

MINUTES OF THE MEETING OF IQAC

2022-23

**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	<ul style="list-style-type: none"> 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	

Malleshwaram, Bangalore

Minutes of Meeting

Date	04-08-2022
Agenda	To discuss the DVV queries
Time	12:30 pm
Venue	IQAC Room

Discussions:

- Queries of all the metrics in extended profile to be addressed.
- Criteria 1: Three DVV queries of metric no. 1.1.3, 1.3.2, 1.4.1
- Criteria 2: One DVV query of metric no. 2.4.2
- Criteria 3: Four DVV query of metric no. 3.2.3, 3.4.2, 3.4.4 and 3.5.2
- Criteria 4: Five DVV query of metric no. 4.1.4, 4.2.2, 4.2.4, 4.3.2 and 4.3.4
- Criteria 5: Four DVV query of metric no. 5.1.1, 5.1.5, 5.2.1 and 5.3.3
- Criteria 6: One DVV query of metric no. 6.3.3, and 6.5.3
- Meeting will be schedule with NAAC consultant to discuss the queries.

Members Present:

1. Dr. Shashikala A. – Principal
2. Prof. Sharmistha Dutta – IQAC Coordinator
3. Dr. M. Reema Kumari – Joint IQAC Coordinator
4. Dr. Jolitha A. B. – Joint NAAC Coordinator
5. Prof. Aruna H. K. – HoD, Dept of Zoology
6. Dr. Babitha B. – HoD, Dept. of Biotechnology
7. Prof. Jyotsna Thimmaiah B. – Associate Professor, Dept of Management Studies
8. Ms. Sowmya Sastri – Librarian

Maharani Lakshmi Ammanni College for Women Autonomous Malleshwaram, Bangalore

Minutes of Meeting

Date	17-08-2022
Agenda	Department visit as a part of internal audit
Time	11:00 am
Venue	Golden Jubilee Seminar Hall

Discussions:

1. Last date for departments to keep the documents and PPT ready – 20th Aug 2022.
2. Department visit by IQAC team is scheduled from 25th to 27th Aug 2022.
3. Teams to visit the departments are formed.

Members Present:

1. Prof. Sharmistha Dutta – IQAC Coordinator
2. Dr. Nagalaxmi B.N. – NAAC Coordinator
3. Dr. M. Reema Kumari – Joint IQAC Coordinator
4. Dr. Jolitha A. B. – Joint NAAC Coordinator
5. Prof. Aruna H. K. – HoD, Dept of Zoology
6. Dr. Babitha B. – HoD, Dept. of Biotechnology
7. Dr. Manjula K. – HoD, Dept. of Journalism
8. Ms. Sowmya Sastri – Librarian

Maharani Lakshmi Ammanni College for Women Autonomous Malleshwaram, Bangalore

Minutes of Meeting

Date	26-08-2022
Agenda	1. Student Handbook 2. AQAR 2021-22
Time	11:30 am
Venue	Golden Jubilee Seminar Hall

Discussions:

1. Designation of some faculty was not mentioned in the student handbook
2. Academic coordinator, PG coordinator and Research coordinator to be added
3. List of faculty names should be in the order of seniority
4. Any kind of drafts should be first mailed to IQAC members and then should be circulated to all the departments
5. Appointment letter to be given to all the IQAC members and coordinators
6. Museum renovation is under progress
7. ID cards for teaching and non-teaching staff was finalised
8. Files for department and personal use will be distributed to all the staff. Order for the same is given to MSIL.

AQAR 2021-22

1. Respective criteria coordinators to start the documentation.
2. Final date for submission of AQAR 2021-22 is 30th Nov 2022.

Members Present:

1. Dr. Annadhanesh B.A. – Administrative officer
2. Prof. Sharmistha Dutta – IQAC Coordinator
3. Dr. Nagalaxmi B.N. – NAAC Coordinator
4. Dr. M. Reema Kumari – Joint iQAC Coordinator
5. Dr. Jolitha A. B. – Joint NAAC Coordinator
6. Prof. Aruna H. K. – HoD, Dept of Zoology
7. Dr. Babitha B. – HoD, Dept. of Biotechnology
8. Dr. Manjula K. – HoD, Dept. of Journalism
9. Ms. Sowmya Sastri – Librarian
10. Ms. Manjula Shekar – HoD, Dept. of Commerce
11. Ms. Sushma C – Assistant Professor, Dept. of Chemistry

Maharani Lakshmi Ammanni College for Women Autonomous Malleshwaram, Bangalore

Minutes of Meeting

Date	26-09-2022
Agenda	1. External Audit 2. Faculty Appraisal Format
Time	3:00 pm
Venue	Golden Jubilee Seminar Hall

Discussions:

1. IQAC members suggested that there can be reduction of cost in the proposal given for external audit and that the college can get an ISO certification.
2. Faculty Appraisal forms were approved and will be circulated to all the departments and students after doing minor changes.

Members Present:

1. Dr. Nagalaxmi B.N. – Principal
2. Prof. Sharmistha Dutta – IQAC Coordinator
3. Dr. M. Reema Kumari – Joint iQAC Coordinator
4. Dr. Jolitha A. B. – Joint NAAC Coordinator
5. Prof. Aruna H. K. – HoD, Dept of Zoology
6. Dr. Babitha B. – HoD, Dept. of Biotechnology
7. Dr. Sushil Kumar Middha – Associate Prof., Dept. of Biotechnology
8. Ms. Manjula Shekar – HoD, Dept. of Commerce
9. Ms. Sushma C – Assistant Professor, Dept. of Chemistry

Maharani Lakshmi Ammanni College for Women Autonomous Malleshwaram, Bangalore

Minutes of Meeting

Date	14-10-2022
Agenda	1. External Audit from ACT
Time	11:30 am
Venue	Golden Jubilee Seminar Hall

Discussions:

1. Dr. Sandhya from Manipal University explained in detail about the academic and administrative audit and how it is different from NAAC accreditation.
2. She then briefed about the main parameters considered under AAA are:
 - Teaching – learning evaluation
 - Development of research culture and consultancy
 - Team effort in the institution – team collaboration
 - Aligning the activities with mission and vision of the college
 - Community interaction
 - Alumni engagement) Brand ambassador)
 - Governance
 - Public perception about college (social media)

Members Present:

1. Dr. Nagalaxmi B.N. – Principal
2. Prof. Sharmistha Dutta – IQAC Coordinator
3. Prof. Aruna H. K. – HoD, Dept of Zoology
4. Dr. M. Reema Kumari – Joint iQAC Coordinator
5. Dr. Jolitha A. B. – Joint NAAC Coordinator
6. Dr. Babitha B. – HoD, Dept. of Biotechnology
7. Dr. Sushil Kumar Middha – Associate Prof., Dept. of Biotechnology
8. Ms. Manjula Shekar – HoD, Dept. of Commerce
9. Dr. Manjula K – HoD, Dept of Journalism
10. Lt. Dr. Bhavya Bhanu – HoD, Dept of Management Studies
11. Ms. Sushma C – Assistant Professor, Dept. of Chemistry
12. Ms. Sowmya Sastri – Librarian

Maharani Lakshmi Ammanni College for Women Autonomous Malleshwaram, Bangalore

Minutes of Meeting

Date	20-10-2022
Agenda	Preparation for NAAC peer team visit post pre-qualifier
Time	3:30 pm
Venue	Board Room

Discussions:

1. Principal and IQAC coordinator congratulated the team for pre-qualifying the NAAC accreditation
2. Listed the major pending works that to be addressed in priority.
 - Museum to be renovated at the earliest. Lt. Dr. Bhavya Bhanu and Ms. Sowmya Sastri are given in charge of the museum work.
 - Signages and Boards – Ms. Aruna H. K.
 - Canteen – Dr. Nagalaxmi B. N. and Ms. Manjula Shekar
 - Day Care centre – Ms. Sushma C.
 - Vertical garden - Dept. of Botany (Ms. Sahana) and Zoology
 - Interaction with students and parents – Coordinators of Arts, Science and Commerce.
 - Alumni interaction – Dr. Babitha B.
 - Interaction with external members of IQAC – Ms. Sharmistha Dutta
3. Information for AQAR 21-22 to be submitted by 30th Nov 2022.
4. PPT's of departments, Principal and IQAC to be kept ready by 30th Oct 2022.
5. Students Handbook for 22-23 batch to be prepared by the team:
 - Dr. Jolitha A.B – Coordinator
 - Dr. Manjula K - Member
 - Ms. Jyotsna Thimmaiah B. - Member
 - Ms. Varsha Rani – Member
6. Website to be updated by Ms. Afshan and Ms. Mamatha M.

Members Present:

1. Dr. Nagalaxmi B.N. – Principal
2. Prof. Sharmistha Dutta – IQAC Coordinator
3. Prof. Aruna H. K. – Head, Dept of Zoology
4. Dr. M. Reema Kumari – Joint IQAC Coordinator
5. Dr. Jolitha A. B. – Joint NAAC Coordinator
6. Dr. Babitha B. – Head, Dept. of Biotechnology
7. Ms. Manjula Shekar – Head, Dept. of Commerce
8. Dr. Manjula K – Head, Dept of Journalism
9. Lt. Dr. Bhavya Bhanu – Head, Dept of Management Studies
10. Ms. Sushma C – Assistant Professor, Dept. of Chemistry

Maharani Lakshmi Ammanni College for Women Autonomous Malleshwaram, Bangalore

Minutes of Meeting

Date	02-01-2023
Agenda	1. Discussion on the score obtained 2. Formation of new IQAC committee
Time	3:00 pm
Venue	Golden Jubilee Seminar Hall

Discussions:

1. IQAC Coordinator congratulated the IQAC team for sustaining 'A' Grade in NAAC
2. Areas to improved as per the feedback from the Peer Committee are:
 1. Student diversity
 2. Student enrolment
 3. Research
 4. Teachers Profile and Quality
 5. Best Practices etc.
3. Appreciation letter for all the criteria coordinator will be given by the management
4. The following are the list of members of IQAC team.
 1. Dr. Usha T, Dept of Biochemistry
 2. Ms. Sushma C, Dept of Chemistry
 3. Ms. Jyotsna Thimmaiah B, Dept of Management Studies
 4. Ms. Sowmya Sastry, Librarian
 5. Ms. Sowmya P, Dept of English
 6. Ms. Mamtha M, Dept of Computer Science
 7. Ms. Hemavathy E, Dept of Biotechnology
 8. Ms. Bency, Dept of Commerce
 9. Dr. Hemamalini M J, Placement officer
 10. Dr. Shravan Kumar, Dept of Chemistry

Members Present:

1. Prof. Sharmistha Dutta
2. Prof. Aruna H. K.
3. Dr. M. Reema Kumari
4. Dr. Jolitha A B
5. Ms. Manjula Shekar
6. Dr. Sushil Kumar Middha
7. Dr. Babitha B
8. Dr. Bhavya Bhanu
9. Ms. Sowmya Sastri
10. Ms. Sushma C

Maharani Lakshmi Ammanni College for Women Autonomous Malleshwaram, Bangalore

Minutes of Meeting

Date	05-01-2023
Agenda	Nomination of new IQAC coordinator
Time	11:30 am
Venue	Golden Jubilee Seminar Hall

Discussions:

1. Prof. Aruna H.K., is appointed as IQAC Coordinator
2. Dr. M. Reema Kumari, is appointed as Joint IQAC Coordinator
3. Dr. Jolitha A.B., is appointed as NAAC Coordinator
4. Parent, Alumni, and Industry representative to be identified and appointed as external members.
5. Dr. Sushil Kumar Middha and Dr. Shravana Kumara will take care of research and IP cell Information related to the same should reach both.

Members Present:

1. Prof. Sharmistha Dutta
2. Prof. Aruna H K
3. Dr. Bhavya Bhanu
4. Dr. Babitha B
5. Dr. Manjula K
6. Dr. Jolitha A B
7. Ms. Sowmya Sastry
8. Ms. Sushma C
9. Ms. Mamtha M
10. Dr. Sushil Kumar Middha
11. Dr. Shravana Kumara K N
12. Ms. Sowmya P
13. Dr. Hemamalini M J

Maharani Lakshmi Ammanni College for Women Autonomous Malleshwaram, Bangalore

Minutes of Meeting

Date	13-01-2023
Agenda	<ul style="list-style-type: none"> Felicitation of Dr. Nagaswarupa H P Meeting with external mentor to discuss the recommendations by NAAC Handing over and taking over charge of IQAC
Time	1:00 p m
Venue	Golden Jubilee Seminar Hall

Discussions:

- Principal congratulated the IQAC team for securing 'A' grade in NAAC
- Principal thanked Dr. Nagaswarupa H P, external mentor for guiding and supporting the college throughout the NAAC process.
- External mentor gave suggestions and recommendations.
- Appointment letters were given to newly appointed IQAC coordinator and members

Members Present:

- Dr. Nagalaxmi B N
- Prof. Sharmistha Dutta
- Prof. Aruna H. K.
- Dr. M. Reema Kumari
- Dr. Jolitha A B
- Dr. Sushil Kumar Middha
- Dr. Babitha B
- Dr. Hemamalini M J
- Ms. Hemavathy E
- Ms. Usha T
- Ms. Sowmya P
- Ms. Jyotshna Thimmaiah B
- Ms. Sowmya Sastri
- Ms. Sushma C
- Ms. Mamatha M
- Ms. Bency J Samuel
- Dr. Shravana Kumara K N

IQAC MEETING

Date: 03.03.2023

Time: 11 am onwards

Venue: BTFS LAB

Following agenda were discussed:

1. Completion of AQAR (2021-22) by end of March 2023 and submission to NAAC .
2. Time table to be made available for open electives and allotted in the beginning of the semester to facilitate the students' TL process.
3. **Mission LiFE**: As mandated by UGC to HEIs, mLAC will initiate the following programs to bring awareness about Lifestyle change for environment (LiFE) towards environment sustainability. These activities are tuned with NAAC recommendations.
 - Awareness talk by Ms. Saraswati Naik, NSS officer who has been trained by Centre for Environment Education. She needs to train few faculty members to extend the program to all mLAC students on "Climate Change"
 - Eco- club activities in association with Dr.Vrujlal , IISc which is willing to conduct programs for mLAC students.
 - Product development: Each class students across the stream has to take initiative to develop products towards environment sustainability and initiate Lifestyle change for environment (LiFE). This will be a compulsory activity wherein students can further use it for entrepreneurship and make an effort to "earn while learn". These activities shall be carried by different cells/ committees constituted in the college.
 - ✓ Plastic mattress/cushions/pillows : Final year students
 - ✓ Composting methods, bioenzyme production : Second year students
 - ✓ Best out of waste : First year students
 - Certificate course on environment sustainability : Certificate course either for credit or no credit to be initiated. Certificate to be given by IISC.(Constitution of BOS from IISc- CES and Divecha Centre for Climate Change, Centre for Environment Education)
4. IQAC initiated national conference to commemorate UN "International Year of Millets" which will be under Mission LiFE. October 16th 2023 can be identified as the date as it is celebrated as World Food Day. This program can be interdisciplinary.
5. IQAC should encourage programs/ activities towards environment sustainability, societal relevance and community service annually involving all the departments.
6. Calendar of events to be prepared by IQAC aligning with academic calendar of events
7. General staff meeting to be held in the beginning of the year to share calendar of events for the academic year to enable the departments/cells/committees/ staff to plan their future activities. At the end of the academic year, a review meeting will be held to discuss the feed back and quality improvements to be done.
8. IPR workshop to be scheduled in the month of March
9. Research policy needs to be reframed for the following schemes, which can be reviewed on priority basis by research committee for seed funding from mLAC:
 - ✓ Inter departmental collaborative projects
 - ✓ Innovation proposals
 - ✓ Probationary faculty proposals
 - ✓ Student project proposals

10. Reframing of consultancy policy : To add points regarding revenue generation through consultancy through usage of instruments and outsourcing, usage of infrastructure . For consultation charges for staff, the details of correspondence to be routed through college. 10% of consultancy fees to be paid to the college and 90% to consultant from the beneficiary party.
11. Gymnasium facilities to be strengthened: IQAC needs to procure a report from sports department about usage of gym from last 2 months, condition of the equipments, servicing details etc.
12. Sports facilities- To enquire with sports department about procuring state of art equipments/gadgets

Prof. Aruna H.K.
IQAC Co-ordinator

Maharani Lakshmi Ammanni College for Women Autonomous Malleshwaram, Bangalore

Minutes of Meeting

Date	04-03-2023
Agenda	<ul style="list-style-type: none">• Completion of AQAR 21-22 by March 31st 2023• NAAC recommendations
Time	11:25 a m
Venue	BTFS room

Discussions:

1. AQAR 21-22 to be submitted by 31st March 2023
2. Criteria coordinator to be informed regarding the pending data and ensure all the metrics are completed.
3. Life Mission awareness by Ms. Saraswathi H Naik.
 - Eco-club in mLAC in association with IISc.
 - Product Development
 - Environment sustainability – certificate course
4. IQAC initiated National conference to be conducted
5. IPR workshop in March
6. Revenue generation through consultancy
7. To revamp research policy
8. To prepare calendar of events by IQAC which shall align with academic calendar of events
9. Gym and Sports facilities to be strengthened

Members Present:

1. Prof. Aruna H. K.
2. Ms. Hemavathy E
3. Ms. Sowmya P
4. Ms. Sowmya Sastri
5. Ms. Mamatha M
6. Ms. Bency J Samuel

Maharani Lakshmi Ammanni College for Women Autonomous Malleshwaram, Bangalore

Minutes of Meeting

Date	15-03-2023
Agenda	Disha Bharath workshop
Time	12:00 p m
Venue	E.D Centre

Discussions:

1. Workshop for pending batch students will be conducted for 2 days (Dates to be finalized)
2. Suggestion was given by Disha Bharath team to make the students as mentors for the juniors as a part of peer learning.
3. Workshop for IV sen students to be conducted for 5 days Dates to be finalized)
4. Tentative dates for the workshops.
 - III Sem – 11th – 15th April 2023.
 - IV Sem – 17th – 21st April 2023.
5. Open Elective classes to be conducted through Zoom platform.

Members Present:

1. Prof. Aruna H. K.
2. Dr. M. Reema Kumari
3. Dr. Bhavya Bhanu
4. Ms. Jyothsna Thimmaiah B
5. Ms. Sushma D R, Disha Bharath
6. Ms. Lavanya Radha Krishna, Disha Bharath
7. Ms. Sneha Damle, Disha Bharath

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

Date	18-04-2023
Agenda	Amendment of research policy
Time	4:00 p m
Venue	Board Room

Discussions:

1. 15 days of paid leave should be given for faculty pursuing Ph.D for writing thesis
2. 15 days leave to be permitted for submitting acknowledgement (unpaid leave)
3. Seed money can be extended to students under a faculty
4. Previous seed money to be extended
5. Publication/Ph.D paper need to have college affiliation

Members Present:

1. Dr. Nagalaxmi B N
2. Mr. S. C. Gangadhara Murthy
3. Dr. Annadaneshha B A
4. Prof. Aruna H. K.
5. Dr. M. Reema Kumari
6. Dr. Jolitha A B
7. Dr. Sushil Kumar Middha
8. Dr. Bhavya Bhanu
9. Dr. Abhinandan N

Minutes of Meeting

Date	20-04-2023
Agenda	<ul style="list-style-type: none"> • Documentation of activities conducted by departments. • To conduct extension activities • Consultancy
Time	11:30 am
Venue	Golden Jubilee Seminar Hall

Discussions:

1. Dr. M. Reema Kumari welcomed all the HoD's and read out the strategies of IQAC given by NAAC
2. Any activity organised/attended by the faculty or department, a report should be sent to IQAC and a hard copy of the same to be submitted to Ms. Sowmya Sastri, Librarian.
3. HoD's were informed to conduct extension activity from the department apart from NSS, NCC, YRC etc.
4. Departments should work towards consultancy.
5. FDP's, workshops, seminars etc. can be extended to students and faculties of other institutions.
6. Faculties should participate in national/international conference, workshops, seminars etc. Registration fee will be reimbursed by college.
7. Meeting ended with vote of thanks by IQAC coordinator Prof. Aruna H. K

Members Present:

1. Prof. Aruna H. K.
2. Dr. M. Reema Kumari
3. Dr. Althaf Pasha D. M
4. Dr. Manjula K.
5. Ms. Thanushree V. L.
6. Ms. Sowmya P.
7. Ms. Raksha A.
8. Dr. Rajendra Bhat
9. Flt. Lt. Harish H.
10. Ms. Hemavathy E.
11. Ms. Vani K. M.
12. Dr. S. SriLakshmi
13. Ms. Lakshmi Priya
14. Ms. Ramya L. P.
15. Ms. Anupama
16. Ms. Sumanjali K.
17. Ms. Afshan Izzath Mab
18. Ms. Saraswathi H. Naik

Maharani Lakshmi Ammanni College for Women Autonomous Malleshwaram, Bangalore

Minutes of Meeting

Date	05-05-2023
Agenda	Implementation of NAAC recommendations
Time	12:30 pm
Venue	Golden Jubilee Seminar Hall

Discussions:

1. Dr. Nagalaxmi B.N, Principal welcomed the IQAC members and briefed about implementation of NAAC recommendations at the earliest.
2. Research funds
 - a. All the departments should apply for research funds from non-government agencies apart from government agencies.
 - b. Librarian was asked to apply for library development funds.
 - c. Seed funding to be extended for probationary faculty and students of mLAC.
3. The first issue of mJACS (mLAC Journal) to be published at the earliest.
4. Extension activity from NCC & YRC to be conducted.
5. Regarding strengthening of Gym facilities as per NAAC recommendation Ms. Sowmya Sastri, IQAC member will coordinate with sports department to understand the requirements.
6. Incubation centre will be established by department of Biotechnology. IQAC coordinator mentioned that if other departments have ideas which can be converted into products can be brought to the notice of IQAC to start incubation centre.
7. Departments need to develop E-content for T-L process which is unique.
8. Value added courses such as environment sustainability (as per NAAC peer team recommendation), women rights & community service to be introduced for the academic year 2023-24.
9. In order to improve employability amongst economically weaker student community, those departments offering job oriented and skill-based value added courses to coordinate with placement officer.
10. As a part of earn while you learn students can put stalls in college on last Saturday of every month.

Members Present:

1. Dr. Nagalaxmi B. N., Principal, mLAC
2. Prof. Sharmistha Dutta., Vice Principal, mLAC
3. Prof. Aruna H. K, IQAC Coordinator
4. Dr. M Reema Kumari, Joint IQAC Coordinator
5. Dr. Jolitha A. B., NAAC Coordinator
6. Dr. Annadanesha B. A., Administrative Officer
7. Dr. SriLakshmi S., Associate Professor, Dept. of Botany
8. Dr. Hemamalini M. J., Placement Officer
9. Ms. Hemavathy E., Associate Professor, Dept. of Biotechnology

10. Ms. Usha T., Associate Professor, Dept. of Biochemistry
11. Ms. Jyothsna Thimmaiah B, Associate Professor, Dept. of Management Studies
12. Ms. Sowmya Sastry, Librarian
13. Ms. Bency J Samuel , Assistant Professor, Dept. of Commerce
14. Ms. Mamatha M., Assistant Professor, Dept. of Computer Science
15. Ms. Sushma C., Assistant Professor, Dept. of Chemistry
16. Dr. Shravana Kumara K. N., Assistant Professor, Dept. of Chemistry

Maharani Lakshmi Ammanni College for Women Autonomous Malleshwaram, Bangalore

Minutes of Meeting

Date	11-05-2023
Agenda	Discussion about framing of syllabus for value added course
Time	2:15 pm
Venue	IQAC room

Discussions:

1. Dr. SriLakshmi S shared syllabus ideas to frame the syllabus for the proposed course (catering to all stream students)
2. Ms. Bhavya B said that syllabus can have both theory and practical components i.e. 20 hrs theory and 10 hrs practical. Practical can be in the form of field visits, micro projects, seminars, case study, presentation etc.
3. Constitution of BoS to be finalised. Proposed names for BoS are:
 - a. Mr. Chandrashekar from IWST
 - b. Ms. Rejini Simpson from CEE
 - c. Dr. Vrijulal from We4Nature
 - d. Dr. S SriLakshmi, HoD, Dept. of Botany, mLAC
 - e. Ms. Bhavya B, HoD, Dept. of Zoology, mLAC

Members Present:

1. Prof. Aruna H. K, IQAC Coordinator
2. Dr. S SriLakshmi, Associate Professor, Dept. of Botany
3. Ms. Bhavya B., Assistant Professor, Dept. of Zoology

Maharani Lakshmi Ammanni College for Women Autonomous Malleshwaram, Bangalore

Minutes of Meeting with Managing Trustee

Date	13-5-2023
Agenda	Implementation of NAAC recommendations
Time	4.00 pm -5.00pm
Venue	Board Room
Members Present	Prof. Sharmistha Dutta Vice Principal Prof. Aruna H.K. IQAC coordinator

Discussions:

IQAC Coordinator provided an overview about the status of implementation of NAAC recommendations, as highlighted during the meeting convened by the Principal – Dr. Nagalaxmi B.N. on 5.5.2023.

Research strengthening –

- All the departments need to apply for research funds.
- Librarian to apply for library development funds.
- Seed funding will be extended to probationary faculty and students of mLAC.

Strengthening of gym facilities- Principal has already the obtained the sanction from Managing Trustee, Sri K. Jairaj to carryout service of the equipments.

Setting up of incubation centre at mLAC- Managing Trustee, instructed Vice Principal and IQAC Coordinator to visit Dr. Lakshmi Jagannathan, Chief Operating Officer, Dayananda Sagar Entrepreneurship Research & Business Incubation Foundation seek to her guidance.

Newly proposed value added courses- the syllabi for environment sustainability and Feminist legal discourse in India (Women rights) have been designed.

“Earn while you learn”- Sri K. Jairaj specified that this activity should be carried out by the students only. IQAC coordinator mentioned that it will be facilitated by students of student union, WDC and E-cell.

Enhancing sports facilities and training students to become good players- the files from sports department will be examined to understand the requirement and to do the needful.

New PG Programs- proposals from departments of zoology and chemistry will be submitted to BCU once autonomous renewal is obtained.

FDP in the month of May 2023:

1. Outcome based education
2. Innovative teaching-learning pedagogy

Maharani Lakshmi Ammanni College for Women Autonomous Malleshwaram, Bangalore

Minutes of Meeting

Date	15-05-2023
Agenda	Allotment of IQAC members in-charge for committees
Time	12:15 p m
Venue	Golden Jubilee Seminar Hall

Discussions:

1. Prof. Aruna H. K., IQAC coordinator briefed about the suggestions given by managing trustee regarding value added courses, research, incubation centre etc.
2. IQAC to identify areas for conducting FDP's for faculty and non-teaching staff.
3. Academic audit to be conducted immediately.
4. Job oriented courses to be introduced.
5. Constitution of student support cells

Members Present:

1. Dr. Nagalaxmi B N
2. Prof. Sharmistha Dutta
3. Prof. Aruna H. K.
4. Ms. Hemavathy E
5. Ms. Sushma C
6. Ms. Mamatha M
7. Dr. Shravana Kumara K N

Maharani Lakshmi Ammanni College for Women Autonomous Malleshwaram, Bangalore

Minutes of Meeting

Date	22-05-2023
Agenda	Preliminary discussion on launch of "Earn while Learn"
Time	11:00 a m
Venue	IQAC Room

Discussions:

1. To design e-brochure for circulation among mLAC students
2. As discussed in IQAC meeting dated 5th May 2023 and instructed by managing trustee, first edition of Earn while learn will be launched on 26th May 2023
3. Committee comprising of faculty and students has been constituted to enable initiation of the program
4. A feedback form along with brochure will be sent to students to track the students who are economically challenged to enable them to augment their financial requirements.

Members Present:

1. Prof. Aruna H. K.
2. Ms. Hemavathy E
3. Dr. Abhinandan N
4. Student representative -Ms. Jahnavi M
5. Student representative -Sushmitha M N
6. Student representative - Ananya K A
7. Student representative -Ramya M V
8. Student representative -Vijayashree R