

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: stannesdegreevirajpet.edu.in

E-mail: stannescolleges@gmail.com

IQAC PLAN OF ACTION 2022-23

- To organize a spectrum of National, State, Inter-Collegiate, and Inter-Class events fostering the comprehensive development of students.
- To form various committees to conduct activities that benefits the students for their improvement.
- To conduct faculty development programs to enhance their knowledge and skills.
- Encourage faculty participation in seminars, workshops, conferences, and paper presentations at various levels.
- Introducing certificate courses to provide additional learning opportunities for students.
- Inspiring departments and cells to engage in community-oriented activities.
- To enhance support and guide both faculty and students to take up projects and accomplish it.
- Arranging career growth and development programs through career guidance and placement cells.
- Enhancing student performance in both academic endeavors and placement activities.



IQAC

IQAC CO-ORDINATOR
St. Anne's Degree College
Murnad Road, Virajpet



Principal

PRINCIPAL
ST. ANNE'S DEGREE COLLEGE
(SANTHA ANNAMMA DEGREE COLLEGE)
MURNAD ROAD, VIRAJPET
PHONE : 08274 - 257622

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Website: stannesvirajpet.edu.in

E-mail: stannescolleges@gmail.com

Date: 06.10.2022

Venue: Principal office

Time: 10:00 A.M

MINUTES OF THE MEETING -1

AGENDA

1. Discussion on first year student's regularity and attendance
2. Discussion on commencement of second and fifth semester classes
3. Subject allotment and timetable.
4. Discussion on formation of student council
5. Personnel counseling
6. AQAR 2021-22, College Magazine and News letter.

Discussions and outcome

Agenda 1: The regularity and attendance of the first-year students were discussed. It was instructed to the departments to prepare the attendance shortage list of the students at the end of every month, so that students would know their attendance status.

Agenda 2: As the classes for second and final-year students would commence from 10/10/2022, all department heads were informed to make the necessary arrangement for the same.

Agenda 3: All the department heads were informed to allot third and fifth-semester subjects and prepare the timetable for the same.


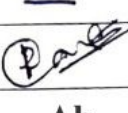
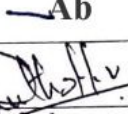
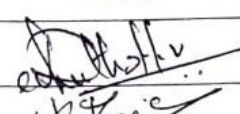

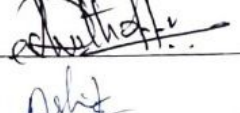


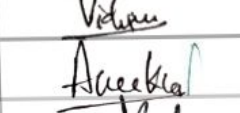







Agenda 4: The formation of the student council was discussed and oath-taking of the student council was decided to conduct on 5th November 2022


Agenda 5: The personnel counseling cell in charge Mrs. Nirmala, faculty department of Business Administration, was told to contact the counselor, to carry on personnel counseling to the needy students.


Agenda 6: All the criterion heads were instructed to work on AQAR 2021-22 and submit the required document to IQAC. The college magazine committee was told to work on the current year's magazine

The following staff members were present

Staff	Designation	Signature
Rev. Fr. Issac Ratnakar	Correspondent	IRatnakar
Mrs. Trupthi Bopanna	Principal	Trupthi
Mr. Arjun	Kannada Hod	Arjun
Mrs.Hema	Management Hod	Hema
Mrs. Drishya K.P	Commerce Hod	Drishya
Mrs Beena Rosy	English Hod	Beena
Mrs.Soumya Somraj	Bca Hod	Soumya
Mrs Nirmala	Asst.Professor	Nirmala
Mr. Shanthi Bhushan	Asst.Professor	Shanthi
Mr.Sanketh	Asst.Professor	Sanketh
Mr.Joyson Lobo	Asst.Professor	Joyson
Mr.James Anthony	Asst.Professor	James
Mrs Nisha	Hod Chemistry	Nisha
Mrs.Rashmi	Hod Maths	Rashmi
Mrs Joshika	Hod Physics	Joshika
Mrs.Prathima	Asst.Professor	Prathima
Mrs.Deepa	Hod Hindi	Deepa
Mrs.Shashikala	Asst.Professor	Sh. Kala 16/8/23
Mrs.Leena	Asst.Professor	Leena
Mrs.Ashitha Moras	Asst.Professor	Ashitha
Mrs.Sajira	Asst.Professor	Sajira

Princy	Asst.Professor	
Ms. Philomena Vaz	Asst.Professor	
Ms. Rakshitha	Asst.Professor	
Mrs. Accamma	Asst.Professor	Ab
Mrs. Dechamma	Asst.Professor	
Mrs. Pooja	Asst.Professor	
Mrs. Accamma	Asst.Professor	
Mrs. Dechamma	Asst.Professor	
Mr. Ashik Antony	Asst.Professor	
Ms. Suneha	Asst.Professor	
Mr. Bopanna	Advocate	
Mr. Raja Rai	Physical Director	
Vishnu Prasad	Alumni	
Aneekha Lavitha.A	Alumni	
Mr. Kalaiah P.P	Students	
Mrs. Sinchana M.T	Students	
Mrs. Dechamma N.U	Secretaries for IQAC	

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Date: 03.11.2022

Venue: Principal office

Time: 3:30 P.M

MINUTES OF THE MEETING -2

AGENDA

1. Discussion on student's identity card.
2. First Internal Assessment Examination.
3. MDES essay competition and sports.
4. Formation of different committees
5. Discussion on Investment Awareness Programme
6. Plan of action of different department and estimated budgeted statement.

Discussions and outcome

Agenda 1: The meeting began with a welcome note. Discussion with regard to the college identity card of first-year students was done and Mr.Sanketh was told to collect and verify students' details within a week.

Agenda 2: The first internal assessment examination dates were finalized to conduct on the 28th, 29th, 30th of November and 1st of December 2022.

Agenda 3: The faculties were informed that MDES has organized an essay writing competition on the 4th and 5th of November on the topic "Importance of Student

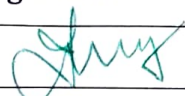


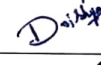
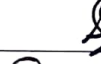



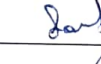




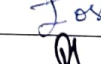


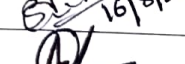

oring by Teachers amid Today's Changes and Challenges ". All were instructed to participate on the scheduled dates.


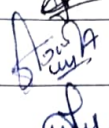

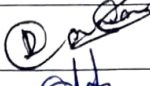

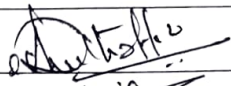
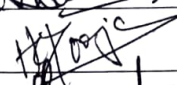
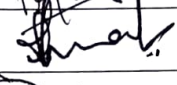
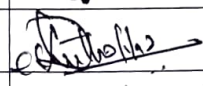
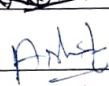

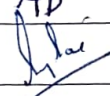
Agenda 4: The revision of the conveners of different cells and committees was done and were asked to conduct various activities for the betterment of the students.


Agenda 5: The agenda of the program investment awareness which is scheduled to conduct on 24\11\2022 were discussed and decided.


Agenda 6: All the department heads and conveners of various cells and committees were instructed to prepare the plan of action and estimated budget for the academic year.

The following staff members were present

Staff Name	Designation	signature
Mrs. Trupthi Bopanna	Principal	
Mr. Arjun	Kannada HOD	
Mrs.Hema	Management HOD	
Mrs. Drishya K.P	Commerce HOD	
Mrs Beena Rosy	English HOD	
Mrs.Soumya Somraj	BCA HOD	
Mrs Nirmala	Asst.Professor	
Mr. Shanthi Bhushan	Asst.Professor	
Mr.Sanketh	Asst.Professor	
Mr.Joyson Lobo	Asst.Professor	
Mr.James Anthony	Asst.Professor	
Mrs Nisha	HOD Chemistry	
Mrs.Rashmi	HOD Maths	
Mrs Joshika	HOD Physics	
Mrs.Prathima	Asst.Professor	
Mrs.Deepa	HOD Hindi	
Mrs.Shashikala	Asst.Professor	
Mrs.Leena	Asst.Professor	

Ashitha Moras	Asst.Professor	
Mrs.Sajira	Asst.Professor	
Mrs.Tincy	Asst.Professor	
Ms. Philomena Vaz	Asst.Professor	
Ms. Rakshitha	Asst.Professor	
Ms.Vileena Gonsalves	Asst.Professor	
Mrs.Accamma	Asst.Professor	
Mrs. Dechamma	Asst.Professor	
Mrs.Pooja	Asst.Professor	
Mrs.Accamma	Asst.Professor	
Mrs.Dechamma	Asst.Professor	
Mr.Ashik Antony	Asst.Professor	
Ms.Suneha	Asst.Professor	Ab
Mr.Bopanna	Advocate	
Mr.Raja Rai	Physical Director	


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Date: 22.11.2022

Venue: Principal office

Time: 3:.30 P.M

MINUTES OF THE MEETING -3

AGENDA

1. Discussion on Investor awareness programme.
2. Discussion on college website.
3. Discussion on 'NUDI HABBA'.
4. Discussion on students study trip.

Discussions and outcome

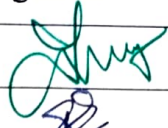

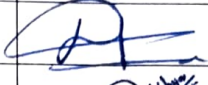

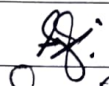
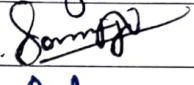






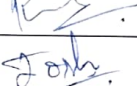
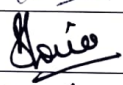
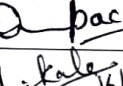

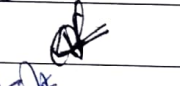
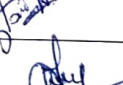


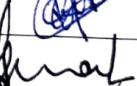
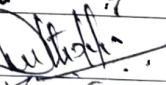



Agenda 1: After the review of the previous meeting, the discussion of the upcoming event 'Investor Awareness Programme 'which is scheduled on 24-11-2022 was done and various committees were formed for the smooth conduct of the program.

Agenda 2: All the departments' heads and co-coordinators of various committees were informed to give the necessary documents, photos, and reports for the college website to Mrs. Dechamma, the faculty, department of computer science, as soon as possible.

Agenda 3: The discussion of the event 'NUDI HABBA'which will be held on 26-11-2022, was done and Mr. Arjun, HOD, department of Kannada, and the programmer coordinator briefed the staff members about the program schedule and arrangements of the same.

Agenda 4: The department heads were informed to plan a study tour for the undergraduate students.

The following staff members were present:

Staff Name	Designation	signature
Mrs. Trupthi Bopanna	Principal	
Mr. Arjun	Kannada HOD	
Mrs.Hema	Management HOD	
Mrs. Drishya K.P	Commerce HOD	
Mrs Beena Rosy	English HOD	
Mrs.Soumya Somraj	BCA HOD	
Mrs Nirmala	Asst.Professor	
Mr. Shanthi Bhushan	Asst.Professor	
Mr.Sanketh	Asst.Professor	
Mr.Joyson Lobo	Asst.Professor	
Mr.James Anthony	Asst.Professor	
Mrs Nisha	HOD Chemistry	
Mrs.Rashmi	HOD Maths	
Mrs Joshika	HOD Physics	
Mrs.Prathima	Asst.Professor	
Mrs.Deepa	HOD Hindi	
Mrs.Shashikala	Asst.Professor	
Mrs.Leena	Asst.Professor	
Mrs.Ashitha Moras	Asst.Professor	
Mrs.Sajira	Asst.Professor	
Mrs.Tincy	Asst.Professor	
Ms. Philomena Vaz	Asst.Professor	
Ms. Rakshitha	Asst.Professor	
Ms.Vileena Gonsalves	Asst.Professor	
Mrs.Accamma	Asst.Professor	
Mrs. Dechamma	Asst.Professor	
Mrs.Pooja	Asst.Professor	

Mrs. Accamma	Asst. Professor	<i>Shal</i>
Mrs. Dechamma	Asst. Professor	<i>Shitha H</i>
Mrs. Pooja	Asst. Professor	<i>H. Vijay</i>
Mrs. Accamma	Asst. Professor	Ab
Mrs. Sunitha :s	Asst. Professor	<i>Sunitha</i>
Ms. Shilpa	Asst. Professor	<i>#Shilpa P.</i>
Mr. Bopanna	Advocate	Ab
Mr. Raja Rai	Physical Director	<i>Raja</i>
Vishnu Prasad	Alumni	<i>Vishnu</i>
Aneekha Lavitha.A	Alumni	<i>Aneekha</i>
Mr. Kalaiah P.P	Students	<i>Kalaya</i>
Mrs. Sinchana M.T	Students	<i>Sinch</i>
Mrs. Dechamma N.U	Secretaries for IQAC	<i>Shitha H</i>

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E-mail: stannescollages@gmail.com

Date: 18 .01.2023

Venue: Principal office

Time: 3:30 P.M

MINUTES OF THE MEETING 4

AGENDA

1. Discussion on completion of syllabus and other components of evaluation.
2. Discussion on entry of internal marks.
3. Discussion on issue of hall ticket
4. Discussion on National Voters Day Celebration

Discussions and outcome

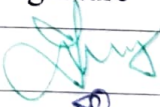

Agenda 1: The principal discussed with the faculties about the completion of the portion and was also instructed to conduct various classroom activities like quizzes, case studies, classroom presentations and so on, for assessing and evaluating the students.







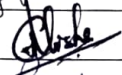
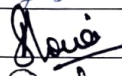


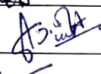
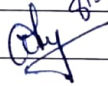


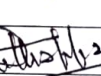
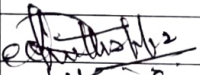







Agenda 2: The heads of the department were told to look into the entry of internal marks in the respective format.

Agenda 3: The dates to issue the hall tickets were finalized.


Agenda 4: The discussion on the National Voter's Day celebration to be held on 25th January 2023 was done and the agenda of the program was discussed and decided.

The following staff members were present:

Staff Name	Designation	signature
Mrs. Trupthi Bopanna	Principal	
Mr. Arjun	Kannada HOD	

ema	Management HOD	
s. Drishya K.P	Commerce HOD	Drishya
Mrs Beena Rosy	English HOD	
Mrs.Sowmya Somraj	BCA HOD	Sowmya
Mrs Nirmala	Asst.Professor	
Mr. Shanthi Bhushan	Asst.Professor	
Mr.Sanketh	Asst.Professor	Sanketh
Mr.Joyson Lobo	Asst.Professor	
Mr.James Anthony	Asst.Professor	
Mrs Nisha	HOD Chemistry	
Mrs.Rashmi	HOD Maths	Rashmi
Mrs Joshika	HOD Physics	Joshika
Mrs.Prathima	Asst.Professor	
Mrs.Deepa	HOD Hindi	Deepa
Mrs.Shashikala	Asst.Professor	Shashikala
Mrs.Leena	Asst.Professor	
Mrs.Ashitha Moras	Asst.Professor	
Mrs.Sajira	Asst.Professor	
Mrs.Tincy	Asst.Professor	Tincy
Ms. Philomena Vaz	Asst.Professor	
Ms. Rakshitha	Asst.Professor	
Ms.Vileena Gonsalves	Asst.Professor	
Mrs.Accamma	Asst.Professor	
Mrs. Dechamma	Asst.Professor	
Mrs.Pooja	Asst.Professor	
Mrs.Accamma	Asst.Professor	
Mrs.Dechamma	Asst.Professor	
Mr.Ashik Antony	Asst.Professor	
Ms.Suneha	Asst.Professor	
Ms.Shilpa	Asst.Professor	Shilpa
Mr.Bopanna	Advocate	
Mr.Raja Rai	Physical Director	


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 20/01/23
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(SANTHA ANNAMMA DEGREE COLLEGE)

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KARNATAKA. (Under The Administration of the Mysore Diocesan Educational Society)

Website: stannesvirajpet.edu.in

E-mail: stannescolleges@gmail.com

Date: 20 .03.2023

Venue: Principal office

Time: 3:..30 P.M

MINUTES OF THE MEETING -5

AGENDA:

1. Review of the previous meeting.
2. Discussion on National Seminar on IPR
3. Discussion on International conference
4. Discussion on submission of list of activities for university news letter.

Discussions and outcome

Agenda 1: The principal along with the faculties reviewed the previous meeting agenda and suggestions were made to improve the academic progress of the students.

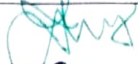







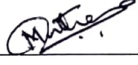





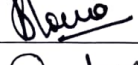
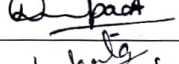
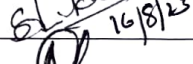







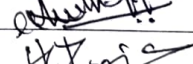

Agenda 2: It was discussed and decided to conduct National Seminar on "Intellectual Property Rights" on 26.04.2023 at the college auditorium. Various committees were formed to conduct the event smoothly. The in-charge of each committee was given to each faculty and they have briefed on their responsibility.

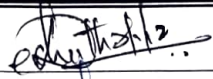

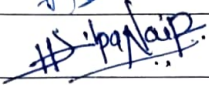
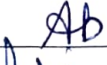

Agenda 3: It was decided to conduct an International conference on 19th May 2023 and the conference committee was formed.


Agenda 4: The conveners of all the cells were told to conduct various student-centric programs for the progress and holistic development of the students.


Agenda 5: All the departments' heads and conveners of the various cells were informed to submit the list of activities conducted to date for the university newsletter.

The following staff members were present

Staff Name	Designation	signature
Mrs. Trupthi Bopanna	Principal	
Mr. Arjun	Kannada HOD	
Mrs.Hema	Management HOD	
Mrs. Drishya K.P	Commerce HOD	 Drishya.
Mrs Beena Rosy	English HOD	
Mrs.Somya Somraj	BCA HOD	
Mrs Nirmala	Asst.Professor	
Mr. Shanthi Bhushan	Asst.Professor	
Mrs. Muthamma	Asst.Professor	
Mr.Joyson Lobo	Asst.Professor	
Mr.James Anthony	Asst.Professor	
Mrs Nisha	HOD Chemistry	
Mrs.Rashmi	HOD Maths	
Mrs Joshika	HOD Physics	
Mrs.Prathima	Asst.Professor	
Mrs.Deepa	HOD Hindi	
Mrs.Shashikala	Asst.Professor	 Shashikala 16/8/23
Mrs.Leena	Asst.Professor	
Mrs.Ashitha Moras	Asst.Professor	
Mrs.Sajira	Asst.Professor	
Mrs.Tincy	Asst.Professor	
Ms. Rakshitha	Asst.Professor	
Ms.Vileena Gonsalves	Asst.Professor	
Mrs.Accamma	Asst.Professor	
Mrs. Dechamma	Asst.Professor	
Mrs.Pooja	Asst.Professor	
Mrs.Accamma	Asst.Professor	

Jechamma	Asst.Professor	
r.Ashik Antony	Asst.Professor	
Ms.Shilpa	Asst.Professor	
Mr.Bopanna	Advocate	
Mr.Raja Rai	Physicial Director	

 23/03
 IQAC/QAC CO-ORDINATOR
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 23/03/23
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ST. ANNE'S DEGREE COLLEGE, VIRAJPET

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Date: 08 .05.2023

Venue: Principal office

Time: 3:30 P.M

MINUTES OF THE MEETING -6

AGENDA

1. Review of the national seminar on IPR
2. Discussion about new admission
3. Discussion about activities of various cells and committees.
4. Discussion on upcoming international conference.
5. Discussion on inter-class cultural program "Incredible India"

Discussions and outcome

Agenda 1: A detailed review of the national-level seminar on IPR was done and the staffs were asked to give their feedback and suggestions, so that their recommendations would be considered for conducting better programs in the future.

Agenda 2: The principal briefed the meeting on the status of the admission of the new academic year and all were informed to help in getting more admission for all the

discipline.

Agenda 3: The conveners of various cells and committees were told to take up the responsibility to conduct activities, for the benefit of the students. Mrs. Prathima, cultural convener was given the in-charge of the auditorium.

Agenda 4: The discussion on the international conference which is scheduled on 19.05.23 was made and formed various committees. Further, the staffs were briefed on their role and responsibilities in their in-charge committee.

Agenda 5: The discussion on inter-class cultural program "Incredible India" scheduled on 10.06.23 was done. All the class-in charges was told to encourage their class students to come up with their team.

The following staff were present

Staff	Designation	Signature
Rev.Fr.Issac Rathnakar	Correspondent	Rathnakar
Mrs. Trupthi Bopanna	Principal	
Mr. Arjun	Kannada HOD	
Mrs.Hema	Management HOD	
Mrs. Drishya K.P	Commerce HOD	Drishya
Mrs Beena Rosy	English HOD	
Mrs.Soumya Somraj	BCA HOD	Soumya
Mrs Nirmala	Asst.Professor	
Mr. Shanthi Bhushan	Asst.Professor	
Mrs. Muthamma	Asst.Professor	Muthamma
Mr.Joyson Lobo	Asst.Professor	
Mr.James Anthony	Asst.Professor	
Mrs Nisha	HOD Chemistry	
Mrs.Rashmi	HOD Maths	Rashmi
Mrs Joshika	HOD Physics	
Mrs.Prathima	Asst.Professor	Prathima
Mrs.Deepa	HOD Hindi	Deepa
Mrs.Shashikala	Asst.Professor	Shashikala 16/5/23
Mrs.Leena	Asst.Professor	
Mrs.Ashitha Moras	Asst.Professor	
Mrs.Sajira	Asst.Professor	
Mrs.Tincy	Asst.Professor	
Ms. Rakshitha	Asst.Professor	
Ms.Vileena Gonsalves	Asst.Professor	

Mrs. Accamma	Asst. Professor	<i>Shal</i>
Mrs. Dechamma	Asst. Professor	<i>Shitha H</i>
Mrs. Pooja	Asst. Professor	<i>H. Vijay</i>
Mrs. Accamma	Asst. Professor	Ab
Mrs. Sunitha :s	Asst. Professor	<i>Sunitha</i>
Ms. Shilpa	Asst. Professor	<i>#Shilpa P.</i>
Mr. Bopanna	Advocate	Ab
Mr. Raja Rai	Physical Director	<i>Raja</i>
Vishnu Prasad	Alumni	<i>Vishnu</i>
Aneekha Lavitha.A	Alumni	<i>Aneekha</i>
Mr. Kalaiah P.P	Students	<i>Kalaya</i>
Mrs. Sinchana M.T	Students	<i>Sinch</i>
Mrs. Dechamma N.U	Secretaries for IQAC	<i>Shitha H</i>

JA 12/05
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Date: 08 .06.2023

Venue: Principal office

MINUTES OF THE MEETING -7

AGENDA

1. Review of the International Conference
2. Discussion on inter class cultural event "Incredible India"
3. Discussion on release of college magazine.
4. Discussion on Inter -Class cricket and throw ball match.
5. Discussion on International Webinar.
6. Discussion on farewell.
7. Discussion about AAA

Discussions and outcome

Agenda 1: The review of the International **conference** held on 19\05\2023 on the topic "Recent Global Trends In Science, Technology, Commerce and Management" was done and the suggestions and recommendation given by faculties were considered.

Agenda 2: The committees to the inter-class cultural program "Incredible India" which is scheduled to conduct on 10.06.2023 was made.

Agenda 3: The college magazine committee was told to make necessary arrangement for the release of the college magazine on 10.06.2023.

Agenda 4: The Discussion on Inter -Class cricket tournament for boys and throw ball for girls was decided to conduct on 17.06.2023 and the in-charge of the event was

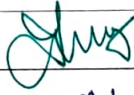

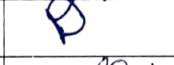








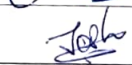


given to Mr. Joyson Lobo and Ms. Vileena, Asst. Professor Department of commerce along with the Physical director Mr. Raja Rai.

Agenda 5: The International Webinar for final year students was planned to organize on 1.07.2023 in the college auditorium. The guest speaker for the day was decided as Mr Anush Joy N.J, Busines Lead, Rakuten Sixth Sense, Toronto, Canada, who will address the students on the topic "How To Creat A LinkedIn Profile".

Agenda 6: It was discussed and decided to bid a farewell to the final year students on 13.07.23.

Agenda 7: The discussion about the conduct of internal Academic and Administrative Audit was done and the departments and cells were informed to keep the data updated for the same.

The following staff members were present

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Mrs. Trupthi Bopanna	Principal	
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	Asst. Professor	
Mr. Shanthi Bhushan	Asst. Professor	
Mrs. Muthamma	Asst. Professor	
Mr. Joyson Lobo	Asst. Professor	
Mr. James Anthony	Asst. Professor	
Mrs Nisha	HOD Chemistry	
Mrs. Rashmi	HOD Maths	
Mrs Joshika	HOD Physics	

Mrs. Rakshitha	Asst. Professor	<i>Rakshitha</i>
Ms. Vileena Gonsalves	Asst. Professor	<i>Vileena</i>
Mrs. Accamma	Asst. Professor	<i>Accamma</i>
Mrs. Dechamma	Asst. Professor	<i>Dechamma</i>
Mrs. Pooja	Asst. Professor	<i>Pooja</i>
Mrs. Accamma	Asst. Professor	<i>Accamma</i>
Mrs. Dechamma	Asst. Professor	<i>Dechamma</i>
Ms. Shilpa	Asst. Professor	<i>Shilpa</i>
Mr. Bopanna	Advocate	<i>Bopanna</i>
Mr. Raja Rai	Physicial Director	<i>Raja Rai</i>

[Signature] 10/06/23
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[Signature] 10/06/23
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