



# JINDAL FIRST GRADE COLLEGE FOR WOMEN

NAAC Accredited

(Managed by Pragn Jindal Philanthropic Organisation)

Jindal Nagar, Tumkur Road, Bangalore - 560 073. Phone No.: 080-23711830

Email ID : principal@jindalcollege.com, Website : www.jindalcollege.com

## Minutes of IQAC Meeting

The Proceedings of the IQAC meeting held on 10<sup>th</sup> July 2017 at JFGCW, IQAC Cell at 2.30 p.m.

### Members Present

	Name of the Member	Designation	Signature
IQAC Chairperson	Dr.C.Sevithaya	Principal, JFGCW	
IQAC Coordinator	Mrs.Divya K.B	Asst.Professor, Dept of English	
Faculty	Mrs.Bhagyavathi.B	Professor, Dept of Kannada	
Faculty	Mr.Xavier	HOD, Dept of Commerce & Management	
Faculty	Mr.Nagappa S Angadi	HOD, Dept of English	
Faculty	Mrs.Varsha Sharma	Professor, Dept of Hindi	
Faculty	Mr.Srinivas P.R	HOD, Dept of Physics	
Faculty	Mrs.Latha M.R	HOD, Dept of Computer Science	
Faculty	Mrs.Mamatha H.K	HOD, Dept of Mathematics	
Faculty	Mrs.Veena K.Anand	Asst.Professor, Dept of Commerce & Management	
Faculty	Mrs.Deepika Burnwal	Asst.Professor, Dept of Commerce & Management	
Library	Mrs.Prameela	Librarian	
Physical Education	Ms.Bhagyalakshmi	Director, Physical Education	

### FACULTY MEMBERS

SL. NO	NAME	DESIGNATION	Signature
1	Mrs. Shashikala N	Asst Professor, Kannada Dept	
2	Mrs.Savitha	Asst Professor, Commerce Dept	
3	Dr.Komala. J	Professor, Commerce Dept	
4	Mrs.Vidya Rani M	Asst Professor, Commerce Dept	
5	Ms.Padmashree	Asst Professor, Commerce Dept	
6	Mrs.Shashikala G	Asst Professor, Commerce Dept	
7	Ms.Lakshmi B.G	Asst Professor, Commerce Dept	
8	Ms.Vedashree H	Asst Professor, Commerce Dept	
9	Mrs.Yashaswini	Asst Professor, Commerce Dept	
10	Mrs.Kodhai	Asst Professor, Commerce Dept	
11	Ms.Sudha Rani	Asst Professor, Commerce Dept	
12	Mrs.Kalavathi Ramesh	Asst Professor, Commerce Dept	
13	Mrs. Sushamakiran	Asst Professor, Comp Science Dept	
14	Mrs.Kathyayini.R	Asst Professor, Computer Science Dept	
15	Mrs.Sowmyashree	Asst Professor, Physics Dept	
16	Mrs.Shaini	HOD, Chemistry Dept	
17	Mrs.Pavithra	Asst Professor, Chemistry Dept	
18	Mrs. Priya Nayak	Asst Professor, Mathematics Dept	
19	Mrs.Bhavana Sharma	Asst Professor, Biology Dept	

**Minutes of the IQAC meeting held on  
10<sup>th</sup> July 2017 at JFGCW, IQAC Cell at 2.30 p.m.**

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The IQAC Coordinator welcomed all the members to the meeting and requested the Principal and IQAC Chairperson to conduct the proceedings.

The Principal and IQAC Chairperson wished all the members and initiated the proceedings. Before taking up the agenda she briefed about the roles and responsibility of faculty, supporting staff and all the concerned in upholding and serving the cause of the Institution. The Chairperson reviewed the proceedings of the previous meeting.

**The following Agenda was discussed.**

- ❖ To confirm the minutes of the previous IQAC Meeting to discuss the action taken report of the meeting.
  - ❖ Time table for the Odd Semester of all UG Courses
  - ❖ Work load and Subject Allotment of the Faculty Members.
  - ❖ Freshers Day & Investiture Ceremony
  - ❖ Progress in preparations of AQAR of NAAC
  - ❖ Calender of Events
  - ❖ To discuss regarding the Annual budget of the Institute and all the Departments of the College.
  - ❖ To discuss regarding the Fest/Seminars/Conference
- ↓ **Time table for the Odd Semester of all UG Courses:** The HOD's of the Department presented the Time table of the concerned department of the Odd Semester before the IQAC.
- ↓ **Work load and Subject Allotment of the Faculty Members:** The Chairperson instructed the Faculty members to submit their work load and subject allotted to them.
- ↓ **Committees & Cells:** The Chairperson came out with the list of Various Committees newly framed and the Faculty members who are representing the various committees. The Secretaries of these committees were instructed to conduct meeting once in a month, maintain the proceedings and were instructed to meet the Principal regarding the progress. They were intimated to fulfil the roles and responsibilities of their concerned committees appropriately.
- ↓ **Freshers Day & Investiture Ceremony:** The members discussed regarding the conduct of Student Union Election and decided to have an Investiture Ceremony for the elected members along with the Freshers Day for the I Semester Students on 15<sup>th</sup> July 2017.
- ↓ **Progress in preparations of AQAR of NAAC:** The Chairperson enquired regarding the progress in preparation of Annual Quality Assurance Report which is to be submitted to the NAAC by the end of the month.
- ↓ **Calendar of Events:** The Calendar of Events of the Odd Semester was reviewed and was instructed to follow the same during the semester.
- ↓ **Annual budget of the Departments:** The HOD's were instructed to prepare the Departmental Budget for the next academic year by the end of the semester.
- ↓ **Fests/Seminars/Conference:** It was discussed to prepare the budget, proposal for the conduct of the Fests, Seminars during the academic year.



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## Minutes of IQAC Meeting

The Proceedings of the IQAC meeting held on 6<sup>th</sup> September 2017 at JFGCW, IQAC Cell at 2.30 p.m.

### Members Present

	Name of the Member	Designation	Signature
IQAC Chairperson	Dr.C.Sevithaya	Principal, JFGCW	
IQAC Coordinator	Mrs.Divya K.B	Asst.Professor, Dept of English	
Faculty	Mrs.Bhagyavathi.B	Professor, Dept of Kannada	
Faculty	Mr.Xavier	HOD, Dept of Commerce & Management	
Faculty	Mr.Nagappa S Angadi	HOD, Dept of English	
Faculty	Mrs.Varsha Sharma	Professor, Dept of Hindi	
Faculty	Mr.Srinivas P.R	HOD, Dept of Physics	
Faculty	Mrs.Latha M.R	HOD, Dept of Computer Science	
Faculty	Mrs.Mamatha H.K	HOD, Dept of Mathematics	
Faculty	Mrs.Veena K.Anand	Asst.Professor, Dept of Commerce & Management	
Faculty	Mrs.Deepika Burnwal	Asst.Professor, Dept of Commerce & Management	
Library	Mrs.Prameela	Librarian	
Physical Education	Ms.Bhagyalakshmi	Director, Physical Education	

### FACULTY MEMBERS

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2	Mrs.Savitha	Asst Professor, Commerce Dept	
3	Dr.Komala. J	Professor, Commerce Dept	
4	Mrs.Vidya Rani M	Asst Professor, Commerce Dept	
5	Ms.Padmashree	Asst Professor, Commerce Dept	
6	Mrs.Shashikala G	Asst Professor, Commerce Dept	
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8	Ms.Vedashree H	Asst Professor, Commerce Dept	
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10	Mrs.Kodhai	Asst Professor, Commerce Dept	
11	Ms.Sudha Rani	Asst Professor, Commerce Dept	
12	Mrs.Kalavathi Ramesh	Asst Professor, Commerce Dept	
13	Mrs. Sushamakiran	Asst Professor, Comp Science Dept	
14	Mrs.Kathyayini.R	Asst Professor, Computer Science Dept	
15	Mrs.Sowmyashree	Asst Professor, Physics Dept	
16	Mrs.Shaini	HOD, Chemistry Dept	
17	Mrs.Pavithra	Asst Professor, Chemistry Dept	
18	Mrs. Priya Nayak	Asst Professor, Mathematics Dept	
19	Mrs Bhavana Sharma	Asst Professor, Biology Dept	

## Minutes of the IQAC meeting held on 6<sup>th</sup> September 2017 at JFGCW, IQAC Cell at 2.30 p.m.

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The IQAC Coordinator welcomed all the members to the meeting and requested the Principal and IQAC Chairperson to conduct the proceedings. The Principal and IQAC Chairperson wished all the members and initiated the proceedings. The Chairperson reviewed the proceedings of the previous meeting.

### The following Agenda was discussed.

- ❖ Functions of Committees and Cells
  - ❖ Syllabus Completion
  - ❖ Fests and Graduation Day
  - ❖ Faculty Development Programme
  - ❖ Indent for Books, Software's, e-resources
  - ❖ Release of College Magazine
  - ❖ Faculty attending Seminars/Workshops/Valuation
  - ❖ Science Labs
  - ❖ ISO Auditing
- ❖ **Functions of Committees and Cells :** All the committee and cells secretary were instructed to frame vision, mission and objectives of their respective committees in accordance with the 12<sup>th</sup> UGC Plan, conduct the meeting with the members regarding the same, prepare minutes and submit by 2<sup>nd</sup> week of December. The cultural committee intimated regarding the cultural fest and cultural activities scheduled. Faculty members were instructed to submit the attendance progress of the students by 10<sup>th</sup> of every month to attendance committee. Monthly report of the department to be submitted by 5<sup>th</sup> of every month
- ❖ **Syllabus Completion:** Faculty members submitted the syllabus completion report till date and Faculty members were instructed to complete the syllabus before the commencement of preparatory examination.
- ❖ **Fests and Graduation Day:** It was decided to conduct the Commerce, Computer Science and Literary fest during the month of February and prepare the budget of the same during the month of December and submit. Graduation day was decided to be held in the month of April.
- ❖ **Faculty Development Programme :** It was discussed to organize a FDP on ICT, Library resources under the IQAC banner in the month of October. The librarian was instructed to make preparations for the same
- ❖ **Indent for Books, Software's, e-resources :** Faculty members were instructed to submit the indent for books, new softwares, e journals, resource including literary, health, sciences, yoga journals etc
- ❖ **Release of College Magazine :** It was decided to release the college magazine henceforth on 5<sup>th</sup> September that is on Teachers Day.
- ❖ **Faculty attending Seminars/Workshops/Valuation :** Faculty members were motivated to attend Seminars/Workshops etc and submit a report of the same to Principal along with the other documents. It was instructed that Faculty members should attend the valuation on alternative basis.
- ❖ **Science Labs :** Discussions went on regarding set up of new science labs and the shortcomings to conduct the lab for students.
- ❖ **ISO Auditing :** In view of ISO Auditing all the faculty members were informed to submit their various roles and responsibilities as HOD, Secretary, Member, Mentors to the Principal by 16<sup>th</sup> September 2017.



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## Minutes of IQAC Meeting

The Proceedings of the IQAC meeting held on 28<sup>th</sup> November 2017 at JFGCW, IQAC Cell at 2.30 p.m.

### Members Present

	Name of the Member	Designation	Signature
IQAC Chairperson	Dr.C.Sevithaya	Principal, JFGCW	
IQAC Coordinator	Mrs.Divya K.B	Asst.Professor, Dept of English	
Faculty	Mrs.Bhagyavathi.B	Professor, Dept of Kannada	
Faculty	Mr.Xavier	HOD, Dept of Commerce & Management	
Faculty	Mr.Nagappa S Angadi	HOD, Dept of English	
Faculty	Mrs.Varsha Sharma	Professor, Dept of Hindi	
Faculty	Mr.Srinivas P.R	HOD, Dept of Physics	
Faculty	Mrs.Latha H.R	HOD, Dept of Computer Science	
Faculty	Mrs.Mamatha H.K	HOD, Dept of Mathematics	
Faculty	Mrs.Veena K.Anand	Asst.Professor, Dept of Commerce & Management	
Faculty	Mrs.Deepika Burnwal	Asst.Professor, Dept of Commerce & Management	
Library	Mrs.Prameela	Librarian	
Physical Education	Ms.Bhagyalakshmi	Director, Physical Education	

### FACULTY MEMBERS

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2	Mrs.Savitha	Asst Professor, Commerce Dept	
3	Dr.Komala. J	Professor, Commerce Dept	
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8	Ms.Vedashree H	Asst Professor, Commerce Dept	
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10	Mrs.Kodhai	Asst Professor, Commerce Dept	
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17	Mrs.Pavithra	Asst Professor, Chemistry Dept	
18	Mrs. Priya Nayak	Asst Professor, Mathematics Dept	
19	Mrs.Bhavana Sharma	Asst Professor, Biology Dept	

Minutes of the IQAC meeting held on 28<sup>th</sup> November 2017  
at JFGCW, IQAC Cell at 2.30 p.m.

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The IQAC Coordinator welcomed all the members to the meeting and requested the Principal and IQAC Chairperson to conduct the proceedings.

The Principal and IQAC Chairperson wished all the members and initiated the proceedings. The Chairperson reviewed the proceedings of the previous meeting held on 6<sup>th</sup> September 2017.

**The following Agenda was discussed.**

- ❖ Regarding the up gradation of the college website.
  - ❖ Academic planner for even semester
  - ❖ Excursion for UG Students
  - ❖ Department Budget
  - ❖ Library Indent
  - ❖ Reports of All Committees & Cells
- 
- ❖ **Regarding the up gradation of the college website:** The members discussed regarding the need for upgrading the college website. All the departments were instructed to provide the required information for the website up gradation by 10<sup>th</sup> of December.
  - ❖ **Academic planner for even semester:** The chairperson instructed the HOD of all the departments to chart out the academic planner for the next semester with all the activities included in it
  - ❖ **Excursion for UG Students:** It was decided to take the students for excursion in the month of February. The HOD of all the department were instructed to choose the places and give the proposal for the same at the earliest.
  - ❖ **Department Budget :** Discussion went on regarding the budget plan for the next academic year. It was decided to submit the Budget of the concerned Departments for the next academic year by 15<sup>th</sup> December 2017
  - ❖ **Library Indent :** It was informed that the Library Indent for new books for the new courses B.Sc, M.Com should be submitted to the Librarian by the end of December.
  - ❖ **Reports of All Committees & Cells :** Discussion went on regarding the activities conducted during the odd semester. The secretaries of all the Committees and Cells were instructed to submit the reports of their concerned committees by 10<sup>th</sup> of December.



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## Minutes of IQAC Meeting

The Proceedings of the IQAC meeting held on 6<sup>th</sup> March 2018 at JFGCW, IQAC Cell at 2.30 p.m.

### Members Present

	Name of the Member	Designation	Signature
IQAC Chairperson	Dr.C.Sevithaya	Principal, JFGCW	
IQAC Coordinator	Mrs.Divya K.B	Asst.Professor, Dept of English	
Faculty	Mrs.Bhagyavathi.B	Professor, Dept of Kannada	
Faculty	Mr.Xavier	HOD, Dept of Commerce & Management	
Faculty	Mr.Nagappa S Angadi	HOD, Dept of English	
Faculty	Mrs.Varsha Sharma	Professor, Dept of Hindi	
Faculty	Mr.Srinivas P.R	HOD, Dept of Physics	
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Library	Mrs.Prameela	Librarian	
Physical Education	Ms.Bhagyalakshmi	Director, Physical Education	

### FACULTY MEMBERS

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13	Mrs. Sushamakiran	Asst. Comp.Science Dept	
14	Mrs.Kathyayini.R	Asst, Computer Science Dept	
15	Mrs.Sowmyashree	Asst Professor, Physics Dept	
16	Mrs.Shaini	HOD, Asst Professor, Chemistry Dept	
17	Mrs.Pavithra	Asst Professor, Chemistry Dept	
18	Mrs. Priya Nayak	Asst Professor, Mathematics Dept	
19	Mrs.Bhavana Sharma	Asst Professor, Biology Dept	

## Minutes

The IQAC Coordinator welcomed all the members to the meeting and requested the Principal and IQAC Chairperson to conduct the proceedings. The Principal and IQAC Chairperson wished all the members and initiated the proceedings. The Chairperson reviewed the proceedings of the previous meeting.

### The following Agenda was discussed.

- ❖ Local Inspection Committee Visit
- ❖ Functions of Committees and Cells
- ❖ Review of I Internal Test
- ❖ Examination
- ❖ Parents Meet
- ❖ Excursion
- ❖ Suggestions
- ❖ Sports
- ❖ Workload of next academic year
- ❖ NAAC

- ❖ **Local Inspection Committee Visit** : Principal informed the staff that the LIC members are scheduled to visit the college on 14<sup>th</sup> March 2018. Hence a committee was formed to prepare the Checklist and necessary documents for the inspection which included the committee secretaries and the office staff.
- ❖ **Functions of Committees and Cells** : The Secretaries of all the Committees were instructed to resume their activities for the even semester. Cultural Committee was instructed to encourage more number of students to participate in intercollegiate competitions for which the registration amount would be reimbursed. This would help to increase the points in Student progression during the LIC visit. The HOD's were instructed to give the report of the classes engaged on daily basis to the Principal.
- ❖ **Review of I Internal Test** : The students performance in the I Internal Test was reviewed. It was decided to conduct remedial classes for the students who have scored less and thereby improve their performance by II Internals. The Faculty members were asked to submit the Blue Books of the I Internal Test to their respective Head of the Department.
- ❖ **Examination** : The class teachers were instructed to collect the exam forms from office and follow the same procedure as followed in the previous semester. It was discussed to verify validity period of the Caste and Income Certificate of the students produced during the payment of examination fee. The Exam Committee was intimated to follow the University Notification regarding the Question Paper indent and other requirements for the Semester Exams. It was also decided to conduct the II Internal Test during the 2<sup>nd</sup> week of April and preparatory examination during the 1<sup>st</sup> week of May.
- ❖ **Parents Meet** : The Faculty Members were intimated that any queries by parents here afterwards should be directed to Mr.Xavier, HOD, Dept of Commerce an Management who will later convey it to the Principal.
- ❖ **Excursion** : The Excursion Committee intimated regarding the student excursion which is scheduled for 12<sup>th</sup> march and the amount for the excursion to be collected by 10<sup>th</sup> March.
- ❖ **Suggestions**: The Faculty members were requested to give their valuable suggestion for the development of the college to the Management by 9<sup>th</sup> march 2018.

❖ **Sports** : It was decided to allot PT classes in the regular timetable. The Physical Education Director was intimated to give practice to the students compulsorily before they attend any intercollegiate competitions held in accordance to Bangalore University, Bangalore.

❖ **Workload of next academic year**: The HOD's were intimated to give the workload requirement for the next academic year by 1<sup>st</sup> week of May.

❖ **NAAC** : Discussion went on regarding the revised frame work of NAAC Guidelines and preparations required for the First cycle of NAAC. Faculty members were motivated to take up research and complete their Ph.D.

❖ **Leave and Permission**: Faculty members were instructed to meet the principal for permission notes after 1.30 pm and for leave sanctions after 3.30 pm.



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## Minutes of IQAC Meeting

The Proceedings of the IQAC meeting held on 3<sup>rd</sup> July 2018 at JFGCW, IQAC Cell at 3.30 p.m.

### Members Present

	Name of the Member	Designation	Signature
IQAC Chairperson	Dr.C.Sevithaya	Principal, JFGCW	
IQAC Coordinator	Mrs.Shobha Mrs.Divyaa K.B	Vice Principal, JFGCW Asst.Prof, Dept of English	
Faculty	Mrs.Bhagyavathi.B	Professor, Dept of Kannada	
Faculty	Mr.Xavier	HOD, Dept of Commerce & Management	
Faculty	Mr.Nagappa S Angadi	HOD, Dept of English	
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17	Mrs.Pavithra	Asst Professor, Chemistry Dept	
18	Mrs. Priya Nayak	Asst Professor, Mathematics Dept	
19	Mrs Shruthi	Asst Professor, Mathematics Dept	
20	Mrs Spoorthi	Asst Professor, Chemistry Dept	

## **The Minutes of the IQAC meeting held on 3<sup>rd</sup> July 2018 at JFGCW, IQAC Cell at 3.30 p.m**

The IQAC Coordinator welcomed all the members to the meeting and requested the Principal and IQAC Chairperson to conduct the proceedings. The Principal and IQAC Chairperson wished all the members and initiated the proceedings. The Chairperson reviewed the proceedings of the previous meeting.

### **Review of the Previous Meeting held on 6<sup>th</sup> March 2018**

- ❖ **Local Inspection Committee Visit** : The inspection went on well with the mention of certain points such as irregular maintenance of Admission register, service register, attendance. The members also mentioned to upgrade the Computer Labs and conduct workshop seminars, conferences and Workshops.
- ❖ **Functions of Committees and Cells** : As discussed the Secretaries of all the Committees resumed the activities for the semester. The committees resolved to encourage more number of students to participate in intercollegiate competitions.
- ❖ **Review of I Internal Test** : The remedial classes were conducted as decided for students with less marks. The faculty members submitted the blue books and I Internal test marks to the HOD's.
- ❖ **Examination** : As discussed the class teachers collected the exam forms from office and verified the required details and submitted to the office. The question paper indent of final exam was submitted. The II Internal test was conducted as scheduled but preparatory could not be conducted as Semester Exams were scheduled in the month of May.
- ❖ **Suggestions**: As intimated the Faculty members gave their valuable suggestion for the development of the college to the Management by 9<sup>th</sup> march 2018.
- ❖ **Sports** : As decided PT classes were allotted in the regular timetable.
- ❖ **Workload of next academic year**: As intimated the workload requirement for the next academic year was submitted to the Principal by 1<sup>st</sup> week of May.

### **The following Agenda was discussed on 3<sup>rd</sup> July 2018.**

- ❖ Functions of Committees and Cells
- ❖ Examination & Internal Test
- ❖ AQAR
- ❖ Change of Language option for I Year Degree
- ❖ I Year Degree Students Details
- ❖ Introduction of value added courses
- ❖ Appointment of New Faculty Members
- ❖ E- Resources

❖ **Functions of Committees and Cells** : The Secretaries of all the Committees were instructed to resume their activities for the odd semester. The Secretaries were instructed to prepare the calendar of events of their respective committees and submit by 5<sup>th</sup> July. They were instructed to conduct meetings on timely basis and conduct the activities according to the calendar of events prepared. The Principal advised the members to invite the experts, academicians, distinguished personalities for the events conducted during the semester.

Attendance Committee – Principal instructed the faculty members to maintain the attendance of the students in a uniform way as it was noticed and mentioned by the LIC Members. To mark the absentees as 'a' in the registers and submit the attendance progression of the students on 5<sup>th</sup> of every month. The faculty members were intimated to take the signature of the Principal to their work dairy and attendance register once in a week.

Cultural Committee - was instructed to encourage more number of students to participate in intercollegiate competitions for which the registration amount would be reimbursed. This would help to increase the points in Student progression during the LIC visit. The HOD's were instructed to give the report of the classes engaged on daily basis to the Principal.

Magazine Committee & Newsletter – It was decided in the previous meetings that the magazine would be released on 5<sup>th</sup> of September. The Chairperson instructed the members to fasten up the process of releasing the magazine on the scheduled date. The Commerce and Computer Science dept was enquired regarding the newsletter released during the 'Explorica' and 'Arista' fest conducted during the previous semester which was not published and submitted to the Principal. They were instructed to submit the same within 10 days.

Research Committee – The Chairperson mentioned regarding the Faculty members not following proper procedure while attending the Seminars and Conferences and reminded the same. The Faculty members attending seminars and conference should intimate prior to office for reimbursement of registration fee and OOD, should prepare a report of the same and submit to Principal after attending and should have a discussion of their research papers with their Department members and students.

- ❖ **Test, Examination & Valuation** : All the faculty members discussed and decided to conduct 2 Internal Test and 1 preparatory exam for the students during odd semester. The Chairperson informed the faculty members to complete 2 modules by I Internal test and 4 modules by II Internal Test and complete portions by Preparatory examination. It was intimated that only one member from each department would be sent as evaluator for the university examination from this semester onwards.
- ❖ **AQAR** : The Chairperson enquired regarding the progress in preparation of Annual Quality Assurance Report which is to be submitted to the NAAC by the 31<sup>st</sup> July 2018 and instructed to complete the same on time.
- ❖ **Change of Language**: There were confusions regarding the I year Degree students changing their language option from PU to Degree. The Chairperson clarified the doubts informing that if students wish to change their language in genuine cases they have to pay an additional fee and get the consent individually on their own from the University. The Chairperson also intimated regarding the 2 students who have opted for Sanskrit.
- ❖ **I Year Degree Students Details** : The Class teachers of I year degree classes were intimated to collect the format of filling details of the students for university upload purpose from office and submit it once it is filled. Also the ID Card details of the students to be submitted to the office.
- ❖ **Introduction of value added courses** : The Chairperson intimated regarding the commencement of CA/CPT Classes for B.Com Students and also instructed the Science Department to improvise the department activities by introducing value added courses.
- ❖ **Appointment of New Faculty Members** : The Chairperson mentioned regarding the appointment of New faculty members for science dept Mrs.Shruthi, Mathematics Dept and Mrs.Spoorthi, Chemistry Dept and welcomed them to the institution. The new faculty members introduced themselves in the meeting.
- ❖ **E- Resources** : The Chairperson intimated regarding the availability of E - Resources for the faculty members and that each one of them would be given a password to utilize it. The Chairperson informed that it would be of great benefit for the members and to utilize it to the maximum extent for teaching students and for research purpose.

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# JINDAL FIRST GRADE COLLEGE FOR WOMEN

NAAC Accredited

(Managed by Pragun Jindal Philanthropic Organisation)

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Email ID : principal@jindalcollege.com, Website : www.jindalcollege.com

## MINUTES OF IQAC MEETING

The Proceedings of the IQAC meeting held on 29th of October 2018 at JFGCW, IQAC Cell at 3.30 p.m

### Members Present

Sl. No.	Name of the Member	Designation	Signature
1	Dr. Sevithaya C	Principal, JFGCW	
2	Mrs. Shobha M Mrs. Divya K B	Vice Principal, JFGCW Asst. Professor, Dept. of English	
3	Mrs. Bhagyavathi B	Professor, Dept. of Kannada	
4	Mr. Xavier P	HOD, Dept. of Comm & Mgt	
5	Mr. Nagappa S Angadi	HOD, Dept. of English	
6	Mrs. Varsha Sharma	Professor, Dept. of Hindi	
7	Mr. Srinivasa P R	HOD, Dept. of Physics	
8	Mrs. Latha H R	HOD, Dept. of Computer Science	
9	Mrs. Mamatha H K	HOD, Dept. of Mathematics	
10	Mrs. Veena A Karagudari	Asst. Prof., Dept. of Comm. & Mgt	
11	Mrs. Deepika Burnwal	Asst. Prof., Dept. of Comm. & Mgt	
12	Mrs. Pramila M C	Librarian	
13	Ms. Bhagyalakshmi N	Director, Physical Education	

### FACULTY MEMBERS

Sl. No.	Name	Designation	Signature
1	Mrs. Shahikala N	Asst. Professor, Kannada Dept	
2	Mrs. Savitha R	Asst. Professor, Commerce Dept	
3	Dr. Komala J	Professor, Commerce & Mgt. Dept	
4	Mrs. Vidhyarani M	Asst. Professor, Commerce Dept	
5	Ms. Padmashree V	Asst. Professor, Commerce & Mgt. Dept	
6	Mrs. Shashikala G	Asst. Professor, Commerce Dept	
7	Mrs. Lakshmi B G	Asst. Professor, Commerce Dept	
8	Mrs. Vedashree N	Asst. Professor, Commerce Dept	
9	Mrs. Yashaswini	Asst. Professor, Commerce Dept	
10	Mrs. Kodhai P	Asst. Professor, Commerce & Mgt. Dept	
11	Mrs. Kalavathi Ramesh	Asst. Professor, Commerce & Mgt. Dept	
12	Mrs. Sushma Kiran S M	Asst. Professor, Comp. Science Dept	
13	Mrs. Kathyayini R	Asst. Professor, Comp. Science Dept	
14	Mrs. Shaini M R	HOD, Asst. Prof. Chemistry Dept	
15	Mrs. Shruthi Aradhya	Asst. Professor, Mathematics Dept	
16	Mrs. Spoorthi G M	Asst. Professor, Chemistry Dept	
17	Dr. Sarvamangala M	Asst. Professor, Physics Dept	
18	Mrs. Sandhya Devi R	Asst. Professor, Mathematics Dept	

## **The Minutes of the IQAC meeting held on 29<sup>th</sup> October 2018 at JFGCW, IQAC Cell at 3.30 p.m**

The IQAC Coordinator welcomed all the members to the meeting and requested the Principal and IQAC Chairperson to conduct the proceedings. The Principal and IQAC Chairperson wished all the members and initiated the proceedings. The Chairperson reviewed the proceedings of the previous meeting.

### **Review of the Previous Meeting held on 3<sup>rd</sup> July 2018**

❖ **Functions of Committees and Cells :** The Secretaries of all the Committees as instructed resumed their activities for the odd semester by inviting the experts, academicians, distinguished personalities for the events conducted during the semester. Meetings were conducted on a timely basis.

Attendance Committee – As instructed by the Principal, attendance of the students was maintained in a uniform way. Faculty members submitted Work Done statements and attendance registers to the Principal once in a week for signature.

Cultural Committee - Students were sent to various intercollegiate competitions, reimbursing the amount.

Magazine Committee & Newsletter – As decided, the college annual magazine “Jindal Vahini” was released on 5<sup>th</sup> of September.

Research Committee – As mentioned, the faculty members followed the procedure for attending seminars, workshops & conferences and submitted the reports to the Research Committee.

- ❖ **Test, Examination & Valuation :** As discussed, 2 Internal Tests were conducted for the students and a preparatory exam is scheduled to be conducted from 9<sup>th</sup> Nov to 15<sup>th</sup> Nov.
- ❖ **AQAR :** The annual AQAR Report was submitted to the NAAC Office through mail.
- ❖ **I Year Degree Students Details :** The Class teachers of I year degree classes collected the format of filling details of the students for university upload purposes from the office and submitted it once it was filled.
- ❖ **Introduction of value added courses :** As intimated by the Chairperson, CA/CPT Classes could not be started for B.Com students; however, Banking Classes were started for the students. The Science Department could not introduce any value added courses for the semester; however, workshops, seminars & Guest Lectures were conducted.
- ❖ **E- Resources :** The E – Resources availability for the faculty members is yet under progress and is not yet available for the faculty members to use.

### **The following Agenda was discussed on 29<sup>th</sup> October 2018.**

- ❖ Committees and Cells
  - ❖ Preparatory Examination & Semester Examination
  - ❖ Local Inspection Committee
  - ❖ Instructions to Faculty Members
- ❖ **Committees and Cells :** The Principal instructed that henceforth the Committee Secretary should submit the report, minutes of the meeting conducted, progress achieved once in a month. It was also said that the last date for the submission of reports for the present semester would be 28<sup>th</sup> November 2018 and that a single format

should be followed for preparation of report which was already communicated to the members by the Coordinator. Principal also intimated all the committees to submit the achievements of the activities conducted for the semester to the coordinator for preparation of LIC records. It was also mentioned that all the members of the Committee should actively take part in the committee activities.

- ❖ **Preparatory Examination & Semester Examination :** It was decided that a preparatory exam should be conducted compulsorily for the students for better preparation of semester examination. Students who have failed to attend any of the internal test should be given Internal Assessment marks based on their performance in Preparatory exam. It was instructed that 31<sup>st</sup> October would be last date for submission of Question paper indent.
- ❖ **Attendance and Internal Assessment :** It was intimated that 19<sup>th</sup> November would be the last date for uploading the Internal Assessment marks to the University portal hence by 15<sup>th</sup> November the Faculty Members should have assessed the performance of the students for Internal Assessment which should be displayed on the notice board on 15<sup>th</sup> November. It was also decided that minimum 13 marks should be allotted for Internal Assessment in case of poor performance. The last date for submission of consolidated attendance was decided to be 15<sup>th</sup> November. It was decided that No Due Certificate would be issued to the students after the Preparatory Exam which is to be signed by all Faculty Members. It was instructed that Hall Tickets of students whose parents failed to attend Parents Teachers Meeting should be withheld.
- ❖ **Local Inspection Committee :** Principal mentioned regarding the Application for Renewal of Affiliation and Change of College name which was submitted to the University. Since the Committee would inspect the college in the month of January or February and Mrs.Divya K.B, Coordinator would be going on maternity leave during this period the responsibility of Preparation of Checklist, Documents & PPT was given to Mrs.Savitha, Mrs Veena J.D of Commerce Department and Mrs.Sushmakiran of Computer Science Department.
- ❖ **Instructions to Faculty Members :**
  - Principal brought to the notice of the faculty regarding some discrepancies of faculty members in submission of their leave notes, permission slips, unsigned salary slips which has resulted in minus points during the auditing process. Hence instructed the faculty members to submit their leave and permission notes within 2 days of availing it and sign the salary slips as soon as they receive their salary failing which would result in negative points. It was also intimated that leaves should be availed on prior intimation otherwise would be considered LOP.
  - It was instructed that each faculty should present atleast 2 Research papers each year.
  - Faculty members were instructed to submit their Self Appraisal forms to the Principal.
  - Principal enquired the Commerce HOD, Mr.Xavier regarding the report of Research, Seminar and Library Classes allotted to the students during the semester to be submitted. Principal also instructed that from next semester no such classes to be allotted along with P.T classes as it is found that students are not trained during such classes.
  - It was also discussed to enhance the workload for the faculty members to 24 Hrs.
  - Commerce HOD, Mr.Xavier was asked to utilize all the faculty members for Extension Activities.
  - Faculty members were instructed not to combine the classes for their convenience.
  - All the HOD's were instructed to give the workload details for the next semester.
  - Lesson Plans need to be submitted on the last working day of odd semester.
  - It was decided that November 17<sup>th</sup> would be the last date for Book Bank Scheme and this time students would not be encouraged with the deposit of money for the retaining books.
  - Faculty members were instructed to initiate for conducting Seminars, Conference, Workshop as the management has approved for the same.