



Maharaja Education Trust ®
MIT First Grade College

(Affiliated to University of Mysore)
Industrial Suburb, Manandavadi Road, Mysuru -570008

IQAC Circular

Dated:-30-07-2022

Internal Quality Assurance cell of the college has scheduled to conduct an IQAC meeting for the academic year 2022-23 in the lecture hall 3 on 30th July 2022 at 11.00 pm in the college premises with the following agenda. Members are requested to attend the meeting and share their views related to quality initiatives to be implemented in the college.

Agenda:

1. Reconstitution of the committee with new members.
2. Brain storming on innovative quality initiatives for the current academic year.
3. Suggestions from the industry experts to rebuild the learning process.
4. Modes of better implementation of NEP-2020 in the current curriculum.
5. Modes of multi-disciplinary approach in academics.
6. Other things related to quality initiatives to be adopted in teaching learning process, administration and extension activities.

S.P. Sunitha
IQAC Coordinator

Dr. S P Sunitha

K. Nage Gowda
Principal

Prof. K Nage Gowda

PRINCIPAL
M.I.T. FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial Suburb
Fort Mohalla, Mysuru-570 008

Chandru-H
Ramesh Sathya
Supreetha



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Internal Quality Assurance Cell

"Quality is never an accident. It is always a result of intelligent effort."

-John Ruskin

About the College

MIT First Grade College previously Gopalaswamy College of Professional Studies established in the year 2009 by Maharaja Education Trust with the aim to provide quality education, culturally and academically for enthusiastic and upcoming youth. MIT First Grade College is focused to offer high quality career oriented learning environment with its excellent and dedicated management and staff. Our college has earned its strong academic reputation since its inception. Every year, a good number of students secure rank and distinction in university examination. Most of our students have become entrepreneur, joined reputed organisation, and opted for higher education.

Overview of IQAC

The National Assessment and Accreditation Council (NAAC) has directed every institution to establish an Internal Quality Assurance Cell (IQAC) as a quality assurance measure. It is a significant administrative body that pledges quality aspects. The prime responsibility of IQAC is to initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in an institution or college. Every organisation need to constantly focus on continuous improvement for its survival and success, and this can be easily accomplished by strictly adhering to quality initiatives in every aspect of the institution.

A multi-dimensional committee consisting of Management representatives, teaching, non-teaching, administrative members Alumni, community representatives, External/Industrialists Experts work towards quality initiatives and quality assurance. IQAC committee established in the year 2019-20 with huge thrust on qualitative measures in every aspect of academic & administrative performance to obtain

academic excellence and holistic development of the students and render societal services.

Objectives of IQAC:

The main objective of establishment of IQAC is to intervene with high standard quality initiatives in teaching- learning, evaluation, research, extension activities for the stakeholders with a systematic approach for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

Operational Strategies adopted by IQAC Committee:

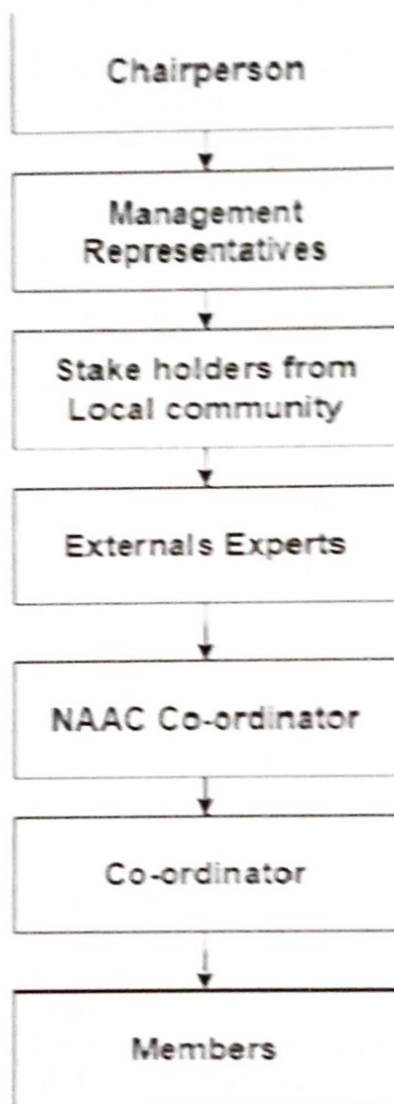
IQAC shall function based on the following mechanisms and procedures

- Emphasising on the efficient and effective performance of the academic and administrative activities.
- Focus towards holistic development of the students and the staff
- Importance to academics and research activities.
- Application of Innovative and modern methods of teaching and learning
- Empowerment of all the sections of the society by providing equitable opportunities with affordable academic programmes.
- Documentation of every activity with the aim of quality improvement.
- Adoption of ICT enabled services in managing the data base.
- Collection of feedback forms from the concerned stakeholders.
- Ensuring the adequacy, maintenance and functioning of the support structure and services
- Development of quality culture in the institution.

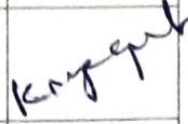


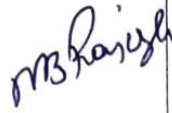
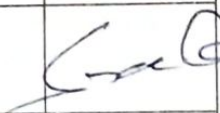
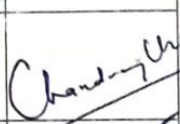
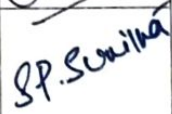
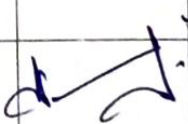

Role of IQAC Coordinator:

- a. To coordinate the quality-related activities of the institution
- b. To coordinate the dissemination of information on various quality parameters of higher education
- c. To coordinate the documentation of the various programmes / activities leading to quality improvement
- d. To coordinate the timely and efficient execution of the decisions of IQAC committee.
- e. To instil the quality culture in the institution by focussing on quality enhancement initiatives.

Hierarchy of Positions:



2. Staff Advisory members of IQAC Committee for the Academic Year 2022-23:

Sl No.	Position	Name	Signature
1.	Chair Person	Prof. K Nagegowda Principal MTFGC, Mysore-08	
2.	Management Representatives	1) Dr. S Murali President, MET, Mysore. 2) Shri. N R Manjunath Correspondent, GS Institutions, Mysore	
3.	Stake holders from Local Community	1) Sri Manjunath K G Executive Director KPLM Consulting Pvt Ltd #554, Aniketana Road, 11 th cross Kuvempunagar, Mysuru- 570023 Ph. No. 9008633144 mkaliyur@kplmconsulting.com 2) Sri N B Rajesh Postal Agent #301/1B, LakshmiVilas Road DevarajMohalla, Mysore-570024 Ph. No. 9900539998 nbrajesh68@gmail.com	 
4.	External Expert	Dr. K V Suresha Principal & Associate Professor JSS College for women, Mysore-	
5.	NAAC Coordinator	Dr. Chandrajith M Vice Principal & HOD of Computer Science, MTFGC, Mysore-08	
6.	IQAC Coordinator	Dr. S P Sunitha Assistant Professor & PG Coordinator PG Department of Commerce MTFGC, Mysore-08	
7.	Faculties Members	1) Asst. Prof. Aravind Department Of Computer Science MTFGC, Mysore-08 2) Asst. Prof. ReenaSateeh HoD of English MTFGC, Mysore-08 3)Asst Prof. Harshitha HOD of Commerce & Management MTFGC, Mysore-08 4)Asst. Prof. Latheshwari HOD of Kannada MIT FGC, Mysore-08	  For Sup


Principal

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Proceeding of IQAC Meeting for the academic year -2022-23

The IQAC committee organised a meeting at the Principal chamber on 30/7/2022 at 11.a.m. the agenda of the meeting were as follows:

1. Reconstitution of the committee with new members.
2. Brain storming on innovative quality initiatives for the current academic year.
3. Suggestions from the industry experts to rebuild the learning process.
4. Modes of better implementation of NEP-2020 in the current curriculum.
5. Modes of multi-disciplinary approach in academics.
6. Other things related to quality initiatives to be adopted in teaching learning process, administration and extension activities.

Proceedings:

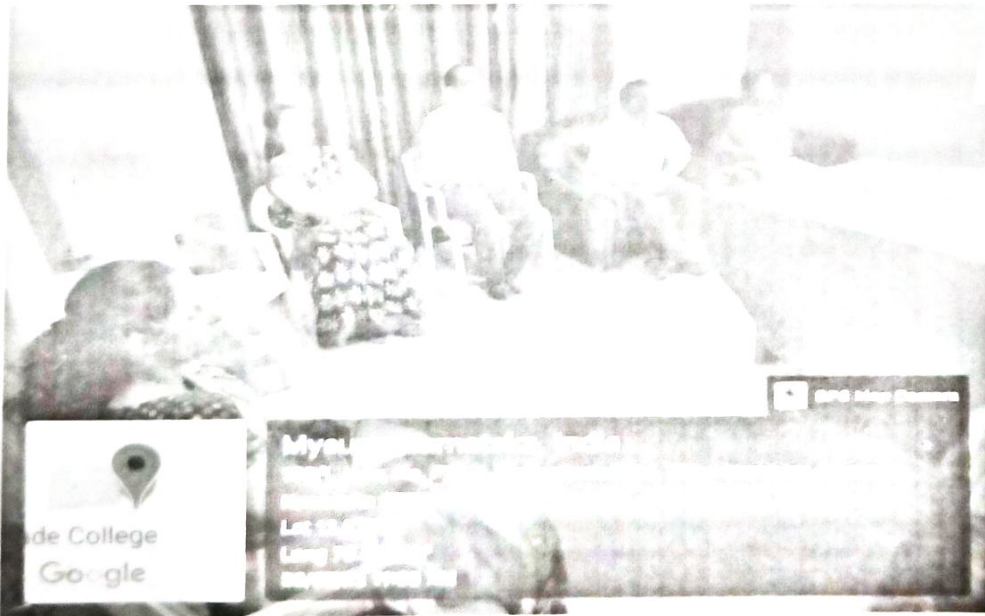
The meeting started by welcoming the members by the NAAC coordinator, Dr. Chandrajith M., followed by the IQAC coordinator, who briefed the newcomers on the role of NAAC in the evaluation of HEIs and the importance of IQAC in HEIs and requested them to share their innovative thoughts for initiating new quality measures in the college to achieve better bench marks.

Mr. K G. Manjunath, a self-employed industrialist, and Sri N. B. Rajesth made significant contributions. After a great deal of brain storming for an hour by the external members and internal members of the committee, the following matters were finalised.

- To form a forum of the industrialists
- To encourage internships for the students to have better exposure
- To identify good talents and accommodate them with job opportunities in the forum.
- To create google forms on all the parameters of the college- for improvisation.
- To educate students on to focus on knowledge & experience and not much on the salary package.
- To strengthen internal policies on phone usage, timings, and other related things to the college.

IQAC coordinator proposed vote of thanks.


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Fort Mohalla, Mysuru-570 008



S.P. Sunitha
IQAC Coordinator

Dr. Sunitha S P

Chandrajith M
NAAC Coordinator

Dr. Chandrajith M

K Nage Gowda
Principal

Prof. K Nage Gowda

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IQAC Circular

Dated: 19-09-2021

An IQAC meeting is scheduled to discuss on the activities to be organized by the following committees. The committee coordinators and members are asked to assembly in the PG department of Commerce at 11.00 to have a snap meeting and decide on the activities to be organized in the

The committees to be present are:

- Grievance Redressal Committee
- Equal opportunity Cell
- Anti-Ragging Cell
- Anti-sexual harassment cell
- NSS Unit
- MIT Rotaract Unit

Katherine
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[Signature]
IQAC Coordinator

[Signature]
MIT FIRST GRADE COLLEGE
Principal
F-29/1, 3rd Stage, Industrial Mysore
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Proceedings of the meeting- Dated: 19-09-2021

- Initially all the committee members were asked report on the current activities with supportive documentation done during the last year.
- A discussion on various occurrences were deliberated among the members and committees as well.
- Related issues were raised and resolved among the members of all the committees.
- All the mentioned committee members had a snap meeting with in the PG Department of Commerce in view of committee operational aspects and in organising upcoming special lectures, events and awareness camps.
- The committee coordinators were asked to conduct at least two special lectures, events and awareness camps in order to involve students to extension activities view of holistic development of the students.
- Further all the committee members were informed to update their activities with supportive documentation done during the last year.
- A discussion on various occurrences related to college and students were deliberated among the members and committees as well.
- Related issues were raised and resolved among the members of all the committees.

S.P. Sunka
IQAC Coordinator

K
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MIT FIRST GRADE COLLEGE
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MIT FIRST GRADE COLLEGE

Manandavadi Road, Mysuru-08

IQAC
Circular

Dated: 8-09-2021

The following action plan has been framed to set the mile stones for achieving NAAC accreditation process. In this connection all the staff are informed to cooperate and work towards achieving the accreditation.

Sl No.	Date	Action Plan	Inputs & outputs
1.	13 th to 18 th Sep 2021	6 day workshop on NAAC Criteria	NAAC templates and collected information
2.	21 st Sep 2021	Workshop on PO attainment process	Course wise framed COs & POs
3.	22 nd Sep to 13 th Oct 2021	Revision & Finalisation of Cos & POs attainments	COs & POs attainments for all the semesters
4.	15 th to 30 th Oct 2021	Academic and administrative audit	Documents, reports by the committee
5.	October 30 th	Updation of College website Preparation of IIQA	Live website Report on IIQA documents
6.	1 st to 30 th Nov 2021	SSR Preparation	NAAC formats
7.	10 th Dec 2021	Submission of IIQA	Submission report
8.	First week of January 2022	Submission of SSR	Submission report


IQAC Coordinator

Sunitha S P


NAAC Coordinator

Dr. Chandrajith M


Principal

Prof. K. Nagegowda

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Information required criteria-wise for Profile of the college and Extended Profile (Kindly refer manual for templates)

Criterion I: - Curricular Aspects	
Profile of the college- Page nos. 40-45	11, 13
Extended profile-Page 46	1.1,
Criterion II: - Teaching Learning and Evaluation	
Profile of the college- Page nos. 40-45	14, 15, 16, 17, 18
Extended profile-Page 46	2.1, 2.2, 2.3, 3.1
Criterion III: - Research, Innovations and Extension	
Profile of the college- Page nos. 40-45	
Extended profile-Page 46	
Criterion IV: - Infrastructure and Learning Resources	
Profile of the college- Page nos. 40-45	10,
Extended profile-Page 46	4.1, 4.3
Criterion V: - Student Support and Progression	
Profile of the college- Page nos. 40-45	
Extended profile-Page 46	
Criterion VI: - Governance, Leadership and Management	
Profile of the college- Page nos. 40-45	14, 19
Extended profile-Page 46	3.2, 4.2,
Criterion VII: - Institutional Values and Best Practices	
Profile of the college- Page nos. 40-45	
Extended profile-Page 46	



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Proceedings of the snap meeting scheduled on 08/09/2021

A work plan was chalked out by the NAAC and IQAC coordinators for better operational modes on NAAC accreditation process in order to have a smooth flow of regular academics activities and preparation for UGC accreditation. The following are the areas discussed.

- Under the Paramarsh scheme, the mentor institution came up with a 6 day workshop for the faculty members on qualitative, quantitative and course & program attainments.

Further areas of discussion were are on

- Refining and reframing of COs and POs if required.
- Focus on academic and administrative audit.
- Working on college website and its upgradation.
- Focus on preparation of SSR.
- Focus on Student Support survey.
- Preparation towards Institutional information Quality Assurance.
- Perfect documentation and report confirmation of all the years.
- Allocation of work to all faculty criteria-wise.

S.P. Sunitha
IQAC Cordinator

S P Sunitha

Chandrajith H
NAAC Coordinator


Dr. Chandrajith

K Nage Gowda
Principal
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Fort Mohalla, Mysuru-570 008
K Nage Gowda

MIT First Grade College
Manadawadi Road
Mysore
Action Plan for 2021-22

Criteria:1 Curriculum Aspects

Serial No.	Proposed Date	Event	Resource Person	Approximate Budget	Proposed Audience
1.	30.03.2021	Program evaluation by the employer	NA	NA	Employers
2.	02.04.2021	Parents feedback form on curriculum	NA	NA	Parents
3.	25.03.2021	Institutional evaluation by students/alumni	NA	NA	Students/Alumni
4.	30.04.2021	Feedback on quality of program by students/alumni	NA	NA	Students/Alumni
5.	30.04.2021	Feedback on curriculum by faculty	NA	NA	Faculty
6.	27.02.2021	Students feedback on faculty	NA	NA	Students
7.					
8.					
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Criteria Coordinator
(VASANTHI)

MIT First Grade College
Manandawadi Road
Mysore
Action Plan for 2021-22


Criteria: 2- Teaching , Learning and Evaluation

Serial No.	Proposed Date	Event	Resource Person	Approximate Budget	Proposed Audience
1.	17-2-2021 to 20-2-2021	Internals – Test for 40 marks			Students
2.	22-2-2021 to 27-2-2021	Identification of 'SLOW' and 'ADVANCED' Learners and conducting Remedial classes by giving assignments and model question papers to solve.			

Criteria Coordinator


Shylaja B S

Commerce and Management, HOD


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Manandawadi Road
Mysore
Action Plan for 2021-22

Criteria: 4 Infrastructure and Learning Resources

Seri al No.	Department and Class Rooms	Required	Quantity	Approximate Budget	Proposed Audience
1.	Commerce	Books for department and Library	35	8,500	Students and faculties
2.	Language	Books for department and Library	12	1500	Students and faculties
3	Computer Science	Books for department and Library	20	10,000	Students and faculties
4	Physical Education	Sports Materials	5	4,500	Students
5	Class Rooms	Projectors	5	25,000	Students
6	Library	Magazines(For Competitive Exams)	3	500	Students
7	Commerce	Computer and Printer	1	20,000	faculties
8	Computer Science	Computer	1	20,000	Faculties
9	Language	Computer	1	20,000	Faculties
10	Computer lab	Speed Wi fi	1	5,000	Students
11	Class Rooms	Fans	2	3,000	Students

Criteria Coordinator

Latheshwari *Latheshwari*, 17/2/2021
HOD, Department of Kannada,

MIT FIRST GRADE COLLEGE
Manadawadi Road
Mysore
Action Plan for 2021-22

Criteria: 5 STUDENT SUPPORT & PROGRESSION

Serial No.	Proposed Date	Event	Resource Person	Approximate Budget	Proposed Audience
1.	Even Sem(April)	Competitive exam guidance	KSOU	2,500/-	Final year B.com & BCA,M.com
2.	Even Sem(April)	Personality Development Programme	Asst.Prof. Prashanth Govt. First Grade College, Siddartha Layout Mysuru	2,000/-	Final year B.com & BCA,M.com
3.	Even Sem	Spoken English Classes	Asst.Prof. Reena Sateesh and Asst.Prof. Rakshith	-	First year B.com, BBA and BCA
4.	Every Tuesday and Wednesday	Resume Writing and Interview Skill Enhancement Classes	Asst.Prof. Reena Sateesh and Asst.Prof. Rakshith kesari	-	Final year B.com, BBA and BCA,M.com
5.	Every Wednesday	Yoga Classes	Prof. B S Shylaja and Asst.Prof. Rohini Mugur	-	Girls from all streams
6.	Even Sem	ITC- Tally Workshop	Asst. Prof. Vasanthi	-	I year B.com and BBA
7.	Second week of march	Alumni Book Donation			Alumni
8.	22/2/2021	Student Union Election			
9.	02/03/2021	Field trip to R K Narayan museum Mysuru			II year B.com, BBA
10.	Even Sem	Professional Course Guidance for CA, CS	CS Chapter Institute KRS road, Mysuru	1,500/-	Final year B.com,M.com
11.	Even Sem	PG Counseling-MBA	Prof. Raju H K MITM, Mysuru		Final year B.Com,BCA

Reena Sateesh
Criteria Coordinator

**MIT First Grade College
Manadawadi Road
Mysore
Action Plan for 2021-22**

Criteria:6 Governance, Leadership and Management

Serial No.	Proposed Date	Event	Resource Person	Approximate Budget	Proposed Audience
1.	LAST WEEK OF MARCH	PERSONALITY DEVELOPMENT FOR FACULTIES OF ALL DISCIPLINES	PROF. INDRANI	2000 RS	40
2.	LAST WEEK OF APRIL	Solid waste Management and Frontline office Management (Non-Teaching)	YET TO BE DECIDED	-	-
3.	MID WEEK OF MAY	ERP orientation Programme for Office Staffs	YET TO BE DECIDED	-	-


SACHIN C A


Criteria Coordinator

MIT First Grade College
Manadawadi Road
Mysore

Action Plan for 2021-22

Criteria: 7

Serial No.	Proposed Date	Event	Resource Person	Approximate Budget	Proposed Audience	Completed Date
1.	03/02/2021	Yoga for Women	Prof. Shylaja / Prof. Rohini	Rs.1000/-	50	03/02/2021
2.	04/02/2021	Women Empowerment	Prof. Kumudini Acchi	Rs.1000/-	100	10/02/2021
3.	05/02/2021	Women Self-Defence	Dr. Ramani Sri. Shyam Madaksira	Rs.1000/-	100	05/02/2021
4.	Last week of February	Fire Safety	Not decided	Not decided	-	-
5.	March	Constitutional Rights & Responsibilities	Not decided	Not decided	-	-


Criteria Coordinator 15/2/2021

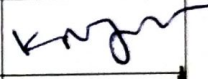
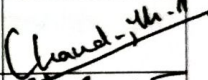
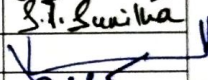

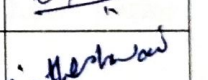
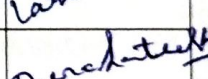
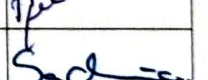
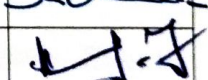
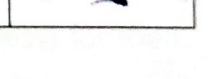

MIT First Grade College
Manandavadi Road, Mysore-08

IQAC Meeting

Dated 28/12/2020

A meeting is scheduled on 29/12/2020 at 3. P.M. in Lecture hall 02, to have an overview of the work done as part of NAAC till date and to discuss on the future assignments to be undertaken by each criteria co-ordinators of NAAC committee in the presence of Principal.

Members present for the meeting:-

Position	Criteria	Faculties	Signature
Chair:	Principal	Prof. K Nagegowda	
NAAC Committee	NAAC Coordinator	Dr. Chandrajith M	
	IQAC Coordinator	Mrs. S P Sunitha	
Criteria 1:	Curricular Aspects	Mrs Vasanthi	
Criteria 2	Teaching & learning Evaluation	Mrs B S Shylaja	
Criteria 3	Research, Innovations & Extension	Mrs Usha Rani	
Criteria 4	Infrastructure & Learning Resources	Mrs. Latheswari	
Criteria 5	Student Support & Progression	Mrs. Reena Sateesh	
Criteria 6	Governance, Leadership & Management	Mr. Sachin	
Criteria 7	Institutional Values & Best Practices	Mr. Arvind	


IQAC Coordinator

AsstProf. S P Sunitha


Principal

Prof. K NAGEGOWDA
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Proceedings of meeting Dated: 29-12-2020

- All the criteria coordinators briefed on the work so far done that is related to data collection with significant documents, furnishing of NAAC templates with suitable data, updation department and committee files related to various criteria and other relate information.
- Further the meeting proceeded with discussion on the criterion wise work plan framed by each criterion coordinators.
- Coordinators of the criteria expressed their plan for the preparation of criteria-wise activities through academics and other modes of such as conference, seminar, webinar etc.
- An action plan to improvise the profile of the college, departments and individuals was deliberated.
- Mentorship and the related documents were discussed.
- IQAC conversed on the Information related to SOPs of general administration and MOUs with other institutes are to be enhanced in order have better exchange of ideas and operations.
- Committees should organise more events, special lectures, conferences and workshops to enhance the exposure to the students in curricular and co-curricular activities.
- Extension activities to be organised as part of social responsibility. Events related to Student support and progression need to be concentrated for their holistic development.

S.P. Sankha
IQAC Coordinator

[Signature]
Principal
MIT FIRST GRADE COLLEGE
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MIT First Grade College

List of NAAC Criteria Committees

NAAC Steering Committee: Management, Principal

NAAC Co-ordinator: Dr. Chandrajit M

IQAC Co-ordinator: Sunitha&P

Sl. No	Criteria Committee	Co-ordinator	Members
1	Curricular Aspects	Vasanthi	Rakshith, Kavana, Amritha P Nayak
2	Teaching-Learning and Evaluation	Prof. Shylaja	Kiran J, Murali manohar, Supreetha ,Arun Kumar, Chaithra
3	Research, Innovations and Extension	Usha Rani	Akshatha, Rohini, Harshitha
4	Infrastructure and Learning Resources	Latheswari	Meghana, Chandan, Kumar R, Vinay
5	Student Support and Progression	Reena Sateesh	Deepa, Puneeth,, Manohar, Ruhul Dev
6	Governance, Leadership and Management	Sachin	Member from Management, Varshini, Guruprasad
7	Institutional Values and Best Practices	Arvind	Prathap, Dr. Ravishakar, Prof. Venkoba Rao M

S. Sunitha

Date: 20/03/2020

K. Nagesh
Principal

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Manadavadi Road, Mysore
IQAC Circular



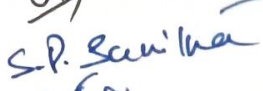

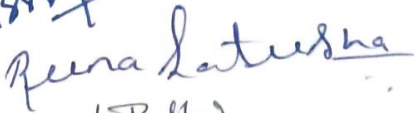
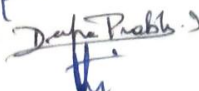


Dated: 13-07-2020

A meeting to be organised for inauguration of Alumni Association and registration of students for the association to be held on 15/07/2020 at Principal's chamber at 10.30 A.M.


Agenda of the meeting:

- To inaugurate alumni association on online or offline mode.
- Chief Guest & Members to be present on the occasion.
- Invitation and required structure for the inauguration.
- Work allotment such as preparation for google forms, circulation modes, tracing of student batches and other related things.
- Fixation of positions required to maintain the association.

Members to be present:

Principal	Prof. K. Nagegowda	
Vice Principal & NAAC Coordinator	Dr. Chandrajith M	
IQAC Coordinator	Mrs. S P Sunitha	
Member	Mrs. Shylaja B S	
Member	Mrs. Reena Sateesh	
Member	Mrs. Deepa Prabhu	
Member	Mrs. Vasanthi	
Member	Mrs. Supreetha S.	


IQAC Coordinator


Principal
MIT FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial Suburb
Fort Mohalla, Mysuru-570 008



Maharaja Education Trust ®
MIT First Grade College

(Affiliated to University of Mysore)
Industrial Suburb, Manandavadi Road, Mysuru -570008

Proceedings of the meeting 15th July 2020:-

- Members discussed with the pros and cons of various dates and came up with 27th July, 2020 at 3.30 P.M. to inaugurate the alumni association through online mode.
- Members to be invited on the event was discussed and finalised. Shri N R Manjunath, correspondent, GSI, Mysore was decided as the chief guest for the event.
- Work allocation was decided and communicated the same to the members present to carry out the event smoothly.
- Year-wise distribution of the students list to be given to the concerned faculties to communicate about the Alumni association inauguration details.
- Mentors of the classes to take up responsibility in informing the students about the association and communication.
- Framing of Alumni Association Structure with different designations were decided for smooth functioning of the upcoming activities of the association.
- Existing faculties who were alumni of the college were given with important responsibilities for the better functioning of the association.
- Focus on the process of registration should be started simultaneously to strengthen the alumni association.

S.P. Sankar
IQAC Coordinator

Chandrika H.
NAAC Coordinator

K. Srinivas
Principal
MIT FIRST GRADE COLLEGE
29/1, 3rd Stage, Industrial Suburb
Fort Mohalla, Mysuru-570 008



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Inauguration of the Alumni Association on 27th July 2020.

An online Google meet was arranged to inaugurate the alumni association as per predetermined. A google meet link was shared at 2.30 pm in various WhatsApp groups of different batches of ex-students. At sharp 3.30 p.m.the event started. Around 52 studentsjoined the link.

Shri NR Manjunath, correspondent, GSI Institutions was the chief guest for the event. He addressed the ex-students about their role in redefining the college as they would have already experienced during the process of learning their stay of three years.

Presidential address was delivered by Principal Prof. K NageGowda. He addressed the students to carry out their role as alumni in the association and expand the association to greater heights and visit the college often with their professional experiences and share the same to the current students.

Mr Dhanraj& Mr Karthik Bhardwaj shared their opinion about the college and their experience during period of study.

Followed by Vice Principal Dr ChandrajithM, announced the alumni association structure by announcing the names and designations:-

The President- Principal of the college - Prof. K NageGowda

The Secretary - Mr. Dhanraj. S

Treasurer -Ms. Akshatha A M.

Other executive members are Adithya M R, SkandanNaresh, Bhaskar, Y S Sachin, Harshitha and Karthik Bhardwaj. Belonging to various batches.

Mrs Prof. B S Shylaja, Head of Commerce & Management welcomed the gathering.

Ms. Usha Rani, Asst. Prof. Dept. of Kannada Compered the event and Asst. Prof.RakshithKesari proposed vote of thanks.

The inauguration of alumni association was successful in all manner.

S.P. Savitha
IQAC Coordinator

Chandrajith M
NAAC Coordinator

K. Nage Gowda
PRINCIPAL
M.I.T. FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial Suburb
Fort Mohalla, Mysuru-570 008

MIT First Grade College
Manadawadi Road, Mysore
IQAC Circular

Dated: 01-07-2020

A meeting to be organized for all the Head of the Departments on 2/07/2020 at Principal's chamber at 10.30 A.M.

Agenda of the meeting:

- In continuation with the previous meeting, to reframe the vision and mission statements.

Members to be present:

Principal

- Prof. K Nagegowda

Vice-Principal & NAAC Coordinator

- Dr. Chandrajith-

HoD PG Commerce & IQAC Coordinator

- Mrs. S P Sunitha

HoD of Commerce & Management

- Prof. B S shylaja

HoD of Hindi

- Dr. Ravi Shankar

HoD of English

- Mrs. Reena Satish

HoD of Kannada

- Mrs. Latheswari

HoD of Sanskrit

- Mr. Guru Prasad

S.P. Sunitha
IQAC Coordinator

K. Nagegowda
Principal
M.I.T. FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial Suburb
Fort Mohalla, Mysuru-570 008



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Proceedings of the meeting held on 02/07/2020

In continuation with the previous meeting on the reframing of the vision and mission statements, all the HODs, Vice principal & Principal had further discussion to finalize on the vision and mission statements of the Institute.

Two sets of vision & mission statements were finalized and the same is sent for management perusal and approval.

Further there were discussions on other related issues like blended teaching methods & collaborative learning methods to match vision and mission statements and to focus on the holistic development of the students. Major areas to be engrossed were employability skills, social responsibility and competent citizenship. Two sets of vision & mission statements were finalized and same were sent members of management for approval. The chosen one by the management would be implemented in the prospectus and circulated amongst the stakeholders of the institute.

S. Switha
IQAC Coordinator

K. Raju
Principal
M.I.T. FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial Suburb
Fort Mohalla, Mysuru-570 008



Maharaja Education Trust ®
MIT First Grade College

(Affiliated to University of Mysore)
Industrial Suburb, Manandavadi Road, Mysuru -570008

Vision & Mission Statement

Vision Statement :-

Empower the individuals and society at large through educational excellence; sensitize them for a life dedicated to the service of fellow human beings and mother land.

Mission :-

To impact holistic education that enables the students to become socially responsive and useful, with roots firm on traditional and cultural values; and to hone their skills to accept challenges and respond to opportunities in a global scenario.

Principal

M.I.T. FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial Suburb
Fort Mohalla, Mysuru-570 008

MIT First Grade College
Manandavadi Road, Mysore

IQAC Meeting

Circular

Dated: 16-06-2020

A meeting to be scheduled on 18/06/2020 at 10.30am in the lecture hall 3 to all the teaching staff and non-teaching staff.

Agenda of Meeting:

1. To review all the committee documents by the management and NAAC steering committee.
2. To identify ways to improvise the documentation process and other details.
3. Any other related matters.

S P Swilka
IQAC Coordinator

K. R. Jyoti
Principal

PRINCIPAL
M.I.T. FIRST GRADE COLLEGE
F-23/1, 3rd Stage, Industrial
Fort Mohalla, Mysore-575 002



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Proceedings of the meetings on 18/6/2020

- Dr S Murali, President, MET and Sri N R Manjunath Correspondent GSI, Principal Prof. N Nage Gowda and Vice Principal Dr Chandrajith M. inspected the various documents of the committees of the college.
- Verification and authentication of the documents were examined by the NAAC steering committee.
- Corrections related to missing details, reframing memos, pending reports were asked to rectify by the respective committee members.
- Reframing the vision and Mission statements for the college after a brain storming session among the faculties and its display.
- Preparation of code of conduct for students and display of common instructions in the viable places.

Suggestions for various Committees after Review:

1. Sports Committee:

- Formation of committee details
- Initiatives to the staff was suggested in extracurricular activities.
- Stock verification mandatory

2. Cultural Committee:

- Invitations from the colleges.
- Participation details of our students in other colleges.
- Rotaract Committee to be included in culture committee.

3. NSS Committee:

- Reframe of circulars and memos.
- Missing details of dates, signature, and reports of the events.
- Improve the documentation.

4. Library Committee:

- Additional books to be added
- Cross verification of stock register with numbering details.
- Students visit to library to be made mandatory.

5. Placement Committee:

- Preparation for alumni association and registration of ex-students.

- Personality Training and development to the students & Mock interviews were suggested.
- Updation of missing reports.

6. Examination Committee:

- Documentation of question paper models.
- Publishing of scheme of valuation.
- Publishing of Internal Assessment marks.
- Required Comments in the answer booklets.

7. Time table Committee: well maintained

8. Attendance committee- Reviewed and altered in some vital areas focus on digital attendance was discussed.

9. Rotaract Committee: Need for documentation for all the events undertaken with sufficient reporting was suggested.

S.P. Srinika

IQAC Coordinator

K. Ramesh
Principal

PRINCIPAL
M.I.T. FIRST GRADE COLLEGE
F-28/1, 3rd Stage, Industrial Suburb
Fort Mohalla, Mysuru-570 008

MIT First Grade College
Manandavadi Road, Mysore
IQAC Committee

Circular

Dated: 25-5-2020

All the committee coordinators are requested to get ready with their committee details and documentation by 28/05/2020. An Internal inspection would be undertaken by the NAAC steering committee from 10.30 am onwards in the Principal's chamber.

Kindly come prepared with the documents and supported registers to the principal chamber as and when the committee name is called along with committee members.

NAAC Steering Committee Members to be Present on the day review:

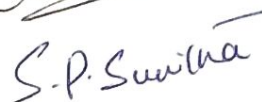
Principal - Prof. K. Nagegowda



NAAC Coordinator- Dr. Chandrajith M.



IQAC Coordinator - Mrs.S. P. Sunitha



Principal

PRINCIPAL
M.I.T. FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial Area-5
Fort Mohalla, Mysuru-576 002



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Industrial Suburb, Manandavadi Road, Mysuru -570008

Report on the review of departmental documentation on 28/5/2020

Management reviewed the departmental documents and appreciated the efforts of the faculty members in constructing the documents as per IQAC quality initiatives. Further the members came out with suggestions to the faculty members in order bring out standard practices as form of quality initiatives in other related areas too.

Observations expressed by the management were:

- Departments initiated the List of files to be maintained in the departments as per IQAC specified requirement.
- Implementation of a format for the circulars and minutes.
- List of enclosures and other required documents for the events organised such as brochure, invitation letter, feedback, format of report, events, photos to be included.
- Report of Feedback analysis.
- Result analysis with a common format was suggested.
- Improvisation on mentorship document was suggested by the president.
- Overall preparedness and presentation was appreciated by the President.

S.P. Switha
IQAC Coordinator

K. Srinivas
Principal
PRINCIPAL
M.I.T. FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial Suburb
Fort Mohalla, Mysuru-570 008

MIT First Grade College
Manandavadi Road
Mysore-08

IQAC Circular

Dated: 17/3/2020

A meeting to be held on 18/03/2020 at 11.00 AM in Room No. 02 to discuss on NAAC Process in the presence of members of Management. Further other details related aspects will be discussed.

Agenda of Meeting:

- To prepare for NAAC process
- Study on NAAC criterion aspects and prepare a brief report to be presented by the concerned committees

S.P. Sunita
IQAC Coordinator

K. Srinivas
Principal

PRINCIPAL
M.I.T. FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial Suburb
Fort Mohalla, Mysuru-570 003



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Industrial Suburb, Manandavadi Road, Mysuru -570008

Proceedings of the IQAC meeting held on 18/03/2020

- The meeting was chaired by Dr. S Murali, President MET, Mysore.
- He addresses the staff about the importance of accreditation for a college by NAAC committee and its benefits.
- Suggested to understand the seven criterion and come up with a presentation on various aspects that are involved in it.
- Principal advised the staff to work the same aspects and involve in NAAC process for the benefit of the college.
- Committees were formed Criterion wise and the same was announced in the meeting by the IQAC Committee.
- Further brain storming session on other aspects related to the students, academics and preparatory examinations were discussed.
- Follow up Meeting to be held on 21/03/2020 to discuss on NAAC criterion.

S.P. Sawitri
IQAC Coordinator

K. M. G. G. G.
Principal

PRINCIPAL
M.I.T. FIRST GRADE COLLEGE
F-23/1, 3rd Stage, Industrial Suburb
Fort Mohalia, Mysuru-570 008

MIT First Grade College
Manandavadi Road, Mysore

IQAC Committee

Circular

Dated: 23-1-2020

IQAC Committee scheduled a general meeting to discuss the following aspects in the lecture hall 3 at 3.00 pm today.

Agenda of Meeting:

- Consolidated activity reports of the departments and committees.
- Analysis of Feedback of the students for current semester.
- Suggestions invited for innovative teaching methods.
- Encourage the faculties for research and publications.
- Plan for Industrial visits and academic tours
- To highlight on research activities

Members to be present:

All teaching staff

S.P. Swathar
IQAC Coordinator

K. M. G. G. G.
Principal

PRINCIPAL
M.I.T. FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial Suburb
Fort Mohalla, Mysore - 570 008

MIT First Grade College
Manandavadi Road, Mysore
IQAC Committee

Proceeding of the meeting 23-1-2020

- All department heads and committee coordinators are informed to produce their activity reports for the current semester.
- Opinion and Analysis of Feedback forms by the management and the academic advisors of the college was discussed in gist.
- Innovative methods of teaching were planned like giving seminars, wall magazine, posters at degree level was decided for the coming semester.
- Motivated the faculties to undertake research activities, minor/major research projects from UGC.
- Support lent to kodugu disaster by the students through Rotaract club as part of extension activity.
- Suggestions for industrial visit were exchanged in the meeting

S.P. Srinivas
IQAC Coordinator

K. Srinivas
Principal

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F-29/1, 3rd Stage, Industrial Suburb
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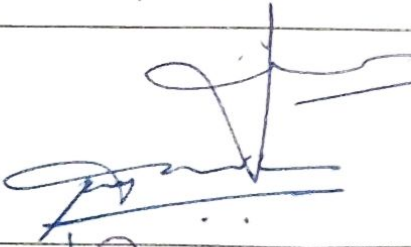

Dated: 05-12-2019

A meeting is scheduled on 10/12/2019 organised by the IQAC committee to confirm with the minutes of the previous meeting and proceed with the present agenda on the following topics.

Agenda of Meeting:

- To improvise teaching – learning process with ICT enabled facilities and practical approaches.
- To obtain feedback from the students on evaluation of the teachers
- To gather information about the placement cell activities.
- Discussion on result analysis of the previous semester
- Plans to honour the student toppers and sports achievers
- Plans for increasing the infrastructure facilities
- Extension activities to be undertaken by the college for the coming academic year.
- Plan for alumni meet.
- Discussion with Non-teaching staff on administrative activities

Members of the committee-

	Members Present	Signature
Chair Person	Prof. K Nagegowda Principal MTFGC, Mysore-08	
Management Representatives	1) Dr. S Murali President, MET, Mysore. 2) Shri. N R Manjunath Correspondent, GSI Institutions, Mysore	
Academic Advisor	Prof. T T Thomas GSI, Mysore	

NAAC Coordinator	Dr. Chandrajith M Vice Principal & HOD of Computer Science, MTFGC, Mysore-08	<u>Chandrajith M</u>
Coordinator	S P Sunitha Assistant Professor & PG Coordinator PG Department of Commerce MTFGC, Mysore-08	<u>S.P. Sunitha</u>
Faculties Members	1) Asst. Prof. B S Shylaja HOD of Commerce & Management MTFGC, Mysore-08 2) Asst. Prof. Aravind Department of Computer Science MTFGC, Mysore-08 3) Asst. Prof. Reena Sateesh HoD of English MTFGC, Mysore-08	<u>B.S. Shylaja</u> <u>Aravind</u> <u>Reena Sateesh</u>

K. S. Srinivasan
Principal

PRINCIPAL
M.I.T. FIRST GRADE COLLEGE
F-20/1, 3rd Stage, Industrial Suburb
Fort Mohalla, Mysuru-576 005

**MIT First Grade College
Manandavadi Road, Mysore-08
IQAC Meeting Proceedings**

Proceeding of the meeting 10-12-2019:

The opinion of the students based on certain vital parameters was decided to evaluate teaching methods of the faculties. Feedback forms to be distributed semester wise on teaching as well college infrastructure facilities.

Discussed on the placement cell activities in procuring job opportunities to the current final year students and arrangement of placement agencies and job fair in the college.

A formal discussion on the previous semester results was done to review the performance of the teachers and the students to identify the gap.

Decisions regarding rewarding the sports achievers & academic toppers on the college day was finalised.

Focus on experiential learning through industrial visits and practical approaches through projects, internship should be encouraged.

For the coming academic year, infrastructural facilities like books, personal computers and other facilities in betterment of students were discussed.

Faculty development programmes were decided to be conducted to upgrade the current skills of the faculties.

Administrative preparations for the coming academic year was discussed with the Non-teaching staff by the management and the high authorities of the college.

To understand and assess the existing operational procedures and improvise upon them based on the strengths and weakness.


IQAC Coordinator


Principal
PRINCIPAL
M.I.T. FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial Suburb
Fort Mohalla, Mysuru-570 008

MIT First Grade College
Manandavadi Road, Mysore-08
IQAC Meeting
Circular





Dated: 29-07-2019

A meeting is organised by the IQAC committee to confirm with the minutes of the first meeting and proceed with the present agenda on administrative, academic and other important parameters and discuss on the following topics.

Agenda of Meeting:

- To produce proposed calendar of events of each department for the current academic year.
- Allocation of various committees for the current academic year
- Guidelines on documentation and reporting for the process of NAAC
- Plan for any extension activities
- Introduction of Best practices in each department
- Encourage the faculties for research and publications.
- Involvement of Rotaract Club

Members of the committee-

	Members Present	Signature
Chair Person	Prof. K Nagegowda Principal MTFGC, Mysore-08	
Management Representatives	1) Dr. S Murali President, MET, Mysore. 2) Shri. N R Manjunath Correspondent, GSI Institutions, Mysore	
Academic Advisor	Prof. T T Thomas GSI, Mysore	
NAAC Coordinator	Dr. Chandrajith M Vice Principal & HOD of Computer Science, MTFGC, Mysore-08	

Coordinator	S P Sunitha Assistant Professor & PG Coordinator PG Department of Commerce MTFGC, Mysore-08	<i>S.P. Sunitha</i>
Faculties Members	<p>1) Asst. Prof. B S Shylaja HOD of Commerce & Management MTFGC, Mysore-08</p> <p>2) Asst. Prof. Aravind Department of Computer Science MTFGC, Mysore-08</p> <p>3) Asst. Prof. Reena Sateesh HoD of English MTFGC, Mysore-08</p>	<p><i>B.S. Shylaja</i></p> <p><i>A. Aravind</i></p> <p><i>Reena Sateesh</i></p>

K. Jayaram

Principal

PRINCIPAL

M.I.T. FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial Suburb
Fort Mohalla, Mysuru-570 008

**MIT First Grade College
Manandavadi Road, Mysore-08
IQAC Meeting Proceedings**

Proceeding of the meeting 31-07-2019

All the department heads were asked to give the calendar of events for the current academic year in alignment with university curriculum.

A brief explanation regarding the formal documentation and reporting practices with respect each department was given by the IQAC coordinator

Allocation of members for various committees was decided in the meeting to perform regularly related to academics, co-curricular activities and statutory committees.

Suggestions were accepted from the staff on extension activities to be undertaken such as Swachh Bharat, concession in fee structure to toppers, social activities by the Rotaract club.

Every department is suggested to come out with some best practices in teaching learning process and student support activities.

Faculties to be motivated and encouraged to publish papers in reputed journals, author books and involve in more research arenas.

S.P. Swilka
IQAC Coordinator

K. Rajaguru
Principal
PRINCIPAL
M.I.T. FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial Suburb
Fori Mohalla, Mysuru-570 008

MIT First Grade College
Manandavadi Road, Mysore-08
Circular of Staff Meeting

Dated: 03-07-2019

Agenda of Meeting:

A meeting was scheduled by the principal of the college at 3 p.m in the principal chamber to finalize with the formation of NAAC Core committees.

Agenda of Meeting:

- To form a NAAC Core Committee.
- To finalise with NAAC Coordinator & IQAC coordinator and members of the committees.
- To decide on the role of IQAC in bringing qualitative improvement in the college activities.
- Other matters related to NAAC

Chandru H.
S.P. Swilka

K. S. Srinivasan

Principal

PRINCIPAL
M.I.T. FIRST GRADE COLLEGE
1-29/1, 3rd Stage, Industrial Suburb
Fort Mohalla, Mysuru-570 008

MIT First Grade College
Manandavadi Road, Mysore-08
IQAC Meeting Proceedings

Proceeding of the meeting scheduled on 3rd July 2019:

With the chair person permission the following discussions and were made.

- NAAC Core committee was formed in consultation with the management representatives and Dr. Chandrajith M was appointed as the NAAC coordinator. The core committee consists of Management representatives Dr. S Murali, president, MET trust, Mysore, Sri. N R Manjunath, Correspondent, GSI, Mysore, Prof. K Nage Gowda, Principal, MIT FGC and two senior faculty Prof. B. S. Shylaja and Mr. Arvind.
- IQAC committee to be established with multi-dimensional stakeholders including management representative, industry players, academicians, senior faculty and Smt. S P Sunitha appointed as IQAC Coordinator.
- Committee established with an objective of introducing quality initiatives in academics and administrative and other operational procedures of the institution to meet the stakeholder's expectations efficiently and effectively.
- Management suggested the team to work on the criterion based aspects so that the college can go for accreditation by the NAAC.
- Awareness and training on NAAC process to be given to the staff to proceed further with NAAC related activities.

S.P. Sunitha



Principal

PRINCIPAL
M.I.T. FIRST GRADE COLLEGE
F-23/1, 3rd Stage, Industrial Sub. Ind
Fort Mohalla, Mysuru-574 008