

| Sl. No. | Date       | Agenda  |
|---------|------------|---|
| 1.      | 18-07-2020 | <ol style="list-style-type: none"> <li>1. Status of completion of the syllabus through Online mode.</li> <li>2. Online end semester examination.</li> <li>3. Submission of internal assessment marks in the Portal.</li> </ol>  |
| 2.      | 30-07-2020 | <ol style="list-style-type: none"> <li>1. Preparation for end semester examination</li> <li>2. Calendar of Events for the Academic year 2020-2021</li> <li>3. Reopening of the college from 3<sup>rd</sup> Aug 2020.</li> </ol>   |
| 3.      | 19-08-2020 | <ol style="list-style-type: none"> <li>1. FDP program</li> <li>2. LMS</li> <li>3. Committees</li> <li>4. FGL</li> </ol>   |
| 4.      | 22-01-2021 | <ol style="list-style-type: none"> <li>1. New IQAC Committee to be constituted</li> <li>2. Calendar of Events</li> <li>3. To prepare IT Policy</li> <li>4. SSS and Alumni</li> <li>5. Feedback</li> <li>6. Infrastructure and Infrastructure renovation</li> <li>7. Preparation for NAAC</li> </ol> |
| 5.      | 9-04-2021  | <ol style="list-style-type: none"> <li>1. Preparedness for NAAC</li> </ol>  |
| 6.      | 15-05-2021 | <ol style="list-style-type: none"> <li>1. Best Practices- Each one Teach one</li> <li>2. Cultural activity</li> <li>3. Extension Activities</li> <li>4. Department Activities</li> <li>5. AQAR Report 2020-21</li> <li>6. First Generation Learners</li> <li>7. Survey links</li> </ol>             |



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## Minutes of Meeting

|  |   |
|--|---|
| Date   | 18-07-2020  |
| Agenda   | 1. Status of completion of the syllabus through Online mode.<br>2. Online end semester examination.<br>3. Submission of internal assessment marks in the Portal.  |
| Time   | 10:45 am  |
| Mode of meeting  | Zoom  |
| Action taken report of the meeting held on <b>04.04.2020</b> | <p><b>Agenda 1: Organizing FDP on online teaching strategies</b></p> <p>1. FDP on Effective Online Teaching Learning Strategies for two Batches each for a week through online mode was successfully conducted from 26<sup>th</sup> to 31<sup>st</sup> May 2020, 22<sup>nd</sup>-27<sup>th</sup> June 2020 organised by National Institute of Technology, Tiruchirappalli.</p> <p><b>Agenda 2: Adopting online teaching mode and report submission</b></p> <p>2. Started with online classes for all the UG and PG programs and online class report of the individual faculties were collected in a prescribed format.</p> <p><b>Agenda 3: Conducting online internals</b></p> <p>3. Conducted Second internals through online mode for all UG and PG programs.</p> |

### 1. Status of completion of the syllabus through Online mode

- Principal conveyed to the head of the departments and the coordinators to get updates on the status of the completion of the syllabus.
- The Principal conveyed the summary of meeting with Mr. Ranganath (Academic Council Member) stating that letter has to be given from all BOE Chairpersons to complete the syllabus through offline before lockdown and online after lockdown. Revision classes to be conducted for preparedness towards the online exams such as preparation of Question Paper and conducting of online examination.

### 2. Preparation towards Online examination for Terminal Semester Students

- Principal had spoken to all Academic Council Members and University nominee about the preparedness towards online exams.

*Sharmika Dutta*



- b. Letter from all BOE Chairperson and COE has to be sent to the principal mail before Monday i.e., 20<sup>th</sup> July 2020.
- c. A report has to be presented by the Controller of Examination to the Governing Body for approval of the online examination.
- d. Calendar of dates towards examination to be prepared by COE and a workshop to be conducted for uploading the question paper in the examination portal.
- e. It Was decided that the principal will be informing all the HoDs to convey the students and the parents about the end semester online mode of examination.
- f. Revision classes to be conducted in the last week of July.
- g. Online mock examination to be conducted with proctors.

### 3. Submission of internal assessment marks in the Portal.

- a. All the departments to upload the internal assessment marks in the faculty portal on before.....

#### Members Present:

| Name                   | Department                     |
|------------------------|--------------------------------|
| Dr. Sushama Bavle      | Principal, mLAC                |
| Dr. Shashikala         | Vice-Principal, mLAC           |
| Prof.Sharmistha Dutta  | IQAC Co-ordinator              |
| Dr. Nagalakshmi        | HoD, Dept. of Chemistry        |
| Dr. Chitra             | HoD, Dept. of Computer Science |
| Prof.Aruna.H.K         | Dept. of Zoology               |
| Dr.Babitha.B           | HoD, Dept. of Biotechnology    |
| Dr.Sushil Kumar Middha | Dept. of Biotechnology         |
| Dr.Manjula.K           | HoD, Dept. of Journalism       |
| Prof. Manjula Shekar   | Dept. of Commerce              |
| Dr.Annadhanesh         | HoD, Dept of Kannada, UG&PG    |



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## Minutes of Meeting

|  |   |
|--|---|
| Date   | 30-07-2020  |
| Agenda   | 1. Preparation for end semester examination<br>2. Calendar of Events for the Academic year 2020-2021<br>3. Reopening of the college from 3 <sup>rd</sup> Aug 2020.  |
| Time   | 10:45 am  |
| Mode of meeting  | Zoom  |
| Action Taken<br>report of the<br>meeting held on<br>18.07.2020 | <b>Agenda 1: Status of completion of the syllabus through Online mode.</b><br>All the faculties submitted syllabus completion report to the principal.<br><b>Agenda 2: Online end semester examination.</b><br>1. Conducted online meetings with VI semester students to discuss the question paper pattern.<br>2. Mock online exam was conducted for VI semester students 10 days before the final online exam.<br>3. Workshop was conducted for uploading the question papers in Faculty portal and proctoring for online examination.<br><b>Agenda 3: Submission of internal assessment marks in the Portal.</b><br>The portal was made accessible from home for the faculties to enter the 2 <sup>nd</sup> internal marks |

### 1. Online exams for end semester students.

Principal addressed the heads of the departments and the coordinators to:

- Add VI semester subjects in the portal under question bank management.
- Finalizing the dates for I and II-year backlog exams for the VI semester students.
- Dates for submission and uploading of question paper to be done by the COE.
- Backlog fees paid by the students will not be refunded but will be considered for the next exam.



- e. Time table for online VI semester exams to be kept ready along with I and II-year backlog papers.
- f. All Science departments to have a meeting with staff and decide about the practical exams. With the approval of Academic Council, Practical exams can be conducted online.
- g. After approval of the Academic Council Members information about online exams can be given to the final year students.
- h. Tentative dates for online exams – Last week of August or 1<sup>st</sup> week of September 2020. One day gap can be given for the online exams to be conducted and we need 25 days to complete the exams.
- i. Dissertation/ Viva for UG and PG can be conducted online for 10 students.

## 2. Calendar of Events for the next Academic year 2020-2021

- a. The calendar of events was discussed for the academic year 2020-2021 for odd semester

## 3. Reopening of College and conducting online classes from 3<sup>rd</sup> Aug 2020

- a. V semester online classes to be started from 3<sup>rd</sup> August 2020.
- b. Time table committee to frame time table for online classes from 3<sup>rd</sup> August 2020.
- c. 17<sup>th</sup> – 20<sup>th</sup> August 2020 online Disha Programme for III semester students for 2 hours each section and there will be 2 sessions i.e., one section of 90 each in the morning and one section of 90 each in the afternoon.

## 4. Others

- a. III and IV semester syllabus, percentage of changes with justification to be kept ready for the Academic Council Meeting for approval.
- b. Based on the notification of UGC and state Govt stating that colleges to follow cancellation of intermediate semester the examinations.

### Members Present:

| Name                   | Department                     |
|------------------------|--------------------------------|
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| Dr. Shashikala         | Vice-Principal, mLAC           |
| Prof.Sharmistha Dutta  | IQAC Co-ordinator              |
| Dr. Nagalakshmi        | HoD, Dept. of Chemistry        |
| Dr. Chitra             | HoD, Dept. of Computer Science |
| Prof.Aruna.H.K         | Dept. of Zoology               |
| Dr.Babitha.B           | HoD, Dept. of Biotechnology    |
| Dr.Sushil Kumar Middha | Dept. of Biotechnology         |
| Dr.Manjula.K           | HoD, Dept. of Journalism       |
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## Minutes of Meeting

|  |  |
|--|--|
| Date   | 19-08-2020   |
| Agenda   | 1. FDP program<br>2. LMS<br>3. Committees<br>4. FGL  |
| Time   | 11:30 am   |
| Mode of meeting  | Google Meet  |
| Action Taken<br>report of the<br>meeting held on<br>30.07.2020 | <b>Agenda 1: Preparation for end semester examination</b><br>Online mode of examination was conducted for the VI sem UG students with proctoring<br><b>Agenda 2: Calendar of Events for the Academic year 2020-2021</b><br>Calendar of events was prepared for the academic year 2020-21 and approved by the administrative officer, mLAC<br><b>Agenda 3: Reopening of the college from 3<sup>rd</sup> Aug 2020.</b><br>The college was reopened on 3 <sup>rd</sup> august, faculty reported offline |

### 1. IQAC Co-coordinator briefed on the following points:

- IQAC coordinator introduced Dr. Annadanesh as a new IQAC member to which all members gave congratulatory wishes.
- Upcoming activities under IQAC: NEP Awareness webinar, NAAC Workshop, Moodle Workshop, Orientation Program, Developing E-content.
- Constructive collaboration using student feedback and Peer coaching to improve teaching.
- Research team to organize workshops on the following: Research methodology (Social science); Research methodology (Science); Research project design for Project funding; IPR; Role of library in research; Art and Science of writing high quality research papers; Plagiarism
- Examination management system is in place and Need for LMS a software application for administration, documentation, tracking, automation, and delivery of educational courses by Mindpath, which will be approved by mLAC Trust.

*Sharmika Dutta*



## 2. Different committees with Co-coordinators and members mentioned.

- IQAC member suggested Outreach committee have to be added in committees list retaining the same members in the committee.
- Members raised concern about overlapping of work by faculties either as Co-ordinator or as team members, diluting the quality of committee.
- Members suggested for one day FDP on “Online Ettiquettes” and on “Awareness on National Education Policy”.
- Regarding Student Welfare Officer and Counsellor also to be made full-time wherein mLAC Trust consent is awaited.
- Regarding Students Feedback form, format will be prepared which will be forwarded to all depts. and HODs will submit a report regarding the same as well documented.
- As per the instructions of Principal, FGL committee to be constituted under the coordinatorship of Dr. Annadanesh, IQAC member and to identify the First generation learners based on the merit, parent qualification and annual income. College will also do physical verification on the status of each of the selected students.

The selected 20 candidates who fall under the FGL scheme of mLAC have to follow the below mentioned:

- ✓ They shall pay Rs. 5,000 fees per year.
- ✓ A bar code will be attached to their ID card for identifying them as FGL students and to avail other benefits at college. They shall be avail facilities such as Bus pass, book banks, stationeries etc.
- ✓ Continuation of FGL benefits in 2nd and 3rd year will be determined based on their academic growth and performance. The student must secure 60% and above in their previous years.

### Members Present:

| Name                    | Department                     |
|-------------------------|--------------------------------|
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| Dr. Shashikala          | Vice-Principal, mLAC           |
| Prof. Sharmistha Dutta  | IQAC Co-ordinator              |
| Dr. Nagalakshmi         | HoD, Dept. of Chemistry        |
| Dr. Chitra Ravi         | HoD, Dept. of Computer Science |
| Prof. Aruna.H.K         | Dept. of Zoology               |
| Dr. Babitha.B           | HoD, Dept. of Biotechnology    |
| Dr. Sushil Kumar Middha | Dept. of Biotechnology         |
| Dr. Manjula.K           | HoD, Dept. of Journalism       |
| Prof. Manjula Shekar    | Dept. of Commerce              |
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### Minutes of Meeting

|        |  |
|--------|--|
| Date   | 22-01-2021   |
| Agenda | <ul style="list-style-type: none"><li>• New IQAC Committee to be constituted</li><li>• Calendar of Events</li><li>• To prepare IT Policy</li><li>• SSS and Alumni</li><li>• Feedback</li><li>• Infrastructure and Infrastructure renovation preparation for NAAC</li></ul> |
| Time   | 3:00pm   |
| Venue  | Auditorium   |

#### **Action taken Report of the meeting held on 19.08.2020**

| Agenda             | Action taken   |
|--------------------|--|
| NEP Webinar        | The webinar was organised on 12 <sup>th</sup> and 13 <sup>th</sup> of Jan 2021 in association with CESS  |
| NAAC Workshop      | IQAC organised NAAC workshop on 15 <sup>th</sup> and 16 <sup>th</sup> Jan 2021. Dr.R.C. Hiremath was the resource person. The workshop was organised to orient the faculty towards the New frame work of NAAC. |
| Calendar of events | Calendar of events discussed for the Even Semester. College to reopen on 8 <sup>th</sup> March 2021.<br><br>The calendar of events will be finalized and circulated to the depts.                              |





## Minutes of Meeting 22-01-2021

| Agenda  | Discussion and outcome of meeting  |
|---|--|
| <p>Agenda-1</p> <p>New IQAC Committee to be constituted</p> | <p>As per the statutes IQAC to have representatives from Parent, Industry, Alumni and Student Association.</p> <p>Principal, Prof. Aruna and Prof. Sharmistha Dutta suggested Parent of Ms. Sabari yogesh student of I yr CBZ.</p> <p>Dr. Nagalaxmi B.N Suggested Parent of Ms. Sudha Pujari.(any one person)</p> <p>Alumni- Ms. Soundarya</p> <p style="padding-left: 40px;">Ms. Kavyashree (any one)</p> <p>Student representative will be suggested by Dr. Chitra Ravi.</p> <p>Industry representative to be suggested by Dr. Hemamalini.</p> |
| <p>Agenda- 2</p> <p>Calendar of Events</p>                  | <p>To include student activities in the Calendar of events</p> <p>Election of Students association</p> <p>Fresher's Day</p> <p>Tarangini (1Day- to cut down on number of events)</p> <p>Arivu ( intercollegiate)</p> <p>Open Science Day( Tentative-27<sup>th</sup> Feb 2021)</p>  |
| <p>Agenda-3</p> <p>To prepare IT Policy</p>                 | <p>IT Coordinator Dr. Chitra Ravi to prepare IT policy.</p> <p>Principal to discuss with Mr. Anand and certain issues to be sorted.</p>  |



|  |  |
|--|--|
| Agenda-4<br>SSS and Alumni   | To prepare and orient students for SSS and out students batch from 2016 onwards to consider for Alumni interaction.  |
| Agenda-5<br>Feedback   | To obtain feedback from Students <ul style="list-style-type: none"> <li>• towards Curriculum</li> <li>• Teachers in designing the curriculum</li> <li>• Alumni</li> <li>• Employers</li> <li>• Parents</li> </ul> (IQAC to create questionnaire) |
| Agenda-6<br>Infrastructure and Infrastructure renovation<br>preparation for NAAC | Health Centre to be shifted to ground floor, Audio visual lab, Seminar Hall, Redesign S8 Room.<br><br>Green campus- Incubation centre for Mushroom Cultivation, Composting (WDC) and Bioenzyme production.                                       |



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## Minutes of Meeting

|        |                       |
|--------|-----------------------|
| Date   | 09-04-2021            |
| Agenda | Preparedness for NAAC |
| Time   | 10.00 AM-3.30 PM      |
| Venue  | Auditorium            |

**Mentor:** Prof. Thippeswamy G, JBMSIT, Bengaluru

### **Action taken report of the meeting held on 22.01.2021**

#### **Agenda 1: New IQAC Committee to be constituted**

IQAC committee was reconstituted with inclusion of a

Parent, student, industry and alumni representative and a local committee member was nominated and inducted in the team

New members were included in the committee

#### **Agenda 2: Calendar of Events**

Calendar of events for academic year 2021-22 was prepared and presented in the academic council meet

#### **Agenda 3: To prepare IT Policy**

Academic co-ordinator Dr. Chitra Ravi prepared the IT policy and the approval from the mLAC trust is awaited

#### **Agenda 4: SSS and Alumni feed back**

Google forms were sent across to the graduated batch from 2016 and the responses were collected on the student's satisfaction survey

#### **Agenda 5: Infrastructure and Infrastructure renovation**

Infrastructure committee and the structural consultants surveyed the college building for renovation and modification of the structure

### **Minutes of the meeting**

- Principal, IQAC coordinator, NAAC mentor (internal), NAAC Coordinator and all criterion coordinators welcomed the Mentor.
- NAAC profile of 2016 of institution was shared and discussed.
- PPT of criterion I,II and III with metric ID, metric, status along with available documents and action plan was presented.

*Sharmika Dutta*



- Prof. Thippeswamy highlighted upon the following key aspects and documents required with respect to criterion-I, II and III.

### Criterion I: Curriculum Aspects (150)

- Programme Outcomes (POs) for each programme.
- Programme Specific Outcomes -PSOs: 2-3
- Course Outcomes: Based on Bloom's Taxonomy (Understanding, applying, analyzing, designing, and implementing): 4-5
- Course file (4-layered approach) for each course and for each year should contain the following documents:
  - Student's list
  - Syllabus with COs
  - Department calendar of events
  - Lesson plan
  - Teaching-learning methodologies (ICT/Collaborative /blended/ peer learning)
  - Question papers of internals and exams with schemes
  - Result analysis
  - Alumni placements record
  - Minutes of department meeting
- Conducting exams/Tests for industrial visits/internship/field visit and assessing marks will help in PO attainment.
- Faculty Development Programme (FDP) : On Outcome Based Education must be conducted immediately.
- Program Assessment Committee to be formed.
- Introduce value added courses- To bridge the gap of the curriculum.
- Internship policy to be framed.
- One foundation course relevant to professional ethics, gender and human values to be introduced.
- Structured feedback for design and review of syllabus from stakeholders to be collected.

### Criterion-II Teaching-Learning and Evaluation (300)

- a. Submission of admission (Students) abstracts to OBC, SC/ST cells every year
- b. Inputs on identification of slow and advanced learners, programmes to be initiated, implemented and impact analysis to be documented.
- c. e-contents to be uploaded in college you-tube channel for enhancing NAAC visibility and policy to be framed for the revenue generation.
- d. Reducing the lab duration from 3hrs to 2hrs to enhance the admission intake( if it is possible).
- e. Full time teachers should be mentors and the same mentors should be continued throughout their degree program.
- f. Approved copy for mentor from institution should be given.



- g. Webpage should be designed consisting of brief description of mentor system with aims and objectives.
- h. Question paper should be mapped with COs
- i. Display PEOs and reflection of alumni outcomes in the prominent places
- j. Policy for Internal examination related grievances and solutions to be framed

### **Criterion-III Research, Innovation and Extension (150)**

- a. Budget and expenditure statements signed by finance officer indicating seed money provided and utilized should be given.
- b. Consultancy policy to be framed.
- c. Clarity on functional MoU's, Extensional activities, collaborations and consultancies.
- d. Implementation of Program Development Cell was suggested.
- e. Awards for extension activities, best NSS/ NCC award, Vanapurskar award, Swachh Bharath award etc can be included as institutional awards but individual award cannot be included under this metric.
- f. Collaborative activities for research/ faculty exchange/ student exchange should be initiated.
- g. Geotagged photos of high quality are to be maintained.
- h. Research compendium should be designed for all five years with 4 layered approach.
- i. Queries regarding innovative ecosystem and other issues will be addressed by Dr. Kamble.

### **Concluding Remarks:**

Key indicators of the above three criteria were discussed. It was an elaborative and interactive session. All the criteria coordinators and NAAC team were participated with high enthusiasm.

The Remaining criterions-IV,V,VI and VII will be discussed during the next session probably next Friday or Saturday. It was agreed to share the PPT relating to documentation process of all criterions.

### **Members Present:**

1. Prof. Sharmishta Dutta
2. Dr. Sushama Bavle
3. Dr. Renuka Srihari
4. Dr. Nagalaxmi B N
5. Prof. Aruna H K
6. Dr. Annadanesh B A
7. Dr. Manjula Shekar
8. Dr. Reema Kumari
9. Dr. Jolitha A B
10. Dr. Babitha B
11. Dr. Sushil K Middha
12. Dr. Manjula K
13. Dr. Bhavya Bhanu



14. Ms. Sowmy Sastry
15. Ms. Sushma C



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## Minutes of Meeting

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

*Sharmika Dutta*



### 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