

Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) held on 5th February, 2016 at 2.30 PM at Jain University

Members Present: IQAC Coordinators

1. Dr. Rajani Jairam, Dean – Student Welfare, Jain University
2. Dr. Geetha Madhusudhan, SCS
3. Dr. Thriyambak Hombale, SCS
4. Dr. Srividhya Shivakumar, CPGS
5. Dr. Vijayalakshmi, SGS
6. Smt. Jayalakshmi Rao, SGS
7. Mr. Gopalakrishna K, SET
8. Mr. Amrutharaju V, IIAEM
9. Smt. Kavitha Gowda, CMS-BS

Members not present:

1. Smt. Supriya Rai, CMS
2. Dr. Vani, CPGS

The Director – IQAC welcomed all the Members with Greetings for the New Year. Also, thanked specially for the support extended for the NAAC Accreditation in all respects.

(1) Agenda Item No. 1: MIS Documentation

All the IQAC Coordinators were assigned with the responsibility of MIS and documentation.

(2) Agenda Item No. 2: Annual Report for AQAR

The Annual Report of each Center to be submitted latest by the end of July 2016, giving thrust on the following:

- (a) Publications
- (b) Papers Presented
- (c) Students Achievements
- (d) Faculty Achievements

- (e) Guest Lectures Organized
- (f) Guest Lectures Delivered
- (g) Conferences, Seminars and Workshops Organized and Attended
- (h) Any other important activity

(3) Agenda Item No. 3: National Conference

One of the major roles of IQAC is to coordinate for organizing Seminars, Conferences and Workshops. It was decided that by the end of February 2017, to coordinate for organizing a Conference or Workshop on any of the following themes:

- (i) Teaching – Learning
- (ii) Academic and Administrative Audit
- (iii) Curriculum Design and Development

Action: IQAC and Center Heads

(4) Agenda Item No. 4: Ranking Surveys.

Providing data to Ranking Surveys is an on-going activity of IQAC. With the support of IQAC Coordinators, the required data will be provided to any Ranking Survey, as and when required.

(5) Agenda Item No. 5: Post Accreditation Measures

The following are required to be fulfilled within the stipulated time.

- (A) PBAS – July-December, 2015
- (B) Exit Questionnaire
- (C) Mentorship Details
- (D) Feed Back and Comparative Analysis

Action: IQAC

The Meeting concluded with a vote of thanks.

Sd/-

Director - IQAC

ACTION TAKEN REPORT :

1. The IQAC coordinators meticulously took care of the MIS documentation on a monthly basis.

2. All the inputs for annual Quality Assurance Report were collated and the report was prepared.
3. Proposal to conduct National Conference on any one of the themes related to Teaching learning, academic and administrative audit and curriculum design and development were placed before IQAC members.
4. Data for ranking survey was collated and submitted.
5. Post accreditation quality initiatives were thoroughly drafted