

ACADEMIC YEAR 2024-25

MEETING NOTICE -01

The Coordinators (IQAC) & Criterion Heads- I, II, III, IV, V, VI & VII were assembled at the Board Room on **23rd January, 2025 from 11.00am** to transact the following Agenda.

AGENDA

Conversation on organizing tasks and performance standards:

- Criteria-based evaluation,
- Timelines and expected outputs,
- Detailed discussion on individual Criteria (I to VII)
- Overall guidelines
- Action Taken Report

MEETING PROCEEDINGS

SUBJECT	DISCUSSION
Discussion on Criteria wise Documentation	<p>Meeting commenced with the warm welcome by the Principal to all the Faculty & Staff.</p> <p>Criteria-1(Ms. Deepali & Mr. Rohan)</p> <ul style="list-style-type: none"> • 1.1.4- Consolidated VAC documents • Discussion about Curriculum feedback analysis • 1.4.1- Feedback Analysis for all three years from all the stakeholders need to be procured. <p>Criteria-2(Ms. Indumathi)</p> <p>Freeze the data for the below fundamental documents with sign & seal of the Principal</p> <p>a) 2.1.1- Enrollment Percentage/Student Admitted & Sanctioned Seats</p> <p>b) 2.1.2-SC/ST- Percentage of seats filled, reserved as per the Reservation Policy</p> <ul style="list-style-type: none"> • Government of Karnataka Reservation Policy -Discussion regarding the SC/ST reservation, no fee concession, (pg.no.43) • To collect Sanctioned Letter (post), Salary Slip- Form-16 • Update Service Register with supporting documents • Check for translation of Kannada Circulars/Notification <p>c) 2.2.1- List of Students for Slow Learners & Advance Learners</p> <p>d) 2.2.2- Update Student Faculty Ratio</p> <p>e) 2.3.2- List of Mentor Mentee List for all the years (2021-24)</p> <p>f) 2.4.2- Percentage with Full Time Faculty with PhD (2021-24)</p> <p>g) 2.4.3- Average Teaching Experience of Full Time Faculty</p> <p>h) 2.4.4-Percentage of Full Time Faculty working in the Institution during the last 5 years</p>

Disability Audit:

- Audit completed & Report to be documented.

Best Practices Documentation:

Three letters are pending in relation to recognized best practices:

- APD (Association of People with Disability)
- State Commission for Persons with Disabilities
- Collaboration with Ramaiah Memorial Hospital

Follow-up action is required to obtain these letters to complete the documentation process.

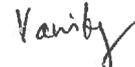
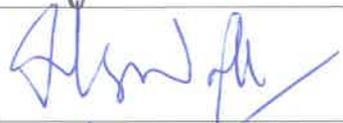
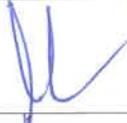
Centre for Disability Law & Policy (CDLP):

- Updates shared regarding the functioning and contributions of the CDLP.
- Need to integrate CDLP-related activities into the broader Institutional Reports and Best Practice submissions.

The meeting concluded with a vote of thanks.



MEMBERS ATTENDED

Sl. No	Names of the Members	Signature
1.	Prof. Umamahesh Sathyanarayan, Principal, RCL	
2.	Dr. Anita A Patil, IQAC Coordinator, RCL	
3.	Dr. Vani K G, IQAC Deputy Coordinator, RCL	
4.	Ms. Deepali, Assistant Coordinator, IQAC, RCL	
5.	Ms. Jayalakshmi V, Assistant Coordinator, IQAC, RCL	
6.	Mr. Rohan Naik, Member, IQAC, RCL	
7.	Mr. Rajiv G, Member, IQAC, RCL	
8.	Mr. Rishabh Bhandari, Member, IQAC, RCL	
9.	Ms. Indumathi, Member, IQAC, RCL	
10.	Dr. Ashirbani Dutta, Member, IQAC, RCL	
11.	Ms. Anurupa Chetia, Member, IQAC, RCL	
12.	Ms. Gayathri S, Member, IQAC, RCL	
13.	Ms. Uma Narayanan, Member, IQAC, RCL	 15/11/2024

14.	Ms. Akhila Rani, Member, IQAC, RCL	
15.	Ms. Laboni Bhakta, Member, IQAC, RCL	
16.	Ms. Raksha Prakash, Member, IQAC, RCL	
17.		
18.	Mr. Rudragouda M H, Member, IQAC, RCL	
19.	Mr. Badal Chatterjee, Member, IQAC, RCL	
20.	^{KUMAR B.M.} Dr. Naveen Bekal , Member, IQAC, RCL	
21.	Ms. Punitha N, Member, IQAC, RCL	
22.	Mr. Kumar Ankit, Member, IQAC, RCL	
23.	Mr. Surendra Kumar, Member, IQAC, RCL	
24.	Ms. Komala, Office Assistant, IQAC, RCL	

ACADEMIC YEAR 2024-25

MEETING NOTICE –

The Coordinators (IQAC) & Criterion Head- I were assembled at the IQAC Room on **23rd May, 2025 from 10.30am** to transact the following Agenda.

AGENDA

Discussion on Structuring of work & performance guidelines:

- Review of the Data Collection
- Deadlines & Deliverables
- Specific Criteria Discussions
- General Guidelines & Action Taken Report

MEETING PROCEEDINGS

SUBJECT	DISCUSSION
Follow up with criteria heads	<p>Meeting commenced with the warm welcome by the IQAC Coordinator to all the Criterion heads.</p> <p>Criteria-wise Review</p> <p>The meeting was held to discuss matters related to Sub-metrics 1.3.1, 1.3.2 and 1.4.1.</p> <p>During the meeting, detailed deliberations were carried out on the requirements, documentation and compliance aspects of the above-mentioned sub-metrics. The members reviewed the existing practices, identified gaps, and discussed strategies for effective implementation and improvement. Necessary suggestions were put forth, and responsibilities were discussed to ensure timely completion of the assigned tasks.</p> <p>The meeting concluded with a consensus on streamlining the processes and strengthening the evidences related to the concerned sub-metrics.</p> <p>The meeting concluded with the vote of thanks.</p>




MEMBERS ATTENDED

Sl. No	Names of the Members	Signature
1.	Prof. (Dr.) Umamahesh Sathyanarayan, Principal, RCL	
2.	Dr. Anita A Patil, IQAC Coordinator, RCL	
3.	Mr. Rohan S Naik, IQAC, RCL	
4.	Ms. Shobhana, Assistant Professor, RCL	
5.	Ms. Komala, Office Assistant, RCL	

ACADEMIC YEAR 2024-25

MEETING NOTICE -

The Coordinators (IQAC) & Criterion Head- III were assembled at the IQAC Room on 21st May, 2025 from **09.30am** to transact the following Agenda.

AGENDA

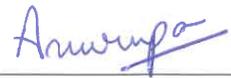
To copy all the final 3 years data from 2021-22, 2022-23 & 2023-24 to the hard disk for the SSR

MEETING PROCEEDINGS

SUBJECT	DISCUSSION
Follow up with criteria heads	<p>Meeting commenced with the warm welcome by the IQAC Coordinator to all the Faculty & Staff.</p> <p>Criteria-3:</p> <p>As part of the preparation for the upcoming NAAC Binary Accreditation process.</p> <ul style="list-style-type: none"> • IQAC Team with Criteria 3 head reviewed the documents & copied final documents to the hard disk for all the three years (2021-22, 2022-23 & 2023-24) • Organized as per the respective Criterion format • Clearly labeled with academic years (2021-22, 2022-23, 2023-24) & submetric wise • Verified for accuracy and completeness <p>The meeting concluded with the vote of thanks.</p>



MEMBERS ATTENDED

Sl. No	Names of the Members	Signature
1.	Prof. Umamahesh Sathyanarayan, Principal, RCL	
2.	Dr. Anita A Patil, IQAC Coordinator, RCL	
3.	Dr. Ashirbani Dutta, Member, IQAC, RCL	
4.	Ms. Anurupa Chetia, Member, IQAC, RCL	
5.	Ms. Shobhana, Assistant Professor, IQAC, RCL	
6.	Ms. Komala, Office Assistant, IQAC, RCL	

ACADEMIC YEAR 2024-25

MEETING NOTICE -

The Coordinators (IQAC) & Criterion Heads- V were assembled at the IQAC Room on **5th April, 2025 from 12.30pm** to transact the following Agenda.

AGENDA

1. Review of documentation status for Criteria 5
2. Sub-metric wise progress discussion
3. Identification of data gaps
4. Action plan for evidence compilation

MEETING PROCEEDINGS

SUBJECT	DISCUSSION
<p>Discussion on Criteria -5 Documentation</p>	<p>Meeting commenced with the warm welcome by the IQAC Coordinator to the IQAC Members & Criterion Heads.</p> <p>Criteria-5: (Ms. Laboni & Ms. Raksha)</p> <p>5.1 Student Support</p> <p>Discussion Points:</p> <ul style="list-style-type: none"> • Status of scholarships and freeship documentation was reviewed. • Category-wise beneficiary lists were verified. • Support programs such as mentoring, remedial classes, career guidance and soft skill training records were reviewed. • Grievance redressal and anti-ragging committee documentation status was discussed. <p>Observations:</p> <ul style="list-style-type: none"> • Minor gaps found in consolidated beneficiary reports. • Photographic evidence and attendance sheets need proper labeling. <p>Decisions Taken:</p> <ul style="list-style-type: none"> • All scholarship sanction letters and utilization records to be compiled department-wise. • Mentoring and support program reports to be standardized. <p>5.2 Student Progression</p>

Discussion Points:

- Higher education progression data and placement details were reviewed.
- Competitive exam qualification data (NET, KSET, etc.) was discussed.
- MoU and training program impact documentation was evaluated.

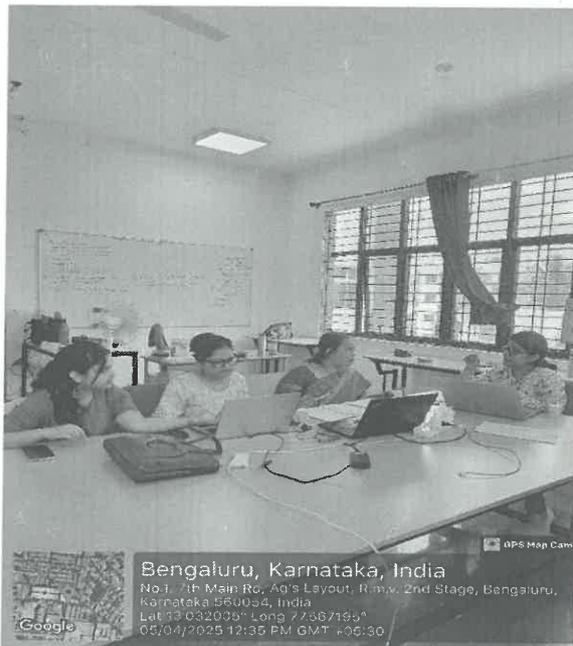
Observations:

- Alumni progression confirmation letters are pending for some batches.
- Placement cell data requires year-wise consolidation.

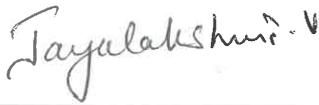
Decisions Taken:

- Departments to collect progression proof (offer letters, admission confirmations).
- Placement cell to prepare verified summary reports.

The meeting concluded with a vote of thanks.



MEMBERS ATTENDED

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1.	Prof. Umamahesh Sathyanarayan, Principal, RCL	
2.	Dr. Anita A Patil, IQAC Coordinator, RCL	
3.	Ms. Jayalakshmi V, Assistant Coordinator, IQAC, RCL	
4.	Ms. Laboni Bhakta, Member, IQAC, RCL	
5.	Ms. Raksha Prakash, Member, IQAC, RCL	
6.	Ms. Komala, Office Assistant, IQAC, RCL	

ACADEMIC YEAR 2024-25

MEETING NOTICE -

The Coordinators (IQAC) & Criterion Heads- VII were assembled at the IQAC Room on **22nd May, 2025 from 09.00am** to transact the following Agenda.

AGENDA

Discussion on Structuring of work & performance guidelines:

- Criteria-wise Review
- Deadlines & Deliverables
- Specific Criteria Discussions
- General Guidelines & Action Taken Report

MEETING PROCEEDINGS

SUBJECT	DISCUSSION
Follow up with criteria heads	<p>Meeting commenced with the warm welcome by the IQAC Coordinator to the Faculty & Staff.</p> <p>The meeting focused on the structuring of work and performance guidelines. A criteria-wise review was conducted and timelines for submission of deadlines and deliverables were finalized. Specific discussions were held on Criteria VII with reference to documentation, evidences and compliance.</p> <p>Criterion VII – Institutional Values & Best Practices</p> <p>7.1 Institutional Values & Social Responsibilities</p> <ul style="list-style-type: none"> • Maintain policies and reports on gender equity, environmental sustainability, energy conservation and inclusivity. • To Ensure availability of audit reports (Green, Energy, Environment). <p>7.2 Best Practices</p> <ul style="list-style-type: none"> • Clearly define objectives, process, outcomes and evidences for each best practice. • Ensure uniqueness and continuity of practices. <p>7.3 Institutional Distinctiveness</p>

- Present a clear narrative aligned with the institution's vision and mission.
- Support with measurable outcomes and relevant evidences.

The meeting concluded with instructions to adhere strictly to NAAC guidelines and timelines.

The meeting concluded with the vote of thanks.





MEMBERS ATTENDED

Sl. No	Names of the Members	Signature
1.	Prof. Umamahesh Sathyanarayan, Principal, RCL	
2.	Dr. Anita A Patil, IQAC Coordinator, RCL	
3.	Ms. Anurupa Chetia, Member, IQAC, RCL	
4.	Ms. Punitha, Member, IQAC, RCL	
5.	Mr. Ankit Kumar, Member, IQAC, RCL	
6.	Ms. Komala, Office Assistant, IQAC, RCL	
