Date : 11-2-2025

Memo

IQAC Meeting

This is to inform all the members of staff that an IQAC staff meeting is convened on 18-02-2025 at 10.30 am in Principal's Chamber. The agenda of the meeting is preparation for the coming AQAR and NAAC. You are requested to come up with the gaps in your concerned criteria and the plan for its fulfilment in this year.

Principal
Sree Siddaganga College of
Education. B.H. Road, Tumkur

Dr. GVS	
Dr. PSS	
Dr. JBP	
Sri.KK	
Dr. NR	
Sri SS	
Smt. NRR	

IQAC Meeting 05

Minutes of the IQAC meeting held on 18th February 2025

Dr. P.Shambulingaswamy, IQAC Co-coordinator , welcomed the principal and all the members of staff to the IQAC meeting.

The principal initiated the meeting by requesting the conveners of each criterion to come up with the gaps identified in their criteria.

Criterion	Convener	Gaps identified
I	Sri KK	To conduct Add on course & value-added course
		To make Curriculum development committee functioning

II	Dr. JBP	✓ To develop a tool to collect data regarding assessment of different learning needs and B.Ed. Programme readiness in the I Semester student teachers.
		✓ To conduct workshop on communication skills, tools of Evaluation & Unit test.
		✓ To develop a format to collect the data regarding
		  • Support services extended by the teachers.
		  • Nurturing creativity/ innovativeness/ skills in the students.
		  • Extending mentoring services in dealing with individual differences.
		  • Documentation of LMS used by each faculty.
		✓ To specify the purpose(clearly) of visiting the library and computer lab in the Registers.
		✓ To use at least two different modes of learning by each faculty and to keep a record of them.
		✓ To make changes in writing the CCA report by internee. i.e. to write the reports under the titles- planning, scheduling and execution for the academic, cultural and sports events.
		✓ To give a variety of assignments to the student teachers such as library work, field experience, hands-on-activity. And to assign grade to them.
		✓ To take attendance even at morning assembly.
		✓ To conduct CCE after teaching each concept and to maintain a record of their regularity, participation in the curricular and co-curricular events.

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		✓ To prepare a format to keep the record of the internet in the participation of academic, administration and cultural events of the school during internship. ✓ Asking the internet to keep a record of observations made by the peer, mentor teachers & head of the institution separately of the internee lessons. ✓ To conduct a staff meeting to share information on policies and regulations. ✓ To keep a record of the IA marks and feedback. ✓ To conduct tutorials and remedial support seriously.
III	Dr. NR & Sri SS	✓ To use innovative teaching strategies by the faculty and to make a record of them. ✓ To do at least one research publication every year by each faculty. ✓ To extend management support to the staff to attend and present papers at national/ international seminars/ conferences. ✓ To conduct at least two field visits every year. ✓ To have a best practice: it was decided to conduct a talk on innovative topic / social issues in library on every month either by the members of staff or by student teachers or by librarian in the name of "Shree Belaku"
IV	Dr. PSS	No gaps were identified
V	Dr. JK	No gaps were identified
VI	Dr. GVS	✓ Provision for financial support to teachers to attend FDPs ✓ Organize FDPs/ Administrative training programme to teaching and non-teaching staff in the institution. ✓ Provision for receiving grants from NGO's etc. ✓ Make record of incremental improvements achieved in various activities facilitated by IQAC.
VI	Dr. NR & Sri SS	✓ Introducing best practices ✓ Identifying/ Introducing Institutional Distinctiveness

Each requirement was discussed and decided to implement the above recommendations given by the convener from this academic year (2025).

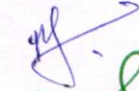**Following General suggestions were given by the principal:**

- Regular updating of websites by the staff-in-charge of the events and supervision by the IQAC Co-Ordinator and Co-Ordinator with the aid of technical assistant.
- Regular updating by the faculty by using library resources and participating in seminars/ conferences/ workshops/ FDP's.
- Continue documenting each event by the incharge faculty.

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At the end, Dr. Jyothi B Panth, IQAC CO-ordinator expressed thanks to the principal for his support and to all the conveners of the criteria for their active participation in the meeting.

Members present at the meeting

- Criterion I   : Sri KK   :
- Criterion II (*IQAC Coordinator*): Dr. JBP   :
- Criterion III : Dr. NR & Sri SS :
- Criterion IV : Dr. PSS (*IQAC Co-Coordinator*):
- Criterion V : Dr. JK (Principal)   :
- Criterion VI : Dr. GVS   :
- Criterion VII: Dr. NR & Sri SS :

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