

Date: 03-06-2026

MEETING NOTICE

A meeting of all Heads of Departments and the coordinators/officials listed below is scheduled to be held on Monday, 08-06-2026 at 2:00 PM in the Principal's Chamber.

Agenda

1. Presentation of the key highlights of the Monthly Report – May 2026.
2. Presentation of the proposed departmental activities for June 2026.
3. Presentation of the observations and findings of the Internal Academic and Administrative Audit (AAA) and preparation for External AAA.
4. College reopening Preparation
5. Alumni Meet plan
6. Academic Calendar discussion
7. Matters related to examinations
8. Students Feedback discussion
9. Forums and Deciding marks
10. Creating communicative Channels with Parents

Members Requested to Attend

- Administrative Officer
- All Heads of Departments
- Coordinator – Certificate Course (Mrs. Sumithra)
- Coordinator – Forum (Dr. Yogish Kairodi)
- Coordinator – Internship (Mr. Sudheendra)
- Coordinator – ED Cell (Mrs. Shaziya)
- Coordinator – Cells (Mr. Krishnamoorthy B.)
- Coordinator – Research (Dr. Shamshuddin)
- Coordinator – Admission (Mr. Srivathsa)
- Coordinator – Placement (Mrs. Sannidhi)
- Student Welfare Officer (Mrs. Divya)
- Office Superintendent (Mrs. Poornima)

Mulambika G.S.
IQAC Coordinator

Principal
Principal
Alva's College (Autonomous)
Moodubidre 574227

SL No	Name	Department	Signature
1	Dr. Keesim	Principal	[Signature]
2	Dr. N. S. Ravindran	Registrar	[Signature]
3	Dr. Muleambika	IQAC Coordinator	[Signature]
	Ravichandra	BSc Animation	[Signature]
	Dr. Rama Bhat P	Biotechnology	[Signature]
	Mrs. Shyamalata	Librarian	[Signature]
	Shruvatisa	Admission officer	[Signature]
	Surekha	Management	[Signature]
	Dr. Chandrabhaskara Prasad	Sociology	[Signature]
	Dr. Samshuddin	PG Unity	[Signature]
	Mrs. Vidhyashree	Uo - Biochemistry	[Signature]
	Mrs. Arshika M.S	PRD (UG)	[Signature]
	Mrs. Rekha Shetty	M.Com.	[Signature]
	Mrs. Nisha K.M	Physics	[Signature]
	Dr. Keshava Chandra	Botany	[Signature]
	Mrs. Nisha K.	HRD	[Signature]
	Dr. Battabraya	Hindi	[Signature]
	Dr. Yogish Kair	Kannada	[Signature]
	Dr. Kiswana M.L	Economics	[Signature]
	Mr. Vinu K.N.	Psychology (UG)	[Signature]
	Mrs. Ch. Priya Devi	Manipuri	[Signature]
	Padmapriya Jain	F.D	[Signature]
	Shubha	M.Com (HRD)	[Signature]
	Apeksha S Poojary	Political Science	[Signature]
	Vasudha Bhat	Mathematics	[Signature]
	Anana Joe A	M.Sc. Psychology	[Signature]
	Kasthika Devi S	PG FSD	[Signature]
	Shilpa Bhat N.H.	Statistical	[Signature]

Sr. No.	Name	Department	Signature
	Shamita Kundal	Commerce	<i>[Signature]</i>
	Sannidhi Jain	Placements	<i>[Signature]</i>
	Vishayale Akshat	SOSSEPT	<i>[Signature]</i>
	Kaasa	Journalism	<i>[Signature]</i>
	Satish	BBA (Inward)	<i>[Signature]</i>
	Dr. Manishali K	S.W.K	<i>[Signature]</i>
	Ranya Rai M.	Microbiology	<i>[Signature]</i>

Resolutions :

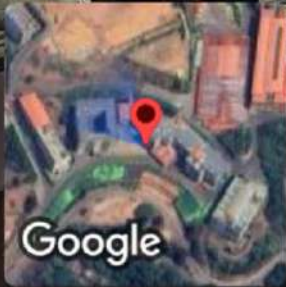
1. Class planning should be properly documented and clearly reflected in the attendance book.
2. Corrections, overwriting, and unauthorized alterations in attendance books are strictly prohibited.
3. It was observed that the number of classes recorded for several papers is lower than the expected count. Heads of Departments (HoDs) were instructed to closely monitor the completion of syllabus and class records.
4. HoDs shall submit consolidated attendance reports along with student shortage details every month.
5. Student internships should be task-specific and objective-oriented.
6. Faculty mentors must prepare organization-specific internship objectives for each student.
7. Every department shall prepare its Academic Calendar and submit the same to the Principal on 9-6-2026.
8. The academic calendar of the college as well as individual departmental calendars should be consolidated and published in book form.
9. UG Science classes will commence from 29 June 2026.
10. Community groups should be created for first-year students.
11. Classroom information boards should be displayed prominently to help students locate their classrooms.
12. Departments should obtain room allocation details from the office.
13. Academic calendar details and classroom information should be communicated to first-year students on or before 11 June 2026.
14. Departments shall collect alumni data of their respective departments with all necessary details. Alumni data should be compiled in Excel format and submitted to the Principal. Mrs. Sandhya Dean of Humanities has been entrusted with this responsibility.
15. Significant variations were observed between valuation and revaluation marks, with revaluation marks often being substantially higher. The discrepancy was attributed to inconsistencies in the valuation process. The Principal stated that erratic valuation practices would be viewed seriously and stringent action would be taken against those responsible. To ensure quality valuation, a teacher shall evaluate only 15 answer


scripts per session, with a maximum of two sessions per day. All internal and external question paper setters must provide key answers without fail. Submitted key answers should be scrutinized before use. Certain question papers were found to contain errors; therefore, greater care, standardization, and quality checks are required during question paper preparation.

16. Student feedback reports will be sent individually to faculty members through their official email IDs. The Principal will hold individual discussions with faculty members regarding feedback received. Self-assessment forms will be circulated and must be completed and submitted. HoDs shall certify the additional responsibilities undertaken by faculty members. Any discrepancy in certification shall be the responsibility of the concerned HoD. All related submissions must be completed before **30 June 2026**.
17. Forum Coordinators shall submit compiled activity reports before the marks-awarding process. Attendance requirements for forum activities should be strictly monitored, and necessary action should be taken in cases of shortage. Faculty members should sign the cumulative record book after every class to facilitate effective monitoring.
18. Parents should be regularly informed about attendance, internal assessment marks, academic performance, and other relevant concerns. Dr. Shamsuddin has been entrusted with developing a structured mechanism for regular parent communication.
19. The Placement Head, Mrs. Sannidhi Madam, highlighted certain concerns regarding student behavior, particularly among students selected for apprenticeship opportunities at Infosys. Every student opting for an apprenticeship shall compulsorily submit the prescribed undertaking/form provided by the Placement Department.
20. All faculty members were instructed to communicate in English with colleagues and students. The initiative aims to create an English-speaking academic environment across the campus. Dr. Ravindran Sir has been assigned the responsibility of guiding and monitoring this initiative.
21. Maintain appropriate professional boundaries with students. Uphold the decorum and dignity of the student-teacher relationship. Ensure a respectful, ethical, and supportive academic environment for all students.



GPS Map Camera



Puttige Padavu, Karnataka, India 

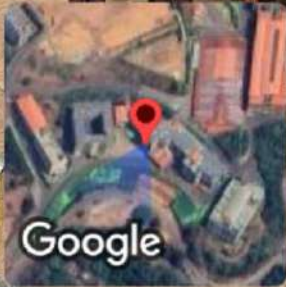
3x6g+c46, Sh 70, Puttige Padavu, Karnataka 574227, India

Lat 13.06115° Long 74.975163°

Monday, 08/06/2026 03:02 PM GMT +05:30



GPS Map Camera

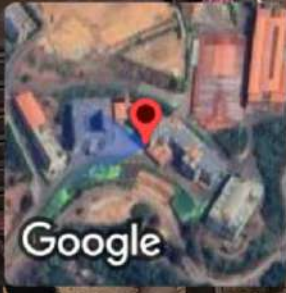


Puttige Padavu, Karnataka, India 

3x6g+c46, Sh 70, Puttige Padavu, Karnataka 574227, India

Lat 13.061174° Long 74.975196°

Monday, 08/06/2026 03:01 PM GMT +05:30



GPS Map Camera

Puttige Padavu, Karnataka, India 🇮🇳

3x6g+c46, Sh 70, Puttige Padavu, Karnataka 574227, India


Lat 13.06114° Long 74.975204°

Monday, 08/06/2026 03:01 PM GMT +05:30



Google

GPS Map Camera

Puttige Padavu, Karnataka, India 

3x6g+c46, Sh 70, Puttige Padavu, Karnataka 574227, India

Lat 13.061148° Long 74.97521°

Monday, 08/06/2026 03:00 PM GMT +05:30