

## **IQAC Meeting, Feb 3, 2022(Microsoft Teams)**

### **Meeting No: 1**

### **Minutes of the Meeting**

#### **Total number of members: 23**

Principal Dr Sr Lalitha started the meeting invoking divine blessings. Thereafter she extended a warm welcome to all the committee members. The Principal mentioned about the change in guard in IQAC-Dr Carol Stanley as the new IQAC coordinator alongside Dr Roopa Philip as the deputy. She thanked them for starting their work for the IQAC for the current academic year.

She also thanked other members for their commitment.

She welcomed each one of the members to verbalise their views on the role and duties of IQAC.

Dr Sitavi Y, Vice-Principal Science, suggested that based on feedback from all stakeholders, reforms should be brought about in academics and administration. Teachers should be able to upgrade themselves with latest academic and infrastructural resources, in line with contemporary needs. The Principal thanked her for her valuable suggestions.

Dr Carol added that IQAC should look into the change in the value-system of both faculty and students. The Principal agreed that JNC as a college should promote the same and bring impact on the student community by enforcing these values that JNC stands for.

Dr Roopa Philip talked about the importance of data collection and data management across different sections of the college. Principal emphasized on the documentation process in college.

Dr LathaV, Controller of Examinations, said that as members of the committee, we should be role models, for others to follow. The Principal agreed with her, pointing out that only then can we be competent facilitators.

Ms Mary D'Cruz said that there needs to be a system in place for follow up to be done on any college activities. Necessary remedial action also needs to be taken to ensure quality compliance. Dr Roopa suggested quality checks and quality initiatives to complement this process.

Dr Rama Raju suggested that IQAC should take lead in every aspect of college functioning-academic or otherwise. She reiterated that research or teaching-learning components are just 2 of these.

Principal asked Dr Carol to enunciate the roles and responsibilities of the members.

Dr Carol talked about committees involved in College functioning, nearly 24 in number. She said that it was necessary to revamp some of these committees in line with NAAC criteria. She also elaborated on the role of IQAC –organising FDPs & seminars, data submission towards NIRF, AQAR and NAAC, monitoring and implementing NAAC-mandated quality enhancement criteria, collecting feedback on curriculum, teaching-learning process and documentation of all IQAC activities

Dr Carol suggested Ms Suparna Sengupta's name for the post of IQAC Secretary. The Principal approved of the same.

Dr Carol talked about distribution of duties according to IQAC list of duties:

**Staff in charge of NAAC/UGC guideline implementation:**

- Dr Carol, Dr Sitavi, Dr Latha, Dr Roopa

**Staff in charge of FDP/Seminar organisation:**

- Dr Rama , Dr Thangam, Ms Mary, Dr Leena

**Staff in charge of MOUs:**

- Dr Rani, Dr Radha

**Staff in charge of Feedback collection for curriculum design and teaching/learning process:**

- Ms Neeta, Mr Mikhail, Mr Shanmugham

**Staff in charge of Documentation:**

- Ms Suparna, Dr Sowmya, Mr Manjunath

**Staff in charge of AQAR data collection:**

- Ms Roshni, Dr Sophia, Dr Reema

Dr Carol emphasized on data collection and documentation. Awareness among staff must be inculcated so that all activities and records are properly uploaded. She proposed that last Wednesday every month should be reserved for IQAC meetings. Dr Carol also suggested an IQAC calendar of events to be merged with the larger college calendar. On Wednesday, Feb 9, 2022, a talk is scheduled to be held in College for all faculty members. The talk is by Sameera Fernandez, Director Ecosol Global, on Building the Future of Education.

The Principal pointed out that MIS is the data centre, which will be responsible for data collection in College. Dr Sr Lalitha reiterated that swift and smart documentation of all activities is the need of the hour. Dr Roopa talked about the review of data updation.

The Principal raised the issue on quality checks. Dr Rama responded that academic audits are indeed done. Dr Sitavi mentioned Department of Botany does a green audit-Eco Club too takes on environmental initiatives. Dr Carol suggested we could get together and take charge of different audits-exam, academic, administrative etc

Principal asked Dr Rama to share academic audits with Dr Roopa and PG Centre. Dr Rama clarified that external audit should also be done. Dr Sitavi pointed out that audits for College building/ laboratory safety are also important.

The Principal announced that Dr Rani has been put in charge of Anti-Sexual Harassment Committee and Grievance Committee. Dr Sitavi suggested that her name should go up on relevant boards. Principal reminded others of contributing whole-heartedly. She also requested everyone to come forward with any challenges staff might be facing with regard to any aspect of College functioning.

**IQAC MEETING****MEETING NO: 2****Date: Feb 23, 2022 at 3pm****Venue: Degree Conference Hall****Chairperson: Dr. Sr. Lalitha Thomas, Principal**

<b>Names</b>	<b>Departments/Designation</b>
Dr. Carol Stanly	HOD, Dept. of Physics & IQAC Coordinator
Dr. Sitavi Yathiender	Vice Principal, Science & HOD, Dept. of Zoology & Genetics
Dr. Roopa Philip	HOD, Dept. of M A English, Dean, PG Courses & Deputy IQAC Coordinator
Dr. RamaaRaju	HOD, Dept. of Psychology
Mrs. Mary Cordella	HOD, Dept. of Electronics
Dr. Leena Nair	Dean, Arts & Lang. & HOD, Dept. of Economics
Dr. Latha V	COE, Dept. of Statistics
Dr. Rani Titus	HOD, Dept of Mathematics
Dr. Radha Ganapathy	Asst. Prof. Dept. of Economics
Sr. Rosily	Administrator
Mrs. Subhashini G	Admin Staff
Mrs. Josephine Narmadha	Deputy Dean, Commerce
Mrs. Neeta Georphin	HOD, Dept. Computer Science
Mr. Shanmugam	Asst. Professor, Dept. of Biotechnology
Mrs. Suparna Sen Gupta	Asst. Professor, Dept. of English
Mrs. Roshni Shetty	Asst. Professor, Dept. of Commerce & Mgmt.
Dr. Sophia D	Asst. Professor, Dept. of Biochemistry
Mr. Mikhail Rajaram	Asst. Professor, Dept. of Chemistry

Mr. Jeevan	Asst. Professor, Dept. of Physics
Dr. Reema Orison Lobo	Asst. Professor, Dept. of Genetics
Dr. Soumya K	Asst. Professor, Dept. of Zoology
Mrs. Priya Veera	Admin Staff
Mr. Manjunath	Library Staff

The Co-ordinator, Dr Carol S set the agenda of the meeting :

- Review of roles and responsibilities
- Update of activities
- Planning future events

Dr Carol gave updates on notification from UGC office regarding Vidyanjali Higher Education Programme, the Ministry of Education's volunteering initiative. Volunteers from community, public and private sector, NGO's etc would be able to participate in this programme.

Dr Roopa, Deputy Co-ordinator, gave updates updates on the UGC announcement that all Autonomous colleges with a CGPA grade above 3.26, can offer online courses without parent university's consent. She further clarified that JNC's collaboration with Infosys will enable the College to use the Springboard microsite as a portal for the same. UGC is to issue further guidelines towards curriculum design and other aspects.

Dr Latha, Controller of Examination, mentioned that a gazette has been released towards this effect. Dr Carol requested the COE to take the matter forward with help from IQAC.

Dr Ramaa Raju also suggested if resource persons from outside could be called in. Mr Mikhail suggested that the College technical team can offer effective assistance towards the actualization of online programmes.

Principal, Dr Sr Lalitha Thomas suggested that as an institution, we could develop our own curriculum, display it on website and invite applications for online courses. The weightage has to be equal as a campus model. Even as the Chief Administrator Sr Rosily suggested that this might impact on-campus applications, the Principal emphasized that this is an opportunity we need to capitalize on.

Dr Carol thanked Dr Thangamma, Dr Ramaa, Jeevan and Mikhail for organizing IQAC talks. She also acknowledged the effort of Ms Mary in liaising with Fatima Mata National College and initiating collaborative programmes.

Dr Rani and Dr Radha updated the Cell on existing MOUs in college. Currently, there are 8 MOUs, of which the one with Fatima Mata College is for 5 years, and 3 other MOUs are for 3 years each. There are also 4 annual MOUs. The Principal reminded that College and department MOUs ought to be separate. Ms Mary D' Cruz spoke on MOUs that Department of Electronics has struck for e-waste disposal. Dr Carol and Ms Fousia of Department of Sociology are also working on a new MOU with the Apollo Clinic. The terms of understanding will be different from the existing MOU with Mabel Clinic, already operational on-campus.

Academic audits are to be conducted on Saturday, Feb 26, as was updated by Dr Ramaa Raju.

Dr Sitavi Y, Vice Principal Sciences, remarked that it is crucial to celebrate commemorative events on days of national/international importance. The Principal pointed out that club/department/Union activities must align with these commemorative events. She also reminded IQAC to guide and direct staff and student community to observe these events. Dr Roopa and Ms Suparna have been given the task of compiling the list of these events.

Dr Carol commented on the role of the Documentation Committee, the need for appropriate documentation, the importance of monitoring calendar of events periodically as also timely submission of reports. MIS is subsequently to be aligned with College documentation parameters. The Documentation and the E-content team must supervise the regular updating of college website.

Dr Sr Lalitha Thomas pointed out the procedures of proper documentation as per NAAC criteria and parameters. She also observed that all activities must be organized according to these NAAC frameworks.

Dr Carol stated that Dr Josephine Narmada has been inducted to the AQAR Data team, alongside Ms Roshni, Dr Reema and Dr Sophia. This team is also to look into research activities undertaken in College.

As a follow-up on Ms Sameera Fernandez's presentation on Feb 12, clubs(E-cell) and departments are to work on bridge courses. Dr Latha and Dr Shantha are to look into differential internships. The Co-ordinator also explained the revamping of the admission procedure for the new 1<sup>st</sup> year batch. Acting on the Principal's advisory, admission has been turned fully digital to prevent delays.

The Principal emphasized that newly recruited staff members must be oriented towards work ethics, campus culture and vision and mission of the institution. IQAC Co-ordinator and the Vice-Principals are to assume charge on this.

## **IQAC MEETING**

**MEETING NO: 3**

**Date: MARCH 30, 2022 at 2pm**

**Venue: IQAC Room**

### **Members present**

Names	Departments/Designation
Dr. Carol Stanly	HOD, Dept. of Physics & IQAC Coordinator
Dr. Sitavi Yathiender	Vice Principal, Science & HOD, Dept. of Zoology & Genetics
Dr. Roopa Philip	HOD, Dept. of M A English, Dean, PG Courses & Deputy IQAC Coordinator
Dr. Ramaa Raju	HOD, Dept. of Psychology
Dr. Leena Nair	Dean, Arts & Lang. & HOD, Dept. of Economics
Dr. Latha V	COE, Dept. of Statistics
Dr Thangamma George	Deputy Controller of Examination, Dept of Physics
Dr. Rani Titus	HOD, Dept of Mathematics
Dr. Radha Ganapathy	Asst. Prof. Dept. of Economics
Mrs. Josephine Narmadha	Deputy Dean, Commerce
Mrs. Neeta Georphin	HOD, Dept. Computer Science
Mr. Shanmugam	Asst. Professor, Dept. of Biotechnology
Mrs. Suparna Sen Gupta	Asst. Professor, Dept. of English
Mrs. Roshni Shetty	Asst. Professor, Dept. of Commerce & Mgmt.
Dr. Sophia D	Asst. Professor, Dept. of Biochemistry
Mr. Jeevan	Asst. Professor, Dept. of Physics
Dr. Reema Orison Lobo	Asst. Professor, Dept. of Genetics
Dr. Soumya K	Asst. Professor, Dept. of Zoology
Mrs. Priya Veera	Admin Staff
Mr. Manjunath	Library Staff

The Co-ordinator, Dr Carol S set the agenda of the meeting :

- Update of activities
- Planning future events

Mrs. Suparna Sengupta gave updates on different activities of Documentation Committee. It was decided to continue internal documentation in the intranet along with MIS. A draft of the internal documentation prepared by Mrs. Suparna was circulated to all IQAC members during the meeting. Dr Roopa and Ms Suparna are looking into the modification of the current MIS model. Re-formatting of the same will be done based upon AQAR requirements. Towards this inputs and suggestions from Criteria co-ordinators have been taken and will be accordingly passed onto Knowledge Pro personnel. She raised the concern about lack of representation for Criterion in the MIS. Data collection for the same therefore would potentially remain manual. Ms Roshni and Dr Roopa suggested that finance, administration and Library resources could be the broad categories for Criterion 4 in the MIS. Suggestions from AQAR data supervisors- Dr Reema, Dr Sophia and Ms Rohni- will also be taken into consideration.

Mrs. Suparna went on to update about E-content committee functioning. This is being done by Dr Radha and Ms Suparna in co-ordination with Ms Margaret Savitha from Website Committee. Bloom's Taxonomy for NEP syllabi, brochures of activities, reports on clubs and associations have been uploaded. She mentioned that certain webpages like Exam Cell and Deans' list in the JNC website has to be updated. She also emphasized on the need of including HOD's email ids in the Departmental webpage. The Controller, Dr Latha, is actively helping the E Content team. The IQAC page is subsequently to be remodelled.

Dr Sitavi Y, Vice Principal, Sciences, commented on the role of the IQAC to guide and direct staff to prepare brochures and documents of different activities without mistakes. She remarked that its crucial to have an initial screening of such documents by the IQAC team before uploading it in the college website. She also observed that outreach activities has to be conducted by different departments which can be projected as a best practice later.

Dr. Reema suggested that there can be reports of extension activities and other academic programmes along with the Brochures in the website since its an important requirement as per the AQAR. Dr. Carol supported that; but also opined that there has to be an increase in the server volume to accommodate a large volume of reports with photographs. Dr. Reema also suggested that the policy documents of the college currently present in the college website has to be updated with signature of the Principal.



Mr. Shanmugham suggested that the staff profile in the college website can be framed in a common format. Dr. Carol and Dr. Sitavi also stood by him. Mrs. Suparna Sen Gupta requested help for getting geotagged photos. Dr. Carol suggested that Mr. Jeevan can offer assistance towards this.

Dr Rani and Dr Radha updated the Cell on existing MOUs in college. Currently, there are 9 ongoing MOUs from UG departments and 6 from the Post Graduate Centre. They have prepared detailed report about the current status of MOUs and submitted it to Dr. Carol.

Details regarding the proposed FDP was updated by Dr Ramaa Raju. A one-day National Conference is being planned during 1<sup>st</sup> week of June. She also pointed out that the modalities for the same will be worked out with the help of a committee.

Ms Suparna and Ms Neeta pointed out that Best Practices for academic year 2021-22 need to be in place. Dr Sitavi, Dr Rama, Dr Roopa and Ms Carol, Dr Leena suggested Best Practices for the following:

- Outreach programmes
- Webinars and other activities for mental well-being and holistic development of students
- Free of cost department short term courses

Dr Rama also pointed out that medical institutes and hospitals have been collaborating with educational institutions to promote mental well-being. Department of Psychology is actively engaged in this enterprise. The same could also be a potential best practise.

Dr Latha, Controller of Examination, mentioned that a minimum of 80% attendance will be made compulsory for the students for 2nd semester and it will also be communicated to them soon .

Dr. Carol gave updates on notification from UGC office regarding Common Entrance Test for the next academic year. She further clarified that there has to be compulsory activities conducted as a part of yoga day, water conservation etc as per the UGC regulations.



**Jyoti Nivas College Autonomous**  
**Hosur Road, Bengaluru**

**Internal Quality Assurance Cell (IQAC) meeting with Principal**

**Date: 27-04-2022**

**Venue: IQAC ROOM Time: 2:00pm**

Chairperson: Dr. Sr. Lalitha Thomas, Principal

Sl. No.	Names	Departments/Designation	Signature
1	Dr. Carol Stanly	HOD, Dept. of Physics & IQAC Coordinator	
2	Dr. Sitavi Yathiender	Vice Principal, Science & HOD, Dept. of Zoology & Genetics	
3	Dr. Roopa Philip	HOD, Dept. of M A English, Dean, PG Courses & Deputy IQAC Coordinator	
4	Dr. Ramaa Raju	HOD, Dept. of Psychology	
5	Dr. Leena Nair	Dean, Arts & Lang. & HOD, Dept. of Economics	
6	Dr. Rani Titus	HOD, Dept of Mathematics	
7	Sr. Rosily	Administrator	
8	Mrs. Subhashini G	Admin Staff	
9	Mr. Shanmugam	Asst. Professor, Dept. of Biotechnology	
10	Mrs. Suparna Sen Gupta	Asst. Professor, Dept. of English	
11	Mr. Jeevan	Asst. Professor, Dept. of Physics	
12	Dr. Soumya K	Asst. Professor, Dept. of Zoology	
13	Mrs. Priya Veera	Admin Staff	
14	Mr. Manjunath	Library Staff	

Dr Carol started the meeting, requesting members to update on work allotted.

Dr Rama a Raju informed that 2<sup>nd</sup> round of academic audits for Semester 6 students would be done shortly. She also intimated that resource persons for IQAC Conference are being tapped from various sources.

Dr Roopa Philip updated the Cell on the re-structuring of MIS and the follow-up being done with Knowledge Pro personnel. Dr Irene and Dr Rajesh from the PG Centre, alongside other members of IQAC have been co-ordinating on this matter.

Ms Suparna gave updates on content development for the College website. Dr Radha and Ms Suparna have been co-ordinating with the website committee on the matter. Dr Roopa and Ms Suparna have been entrusted with the task of proofreading the website.

Ms Suparna also raised the issue with regard to logistics of taking geo-tagged photos for college events. Members suggested that Mr Richard could be asked to take photos both on his camera as well as via geo-tagged app on his phone. The decision is pending subject to Principal's perusal.

Mr. Shanmugam updated IQAC on the online UGC lecture he attended on 'Best Practices in Institutions'. The talk focused on 5 case studies of best practices, provision of funding and grant applications, augmenting infrastructure and research, faculty recruitment and the tenure-track system.

Dr Carol informed that the Xavier Board has launched a new website for collaborations with institutes on various fronts. Dr Roopa and Ms Sheril will be attending an MOU meet in Kochi. Dr Roopa also intimated the Cell that 5 colleges have contacted Jyoti Nivas expressing their interest for collaborations in various fields.

17 active MOUs are in place in JNC, as was updated by Dr Rani.

Sr Rosily provided details about the ongoing registration process for 1<sup>st</sup> year students to the UUCMS portal and the logistical challenges therein.

In the end, AQAR co-ordinators were also asked to finalise their criterion content, before submission.