

ST. ANNE'S DEGREE COLLEGE, VIRAJPET

(SANTHA ANNAMMA DEGREE COLLEGE)

ADDRESS: MURNAD ROAD, VIRAJPET- 571 218, KODAGU DISTRICT,
KARNATAKA. (Under The Administration of the Mysore Diocesan Educational Society)

Website: stannesvirajpet.edu.in

E-mail: stannescolleges@gmail.com

Date: 13.10.2021

Time: 10.00 A.M




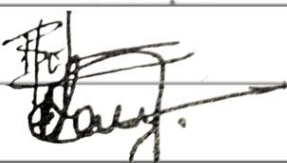
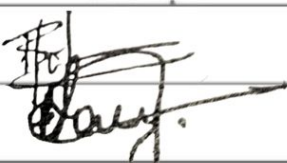
Venue: Principal office


MINUTES OF THE MEETING

Discussion and outcome:

1. As per the notification of the government to reopen the classes for undergraduate students, the principal called for a meeting and the standard operating procedures and the guidelines of UGC about the reopening of classes were discussed.
2. Teachers are informed to send messages to the students of the reopening date in the Whatsapp group.
3. Students are informed to bring the covid test report.
4. Teachers are informed to send messages to the students, briefing the rules and guidelines to be followed.
5. Heads of the departments are informed to allot the subjects to the faculties and prepare the timetable.
6. All the departments' heads were informed to chalk out the plan of action.
7. The date was finalized to conduct the orientation program on 18th November 2021.
8. On account of Kannada Rajostava "Nudi Sawrabha" program was scheduled to be conducted on 30th November 2022.

Staff Name	Designation	Signature
Rev. Fr. Madalai Muthu	Correspondent	
Rev. Fr Rony Ravi Kumar	Principal	
Mrs. Trupthi Bopanna	Commerce HOD	
Mr. Arjun	Kannada HOD	
Mrs.Hema	Management HOD	
Mrs. Drishya K.P	Commerce HOD	
Mrs Beena Rosy	English HOD	
Mrs.Sowmya Somraj	BCA HOD	
Mrs Nirmala M.T	Asst.Professor	
Mrs Sunitha S	Asst.Professor	
Mrs Muthamma M.B	Asst.Professor	
Mr. Shanthi Bhushan	Asst.Professor	
Mr.Sanketh	Asst.Professor	
Mr.Joyson Lobo	Asst.Professor	
Mr.James Anthony	Asst.Professor	
Ms Delphina J	Asst.Professor	
Mrs Nisha	HOD Chemistry	
Mrs.Rashmi	HOD Maths	
Mrs Joshika	HOD Physics	
Mrs.Prathima	Asst.Professor	
Mrs.Deepa	HOD Hindi	
Mrs.Mary K.G	Asst.Professor	
Mrs. Shabana M.S	Asst.Professor	
Mrs.Ashitha Moras	Asst.Professor	
Mrs.Leena N.R	Asst.Professor	
Mrs.Tincy	Asst.Professor	
Ms. Philomena Vaz	Asst.Professor	
Mr.Bopanna	Advocate	
Mr.Raja Rai	Physical Director	

Rolvin Britto	Students	
Sangeetha	Students	
Rolvin Britto	Alumni	
Ajay Mathew	Secretaries for IQAC	
Ronisha John	Secretaries for IQAC	


 PRINCIPAL
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Date: 06.12.2021

Time: 3.00 P.M

Venue: Principal office

MINUTES OF THE MEETING -2

Discussion and outcome:

The principal called for a meeting and the following matters were discussed:

1. The dates to conduct the first internal assessment examination were finalized.
2. The principal briefed about, the Campus Recruitment Drive which is scheduled on 9th December 2021.
3. The cultural convener was informed to arrange various activities for students on the eve of the Christmas celebration.
4. The convener of various cells and committees was informed to conduct activities for the benefit of the students.
5. The status of the student's attendance was discussed.
6. It was discussed and decided to inaugurate the NSS unit for the academic year on 5th January 2022.
7. The discussion about the webinar which is scheduled on the topic "Career Opportunities in the Emerging Sector" on 7th January 2022 was done and each was informed about their responsibility for the same.
8. It was decided to inaugurate the Students Council for the year 2021-22 on 13/01/2022.

The following staffs were present:

Staff Name	Designation	Signature
Rev. Fr Rony Ravi Kumar	Principal	
Mrs. Trupthi Bopanna	Commerce HOD	
Mr. Arjun	Kannada HOD	
Mrs.Hema	Management HOD	
Mrs. Drishya K.P	Commerce HOD	
Mrs Beena Rosy	English HOD	
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Mrs. Shabana M.S	Asst.Professor	
Mrs.Ashitha Moras	Asst.Professor	
Mrs.Leena N.R	Asst.Professor	
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Ms. Philomena Vaz	Asst.Professor	
Mr.Bopanna	Advocate	
Mr.Raja Rai	Physical Director	

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Date: 02.03.2022

Time: 3:00 P.M

Venue: Principal Office

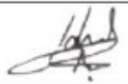


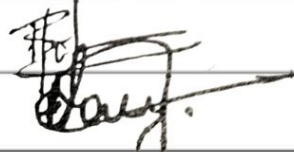
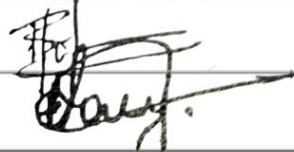
MINUTES OF THE MEETING -3


Discussion and outcome:

The principal called the meeting and the following points were discussed:

1. Status of completion of the syllabus was discussed and intimated all the staff to complete the incomplete portion as soon as possible.
2. Updating internal marks in the mark registers was discussed and staffs were informed to update the mark registers.
3. It was decided to conduct "National Science Day" on 5th March and "International Women's Day" on 8th March 2022.
4. It was discussed and decided to conduct inter-class football and throw ball tournaments on 10th March 2022 for UG students.
5. Finalized the practical examination dates.

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Rev. Fr Rony Ravi Kumar	Principal	
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Mrs.Hema	Management HOD	
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Mrs.Ashitha Moras	Asst.Professor	
Mrs.Leena N.R	Asst.Professor	
Mrs.Tincy	Asst.Professor	
Ms. Philomena Vaz	Asst.Professor	
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Date: 02.06.2022

Venue: Principal Office

Time: 3:00 P.M

MINUTES OF THE MEETING -4

The principal called for a meeting and the following matters were discussed:

1. Heads of the departments are informed to allot the subjects to the faculties and prepare the timetable for the same.
2. All the department heads were informed to prepare the plan of action for the present semester.
3. It was decided to celebrate "World Environment Day" on 6th June and International Yoga Day on 21st June 2022.
4. To promote the regional game, the physical education department had planned to conduct an inter-class "Slushy field" competition on 22nd July 2022 and various committees were made for the smooth conduct of the event.

The following staffs were present:

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Mrs.Hema	Management HOD	
Mrs. Drishya K.P	Commerce HOD	
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Date: 26.07.2022;

Venue: Principal Office

Time: 3:00 P.M




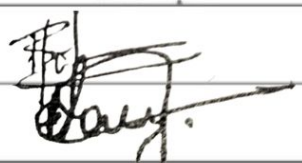
MINUTES OF THE MEETING -5


Discussion and outcome:

The review of the previous meeting was done.

1. A detailed discussion of the slushy field competition was held on 22nd July 2022 was done and the in-charge committee was informed to prepare the report for the same.
2. The IQAC along with all the other departments had decided to conduct national-level fest "Excellences" on 5th August 2022.
3. The committee was framed by choosing one faculty from each department to take care of all the work of the fest and discussed and decided to conduct the fest on a 'Monsoon' theme.
4. It was decided to conduct eight events and the in-charge of each event was given to two staff co-coordinators and two student co-coordinators.
5. The chief guest for the inaugural session was decided as Dr Kushwath Kolibailu, a writer, doctor and active social worker and the guest for the valedictory function as, Mrs. Divya Shree Nayak, the South Indian drum player.
6. As the country is celebrating "Azadi Ka Amrit Mahotsav", it was decided to conduct various events to the students from 8 th August to 13th August 2022.
7. The meeting winded up with a thanking note by the principal and also he seeks the support of all for the fest.

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IQAC ACTION TAKEN REPORT

The suggestions/recommendations made by the IQAC during the meetings in the academic year 2021-22 that were implemented:

Discussion and outcome:

1. The Webinar on the topic "Career Opportunity in Emerging Sector" and "Avodha Edu-Tech" was conducted successfully for students.
2. The department of Kannada conducted successfully "Nudi Lahari," programme which promotes regional culture.
3. An inter-class "Slushy field" competition, a football and throw ball tournament was conducted successfully.
4. The inter-department national level fest "Excelannes" was conducted successfully on 5th August 2022.
5. The Various cells and departments conducted numerous activities successfully.
6. A seminar on the topic "Career Growth in Pandemic" was done successfully.


IQAC


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