

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

.. 1 ..

Minutes of the Meeting

The Proceedings of the IQAC meeting held on 30th June 2023 at JCW, IQAC Cell at 2.30 pm.

- To confirm the minutes of the Previous IQAC Meeting and Discuss the action taken report.
- Placement Drive
- Excursion
- Internal Assessment Marks Uploading
- BU Semester Examination
- Review of Semester Activities
- Graduation Day
- Preparatory Examination
- Theatre Club Activity
- Action Plan
- NAAC Progress

(Contd.....2)

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ACTION TAKEN REPORT

of IQAC meeting held on 3rd April 2023 at JCW, IQAC Cell at 2.30 p.m

- Classes started for even semester on 17.4.2023
- Faculty workload finalized and classes conducted accordingly
- Calendar of events was framed and followed
- Skill development activities were conducted
- Annual Sports meet was conducted 8 to 19th May
- I Internals was conducted – 5 to 8 June 2023
- PTM was conducted
- Fests/ Seminars/ Guest Lectures were conducted
- Value Added Courses were conducted
- Other
 - Preparation for NAAC

(Contd.....3)

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Proceedings of the IQAC Meeting held on 30 June 2023 at JCW, IQAC Cell at 2.30 pm

SUBJECT	RESOLUTION
1 Welcome	<ul style="list-style-type: none">Principal, Chairman, IQAC welcomed the faculty members for the staff meeting
2 Placement Drive	<ul style="list-style-type: none">The Placement Officer intimated regarding the Placement Drive scheduled on 8 July and the necessary preparations made for the same.
3 Internal Marks	<ul style="list-style-type: none">Discussions were held regarding the allotment of Internal marks and uploading the same to the portal.
4 Preparatory Examination	<ul style="list-style-type: none">The Examination Committee intimated regarding the preparatory exams which was scheduled from 10 July to 17 July. Hence the Question papers to be made ready by the faculty for the same.
5 Graduation Day	<ul style="list-style-type: none">Cultural committee was instructed to make preparations for the same. The committee intimated to conduct on 11 August.
6 Theatre Club Activity	<ul style="list-style-type: none">The Members were updated regarding the Theatre workshop going on for 30 days and the play will be staged shortly
7 Excursion	<ul style="list-style-type: none">The Excursion committee was instructed to process the same and organize the excursion at the earliest.

(Contd.....4)

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SUBJECT		RESOLUTION
8	Review of Semester Activities	<ul style="list-style-type: none">• The Committee/ Cells/Dept Secretaries Members were instructed to resume with the activities for the Even Semester as scheduled in the Calendar of Events.
9	Value Added Courses	<ul style="list-style-type: none">• Commerce and Computer Application Dept HODs updated regarding the Value Added Courses conducted for the semester.
10	Preparation for NAAC	<ul style="list-style-type: none">• The NAAC Progress was updated and discussed among the faculty members. It was planned to submit the IIQA shortly
13	Vote of Thanks	<ul style="list-style-type: none">• The IQAC Chairman proposed vote of thanks

(Contd.....5)

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Proceedings of the IQAC Meeting held on 30th June 2023 at JCW, IQAC Cell at 2.30 pm

IQAC Members	Name of the Member	Designation	Signature
IQAC Chairperson	Prof Veena T	Principal, JCW	
IQAC Coordinator	Prof.Divya K.B	Asst. Professor, Dept of English	
NAAC Coordinator	Prof.Veena K Anand	Asst Professor, Dept of Commerce	
Faculty	Prof.Bhagyavathi.B	HOD, Dept of Kannada	
Faculty	Dr.Xavier	HOD, Dept of Commerce & Management	
Faculty	Prof.Mamatha H.K	HOD, Dept of Mathematics	
Library	Mrs.Kanthamani	Librarian	

FACULTY MEMBERS

SLNO	NAME	DESIGNATION	Signature
1	Prof.Nagappa S Angadi	HOD, English Dept	
2	Prof.Varsha Sharma	Asst. Professor, Hindi Dept	
3	Prof. Shashikala N	Asst Professor, Kannada Dept	
4	Dr.Komala. J	Coordinator, M.Com & Professor, Commerce Dept	
5	Prof.Savitha	Asst Professor, Commerce Dept	
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7	Prof.Lakshmi B.G	Asst Professor, Commerce Dept	
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17	Prof. Vinutha D	Asst Professor, Dept of Physics	
18	Dr. Anitha B.G	HOD, Asst Professor, Chemistry Dept	
19	Prof.Priyanka J	Asst. Professor, Chemistry Dept	
20	Prof.Sandhya Devi R	Asst Professor, Mathematics Dept	
21	Mrs.Bhagyalakshmi N	Director, Physical Education	
22	Prof Kavitha B.R	Asst Professor, Computer Applications Dept	

(Prof. DIVYA K.B)
IQAC Coordinator

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Chairperson

Principal
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Minutes of the Meeting

The Proceedings of the IQAC meeting held on 10th July 2023 at JCW, IQAC Cell at 2.30 pm.

Agenda of the Meeting :

- Reopening of college for I Sem
- Admission Details
- BU Examination for Even Sem
- Workload Of Faculty
- Time Table
- Class Teacher Allotment
- Action plan for Odd Semester
- NAAC Progress
- Specialization & Project
- Skill Development Activities
- Extension Activity
- Placement
- Value Added Course

(Contd.....2)

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ACTION TAKEN REPORT

of IQAC meeting held on 30th June 2023 at JCW, IQAC Cell at 2.30 p.m

- Pre Placement talk was conducted on 6.7.2023 and Placement Drive was conducted on 8.7.2023
- Excursion was organized to Honnavara and Kodachadri from 20 to 23.7.2023
- Internal Assessment Marks was successfully uploaded
- BU Semester Examination preparations were made
- Semester Activities reports were submitted to IQAC
- Graduation Day was organized on 11.8.2023
- Preparatory Examination was conducted from 10 to 17.7.2023
- Theatre workshop was successfully completed and the play Mahapournime was to be staged on 7.7.2023
- NAAC documentation was reported to be ongoing

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SUBJECT	RESOLUTION
1. Welcome	<ul style="list-style-type: none">Principal, Chairman IQAC welcomed the faculty members for the staff meeting
2. Reopening of the college for I Sem	<ul style="list-style-type: none">The Principal intimated that the College to be reopened for ODD Semester from 17.7.2023 as per the University Guidelines. It was decided to conduct an orientation programme on the day of reopening
3. Admission Details	<ul style="list-style-type: none">Admission details of the academic year 2023-24 was updated to the staff.
4. Workload of Faculty	<ul style="list-style-type: none">The HOD's were instructed to finalize the subject allocation and submit the workload of odd sem to the IQAC.
4. Time Table	<ul style="list-style-type: none">Faculty members were instructed to Finalize Time Table according to the subject allocated for odd sem.
5. Class Teacher Allotment	<ul style="list-style-type: none">The Chairperson intimated to assign the Faculty as the Class Coordinators for the I Year UG Students and from WhatsApp Groups to convey the required information regarding the classes.It was also discussed to convey the New Education Policy Framework for the I Year UG Students.
6. Examination	<ul style="list-style-type: none">The committee members were instructed to make necessary preparation for UG Even semester examination which were scheduled to be held from 17.8.2023 to 5.9.2023
7. Action Plan for the Semester	<ul style="list-style-type: none">The HOD's were instructed to frame the Action Plan for the Odd Semester and submit at the earliest.

(Contd.....3)

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SUBJECT	RESOLUTION
8. NAAC Progress	<ul style="list-style-type: none">• The Faculty members had begun the NAAC SSR and Documentation process which was updated before the IQAC Board.
9. Specialization & Project	<ul style="list-style-type: none">• Final Year Commerce Teachers were intimated to guide the Final Year UG Students regarding the Specialization subjects its scope and importance and help them to opt their subject of interest.• BBA HOD was instructed to convey the Final Year BBA Students regarding the Project Work and was intimated to allot the Guides for the same.• M.Com Coordinator was instructed to finalize regarding the Project Work of Final Year M.Com Students.
10. Skill Development Activities	<ul style="list-style-type: none">• All the Departments were instructed to conduct Skill Development Activities for the Students through their respective forum which would give practical exposure to the Students of the same.
11. Extension Activity	<ul style="list-style-type: none">• All the Department were instructed to take up extension activity during the semester and motivate the students to take part in the same to develop a sense of civic responsibility
12. Placement	<ul style="list-style-type: none">• The Placement Committee was instructed to conduct placement Guidance Activities and make necessary planning for the same.
13. Value Added Course	<ul style="list-style-type: none">• It was decided to introduce new Value Added Courses with the existing ones.
14. Vote of Thanks	<ul style="list-style-type: none">• The IQAC Chairman proposed vote of thanks

(Contd.....4)

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IQAC Chairperson	Prof Veena T	Principal, JCW	
IQAC Coordinator	Prof.Divya K.B	Asst. Professor, Dept of English	
NAAC Coordinator	Prof.Veena K Anand	PG Coordinator, Dept of Commerce	
Faculty	Prof.Bhagyavathi.B	HOD, Dept of Kannada	
Faculty	Dr.Xavier	HOD, Dept of Commerce & Management	
Faculty	Prof.Mamatha H.K	HOD, Dept of Mathematics	
Library	Mrs.Kanthamani	Librarian	

FACULTY MEMBERS

SLNO	NAME	DESIGNATION	Signature
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2	Prof.Varsha Sharma	Asst. Professor, Hindi Dept	
3	Prof. Shashikala N	Asst Professor, Kannada Dept	
4	Dr.Komala. J	Coordinator, M.Com & Professor, Commerce Dept	
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18	Dr. Anitha B.G	HOD, Asst Professor, Chemistry Dept	
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21	Mrs.Bhagyalakshmi N	Director, Physical Education	
22	Prof Kavitha B.R	Asst Professor, Computer Applications Dept	

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Minutes of the Meeting

**The Proceedings of the IQAC meeting held on 1st December 2023 at JCW,
IQAC Cell at 2.30 pm.**

Agenda of the Meeting:

- Review of previous meeting
- Review of Cells/Committees/Dept Activities/Extension Activities
- ED Cell
- PTM
- Action plan & Achievement/Outcome for the Semester
- Conduct of Preparatory Examination
- Internal Assessment Marks
- BU Examination Preparation
- Alumni
- IIQA/NAAC

(Contd.....2)

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ACTION TAKEN REPORT

of IQAC meeting held on 10th July 2023 at JCW, IQAC Cell at 2.30 p.m

- College reopened for Ist Sem on 17.7.2023
- Admission process was successfully completed
- BU Examination for Even Sem was conducted smoothly
- Action plan for Odd Semester was submitted to IQAC
- NAAC IIQA was planned to submit in December
- Skill Development Activities were conducted throughout semester
- Extension Activity was conducted by NSS/NCC/YRC and Depts
- Placement Guidance activities were conducted
- Value Added Course was conducted for students.

(Contd.....3)

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SUBJECT	RESOLUTION
1. Welcome	<ul style="list-style-type: none">Principal, Chairman IQAC welcomed the faculty members for the staff meeting
2. Review of Cells/Committees/Dept Activities	<ul style="list-style-type: none">Various activities of the Cells, Committees and Dept's were reviewed and were instructed to resume with the activities as scheduled in COE.
3. ED Cell	<ul style="list-style-type: none">Staff were instructed regarding the ED Cell activities scheduled for the sem. Principal instructed to conduct more number of ED Cell initiatives.
4. PTM	<ul style="list-style-type: none">The feedback of the parents during the Parent teacher meet was analyzed during the meet and instruction were given to take action for the same
5. Achievement/Outcome for the Semester	<ul style="list-style-type: none">The HOD's, Cell/ Committee Secretaries were intimated to prepare the achievement / programme outcome of the activities conducted and align with the vision, mission of the Dept
6. Conduct of Preparatory Examination	<ul style="list-style-type: none">Exam committee was instructed regarding conduct of Preparatory examination for odd sem.
7. Internal Assessment Marks	<ul style="list-style-type: none">Faculty were instructed to prepare the Internal Assessment marks to be uploaded to the portal

(Contd.....4)

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SUBJECT	RESOLUTION
8. BU Examination	<ul style="list-style-type: none">• The Examination committee was instructed to make necessary preparations for the odd semester examination.
9. Alumni	<ul style="list-style-type: none">• It was decided to connect to the Alumni more effectively and to conduct Resource Programs to the Alumni.
10. NAAC Progress	<ul style="list-style-type: none">• The Progress in preparation of NAAC SSR and Documentations were updated before the members for further recommendations and it was decided to submit the IIQA in the month of December.
11. Vote of Thanks	<ul style="list-style-type: none">• The IQAC Chairman proposed vote of thanks

(Contd.....5)

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NAAC Coordinator	Prof.Veena K Anand	Asst Professor, Dept of Commerce	
Faculty	Prof.Bhagyavathi.B	HOD, Dept of Kannada	
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Faculty	Prof.Mamatha H.K	HOD, Dept of Mathematics	
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Minutes of the Meeting

The Proceedings of the IQAC meeting held on 7th March 2024 at JCW, IQAC Cell at 2.30 pm.

- To confirm the minutes of the Previous IQAC Meeting and Discuss the action taken report.
- Reopening of college for Even Semester UG
- Workload Of Faculty
- Time Table
- Calendar of Events
- Action plan & Achievement/Outcome for the Semester
- Sports / Cultural Annual Event
- Fests/ Seminars/ Guest Lectures/ Conferences
- Value Added Course
- NAAC Visit

(Contd.....2)

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ACTION TAKEN REPORT

of IQAC meeting held on 1st December 2023 at JCW, IQAC Cell at 2.30 p.m

- Reports of Activities of Cells/Committees/Dept was submitted to the IQAC
- ED Cell competitions and activities were conducted
- Recommendation of PTM were implemented
- Action plan & Achievement/Outcome for the Semester was submitted to IQAC
- Preparatory Examination was conducted 18.1.24 to 29.1.24
- Internal Assessment Marks was successfully uploaded to the portal
- BU Examination was conducted smoothly
- Alumni talks were organized
- IQA was successfully submitted and the Self Study Report of the college was successfully submitted and preparation for visit is being made.

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(Contd.....3)

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SUBJECT	RESOLUTION
1 Welcome	<ul style="list-style-type: none">Principal, Chairman, IQAC welcomed the faculty members for the staff meeting
2 Reopening of college for UG	<ul style="list-style-type: none">It was decided to Reopen the classes for Even Semester from 18.3.2024
3 Workload Of Faculty	<ul style="list-style-type: none">The HODs were intimated to prepare the Subject Allocation List and Work Load of Faculty for the Even Semester and get the approval of the same.
4 Time Table	<ul style="list-style-type: none">The Time table Committee and Dept HODs were instructed to prepare the Master Time Table for the Even Semester at the earliest.
5 Calendar of Events/ Plan of Action	<ul style="list-style-type: none">The Tentative Calendar of Events / Plan of Action of all the Departments were reviewed and was instructed to follow the same during the Semester Activities.
6 Examination	<ul style="list-style-type: none">Examination Committee was instructed to schedule the Internal Tests and intimated Faculty members for completion of syllabus for the same.
7 Sports & Cultural Events	<ul style="list-style-type: none">Cultural Fest “Ananthotsava” & Sports meet was planned to be conducted in the month of June. The Committee Members were intimated to make necessary arrangements for the same.

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SUBJECT	RESOLUTION
8 Fests/ Seminars/ Guest Lectures/ Conferences	<ul style="list-style-type: none">• The Committee/ Cells/Dept Secretaries Members were instructed to resume the activities for the Even Semester. Plan Fests/Seminars/Guest Lectures etc for the Even Semester.
9 Value Added Courses	<ul style="list-style-type: none">• Commerce and Computer Application Dept HODs were instructed to plan for introduction of New Add On Courses.
10 Preparation for NAAC Visit	<ul style="list-style-type: none">• The NAAC Progress was updated and discussed among the faculty members. Faculty discussed regarding the preparations to be made for NAAC Visit.
13 Vote of Thanks	<ul style="list-style-type: none">• The IQAC Chairman proposed vote of thanks

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22	Prof Mamtha Warad	Asst Professor, Computer Applications Dept	

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IQAC Coordinator

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