

INTERNAL QUALITY ASSURANCE CELL (IQAC)
OF
JINDAL COLLEGE FOR WOMEN
Jindalnagar, Tumkur road, Bengaluru 560073



Prof. VEENA T
CHAIRPERSON

Email : principal@jindalcollege.com
Phone : 080 – 23711830

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Internal Quality Assurance Cell Meeting Attendance Sheet

The Internal Quality Assurance Cell Meeting was held on 20th September 2021 in the IQAC Cell, JCW at 2.30 pm.

Following Members were present for the Meeting.

			Signature
Chairperson			
1	Prof Veena T	Principal	
Representatives from Teaching Staff			
2	Mrs. Sushmakiran	NAAC Coordinator Asst. Prof, Dept of Computer Applications	
3	Mrs. Mamatha	Asst. Prof, Dept of Mathematics	
4	Mr. Xavier	Asst. Prof, Dept of Commerce	
5	Mrs. Bhagyavathi	Asst. Prof, Dept of Kannada	
Management Representative			
6	Mr. Dhiraj Singh		
Representative from Non Teaching Staff			
7	Mrs. Shobha R,	Senior Administrative Officer	
8	Mrs. Rajeshwari	Librarian, Dept of Library and Information Sciences	
Nominee from Local Society			
9	Mr. Thimmarasaiah	Ex Chairman, Madanayakanahalli Grama Panchayth	
10	Mr. S.N Narasimhamurthy	Ex Member, Srikantapura Ward 1	
Nominee from Industry			
11	Mr. P.S Subhash	Senior Manager, HR, Jindal Aluminium Ltd.	
12	Mr. Santhosh Kumar D S,	Asst. Manager, ISO Cell.	
Student Nominee			
13	Ms.Sowmya G	B.Com	
IQAC Coordinator			
14	Mrs.Divya K.B	Asst. Prof, Dept of English	

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Minutes of the Meeting

**The Proceedings of the IQAC meeting held on 20 September 2021 at JCW,
IQAC Cell at 2.30 pm.**

Proposed Agenda of the Meeting:

- Review of Previous Meeting
- Review on the activities of all the Departments
- ISO Audit
- Orientation on NEP
- ICT Enhancement
- Preparation Of AQAR
- To Strengthen Student Curricular and Co Curricular Activities
- Student Satisfaction Survey

(Contd.....2)

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	SUBJECT	RESOLUTION
1.	Welcome	<ul style="list-style-type: none">Principal, Chairman IQAC welcomed the Members for the meeting
2.	Review of Previous Meeting	<ul style="list-style-type: none">The Action taken report of the recommendations of the previous meeting held on 15 April was placed before the Members for reviewing.
3.	Review on the activities of all the Departments	<ul style="list-style-type: none">The Webinars/Guest Lectures/Activities conducted by the Departments were reviewed by the members and it was decided to conduct more of such programmes for the benefit of the students and faculty.
4.	ISO Audit	<ul style="list-style-type: none">Discussion went on regarding the successful completion of the ISO 1st stage of External Audit on 31.8.2021. Members were intimated regarding the 2nd Stage of ISO Audit scheduled on 30.9.2021 & 1.10.2021.
5.	Orientation on NEP	<ul style="list-style-type: none">The members stressed the need to organize NEP Orientation programme to the parents and students to help them understand the National Education Policy-2020 and its benefits, the rules and regulations of the college and ensure their participation in monitoring the performance and progress of the students.
6.	ICT Enhancement	<ul style="list-style-type: none">The members emphasized the need to enhance the ICT Facilities existing in the college to facilitate ICT Enabled teaching learning process.
7.	Preparation Of AQAR	<ul style="list-style-type: none">Discussion went on regarding the preparation of documents for the submission of the AQAR for the academic year 20-21. The faculty members were intimated to cooperate in the preparation of the AQAR Documents.

(Contd.....3)

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SUBJECT	RESOLUTION
8. To Strengthen Student Curricular and Co Curricular Activities	The members elaborated on conducting more number of the Curricular, Co Curricular events for the students for their holistic development. Quality initiatives to be taken by IQAC in future were discussed.
9. Student Satisfaction Survey	<ul style="list-style-type: none">• Students Satisfaction Survey (SSS) regarding Teaching – Learning and Evaluation conducted among the students of previous year was reviewed by the Members and suggestions were given which is recorded for action to be taken.
10 Any Other	<ul style="list-style-type: none">• Activity report of the college was presented to the members.• The members were briefed about the extension services done by college in this academic year.• Fresh suggestions were invited and recorded.
11 Vote of Thanks	<ul style="list-style-type: none">• The IQAC Chairman proposed vote of thanks


Mrs. Divya K.B
(IQAC Coordinator)


Prof. Veena T
(PRINCIPAL)
Principal
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Acknowledgement for receipt of Notice and Agenda for IQAC Committee Meeting

Received Notice & Agenda of the IQAC Committee Meeting scheduled to be held on 20th September 2021 in the IQAC Cell, JCW at 2.30 pm.

Chairperson		Signature
1	Prof Veena T Principal	
Representatives from Teaching Staff		
2	Mrs. Sushmakiran NAAC Coordinator Asst. Prof, Dept of Computer Applications	
3	Mrs. Mamatha Asst. Prof, Dept of Mathematics	
4	Mr. Xavier Asst. Prof, Dept of Commerce	
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8	Mrs. Rajeshwari Librarian, Dept of Library and Information Sciences	
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9	Mr. Thimmarasaiah Ex Chairman, Madanayakanahalli Grama Panchayth	
10	Mr. S.N Narasimhamurthy Ex Member, Srikantapura Ward I	
Nominee from Industry		
11	Mr. P.S Subhash Senior Manager, HR, Jindal Aluminium Ltd.	
12	Mr. Santhosh Kumar D S, Asst. Manager, ISO Cell.	
Student Nominee		
13	Ms.Sowmya G B.Com	
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ACTION TAKEN REPORT OF THE IQAC MEETING CONDUCTED ON 20th SEPTEMBER 2021-22

SI No	Recommendation by IQAC	Action taken and Outcome
01	Orientation on NEP	<ul style="list-style-type: none">FDP on Implementation of NEP was organized for Faculty on 27.9.21.NEP Orientation for I Year UG Students was organized on 19.11.2021
02	ICT Enhancement	<ul style="list-style-type: none">Process in initiated for purchase of Computers, Projectors and CC Cameras.
03	Preparation Of AQAR	<ul style="list-style-type: none">The AQAR was prepared and successfully submitted in the month of March 22
04	To Strengthen Student Curricular and Co Curricular Activities	<ul style="list-style-type: none">Co curricular activities such as Essay, Debate, Pick and Speak, Business Quiz, Mad Ads, PPT, Lecture Competitions and Industrial Visit, Demo sessions, orientation programmes were conducted for the students.


Mrs. Divya K.B
(IQAC Coordinator)


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Internal Quality Assurance Cell Meeting Attendance Sheet

The Internal Quality Assurance Cell Meeting was held on 15th April 2021 in the IQAC Cell, JCW at 2.30 pm.

Following Members were present for the Meeting.

Chairperson			Signature
1	Prof Veena T	Principal	
Representatives from Teaching Staff			
2	Mrs. Sushmakiran	NAAC Coordinator Asst. Prof, Dept of Computer Applications	
3	Mrs. Mamatha	Asst. Prof, Dept of Mathematics	
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Minutes of the Meeting

The Proceedings of the IQAC meeting held on 15th April 2021 at JCW, IQAC Cell at 2.30 pm.

Proposed Agenda of the Meeting:

- Online Teaching
- Attending Webinars/FDP's
- Organize Webinars/FDP's
- Quality Enhancement Programmes
- Online test
- ISO Audit
- Reframing of Committee Members
- Any other

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	SUBJECT	RESOLUTION
1.	Welcome	<ul style="list-style-type: none">Principal, Chairman IQAC welcomed the Members for the meeting
2.	Online Teaching	<ul style="list-style-type: none">Faculty initiatives in online teaching was appreciated however, It was discussed that the Faculty should train themselves for the Online teaching by updating their skills and participate in Webinars.
3.	Webinars and FDP's	<ul style="list-style-type: none">The members opined that the faculty should be motivated to attend webinars and FDP's to enhance their knowledge and also conduct webinars for students' through various cells and committees.
4.	To organize National Webinars and FDP'S	<ul style="list-style-type: none">The members stressed the need to organize National Level Webinars, FDP's in order to enhance the learning skills even during the Pandemic period.
5.	Quality Enhancement Programmes	<ul style="list-style-type: none">The IQAC members urged the need to organize the programmes which would be relevant during the pandemic period such as awareness programmes, e – teaching techniques etc.
6.	Online Test	<ul style="list-style-type: none">The members discussed the need to conduct the online test to the students to keep a check on the learning process of the students through online classes.
7.	ISO Audit	<ul style="list-style-type: none">The ISO preparation process was reviewed by the members of the IQAC and it was discussed to prepare for the ISO Audit which would be in the month of August and September
8.	Reframing of Committee and Criterion members	<ul style="list-style-type: none">The new faculty members were assigned the Committee and Criterion members responsibility as per the discussion conducted with the IQAC Members

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9.	Any others	<ul style="list-style-type: none">• The members suggested to conduct an Emotional Wellness programme through virtual mode for the Students during the pandemic period.• The members stressed the need to organize a vaccination drive to the staff and students along with the routine sanitization of infrastructure• The members instructed to conduct women empowerment programmes• The members discussed regarding the preparations to be made for the offline classes so that classes can be commenced as soon as the permission is given
10	Vote of Thanks	<ul style="list-style-type: none">• The IQAC Chairman proposed vote of thanks


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(IQAC Coordinator)


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Representatives from Teaching Staff		
2	Mrs. Sushmakiran NAAC Coordinator Asst. Prof. Dept of Computer Applications	
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ACTION TAKEN REPORT OF THE IQAC COMMITTEE MEETING HELD ON 15th APRIL 2021

Sl No	Recommendation by IQAC	Action taken and Outcome
01	Updating of Online Teaching Skills	Faculty Members made effective use of ICT to teach the students through online mode. Audio, Video aids, PPTs were used by the faculty to convey the syllabus effectively to the students.
02	Attending Webinars and FDP's	The Faculty members were encouraged to attend the Webinars and FDPs to enhance their knowledge and skills. All the Faculty members attended various Webinars, FDP's pertaining to their subject expertise.
03	Organizing Webinars and FDP's	14 In-house activities were conducted which included National Level Webinars, Guest Lectures, Workshop, FDP conducted through virtual mode
04	Quality Enhancement Programmes	Programmes such as Orientation on CA, GST Workshop, Guest Lecture on Monetary System, Guest Lecture on Maths Behind Beauty, Mutual Funds Workshop, Guest Lecture on Nano Science- A Tiny technology, Webinar on Cryptography and Network Security, Webinar on Cloud Computing, Guest Lecture on Theory of Computations, Webinar on Communication Skills, 3 days Workshop on Personality and performing skills, Webinar on Constructivism, Principles and Practice of Income tax, Grooming Leadership Qualities, Transformation of Human Resource Management to Capital Management, Relevance of Gandhian Principles etc.
05	Online Test	Online test was conducted between 5.7.21 to 9.7.21
06	ISO Audit	All the preparation for ISO Audit was completed
07	To Conduct Emotional Wellness programme for students	Webinar was organized on " Building Emotional Wellness to Enable Coping Skill" on 7.6.2021
08	To organize a vaccination drive	Vaccination Drive was conducted on 29 & 30.6.2021 and 29.2.2021
09	To conduct Women Empowerment Programmes	Webinar on "Human Rights and Women Rights in India" was conducted on 23.7.21 & Webinar on "Grooming Leadership Qualities"

M/s. Divya K.B
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