



# **C.B.BHANDARI JAIN COLLEGE**

# 84, K.R.ROAD, SHANKARPURAM, BANGALORE – 560004.

(Affiliated to Bengaluru Central University & Recognized by the Government of Karnataka)

## **Internal Quality Assurance Cell (IQAC)**

Minutes of the Meeting held on 12.07.2019

### **Agenda:**

1. Plan of action for the academic year 2019-20
2. Allotment of committees and activities to be conducted.
3. Work allotment of coordinators and task to be performed.
4. Mentor – Mentee Meeting records.

### **Action Taken Report:**

1. The respective class mentors initiated in the conduct of sports activities for the students.
2. Value added courses were introduced to the students.

### **The following points were discussed in the meeting:**

1. The Principal welcomed the members of IQAC. Restructured composition of IQAC was presented and accepted
2. The functions and role of IQAC in sustaining the quality of the academic programmes of the college was highlighted.
3. From the current year compulsory value added programme, certification courses were introduced for all the semester students.
4. Some of the activities which can be conducted in the current semester were highlighted and discussed. To mention few – Talents Day, National Level Seminar, Zest Club Activity, Language Diwas etc..
5. Tentative dates were discussed for the activities from various committees so that each activity can be done within the specified time.
6. Requirement of AQAR was discussed briefly
7. It was proposed that there should be some continuity in mentees records so that the each mentor can know better of their mentees. So some new formats were introduced by the Co-Ordinator so that there must be some information about their present mentees.
8. It was proposed to appoint one counselor. For this purpose mentor must identify their mentees who was facing some issues in any circumstances.
9. It was discussed that if the students are interested some Yoga Classes, Zumba Aerobic classes can be started and the person was identified for the same.



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## Members Present:

Dr. Asha Ganesh - Chairperson	Ms. Shubha N S - Member
Ms. UshaRao – HOD Management	Ms. Usha C S – Member
Ms. Lavanya K – IQAC Co-Ordinator	Ms. Lakshmi S K - Member
Ms. Prabha T V - Member	Ms. Padmashree - Member
Dr. SaritaSinha - Member	Ms. Suchetha – Member
Ms. Chitra P Narayan - Member	Ms. Geetha Lakshmi - Member
Ms. Swapna S - Member	Ms. Prathibha T – Off Assistant



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## Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting held on 31.07.2019

### Agenda:

1. AQAR Requirement for the previous year
2. National Level Conference
3. Internal Assessment Test

### Action Taken Report:

1. The college signed MOU with Glisten, an ISO certified company for the conduct of Value Added Courses to the students.
2. The date for the conduct of Talents day, national level seminar and Language Diwas was finalized.
3. The Mentors were given the same set of Mentees with the enhanced formats so that it becomes easier for the mentors to guide their mentees.
4. The conduct of Yoga class and Zumba class was put forward to students.

### The following points were discussed in the meeting.

1. Discussion was made about the activity conducted in the previous year i.e from 01.07.2018 to 30.06.2019 and report has to be sent to the IQAC along with the photographs and date.
2. It was decided to send the last years report along with the photographs to the IQAC Mail ID i.e. **cbbjciqac@gmail.com**
3. Deadline was given for the same i.e. 13.08.2019.
4. It was discussed that the final check of AQAR Requirement will be made on 22<sup>nd</sup> August 2019
5. A tentative date was decided to upload the AQAR i.e. 4<sup>th</sup> and 5<sup>th</sup> of September.
6. With regard to national level conference it was decided that each faculty members should write **one paper presentation and get atleast 5-10 papers from their contact networks**
7. E-Brouchers has been sent to each faculty member so that they can circulate them to their contact lists.
8. Discussion was made about the Ist Internal Assessment Test which will be going to held from 17<sup>th</sup> August. And test will be conducted every day for 1 hour.
9. It was decided to up date the Result analysis of earlier batches.



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Ms. Lavanya K – IQAC Co-Ordinator	Ms. Lakshmi S K - Member
Ms. Prabha T V - Member	Ms. Padmashree - Member
Dr. SaritaSinha - Member	Ms. Suchetha – Member
Ms. Chitra P Narayan - Member	Ms. Geetha Lakshmi - Member
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## **Internal Quality Assurance Cell (IQAC)**

Minutes of the Meeting held on 22.08.2019

### **Agenda:**

1. To discuss about documentation procedure according to latest NAAC guidelines.
2. To discuss about the revised format of documenting the committee activities.

### **Action Taken Report:**

1. All the committee heads duly showed the reports on the activities conducted in their respective committees.
2. The committee members also forwarded all the activity reports of their committees to the IQAC mail ID.
3. Each faculty member started with their Paper presentation for the upcoming National Level Seminar and also assured to bring atleast 5papers from their known contacts.
4. E Brochures were circulated by the faculty members for bringing as many participants as possible.
5. Result analysis was being updated and done by the respective committee.

### **The following points were discussed in the meeting.**

1. It was decided that formats to save committee activities will be distributed through soft copy to each individual.
2. IQAC coordinator should conduct meeting with each department and convey the documentation of procedures.

### **Members Present:**

Dr. Asha Ganesh - Chairperson	Ms. Shubha N S - Member
Ms. UshaRao – HOD Management	Ms. Usha C S – Member
Ms. Lavanya K – IQAC Co-Ordinator	Ms. Lakshmi S K - Member
Ms. Prabha T V - Member	Ms. Padmashree - Member
Dr. SaritaSinha - Member	Ms. Suchetha – Member
Ms. Chitra P Narayan - Member	Ms. Geetha Lakshmi - Member
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## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting held on 18.10.2019

#### Agenda:

1. To discuss about the National Conference.

#### Action Taken Report:

1. The IQAC coordinator met the department heads and explained how documents are to be prepared and saved as per the latest NAAC guidelines.
2. All the committee heads received the soft copy of format to save committee activity reports

#### The following points were discussed in the meeting.

1. Discussion was made about the national conference preparation.
2. Committees were allotted their duties and responsibilities.
3. Final List of participants were made and their themes were discussed so that they can be printed on the book on time.
4. Volunteers for each committee were identified and their responsibilities were framed in this meeting.
5. Discussions were made about the venues and arrangements needed for the conference.

#### Members Present:

Dr. Asha Ganesh - Chairperson	Ms. Shubha N S - Member
Ms. UshaRao – HOD Management	Ms. Usha C S – Member
Ms. Lavanya K – IQAC Co-Ordinator	Ms. Lakshmi S K - Member
Ms. Prabha T V - Member	Ms. Padmashree - Member
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## Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting held on 23.01.2020

### Agenda:

1. To discuss about the activities/events planned for the current semesters.

### Action Taken Report;

The national level conference was successfully conducted and all the faculty members were appreciated for the same

### The following points were discussed in the meeting.

1. Activities which can be conducted in the current semester were highlighted and discussed. To mention few- Annual Day, Student Seminar, Zest Club Activity, Inter College Commerce and management fest etc.
2. Tentative dates were discussed for the activities from various committees so that each activity can be done within the specified time.
3. It was decided that the tentative dates are sent once to the respective committee heads so that they can discuss and make that date permanent for the activities.
4. Requirement of AQAR(2019-2020) was discussed.
5. Directions were given to the criterion in charge about the AQAR and their responsibilities were explained to them.
6. Each committee members are directed and explained how to maintain the Activity report and photos.
7. It was decided to share the Odd Semester Activity Report of 2019-20 to the IQAC mail ID by 30.01.2020.
8. And the date for even semester activity report of 2019-20 was also intimated ie 30.05.2020

### Members Present:

Dr. Asha Ganesh - Chairperson	Ms. Shubha N S - Member
Ms. UshaRao – HOD Management	Ms. Usha C S – Member
Ms. Lavanya K – IQAC Co-Ordinator	Ms. Lakshmi S K - Member
Ms. Prabha T V - Member	Ms. Padmashree - Member
	Ms. Suchetha – Member
Ms. Chitra P Narayan - Member	Ms. Geetha Lakshmi - Member
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## Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting held on 13.05.2020

### Agenda:

1. To discuss about the Student Development workshops and Faculty Development workshops that will be conducted in the upcoming days.

### Action Taken Report:

1. The committee heads conducted all the planned activities on the dates which was discussed before.
2. The criterion heads got to know about the procedure for upload of AQAR to NAAC website.
3. The Odd semester activity reports were shared by the committee heads to the IQAC mail ID.

### The following points were discussed in the meeting.

1. The members present decided to have Faculty development workshops and Student development workshops using online platforms.
2. It was decided to choose topics and themes related and relevant to the present crisis due to covid-19.
3. It was decided to identify the resource people who could throw light on post Corona issues such as changes in teaching and learning in higher education, future career prospects of students, the economic scenario in India and world etc.
4. The members decided to have a series of Student Development Workshops to throw light on career prospects and skill development for students.
5. A list of topics for both FDP and SDP were listed and members decided to find relevant resource persons for the same.

### Members Present:

Dr. Asha Ganesh - Chairperson
Ms. UshaRao – HOD Management
Ms. Lavanya K – IQAC Co-Ordinator
Ms. Prabha T V - Member
Ms. Chitra P Narayan - Member
Ms Veena Ravi





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## Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting held on 28.07.2020

### Agenda:

1. To discuss about AQAR updates
2. To discuss about upcoming academic years committees and forums.

### Action Taken Report:

1. Several Student development workshops and faculty development workshops were conducted during the month of may and June using Zoom Platform.

### The following points were discussed in the meeting.

1. Members present were informed about the new way of documenting for AQAR.
2. Committees, Forums, Cells, Clubs and Wings were allotted for the academic year 2020-22.
3. The members were also informed about the creation of separate folders for all the activities that they conduct for their committees.
4. Criteria wise discussion was made to know about the details to be collected from various committee heads.
5. discussion with respect to Value added course were also made which is made mandatory along with students curriculum.
6. Committee heads were also informed about the Standard Operating Procedure that they need to maintain for their respective committees.
7. Members were informed to undergo training with respect to Micro soft Teams which henceforth will be used for taking online classes.

### Members Present:

Dr. Asha Ganesh - Chairperson	Ms. Shubha N S - Member
Ms. UshaRao – HOD Management	Ms. Usha C S – Member
Ms. Lavanya K – IQAC Co-Ordinator	Ms. Lakshmi S K - Member
Ms. Prabha T V - Member	Ms. Padmashree - Member
Ms Veena Ravo	Ms. Shyamala – Member
Ms. Chitra P Narayan - Member	Ms. Geetha Lakshmi - Member
Ms. Swapna S - Member	



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