

Meeting No. 1

13/02/2021

Resolutions

Meeting was convened in the principal's chamber on 13/2/2021 to discuss about both NAAC and academic activities as the academic year 2020-21 is going to be started/commenced from

13/02/2021

1) All the teaching staff is instructed to prepare their concerned work and to orient the students on 22/2/2021

2) Mr. M. L. Sannaramegowda is informed to make groups for ¹elective wise in guidance and counselling and Health and physical education ² and to Research project and reading and reflection.

3) The Asst. Librarian G. M. Vagesh is informed to issue the cards and to keep files for all the students I & III semester.

4) Ms. Akkrishnametty is informed to keep the computer room ready for practical works

5) Ms. Krishnegowda is informed to take all the basic details of all the students during admission process.

⑥ Mr. Ravishankar is informed to take the fee as per the Government University Structure for SC & ST students.

⑦ All the non-teaching staff is informed to clean the rooms and furnitures thoroughly, and to keep sanitizers to the students.

⑧ All the teaching staff is informed to attend to the prayer regularly.

The Staff present.

- ① MLS
- ② SBK
- ③ PKS
- ④ gmn
- ⑤ kgm
- ⑥ RS
- ⑦ SRP
- ⑧ BC
- ⑨ ALK
- ⑩ Annaji
- ⑪ Mahadive C. Mahesh
- ⑫ Basavaraj
- ⑬ Mohankumar
- ⑭ Vari
- ⑮ Krishnamully
- ⑯ Keemar

13/2/2021

PRINCIPAL

Sri Kaginele Mahasamstana Kanaka Guruspeetha
College of Education
Adichunchanagiri Road, Kuvempunagar,
Mysore-570 023

Co-ordinator

Internal Quality Assessment Committee (IQAC)
SKMK College of Education, Mysore-23

Meeting No. 2

25/2/2021

Page No. /
Date / 2021

Meeting is conducted in the
Principals - chamber and following decisions
were made

- ① All the teaching staff is informed to be regular to the college and to follow the timings 10.10.am to 5pm. Both Biometric & Attendance register to be maintained.
- ② Attendance books are to be maintained regularly and to submit to the principal at the end of the month for signing of principal. i.e on 30th of every month.
- ③ on last working day 21/2/2021, all were informed to prepare MAAC records. But till date nobody has prepared & submitted to the principal. Hence, once again all are urged to submit within 25/2/2021 as mentioned below. (2019-20 MAAC records)

- I Sem - KS (MKS)
- II Sem - SSK
- III Sem - PKS
- IV Sem - SOTS

As Instead smt. Sujatha.K. is unwell, Shri. Sannaramnegowde M.L is informed to prepare I Sem MAAC record.

4) orientation to the students is to be given as mentioned below

1. overall syllabus & activities - KKV
2. Fine arts Dance & Drama - MLS
3. Teacher placement & CET practices - SMS
4. Research project → - PKS
5. Reading and reflection - SSK

5) All the students are to be given assignments & tutorial topics before 10/3/2021 and to get them typed by Chandru. B. office staff

6) CR forms (three copies) to be submitted to the principal on or before 1/3/2021

Following were present in the meeting

- 1) SMS ✓
- 2) MLS ✓
- 3) SSK ✓
- 4) PKS ✓

Co-ordinator
Internal Quality Assessment Committee (IQAC)
SKMK College of Education, Mysore-23

PRINCIPAL
Sri Kogimole Mahaswathide Kannke Gowpeetha
College of Education
Mudichanakani Road, Kuvempunagar,
Mysore-576 023

Handwritten notes at the bottom of the page, including a signature and some illegible text.

Meeting - No. 3

16/3/2021

Kavitha

Page No.

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In the Meeting, conducted on 16/3/2021, the decisions or minutes taken with the teaching faculty are as follows.

① classes must be taken regularly as per time table. Any change in classes to be informed to the principal & colleagues.

② orientation in their subjects including EPCs to be given.

MDS is informed to make groups for research project & reading & reflection. and to announce tomorrow i.e. 17/3/2021

All the lecturers must guide their respective groups of students.

③ Attendance to be taken regularly and to submit to the principal on 30th of every month

④ Incharge of clubs/activities are given as follows.

a) Tests and Examinations. — MDS ~~Report~~
— SSK ✓

b) camp (CIC)

c) Students council. — PKS

d) college magazine — SMS ✓

e) Hand book — SSK ✓

It is resolved to conduct programmes (CCA) on every Friday.

In this regard, following is to be conducted on
March - 29th 2021 - Freshers day.

March - 31 - Talents day.

(Camp) April - 29th & 30th - Camp.

Students to be taken to field trips and to excursion.

pedagogy wise visits to places of importance to be only on Saturdays. so that classes for other students in methods/pedagogies could be taken by other lecturers present in the college.

In order to expose the students ^{key to different} they ^{areas,} may be taken to museums like Vishveshwara at Bangalore and Tanapada at Ramnagar.

MADP document to be submitted within 26/3/2021

CR report to be submitted within 20/3/2021

Tests and tutorial topics to be given to students and their (typing) to Chandru

Following were present.

① SMS
② MMS

③ SSK
④ PKS

⑤ qmr
⑥ manju

16/3/2021
PRINCIPAL

Sri (Srineta) Mahasamstha Kanaka
College of Education
Chunchanagiri Road, Kuvempunjal
Mysore-570 023

Meeting no. - 4

The virtual meeting was conducted to the teaching staff on 21/5/2021, & discussed the following.

- ① online test will be conducted on —
objective type questions will be given & all to be trained for MCQ questions too.
links will be sent to all.
- ② microteaching workshop to be conducted after test
- ③ online classes to be taken regularly and to take online attendance.
- ④ To inform students to be prepared for Research project, Drama, Reading & Reflection.
- ⑤ To advise & guide students to take care of their health and follow SOP everywhere.

Sms ✓

Ssk N

KS - KS

PKS

mayy

qmn

MLJ

Co-ordinator

Internal Quality Assessment Committee (IQAC)
SKMK College of Education, Mysore-23

PRINCIPAL

Sri Kaginele Mahasamsthana Kanaka Gurupeetha
College of Education
Adichunchanagiri Road, Kuvempunagar,
Mysore-570 023

Meeting No.

Virtual meeting was conducted to students and discussed the following.

- ① There will be online test to all students for 20 x 15 marks.
- ② It's both in English & Kannada.
- ③ All to create e-mail of their own.
- ④ only 50% of (first half) portion will be covered.
- ⑤ mock test will be 1/6/2024
- ⑥ to check college name & subject.
- ⑦ timings and other info/instructions will be given later.
- ⑧ to submit after attending all questions.
- ⑨ All must attend compulsorily.
- ⑩ To take care of their health.
- ⑪ No screen shots to be taken while answering.
- ⑫ to check/follow time table properly.
- ⑬ to be ready for microteaching from

28/5/2024 till 5/7/2024.

Co-ordinator
Internal Quality Assessment Committee (IQAC)
State College of Education, Mysore-57


PRINCIPAL

Sri Kaginele Mahasamsthane Kereka Gurupetha
College of Education
Changanagalli Road, Kuvempur,
Mysore-570 023

Principal
State College of Education
Changanagalli Road, Kuvempur,
Mysore-570 023

Meeting : no 5

Virtual meeting was conducted on 16/6/2021 & discussed the following for the coming step

- ① on line test will be conducted.
- ② to go through calendar of exams.
- ③ to collect all assignments & tutorials by 20/7/2021
- ④ IT to be fixed.
- ⑤ Assets & liabilities statement to be given to the office.
- ⑥ to get the counter signature to all assignments & tutorials
- ⑦ to be prepared for micro teaching classes.
- ⑧ to guide students properly to take care of their health and to follow covid-19 preventive procedures.

SMS ✓

PKS ✓

SSK ✓

MLS ✓

9 MV ✓

Manju ✓

Co-ordinator

Internal Quality Assessment Committee (IQAC)
SKMK College of Education, Mysore-23

28/6/2021

Meeting minutes - 6

Meeting was conducted in the college by maintaining SOP on 28/6/2021 & discussed the following for both teaching & non-teaching staff.

- ① To prepare marks list by 20/7/2021
- ② To prepare students prepare for II test
- ③ MAAC records of previous sem to be prepared.
- ④ NAAC related records to be maintained.
- ⑤ Assets & liabilities statement to be given to office
- ⑥ certificates of seminars/workshops/conferences to be produced then & there itself.
- ⑦ to take out print out of lockdown period notification & to maintain/mention the no. & date in staff attendance.
- ⑧ all to create e-mails.
- ⑨ clerical staff to open/send messages to students through e-mail
- ⑩ library work to be updated.
- ⑪ to dispose off unwanted materials by following office procedure.
- ⑫ All to follow SOP procedure strictly.

PRINCIPAL

Sri Kaginele Mahasamsthana Kanaka Gurupeetha
College of Education

Archunchanagiri Road, Kuvempu

Signature of staff

- ① SMS ✓
- ② MLS ✓
- ③ SSK ✓
- ④ GMM ✓
- ⑤ PKS ✓
- ⑥ Manju
- ⑦ kg ✓
- ⑧ RS
- ⑨ SAP ✓
- ⑩ BC ✓
- ⑪ ALK
- ⑫ Annaji ✓
- ⑬ Mahadev ✓
- ⑭ Basavaraju ✓
- ⑮ Mohankumar ✓
- ⑯ Vanu ✓
- ⑰ Krishnulu
- ⑱ Keeman
- ⑲ Malamma ✓



Co-ordinator

Internal Quality Assessment Committee (IQAC)
SKMK College of Education, Mysore-23

Google meet with Students was conducted by
Principal at 1.30 pm on 13/7/2021. The students were informed to

- ① Submit the tutorials and assignments to the lecturers before 16/7/21
- ② College reopens on 19/7/2021. [There are options to attend both online & offline]
- ③ to follow SOP strictly.
- ④ to be vaccinated compulsorily before entering the college. If not, to take immediately & to go with Id and Ahar card.
- ⑤ microteaching classes & other classes would be conducted after the test.
- ⑥ Test would be conducted on _____ and _____
- ⑦ to check mails and what's up messages frequently for updated information.
- ⑧ To fill the vaccinated, tutorials and assignments topics in google form created & sent to them.
- ⑨ to take care of their health, friends & surrounding environment.
- ⑩ To ~~take~~ contact college/for health related issues to doctor.



Co-ordinator

Internal Quality Assessment Committee (IQAC)
SKMK College of Education, Mysore-23



PRINCIPAL 13/7/2021

Sri Kaginele Mahasamstana Kanaka Gurupeetha
College of Education
Murchunchanagiri Road, Kuvempunagar,
Mysore-570 023

Meeting is convened in the principal's chamber to take on 2/8/2021 and taken following decisions:

- 1) Marks list to be submitted to the principal before 4/8/2021 and to upload the marks of their concerned subjects by the lecturers themselves.
- 2) To get the signature of the students in tutorial & assignment topics list.
- 3) The classes for 2nd and 4th semester will be started from 9th August 2021.
- 4) It is decided to conduct camp in the college premises as the students cannot be taken to outside due to contagious covid-19 on 9th, 10th and 11th of August 2021.
- 5) Finally all were informed to be in the college in time.

SMS - ✓

PKS - ✓

SSK - ✓

gmr - ✓

[Signature]

PRINCIPAL 2021

Sri Kaginele Mahasamsthana Kanaka Gurupeetha
College of Education
Chunchanagiri Road, Kuvempunagar,
Mysore-570 023

PRINCIPAL

Sri Kaginele Mahasamsthana Kanaka Gurupeetha
College of Education
Chunchanagiri Road, Kuvempunagar,
Mysore-570 023

Co-ordinator

Internal Quality Assessment Committee (IQAC)
SKMR College of Education, Mysore-23

Meeting no. - 8

5/8/2021

Meeting is conducted in the principal's chamber on 5/8/2021 and following decisions were taken with regard to Citizen Living Camp (CLC) and other academic related matters.

① Mr. Sannaramegowda. M.L., the camp officer welcomed everybody and following duties are allotted to all

- a) ^{programmes on} Inauguration & Health care - Teacher's job
 - b) Fire extinguishers
 - c) Traffic rules
 - d) Cultural programmes
 - e) prayer
- Incharge
- SSK ✓
- SMS ✓
- PKS ✓
- Manju ✓
- e, m, n ✓

② All are to be cautious of SOP (standard operating procedure) guidelines issued by Govt. and university and to make students to follow strictly.

③ Acceptance forms are to be given by students both on attending camp & having vaccination

④ Students to be guided at every point of time to be disciplined

⑤ All the staff is informed to be in the campus by 9 o'clock in the morning

6) Attendants & peons are informed to clean keep the rooms clean & tidy everyday

7) Students and others should not be congregated

8) Following works are allotted to the rest

- projector maintenance - A.L. Krishnaswamy
- micke " - Annaji
- Sanitization & - Basavanaj
- thermo scanner - Krishnamurthy - phases
- coffee & tea - varu & Malavika
- collecting parental - sorahader
- acceptance forms
- campus clearing & - kumar
- waste bin maintainance

Market Items purchase - Mohan Kumar

9) Invitation & certificate by MLS

10) Rest of the faculty are informed to take care of other works.

11) finally all are informed to take care of the guests and students as well.

12) As lunch & snacks are arranged in the campus, all to have it systematically.

Co-ordinator

Internal Quality Assessment Committee (IQAC)
JaiK College of Education, Mysore-23

SSK *[Signature]*
PKS *[Signature]*
Majju *[Signature]*

Kg D
RS *[Signature]*
SAP *[Signature]*

BC *[Signature]*
ALK *[Signature]*
Annaji *[Signature]*
Mohan. *[Signature]*
Mahadev *[Signature]*
Basavanaj *[Signature]*
varu *[Signature]*
mallanna *[Signature]*

Meeting no - 9

9/8/2021.

Meeting is convened in the principals chamber for all the teaching staff on 9/8/2021 and discussed 2nd and 4th semester academic matter.

- 1) ~~1st and 3rd~~ Semester works are to be finished if any.
- 2) Marks cards sheets to be submitted
- 3) Tutorial and Assignments topics given to the students are to be countersigned by both lecturers and students.
- 4) The semester end examination for both 1st and 3rd semester would be conducted from 14th of Sept. 2021 as per university of Mysore notification. No. Dated.

2nd semester Activities.

- 1) The semester starts on 9/8/2021
- 2) orientation on general and academic matters are given by the principal on 9/8/2021
- 3) orientation on the following topics are going to be given by the faculty as follows mentioned below.

10/8/2021 - pks - will give orientation on objectives.

11/8/2021 - lesson plan writing by students

12/8 - ST (Simulated teaching)

13/8 - ST₁

16/8 - ST₃

17/8 - ST₄

18/8 - ST₅

23/8 - ST₆

P₁

P₂

24/8 - ICT orientation by SSK.

25/8 - ICT lesson plan writing

26/8 - ICT₁ class.

27/8 - ICT₂

30/8 - ICT₃

31/8 - ICT₄

P₁

P₂

4) From 1/9/2021, the second semester students are to be guided/taught regularly.

The Hardcore subjects are to be taken as in previous years.

5) Tutorial and assignment topics must be given to the students well in advance before 31/8/2021.

4th Semester Activities

- ① Tutorial and Assignment topics are to be given in advance.
- ② Hardcore course by SMS & Manju are to be taken by from today onwards.
- ③ As per the order of the Govt, students are given the options to attend the classes either offline & online. Hence, the teaching staff is informed to take up both offline & line.
- ④ The Actual Internship stage includes the activities mentioned below and orientation is to be given by the faculty.

- 1) unit plan - By all concerned method lecturers.
- 2) Block teaching lessons - "
- 3) unit test - SMS
- 4) ICT lessons - SSKM
- 5) Innovative lessons
- 6) criticism. lessons - KKV &
- 7) practical lessons - KKV &
- 8) Remedial teaching - PKS
- 9) Action Research - Manju
- 10) co-school activities - GMM
- 11) Reflective Dairy - SMS
- 12) viva. Voce - MLS

5) APOSS - course to must be discussed with the students and assign the four activities.

The time-table will be given to all shortly to orient the students

The meeting ended with vote of thanks

- SMS -
- SSK -
- PKS -
- EMR -
- Mangla -

03/2024

Co-ordinator
Internal Quality Assessment Committee (IQAC)
SKMK College of Education, Mysore-23

PRINCIPAL
Sri Kaginele Mahasamsthene Kanaka Gowpeetha
College of Education
Adichunchanagiri Road, Kuvempunagar,
Mysore-570 023

Seen

Handwritten notes and a list of activities:

- 1. Visit to...
- 2. ...
- 3. ...
- 4. ...
- 5. ...
- 6. ...
- 7. ...
- 8. ...
- 9. ...
- 10. ...
- 11. ...
- 12. ...
- 13. ...
- 14. ...
- 15. ...

Meeting No. - 10

Kavitha
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14/8/2021

Meeting is conducted in principal's chamber on 14/8/2021 and discussed the following related to 4th semester academic matters.

① The fourth sem. students are oriented by the principal on 12/8/2021 on 4th semester academic matters.

② As part of immersion programme, the students of 4th sem. need to get their lesson plans approval from the concerned pedagogy teachers.

At least 3 of the lessons are to be observed.

③ From 16th Aug to 5th Sept. 2021, the

- lesson plan approval,

- presentation of classes [i.e. simulated teaching in the group of 4th Sem. students] are to be taken place.

- ④ orientation on unit test - by SMS/S.
unit ICT & Innovative - by SSK
Remedial teaching - by PKS
Action research - by Manju
co-school Activities - by GMR.

are to be given by 5th September 2021
[as per their convenient time but
to inform the principal]

- ⑤ To the absentees, concerned lecturers
require to give assignments, tutorials
and test unit tests [both C₁ & C₂ if
need be]

- ⑥ All the lecturers are informed to
maintain preventive measures of
Covid-19. All are informed to be
healthy.

SMS - S
PKS - R
MLS - Begowda
SSK ✓
Manju
GMR - ~~R~~

by [Signature]
Principal

Sri Kaginele Mahasamsthan Kanaka Gurupetha
College of Education
Adichunchanagiri Road, Kuvempunagar,
Mysore-570 023

Meeting no: - 11

8/7/2021

Meeting is convened in the principal's chamber on 8/7/2021 to all the staff and discussed following issues.

- ① Examination: Shri. M.L. Sauraramigonda, Physical Education Director is given "in-charge of Examination".
 - a) All are informed to follow the guidelines of university examination. & to be careful while conducting examinations.
 - b) To follow SOP of covid-19 strictly
 - c) All should come to the college & be before 9.30 am in the college premises.
- ② All should submit CR Report to principal before 14/8/2021. [CR report of 2019-20 and 2020-21]
- ③ All to work in co-ordination.
- ④ Finally all are informed to work during these vacation (for NAAC work)
- ⑤ All are informed to upgrade their knowledge regarding New Education Policy & workshop is being conducted

afternoon on this day 8/9/2021

Internal Quality Assessment Committee (IQAC)
SKMK College of Education, Mysore-57

8/9/2021

PRINCIPAL

Sri Kaginele Mahasamsthana Kanaka Gurupeetha
College of Education
Chunchanagiri Road, Kuvempunagar,
Mysore-570 023

- 1) Dr|| Sms ✓
- 2) Sonta KS ✓
- 3) Dr|| SSK ✓
- 4) Dr|| PKS ✓
- 5) Sri || MLS ✓
- 6) Sri || Gm ✓
- 7) RS ✓
- 8) MKE ✓
- 9) SAP ✓
- 10) BC ✓
- 11) ALK ✓
- 12) Anayi ✓
- 13) Mahadeva ✓
- 14) Basarajayoda ✓
- 15) Mohan-Kumar ✓
- 16) Vani ✓

- 17) Malakichari ✓
- 18) Kumar ✓
- 19) Krishna, mirthy ✓
- 20) ✓

Meeting is convened in the principal's chamber on 27/9/2021 to all teaching staff and discussed following aspects. More discussion was made on

Teaching practice [Internship]

① Internship for 4th sem to be started from 4/10/2021.

② Dr. Sevakumar is given incharge of Internship activities. He has to follow the procedure and inform the faculty and students as well.

③ Orientation to the students are to be given by all the faculty. Time table is shown here:

- a) Unit plan — by all in their concerned pedagogy
- b) Lesson plan — " " " "
- c) Unit test — SMS
- d) ICT & Innovative lesson — BSK
- e) Remedial Teaching — PKS
- f) Observation Schedule writing — MLS
- g) Research project — Manju
- h) Reflective Diary writing — SMS

④ Demonstration to be given by all lecturers or previous year students or resource persons whom may be remunerated by the

- ⑤ APOSS of 4th semester to be discussed with students & to guide properly
- ⑥ 2nd semester Internship are to be taken care of by Nagesh. G.M.
- ⑦ All teacher educators are required to finish the teaching of both hard core and soft core to both 2nd and 4th sem. ~~as to be~~ attention to be paid on first 50% portion for I test and remaining 50% portion for II test.
- ⑧ Assignment and tutorial topics to be given to all the students now itself
- ⑨ The pending MAAC work of 2019-2020 by all the lecturers to be finished and submitted by 9/10/2021.
- ⑩ The MAAC record of 2021 (1st + 3rd sem) is prepared by the principal.
- ⑪ Attending Valuation work is mandatory acc. to UGC. Information of lecturers are given to university. chairman (BOE) sent the link to submit information. If not done, you may submit now voluntarily.

SMS - ~~MS~~
PKS - ~~MS~~
GSK - ~~MS~~
Munju - ~~MS~~
MLS - ~~MS~~
G.M.V - ~~MS~~

Principal
Sri Kaginele Mahasamsthana Wanaka Guwpeetha
College of Education
9/10/2021

10/12/2021

Kavitha

Page No.

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Meeting no. - 13

Meeting is convened in the principal's chamber on 10/12/2021 to discuss about practical examination to IV semester to be conducted from 13/12/2021 till 16/12/2021. The Head masters, External examiners and mistress from following schools were present in the meeting. along with our teaching faculty, the Internal Examiners.

Internal Examiners	External Examiners
1) Dr. Bharath Kumar. S.M	1) Dr. Vinukha. M
2) Dr. Subakumar. S	2) Smt. Usha. R.G
3) Dr. Prasanna Kumar. S	3) Smt. Anitha. C
4) Shri. Manjue. J.	4) Smt. Geetha. D

Discussions are made on

1) the conditions/rules to be followed by the both Internal and External Examiners.

2) the examination pattern.

3) remuneration (Bills) related documents to be submitted to the college.

4) The lesson plans & teaching aids which are to be submitted to the college.

5) The marks allotted sheet etc.

6) SOP to be followed strictly.

SMS - ✓

MLS

3) -

PKS - ✓

G.M.N. ✓

4) -

SSK -

H.Ms

✓

Manjue -

✓

Co-ordinator

Internal Quality Assessment Committee (IQAC)
SKMK College of Education, Mysore-23

10/12/2021

PRINCIPAL

Sri Kaginele Mahasamsthana Kanaka Gusapeetha
College of Education
Adichunchanagiri Road, Kuvempunagar,
Mysore-570 023

Meeting - 14

18/12/2021

Meeting is convened in the principal's chamber on 18/12/2021 and discussed the following issues:

1) Discussions are made on IQAAC. Concerned are informed to provide Data to the co-ordinator to upload at the earliest.

2) Regarding Academic matters,

- All teaching staff to complete the Teaching of the syllabus and finish ~~the~~ all works by 5/1/2022. So that IA marks are to be uploaded to university by 5/01/2022.

3) The viva voce has been organised on 23/12/21. The lecturers are informed to submit the marks details on 23/12/2021 it-self.

4) The assignments, tutorials & other documents to be collected by 27/12/21 and to submit the marks sheets to the principal on or before 31/12/2021 (which are required to prepare IQAAC document)

5) The Co-test is organized on 3rd and 4th Jan 2022. All ^(ready) need to submit the question papers to the principal by 01/1/2022

Mrs is hereby informed to be the incharge of ~~tests~~ and ~~examination~~ duties.

7) 8/1/2022 is the last working day both to both 2nd and 4th semester. All are informed to update their works.

8) The NAAC document (record) of 2019-2020 is not submitted by the teaching staff so far. It is required while making NAAC work. Hence, complete at the earliest and submit to the principal:

9) The CR report form was given to all the staff in the month of June 2021. But so far nobody has submitted to the principal.

10) According to government [KCSK] rules, the leave must be taken with prior permission of the principal. But many are informing late and not producing the leave letters to the principal till today which may hamper the progress of the administration. Hence, all are informed to update the concerned works.

Co-ordinator
Internal Quality Assessment Committee (IQAC)
SKMK College of Education, Mysore-23

SMS - ✓
MLS - ✓
SSK - ✓
PKS - ✓
qmv - ✓
manju - ✓
kg - ✓
RS - ✓

SAP - ✓
BC - ✓
ALK - ✓
Anand - ✓
Mahadev - ✓
Baravraj - ✓
Mohankumar - ✓
varni - ✓
malamma - ✓
Krishnamulky - ✓
Kannan - ✓

18/12/2021

PRINCIPAL

Sri Kaginele Mahasmsthane Kanaka Gurupeetha
College of Education
Adichunchanagiri Road, Kuvempunagar,
Mysore-570 023

17/1/2022

Meeting. NO - 15

Meeting is convened in the principal's chamber on 17/1/2022 to teaching + office staff of the concerned to discuss about examination duties. [18/1/22 - 27/1/2022]

1) All are informed to be in the college from 9.30 am till 5.30 pm. till the completion of the examination.

2) The staff should be in the college, whenever the staff service is required, they should attend to the duties immediately.

3) The staff should not take leave during this examination unless there is emergency.

4) While on invigilation, no staff should carry mobile phones to examination hall.

5) Avoid talking loudly in examination hall or outside i.e in corridor.

6) While distributing or collecting answer scripts check the names / registration numbers, signature of the students

7) No staff should go out without the permission of the principal.

Following have attended the meeting.

Woff
PRINCIPAL
Sri Kaginele Mahesamstana Kanaka Gowpeetha
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Adichunchanagiri Road, Kuvempunagar,
Mysore-570 023
Kavitha

- 1) KS Ve
- 2) PKS
- 3) MLS
- 4) SMS
- 5) Kgr
- 6) Bck
- 7) Basavraj
- 8) prettaswamy
- 9) Mahadev
- 10) Molam
- 11) toralamma
- 12) Annaji

Co-ordinator
Internal Quality Assessment Committee (IQAC)
SKMK College of Education, Mysore-23

24/1/2022

Meeting no: 16

Meeting was convened and held on 24/1/2022 at
principal's chamber and taken following resolution.

1) NAAC: All are instructed to prepare &
collect required data at the earliest.

2) All to take classes regularly without
wasting time & class.

3) Following programmes are given to in-charge
as the in-charge of the programme.

- Talents day - Manju.
- Election day - SMS/ PKs/ SSK/ MLS.
to formulate Students council.
- Welcome/ Freshers day - SMS.
- Science day - SSK & PKs.
- Microteaching - SSK.
- Tests & Examination - PKs.

4) Following programmes are to be
co-ordinated by all.

- a) Republic day - MLS
- b) Ambudkavi Jayanthi - GMN
- c) Babaveshwara Jayanthi - PKs
- d) Independence day - MLS

- e) kannada Rajyotsava - SMS
 f) kannada Jaiyanti - Mayu.
 g) Gandhi Jayanti - KS
 h) Valmiki Jayanti - SSK.

→ All the incharge programme co-ordinators should follow the following

- a) conduct pre-meeting of the programme
- b) Submit the report of the programme to principal.
- c) send the report & photos to the press for news paper publication.
- d) post meeting to discuss about pros & cons of the programme
- e) feedback sheet by the students & others.

- All are informed to guide the students regularly in EPC's subjects
- Research project.
 - Reading & reflection.
 - Teacher placement
 - Drama & Arts Education.

With the above, conclusions are

made
 SMS ✓
 KS ✓

Co-ordinator
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 SKMK College of Education, Mysore-23
 SSK ✓ MLS ✓ Mayu ✓
 PKS ✓ GMM ✓

PRINCIPAL
 24/1/22
 Sri Kaginele Mahasamsthan Kannada Gurupetha
 College of Education
 Achchanaganigiri Road, Kuvempunagar,
 Mysore-570 023

17/2/22

An urgent meeting is convened in the principal's chamber on 17/2/2022 and discussed following issues with all teaching and non-teaching staff.

① Hijab wali:- As per the directions of collegiate department, high court interim order is to be followed by all respectfully which is circulated to all teaching, non-teaching and students. No employee should discuss unnecessarily in the campus and about any religion, uniform or caste.

② Academic programmes are planned as shown below:

- 1) Talents day - 21/2/2022 - Manju T.
- 2) Students council formation through Election - 22/2/2022 - SMS & PKS.
- 3) Welcome day - 25/2/2022 - SMS
- 4) Science day - 28/2/2022 - SSK.

③ Orientation to 3rd Sem. is to be given general orientation - principal Ktr.

pedagogy ~~and other~~ by all lecturers.
concerned areas

- ④ functions are to be arranged only in the afternoon so that classes could be taken in the morning.
- ⑤ Method/pedagogy^{wise} orientation must be given by all

With the above discussions, the meeting is rounded off.

gms

Principal

gms
KS
SSK-VV
PKS - 7
gmv -

MLS
Manjra
kg
SAP
BCP

ALK
Anaji
Mahadev C.M.S.
Basavaraj
Mohan Kumar

Adichunchanagiri Road, Kuvempu
Mysore-570 023
Mahauma.
Krishnamurthy
Kumar B

Co-ordinator
Internal Quality Assessment Committee (IQAC)
SKM College of Education, Mysore-23

Principal
Sri Kaginele Mahasamsthanu Kuvempu
College of Education
Adichunchanagiri Road, Kuvempu
Mysore-570 023

Co-ordinator
Internal Quality Assessment Committee (IQAC)
SKM College of Education, Mysore-23

Meeting

Meeting is convened in the principal's chamber on 12/2022 to non-teaching staff and informed and directed to do the following.

- 1) The clerical staff to carry out the functions entrusted to them the same day
- 2) The clerical staff to maintain diaries regularly
- 3) to maintain registers properly, neat & tidy.
- 4) to consult concerned department (if there is problem) for clarification
- 5) The Attenders & peons to take care of the furniture & other stationery
- keep office premises clean
- to come 1 hour early by 9 o'clock to attend to his ministerial works.

- 1) Kg-Kg
- 2) AS
- 3) SPP
- 4) BC
- 9) Mahankumar
- 11) Melamma
- 13) Kumara

- 5) ALK
- 6) Anraj
- 7) Mahadev C. Mahadeva
- 8) Basavaraj
- 10) Vari
- 12) Kishna mulya finnee


Co-ordinator

Internal Quality Assessment Committee (IQAC)
SKMK College of Education, Mysore-23


PRINCIPAL

Sri Kaginele Mahasamsthene Kanaka Gucupetha
College of Education
Adichunchanagiri Road, Kuvempu
Mysore-570 023

2/3/2022

Meeting NO-17

Meeting is conducted in the principals chamber on 2/3/2022 and discussed the following

- ① Test: Test is to be conducted on 21/3/2022 and 27/3/2022.
- ② Communication skill workshop on 24/3/2022 }
Microteaching workshop ~~from~~ from 25/3/2022 } is to be conducted.
- ③ The groups of Rescued project and Reading + Reflection are allotted. They are to be guided regularly as shown in time table.
- ④ Extra classes may be taken to both I & III Semester students (as many get admissions late) without disturbing other classes.
- ⑤ Tutorial & Assignment topics must be given well in advance to all the students.
- ⑥ Attendance register must be submitted on 30/30th of every month to the principal.
- ⑦ The lecturers of incharge ^{any event} must take initiation from writing memo till giving report to the principal.

2/3/2022

③ All staff must give Biometric attendance without fail.

by [Signature]
23/2/2022

PRINCIPAL

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Co-ordinator

Internal Quality Assessment Committee (IQAC)
SKMK College of Education, Mysore-23

- | | | | |
|------|------|------------|-----------|
| sms | MLK | ALK | |
| ks | Maya | Annappa | malamma |
| SSK | RS | Mahadev | kishnappa |
| PKS | kg | Basavaraju | kumar |
| gomv | SAP | Moharaj | |
| | BC | | |

[Faint, mostly illegible handwritten notes and signatures in the lower half of the page, including some circled numbers like ① and ②.]

17/03/2022

Memo No. - 18

Meeting is convened in the principal chamber on 17/3/2022 and discussed

the issues mentioned below.

① All are informed to guide the students in EPCs.

② I Test is to be conducted on 23rd and 24th March 2022.

③ II test ————— 3^{1st} + 3^{1st} April 2022.

④ SKK-communication skill — 25/2/2022 — 10.30-1 pm.
PKS-Microteaching skill — 25/3/2022 — 2-4 pm.

26/3/2022 — Discussions by method teachers for the forthcoming skill on Monday.

MT₁ { 28/3/22 — Skill of Introduction
29/3/22 — Skill of probing question
30/3/22 — Skill of Explanation

MT₂ { 31/3/22 — Skill of illustration with examples
1/4/22 — Skill of stimulus variation

ST₁ { 4/4/22 — Skill of reinforcement.
5/4/22 — orientation on lesson planning (LP₁) for ST₁
~~6/4/22~~ 6, 7th April, ST lessons 1 teaching

~~7-8/3/22 — ST lessons.~~


ST₂ { 8th/4/22 — orientation on LP₂ for ST₂
9th/4th April 22 — ST lesson 2 teaching.

5) 12th onwards to teach HC & SC & EPC subjects regularly as the last working day is 4/5/2022.

6) 3rd level students present in classes which is required for ready and reflective diary writing. The teaching faculty need to approve the 2 lesson plans.

- SMS - S.
- KS - V
- SSK - K
- PKS - P
- MLS - L
- EMR - M
- Manager - M


 Co-ordinator
 Internal Quality Assessment Committee (IQAC)
 SKMK College of Education, Mysore-23

by 
 Principal 23/2022

Sri Kogimale Mahaswathide Kaloka Gurupetha
 College of Education
 Adichunchanagiri Road, Kuruvilla,
 Mysore-570 028

The members are from the staff of the school and are working in the school.

1) 12 th onwards	2) 3 rd level	3) HC & SC	4) EPC
5) 12 th onwards	6) 3 rd level	7) HC & SC	8) EPC
9) 12 th onwards	10) 3 rd level	11) HC & SC	12) EPC
13) 12 th onwards	14) 3 rd level	15) HC & SC	16) EPC
17) 12 th onwards	18) 3 rd level	19) HC & SC	20) EPC
21) 12 th onwards	22) 3 rd level	23) HC & SC	24) EPC

Meeting was convened in principals chamber on 13/5/2022 at 12.10pm to all the faculty members and discussed about ① affiliation visit to our college on 17/5/2022 ^{at 3.45 pm} and ② State level Debate competition on 17/5/2022 morning.

- The teaching staff was informed to prepare their concerned ^{IQAC} attendance registers, all laboratory works, library books

- The office staff to keep their records like Sc & ST scholarships, attendance admission register, cash books & bills, Service registers

- The attenders and peons to clean and keep everything in order.

- Dr. Shanalikeumar. S. informed all the staff to be in the campus by 9.30 am to attend to Alumni Association works (Debate competition).

- 1) SMS ✓
- 2) KS
- 3) SSK ✓
- 4) PKS
- 5) MLS

- 6) gmn ✓
- 7) RS
- 8) Kg
- 9) SAP
- 10) BC
- 11) Manju.

- 11) ALK
- 12) Anji
- 13) Orahah
- 14) Basanji
- 15) Mohanku

- 16) Vanu
- 17) Malham
- 18) Krishnamurti
- 19) Kumar

13/5/2022

Memo no:

Kavitha
Page No. / / 201
Date / / 201

Meeting was conducted in principal's chamber on 26/5/2022 to all D group employees and informed them to be more disciplined and to arrange everything for the II Internal Assessment test to be conducted from 27/5/2022.

Following points/aspects are discussed.

- 1) To follow timings properly. - to be punctual
- 2) to arrange table & desks
- 3) to take care of bell & water to students.
- 4) to arrange test booklets in office of the principal

Above points are discussed in Kannada & explained them clearly.

26/5/22

PRINCIPAL
Sri Kaginele Mahasamsthe Kanaka Gurupeeth
College of Education
Adichunchanagiri Road, Kuvempunagar,
Mysore-570 023

Annaji

Co-ordinator

Mahadev

Internal Quality Assessment Committee (IQAC)
SKMK College of Education, Mysore-23

Basavaraj

Vani

Malamma

Mohan Kumar

(1)

(2)

(3)

Meeting with all the Teaching Staff is conducted on 08/7/2022 in the principal's chamber and discussed the following issues related to 2nd and 4th sem students of 2021-22 academic year.

① Orientation to be given to all the students on 11/7/2022 by all the staff. — [3005] time table to be prepared with pks

② As the high schools are started, the students of 4th sem are to be sent to the schools at the earliest as [0205] part of Internship.

③ The second sem students need to be sent to schools & Govt. offices like B.E.O, D.T.T etc [SSK]

④ Simulated teaching and ICT classes workshop for IInd sem students to be arranged after the confirmation of 4th dates of 4th sem students [KS]

⑤ programmes on different activities to be arranged.

⑤ Tests and examination [9 marks]

⑥ Tutorials & Assignment topics to be allotted to all the students in advance.

⑦ Demonstration classes time table [orange] to be framed.

Kavya
8/7/22

PRINCIPAL

Sri Kaginele Mahasamsthana Kanaka Gucupeetha
College of Education
Adichunchanagiri Road, Kuvempunagar,
Mysore-570 023

SMS & MMS legends

KSVA GMM

SKM

PS

[Signature]

Co-ordinator

Internal Quality Assessment Committee (IQAC)
SKMK College of Education, Mysore-23

Internal Quality Assessment Committee (IQAC)
SKMK College of Education, Mysore-23

Meeting - No 22 21

19/11/2022

Kavitha

Page No. / 201
Date / / 201

Meeting was conducted in principals' chamber on 19/11/2022 and discussed about examination's code & conduct. All were informed to be inform intime and follow examination rules properly.

Later, All were informed to prepare NAAC information properly according to criteria and allotted work to be finished by 2/12/2022. as the meeting regarding NAAC with Dr. Nagaraj university representative, will be discussed on 2/12/2022.

SMS - A

KS -

SSK - h

PKS - p

MLS - Sagar

SMR - A

k

Co-ordinator
Internal Quality Assessment Committee (IQAC)
SKMK College of Education, Mysore-23

bp
19/11/22

PRINCIPAL
Sri Kaginele Mahasamsthana Kanaka Gurupeetha
College of Education
Adichunchanagiri Road, Kuvempunagat,
Mysore-570 023

31/12/2022

Meeting no-22

Meeting was convened to both teaching and non-teaching staff. ^{on 31/12/2022} ~~All~~ non-teaching attended ~~and~~ and teaching and discussed the following issues.

- 1] All should come intime and to be regular.
- 2] Biometric timings must be given both in the morning before 10.10 am and after 5.00 pm.
- 3] If anybody requires to go to ^{out of college or} office, it shd be entered in movements register. It is must
- 4] ch letter must be given in advance to take permission.

5] All the classrooms should be neat & tidy

6] All the attenders & peons should assist in office without comparison.

7] Admissions are going on, All the attenders and other staff should take care of students & parents with seating arrangements.

8] Store room should be locked. ~~It is to be~~ ^{It is to be} opened only during lunch time.

9] Mobiles should be kept in silent mode (and except office 'c' group) ~~others~~ and not to use for ^{other} unnecessary issues/purposes.

10) Nobody should carry phone to principal's room and talk loudly. It is disturbing administration work.

11) Not to talk loudly in corridors or anywhere in the college.

12) Discipline to be maintained.

13) CR must be given to the principal before 10/1/2023.

With other verbal instructions, meeting was ended.

14) Following were present in the meeting. [All non teaching present except Krishnaswamy who has taken permission from the principal]

15) Dr. Selvakumar came and went out with permission as other teaching staff SMS, KS, MTS, PKS were absent to the meeting. Shri. Manju J. joined meeting later.

For any other discrepancies / difference of opinion or views, one must give in writing only to the principal.

- 1) RS
- 2) kg
- 3) SAP
- 4) BC
- 5) Anney
- 6) Basanj
- 7) Mahadev
- 8) Krishna
- 9) Vani
- 10) Melamma
- 11) Krishna
- 12) kumar
- 13) ...
- 14) ...
- 15) ...

PRINCIPAL
Sri Kabinete Mahasamstha Kanaka Gyapeetha
College of Education
Munchunchanagur Road, Kyvempunagar,
Mysore-570 023

Co-ordinator

30/1/2023

Meeting NO-23

Meeting was convened in the principal's chamber on 30/1/23 and discussed the following issues.

- ① All to be punctual, to be in college by 10.10 am and exit after 5 pm.
Lunch time to be from 1.30 pm to 2 pm.
- ② Timings to be followed strictly. Biometric attendance to be given both morning & evening. The timings will be submitted to the management.
- ③ The staff is not allowed to go out of the college premises during college timings. In case of urgency only, one need to write in movement register.
- ④ While taking ch and other leaves, permission must be taken in advance with leave letters only. Otherwise it will be mentioned as 'Ab' & memo will be issued.
- ⑤ All should attend assembly in the morning
- ⑥ CR to be submitted to the office before 10/2/2023
- ⑦ Mobile phones, not to be brought to the principal's chamber and to talk loudly.
- ⑧ Students to be oriented in all the subjects, EPO, E Field works, programmed, extra curricular and extended programmes.
- ⑨ Tutorial and Assignment topics to be given in advance to students and to office for IQAC documentation.

10) Areas of research project, reading, reflection, Teacher planning & Drama & art education to be taken regularly.

11) Following Academic programmes are to be conducted by the in-charge given below.

- a) Talents day - KS (8/2/2023) Manju
- b) Election - [SMS/Phk/SSK/MLLS/KS/GMR] to formulate student council. [on 10/2/23] through election.
- c) welcome/freshers' day - SSK/MLLS [10/2/23]
- d) Science day - SSK & Phk (Feb 23)
- e) Microteaching communication - Phk/SSK [March 1 onwards]
- f) Test & examination -

Principal
College of Education

Co-ordinator
Internal Quality Assessment Committee (IQAC)
State College of Education Mysore-57

12) Following National programmes are to be Co-ordinated by all.

- a) Republic day - MLLS
- b) Ambedkar Jayanthi - SSK
- c) Basaveshwara Jayanthi - KS GMR
- d) Independence day - MLLS
- e) Kannada Rajyotsava - SMS
- f) Kanakadasa Jayanthi - KS
- g) Gandhi Jayanthi - Manju
- h) Valmiki Jayanthi - Phk

13) All the programme incharge/co-ordinator should follow the instructions given herewith ->

- a) ⁺ conduct pre-meeting of the programme
- b) to submit the report ——— " ——— to principal
- c) to send report and photo to press for newspaper publication
- d) to conduct post-meeting to discuss about pros-cons of the programme
- e) feedback of the programme to be taken by the students

19) In addition to above programmes and academic matters, all should complete NAAC work which is the need of the hour.

20) All need to follow the time-table given regularly.

30/1/2023

Co-ordinator
Internal Quality Assessment Committee (IQAC)
SKMK College of Education, Mysore-23

SMS

K.S

SSK — MLS

PKS — G.M.N

PRINCIPAL

Sri Kaginle Mahasamsthana Kanaka Gurupeetha
College of Education
Adichunchahalli Road, Kuvempunagar,
Mysore-570 023

Meeting No-24

Meeting is convened in the principal's chamber to teaching staff on 1/4/2023 and decided the following.

① NAAC: with regard to NAAC, all are informed to attend and complete the works assigned and report to the principal. From May 1, works must be speed up and to stay back in the college till 7pm or 8pm. It is decided to submit the SSR by the end of (30th) May 2023.

All are informed not to take any leave after the month of April, and to focus more on NAAC work.

② Academic work.

There are hardly 25 days to left with, for the completion of syllabus (keeping 5th May as last working day). Hence all decided to take special classes on Saturdays afternoon and to take special classes in the morning by 9 am. If time permits in between i.e. during gap or library period with the intimation to the principal.

Meeting NO-25

20/5/2023

Meeting is convened in the principals chamber on 20/5/2023 and discussed on IA marks camp & examination and other general aspects.

- ① All to finish uploading IA marks and attendance today itself.
- ② Examination will be started on 30/5/2023 for both I and III semester. All should be careful and punctual.

③ Regarding camp: All must take care of students in the campus by being in the campus by 9.00 am.

- Things from taken from college to be brought back - carefully.
- to maintain cleanliness in the campus
- to take care of students and guests in the campus.

④ Students to be guided properly by all

Co-ordinator

Internal Quality Assessment Committee (IQAC)
KMK College of Education, Mysore

- ① SMS
- ②
- ③
- ④ BS
- ⑤ PK
- ⑥
- ⑦
- ⑧
- ⑨ S.
- ⑩ SSK

20/5/2023

PRINCIPAL
Sri Kaginele Mahasamstana Kanaka Gurupeetha
College of Education
Adichunchanagiri Road, Kuvempu,
Mysore-570 023

19/06/2023

Meeting NO - 26

Meeting was conducted on 19/6/2023 with the staff and following decisions are taken up.

- 1) The classes starting on 19/6/2023. Students must be guided and oriented in all the subjects and internship apart from other National programmes.
- 2) Internship regarding II sem incharge is Dr. Selvakumar. S and IV sem Dr. Sharathkumar. They have to process i.e. letter correspondence to be made with departments concerned.
- 3) Internship programme related following have taken the orientation of students.

Unit plan - SMS ✓

Unit Test - SMS ✓

Block lessons / Teaching } - By all Teaching staff in their concerned subjects

Criticism & Practical exam } Principal.

Innovative - Smt. Sujatha & SSK

ICT - SSK.

Remedial Teaching - PKR

Co-curricular Activities - G.M. ✓

Research project - Chris Manju &
later by all concerned
Lecturers.

Any other general information - Dr. Vishalabhi
related to college

- 4) Demonstration to be given by
- Firstly by Resource persons
 - Secondly by concerned subject teachers
 - Thirdly by any other resource persons.

Dates must be given to ~~each~~ SMS.

- 5) Finally all are informed to take up TRAAC work
i.e. IQAC activities were discussed.

Co-ordinator

Internal Quality Assessment Committee (IQAC)
SKMK College of Education, Mysore-23

19/6/23

PRINCIPAL

Sri Kaginele Mahasamsthana Kangka Gurupetha
College of Education
Adichunchanagiri Road, Kuvempunagar,
Mysore-570 023

SMS

MLS

KS

gmm

SSR

Manju

PKS

Meeting No. 27

11/8/2023.

Meeting was convened in the principal's chamber on 11/8/2023 and decided to take the actions on the following.

1) NAAC : As NAAC is compulsory, all should work hard and to submit the reports of the concerned curricular or extra-curricular activities. The IQAC cell should be proactive to complete the process of NAAC. Registration to IQA and after acceptance of IQA, there will be 45 days to submit the SQR. Hence, all should be regular and plan meticulously to make report presentation effective.

2) Independence day : All the staff decided to plan and execute the day responsibilities more efficiently. Students are to be assigned programme activities and to supervise regularly.

3) Practical examination : The incharge of the internship Dr. Shanathkumar SM was informed to allot the students to respective schools considering the medium of instruction, and classes required of the students.

11/8/2023

Principal

Signature

Principal

Principal

Principal


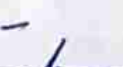

4) As per the regulations of NEP, multiple approach to enhance the various learning areas is required. Hence, all are have decided to give diversified activities and research oriented projects to the students in this 2nd and 4th semester.


5) All are informed to follow/and strictly adhere to the code of conduct of the college.

6) The IA test is scheduled on 19th, 20th and 21st of October, 2023. The students should be given thorough knowledge of texts and examination pattern and to advise to refer to the question bank and previous question papers.

7) As of now, Internship for 4th Sem is going on, the student trainees classes must be observed properly and instructions and feedback should be given individually and recorded.

All the teaching staff have decided to follow the above resolutions

SMS -  M.S.
KS -  G.M.M.
SSK -  M.S.
PKS


Co-ordinator

Internal Quality Assessment Committee (IQAC)
SKMK College of Education, Mysore-23


PRINCIPAL

11/8/23
Sri Kaginele Mahasamsthane Kanaka Gurupeetha
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