

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

INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting

07/06/2016

The members of the IQAC are requested to attend a meeting on the 9th June 2016 in the Vice-principal's office at 2:15 p.m.

AGENDA

1. Preparation of report for the UGC expert committee for the extension of Autonomous status
2. Format of UGC report
3. Allocation of the work to the staff members
4. To decide on the date of submission

Ena Sen

IQAC Coordinator

IQAC Coordinator
Jyoti Nivas College Autonomous
Bangalore - 560 095

Elizabeth

Principal
PRINCIPAL
Jyoti Nivas College
Autonomous,
Bangalore - 560 095

Mintues of the meeting

The meeting was held on 9th June 2016 in vice principal office at 2:15 p.m. The objective of conducting the meeting was preparation of report for the UGC expert committee for the extension of Autonomous status Dr. Ella Sen read the format of UGC report sent by Dr. Salil.S Education officer of Regional UGC office. According to the format as she was reading and allocating work to staff members present in the meeting in the group of two staff members each. She explained in detail how to prepare the report in support of previous report which was prepared for the Bangalore University standing committee. Clarification and preparation of the report was very much taken care by the staff co-ordinator of the meeting. According to the format of UGC report work was assigned to group members. Finally they decided the dead line to submit the report on 20th of this month. All staff members agreed the date of submission of the report the meeting concluded at 3:20 p.m. with the following decisions taken by the staff members.

- Report is from 2011 to 2016
- Allocation of work
- Reference to previous report
- New folder should be created in the computer
- Technical assistance can be taken from Pavithra & Sathya kala
- There should not be any spelling mistakes or grammatical mistakes in the report
- Sentence formation should be correct
- New information should be updated
- Duplication of information should be avoided

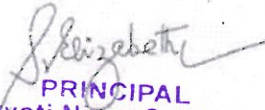
Members Present on 09/06/2016 at 2.15 p.m.

Coordinator: Dr. Ella Sen

Members

1. Dr. Dhanalakshmi
2. Mrs. Usha Joyappa
3. Dr. Leena Alexander
4. Mrs. Sarah Samuel
5. Dr. Grace punnose
6. Dr. Lalitha Raman
7. Mrs. Usha Joseph
8. Dr. Anita Khera
9. Dr. Geeja Kurien
10. Dr. Rama Raju

11. Dr. Shantha.V
12. Ms. Maya Harave
13. Mrs. Leena Nair
14. Mrs. Latha
15. Mrs. Grace Samuel
16. Mrs. J. Josephine Narmadha
17. Sr. Rosily
18. Mrs. Subhashini


PRINCIPAL
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Renewal of Autonomous Status

Members Present on 09/06/2016 at 2.15 pm

Coordinators : Dr.Ella Sen *21/6/16*
Dr.Sitavi Ramamoorthy

Members

Signature

1. Dr.Dhanalakshmi *M. Dhanalakshmi*
2. Mrs.Usha Joyappa *Usha Joyappa*
3. Dr.Leena Alexander *Leena Alexander*
4. Mrs.Sarah Samuel *Sarah Samuel*
5. Dr.Grace Punnose *Grace Punnose*
6. Dr.Lalitha Raman *Lalitha Raman*
7. Mrs.Usha Joseph *Usha Joseph*
8. Dr.Anita Khera *Anita Khera*
9. Dr.Geeja Kurien *Geeja Kurien*
10. Dr.Rama Raju *Rama Raju*
11. Dr.Shantha .V *V. Shantha*
12. Ms.Maya Harave *Ms. Maya Harave*
13. Mrs.Leena Nair *Leena Nair*
14. Mrs. Latha *Latha*
15. Mrs.Grace Samuel *Grace Samuel*
16. Mrs.Josephine Narmada *J. S. Josephine*
17. Sr.Rosily *Sr. Rosily*
18. Mrs.Subhashini *G. Subhashini*
19. Mrs.Sathyakala
20. Ms.Pavithra.C

Elizabeth
PRINCIPAL
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INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting

22/08/2016

All Heads of the Departments are requested to attend an important meeting at 2:30 p.m. in the IQAC room on 31st August 2016. Please plan the activities of your department for the forthcoming academic year

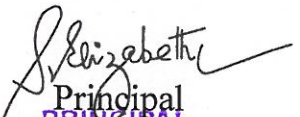
Agenda

- To plan for the academic year 2016 – 17
- Any other matter related to improve quality measures in the college

Elia Sen.

IQAC Coordinator

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


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

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Bangalore – 560 095**

INTERNAL QUALITY ASSURANCE CELL

Minutes of the meeting

Venue: IQAC room

Date: 31/08/2016

Time: 2:30 p.m.

- Dr. Ella Sen welcomed the HODs
- She requested the members to document all the activities of the department in a systematic way.
- Student and staff achievements to be recorded
- Emphasis was made on the Best practices of the department
- Constant updation of the website
- Staff should use ICT to make teaching learning process more interactive.
- Departmental activities for the academic were planned and dates finalised.

Ella Sen

IQAC Coordinator

IQAC Coordinator

Jyoti Nivas College Autonomous

Bangalore - 560 095

JYOTI NIVAS COLLEGE AUTONOMOUS, BANGALORE
IQAC Meeting

Date : 31/08/2016

Time : 2.30 pm

Venue : IQAC Room

Agenda : To Plan for the Academic Year 2016-17

Members

Signature

1. Dr.Dhanalakshmi - *M. Dhanalakshmi*
2. Mrs.Usha Joyappa
3. Dr.Leena Alexander - *Leena Alexander*
4. Mrs.Sarah Samuel
5. Dr.Grace .S.Thomas - *Grace Thomas*
6. Mrs.Usha Joseph - *Usha*
7. Dr.Anita Khera - *Anita Khera*
8. Dr.Geeja Kurien
9. Dr.Rama Raju
10. Dr.Nirmala Vaz - *NV*
11. Ms.Maya Harave - *Maya*
12. Mrs.Leena Nair - *Leena*
13. Mrs. Latha.V - *Latha*
14. Dr.Rani Titus
15. Mrs.Genevieve .M - *Genevieve*
16. Mrs.Josephine Narmada - *J. Josephine*
17. Sr.Rosily
18. Sr.Swapna
19. Mrs.Subhashini

Dr. Grace Samuel
Elizabeth
Dr.Sr.Elizabeth C S
Principal & Chairperson

Grace Samuel

Coordinator : Dr.Ella Sen *Ella Sen*
Asst Coordinator : Dr.Sitavi Ramamoorthy *Sitavi*