

3. Extension Activities

- Adoption of School under process
- As a part of Social Responsibility, COVID relief fund to be raised to help needy- staff . Modalities to be worked out by collaborating with NGO/Rotary clubs
- Option to avail Income tax benefit under Section 80G
- NSS to organize activities that on online mode

4. Department Activities

- Departments to organize department fests and other activities in online mode
- Departments yet to organize to initiate and plan for online activities

5. AQAR Report 2020-21

- A new team to be identified to prepare the report
- Team to be decided during IQAC meeting

6. First Generation Learners

- IQAC to forward the list of eligible FGL prepared the FGL team
- Mentors/Class teachers/ HoDs - Should communicate to FGL for the submission of required documents (Check dept mail for details)
- The documents can be scanned and mailed to fglmlac@gmail.com

7. Survey links

- All Teachers to respond to the link shared by Microbiology Department for student project
- In charge departments to make sure all students give their feed back towards **"Digital Surge during COVID-19 Pandemic: A study on Higher Education Institutions in Bengaluru"** the link shared by IQAC
- The mails have been resend.

8. Any other
NCC as an Elective subject
- UGC has approved NCC as elective subject
- NCC officer to seek clarification from different sources/other colleges
- Topic to be discussed for feasibility and implementation

Members Present:

IQAC, HoD, Coordinators, NAAC core team

Maharani Lakshmi Ammanni College for Women Autonomous Malleswaram, Bangalore
Minutes of Meeting

Date	21/6/2021
Time	2:30 pm
Mode	Google Meet

Meeting with PSGR Krishnammal College

Suggestions:

1. **Vision, Mission & Core Values.**
   - Slight polishing should be done.
2. **Star Scheme**
   - Should have community connect activities which not only benefit the students but also community.
   - Improvising of programs and practicals.
   - Dr. Rajendran from PSG college of Arts and Science can be appointed as a part of advisory committee.
3. **Student profile**
   - The average pass percentage needs to be improved, possibly above 90%.
   - Remedial classes can be conducted for slow learners.
4. **Criterion I- Curricular Aspects**
   - Every course must be stated in percentage format including the add on courses.
   - Courses should be 80-90% employment oriented.
5. **Criterion II- Teaching, Learning and Evaluation**
   - Teacher Student ratio should come around 1:20. Part time teachers can be included in this provided that they cover 90% of the curriculum paper.
6. **Criterion III- Research, Innovations and Extensions**
   - ICSSR, DST, DBT, Ministry of Environment and Forest and Women development commission can be considered for funded projects.
   - No. of research papers per teacher in UGC notified journals should be improved.
   - Should have plans to improve revenue generation from consultancy in future.
   - Awareness program, Government of India programs, Mentoring, Counselling program can be added as Government Schemes.
   - Should work on Research fellowship.
   - Departments can be combined so that number of research and publications can be a shown in every department.
7. **Criterion IV- Infrastructure and learning Resources**
   - Should try Applying for DBT Builders scheme for PG programs.

8. **Criterion V- Student Support and Progression.**
   - Identify people who can afford and willing to contribute funds.
   - Alumni fee can be collected as registration fee for funds.
9. **Criterion VI-Governance Leadership and Management.**
   - Documentary Evidence should be considered as important.
   - FDPs are considered only if it is for a minimum of 5 days program.
10. **Criterion VII- Institutional Values and Best Practices.**
    - Star Scheme can be added as one of the best practices.
    - Disha Bharat Program can also be included as best practice.
11. **Others**
    - In the context of NEP inputs can be taken from faculty.
    - ISO will help initially in Setting standards and measuring outcomes. NIRF, NAAC, India Today Ranking etc should be taken into consideration and each parameters can be a consolidated statement which can be helping in setting standard.

Members Present:

1. Dr. Shashikala A, Principal
2. Dr. Sushma Bavle, IQAC mentor
3. Prof. Shobha Sundaresan, Institute Consultant
4. Prof. Sharmistha Dutta, IQAC Coordinator
5. Dr. N. Yesodha Devi, Secretary, PSGR Krishnammal College for Women

Maharani Lakshmi Ammanni College for Women
Autonomous
Malleswaram, Bangalore
Minutes of Meeting

Date	23-08-2021
Agenda	NAAC Preparedness
Time	12:30 pm – 2:00 pm
Venue	Auditorium

Discussion:

- IQAC Coordinator started the meeting by introducing the coordinators and highlighted on the preparation and documentation. She started the presentation by mentioning the mLAC core values based on which the NAAC documentation is prepared.
- Further the presentation was continued by Criteria coordinators explaining the level of preparedness and expected score for each of the metrics and also mentioning the gaps which could be addressed.
- The presentation was concluded by NAAC coordinator mentioning the gaps which could be addressed on priority basis and queries to be mailed to NAAC were discussed.
- Managing Trustee, Mr. K Jairaj appreciated the effort of all the criteria coordinators, IQAC mentor, institution consultant, Principal, and IQAC coordinator and mentioned to complete the work within the timeline by Sep 10th 2021.

Members Present:

SL. No	NAME
1.	Dr. Shashikala A, Principal and IQAC Chairperson
2.	Dr. Sushama Bavle, IQAC Mentor
3.	Ms. Shobha Sudaresan, Institution Consultant
4.	Ms. Sharmistha Dutta, IQAC Coordinator
5.	Dr. Nagalakshmi B.N, NAAC and Criteria I Coordinator
6.	Dr. Manjula K, Criteria II Coordinator
7.	Dr. Sushil Kumar Middha, Criteria III Coordinator
8.	Ms. Aruna H K, Criteria IV Coordinator
9.	Dr. Babitha, Criteria V Coordinator
10.	Ms. Manjula Shekar, Criteria VI Coordinator
11.	Ms. Sowmya Sastry, Criteria VII Coordinator
12.	Dr. M Reema Kumari, NAAC core team and Criteria II (Examination evaluation)
13.	Dr. Jolitha A B, NAAC core team and Criteria I
14.	Lt. Dr. Bhavya Bhanu, Criteria III
15.	Ms. Sushma, NAAC core team and Criteria I
16.	Mr. Gnanshekar, Finance Officer

Maharani Lakshmi Ammanni College for Women Autonomous
Malleswaram, Bangalore
Minutes of Meeting

Date	31-08-2021
Agenda	1. Benchmarking/Collaboration with other institution 2. ISO 3. SWOC of the institution and point number 25 and 28 of the IIQA 4. Criteria wise NAAC Documentation verification, Qualitative metric.
Time	12:30 pm
Venue	Room G9

Discussions:

1. **The committee decided not to benchmark but to collaborate and departments can identify the strong departments of other institutions.**
2. **Each department can identify industry/Research/colleges for collaboration and sign MoU with the industry/college.**
3. **Funds are highly essential to bring in industry and research collaboration for Complaints and consultancy. mLAC to form MoU template.**
4. **ISO certification should be considered, which will lead to proper documentation and professionalism.**
5. SWOC analysis of the institution to be submitted by IQAC by Thursday.
6. All the criteria coordinators are requested to complete the work and meeting will be scheduled with IQAC mentor between September 15th to 30th 2021.
7. Criterion gaps to be addressed.

Criteria	Gaps to be addressed
Criteria I	● Signature from Principal on documents ● To highlight & upload BoS Minutes of meeting ● Academic council 70% data template is complete. ● Revision of all the programs to identify professional ethics and environmental sustainability ● Signature on result sheets by authorities ● Since current academic year is in progress, data are yet to be received & ● Project reports and certificates of internships to be collected after practical examinations ● Feedback is taken, analysis is in process, feedback reports to be uploaded in website.
Criteria II	● Policy for Slow and Advanced learners ● Uniformity procedures of identification ● Mentor mentee ratio to be calculated ● Results of 2020-21 to be included after the declaration of revaluation results and preparation of Annual report ● Student awareness to be created ● Qualitative data to be done. (500 words)

Criteria III	• Trust MoM needed • Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized. • Only 3 departments have the h-index • FO need to provide the audited statement • Impact analysis Data need to be analyzed by Mentors
Criteria IV	• Log book about usage of auditorium • To convert some more classrooms into smart classrooms by installing IRIS located in labs to classrooms and making functional. Complete implementation of LMS • For the year 2020-21, statement of expenditure and bills will be available after auditing. • Proposal for AV centre is under consideration
Criteria V	• Sanction for 2020-2021 awaited from Govt agency • Web links has to e generated • No. of students qualified; Pass certificates for • 2016-2018 partially collected as supporting documents not available
Criteria VI	• Yet to receive 6 policies • Yet to receive the welfare measure details for non-teaching staff(food facility) • Yet to receive full details regarding professional development programs. • Organize the teaching learning feedbacks.
Criteria VII	• Biogas plant was setup in 2014 and was functional for 1year where kitchen waste was segregated. It has to be rejuvenated. • Liquid waste management there is no Waste Water recycling plant • For Reports Green audit has to be done • No Pedestrian Friendly pathways in the campus • Ban on use of plastic • (Policy have to be designed) • No Screen reading software / mechanized equipment for braille students.

Members Present:

SL. No	NAME
1.	Dr. Shashikala A, Principal and IQAC Chairperson
2.	Ms. Sharmistha Dutta, IQAC Coordinator
3.	Dr. Nagalakshmi B.N, NAAC and Criteria I Coordinator
4.	Dr. Chitra Ravi, IQAC Member and Academic Coordinator
5.	Dr. Jolitha A B, NAAC core team and Criteria I
6.	Dr. M Reema Kumari, NAAC core team and Criteria II (Examination evaluation)
7.	Dr. Manjula K, Criteria II Coordinator
8.	Ms. Aruna H K, Criteria IV Coordinator
9.	Dr. Babitha, Criteria V Coordinator
10.	Ms. Manjula Shekar, Criteria VI Coordinator
11.	Ms. Sowmya Sastry, Criteria VII Coordinator
12.	Lt. Dr. Bhavya Bhanu, Criteria III

Maharani Lakshmi Ammanni College for Women Autonomous Malleswaram, Bangalore

Minutes of Meeting

Date	14-09-2021
Agenda	Calendar of Events for Odd and Even Sem
Time	1:15pm
Venue	Auditorium

Discussions:

- Re-opening date for next academic year.
- 90 working days.
- Additional 10 days in view of golden jubilee and other activities in college.
- Discussed the important dates.
- Date for academic council.
- Two internals, practical exam and End semester exam, PTM
- Janapadha Mela.

Members Present:

1. Dr. Shashikala A, Principal
2. Dr. Nagalakshmi B N, NAAC Coordinator
3. Prof. Sharmishta Dutta, IQAC Coordinator
4. Dr. Annadhanesh, Administrative Coordinator
5. Dr. Chitra Ravi, Academic Coordinator
6. Dr. Renukha Srihari, COE
7. Dr. Srilakshmi S, Science Coordinator
8. Prof. Manjula shekar, Commerce Coordinator
9. Dr. Jolitha A.B, PG Coordinator.

Maharani Lakshmi Ammanni College for Women Autonomous
Malleswaram, Bangalore
Minutes of Meeting

Date	15-09-2021
Agenda	NAAC preparation, SWOC, Feedback Analysis, Document verification, Policies and SOPs, Awareness on Faculty code of conduct and Student code of conduct, Student satisfaction survey and conduct of audits.
Time	1:15pm
Venue	Auditorium

Discussions:

- AQAR submission of the year 2017-18 in the new format acknowledgment received
- Questionnaire for student satisfaction survey to be discussed on **17th Sep 2021**.
- Conduct of various audits: Complete the previous reports by **17th Sept 2021**.
- SWOC Analysis and compilation to be made on **18th Sep 2021**.
- Conducting awareness session on Employee Code of Conduct and Student Code of Conduct **20th Sept 2021**.
- Preparing students for Student Satisfaction Survey by **20th /21st Sept 2021**.
- Feedback Analysis to be completed by **21st Sept 2021**.
- Course outcomes of English and Language departments to be checked and uploaded by **22nd Sept 2021**.
- Website to be taken as priority for updating by **23rd Sept 2021.**
- Preparation of SOPs for all policies and ensuring implementation by **1st Oct 2021**.
- The last date to submit department inputs for AQAR 2021-21 is **Oct 31st 2021**.

Members Present:
1. Dr. Shashikala A, Principal
2. Prof. Sharmistha Dutta, IQAC Coordinator
3. Dr. Nagalakshmi B. N, NAAC Coordinator
4. Dr. Annadhanesh, Administrative officer
5. Dr. Chitra Ravi, Academic Coordinator
6. Ms. Aruna H K, IQAC Member
7. Dr. M Reema Kumari, NAAC team member
8. Dr. Manjula K, IQAC Member
9. Dr. Jolitha A.B, PG Coordinator
10. Dr. Bhavya Bhanu, NAAC team member

Maharani Lakshmi Ammanni College for Women Autonomous
Malleswaram, Bangalore
Minutes of Meeting

Date	07-10-2021
Agenda	NAAC preparation, SWOC, Awareness on Faculty code of conduct and Student code of conduct, Green audit, E Content, Infra Structure.
Time	2.00pm
Venue	Business Lab

Discussions:

- Criteria wise folders to be prepared and shared in the NAAC email id as follows;
  mlacnaac2021@gmail.com   Password: MLACW2021
    1. Tables within the SSR
    2. Template for uploading
    3. Essential documents to be uploaded
    4. Additional information documents
    5. Qualitative Data

  The above mentioned documents compiled will help us to assess the gap which needs to be addressed at the earliest.
- Comp Science faculty/ IT expert is required for NAAC Documentation and uploading documents / geo-tagged photographs
- Green audit should be enabled. IQAC coordinator to initiate the first meeting with the team for Green Audit on 8th October. Green audit to be completed by 31st Oct 2021.
- E content development should happen from seminar hall, fixing of the camera and necessary equipment to be done immediately. Schedule for department wise e content development to be prepared by IQAC / NAAC team immediately
- A Student Welfare officer to be appointed.
- SWOC Analysis and compilation to be completed by **11-10-2021**. (IQAC team)
- Conducting awareness session on Employee Code of Conduct **8-10- 2021** and Student Code of Conduct **12-10- 2021**. (immediately)
- Feedback Analysis to be completed by **16-10-2021**.
- Geo tag photos should be ready by **15-11-2021.**
- List of requirements for NAAC preparation - to be taken up as priority
    1. Smart Classrooms
    2. CCTV on all the floors
    3. Journalism Lab (Media Lab / AV Room)
    4. NCC Room (Army wing)
    5. Health Center
    6. Language Staff Room (Ground floor staff room)
    7. Canteen to be shifted to student lounge as stall (No cooking to be allowed)

8. Labelling of Equipment/Systems/ Assets in the Departments, Labs, classrooms etc.
9. Signages after the college building painting is completed

Members Present:
1. Dr. Sushama Bavle, IQAC Mentor
2. Prof. Sharmistha Dutta, IQAC Coordinator
3. Dr. Nagalakshmi B. N, NAAC Coordinator
4. Prof. Aruna H K, Criteria 4 coordinator, IQAC Member
5. Dr. Babitha B., Criteria 5 coordinator, IQAC Member
6. Dr. M Reema Kumari, NAAC team member
7. Dr. Sushil Kumar Middha, Research Coordinator
8. Ms. Sushama, NAAC team member
9. Mr. Harish, Criteria 4, member
10. Dr. Annadhanesh, Admin. officer, Infrastr. Coordinator
11. Dr. Hemamalini M.J. Infrastr. Coordinator
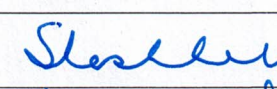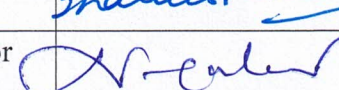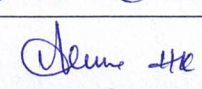
Maharani Lakshmi Ammanni College for Women
Autonomous
Malleswaram, Bangalore
Minutes of Meeting

Date	25-06-2022
Agenda	1. IPR Cell 2. Final scrutiny of SSR
Time	11:30 am
Venue	Golden Jubilee Seminar Hall
Action taken report of the meeting held on 24-04-2021	• Stakeholders feedback was analysed, and report was prepared • Smart Boards were serviced and fixed • Criteria wise documentation prepared by the criteria coordinators under the guidance of external mentor

Discussions:

- A proposal was submitted to collaborate with KSCST-IPR Cell in view to initiate IPR Cell at mLAC.
- Research coordinator along with his team has worked towards the same.
- Identified a place to set up an office and Monday, 4th July 2022 has been finalised to formally inaugurate mLAC – KSCST IP Cell
- SSR documentation was completed and cross verification of data in process

Members Present:

Sl. No.	Name	Designation	Signature
1.	Dr. Shashikala A.	Chairperson	
2.	Prof. Sharmistha Dutta	IQAC Coordinator	
3.	Dr. Nagalaxmi B. N.	NAAC Coordinator	
4.	Prof. Aruna H. K.	Member	
5.	Dr. Babitha B.	Member	
6.	Dr. Sushil Kumar Middha	Member	
7.	Ms. Sowmya Sastri	Member	

7.	Dr. Manjula K.	Member	
8.	Prof. Manjula Shekar	Member	
9.	Dr. Annadhanesh B. A.	Member	
10.	Dr. Jolitha A. B.	Member	
11.	Dr. M. Reema Kumari	Member	
12.	Lt. Dr. Bhavya Bhanu	Member	
13.	Ms. Sushma C	Member	
14.	Mr. Srinivas Pujar	Parent Representative	
15.	Ms. Aparna Srikanth	Industry Representative	
16.	Mrs. Adetee	Local Society Nominee	
17.	Ms. Bindhu Shree P. S.	Alumni Representative	
18.	Ms. Sowjanya	Student Representative	