

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

Phone : 080 – 23711830
Prof.C.SEVITHAYA
CHAIRPERSON



Email : principal@jindalcollege.com

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Minutes of the Meeting

**The Proceedings of the IQAC meeting held on 23 January 2020 at JFGCW,
IQAC Cell at 2.30 p.m.**

SUBJECT	RESOLUTION
1. Welcome	Our Principal, Chairman IQAC welcomed the faculty members for the staff meeting
2. Valuation	The staff members were instructed to take part in the Bangalore University evaluation process after taking the first two hours of their classes.
3. Classes & Attendance	<ul style="list-style-type: none">• Faculty members were instructed to take 50 hrs to 60 hrs of classes during each semester without fail. If classes are missed due to the co curricular activities faculty should compensate the classes.• Faculty members should hence forth enter the topics covered in the classes in the attendance register which should tally with their work diary. Hence forth the work diary and the attendance registers should be submitted to the principal for signature on full Saturdays ie., once in 15 days
4. Examination	<ul style="list-style-type: none">• It was decided that the first internals should be scheduled in the month of March as the Intra- cultural and Intra Sports activity would be held in the month of January and February.• The first two modules of the syllabus should be completed by all the faculty members before 1 Internal Test.• All the blue books of the Internal Tests should be maintained for the purpose of NAAC.

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.. 2 ..

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SUBJECT	RESOLUTION
5. Cultural & Sports Activity	<ul style="list-style-type: none">• Sports and Cultural Activity should be completed in the month of January and February 2020.• Cultural Committee and Sports Committee members were instructed to motivate and train the students to take part in the Inter Collegiate Cultural and Sports competitions.
6. Research	<ul style="list-style-type: none">• All the Department members were instructed to conduct a Faculty Development Programme in their respective subjects.• Faculty members should submit the reports compulsorily after attending Seminars, Conferences, Workshops, Faculty Development Programme etc to the Research Committee.
7. Faculty Appraisal	<ul style="list-style-type: none">• Faculty members were instructed to fill the appraisal forms for the academic year 2019-20 and submit.• Faculty members should also submit the previous appraisal forms from 2015 to 2020 which should include other documents such as lesson plans, time table, conferences attended, papers published certificates, achievements etc in a spiral bounded form by June 30, 2020 for NAAC purpose.
8. Action for the year	To prepare for the NAAC second cycle To improve the extension activities To improve the research culture
9. Vote of Thanks	The IQAC Chairman proposed vote of thanks and also intimated that the next meeting would be conducted by the end of the semester.

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IQAC Members

	Name of the Member	Designation	Signature
IQAC Chairperson	Dr.C.Sevithaya	Principal, JCW	<i>[Signature]</i>
IQAC Coordinator	Mrs.Divya K.B	Asst.Professor, Dept of English	<i>[Signature]</i>
Faculty	Mrs.Bhagyavathi.B	Professor, Dept of Kannada	<i>[Signature]</i>
Faculty	Mr.Xavier	HOD, Dept of Commerce & Management	<i>[Signature]</i>
Faculty	Mrs.Mamatha H.K	HOD, Dept of Mathematics	<i>[Signature]</i>
Faculty	Mrs. Sushma Kiran	Asst.Professor, Dept of Computer Application	<i>[Signature]</i>
Library	Mrs.Prameela	Librarian	

FACULTY MEMBERS

SL. NO	NAME	DESIGNATION	Signature
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2	Mr.Nagappa S Angadi	HOD, English Dept	<i>[Signature]</i>
3	Mrs.Varsha Sharma	Professor, Hindi Dept	<i>[Signature]</i>
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Minutes of the Meeting

The Proceedings of the virtual IQAC meeting held on 15 August 2020 through Zoom app at 4.00 pm

SUBJECT	RESOLUTION
1. Welcome	Our Principal, Chairman IQAC welcomed the faculty members to the staff meeting
2. Reopening of college	The staff members were instructed to report to the college on 31 st August 2020. Staff members who had left Bangalore in view of the pandemic were instructed to return a week earlier and quarantine themselves or produce a medical certificate claiming eligibility to work
3. Final Year Degree Examination	<ul style="list-style-type: none">• Class teachers were instructed to conduct a Zoom meeting to the Final year Degree students of all the courses and instruct regarding the preparation for their exams which is scheduled to be conducted from 12 September 2020.• Also instruct the students regarding their backlog papers to be taken• Science and Computer Application Faculty members were instructed to consult their BOE Chairperson regarding the Scheduling and preparation of time table for conducting Practical examination.
4. Offline Class for Final Year Degree	<ul style="list-style-type: none">• Offline class for Final Year Degree class should be conducted from 31 August 2020 according to the University Guidelines. It was instructed to divide B.Com class into 5 sections to maintain social distance, allot only 2 students in a bench, compulsorily wear mask, daily temperature check etc.• A meeting to be conducted by Subject teachers to final year degree students on 17 August regarding the topics to be dealt for offline class.

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SUBJECT	RESOLUTION
5. Online Class	<ul style="list-style-type: none">• It was intimated that online class can be started for III Semester and V Semester students from 31 August 2020. Hence timetable to be prepared for the same.
6. Invigilation	<ul style="list-style-type: none">• The language teachers were instructed to take up invigilation duty
7. Vote of Thanks	The IQAC Chairman proposed vote of thanks

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Minutes of the Meeting

The Proceedings of the IQAC meeting held on 12 November 2020 at JCW, IQAC Cell at 2.30 p.m.

SUBJECT	RESOLUTION
1. Welcome	Our Principal, Chairman IQAC welcomed the faculty members for the staff meeting
2. Offline Classes for UG & PG	<ul style="list-style-type: none">The Principal intimated that according to the University Guidelines the offline classes need to be started from 17th November for Final Year UG & PG classes. However the classes will be started from 23rd November since the students should submit the RTPCR test report of Covid which would take 5 to 6 days and attach with the consent letter signed by parents. Hence necessary requirements need to be done.
3. Guidelines for Offline Classes	<ul style="list-style-type: none">Faculty members were instructed to intimate the following instructions to the students<ol style="list-style-type: none">Offline classes will begin from 23rd November 2020 for Final year UG & PG Students.Students are not compelled to attend however they should be counselled to attend the classes.To intimate students in their natives to come beforehand and quarantine themselves for 5 daysRTPCR test report of Covid is mandatory which should be submitted on the first day with the consent letter signed by their parents.To carry their own sanitizers, mask, face shield, gloves and use it compulsorily.To carry their own food, water from home and not to share with the friends.To use Library only for borrowing books.To maintain social distancing

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SUBJECT	RESOLUTION
	<ul style="list-style-type: none">• Faculty members were instructed to<ol style="list-style-type: none">1. Prepare Time Table accordingly.2. Seating arrangement to be made with 30 – 35 students in a class.3. Conduct Online class for those who do not attend class according to convenience.4. Do's and Don'ts posters to be displayed in the college premises.5. To arrange for counsellor to counsel students if needed.6. To take care of Hygiene in the college premises.
4. Syllabus	<ul style="list-style-type: none">• The Faculty members were instructed to complete the syllabus of Practical papers first.• It was decided to start conduct the practical classes first, finish the syllabus and then complete the theory classes.• To include 1 hr of Yoga classes for the students.
5 Internal Test	<ul style="list-style-type: none">• It was decided to conduct I Internal Test for II & Final Year UG Students from 30 November to 3 December 2020 and for 1 Year UG Students from 10 to 12 December 2020
9 Vote of Thanks	The IQAC Chairman proposed vote of thanks

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