



Maharaja Education Trust @
MIT First Grade College
Internal Quality Assurance Cell



Industrial Suburb, Manandavadi Road, Mysuru -570008, www.mitfgc.in
Affiliated to University of Mysore, Accredited by NAAC with "A" Grade, ISO 9001:2015 Certified Institution

MITFGC/IQAC/OW/007/2024

Dated:-01-07-2024

IQAC Circular

Internal Quality Assurance cell of the college has scheduled to conduct an IQAC meeting for the academic year 2024-25 in Principal Chamber on 6th July 2024 at 11.00 AM 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 for the upcoming academic year.

Agenda:

1. Reconstitution of the committee with new members.
2. Brain storming on innovative quality initiatives for the current academic year.
3. Recommendations from the industry experts to rebuild the learning process through quality initiatives.
4. Conduction of National level conference by each department.
5. Professional development Course for Non-teaching staff and FDP for the Teaching fraternity.
6. Encourage and enhance expertise of teaching faculty
7. Other things related to quality initiatives to be adopted in teaching learning process, administration and extension activities.

Name of the Member	Designation	Signature
Dr. Chandrajith M	Chair Person	
Shri. N R Manjunath	Management Representative	
Dr. S P Sunitha	IQAC Coordinator	
Mr. Praveen Kumar M K	Industrialist- Member	
Mr. Trinethra V R	Employer Member	
Mrs. Bhavyashree R	Local Community Member	
Mr. PradhumaAthreya	Alumni- Member	
Asst. Prof. Aravind G	Faculty Member	
Asst. Prof. ReenaSateesh	Faculty Member	
Asst. Prof. Harshitha R.	Faculty Member	
Dr. Nanda T N	Faculty Member	

11/7/24
IQAC Coordinator
M.I.T. First Grade College
Mysuru-570 008

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

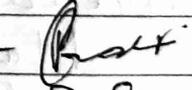
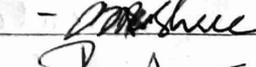
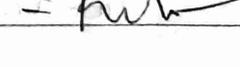
Proceedings of the Meeting held on 06/7/2024 :- ①

An IQAC meeting was scheduled on 06/7/2024 in the Principal chamber at 11.00 am with the following agenda

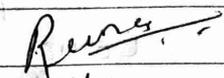
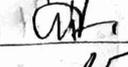
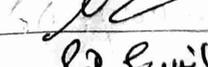
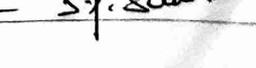
Agenda:-

1. Reconstitution of IQAC with new members
2. Deliberations on IQAC initiatives chalked out
3. Recommendations from Industry experts
4. Conduction of National / International level conferences by each department or committee
5. Professional development course for Non-teaching staff and FDP for teaching faculty
6. Encourage and enhance expertise of teaching faculty
7. Chalk out a calendar of events by IQAC to plan the above mentioned events and related things.

Members Present :-

- Chair person - Dr. Chandrajithi - M - 
- Management Representative - N.R. Manjunath - 
- External members -
- Independentist - Mr. Praveen Kumar. M. K - 
 - Employer - Mr. Thiruvetha V.R - 
 - Local community - Mrs. Bhargashree R - 
 - Alumni - Mr. Pradheemna Akhaya - 

Internal Members:-

- Mr. Arvind G. Member - 
- Ms. Reena Saleem Member - 
- Ms. Harshika R. Member - 
- Dr. Nanda T.N. Member - 
- Dr. Smita S.P. IQAC Coordinator - 

Agenda 1:- Discussion on the reframing of the IQAC Committee members was finalized. All the external stakeholders remain the same, except the 'parent stakeholder' was newly nominated. Father of Sahana B, a student from first year H.com was decided.

Agenda 2:-

A roughly finalized draft of the IQAC activities were discussed and mode of its implementation and operational procedures like conduction of special lecture, events and other activities in more qualitative way was deliberated.

Agenda 3:-

→ Industry expert and Employer members trusted upon more practical exposure and practical applications of the organized learning as the need of the hour.

→ Internships, Industrial visits and on-Job training projects etc to be encouraged among the students.

Agenda 4:-

Mandatory organisation of national / International level conference by each department on the contemporary areas should be prioritised and initiated the earliest with standardised format.

Agenda-5:-

As part of quality indicators, IQAC would come up with two major strategies for the upskilling of the faculty and non-teaching staff. 5 Day FDP for the faculty and Professional development course.

Agenda 6:-

- Encourage faculty to take up higher education and pursue additional courses,
- Attend more FDP / workshop / Conferences / Seminars etc
- Participate, Present and Publish Research oriented articles at national, international Journals, Books etc
- Plan for Patents
- Gain Membership in various associations etc
- Take up Minor or Major UGC Projects.

Agenda 4:-

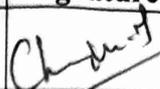
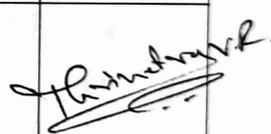
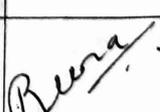
- Role of Statutory Committees should be enhanced and more involved in ^{betterment} academic community
- Placement and training committees should try to increase the activities and enhance the employability skills of the students.
- updation of library with new reference books for the upcoming years.

The meeting ended with a small refreshment and vote of thanks by the IQAC Coordinator.

S.P. Suresh
06/7/2024
IQAC Coordinator
M.I.T. First Grade College
Mysuru-570 008

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

Advisory Members of IQAC Committee for the Academic Year 2024-25:

Sl No.	Position	Name	Signature	
1.	Chair Person	Dr. Chandrajith M In charge Principal, MTFGC, Mysore-08		
2.	Management Representatives	Shri. N R Manjunath Correspondent, GS Institutions, Mysore		
3.	IQAC Coordinator	Dr. S P Sunitha Assistant Professor & PG Coordinator, PG Dept. of Commerce, MTFGC, Mysore-08 Mobile No. -9481820871		
4.	Stake holders from	Local Community	Mrs. Bhavyashree R Sangeeth Silks 9/CA, Industrial Suburb 3 rd Stage, Manadavadi Road, Mysore-570008 Mobile No.-9880058866	
		Student	Mr. PavanJois Final Year, BCA "B" Section MIT FGC, Mysore 570008 Mobile No. - 6364134345	
		Alumni	Mr. PradhumaAthreya Bcom Batch 2020-23 MIT FGC, Mysore 570008 Mobile No. - 9886237151	
5.	Stake holders from	Industrialist	Mr. Praveen Kumar M K Founder Director Sunpreet Sustainability Solutions Pvt Ltd. 41, 1 st floor, 3 rd cross, Janathanagar Mysuru-09 Mobile No.- 9343588544	
		Employer	Mr. Trinethra V R Head of Operations Ideonix Solutions, Shivabassappa Complex J P Nagar, Mysore. Mobile No- 8050324834	
		Stakeholders (Parent)	A Balasubramanya Sales Manager at ESSAE TerokaPvt Ltd. Ramaswamy Circle Mysore Mob No.:9342232076	
6.	Faculties Members	Asst. Prof. Arvind G Department Of Computer Science MTFGC, Mysore-08		
		Asst. Prof. ReenaSateesh HoD of English MTFGC, Mysore-08		
		Asst Prof. Harshitha HOD of Commerce & Management MTFGC, Mysore-08		
		Dr. Nanda T N HoD of Kannada MTFGC, Mysore-08		

S.P. Sunitha
IQAC Coordinator
M.I.T. First Grade College
Mysuru-570 008

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



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MET
REVOLUTION IN
EDUCATION

2

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Ref No.: MITFGC / IQAC / ON / 008 / 2024

Date: 08.07.2024

IQAC has come up with reframing of Stock Verification Committee for the academic year 2023-24. The following members can work in teams and complete the stock verification by 13th July 2024 and submit the report to the IQAC.

Sl. No	Name of the Faculty	Area of stock verification	Signature
1	Yamini R	Library	Yamini R
2	Bhavya	Library	Bhavya
3	Shubadha M R	Infrastructure	Shubadha M R
4	Pooja D	Infrastructure	Pooja D
5	Yashaswini B	Lab	Yashaswini B
6	Parvathy	Lab	Parvathy
7	Bhommika M M	Infrastructure	Bhommika M M
8	Abhinandhan . K . M.	Infrastructure	Abhinandhan . K . M.

S.P. Suvitha
8/7/2024
IQAC Coordinator
IQAC Co-ordinator
M.I.T. First Grade College
Mysuru-570 008

Chandrayya . S
Principal 8/7/24
PRINCIPAL
M.I.T. FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial Suburb
Fort Mohalla, Mysuru-570 008

Proceedings of Inaug Meeting held on 8/7/2024. at the Principal chamber at 10.00 am.

Agenda:-

1. Framing of Adhoc stock verification committee to verify the Inventories of facilities and library along with respective authorities.

Members Present:-

Dr. Chandragiri. M.	Principal	-	CP
Art Prof Yamini. R	Dept of C&M	-	Yamini
Art Prof. Bhavya	Dept of C&M	-	Bhavya
Art Prof. Shobadha. M.R	Dept of C&M	-	
Art Prof. Pooja D	Dept of C&M	-	Pooja D
Art Prof. Yashawini B	Dept of CA	-	(48)
Art Prof. Parvathy. G	Dept of CA	-	Parvathy
Art Prof. Bhoomika. MM	Dept of CA	-	Bhoomika
Art Prof. Abhinandan. KM	Dept of Kannada	-	Abhinandan
Dr. Suneeta S.P	ICAT C. Co-ordinator	-	S. Suneeta
Mr. Shiva Kumar	Manager	-	M. Shiva Kumar

Proceedings of the Meeting:-

Agenda. 1:-

- > A temporary stock verification committee was approved in order to schedule the stock in collaboration with stock in Registrar.
- > Members were allocated based on the area of work such as Lab, library, office, Infrastructure etc.
- > Attendees and office staff were provided to aid the stock inspection by the members
- > Preparation and submission of a report by the members after complete inspection is needed.

S. Suneeta
ICAT C. Co-ordinator
M.I.T. First Grade College
Mysuru-570 008

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



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Ref. No.MITFGC/IQAC/OW/009/2024

Date: 03-08-2024

IQAC Circular

Internal Quality Assurance cell of the institution has scheduled a general meeting in lecture hall 2 at 12.30 PM with the following agenda.

Agenda:

1. To share the new committee manuals for the academic year 2024-25 and distribute the same to the respective coordinators.
2. As part of teaching quality enhancement initiative, IQAC hereby informs all the faculty members to enrol to the SWAYAM Certificate Courses according their preferences and interest. These courses are organised by National Institute of Technical Teachers Training and Research (NITTTR) Chennai regarding SWAYAM courses. The link and other details are enclosed for reference.

S.P. Sunita
31/8/2024
IQAC Coordinator
IQAC Co-ordinator
M.I.T. First Grade College
Mysuru-570 008

Chandru
Principal 3/8/24
PRINCIPAL
MIT FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial Suburb,
Fort Mohalla, Mysuru-570 008



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Dated: 05-08-2024

Proceedings of the IQAC general meeting held on 03.08.2024.

A general meeting was called in the lecture hall 2, at 12.30 PM to discuss the following agenda

Dr. Sunitha S P, IQAC Coordinator, welcomed the Principal, along with the teaching and administrative staff, to the meeting. She outlined the objectives of the session, which included the distribution of committee manuals for the academic year 2024–25 and a briefing on SWAYAM course enrolment.

Agenda 1: Distribution of Committee Manuals for the Academic Year 2024–25

The IQAC Coordinator presented the list of institutional committees constituted for the academic year 2024–25, detailing the respective coordinators and members. This was followed by a brief discussion on the roles, responsibilities, and any proposed changes within the committees.

Hard copies of the committee manuals were distributed to the respective committee coordinators, with instructions to:

- Collect signatures from all committee members,
- Update the manuals with the list of student members (where applicable),
- Submit the finalized manual to the IQAC,
- Retain a photocopy in the committee file with all updates and signatures.

For any required clarifications or modifications, coordinators were advised to approach the IQAC Coordinator or the Principal directly.

Decision:

Faculty members received the committee manuals and acknowledged their assigned roles and responsibilities.

Agenda 2: Faculty Enrolment in SWAYAM Certificate Courses as a Teaching Quality Enhancement Initiative.

As part of the institution's continuous efforts toward teaching quality enhancement, the IQAC encouraged all faculty members to enrol in **SWAYAM Certificate Courses** based on their individual interests and subject relevance.

The IQAC Coordinator highlighted the academic and professional benefits of MOOC enrolments through the SWAYAM platform. The Principal Dr. Chandrajit M, further emphasized the importance of continuous upskilling and motivated the faculty to make the most of such opportunities.

Additionally, Heads of Departments were instructed to compile and submit the list of faculty enrolments in SWAYAM courses to the IQAC for documentation and follow-up.

Decision:

Faculty members welcomed and accepted the initiative.

A general interaction followed between the faculty, Principal, and IQAC Coordinator regarding course selection, enrolment procedures, and clarification of doubts related to MOOC platforms.

Conclusion:

The meeting concluded with a **Vote of Thanks** proposed by Dr. Sunitha S P, IQAC Coordinator, who expressed gratitude to the Principal and all staff members for their active participation and cooperation.

S.P. Sunitha
5/08/24
IQAC Coordinator
IQAC Co-ordinator
M.I.T. First Grade College
Mysuru-570 008

Chandrajit M
5/8/24
Principal
PRINCIPAL
MIT FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial Sub.
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4

Ref No.: - MITFGC/IQAC/OW/010/2024

Dated:28-08-2024

All the staff informed to get prepared with supporting documentation for the evaluation ratings provided by you in your respective Self-Performance Appraisal forms. The appraisal forms and documents would be verified by the inspection committee in the upcoming week. Each member would present their supportive evidence department-wise. The inspection process would be held between 3.00 P M 4. P.M. and request your co-operation for the same.

Schedule of the inspection	
Date	Department
02.09.2024	PG Department of Commerce
03.09.2024	Department of English & Hindi
04.09.2024	Department of Kannada & Sanskrit
09.09.2024	Department of Commerce
10.09.2024	Department of Commerce
11.09.2024	Department of Computer Science

SP Senthil
28/8/24
IQAC Coordinator
IQAC Co-ordinator
M.I.T. First Grade College
Mysuru-570 008

Chandru H
28/8/24
Principal
PRINCIPAL
M.I.T. FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial Suburb
Fort Mohalla, Mysuru-570 008



Date:28.10.2024

Consolidated Report on Self-Appraisals and Assessment of the Faculty Performance for the Academic Year 2023-24

This report presents the key findings and observations derived from the self-appraisal forms submitted by faculty members for the academic year 2024–25. The objective of the review was to assess individual strengths, contributions to the department and institution, areas for improvement, and opportunities for professional development.

Self-Appraisal Process

After the completion of academic year, self-appraisal forms were issued to all faculty members, along with adequate time provided for completion and preparation of relevant supporting documents. Each appraisal was reviewed in conjunction with the relevant supporting documents submitted by the faculty to substantiate their claims. The review process was carried out by the Principal and the IQAC Coordinator, following prior notification of the review schedules to each department.

The appraisal has the following criteria with assigned weights, self-assessment scores, verified scores and remarks.

The major areas for self-appraisal are:

- **Teaching, Learning and Evaluation:** Preparation of Course File, completion of syllabus, result of the subjects taught, Use of Innovative Teaching-Learning Methods etc
- **Involvement in Co-curricular and Extension Activities:** Involvement in institutional activities, committee activities and extension activities.
- **Research and Academic Contributions:** - Publication in UGC/Non-UGC Journals, Books, book chapters etc. Presentations at international, national and state level conferences or symposium. Patents/UGC Minor/Major Projects.
- **Professional Development:** Workshop/Seminar/Conferences/FDP attended, Consultancy services, member of BOE, BOS and professional bodies or organisations, invited lectures, and awards and achievements.

Each self-appraisal form was thoroughly reviewed, and scores were verified based on the supporting documents provided. Based on the final verified score, faculty members were categorized into performance bands as follows:

- **Excellent Performer:** Score above 150
- **Very Good Performer:** Score between 101 and 149
- **Good Performer:** Score between 71 and 100
- **Average Performer:** Score between 51 and 70
- **Needs Improvement:** Score 50 or below

This grading system was used to identify areas of strength as well as areas requiring further development.

A. Key Contributions

- All the faculty have well maintained the course files which includes syllabus, program and course outcomes, written notes, related question papers, question bank, internal assessment question papers and scheme of evaluation. Further have successfully completed the academic syllabus for all assigned courses within the stipulated time.
- Almost all the faculty are in committees as coordinators or as members and have involved themselves in conduction of various academic and departmental events, extracurricular activities, including, committee events, institutional activities, and student mentoring.
- Engaged in continuous professional development through, attending workshops, webinars and short-term courses.
- Few faculty has contributed to research work through publications in national and international journals, book chapters and books.
- Faculty can be appreciated for their effective time management in completion of syllabus, participation in institutional and committee activities.
- Most faculty reported active mentoring roles and availability for student guidance.
- Feedback analysis also affirmed a positive teaching and learning environment.

B. Areas of improvement: Despite accomplishments, there are few areas where improvement is both needed and intended:

- Limited number of research publications during this academic year.
- Limited use of Technology in Teaching and modern classrooms.

C. Suggestions:

- Integration of advanced digital tools and online resources in classroom teaching has room for growth.
- Proactively seek interdisciplinary projects and team-teaching opportunities.
- Encourage faculty to collaborate on interdisciplinary research and external funding applications.
- Establish a formal peer-review mechanism for teaching practices and appraisal processes.
- Allocate more structured time for research, collaborate with peers, and target publication in peer-reviewed journals.

D. Conclusion

The self-appraisal review process has provided valuable insights into faculty achievements and developmental needs. By addressing the identified areas of improvement and building on current strengths, the department can continue to enhance its academic and research excellence in the coming year.

SP Srinivas
28/10/24
IOAC Coordinator
IOAC Co-ordinator
M.I.T. First Grade College
Mysuru-570 008

Charalath
Principal 28/10/24
PRINCIPAL
MIT FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial Suburb
Fort Mohalla, Mysuru-570 008



Ref. No.: MITFGC/IQAC/OW/011/2024-25

Dated: 11-09-2024

IQAC Circular

All the internal members of the IQAC are requested to assemble in the Principal's Chamber at 3.30 P.M. today, 11-09-2024 to discuss on the following agenda: -

To Organize a holistic Wellness Program for the faculty, non-teaching staff and students in the upcoming days. It is view of health checkup, Body mass Index and Healthy Habits for stress and health management

2. Discussion on Resource person to be invited, sessions on the title, duration, date and other related aspects.

Members to be present: -

Name of the Member	Designation	Signature
Dr. Chandrajith M	Chair Person	
Dr. S P Sunitha	IQAC Coordinator	
Asst. Prof. Aravind G	Member	
Asst. Prof. Reena Sateesh	Member	
Asst. Prof. Harshitha R.	Member	
Dr. Nanda T N	Member	
Mr. Pavan Jois	Student	

11/09/24
IQAC Coordinator -
IQAC Co-ordinator
M.I.T. First Grade College
Mysuru-570 008

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

Proceedings of the meeting held on 11/09/2024⁽³⁾ at the
Principal chamber amongst the GATE - GATE
members.

The agenda for the meeting was :-
- To organise holistic wellness program for
the faculty and non-teaching members of the
institution.

Members Present :-

Dr. Chandrajit . M

Dr. Sumitha S.P

Asst. Prof. Arvind . G

Ms. Reena Saleesh

Ms. Harshitha . P

Dr. Nanda . TN

Principal
GATE Co-ordinator
members

"

"

"

Chandrajit
Sumitha
Arvind
Reena
Harshitha
Nanda

Proceedings :-

GATE - Co-ordinator welcomed the gathering and
put forth the proposal received from a leading
wellness clinic "Samskara Wellness Clinic, Mysore".

-> The proposal included

- BMG checkup

- Skin care

- Hair care & general health.

-> And an education the staff members on the importance
health and wellness for Teaching professionals.

-> Proposal was accepted on the meeting

-> Date was scheduled to 14/09/2024

-> Timing and venue were decided.

-> checkup would start by 11.30 am and interaction

would be from 12.30 - 2.00 pm.

-> Refreshments and duty allocation were decided

-> GATE Co-ordinator thanked the members.

87-Sunil
11/9/24
IOAR Co-ordinator
Grade College
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Ref. No.: MITFGC/IQAC/OW/013/2024-25

Dated: 03-10-2024

IQAC Circular

All the internal members of the IQAC are requested to assemble for a snap meeting in the Principal's Chamber at 3.30 P.M. today to deliberate on the following agenda: -

1. Preparation and submission of required inputs for the AQAR 2023-24.
2. Finalisation of NAAC criterion wise committees, committee coordinators and members for the upcoming AQAR data collection and submission of the required inputs to the IQAC.
3. Finalisation with deadlines for gathering the criteria wise inputs and submission.
4. IQAC to provide with templates for quantitative and qualitative questions to the respective committees.
5. Any other areas that deemed to be fit.

Members to be present: -

Name of the Member	Designation	Signature
Dr. Chandrajith M	Chair Person	
Dr. S P Sunitha	IQAC Coordinator	
Asst. Prof. Aravind G	Member	
Asst. Prof. Reena Sateesh	Member	
Asst. Prof. Harshitha R.	Member	
Dr. Nanda T N	Member	
Mr. Pavan Jois	Student	

3/10/24
IQAC Coordinator
M.I.T. First Grade College
Mysuru-570 008

3/10/24
Principal
PRINCIPAL
M.I.T. FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial
Fort Mohalla, Mysuru-570 008

Proceedings of the meeting held on 3/10/24 :-

A snap meeting was called in the Principal's for the IQAC Internal members.

The agenda decided for the meeting were

- Preparation and submission of AQAR for the academic year 2023-24
- Framing of the NAAC criterion-based Committee and communicating the same to the faculty members
- Discussion on Time frame requested for the AQAR submission.
- Providing Templates and Qualitative data to respective Colleges
- Other related things.

Members Present :-

Dr. Chandrajit . M	Principal	<u>Chandrajit</u>
Dr. Smita S.P	IQAC Co-ordinator	<u>S.P.</u>
Prof. Arund. C	member	<u>A.C.</u>
Prof. Reena. Sateesh	"	<u>Reena</u>
Prof. Hantika - R	"	<u>Hantika</u>
Dr. Nanda - T.N	"	<u>T.N.</u>

Proceedings of the Meeting :-

→ A snap meeting called, immediately after resolution of Technical issue in the HEG NAAC portal, for the submission of AQAR for the academic year 2023-24.

→ Suggestion and deliberations on the framing of the NAAC based & Criterion based Committee.

→ As the Time frame is little limited, decided on the Time requested to complete the Job. with in

31st December 2024. End bound Time was decided
Time to be 30/11/2024.

- Gase would provide with both qualitative and quantitative data templates and a citation based questions to the respective committees. in a short span of time.
- Committees framed for the purpose of AACAR, would be circulated among the staff members.
- the meeting ended with few more related discussion to avoid last minute rush of AACAR submission.

S.P. Senthil
20/11/24
IQAC Co-ordinator
M.I.T. First Grade College
Mysuru 570 008

Chandrashekar
3/11/24
PRINCIPAL
M.I.T. FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial Suburb
Fort Mohalla, Mysuru-570 008



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MIT First Grade College

Internal Quality Assurance Cell

Industrial Suburb, Manandavadi Road, Mysuru -570008, www.mitfgc.in

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MET
REVOLUTION IN
EDUCATION

Ref. No.: MITFGC/IQAC/OW/014/2024-25

Dated: 04-10-2024

IQAC Circular

A general meeting is called in the lecture hall 2, at 3.30 PM today with the following agenda

1. Announcement of NAAC criterion wise committees, committee coordinators and members for the upcoming AQAR data collection and submission of the required inputs to the IQAC.
2. Announcement of dates and deadlines for gathering the criteria wise inputs and submission of the same.
3. IQAC to provide with templates for quantitative and qualitative questions to the respective committees.
4. Preparation and submission of required inputs for the AQAR 2023-24 to IQAC.
5. Address by the Principal and the IQAC coordinator and clarification of doubts and queries.
6. Other areas that deemed to be fit.

S.P. Swailka
4/10/2024

IQAC Coordinator

M.I.T. First Grade College
Mysuru-570 008

Chandrasekhar P
Principal

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



Dated: 05-10-2024

Proceedings of the IQAC general meeting held on 04.10.2024.

A general meeting was called in the lecture hall 2, at 3.30 PM to discuss the following agenda

Minutes of the meeting.

Welcome address: Dr. Sunitha S P, IQAC Coordinator welcomed the Principal Dr. Chandrajit M, teaching and administrative staff to the meeting.

Agenda 1: Announcement of NAAC Criterion-Wise Committees, Coordinators, and Members for AQAR Data Collection

The IQAC Coordinator announced the formation of NAAC criterion-wise committees for the upcoming AQAR (Annual Quality Assurance Report) data collection. The respective committee coordinators and members were introduced, and the finalized list was circulated among the members for their review and signature.

Decision: The formation of the committees and the list of assigned coordinators and members were reviewed and approved by all members present with slight changes, including the Principal.

Agenda 2: Announcement of Deadlines for Submission of Criterion-Wise Inputs for AQAR

The IQAC Coordinator announced the proposed timeline for the collection and submission of criterion-wise inputs required for the AQAR. After discussion, the final deadline for the completion and submission of all criterion-wise data was set as **30th November 2024**.

Decision:

The proposed timeline was reviewed and formally approved by all members present, including the Principal.

Agenda 3: Distribution of Templates for Quantitative and Qualitative Metrics to Respective Committees

Dr. Sunitha S P, IQAC Coordinator distributed standardized templates for both quantitative and qualitative metrics to the coordinators of the respective NAAC criteria committees. Along with the templates, relevant questions were shared, and detailed guidance was provided to ensure clarity in data collection and reporting. The Coordinator also encouraged the members to approach her for any further clarifications or support as needed.

Agenda 4: Preparation and Submission of Required Inputs for AQAR 2023–24 to IQAC

Following the distribution of the quantitative and qualitative AQAR templates, the committee coordinators engaged in a detailed discussion. Clarifications were sought regarding the specific data inputs required, the mode of data collection, and related procedural aspects. There was in-depth deliberation among the members to ensure consistency, accuracy, and timely submission of the information to the IQAC.

Decision: The members agreed to initiate the data collection process as per the discussed guidelines. The IQAC will continue to provide support as needed.

Agenda 5: Address by the Principal and IQAC Coordinator; Clarification of Doubts and Queries

The Principal addressed the staff, emphasizing the importance of timely and systematic completion of the AQAR-related tasks. He encouraged the faculty members to remain committed and assured them of the institution's full support throughout the process. He also announced that the current NAAC committees would be retained until the next NAAC visit to ensure continuity, build experience among members, and foster greater confidence in handling related responsibilities.

The IQAC Coordinator addressed queries raised by the committee members and provided necessary clarifications regarding the AQAR process and documentation.

Decision: The members appreciated the assurance and support extended by the Principal. The session concluded on a positive and motivated note.

Agenda 6: Discussion on Any Other Relevant Matters

A general and proactive interaction was held among the members, where additional suggestions and inputs related to the AQAR preparation and overall quality enhancement were exchanged.

Conclusion:

The meeting concluded with the IQAC Coordinator extending a vote of thanks to the Principal and all members present for their active participation and valuable contributions.

S.P. Sunita
5/10/24
IQAC Coordinator
IQAC Co-ordinator
M.I.T. First Grade College
Mysuru-570 008

S. K. S. S. S.
Principal 5/10/24
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Criterion based Allotment of staff 2024-25

Sl. No	Criteria	Faculty Names	Position	Signature
	NAAC Core Committee	Management Representative		<i>[Signature]</i>
		Dr. Chandrajith M	Principal	
		Dr. Sunitha S P	IQAC Coordinator	
1.	Curriculum aspects	Mrs. Reena Sateesh	Coordinator	<i>[Signature]</i>
		Mr. Rakshith Kesari T S	Member	<i>[Signature]</i>
		Mr. Manohar N	Member	<i>[Signature]</i>
		Ms. Parvathy G	Member	<i>[Signature]</i>
		Dr. Gopal S	Member	<i>[Signature]</i>
2.	Teaching & learning Evaluation	Mr. Sachin C A	Coordinator	<i>[Signature]</i>
		Ms. Nagashree M D	Member	<i>[Signature]</i>
		Ms. Yamini R	Member	<i>[Signature]</i>
		Ms. Pooja D	Member	<i>[Signature]</i>
		Ms. Bhavya K	Member	<i>[Signature]</i>
		Dr. Guru Prasad	Member	<i>[Signature]</i>
3.	Research & extension activities	Dr. Nanda T N	Coordinator	<i>[Signature]</i>
		Ms. Latheswari	Member	<i>[Signature]</i>
		Ms. Kavana N	Member	<i>[Signature]</i>
		Ms. Yashashwini K	Member	<i>[Signature]</i>
		Ms. Manasa S	Member	<i>[Signature]</i>
4	Infrastructure & Learning Resources	Mr. K Arun Kumar	Coordinator	<i>[Signature]</i>
		Mr. Mahadev Swamy G S	Member	<i>[Signature]</i>
		Ms. Shubada M R	Member	<i>[Signature]</i>
		Mr. Madhu M	Member	<i>[Signature]</i>
5	Student support & progression	Mr. Suhas B Raj	Coordinator	<i>[Signature]</i>
		Ms. Yashashwini B	Member	<i>[Signature]</i>
		Ms. Bhoomika M M	Member	<i>[Signature]</i>
		Ms. Abhilasha C	Member	<i>[Signature]</i>
		Mr. Shiva Prasad D L	Member	<i>[Signature]</i>
6	Governance, Leadership & management	Mrs. Supreetha S	Coordinator	<i>[Signature]</i>
		Ms. Harshitha R	Member	<i>[Signature]</i>
		Ms. Deepa Prabhu I	Member	<i>[Signature]</i>
		Ms. Renuka Devi	Member	<i>[Signature]</i>
7	Institutional Values & best practices	Ms. Akshatha A M	Coordinator	<i>[Signature]</i>
		Mr. Prathap S A	Member	<i>[Signature]</i>
		Mr. Abhinandhan K M	Member	<i>[Signature]</i>
		Mr. Rahul Dev S	Member	<i>[Signature]</i>
	IQAC	Ms. Varshini P	Member	<i>[Signature]</i>
	Website Updating Work and Preparing PDF documents with Links	Mr. Arvind	Coordinator	<i>[Signature]</i>

[Signature]
 A/10/2024
 IQAC Coordinator
 M.I.T. First Grade College
 Mysuru-570 008

[Signature]
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 M.I.T. FIRST GRADE COLLEGE
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 Fort Mohalla, Mysuru-570 008



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MET
REVOLUTION IN
EDUCATION

Dated: 09-10-2024

Ref. No.: MITFGC/IQAC/OW/015/2024-25

IQAC Circular

All the internal members of the IQAC are requested to assemble for a snap meeting in the Principal's Chamber at 3.30 P.M. today to deliberate on the following agenda: -

1. Distribution of academic and administrative audit formats to all the head of the departments and administrative staff.
2. Explanation on AAA formats by the IQAC coordinator and the Preparation of the supportive documentation as per the input given in the formats.
3. Finalisation of the Audit dates for the visit of audit committee.
4. Other related aspects for the conduction of AAA

Members to be present: -

Name of the Member	Designation	Signature
Dr. Chandrajith M	Chair Person	
Dr. S P Sunitha	IQAC Coordinator & PG Head	
Asst. Prof. Aravind G	Head of Dept of Computer Applications	
Asst. Prof. Reena Sateesh	Head of Dept of English	
Asst. Prof. Harshitha R.	Head of Dept of Commerce & Management	
Dr. Nanda T N	Head of Dept of Kannada	
Dr. Guru Prasad	Head of Dept of Sanskrit	
Dr. Gopal Singh	Head of Dept of Hindi	
Mr. Mahadev Swamy G M	Librarian	
Mr. Shiva Kumar	Office Manager	

S.P. Sunitha
9/10/24
IQAC Coordinator
M.I.T. First Grade College
Mysuru-570 008

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

Proceedings of the meeting held on 9/10/2024 :- (5)

A snap meeting was scheduled in the Principal's chamber to have a discussion on the following agenda :-

1. Distribution of Academic & Administrative audit formats to all the HOD's & office staff.
2. Preparation of the supportive documentation.
3. Scheduled date of Audit Committee.
4. Other aspects related to AAA.

Members Present :-

Dr. Chandrajith. M

Dr. Sanitha. S.P

Prof. Arvind. G

Prof. Reena Saleesh

Dr. Manda. T.N

Prof. Handikha. R

Dr. Ganesha Prasad

Dr. Gopal Singh.

Mr. Shiva Kumar

Mr. Mahadeva Swamy G.M

Principal

Pr. Co-ordinator S.P. Sanitha

Member (BCA)

Member (Dept of Eng)

Member (Dept of Kannada)

Member (Dept of CKM)

HOD of Labort

Head of Hindi

Administration

Litrarian

Chandrajith

S.P. Sanitha

S.P. Sanitha

S.P. Sanitha

S.P. Sanitha

Proceedings of the Meeting :-

→ IQAC Coordinator welcomed the Principal and the internal members of the IQAC Committee and Heads of the various departments, Manager & the Librarian for the meeting and briefed the meeting agenda.

→ IQAC Co-ordinator distributed the Academic Audit format and Administrative audit format to the respective heads and briefed on the format, regarding the inputs to be filled, calculations and qualitative information to be given/provided.

→ Further suggested the Department heads and other office staff to get prepared with the supplementary document evidences for the inputs claimed in formats provided.

→ Discussion on the Time span required for the audit Preparation was finalised with approximately one month, as the semester are in the verge of completion.

→ Discussion on the Place of audit, Time span, mode of operation, Revenue required, etc were finalised.

→ Principal suggested few aspects that can be given as input to the qualitative aspects in the formats like innovative method, experience learning

→ The Meeting ended with finalisation of Audit Committee members. Dr. K.V. Suresha, Rtd Principal and NAAE Amerson and Art Prof. Mendula Sojan, IQAC Co-ordinator of Seshadripuram College Mysore was finalised as the members of Audit Committee.

→ IQAC Co-ordinator thanked the members and asked to maintain the deadlines for the AAA Process.

C.P. Sanitha
24
IQAC Co-ordinator
M.I.T. First Grade College
Mysuru-570 008

Chandra
9/10/24
PRINCIPAL
M.I.T. FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial Suburb
Fort Mohalla, Mysuru-570 008



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Ref. No. MITFGC/IQAC/OW/017/2024

Dated: 02-12-2024

IQAC Circular

All the coordinators of the statutory committee are hereby informed to assemble in the Principal chamber at 12.30 PM on 3/12/2024 along with their respective committee documents, committee manual, minutes of meetings to discuss the following agenda: -

1. Overview of current statutory committees and their mandates.
2. Compliance with new statutory requirements
3. Performance and effectiveness of committees across the year
4. Regular meetings undertaken in an academic year
5. Resource allocation and budget considerations
6. Assignment of tasks and responsibilities to conduct activities under each committee.

Members to be present: -

Name of the Member	Designation/Coordinators	Signature
Dr. Chandrajith M	Chair Person	
Dr. S P Sunitha	IQAC Coordinator & PG Head	
Asst. Prof. Reena Sateesh	Grievance Redressal Cell	
Asst. Prof. Harshitha R.	Anti-Ragging Committee	
Dr. Nanda T N	Anti-Sexual Harassment Cell	
Asst.Prof. Supreetha S	Internal Complaint Committee	
Mr. Rakshith Kesari T S	Equal Opportunity Cell	
Mr. Shiva Kumar	Office Manager	

S.P. Sunitha
2/12/24
IQAC Coordinator
IQAC Co-ordinator
M.I.T. First Grade College
Mysuru-570 008

Principal 2/12/24
PRINCIPAL
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Fort Mohalla, Mysuru-570 008

Proceedings of the Meeting held on 3/12/2024 (6)

All the Co-ordinators of the Statutory Committees are called for a meeting on 3/12/2024 to discuss the following agenda.

1. Overview of the current Statutory Committees and their updates
2. Compliance with new Statutory Requirements
3. Performance of the Committees across the year
4. Regular meetings to be undertaken in an academic year.
5. Resource allocation & Budget Considerations required
6. Activities to be undertaken during the academic year by each Committee.

Members Present :-

Dr. Chandrajith . M

Dr. Sunitha . S

Ms. Reena Saleesh

Ms. Harshitha . R

Dr. Nanda . T.N

Mr. Rakeshith Kerala

Ms. Supreetha . S

Coordinators

Principal

IQAC Co-ordinator

Grievance Redressal Cell

Anti-Ragging Cell

Anti-Sexual Harassment Cell

Equal Opportunity Cell

Internal Complaint Committee

Signatures

Chandrajith

Supreetha

Reena

Harshitha

Nanda

Rakeshith

Sup

Minutes of the Meeting :-

* IQAC Co-ordinator welcomed the Principal and the Co-ordinators of the Statutory Committees to the meeting to discuss the above mentioned agenda.

2. Each Statutory Committee Co-ordinator came up with their

Committee manuals, documents and minutes of meeting and briefed on these ahead.

2. All the statutory Committee Co-ordinators were asked to go through the new legal requirement and update their files with new legal compliance and plan their activities accordingly.
3. Discussion on the performance of statutory committees in the previous year and what are the current year plans for the current academic year. All the committees have come up with certain activities and special sessions to be organized the upcoming days.
4. It was suggested to have at least two meetings in an year and convene as and when required.
5. Principal suggested to come up with Budget estimations for conducting any activity well in advance.
6. Coordination after the statutory committees consented to conduct event/activity or special session as and when the time permits.
7. Preparation of annual reports with each meeting agenda and action taken at the end of each academic year is mandatory and all the Co-ordinators should submit it without fail.
8. The meeting ended with Proposing vote of thanks by the State Coordinator.

[Signature]
IOAS Coordinator
M.I.T. First Grade College
Mysuru-570 008

[Signature] 3/12/24
PRINCIPAL
M.I.T. FIRST GRADE COLLEGE
F-73/11, 2nd Stage, Industrial & Suburb
Fort Mahalinga, Mysuru-570 008



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Ref No.: MITFGC/IQAC/OW/018/2024-25.

Dated: -27-01-2025

IQAC Circular

The Internal Quality Assurance Cell of the institution has scheduled to conduct an IQAC general meeting in lecture hall 3 on 29th January 2025 at 3.00 PM with the following agenda. Members are requested to attend the meeting and share their perspectives related to quality initiatives to be implemented in the academic and administrative operations in the upcoming semester.

Agenda:

1. Discussion on status of implementation of IQAC action plan by the departments and committees in the previous semester.
2. Conduction of extension activities by NSS, MIT Rotaract and Red Cross cell.
3. Organization of Industrial visits and academic excursion for better and practical exposure of academics.
4. Status of conducting National level conference or workshop by each department.
5. Conduction of regular monthly general staff meeting for better communication, interaction and coordination of operational and administrative activities.
6. Discussion for potential improvement of the college.
7. Other things related to quality initiatives to be adopted in teaching learning process, administration and extension activities.

S. P. Sreenitha
27/1/25
IQAC Coordinator
M.I.T. First Grade College
Mysuru-570 008

Chandru N
Principal
27/1/25

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MIT FIRST GRADE COLLEGE
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Fort Mohalla, Mysuru-570 008



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Date: 30th January 2025

Proceedings of the Meeting held on 29th January 2025

IQAC Coordinator Dr. S P Sunitha welcomed the Principal and the staff members to the IQAC general meeting with greetings.

Points discussed during the meeting were: -

Agenda 1: Discussion on status of implementation of IQAC action plan by the departments and committees in the previous semester.

IQAC coordinator invited the department heads and committee coordinators to present the activities they had carried out in accordance with IQAC action plan that is provided for the academic year. Department heads and committee coordinators updated on the activities, knowledge exchange programs and other events that took place during the odd semester.

Agenda 2: Conduction of extension activities by NSS, MIT Rotaract and Red Cross cell of the institution within this semester.

The coordinators of the NSS, IQAC and MIT Rotaract are directed to carry out the extension activities such as NSS Annual camp in the remote villages, inclusion of clean drive in the untidy areas of Mysore city, blood donation camps, free eye checkup camp for students etc.

Agenda 3: Organization of Industrial visits and academic excursion for better and practical exposure of academics.

As part of experiential learning and hands-on exposure, the IQAC coordinator stressed the need of planning an academic outing and industry visits for the students. Department heads came out with their proposed plans for the semester on the same.

Agenda 4: Conduction of National level conference or workshop by each department.

IQAC Coordinator encouraged on the conduction of National level workshop or conference by the departments in the even semester. Further, Dr. Chandrajit M, Principal also entrusted on the same area to plan for any such events at the earliest.

Agenda 5: Conduction of regular general staff meeting.

Dr Chandrajit M, Principal announced to conduct monthly staff meeting for better interaction and coordination of activities and to gain holistic approach of the things.

Agenda 6: Discussion for potential improvement of the college.

Dr Chandrajit M, Principal discussed on the feedback received from the students on the faculty. He appreciated the faculty for the positive responses received from the students and addressed few areas of improvement such as providing notes in time, working out more number of problems, student reach. Further, he expressed some areas for improvement mentioned by the students were more exposure towards competitions, co-curricular activities, placements opportunities and few demands on infrastructural facilities.

Agenda 7: Other things related to quality initiatives to be adopted in teaching learning process, administration and extension activities.

- IQAC coordinator suggested the faculty to utilize the services of the alumni to conduct alumni interaction and build an effective network to mold and place the current students.
- Completion of IQAC initiatives by the end of 31st May 2025.

S.P. Sawitka
20/1/25
IQAC Coordinator
IQAC Co-ordinator
M.I.T. First Grade College
Mysuru-570 008

Chandrajit M
Principal 20/1/25
PRINCIPAL
MIT FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial Suburb,
Fort Mohalla, Mysuru-570 008



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Ref No.: MITFGC/IQAC/OW/019/2024-25.

Dated: -13.03.2025

IQAC Circular

The Internal Quality Assurance Cell of the institution has scheduled to conduct an IQAC meeting in the Principal chamber on 15th March 2025 at 12.30 PM with the following agenda. Members are requested to attend the meeting and share their views related to quality initiatives to be implemented during the semester in the academic and administrative operations.

Agenda:

1. Review of previous IQAC general meeting.
2. Discussion on self-appraisal forms with fixation of maximum and minimum limits in certain areas and other conceptions for improvement.
3. Inputs for IQAC action plan for the Academic Year 2025-26.
4. Conduction of Green audit for the current academic year.
5. Applying for the UGC/AICTE/ATAL/IIC funded Quality Improvement Programs.
6. Initiate clubs in the institution for active involvement and participation of the students.
7. Any other matter related to quality initiatives to be adopted in teaching learning process, administration and extension activities.

Members to be present: -

Name of the Member	Designation	Signature
Dr. Chandrajith M	Chair Person	
Dr. S P Sunitha	IQAC Coordinator & PG Head	
Asst. Prof. Aravind G	Head of Dept of Computer Applications	
Asst. Prof. Reena Sateesh	Head of Dept of English	
Asst. Prof. Harshitha R.	Head of Dept of Commerce & Management	
Dr. Nanda T N	Head of Dept of Kannada	
Dr. Guru Prasad	Head of Dept of Sanskrit	
Dr. Gopal Singh	Head of Dept of Hindi	
Mr. Mahadev Swamy G S	Librarian	
Mr. Shiva Kumar	Office Manager	

S.P. Sunitha
13/3/25
IQAC Coordinator

M.I.T. First Grade College
Mysuru-570 008

Chandrajith M
Principal
13/3/25

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



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Dated:-17.03.2025

Proceedings of the Meeting held on 15th March 2025

IQAC Coordinator Dr. S P Sunitha welcomed the Principal and the members of IQAC committee and other staff to the meeting with greetings.

Points discussed during the meeting were:-

Agenda 1: Review of previous IQAC general meeting.

Minutes of the previous meeting conducted on 29th January 2025, was readout and reviewed with a formal discussion and the same was confirmed by the members.

Agenda 2: Contribution towards improvement in faculty self-appraisal forms and fixation of maximum and minimum limits in certain criteria.

Members were asked to contribute inputs for improvisation of the Faculty self-appraisal form. Maximum and minimum limits were fixed in case FDP attended through online, enhancement in research and publication was encouraged. Inclusion of new criteria were suggested.

Agenda 3: Contribution of Inputs towards IQAC action plan for the forthcoming year.

Dr. S P Sunitha, the IQAC Coordinator, asked the members to come up with any new areas to be included in the IQAC action plan for the upcoming year. A few suggestions were made, like to increase events in the language departments and certain committees etc. which would be incorporated in the new IQAC action plan for the next year.

Agenda 4: Conduction of Green and gender audit for the current academic year.

Dr. S P Sunitha, the IQAC Coordinator, suggested to include the gender audit from this year onwards. Further, she said that green audit would be initiated in the month of April for this current academic year.

Agenda 5: Applying for the UGC/AICTE/ATAL funded Quality Improvement Programs.

Dr. Chandrajit M, Principal encouraged the members to apply for the UGC funded projects, ATAL, AICTE and other central government schemes in conduction of various FDP/conference/ or other events in association with IQAC and enhance the academic excellence of the institution.

Agenda 6: Initiate clubs in the institution for active involvement and participation of the students.

As per the agenda, the principal, Dr. Chandrajit M., wished the department headsto come up with clubs that would provide a platform for the students to exhibit their talents. Asst Prof. Reena Sateesh, Dept. of English, expressed her desire to launch literary club and to involve the students in the club activities. The same was appreciated and supported in the meeting by the members.

Agenda 7:Any other matter related to quality initiatives to be adopted in teaching learning process, administration and extension activities.

There was a general deliberations among the members and the meeting came to an end with the IQAC Coordinator, proposing the vote of thanks.

S.P. Scaitha
17/3/25
IQAC Coordinator
IQAC Co-ordinator
M.I.T. First Grade College
Mysuru-570 008

Chandrajit M
17/3/25
Principal
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Ref No.: MITFGC/IQAC/OW/020/2024-25.

Date: 17-04-2025

IQAC Circular

The Internal Quality Assurance Cell of the institution has scheduled to conduct an IQAC meeting with internal members in principal chamber on 17th April 2025 at 3.00 PM with the following agenda.

Agenda:

1. Organisation of one day work shop specially for non-teaching staff by the IQAC.
2. Proposal to conduct for only the librarians across Mysore district and attached with proposal.
3. Discussion on the different areas to be chosen for the workshop.
4. Availability and Arrangements of resource persons, promotion and other details.
5. Other related areas for discussion.

Members to be present: -

Name of the Member	Designation	Signature
Dr. Chandrajith M	Chair Person	
Dr. S P Sunitha	IQAC Coordinator & PG Head	
Asst. Prof. Aravind G	Head of Dept of Computer Applications	
Asst. Prof. Reena Sateesh	Head of Dept of English	
Asst. Prof. Harshitha R.	Head of Dept of Commerce & Management	
Dr. Nanda T N	Head of Dept of Kannada	
Dr. Guru Prasad	Head of Dept of Sanskrit	
Dr. Gopal Singh	Head of Dept of Hindi	
Mr. Mahadev Swamy G S	Librarian	
Mr. Shiva Kumar	Office Manager	

S.P. Sunitha
17/4/25
IQAC Coordinator
IQAC Co-ordinator
M.I.T. First Grade College
Mysuru-570 008

Chandrajith M
Principal
17/4/25
PRINCIPAL
M.I.T. FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial Suburb
Fort Mohalla, Mysuru-570 008



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Date: 17.04.2025

To
The Principal
MIT First Grade College,
Mysore.

Subject: Proposal for Conducting Workshop on "Empowering Librarians"

Respected Sir,

The Department of library and information centre in association with IQAC of the institution is planning to organise a One Day Workshop titled "Empowering Librarians on Advancing Library Management Through AI and Digital Innovation," for librarians, assistant librarians and Research scholars in LIS of Mysore District. The proposed date for the same would be on 13th May 2025.

A proposed budget plan is prepared to meet the expenses of the workshop. Kindly pursue and oblige the same.

SL No	Expenses	Quantity	Amount	Amount in Rs.
A	Approximate of expenses			
1.	Resource Persons honorarium	3	2000	6000
	Working Lunch arrangements	40	90	3600
2.	Refreshments (Tea & Biscuits)	40	500	500
3.	Certificates	40	15	600
4.	Flowers & Bouquet & water bottles			500
5.	Miscellaneous expenses			500
	Grand Total			11,700
B	Revenue in form Registration Fee	30	200	6000
C	Difference A-B			5700

Kindly consider the same and approve.

Thanking you

SP. Gowda
17/4/2025
IQAC Co-ordinator
M.I.T. First Grade College
Mysuru-570 008



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MIT First Grade College
Library & Information Center



Industrial Suburb, Manandavadi Road, Mysuru -570008, www.mitfgc.in

Affiliated to University of Mysore, Accredited by NAAC with "A" Grade, ISO 9001:2015 Certified Institution

Date: 21/5/25

To
The Principal
MIT First Grade College,
Mysore.

Subject: Approval for Conducting Workshop on "Empowering Librarians: Advancing Library Management Through AI and Digital Innovation".

Respected Sir,

The Department of library and information centre in association with IQAC of the institution is planning to organise a One Day Workshop titled "Empowering Librarians: Advancing Library Management Through AI and Digital Innovation," for librarians, assistant librarians and Research scholars in LIS of Mysore District. The proposed date for the same would be on 13th May 2025.

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5.	Miscellaneous expenses			500
	Grand Total			11,700
B	Revenue in form Registration Fee	30	200	6000
C	Difference A-B			5700

Kindly consider the same and approve.

Thanking you

Forwarded to
Management for kind
consideration.
Charalatha M
21/5/25

Approved
21/5/25

Librarian

LIBRARIAN

MIT FIRST GRADE COLLEGE
28/1, 3rd Stage, Industrial Suburb,
Fort Mohalla, Mysore-570 008



Maharaja Education Trust @
MIT First Grade College
Internal Quality Assurance Cell



Industrial Suburb, Manandavadi Road, Mysuru -570008, www.mitfgc.in
Affiliated to University of Mysore, Accredited by NAAC with "A" Grade, ISO 9001:2015 Certified Institution

Date: 18-04-2025

Proceedings of the IQAC meeting held on 17th April 2025

The Internal Quality Assurance Cell of the institution scheduled an IQAC meeting with the internal members in principal chamber on 17th April 2025 at 3.00 PM. The proceedings of the meeting were:

Dr. Sunitha S P, IQAC Coordinator, welcomed the Principal and the internal members of the committee to the meeting. Further, she briefed on the agenda of the meeting and the following discussions were deliberated.

Agenda 1: Organization of one day work shop specially for non-teaching staff by the IQAC.

The members obliged with the proposal and discussed for whom to conduct the workshop- office assistants or librarians. Few came up with the suggestions for office assistants and in the area of administration.

Decision: Conduction of workshop approved by the Principal and the internal members.

Agenda 2: Proposal to conduct for only the librarians across Mysore district.

Dr. Sunitha S P, suggested to organize a workshop especially for the librarians as it is the need of the hour, and the Principal, Dr. Chandrajit M, also enforced the same. After few deliberations all the members unanimously agreed to the agenda of conducting workshop for the Librarians

Decision: Approved by all the members to organize a workshop for the empowerment of librarians.

Agenda 3: Discussion on the different areas to be chosen for the workshop.

Members came up with the areas for the workshop were finalized- Transformation of traditional libraries into Digital libraries, changing role of librarian and need for the personality development of Librarians in the contemporary scenarios.

Decision: Approved.

Agenda 4: Availability and Arrangements of resource persons, promotion and other details.

Dr. Sunitha S P suggested few names of in reach and the Librarian of the college, Mr. Mahadevswamy also suggested few names for delivering lecture. Finalization of names were to be done in the upcoming meetings of the workshop.

Decision: Approved.

Agenda 5: Other related areas for discussion.

There was general discussion on how to track the candidates, the number of delegates would attend the event, which colleges to approach, mode of reach, how many sessions, Payment to the resource persons, dates to organize the event etc. were deliberated.

The meeting came to an end with vote of thanks by Dr. Sunitha S P, IQAC Coordinator of the Institution and members dispersed.

S.P. Sunitha
18/4/2025
IQAC Coordinator
IQAC Co-ordinator
M.I.T. First Grade College
Mysuru-570 008

Chandras.H
18/4/25
Principal
PRINCIPAL
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Ref No.: MITFGC/IQAC/OW/021/2024-25.

Date: 06-05-2025

IQAC Circular

The Internal Quality Assurance Cell (IQAC) of the institution is organizing an internal workshop focused on key operational areas including UUCMS, ERP, Outcome-Based Education (OBE), and CO-PO Mapping. This initiative is intended to help new faculty members familiarize themselves with these systems and practices, while also serving as a refresher for existing staff.

To plan and coordinate this workshop effectively, all internal IQAC members and faculty with expertise in the relevant domains are requested to attend a preparatory meeting scheduled for today at 3:30 PM with the following agenda.

Agenda:

1. Organisation of one day internal work shop on ERP, UUCMS operations, CO-MO calculation, Mapping and attainment and Outcome based education for the teaching staff by the IQAC.
2. Suggestions for any additional areas for inclusion to have in depth knowledge.
3. Finalisation of date, arrangements and other related areas for discussion.
4. Other related aspects.

Members to be present: -

Name of the Member	Designation	Signature
Dr. Chandrajith M	Chair Person	
Dr. S P Sunitha	IQAC Coordinator & PG Head	
Asst. Prof. Aravind G	Head of Dept of Computer Applications	
Asst. Prof. Reena Sateesh	Head of Dept of English	
Asst. Prof. Harshitha R.	Head of Dept of Commerce & Management	
Dr. Nanda T N	Head of Dept of Kannada	
Dr. Guru Prasad	Head of Dept of Sanskrit	
Dr. Gopal Singh	Head of Dept of Hindi	
Mr. Mahadev Swamy G S	Librarian	
Mr. Shiva Kumar	Office Manager	
Mr. Suhas B Raj	Asst. prof in Computer Applications	
Mr. Manohar N	Asst. prof in Commerce & Management	
Ms. Bhoomika	Asst. prof in Computer Applications	

S.P. Sunitha
6/5/2025

IQAC Coordinator
IQAC Coordinator
M.I.T. First Grade College
Mysuru-570 008

Changem H
Principal 6/5/25
PRINCIPAL

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Fort Mohalla, Mysuru-570



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MET
REVOLUTION IN
EDUCATION

The Internal Quality Assurance Cell (IQAC) of the Institution is pleased to organize a one-day workshop focused on key aspects of academic and institutional excellence: **Unified University & College Management System (UUCMS), Outcome-Based Education (OBE), Course Outcome–Program Outcome (CO-PO) Attainment, and Enterprise Resource Planning (ERP) systems.**

This workshop aims to enhance the understanding and practical implementation of UUCMS, the integrated platform developed by the Government of Karnataka to streamline academic administration across higher education institutions. Additionally, the session will delve into the principles and methodologies of Outcome-Based Education, a student-centric teaching and assessment framework that aligns academic delivery with clearly defined learning outcomes.

A major focus will also be placed on the mapping and attainment of COs and POs, enabling faculty and administrators to measure the effectiveness of curriculum delivery and learning achievements in a structured, data-driven manner. Furthermore, the workshop will offer insights into ERP solutions that support institutional management by integrating academic, administrative, and financial operations on a single digital platform.

By the end of the workshop, participants will be better equipped to:

- Navigate and utilize UUCMS effectively for academic operations.
- Implement OBE practices aligned with accreditation requirements.
- Accurately map and assess CO-PO attainments.
- Understand the role of ERP in institutional automation and quality assurance.

The IQAC looks forward to active participation from faculty and staff, as this workshop forms a crucial step toward fostering a culture of continuous quality enhancement and outcome-driven education in our institution.

S.P. Savitha
9/15/2025
IQAC Coordinator
IQAC Co-ordinator
M.I.T. First Grade College
Mysuru-570 008



Date: 07.05.2025

Proceedings of the Meeting held on 06-05-2025

Agenda:

1. Organisation of one day internal work shop on ERP, UUCMS operations, CO-MO calculation, Mapping and attainment and Outcome based education for the teaching staff by the IQAC.
2. Suggestions for any additional areas for inclusion to have in depth knowledge.
3. Finalisation of date, arrangements and other related areas for discussion.

Welcome address: IQAC Coordinator welcomed the principal and the internal members to the meeting and briefed about the agenda in the meeting.

Agenda 1: Organisation of one day internal work shop on ERP, UUCMS operations, CO-MO calculation, Mapping and attainment and Outcome based education for the teaching staff by the IQAC.

The IQAC Coordinator informed faculty members about the organization of a one-day internal workshop focused on key quality enhancement areas, including ERP usage, UUCMS operations, CO-MO calculation, mapping and attainment, and Outcome-Based Education (OBE) practices. Faculty members agreed on the relevance of these topics and actively engaged in brainstorming sessions to explore each area in greater depth.

Decision approved by the members and principal.

Agenda 2: Suggestions for any additional areas for inclusion to have in depth knowledge.

Faculty members contributed to the identified areas through active participation and by sharing insights aligned with the inputs provided by resource persons. Internal faculty with expertise in specific operational areas were identified and engaged to disseminate their knowledge and best practices among peers.

- Outcome Based education by Dr. Chandrajit M
- CO-MO calculation, Mapping and attainment by Asst. Prof. Suhas B Raj.
- UUCMS operations by Asst. Prof. Manohar M

➤ ERP by Asst. Prof. Bhoomika MM

Decision approved by the members and principal.

Agenda 3: Finalisation of date, arrangements and other related areas for discussion.

To ensure the smooth execution of the planned one-day internal workshop, the IQAC team, in coordination with internal members, finalized to conduct in the end of the month ie with in May 2025 after considering faculty availability and institutional schedules. Logistical arrangements, including venue setup, necessary ICT support, and preparation of resource materials, were discussed.

Additionally, potential challenges and contingency plans were considered as the even semester is winding up, uploading of internals and university exams are fast approaching. Tentative dates were decided in the last week of the month.

Decision approved by the members and principal.

Agenda 4: Other related aspects.

A general discussion was held on the benefits of organizing a workshop focused on these specific quality enhancement areas. It was widely agreed that such a workshop would serve to **upskill newly joined faculty** while also **refreshing the knowledge and practices of existing teaching staff**. Further discussions addressed the practical considerations related to the timing of the workshop, particularly in light of upcoming semester-end obligations. Faculty members shared their input on how to effectively balance academic responsibilities with participation in the internal workshop, ensuring maximum benefit without disrupting ongoing commitments.

S.P. Sankar
7/5/2025
IQAC Coordinator
IQAC Coordinator
M.I.T. First Grade College
Mysuru-570 008

Chandru H
7/5/25
Principal
PRINCIPAL
MIT FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial Suburb,
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MET
REVOLUTION IN
EDUCATION

Date: 14-05-2025

Ref No.: MITFGC/IQAC/OW/022/2024-25.

IQAC Circular

A Snap meeting is called in the Principal Chamber at 11.00 am today, to brief on the following agenda.

Agenda 1: Implementation of In-House Faculty Training Program for Enhancing Teaching and Learning Effectiveness.

Agenda 2: Adopt chalk and talk method for effective teaching.

Agenda 3: Analysis of each class teaching through various techniques.

Agenda 4: Maintenance Course file

Members to be Present: -

Name of the Member	Designation	Signature
Dr. Chandrajith M	Chair Person	
Dr. S P Sunitha	IQAC Coordinator & PG Head	
Asst. Prof. Aravind G	Head of Dept of Computer Applications	
Asst. Prof. Reena Sateesh	Head of Dept of English	
Asst. Prof. Harshitha R.	Head of Dept of Commerce & Management	
Dr. Nanda T N	Head of Dept of Kannada	
Dr. Guru Prasad	Head of Dept of Sanskrit	
Dr. Gopal Singh	Head of Dept of Hindi	

14/5/25
IOAC Coordinator
IOAC Co-ordinator
M.I.T. First Grade College
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14/5/25
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MET
REVOLUTION IN
EDUCATION

Date: 14-05-2025

Proceedings of the snap meeting held on 14.05.2025

IQAC Coordinator, welcomed the principal and all the Heads of the department to the snap meeting. With the permission of the chair, she started with the agenda of the meeting and the proceedings are as below.

Agenda 1: Implementation of In-House Faculty Training Program for Enhancing Teaching and Learning Effectiveness

As part of a quality enhancement initiative, the Internal Quality Assurance Cell (IQAC) is introducing an *In-House Faculty Training Program* aimed at improving the teaching and learning effectiveness of both faculty and students.

Under this program, each faculty member is required to deliver a demonstration session on a specific subject and topic of their expertise. These sessions will be conducted in the presence of departmental colleagues and the Head of the Department (HoD). Constructive feedback, innovative teaching strategies, and suggestions for improvement will be provided by the attending members and the Head.

Following the sessions, the respective Heads are requested to compile the feedback and remarks into a **consolidated report** and submit the same to the IQAC.

In this regard, all Heads are instructed to:

1. Schedule the demonstration sessions for each faculty member at their convenience.
2. Communicate the schedule to the principal for approval.
3. Begin implementing the In-House Training Program in their respective departments.

We appreciate your cooperation in making this initiative a success and contributing to the continuous improvement of academic quality in our institution.

Decision:

Accepted by all the Heads and would schedule the same by the end of the day after departmental discussions.

Agenda 2: Adopt chalk and talk method for effective teaching.

In this concern, all the heads agreed the same and expressed that they are already practising the same in the classes.

Agenda 3: Analysis of each class teaching.

Principal, Dr. Chandrajit M, insisted to analyse each class through Yes/no questions, class polling, summarization, think paper and other techniques and observe the response and feedback for better improvisation and bring about in innovation in teaching.

Decision: Accepted.

Agenda 4: Maintenance of Course file

Principal asked all the faculties should maintain course file as with the list framed by IQAC. It should include, syllabus, Course & Program Outcome, Hand written notes, previous year question papers, schemes, and other related materials of a particular subject.

Decision: Accepted.

The meeting ended with vote of thanks by IQAC Coordinator, Dr. Sunitha S P.

S.P. Sunitha
14/5/25
IQAC Co-ordinator
M.I.T. First Grade College
Mysuru-570 008

Chandrajit M
14/5/25
Principal
PRINCIPAL
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