

SAI VIDYA FIRST GRADE COLLEGE

Affiliated with Bengaluru City University (BCU), Bengaluru. Recognized by Govt. of Karnataka
Rajanukunte, Bengaluru- 560 064, Karnataka, India.

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Ref. No: SVFC/IQAC/2025-26/ 15

Date:22/12/2025

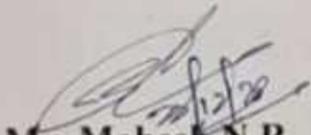
To
The Members of IQAC,
Sai Vidya First Grade College
Bengaluru-560 064

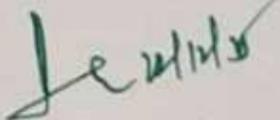
MEETING CIRCULAR

All the members of IQAC committee are here by informed that a meeting for the academic year 2025-26 is scheduled on 27/12/2025 at 12.30 PM in the principal's office. All are kindly informed to attend the same.

Agenda:

1. Confirmation of previous IQAC meeting minutes held on 22/11/2025
2. Review of extension and outreach activities.
3. Research ethics, IPR, and innovation initiatives.
4. Student well-being and mental health programs.
5. Annual quality review and planning.
6. Any other matter with the permission of the chair.


Mr. Mahesh N B
IQAC Co-Ordinator


Dr. D Jogish
Principal

PRINCIPAL

SAI VIDYA FIRST GRADE COLLEGE
Rajanukunte, Bengaluru - 64.

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Sri Sai Vidya Vikas Shikshana Samithi ®

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Minutes of the Meeting (MOM) of Internal Quality Assurance Cell (IQAC) held on 27/12/2025 at 12.30PM.

SL No	NAME	Role in IQAC
1	Dr. D Jogish	Chairperson
2	Mr. Mahesh N B	IQAC- Co-Ordinator
3	Dr. A M Padma Reddy	Management Representative- Member
4	Mr. Pavan Kumar R	HOD-BBA, MEMBER
5	Mrs. Mamatha MK	Administrative Officer- Member
6	Ms. Nagahshri	Faculty-Member
7	Mrs. Nagashree L	Faculty- Member
8	Mrs. Madhumitha Mankar	Industry Representative-Member
9	Dr. Harish Babu-	External Academician-Member
10	Mr. Narayan Rao-	Parent Representative- Member
11	Ms. Manya C	Student Representative- Member
12	Ms.Nischitha P	Student Representative- Member
13	Mr.Manoj Kumar K S	Student Representative- Member

Leave of absence:

SL No	NAME	Role in IQAC
1	Dr. A M Padma Reddy	Management Representative- Member
2	Mrs. Mamatha MK	Administrative Officer- Member
3	Ms. Nagahshri	Faculty-Member
4	Ms.Nischitha P	Student Representative- Member

Agenda of the meeting:

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3. Research ethics, IPR, and innovation initiatives.
4. Student well-being and mental health programs.
5. Annual quality review and planning.
6. Any other matter with the permission of the chair.

The meeting commenced on **27/12/2025 at 12:30 PM** with the permission of the Chair. The meeting began with a warm welcome by **Mr. Mahesh N B, IQAC Coordinator**, who welcomed **Dr. D. Jogish, Principal and Chairperson-IQAC**, and all the IQAC members. He emphasized the importance of regular review and continuous quality improvement in the institution.

Agenda 1: Confirmation of previous IQAC meeting minutes held on 22/11/2025

The committee reviewed the minutes of the previous IQAC meeting held on **22/11/2025**. The minutes were read by **Mr. Mahesh N B, IQAC Coordinator** and discussed in detail. Members confirmed that the minutes reflected the discussions accurately and suggested minor corrections for clarity. After discussion, the minutes were approved unanimously and accepted as the official record of the previous meeting.

Agenda 2: Review of extension and outreach activities

The committee reviewed the extension and outreach activities conducted during the period. It was noted that activities such as **community service, awareness campaigns, and collaboration with local NGOs** were successfully carried out. Members suggested expanding outreach to neighboring communities and involving more students in social initiatives. It was decided to plan more extension programs focusing on **health awareness, environmental protection, and skill development**. The NSS coordinator was instructed to document all activities and prepare reports for submission.

Agenda 3: Research ethics, IPR, and innovation initiatives

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The committee discussed the importance of research ethics, intellectual property rights (IPR), and innovation initiatives. Members emphasized the need to create awareness among faculty and students about ethical research practices and patenting. It was decided to organize workshops on **research ethics, plagiarism, copyright, and IPR**. The Research Cell was instructed to guide faculty in filing patents and supporting innovative projects. Faculty members were encouraged to publish quality research and pursue funding opportunities.

Agenda 4: Student well-being and mental health programs

The committee reviewed student well-being and mental health programs. Members highlighted the need to address stress, anxiety, and academic pressure among students. It was decided to conduct **counseling sessions, stress management workshops, and awareness programs**. The Student Welfare Cell was instructed to collaborate with professional counselors and organize regular mental health check-up sessions. The committee also recommended promoting sports, yoga, and recreational activities to enhance student well-being.

Agenda 5: Annual quality review and planning

The committee discussed annual quality review and planning for the institution. Members emphasized the need to assess the performance of academic and administrative activities and plan for continuous improvement. It was decided to conduct a **comprehensive annual review of all departments**, including feedback analysis, academic outcomes, and infrastructure requirements. The IQAC was instructed to prepare an annual quality plan with measurable targets and timelines for implementation.

Agenda 6: Any other matter with the permission of the Chair

No additional matters were raised by the members.

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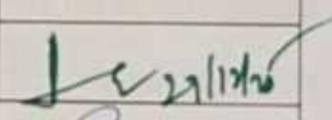
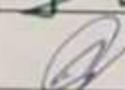
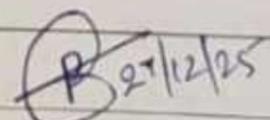
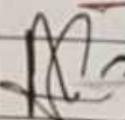
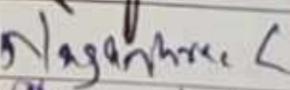
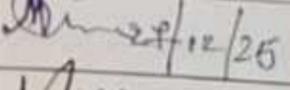
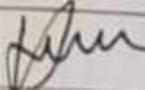
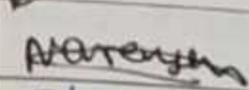
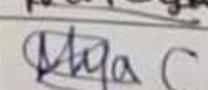
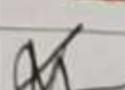
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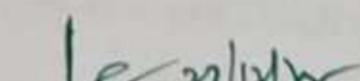
The meeting concluded with a vote of thanks proposed by **Mr. Pavan Kumar R, HOD-BBA, Member-IQAC**, who expressed sincere gratitude to **Dr. D. Jogish, Principal**, for presiding over the meeting and for his valuable guidance. He also thanked all the IQAC members for their active participation and support.

Members present:

SL No	NAME	Role in IQAC	Signature
1	Dr. D Jogish	Chairperson	
2	Mr. Mahesh N B	IQAC- Co-Ordinator	
3	Dr. A M Padma Reddy	Management Representative- Member	—
4	Mr. Pavan Kumar R	HOD-BBA, MEMBER	
5	Mrs. Mamatha MK	Administrative Officer- Member	—
6	Ms. Nagahshri	Faculty-Member	
7	Mrs. Nagashree L	Faculty- Member	
8	Mrs. Madhumitha Mankar	Industry Representative-Member	
9	Dr. Harish Babu-	External Academician-Member	
10	Mr. Narayan Rao-	Parent Representative- Member	
11	Ms. Manya C	Student Representative- Member	
12	Ms.Nischitha P	Student Representative- Member	—
13	Mr.Manoj Kumar K S	Student Representative- Member	


Mr. Mahesh NB

IQAC Co-Ordinator


Dr. D Jogish

Principal



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Date:19/11/2025

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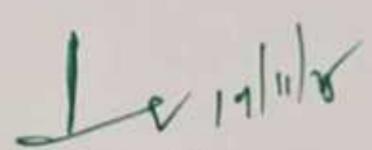
MEETING CIRCULAR

All the members of IQAC committee are here by informed that a meeting for the academic year 2025-26 is scheduled on 22/11/2025 at 10.30 AM in the principal's office. All are kindly informed to attend the same.

Agenda:

1. Confirmation of previous IQAC meeting minutes held on 25/10/2025
2. Review of NSS and social responsibility activities
3. Faculty Development Programs and research initiatives
4. Promotion of cultural and institutional values
5. Any other matter with the permission of the chair.


Mr. Mahesh N B
IQAC Co-Ordinator


Dr. D Jogish
Principal

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SL No	NAME	Role in IQAC
1	Dr. D Jogish	Chairperson
2	Mr. Mahesh N B	IQAC- Co-Ordinator
3	Dr. A M Padma Reddy	Management Representative- Member
4	Mr. Pavan Kumar R	HOD-BBA, MEMBER
5	Mrs. Mamatha MK	Administrative Officer- Member
6	Ms. Nagahshri	Faculty-Member
7	Mrs. Nagashree L	Faculty- Member
8	Mrs. Madhumitha Mankar	Industry Representative-Member
9	Dr. Harish Babu-	External Academician-Member
10	Mr. Narayan Rao-	Parent Representative- Member
11	Ms. Manya C	Student Representative- Member
12	Ms.Nischitha P	Student Representative- Member
13	Mr.Manoj Kumar K S	Student Representative- Member

Leave of absence:

SL No	NAME	Role in IQAC
1	Dr. A M Padma Reddy	Management Representative- Member
2	Mrs. Madhumitha Mankar	Industry Representative-Member
3	Dr. Harish Babu-	External Academician-Member
4	Mr. Narayan Rao-	Parent Representative- Member
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Agenda of the meeting:

1. Confirmation of previous IQAC meeting minutes held on 25/10/2025
2. Review of NSS and social responsibility activities
3. Faculty Development Programs and research initiatives
4. Promotion of cultural and institutional values
5. Any other matter with the permission of the chair.

The meeting commenced on 22/11/2025 at 10.30AM. with the permission of the Chair. The meeting began with a warm welcome by **Mr. Mahesh N B, IQAC Coordinator**, who welcomed **Dr. D. Jogish, Principal and Chairperson-IQAC**, and all the IQAC members.

Agenda 1: Confirmation of previous IQAC meeting minutes held on 25/10/2025

The committee reviewed the minutes of the previous IQAC meeting held on 25/10/2025. The minutes were read by **Mr. Mahesh N B, IQAC Coordinator** and discussed in detail. Members confirmed that the minutes reflected the discussions accurately and suggested minor corrections for clarity. After discussion, the minutes were approved unanimously and accepted as the official record of the previous meeting.

Agenda 2: Review of NSS and social responsibility activities

The committee reviewed NSS and social responsibility activities conducted during the month. It was noted that **NSS camps, community service programs, cleanliness drives, and awareness campaigns** were successfully organized. Members suggested enhancing community participation and increasing collaboration with local NGOs. It was decided to plan more outreach programs such as **blood donation camps, village adoption, and environmental awareness drives**. The NSS coordinator was instructed to maintain proper documentation and reports of all activities.

Agenda 3: Faculty Development Programs and research initiatives

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The committee discussed faculty development programs and research initiatives. Members emphasized the need to enhance teaching-learning quality through workshops and research activities. It was decided to organize **FDPs on pedagogical techniques, research methodology, and ICT tools**. Faculty members were encouraged to publish research papers, attend conferences, and apply for minor/major research projects. The Research Cell was instructed to prepare a research activity calendar and support faculty in grant applications.

Agenda 4: Promotion of cultural and institutional values

The committee discussed the promotion of cultural and institutional values among students. Members suggested organizing cultural events, value-based programs, and celebrations of national festivals to foster unity and ethical values. It was decided to strengthen cultural clubs, organize inter-departmental competitions, and promote student participation in cultural activities. The committee also recommended conducting value education sessions and guest lectures on ethics and social responsibility.

Agenda 5: Any other matter with the permission of the Chair

No additional matters were raised by the members.

The meeting concluded with a vote of thanks proposed by **Mr. Pavan Kumar R, HOD-BBA, Member-IQAC**, who expressed sincere gratitude to **Dr. D. Jogish, Principal**, for presiding over the meeting and for his valuable guidance. He also thanked all the IQAC members for their active participation and support.

Members present:

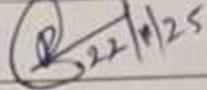
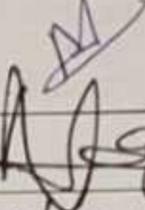
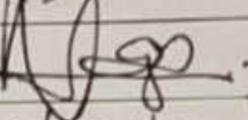
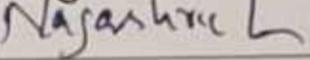
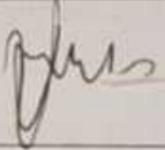
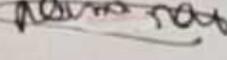
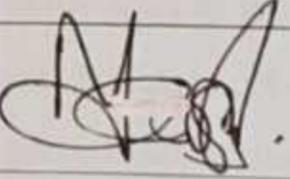
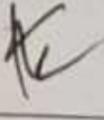
SL No	NAME	Role in IQAC	Signature
1	Dr. D Jogish	Chairperson	
2	Mr. Mahesh N B	IQAC- Co-Coordinator	

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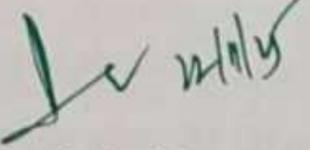
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Mr. Mahesh NB

IQAC Co-Coordinator


Dr. D Jogish

Principal

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Date:24/10/2025

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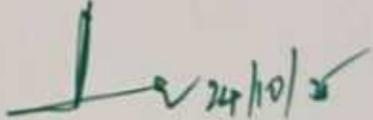
MEETING CIRCULAR

All the members of IQAC committee are here by informed that a meeting for the academic year 2025-26 is scheduled on 25/10/2025 at 1.00 PM in the principal's office. All are kindly informed to attend the same.

Agenda:

1. Confirmation of previous IQAC meeting minutes held on 27/09/2025
2. Review of placement training initiatives
3. National-level seminars and academic events
4. Student Development Programs
5. Quality benchmarks and NAAC preparedness
6. Any other matter with the permission of the chair.


Mr. Mahesh N B
IQAC Co-Ordinator


Dr. D Jogish
Principal

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2	Mr. Mahesh N B	IQAC- Co-Ordinator
3	Dr. A M Padma Reddy	Management Representative- Member
4	Mr. Pavan Kumar R	HOD-BBA, MEMBER
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Leave of absence:

SL No	NAME	Role in IQAC
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2	Mrs. Mamatha MK	Administrative Officer- Member
3	Dr. Harish Babu-	External Academician-Member
4	Mr. Narayan Rao-	Parent Representative- Member

Agenda of the meeting:

1. Confirmation of previous IQAC meeting minutes held on 27/09/2025

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-
2. Review of placement training initiatives
 3. National-level seminars and academic events
 4. Student Development Programs
 5. Quality benchmarks and NAAC preparedness
 6. Any other matter with the permission of the chair.

The meeting commenced on 25/10/2025 at **01.00 PM** with the permission of the Chair. The meeting began with a warm welcome by **Mr. Mahesh N B, IQAC Coordinator**, who welcomed the **Dr. D jogish principal and chairperson-IQAC** and all the IQAC members. He emphasized the importance of regular review and continuous quality improvement in the institution.

Agenda 1: Confirmation of previous IQAC meeting minutes held on 27/09/2025

The minutes of the previous IQAC meeting held on 27/09/2025 were read by the IQAC Coordinator. Members reviewed the proceedings and confirmed that the minutes accurately reflected the discussions and decisions taken. The committee approved the minutes unanimously and recommended timely implementation of all action points.

Agenda 2: Review of placement training initiatives

The committee reviewed the placement training initiatives planned for students, focusing on employability skills and career readiness. Members discussed the structure of training programs including aptitude, communication skills, and interview preparation. It was decided to strengthen coordination with the placement cell and ensure regular monitoring of training progress.

Agenda 3: National-level seminars and academic events

The committee discussed the importance of organizing national-level seminars and academic events to enhance academic exposure and research culture. Members proposed conducting

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seminars and workshops involving experts from academia and industry. It was decided to encourage inter-departmental participation and ensure proper documentation of such events.

Agenda 4: Student Development Programs

The committee reviewed plans for Student Development Programs aimed at holistic growth. Members emphasized programs focusing on leadership skills, personality development, and professional competencies. It was decided to implement structured student development initiatives with active student participation.

Agenda 5: Quality benchmarks and NAAC preparedness

The committee discussed quality benchmarks and strategies for NAAC preparedness. Members emphasized strengthening documentation, outcome-based education practices, and stakeholder feedback mechanisms. It was decided to conduct regular internal reviews and align institutional practices with NAAC quality indicators.

Agenda 6: Any other matter with the permission of the Chair

With the permission of the Chair, members discussed general quality enhancement measures and emphasized timely submission of reports by all departments. The Chair advised continuous monitoring of academic and co-curricular activities to ensure sustained quality improvement.

The meeting concluded with a vote of thanks proposed by **Mr. Pavan kmar-HOD BBA**, Member-IQAC, who expressed sincere gratitude to **Dr. D. Jogish, Principal**, for presiding over the meeting and for his valuable guidance. He also thanked all the IQAC members for their active participation and support.



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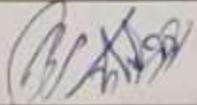
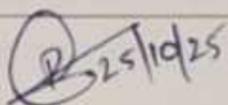
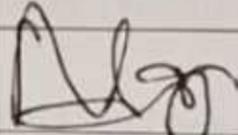
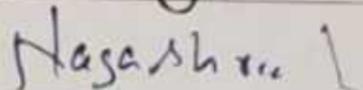
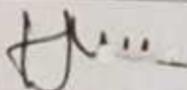
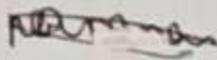
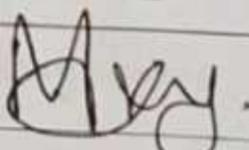
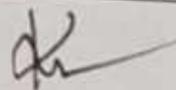
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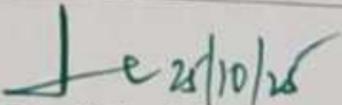
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Members present:

SL No	NAME	Role in IQAC	Signature
1	Dr. D Jogish	Chairperson	
2	Mr. Mahesh N B	IQAC- Co-Ordinator	
3	Dr. A M Padma Reddy	Management Representative- Member	—
4	Mr. Pavan Kumar R	HOD-BBA, MEMBER	
5	Mrs. Mamatha MK	Administrative Officer- Member	—
6	Ms. Nagahshri	Faculty-Member	
7	Mrs. Nagashree L	Faculty- Member	
8	Mrs. Madhumitha Mankar	Industry Representative-Member	—
9	Dr. Harish Babu-	External Academician-Member	
10	Mr. Narayan Rao-	Parent Representative- Member	
11	Ms. Manya C	Student Representative- Member	
12	Ms.Nischitha P	Student Representative- Member	—
13	Mr.Manoj Kumar K S	Student Representative- Member	


Mr. Mahesh NB

IQAC Co-Ordinator


Dr. D Jogish

Principal
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Date:25/09/2025

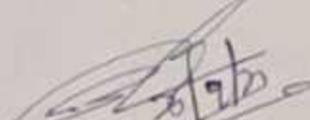
To
The Members of IQAC,
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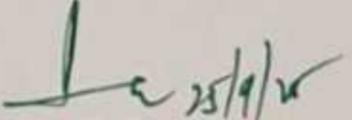
MEETING CIRCULAR

All the members of IQAC committee are here by informed that a meeting for the academic year 2025-26 is scheduled on 27/09/2025 at 11.00 AM in the principal's office. All are kindly informed to attend the same.

Agenda:

1. Confirmation of previous IQAC meeting minutes held on 23/08/2025
2. Review of cultural, co-curricular, and extension activities
3. Industry exposure through industrial visits
4. Cyber security and fraud awareness programs
5. Student engagement and holistic development
6. Any other matter with the permission of the chair.


Mr. Mahesh N B
IQAC Co-Ordinator


Dr. D Jogish
Principal

PRINCIPAL

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Minutes of the Meeting (MOM) of Internal Quality Assurance Cell (IQAC) held on 27/09/2025 at 11.00AM.

SL No	NAME	Role in IQAC
1	Dr. D Jogish	Chairperson
2	Mr. Mahesh N B	IQAC- Co-Ordinator
3	Dr. A M Padma Reddy	Management Representative- Member
4	Mr. Pavan Kumar R	HOD-BBA, MEMBER
5	Mrs. Mamatha MK	Administrative Officer- Member
6	Ms. Nagahshri	Faculty-Member
7	Mrs. Nagashree L	Faculty- Member
8	Mrs. Madhumitha Mankar	Industry Representative-Member
9	Dr. Harish Babu-	External Academician-Member
10	Mr. Narayan Rao-	Parent Representative- Member
11	Ms. Manya C	Student Representative- Member
12	Ms.Nischitha P	Student Representative- Member
13	Mr.Manoj Kumar K S	Student Representative- Member

Leave of absence:

SL No	NAME	Role in IQAC
1	Dr. A M Padma Reddy	Management Representative- Member
2	Mrs. Madhumitha Mankar	Industry Representative-Member
3	Mr.Manoj Kumar K S	Student Representative- Member
4	Ms. Manya C	Student Representative- Member

Agenda of the meeting

1. Confirmation of previous IQAC meeting minutes held on 23/08/2025
2. Review of cultural, co-curricular, and extension activities



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3. Industry exposure through industrial visits
4. Cyber security and fraud awareness programs
5. Student engagement and holistic development
6. Any other matter with the permission of the chair.

The meeting commenced on 27/09/2025 at 11.00 AM with the permission of the Chair. The meeting began with a warm welcome by **Mr. Mahesh N B, IQAC Coordinator**, who welcomed the Dr. D jogish principal and chairperson-IQAC and all the IQAC members. He emphasized the importance of regular review and continuous quality improvement in the institution.

Agenda 1: Confirmation of previous IQAC meeting minutes held on 23/08/2025

The committee reviewed the minutes of the previous IQAC meeting held on 23/08/2025. The minutes were read by **Mr. Mahesh N B, IQAC Coordinator** and discussed in detail. Members confirmed that the minutes reflected the discussions accurately and suggested minor corrections for clarity. After discussion, the minutes were **approved unanimously** and accepted as the official record of the previous meeting.

Agenda 2: Review of cultural, co-curricular, and extension activities

The committee reviewed the cultural, co-curricular, and extension activities conducted during the month. It was noted that activities such as talent shows, sports events, NSS programs, and club activities were successfully organized. Members suggested increasing student participation and ensuring proper documentation of all activities. It was also decided to plan more extension activities such as community service, blood donation camps, and awareness programs to strengthen social responsibility among students.

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Agenda 3: Industry exposure through industrial visits

The committee discussed industry exposure initiatives through industrial visits. Members highlighted the importance of bridging academic learning with real-world industry experience. It was decided to prepare a list of industries and schedule visits for final-year students. The committee recommended obtaining necessary permissions, arranging transport, and planning visits in coordination with the placement cell. At least **two industrial visits per semester** were proposed to enhance practical learning.

Agenda 4: Cyber security and fraud awareness programs

The committee discussed the need for cyber security and fraud awareness programs. Members emphasized the importance of creating awareness about online fraud, phishing, password safety, and data privacy among students. It was decided to organize workshops and seminars by inviting experts from cyber security agencies and IT companies. The IT department was instructed to prepare relevant materials and schedule sessions for all students.

Agenda 5: Student engagement and holistic development

The committee reviewed student engagement and holistic development initiatives. Members suggested organizing personality development sessions, career guidance, and mental health awareness programs. It was decided to strengthen student clubs, encourage participation in competitions, and promote leadership skills through student committees. Regular monitoring of student activities and performance was also recommended to ensure overall development.

Agenda 6: Any other matter with the permission of the chair-

No additional matters were raised by the members.

The meeting concluded with a vote of thanks proposed by **Mr. Pavan kmar-HOD BBA**, Member-IQAC, who expressed sincere gratitude to **Dr. D. Jogish, Principal**, for presiding over the meeting



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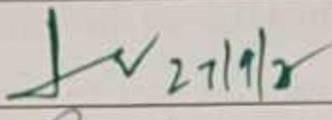
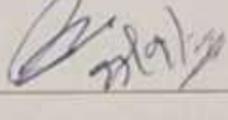
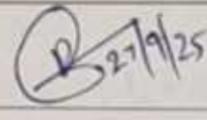
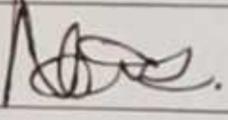
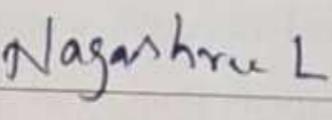
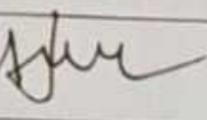
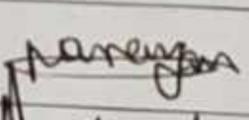
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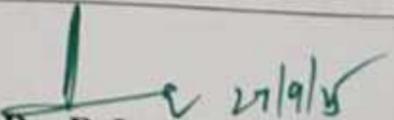
and for his valuable guidance. He also thanked all the IQAC members for their active participation and support.

Members present:

SL No	NAME	Role in IQAC	Signature
1	Dr. D Jogish	Chairperson	
2	Mr. Mahesh N B	IQAC- Co-Ordinator	
3	Dr. A M Padma Reddy	Management Representative- Member	—
4	Mr. Pavan Kumar R	HOD-BBA, MEMBER	
5	Mrs. Mamatha MK	Administrative Officer- Member	—
6	Ms. Nagahshri	Faculty-Member	
7	Mrs. Nagashree L	Faculty- Member	
8	Mrs. Madhumitha Mankar	Industry Representative-Member	—
9	Dr. Harish Babu-	External Academician-Member	
10	Mr. Narayan Rao-	Parent Representative- Member	
11	Ms. Manya C	Student Representative- Member	
12	Ms. Nischitha P	Student Representative- Member	—
13	Mr. Manoj Kumar K S	Student Representative- Member	


Mr. Mahesh NB

IQAC Co-Ordinator


Dr. D Jogish

Principal

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Date: 19/08/2025

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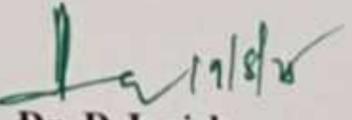
MEETING CIRCULAR

All the members of IQAC committee are here by informed that a meeting for the academic year 2025-26 is scheduled on 23/08/2025 at 10.30 AM in the principal's office. All are kindly informed to attend the same.

Agenda:

1. Confirmation of previous IQAC meeting minutes held on 26/07/202
2. Review of student-centric academic activities
3. Value-added and certificate programs
4. Financial literacy and skill development initiatives
5. Teaching-learning innovations
6. Any other matter with the permission of the chair.


Mr. Mahesh N B
IQAC Co-Ordinator


Dr. D Jogish
Principal

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Minutes of the Meeting (MOM) of Internal Quality Assurance Cell (IQAC) held on 23/08/2025 at 10.30AM.

SL No	NAME	Role in IQAC
1	Dr. D Jogish	Chairperson
2	Mr. Mahesh N B	IQAC- Co-Ordinator
3	Dr. A M Padma Reddy	Management Representative- Member
4	Mr. Pavan Kumar R	HOD-BBA, MEMBER
5	Mrs. Mamatha MK	Administrative Officer- Member
6	Ms. Nagahshri	Faculty-Member
7	Mrs. Nagashree L	Faculty- Member
8	Mrs. Madhumitha Mankar	Industry Representative-Member
9	Dr. Harish Babu	External Academician-Member
10	Mr. Narayan Rao-	Parent Representative- Member
11	Ms. Manya C	Student Representative- Member
12	Ms.Nischitha P	Student Representative- Member
13	Mr.Manoj Kumar K S	Student Representative- Member

Leave of absence:

SL No	NAME	Role in IQAC
1	Mrs. Mamatha MK	Administrative Officer- Member
2	Ms.Nischitha P	Student Representative- Member
3	Mrs. Madhumitha Mankar	Industry Representative-Member

Agenda of the meeting:

1. Confirmation of previous IQAC meeting minutes held on 26/07/2025
2. Review of student-centric academic activities

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-
3. Value-added and certificate programs
 4. Financial literacy and skill development initiatives
 5. Teaching-learning innovations
 6. Any other matter with the permission of the chair

The meeting began with a warm welcome by **Dr. D Jogish, Principal & Chairperson**, Firstly, he introduced **Mr. Mahesh N B** as the **new IQAC Coordinator** for the academic year 2025-26. And also welcomed all the IQAC members. He highlighted the importance of quality assurance, academic excellence, and continuous improvement in the institution.

Mr. Mahesh N B briefly shared his commitment towards enhancing quality initiatives, maintaining documentation, and coordinating all IQAC activities.

Agenda 1: Confirmation of previous IQAC meeting minutes held on 26/07/2025

The minutes of the first IQAC meeting held on **26/07/2025** were read and confirmed Mr. Mahesh N B. Members reviewed the action taken on the decisions made in the previous meeting. The committee approved the proceedings and suggested ensuring timely completion of all action points.

Agenda 2: Review of student-centric academic activities

The committee reviewed the student-centric academic activities conducted during the month, led by **Mr. Pavan Kumar R**. It was noted that mentoring sessions, remedial coaching, peer learning, and class presentations were effectively organized to support student learning. Members suggested increasing student participation through regular feedback, activity-based learning, and interactive sessions. It was also decided to strengthen the mentoring process by assigning mentors to each class and monitoring academic progress regularly.

Agenda 3: Value-added and certificate programs

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Mr. Mahesh N B highlighted the importance of value-added and certificate programs for enhancing employability skills. The committee discussed various courses such as Tally, Advanced Excel, Digital Marketing, Communication Skills, and Soft Skills. It was decided that departments should submit a detailed list of value-added programs along with duration, resource persons, and budget by the end of September 2025. The programs will be scheduled during weekends and after regular class hours to ensure maximum student participation.

Agenda 4: Financial literacy and skill development initiatives

Dr. Harish Babu emphasized the need for financial literacy and skill development among students. The committee proposed workshops on banking, budgeting, investment, insurance, and digital payment systems. It was decided to collaborate with banks, financial institutions, and NGOs to conduct these sessions. The placement cell was asked to organize career planning, resume writing, and interview skill workshops to prepare students for future job opportunities.

Agenda 5: Teaching-learning innovations

Dr. Harish Babu discussed innovative teaching-learning methods to improve student engagement and learning outcomes. Members suggested adopting blended learning, flipped classroom, use of ICT tools, online quizzes, and project-based learning. Faculty were encouraged to use technology-driven teaching practices and share best teaching practices in regular faculty meetings. The committee also recommended conducting faculty training programs to enhance digital teaching skills.

Agenda 6: Any other matter with the permission of the chair

Dr. D Jogish With the permission of **Dr. D Jogish**, members discussed additional quality enhancement matters such as strengthening documentation, increasing student participation in extracurricular activities, and ensuring timely submission of reports. It was suggested to conduct

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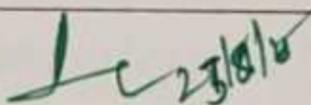
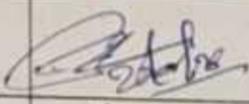
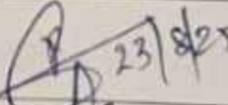
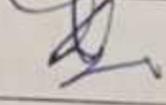
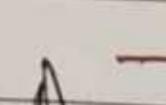
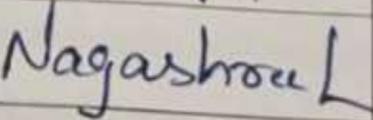
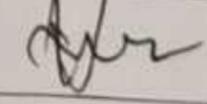
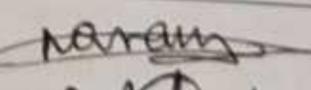
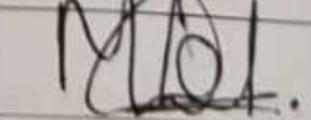
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regular academic monitoring and improve stakeholder feedback mechanisms to identify gaps and implement improvements in teaching and learning.

The meeting concluded with a vote of thanks proposed by **Mr. Mahesh N B, IQAC Co-Ordinator**, who expressed sincere gratitude to **Dr. D. Jogish, Principal**, for presiding over the meeting and for his valuable guidance. He also thanked all the IQAC members for their active participation, constructive suggestions, and continued support towards quality enhancement initiatives of the institution.

Members present:

SL No	NAME	Role in IQAC	Signature
1	Dr. D Jogish	Chairperson	
2	Mr. Mahesh N B	IQAC- Co-Ordinator	
3	Dr. A M Padma Reddy	Management Representative-Member	
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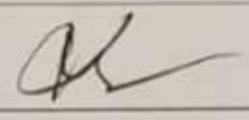
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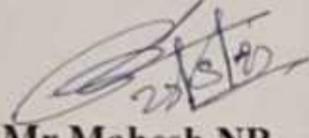
E-mail : infosvfc@saividya.ac.in

Phone No: (080) 28468191/96/97/98

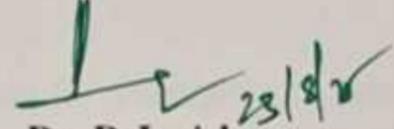
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12	Ms.Nischitha P	Student Representative- Member	
13	Mr.Manoj Kumar K S	Student Representative- Member	



Mr.Mahesh NB
IQAC Co-Ordinator



Dr. D Jogish
Principal

PRINCIPAL

SAI VIDYA FIRST GRADE COLLEGE
Rajanukunte, Bengaluru - 64.



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Ref. No: SVFC/IQAC/2025-26/ 10

Date:23/07/2025

To
The Members of IQAC,
Sai Vidya First Grade College
Bengaluru-560 064

MEETING CIRCULAR

All the members of IQAC committee are here by informed that a meeting for the academic year 2025-26 is scheduled on 26/07/2025 at 11.00AM in the principal's office. All are kindly informed to attend the same.

Agenda:

1. Review of academic and co-curricular activities
2. Review of professional orientation programs.
3. Planning and review of Graduation Day.
4. Industry interaction and student exposure initiatives.
5. Quality enhancement strategies.
6. Any other matter with the permission of the chair.

Dr. Kala S
IQAC Co-Ordinator

Dr. D Jogish
Principal

PRINCIPAL

SAI VIDYA FIRST GRADE COLLEGE
Rajanukunte, Bengaluru - 64.

Copy to,

- All the members of IQC
- ✓ Office File.

Sri Sai Vidya Vikas Shikshana Samithi ®

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Minutes of the Meeting (MOM) of Internal Quality Assurance Cell (IQAC) held on 26/07/2025 at 11.00AM.

IQAC Members:

SL No	NAME	Role in IQAC
1	Dr. D Jogish	Chairperson
2	Dr.Kala S	IQAC- Co-Ordinator
3	Dr. A M Padma Reddy	Management Representative- Member
4	Mr. Mahesh N B	HOD-B.COM, MEMBER
5	Mr. Pavan Kumar R	HOD-BBA, MEMBER
6	Mrs. Mamatha MK	Administrative Officer- Member
7	Ms. Nagahshri	Faculty-Member
8	Mrs. Nagashree L	Faculty- Member
9	Mrs. Madhumitha Mankar	Industry Representative-Member
10	Dr. Harish Babu-	External Academician-Member
11	Mr. Narayan Rao-	Parent Representative- Member
12	Ms. Manya C	Student Representative- Member
13	Ms.Nischitha P	Student Representative- Member
14	Mr.Manoj Kumar K S	Student Representative- Member

Leave of Absence:

SL No	NAME	Role in IQAC
1	Dr. A M Padma Reddy	Management Representative- Member
2	Ms.Nischitha P	Student Representative- Member

Agenda of the meeting:

1. Review of academic and co-curricular activities.
2. Review of professional orientation programs.
3. Planning and review of Graduation Day.
4. Industry interaction and student exposure initiatives.
5. Quality enhancement strategies.
6. Any other matter with the permission of the chair.

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The meeting commenced at **11.00 AM** with the permission of the Chair. The meeting commenced with a warm welcome by **Dr. Kala S, IQAC Coordinator**, who welcomed the Chairperson and all IQAC members. She highlighted the importance of systematic quality monitoring and continuous improvement initiatives planned for the academic year 2025–26.

Agenda 1: Review of academic and co-curricular activities.

The agenda was proposed by Mr. Pavan Kumar R. The committee reviewed the commencement of classes, bridge courses, student induction programs, and co-curricular activities. Members appreciated the structured academic planning.

Agenda 2: Review of professional orientation programs

Proposed by **Dr. Harish Babu**, the committee discussed orientation programs conducted for first-year students focusing on academic discipline, institutional values, and employability skills.

Agenda 3: Planning and review of Graduation Day

The agenda was proposed by **Mr. Mahesh NB**, The committee finalized the tentative date, roles of committees, and student participation plan.

Agenda 4: Industry interaction and student exposure initiatives

Proposed by **Mrs Madhumitha Mankar**, members suggested organizing industrial visits, guest lectures, and MoUs with industries.

Agenda 5: Quality enhancement strategies

Proposed by **Dr. D Jogish**, discussions focused on strengthening documentation, outcome-based education, and stakeholder feedback mechanisms.

The meeting concluded with a vote of thanks proposed by **Dr. Kala S, IQAC Co-ordinator**, who expressed sincere gratitude to **Dr. D. Jogish, Principal**, for presiding over the meeting and for his valuable guidance. She also thanked all the IQAC members for their active participation,

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constructive suggestions, and continued support towards quality enhancement initiatives of the institution.

Members present:

SL No	NAME	Role in IQAC	Signature
1	Dr. D Jogish	Chairperson	
2	Dr.Kala S	IQAC- Co-Ordinator	
3	Dr. A M Padma Reddy	Management Representative- Member	
4	Mr. Mahesh N B	HOD-B.COM, MEMBER	
5	Mr. Pavan Kumar R	HOD-BBA, MEMBER	
6	Mrs. Mamatha MK	Administrative Officer- Member	
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Dr.Kala S
IQAC Co-Ordinator

Dr. D Jogish
Principal

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