



## ALVA'S COLLEGE

(Accredited by NAAC with 'A' Grade)  
[ A Unit of Alva's Education Foundation (R.) ]  
Sundari Ananda Alva Campus, Vidyagiri, MOODUBIDIRE - 574 227  
Ph : 08258 - 236531, Fax : 08258 - 237341  
Email : alvascollegemoodbidri@gmail.com, principal@alvascollege.com

### **Proceedings of the meeting held on 02.07.2019 in Principal Chamber and meeting was chaired by Principal.**

1. The previous Committees related to IQAC and NAAC were dissolved.
2. Dr Rajesh B, Associate Professor, P. G. Dept. of Botany has been appointed as Coordinator, IQAC for 2019-24.
3. The following teaching and non-teaching staff & other personals have been nominated as members for IQAC

#### **Teachers**

Mrs. Sureka, Dean, Commerce & Management  
Mrs Ramya Rai P. D., Dean, Science  
Mrs. Sandhya , Dean, Arts  
Dr Rajeev C, Dean, Language & Documentation  
Mrs Vanitha Prabhu, BCA  
Dr Jaydev K. P. G. Dept. of Biotechnology  
Dr Shashidhara Bhat, P. G. Dept. of Physics

#### **Administrative/ Technical staff**

Mr Balakrishna Shetty, Administrative Officer, Alva's College  
Mr. Shantharama Kamath, Finance Officer, Alva's Education Foundation (R.)  
Mrs Poornima, Office Superintendent, Alva's College  
Mrs. Latha, Office Superintendent, Alva's College (PG Office)

#### **Student Representatives**

Ms. Srilakshmi Ghate III EJP  
Ms Deeksha I M Sc Botany  
Mr. Shresta Jathan III PCM

#### **Management representatives**

Mr. Vivek Alva, Trustee, Alva's Education Foundation (R.)

#### **Alumni**

Mr. Sammilan Shetty, Buutterfly Park, Beluvai  
Mrs. Synchrona Padival, Moodbidri

#### **Any other Stakeholders & Community Representatives**

Mr. Jayaram Kotian, Sony Printers, Moodbidri

#### **Employers / Industries**

Mr. Sripathi Bhat, Dhanalaxmi Cashew Enterprises, Moodbidri

#### **Other External Experts**

Prof. Dr K. R. Chandrashekar, Rtd. Professor, Mangalore University  
Dr. Dhananjaya Kumble, Mangalore University







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4. The following faculty members have been nominated as NAAC Criterion Coordinators for 2019-24.

### CR I: Curricular Aspects

Coordinators

Dr. Shashidhar Bhat, P. G. Dept. of Physics

Mrs Chandrakala Dept. of Zoology

Dr. Antu, P. G. Dept. of English

### CR II: Teaching Learning and Evaluation

Coordinators

Dr Praveen Mugali, P. G. Dept. of Organic Chemistry

Mrs Ramya Rai , Dept. of Microbiology

Mr Padmanabha Bhat K., MHRD

### CR III: Research, Innovations and Extension

Coordinators

Dr Rashmi , P. G. dept. of Zoology

Dr Raghavendra Rao, P. G. Dept. of Biotechnology

Dr Madhumala, Dept. of Social Work

### CR IV: Infrastructure and Learning Resources

Coordinators

Dr. Sharath , P.G. Dept of Analytical Chemistry

Mr. Ramesh P. G. Dept. of Computer Science

Mr Murakrishna, Dept. of Computer Science

### CR V: Student Support and Progression

Coordinators

Dr Jaydev K, P. G. Dept of Biotechnology

Mr Machendra, Dept. of English

Mrs Pavithra, Dept. of Social Work

### CR VI: Governance, Leadership and Management

Coordinators

Mrs Shazia, MHRD

Mr Krishnamrthy, MSW

Ms. Sharmila Kundar, Dept. of Commerce

### CR VII: Institutional Values and Best Practices

Coordinators

Dr Shruthi , P. G. Dept. of Chemistry

Dr Yogish Kairody, Dept. of Kannada

Mrs Ashwini, Dept. of HRD







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5. The following staff members have been nominated as IQAC Executive Committee members for IQAC and NAAC activities.

Mr. Srinivasa Pejathaya, MCJ – College Website and Media in-charge  
Mrs Shruthi, P. G. Dept. of Zoology  
Mr. Ashok K G, Dept. of Commerce  
Mr. Akilesh, Dept. of Chemistry  
Mr Sagar Rai, Dept. of Computer Science  
Ms Prajna, MFSN  
Ms Vanisha, BCA  
Mr Praveen Kumar Dept. of Commerce

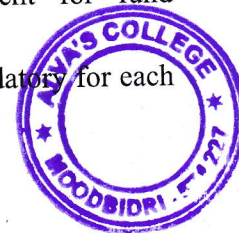
6. The following issues were discussed and suggested to implement in the college.

### 1. Students related issues

- Students Evaluation: Suggested to evaluate students as per their interest and ability such as academic oriented, research, job seekers, entrepreneurs and special ability and supported accordingly (Action: Academic Advisors (UG & PG)).
- Public service examinations : Suggested to support and provide notifications and supportive study materials for governments jobs and to introduce coaching classes. For PG students, provide materials for NET, SET, GATE examinations (Action: Deans, HODs, Academic advisors (UG); Coordinators (PG)).
- Mentorship: Suggested to implement the mentor mentee systems effectively as per the student and staff strength in UG & PG departments. (Action: Dean/HOD/ Academic advisors /Coordinator (PG)).
- Student Council and Activities: Suggested to frame Student representative (Class representatives & Forum Secretaries) council and to initiate student council activities (Action: Coordinator-Student council, Academic advisors & Forum Coordinators)
- College Alumni Association: Suggested to strengthen Alumni Association (UG–faculty wise, PG- departmental wise) and to initiate alumni sponsored programs (Action: Alumni Association Coordinator, Academic Advisors (UG); Coordinators (PG)).
- Alumni data: Suggested to maintain the alumni data and related documents pertaining to their higher education, jobs and exams cleared (SET / NET/ GATE ) in each department (Action: HOD/ Coordinator/ OS UG & PG office).

### 2. Research & Collaboration initiatives

- Suggested to strengthen the research activities in various departments mainly Post graduate departments.
- Suggested to propose one research project from each department for fund mobilization (Action: Inventio)
- One peer reviewed research publication (research article) / year is mandatory for each staff (Action : HOD / all lecturers)





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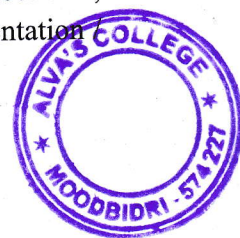
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- Suggested to provide provisions to attend the research related programmes (minimum one) viz., Conferences and workshops (Action: HOD (UG), Coordinators (PG)).
  - Suggested to present one (minimum) research paper in Seminar/ conference in a year (Action: HOD).
  - Suggested to apply for the Research Centre recognition by the eligible post graduate departments under Mangalore University (Action: HODs).
  - Suggested to publish Alva's Journal of Sciences (AJS) and to obtain ISSN and registration in RNI (Action: AJS Editorial Board / IQAC)
  - Entrepreneurship development cell (EDC) & Incubation Centre activities must be strengthened through various activities and programmes (Action: EDC coordinator, Inventio / Incubation Centre).
  - IPR & Industry Academia Innovative Programmes must be introduced (Action: IPR Cell).
  - Tulu Adhyayana Kendra, Kannada Samskruthi adhyayana Kendra, Dheem Thakita Yakshagana Kendra could be strengthened by various activities. (Action: Coordinators).
  - Jain Adhyayana Kendra can be initiated (Action: Language department).
  - Collaboration and Linkages: Suggested for work on MOU's (functional) with national and International bodies for Academic and research activities in proper method (stamp paper only) (Action : HODs / Coordinator (PG)).
  - Linkages with industries and companies in proper channel must be initiated (Action : HODs / Coordinator (PG)).
- 3. Evaluation (mandatory)**
- AAA: All UG & PG Departments & All Cells Evaluation is mandatory (based on New Format) by AAA (Internal- January and External-March every year) Action: IQAC.
  - Teacher Evaluation: Student feedback once in a semester as per new format. Action: AO / IQAC.
  - Alumni Feedback on department and curriculum once in a year. (Action: Academic Advisors/ HODs / Coordinators (PG)).
  - Industries Feedback on Curriculum once in a year. (Action: HODs / Coordinator (PG)).
  - Parents Feedback on department and curriculum once in a year ( Action: HODs / Coordinator (PG)).
  - Academic Result Evaluation: Suggested to evaluate the academic results subject wise, programme and individual staff vice in each semester (Action: Dean Documentation / IQAC).



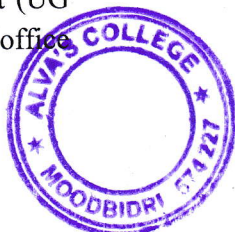




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- College Audit by Socio-Groups: Suggested to collect the feedback from social groups on performance of college in connection to the society comprising academic, non academic, collaborations, consultancies and extension activities (Action: HOD/ Dean/ Coordinator/ IQAC).
  - Presentation of departmental performance & Proposal plan: Suggested to present departmental achievements of the current academic year and proposal plan for next academic year during March (for UG) and April (for PG) and the same proposal to be submitted to IQAC (Action: HODs / Coordinator (PG)).
- 4. Extension & Consultancy issues**
- Extension Activities: Minimum 60 % students and staff of each department must be involved and minimum 2 extension activities from each department and forum / clubs is expected. (Action: Deans /HODs / Coordinators (PG), Academic advisors / Forum coordinators).
  - Suggested to the Community Serving Organizations (NSS, NCC, Rovers &Rangers, Red Crosses and other Clubs / forms) to involve in collaborative activities with govt., non govt. and NGOs (Action: Coordinators).
  - Consultancy: Suggested to initiate consultancy activities (No free consultancies recommended) in each department in their expertise field through proper channel (Action: HOD's / Coordinator (PG)).
- 5. Staff Welfare measures**
- FDP: Suggested to conduct the departmental, inter departmental , faculty level and college level faculty development programmes (Action : HOD/ Coordinators/Dean/ IQAC).
  - Incentives: Suggested to honour staff members with incentives for national and international level achievements for college related works. (Action: HR/ Principal/AO).
  - Staff Performance Appraisal: To be submitted by each staff once in a year as per new format) (Action: IQAC / AO).
  - Feedback Mechanisms for non-teaching staff: Suggested to introduce the feedback mechanisms and welfare initiatives for non-teaching staff for their welfare (OS/ AO).
- 6. College Administrative & Other issues**
- E- Governance: Suggested to implement e- governance and administration process in the college (Action: All teaching and Non-teaching staff / college office staff).
  - ERP attendance of students, Google classes, development of E – contents /classes- mandatory for UG & PG staff (Action: HODs, / UG &PG staff).
  - Certificate courses: Suggested to initiate certificate courses in each department (UG &PG) and monitored through registration of each course in college (UG & PG) office (Action: Coordinators (UG & PG) of certificate course / Accounts staff).





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- Staff recruitment: The teaching and non-teaching staff requirement proposal could be submitted to IQAC along with minimum qualifications required and departmental total workload details. (Action: HOD/Coordinator/ IQAC/ AO).
- Appointment of Coordinators: Suggested to appoint or nominate Coordinator/s in proper method for smooth functioning of committees (different Cells, Student council, Alumni Association, Certificate course, Forums, Extension, Consultancy, Research cell, EDC, Incubation Centre, Public Service Exams Monitoring Centre and Infrastructure etc.). (Action: Principal / AO/ IQAC).
- Cells activities: All functional cells must be adhered to their role and actions whenever required and also suggested to conduct related programmes (Action: Cell Coordinators).
- Counseling Centre: Suggested to expand the role of counseling centre by providing the services to students and staff who requires assistance and counseling for their overall development (Action: HOD & Coordinator/ Counseling centre)
- Library walk in: Library walk in of students and staff must be made mandatory during their library hrs. Suggested to provide the library walk in data of each month to each department (Action : All staff of UG & PG / Library staff).
- NAAC work: Suggested to make NAAC related work is mandatory to all the UG & PG staff and each department has to work and plan according to NAAC criteria, also maintain the documents (Action: HODs, Coordinator (PG)).
- College Website: Suggested to update the college website contents, departmental content, staff profile and daily programme updates (Action: Journalism dept, HOD/ Coordinators).
- Plastic free campus: Suggested to create "PLASTIC FREE" campus in degree and PG blocks and also suggested to avoid disposable materials (Plates, cups, aluminum plates, arecanut leaf sheath plates) during the programmes ((Action: All UG & PG staff, Non-Teaching staff and Canteen staff).

(Note: IQAC has suggested to implement above all issues and accordingly evaluated).

09.07.2019

Soft copy for circulation to



Principal / Chairperson (IQAC)

Principal  
ALVA'S COLLEGE  
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1. AO, Alva's College
2. FO, HR, Purchasing Officer, Alva's Education Foundation (R.)
3. Coordinator- IQAC for action
4. All Deans (Commerce/ Science / Humanities / Languages/ Computer Science) for Circulation to HODs, Academic Advisors, and All staff for action
5. Coordinators of PG for Circulation to all staff of the dept. for action
6. OS UG & PG, Alva's College for action
7. Chief Librarian, Inventio-Research cell, AJS (Editorial Board), All cells, Forum Coordinator for action