



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 27.07.2017

Agenda:

1. Activities planned under various committees.
2. Reports of the activities planned/conducted in the month of July.

The following points were discussed in the meeting.

1. Discussion was made about detailed activity report which should be sent to the IQAC along with the photographs.
2. Results must be updated by each faculty by entering their respective subject's marks.
3. Discussion was made about the value added course and enrichment activities like Excel Work shop, Agamthon for the students.
4. Collaboration with CWCCI was discussed which will be one day seminar session for both faculties and students.
5. Library requirements were discussed and it was decided that some case studies and journals must be kept in the library.
6. Discussion was made about the current semester's newsletters both English and Hindi.

Members Present:

- | | |
|---|------------------------|
| 1. Shri Babulalji Parekh, President | 12. Ms. Shubha N S |
| 2. Shri Champalalji Bhandari, Secretary | 13. Ms. Lakshmi S K |
| 3. Dr. Asha Ganesh – Chairperson | 14. Ms. Shyamala M A |
| 4. Ms. Lavanya K – IQAC Co-Ordinator | 15. Ms. Padmashree |
| 5. Ms. Veena R – HOD Commerce | 16. Ms. Anuradha |
| 6. Ms. Usha Rao – HOD Management | 17. Ms. Poornima A S |
| 7. Ms. Usha C.S - Member | 18. Ms. Lakshmi Devraj |
| 8. Ms. Prabha T V - Member | 19. Mr. Girish |
| 9. Ms. Chitra P Narayan | 20. Ms. Prathibha T |
| 10. Ms. Swapna S | |
| 11. Dr. Sarita Sinha | |



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Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting held on 04.10.2017

Agenda:

1. Various IQAC initiatives
2. Submission of AQAR
3. Activities and its reports, Launching of KIIC.

The following points were discussed in the meeting.

1. Discussion was made about online submission of AQAR and how it should be presented.
2. Discussion was made about the soft copy of all the activity reports which must be mailed to cbbjciqac@gmail.com along with the photographs.
3. Faculties attending the seminars, conferences etc must share their experiences. Discussion was made about the paper presentation and report on the same must be sent to the IQAC along with the soft copies.
4. Discussion was made about the IQAC initiative workshop which will be on GST. This workshop will be for 2 days where in first day will be for both students and faculties and second day will be curriculum oriented session.
5. There will be one more work shop of Disha Foundation which will be on personality development.
6. Discussion was made about the projects initiated by Mr. Nagaraj, CEO SME One Source Make In India Foundation who is an industrial expert and the faculties to be allotted for these three different projects.
7. Various grievances by the students were discussed from student representatives.
8. A plan of action was taken based on the suggestions was brought forward.

Members Present:

Shri. Babulal Parekh - President	Dr. Sarita Sinha
Mr. Nagaraj G	Ms. Shubha N S
Dr. Asha Ganesh	Ms. Anuradha
Ms. Lavanya K	Ms. Poornima A S
Ms. Veena R	Mr. Girish
Ms. Usha Rao	Ms. Prathibha T
Ms. Usha C S	Ms. Sushmitha D – III B.Com
Ms. Praabha T V	Ms. Bhagyavanthi - III BBA
Ms. Chitra P Narayan	



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Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting held on 07.02.2018

Agenda:

1. Discuss about AQAR requirement
2. Discussion about papers published, Extension and ISR activities.

The following points were discussed in the meeting.

1. Details about each criterion to be filled in the AQAR were discussed.
2. Creation of the weblink in the college website about the AQAR was discussed and it should be uploaded in the same.
3. Discussion was made about the UGC 2(f) and it is under process.
4. IQAC Composition and number of activities carried out till date was discussed and highlighted.
5. A proposal of national level seminar was made in the current semester.
6. 2-3 internship training to the students were proposed and it was decided to conduct the same in the current semester.
7. Discussion on paper presentation and faculty participation in various conferences etc were made and it was decided that all the details must be submitted to the IQAC.
8. A proposal was made about the Online Multiple Choice Questions where in students can log in to the website and can answer the same. With this regard ICT cell must take initiative and do the needful.
9. Result analysis status was discussed and it was decided to carry out in the same procedure as earlier.
10. Career guidance programme for the students will be conducted for BBA students.

Members Present:

Shri. Babulal Parekh - President	Ms. Shyamala M A
Dr. Asha Ganesh	Ms. Lakshmi S K
Ms. Lavanya K	Ms. Padmashree
Ms. Usha Rao	Ms. Anuradha
Ms. Usha C S	Ms. Poornima A S
Ms. Chitra P Narayan	Ms. Prathibha T
Ms. Swapna S	Mr. Siddesh
Ms. Shubha N S	Ms. Pooja Nahar



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Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting held on 24.04.2018

Agenda:

1. Discuss about AQAR details of each criteria.
2. Discussion about papers published, Extension and ISR activities.

The following points were discussed in the meeting.

1. Briefly discussed about the last meeting which is on AQAR requirement.
2. Details filled in the AQAR in respect of some of the criterion were discussed and some of the criterion was yet to be completed.
3. Dead line was given to those who have not filled their criterion details in the AQAR.
4. Details of internship training must be forward to the IQAC mail ID.
5. Discussion was made about the cultural and co-curricular activities where in the details are not received. Same should be submitted to the IQAC within the specified time.
6. Discussion was made about the Industrial visits (3 Visits) and minor project (Arcanut Plant) conducted by the college.
7. Number of activities carried out till date was discussed and highlighted.
8. Discussion on paper presentation and faculty participation in various conferences etc were made and the details till date must be entered accordingly as per the AQAR requirement
9. Result analysis was completed and the details are entered till the odd semester of 2017-18 academic year.

Members Present:

Dr. Asha Ganesh - Chairperson	Ms. Swapna S - Membr
Ms. Veena R – HOD Commerce	Ms. Anuradha – Member
Ms. Usha Rao – HOD Management	Ms. Poornima A S – Member
Ms. Lavanya K – IQAC Co-Ordinator	Mr. Girish - Member
Ms. Prabha T V - Member	Ms. Lakshmi Devraj - Member
Dr. Sarita Sinha - Member	Ms. Prathibha T – Off Assistant
Ms. Chitra P Narayan - Member	Mr. Siddesh - Member



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Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting held on 30.07.2018

Agenda:

1. Discussion of results of odd semesters.
2. Discussion about the calendar of events and activities of each, club, committee, forum for the entire academic year.

The following points were discussed in the meeting.

1. Result analysis for the odd semesters where discussed and some steps has to be taken for the improvement of results.
2. It was decided to conduct a Bridge courses can be conducted for the fresherers i.e for I Year students.
3. Proposed Activities for various committees and forums are asked for and it must be finalized within the dead line give.
4. Discussion was made about the FDP and resource persons for the same has to suggested in priority.
5. It was decided that - Language day must be celebrated by combining all the language department in a particular date.
6. It was decided to create some groups for the inter collegiate events(For various academic and cultural activities)

Members Present:

Dr. Asha Ganesh - Chairperson	Ms. Swapna S - Membr
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Ms. Lavanya K – IQAC Co-Ordinator	Mr. Girish - Member
Ms. Prabha T V - Member	Ms. Lakshmi Devraj - Member
Dr. Sarita Sinha - Member	Ms. Prathibha T – Off Assistant
Ms. Chitra P Narayan - Member	Mr. Siddesh - Member



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Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting held on 30.01.2019

Agenda:

1. Discuss about the current semester activities
2. Sports events
3. Engaging the students till 3.00 clock.

The following points were discussed in the meeting.

1. It was decided that class mentors should take the initiative to conduct all the sports events which must be finished in the current semester.
2. Industrial visits – The place was decided for the BBA students to industrial visit ie. Laguna Textile
3. A proposal was made for the state/national level seminar in the next academic year.
4. M.Com students must be included in all the activities. (Academic/Cultural)
5. It was decided that some add-on courses or value added courses can be introduced so that students are engaged till 3.00 or sometimes till 4.00.
6. Some of the issues like canteen cleanliness, phone network issues, wash room cleanliness etc were discussed and measures were taken to maintain the same in good and hygiene condition.

Members Present:

Dr. Asha Ganesh - Chairperson	Ms. Swapna S - Member
Ms. Veena R – HOD Commerce	Ms. Anuradha – Member
Ms. Usha Rao – HOD Management	Ms. Poornima A S – Member
Ms. Lavanya K – IQAC Co-Ordinator	Mr. Girish - Member
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Dr. Sarita Sinha - Member	Ms. Prathibha T – Off Assistant
Ms. Chitra P Narayan - Member	



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Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting held on 30.01.2019

Agenda:

4. Discuss about the current semester activities
5. Sports events
6. Engaging the students till 3.00 clock.

The following points were discussed in the meeting.

7. It was decided that class mentors should take the initiative to conduct all the sports events which must be finished in the current semester.
8. Industrial visits – The place was decided for the BBA students to industrial visit ie. Laguna Textile
9. A proposal was made for the state/national level seminar in the next academic year.
10. M.Com students must be included in all the activities. (Academic/Cultural)
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12. Some of the issues like canteen cleanliness, phone network issues, wash room cleanliness etc were discussed and measures were taken to maintain the same in good and hygiene condition.

Members Present:

Dr. Asha Ganesh - Chairperson	Ms. Swapna S - Member
Ms. Veena R – HOD Commerce	Ms. Anuradha – Member
Ms. Usha Rao – HOD Management	Ms. Poornima A S – Member
Ms. Lavanya K – IQAC Co-Ordinator	Mr. Girish - Member
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Dr. Sarita Sinha - Member	Ms. Prathibha T – Off Assistant
Ms. Chitra P Narayan - Member	



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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.

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.

Members Present:

Dr. Asha Ganesh - Chairperson	Ms. Shubha N S - Member
Ms. Usha Rao – 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. Sarita Sinha - 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

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 22nd August 2019
5. A tentative date was decide to upload the AQAR i.e. 4th and 5th 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 I st Internal Assessment Test which will be going to held from 17th August. And test will be conducted every day for 1 hour.
9. It was decided to up date the Result analysis of earlier batches.

Members Present:

Dr. Asha Ganesh - Chairperson	Ms. Shubha N S - Member
Ms. Usha Rao – 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. Sarita Sinha - Member	Ms. Suchetha – Member
Ms. Chitra P Narayan - Member	Ms. Geetha Lakshmi - Member
Ms. Swapna S - Member	Ms. Prathibha T – Off Assistant