**Mahajana Education Society (R)**

**Education to Excel**

**SBRR Mahajana First Grade College (Autonomous)**

Jayalakshmipuram, Mysuru – 570 012 Karnataka, INDIA

Affiliated to University of Mysore

Re-Accredited by NAAC with ‘A’ Grade, College with Potential for Excellence

**IQAC Meeting**

**Proceedings of the Meeting held on 13.11.2020 at 3.00 p.m. in AVC-II**

**Members Present:**

Dr. B R Jayakumari, Principal, Sri Manjunatha R, CoE, Dr. H R Thimmegowda, Student and Staff Welfare Officer, Sri Parameshwar Hegde, Nodal Officer, Smt. Venkatalakshmi M N, Dean Academics, All HoDs, Criteria Convenors and Smt. Poornima S, PRO

1. Principal welcomed the members to the meeting and shared the information received from the Joint Director w.r.t. the commencement of the Offline classes:
2. **Offline classes** to be conducted only for the **final year students** from 17.11.2020.
3. Students attending offline classes are required to submit a copy of the Undertaking duly signed by the parent and teachers are instructed to verify the same by calling on the parents.
4. Students are directed to undergo COVID -19 test, 3days prior to the commencement of the classes. If found positive, such of those are not permitted to enter the campus.
5. Contact classes should be conducted for the students opting for online classes to clarify their doubts.
6. Two different Time-Tables should be prepared to conduct offline classes and online classes for the final year students
7. 50 students can be accommodated in one classroom based on the space available
8. Study materials for the classes conducted should be uploaded in the college website to facilitate the students attending online classes
9. MoU to be signed with the nearby health centres
10. COVID – 19 task force to be constituted in the college
11. Students should bring their lunch box alongwith water bottles
12. Students should not be allowed to enter into the library, therefore, separate facility to be created to issue books.
13. Using of face covers/masks and sanitizer is mandatory
14. Arogyasethu App to be installed by the students in their mobile phones
15. Extra curricular activity should not be conducted
16. COVID – 19 posters to be displayed to create awareness among the students
17. If the strength of students increases the offline classes may have to be conducted in shift wise based on the student strength
18. Online classes to be continued for I and III Semester students as usual

Further, teachers are informed to:

* record lecture materials (both audio & video) and conduct online test after the completion of each module.
1. Criteria convenors are informed to go through the changed format of AQAR 2020-21 and compile the information as per the requirement.
2. Smt. Veena M, Librarian, requested the teachers to enroll for Vidwan portal and utilize the benefits of the same.
3. Sri Manjunatha R, CoE briefed about:
* The process involved in declaring the result of II Semester
* Teachers have to be careful while entering the I A marks
* Errors found in preparing question paper was notified
1. Principal extended Deepavali greetings and concluded the meeting.