

**Jyoti Nivas College Autonomous
Bangalore – 560 095**

INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting

22/11/2017

The IQAC members are requested to attend a meeting on 24th November 2017 in the IQAC room at 3:00 p.m.

AGENDA

1. To adopt innovative methods and presence to improve the quality in all aspects in conformity with the current trends in the academic area
2. AQAR report to be prepared
3. Propose to conduct the internal Academic Audit and SWOT analysis through the IQAC
4. MOOC and SWAYAM
5. Faculty should encourage the students to utilize the National Digital Library
6. Inform about Rooftop Gardening short term course being initiated by IQAC in collaboration with Green Skill Academy and National Skill Development Corporation
7. Faculty members should be more active in research publishing papers in peer reviewed research journals
8. LED bulbs to be recommended for use in college
9. Document the achievements of faculty members, students and alumni

Elia Sen,

IQAC Coordinator

IQAC Coordinator
Jyoti Nivas College Autonomous
Bangalore - 560 095

Elizabeth

Principal
PRINCIPAL
Jyoti Nivas College
Autonomous,
Bangalore - 560 095



Jyoti Nivas College Autonomous, Bengaluru

IQAC

Minutes of the meeting held on 24 November 2017 in the IQAC room at 3 pm.

1. The IQAC Co-ordinator Dr. Ella Sen welcomed the IQAC members to the meeting. She explained the need for the college through the IQAC to adopt innovative methods and processes to improve the quality of the college in all aspects in conformity with the current trends in the academic area.
2. Dr. Ella Sen informed the members that Bangalore University has undergone trifurcation and that our college comes under Bengaluru Central University of which Dr. S Japhet is the Vice Chancellor.
3. Dr. Ashok Kumar, from the Department of Communication, Bengaluru Central University will be the Bangalore University nominee for our college. Dr. Ella Sen and Dr. Pratibha K have met Dr. S Japhet VC and the University officials with regard to Autonomy renewal and NAAC re-accreditation.
4. The need to prepare for these inspections was emphasized. There is a slight delay in the process as the University was busy with the trifurcation process. Dr. Ella Sen suggested that we can opt for the inspection in late January 2018 or early February 2018 which was agreeable to the members.
5. The AQAR report is to be prepared accordingly.
6. Some of the new processes suggested which can be adopted by the college through the IQAC are Internal Academic audit and SWOT analysis. The members were asked to work on these processes so that they can be implemented in the near future. For the internal academic audit it was suggested that completion of the syllabus could be considered as one aspect. This could be evaluated from 10 to 15% of the students who have 90% or more attendance.
7. There is an organization that is offering a software package for preparing NAAC reports who has approached the college. It was suggested that they give a presentation/demonstration to all the faculty as this would enable the faculty to better prepare their reports on the lines specified by NAAC.
8. Under the Ministry of Human Resource Development and the policy of Digital India MOOC (Massive Open Online Courses) has been introduced. It was suggested that we explore the opportunity of offering these courses to our students. SWAYAM (Study Webs for Active Learning for Young Aspiring Minds), under this initiative, faculty can upload teaching videos which can be accessed by all students interested in that particular subject. Our college being part of these resources will assist in getting excellent reviews from the academic community. The members were requested to visit www.swayam.gov.in

9. Our college is connected to the National Digital Library. The faculty should utilize these resources and encourage our students to also do the same.
10. It was suggested that the college also undertake an environmental audit in which facts and figures on the Green energy measures taken by the college should be furnished to the various inspecting authorities. A mention was made with regard to the wind turbine, solar panels, rainwater harvesting etc. how many units of energy are generated, energy saving measurement and where the energy generated is being utilized.
11. Our college in collaboration with Green skill Academy & NSDC (National Skill Development Corporation) is organizing a short term course on Rooftop Gardening for interested faculty members and students, commencing on 8 December. The practical and theory classes will be conducted by Green skill Academy, Centre for Sustainable Development.
12. It was suggested that every faculty member should write a research paper annually.
13. It was also recommended the LED bulbs should be used everywhere in college to reduce the consumption of energy.
14. It was decided that the best practices of each department and the college be documented in detail. For eg. Details of the carbon footprint. Use of alternate sources of energy, how much generated, how much energy is saved and where the energy is utilized. This can be done for solid waste disposal also.
15. The future plans specified in earlier reports should be examined and assessed in terms of carrying out those plans and the results of those initiatives.
16. It was suggested by the members that the achievements of the college be presented. Further the Achievements of the faculty members, students and alumni should also be highlighted.
17. The meeting ended with a vote of thanks to the members for their active participation.

S Ma Lea

IQAC Coordinator
Jyoti Nivas College Autonomous
Bangalore - 560 075

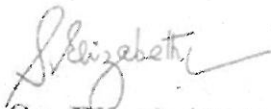
Jyoti Nivas College Autonomous, Bengaluru

IQAC Meeting on 24/11/2017

Venue: IQAC Room

Time: 3:00 p.m

SL. NO.	NAME	SIGNATURE
1	Dr. Ella Sen -Coordinator	Ella Sen
2	Dr. Sitavi Ramamoorthy - Asst. Coordinator	Sitavi
3	Dr. Grace S Thomas	Grace Thomas
4	Dr. Ramaa Raju	Ramaa Raju
5	Dr. Leena Nair	Leena Nair
6	Dr. Rani Titus	Rani Titus
7	Dr. Radha Ganapathy	Radha G
8	Mrs. Genevieve M	Genevieve
9	Dr. Sr. Mary Margaret Nirmala	Mary Margaret


Dr. Sr. Elizabeth C S
Principal

**Jyoti Nivas College Autonomous
Bangalore – 560 095**

INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting

31/01/2018

This is to inform you that all the HEADS of the departments and the office staff members are requested to meet in the IQAC room today at 3:30 p.m. This is with regard to the Autonomy inspection

AGENDA

Autonomy Renewal

1. Planning for the Autonomy inspection
2. Departments should prepare its profile listing the Ph.D holders, research publications, conferences organised and attended, papers presented, prizes awarded and student achievements for the year 2011 – 2018
3. Teaching methods and innovative ways of teaching should also be noted
4. To focus on nation building activities

Elle Lou

IQAC Coordinator

**IQAC Coordinator
Jyoti Nivas College Autonomous
Bangalore - 560 095**

Elizabeth

**Principal
PRINCIPAL
Jyoti Nivas College
Autonomous,
Bangalore - 560 095**



Jyoti Nivas College Autonomous, Bengaluru

IQAC

Minutes of the meeting held on 31 January 2018 at 3.30 pm in the IQAC room.

1. Dr. Ella Sen, IQAC Co-ordinator welcomed the members to the meeting.
2. Dr. Ella Sen said that the agenda for this meeting is Autonomy renewal which is expected to take place in February 2018. Dr. Salil was met and spoken to. He mentioned that the letters have gone to the committee members and that the inspection may happen between February 20 to 28, 2018. Also, the names of the University nominee have ^{and status} ~~not~~ ^{Group} ~~been~~ ^{nominee} received.
3. The Autonomy inspection would start with a one hour presentation by The Principal and each department would have 10 to 15 minutes to Present its activities.
4. The committee members were requested to complete the forms based On the format given. Each department should prepare its profile listing the PhD holders, research publications, conferences organized and attended, papers presented, prizes awarded, student achievements for the years 2011-18.
5. Dr. Ella Sen said that Mrs. Sheryl, Computer Science faculty member will upload the form with the current information available and this has to be verified by the members. Relating to the information to be presented the following points were stressed.
 - a. Research is a very important aspect of the presentation and maximum importance should be given to this.
6. Teaching methods and innovative ways of teaching should be elaborated.
7. Further, academic achievements, results and percentage of pass should be mentioned.
8. Any unique information should be mentioned.
9. The different methods of student evaluation to be shared.
10. Placement record of students, those who are IAS, IFS officers and Professionals should be recorded.
11. Achievement in the sports area also has to be mentioned.
12. Media reports to be presented about the college activities.
13. Focus on nation building activities to be enumerated.
14. Report on all the club and association activities.

15. The members were informed to maintain the attendance and minutes of all the meetings held.
16. The MoUs with the difference organizations with a brief write up, purpose, operation and monitoring to be included.
17. A soft copy of the report will be sent.
18. All certificates relating to the documentation need to be attached. These can be photocopies.
19. Dr. Ella Sen said that after checking with Dr. Salil, she will give us the update.
20. The details up to 2015 are available. Details for 2015-16, 2016-17 and 2017-18 are to be compiled and submitted.
21. Faculty members details relating to research, conferences, papers presented are to be shown annually ie year wise and person wise.
22. The format has been given and the departments have to furnish the information accordingly.
23. The meeting concluded with a vote of thanks to the members.

Ella Sen.

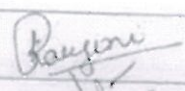

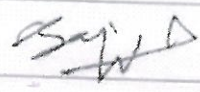
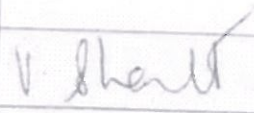
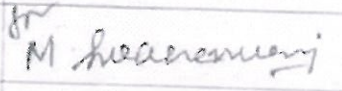


IQAC Coordinator
Jyoti Nivas College Autonomous
Bangalore - 560 095

Date: 31/01/2018

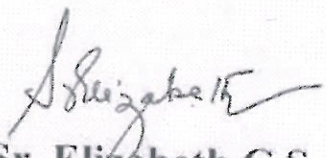
Dear teachers,

Kindly note that there will be a meeting today at 03:30p.m in the IQAC room. This is regarding the Autonomy Inspection 2018. All the following teachers & staff members are requested to attend the meeting.

Coordinators	Dr. Ella Sen	Ella Sen
	Dr. Sitavi Yathiender	Sitavi
	Dr. Lalitha Raman	Lalitha
	Ms. Maya Harve	
	Dr. Goolappa Okkunda	Goolappa
	Mr. Sanjivy Raja	Sanjivy Raja
	Mrs. Nalini Shekaran	
	Dr. Leena Nair	Leena
	Ms. Fouzia Khannum	
	Mr. Nikhil Raj	Nikhil Raj
	Dr. Ramaa Raju	Ramaa Raju
	Ms. Sridevi K R	Sridevi K R
	Dr. Grace S Thomas	Grace Thomas
	Dr. Nirmala Vaz	
	Dr. Rani Titus	Rani Titus
	Dr. Geeja Kurian	Geeja Kurian
	Dr. Leena Alexander	Leena
	Mrs. Grace Samuel	Grace Samuel
	Mrs. Genevieve	Genevieve
	Mrs. Usha Joyappa	Usha Joyappa

	Mrs. Ranjini Devi	
	Mrs. Neeta Georphin	
	Fr. Saji Mathew	
	Dr. Sajan George	
	Sr. Rosily	
	Mrs. Subhashini	
	HOD - MA	
	HOD - MBA	
	HOD - MCA	
	HOD - M.COM (FA)	
	HOD - M.Sc	
	Mrs. Jaya (Post Graduation Centre)	

Thank you,



Dr. Sr. Elizabeth C S

Principal

PRINCIPAL
Jyoti Nivas College
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Bangalore - 560 095

INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting

01/02/2018

All the heads of the departments are requested to assemble in the IQAC room for an important meeting on the 2nd February 2018 at 1 p.m. in view of the forthcoming UGC inspection

AGENDA

1. Planning for UGC expert committee visit for autonomy extension.
2. Information regarding the departmental, clubs and association activities to be furnished

Sha Sen.

IQAC Coordinator

IQAC Coordinator
Jyoti Nivas College Autonomous
Bangalore - 560 095

Elizabeth

Principal
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Jyoti Nivas College
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Bangalore - 560 095

02/02/2018

Minutes of the Meeting

Venue: IQAC Room

Dr. Ella Sen welcomed the heads of the departments to the meeting.

- All HODs were asked to prepare the departmental reports for autonomy renewal inspection.
- The following points should be highlighted in their presentation
 1. Research projects
 - Faculty
 - Students
 2. Paper publications
 3. Conferences, seminars
 4. Extension activities of the department
 5. Students achievements
 6. Any other activity

The meeting concluded with a vote of thanks to all the HODs.

Ella Sen.

IQAC Coordinator

IQAC Coordinator

Jyoti Nivas College Autonomous

Bangalore - 560 095

INTERNAL QUALITY ASSESSMENT CELL

IQAC Meeting

Venue: IQAC Room

02/02/2018

Sl. No.	Head of the Department of	Signature
	Kannada	
	Hindi	EMA Sen
	French	
	English	Maya
	History	Maya
	Economics	Leina Nani
	Sociology	
	Psychology	Kanaka Raju
	Travel and Tourism	
	Journalism	Saith
	Visual Communication	Saith
	Communicative English	Saith
	Physics	
	Chemistry	Grace Thomas
	Biochemistry	GR
	Mathematics	Tajilitha
	Computer Science	
	Electronics	Rajini
	Botany	Kumar
	Zoology and Genetics	
	Biotechnology	Kumar
	Commerce and Management	Satish
	B.Voc Psychology	SEP
	Statistics	Delker

EMA Sen

IQAC Coordinator

IQAC Coordinator

Jyoti Nivas College Autonomous

Bangalore - 560 095

Elizabeth

Principal

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Jyoti Nivas College
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INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting

01/02/2018

All heads of the departments and the coordinators of the various clubs and associations are requested to assemble in the IQAC room for an important meeting on 2nd of February 2018 at 3:00 p.m. in view of the forth coming UGC inspection.

AGENDA

1. Planning for UGC expert committee visit for autonomy
2. Information regarding the department, clubs and association activities to be furnished.

Shilpa

IQAC Coordinator

IQAC Coordinator

Jyoti Nivas College Autonomous

Bangalore - 560 095

Elizabeth

Principal

PRINCIPAL

Jyoti Nivas College

Autonomous,

Bangalore - 560 095

Minutes of the meeting

Date: 02/02/2018

Time: 3 p.m.

Venue: IQAC ROOM

1. Dr. Ella Sen – IQAC Coordinator welcomed the coordinators of the various committees and associations
2. The members were briefed about the forthcoming UGC inspection for autonomy renewal and the arrangements to be made for the same.
3. The activities for the year 2011 to 2018 should be highlighted and a presentation should be ready for the visit.
4. Hard copies of the reports should be furnished with the supporting reports and photographs.
5. She concluded the meeting by saying that she would update the members about the dates of visit.

Ella Sen

IQAC Coordinator

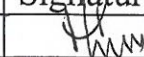
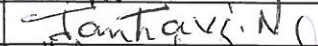
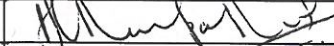


IQAC Coordinator
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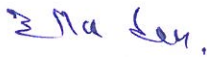
INTERNAL QUALITY ASSURANCE CELL

Date: 02/02/2018

Time: 3 p.m.

Venue: IQAC

Sl. No.	Name	Signature
1.	AICUF Coordinator	
2.	NSS Coordinator	
3.	NCC Coordinator	
4.	Rotaract Coordinator	
5.	Red Cross	

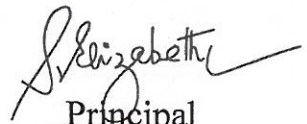


IQAC Coordinator

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