



ACHARYA INSTITUTE OF GRADUATE STUDIES

IQAC Meeting with HoDs

MINUTES OF THE MEETING HELD ON JULY 02, 2018

Venue: Principal's Chamber, AIGS

Time 12.00 noon – 1.45 pm

MEMBERS PRESENT

Principal, AIGS	Prof. Gurunath Rao Vaidya
Members <ol style="list-style-type: none">1. Head – Computer Applications2. Head – Psychology3. Head – Mass Comm & Journalism4. Head – English5. Head – Fashion & Apparel Design6. Head - Science7. Head - Economics8. Head – Management9. Head – Physics10. Head – Chemistry11. In-charge – Commerce (UG)12. In-Charge – Social Work	<ol style="list-style-type: none">1. Reeja Joseph2. George Varied T3. Chandra Mouli A S4. Krishnan Namputhiri5. Ashwini Atul Joshi6. Lavanya A E7. Raghu8. Sudha M (Couldn't Attend) Rep : Dipankumar Raval9. Mudugal I F10. Somashekar M N11. Lakshmi V12. Shashikiran Shetty
IQAC Coordinator Head – Commerce	<ol style="list-style-type: none">13. Dr. Anil B.Malali

MINUTES OF THE MEETING

Agenda Item No.	Item Brief	Item Notes	Approvals / Actions	Action Taken
A	AGENDA ITEMS	<p>Prof. Gurnath Rao Vaidya, , Principal, AIGS presided the Meeting held in his Chamber at 12.00 noon, on Jul 02, 2018. The following Agenda Items were placed.</p> <ul style="list-style-type: none"> • Students Reporting • Budget • Subject Allotment for Odd Sem 2018-19 • Timetable • Annual Report 2017-18 • Internal Exam system • Academic Calendar • Anti-Ragging vigilance • Monitoring Faculty folders 	The Minutes in following pages may please be confirmed as seen and any mistakes / deviations be brought to the notice of the Member-Secretary	Members to note

1	<p>ADDRESS BY Principal Prof. Gurnath Rao Vaidya Principal welcomed all the members to the meeting of the academic year 2018-19. He then discussed the agenda items.</p>		
Agenda Item No.	Item Brief	Item Note	Action Taken
2	Students Reporting	<p>2.1 Strictly monitor students reporting to classes after re-opening.</p> <p>2.2 Counsel/Warn the Students who were detained or had shortage of attendance in previous semester to be regular.</p> <p>2.3 Inform the parents of the students who don't report even after one week of re-opening about their wards absence and that they will be detained if they fall short of required Attendance.</p> <p>2.4 Regularly monitor the attendance from day one.</p>	Members to make arrangements
3	Budget	<p>3.1. Department wise budget (Income & Expenditure) to be prepared and submitted by Wednesday.</p> <p>3.2 Prof. George suggested preparing the department-wise budget and then consolidate as Arts, Science and Commerce Budget. It was decided to prepare Department wise budget and then consolidate.</p> <p>3.3 Discussion on the Budget with the respective departments to commence from Wednesday (04/07/18)</p> <p>3.4 Heads to ensure budget is on the basis of the activities planned and is realistic.</p>	Heads by 4th July

Agenda Item No.	Item Brief	Item Note	Action Taken
4	Subject All 2018-19	<p>4.1. The heads of the Department intimated the subject allotment for the Odd Semester and the faculty requirements for the specific subjects.</p> <p>4.2. The Non-Core Papers of EPH - Faculty to be appointed. Science & Society – BBA – to be handled by Prof. Bhapuji, and for B.Com, BA & BSW new faculty is appointed.</p> <p>Banking and Finance for BCA, B.Sc, BA and BSW to be serviced by Commerce and Management.</p> <p>Culture and Diversity for BSc to be handled by English Dept.</p> <p>4.3 Principal suggested allotting senior faculty for First and final year classes.</p>	Heads to note and take necessary steps
5	Timetable	<p>5.1. Heads to ensure that the entire Timetable for the semester is prepared considering all the subjects for the semester.</p> <p>5.2. Prepare half day timetable for the first week (2nd to 7th July) in view of valuation duty for most of the faculty members.</p> <p>5.3 BEC class timetable to be prepared for the 1st and 3rd Sem classes and Prof. Krishnan Namputhiri to coordinate the same.</p>	All the Heads & Krishnan Namputhiri to coordinate for BEC Classes
6	Annual Report	<p>6.1 Heads of the Department to prepare and submit annual report 2017-18 of the department before 14th July.</p> <p>6.2 Dr. Anil to send the detailed report format which contains all the necessary information for NAAC, LIC etc.</p> <p>6.3 Heads to be ready with the departmental presentation for the previous year by 14th July.</p>	All the Heads & Anil Malali By 14 th July 2018
7	Internal Exam	<p>7.1 Principal informed the members about the reforms intended to be brought in Internal Examination.</p> <p>7.2 He informed that the Controller of Examination will be appointed to ensure the smooth conduct of both university and internal examinations.</p> <p>7.3 The internal exams will be conducted like university exams and centralized valuation.</p>	Heads to note Mr. Chetan appointed as COE and was assigned to draft the procedure.
8	Academic	8.1 Departmental Academic Calendar to be prepared and submitted.	Heads by 04/07/2018

Agenda Item No.	Item Note	Action Taken
9	<p>9.1 Faculty members should be vigilant and take rounds so as to ensure there are no ragging incidences.</p> <p>9.2 Faculty members must check that no senior students enter the first year classes.</p>	Heads to note
10	<p>10.1 Heads to monitor the faculty folders regularly and ensure that they regularly update the documents.</p> <p>10.2 Heads of the department are accountable for faculty folders and they must maintain action taken on the faculty defaulting the regular faculty schedule.</p> <p>10.2 Audit team is meant only to audit the progress and any lapses by the faculty, will be responsibility of the Head of the Department</p>	Heads should meticulously monitor the Faculty file.


 IQAC Coordinator 02/07/18


 Principal