

MINUTES OF THE IQAC MEETING HELD ON 16/7/2021

AGENDA: DISCUSSION ON SSR REVIEW

Time: 2.00 PM onwards

Venue: JAIN (Deemed-to-be University)

J P Nagar Campus

Proceedings of the meeting held on 16-7-2021.

A meeting of steering committee members & IQAC Coordinators were present to review SSR before submitting to NAAC

Members Present

Principal officers

1. Pro Chancellor
2. Vice Chancellor
3. Pro Vice Chancellor
4. Registrar
5. Director (Academics & Planning)
6. Dean (Student Welfare)
7. Director IQAC

IQAC Coordinators

1. Dr. Srividya Shivakumar
2. Dr. Supriya Rai
3. Dr. Vijayalakshmi Pradeep
4. Dr. Hemanth Kumar
5. Dr. Kiran Kumar
6. Dr. Geetha Madhusudan
7. Smt. Yashaswini M

Agenda item No. 1

Detailed discussions of Criterion wise data & modification of data wherever needed.

All the metrics were critically analyzed. More teams created for fastening the documentation and data collection process.

Director (IQAC) & Team were assigned the job modify the quantitative data

Criterion -3 to be taken care of by Dr. Hariprasad & Team

Qualitative data to be taken care of by Prof. Sridhara Murthi, Dr. Rajani Jairam & Dr Rajasimha Makaram

Agenda item No. 2

The revised data to be reviewed by VC & Team

Sd/-

Director-IQAC

ACTION TAKEN REPORT:

- Modification was done as suggested by the members
- The deadline of submission for inputs shared was compiled with

MINUTES OF THE IQAC MEETING HELD ON 17/8/2021

AGENDA: DISCUSSION ON PROVIDING INPUTS FOR IQAC & ESTABLISHING NEW INITIATIVES

Time: 2.00 PM onwards

Venue: JAIN (Deemed-to-be University)

School of Sciences, JC Road Campus

Proceedings of the meeting held on 17-8-2021.

A meeting of IQAC coordinators convened for providing inputs for IQAC & establishing new initiatives.

Members Present

1. Dr. Rajani Jairam
2. Dr. Asha Rajiv
3. Dr. Srividya Shivakumar
4. Dr. Supriya Rai
5. Dr. Vijayalakshmi Pradeep
6. Dr. Hemanth Kumar
7. Dr. Kiran Kumar
8. Dr. Geetha Madhusudan
9. Smt. Yashaswini M

Agenda item No. 1

- Discussion on providing inputs for IQAC on timely basis.
- The Director of the IQAC explained the process of providing data which is both correct & timely. Her suggestion on this were received well by the team

Agenda item No. 2

- Setting quality standards across the schools
- The IQAC Director discussed the various initiatives to strengthen the existing quality parameters in the University

Sd/-

Director-IQAC

ACTION TAKEN REPORT:

- Action taken by Director IQAC, IQAC Coordinator & Dean (Student welfare)
- Quality cells constituted across schools to act on the various initiatives decided in the meeting

MINUTES OF THE IQAC MEETING HELD ON 12/10/2021

AGENDA: DISCUSSION ON ISO SCHOOL AUDIT

Time: 2.30 PM onwards

Venue: JAIN (Deemed-to-be University)

School of Sciences, JC Road Campus

Proceedings of the meeting held on 12-10-2021.

Members Present

1. Dr. Rajani Jairam
2. Dr. Asha Rajiv
3. Dr. Srividya Shivakumar
4. Dr. Vijayalakshmi Pradeep
5. Dr. Hemanth Kumar
6. Dr. Kiran Kumar
7. Dr. Geetha Madhusudan

Agenda item No. 1

- Fixing of dates for audit of schools.
- IQAC coordinators to brief the heads of the departments for compilation of objectives and targets as well as to keep all the documents of the last academic year for the audit.

Agenda item No. 2

- Allocation of Auditors: Auditors who are trained in ISO audit to be allocated to do the internal audit across schools.

Agenda item No. 3

- Formats to be thoroughly looked into, changes if any to be made and sent to schools before the internal audit

Sd/-

Director-IQAC

ACTION TAKEN REPORT:

Director IQAC & Dean (Student Welfare)

- Audit plan was shared with schools
- Internal auditors identified
- Coordinators of respective schools were briefed, and formats shared

MINUTES OF THE IQAC MEETING HELD ON 15/11/2021

AGENDA: DISCUSSION ON PREPARATION OF PTV

Time: 10.30 AM onwards

Venue: JAIN (Deemed-to-be University)

J P Nagar Campus

Proceedings of the meeting held on 15-11-2021.

A meeting of steering committee members & IQAC Coordinators were present for preparation of PTV

Members Present

Principal officers

1. Pro Chancellor
2. Vice Chancellor
3. Pro Vice Chancellor
4. Registrar
5. Director (Academics & Planning)
6. Dean (Student Welfare)
7. Director IQAC

IQAC Coordinators

1. Dr. Srividya Shivakumar
2. Dr. Supriya Rai
3. Dr. Vijayalakshmi Pradeep
4. Dr. Hemanth Kumar
5. Dr. Kiran Kumar
6. Dr. Geetha Madhusudan
7. Dr. Yashaswini M

Agenda item No. 1

- Identifying the areas of preparation. Presentations to be made by the faculty of each school, Heads of the departments and allied cells.

Agenda item No. 2

- Distributing the areas of work and making committees for welcoming the Peer Team

Agenda item No. 3

- Preparation of the campuses for PTV in terms of standees and other infrastructural arrangements

Agenda item No. 4

- Preparation of presentations

Sd/-

Director-IQAC

ACTION TAKEN REPORT:

- Members assigned were asked to oversee the assigned jobs and schedules shared for the presentation

MINUTES OF THE IQAC MEETING HELD ON 20/02/2022

AGENDA: DISCUSSION ON NAAC RESULTS

Time: 11.00 AM onwards

Venue: JAIN (Deemed-to-be University)

J P Nagar Campus

Proceedings of the meeting held on 20-02-2022.

A meeting of steering committee members & IQAC Coordinators were present for NAAC results

Members Present

Principal officers

1. Pro Chancellor
2. Vice Chancellor
3. Pro Vice Chancellor
4. Registrar
5. Joint Registrar
6. Director (Academics & Planning)
7. Dean (Student Welfare)
8. Director IQAC

IQAC Coordinators

1. Dr. Srividya Shivakumar
2. Dr. Supriya Rai
3. Dr. Vijayalakshmi Pradeep
4. Dr. Hemanth Kumar
5. Dr. Kiran Kumar
6. Dr. Geetha Madhusudan
7. Dr. Yashaswini M
8. Dr. Shreelakshmi P

Agenda item No. 1

- NAAC results were shared with the members and were congratulated for the hard work put forth by the team
- Review of NAAC results & areas to be improved.

Agenda item No. 2

- Thorough discussion of Peer Team report & gearing up for the next cycle

Sd/-

Director-IQAC

ACTION TAKEN REPORT:

- IQAC- Director noted the points wherever strengthening was needed and the same was shared with the Heads of the department for coming out with a plan for strengthening the areas of concern

MINUTES OF THE IQAC MEETING HELD ON 9/03/2022

AGENDA: DISCUSSION ON DOCUMENTATION PROCESS/ACTIVITIES OF POST NAAC ACCREDITATION

Time: 2.00 PM onwards

Venue: JAIN (Deemed-to-be University)

School of Sciences, JC Road Campus

Proceedings of the meeting held on 9-03-2022.

A meeting of & IQAC Coordinators were present for the documentation process/activities of post NAAC accreditation members present

Members Present

1. Dr. Rajani Jairam
2. Dr. Asha Rajiv
3. Dr. Srividya Shivakumar
4. Dr. Supriya Rai
5. Dr. Hemanth Kumar
6. Dr. Kiran Kumar
7. Dr. Geetha Madhusudan
8. Dr. Yashaswini M
9. Dr. Suyog
10. Dr. Supraja T J
11. Ms. Manashree Mane
12. Dr. Shreelakshmi P

Agenda item No. 1

Discussion on post Accreditation documentation

The Director (IQAC) welcomed the participants and appraised about the various initiatives to be taken for documentation process in the post NAAC accreditation. The

data templates were shared with the IQAC coordinators so as to work on the AQAR for the period 2021-22

Agenda item No. 2

- There was also a discussion on the various initiatives to be taken in the post accreditation period. Suggestions were solicited for further initiatives to be taken

Sd/-

Director-IQAC

ACTION TAKEN REPORT:

- Analysis of the MIS and the AQAR of 2021-22 was taken up by the IQAC

MINUTES OF THE IQAC MEETING HELD ON 31/5/2022

AGENDA: DISCUSSION ON PBAS FORMS COMPILATION

Time: 11.00 AM onwards

Venue: JAIN (Deemed-to-be University)

School of Sciences, JC Road Campus

Proceedings of the meeting held on 31-5-2022.

A meeting of IQAC Coordinators were present to review PBAS forms compilation.

Members Present

1. Dr. Rajani Jairam
2. Dr. Asha Rajiv
3. Dr. Manjunath C R
4. Dr. Geetha Madhusudan
5. Dr. Supraja T J
6. Dr. Vani R
7. Dr. Vijayalaksmmi P
8. Dr. Greema Michael K

Agenda item No. 1

- The Director (IQAC) reminded the IQAC coordinators about the collation of PBAS forms of their units & told that the time for the same is Jan – June year & July – December of each Academic year. She also reminded that all the forms should essentially be accompanied with necessary proofs. After compiling and verification by the HoD and Director of the respective schools, the same should be forwarded to IQAC during the first week of July and Jan respectively
- Student feedback to be collected during both the semesters. After analysis the feedback charts to be shared with the IQAC

Sd/-

Director-IQAC

ACTION TAKEN REPORT:

- IQAC coordinators were assigned the responsibilities and the calendar of events which needs to be followed.

MINUTES OF THE IQAC MEETING HELD ON 24/6/2022

Agenda Items:

1. Nomenclature of the different courses under NEP 2020
2. Review of the IQAS of Jain and suggestions for the future
3. Review of the IQAC and its activities, and suggestions for the future

Time: 11.00 AM onwards

Venue: JAIN (Deemed-to-be University)

J P Nagar Campus

Members Present:

1. **Prof N Sundararajan – Pro Chancellor**
2. **Dr Shakuntala Katre**
3. **Dr Asha Rajiv**

Proceedings of the meeting

Agenda 1. Nomenclature of the different courses under NEP 2020:

Nomenclatures of the courses under the NEP 2020 as offered by Jain were reviewed and a few Catchy Titles of core and elective subjects were discussed as follows:

- (i) Core Curriculum: **Core Common Curriculum (CCC)**
- (ii) Disciplinary Majors: **International Disciplinary Context Learning (ISDCL)**
- (iii) Internship/ Project/ PCL (which provides perspectives and experience in integrated research): **Research, Experiential & Applied learning (REAL).**
- (iv) MMHV: **Value, Ethics, Leadership & Service: (VELS):** (meant to provide the philosophical and moral bedrock for future achievement)
- (v) Open Electives: **University Wide Electives (UWE)**

These suggestions may be discussed for adoption or otherwise when the curricular Revision is undertaken

Agenda 2. Review of the IQAS of Jain and suggestions for the future:

Director, IQAC at Jain, briefed the committee of the following existing practices and activities of the IQAC:

- a. A Quality Cell is constituted at every School and the Director of the respective Schools is the Head of the Quality cell. IQAC Director is the overall facilitator. The planned activities are executed by the IQAC Coordinator of that School.
- b. Quality initiatives are uploaded in the MIS by the respective Schools and sent to the IQAC Office before 10th of every month. The MIS has a focused questionnaire which covers areas viz., Publications, projects undertaken, extra-curricular and co-curricular activities, syllabus completion status, result analysis and placements. The information as received is reviewed and fine-tuned periodically. IQAC collates the information and uses it for the preparation of AQAR, information to the regulatory bodies/ranking agencies as and when required.
- c. IQAC takes the lead in organizing department-wise presentations at the end of each academic year as per the seven criteria of NAAC.
- d. IQAC compendium has been prepared and hoisted on the institutional website.

Suggestions for the future actions:

Campus-wide Perspective Strategic Plan (PSP) to be developed based on a) Peer Team recommendations, b) UGC guidelines of the Institutional Development Plan (IDP), and think-tank of the Campus, to facilitate development of an Institution-wide IPSP/and IDP.

Agenda 3. Review of the IQAC and its activities, and suggestions for the future

- a. Quality Manual of the Institution to be revisited, also address code of conduct, cadre & recruitment rules, HR policies and the like.

- b. Department-wise Quality Gap analysis (5 scale rating) under the key indicators of the seven criteria of NAAC (Format to be provided by Dr. SK) and SWOC analysis thereafter.
- c. To conduct specific SWOC analysis for each of the dedicated Research centres, after the PTR is shared with the faculty.
- d. To bring out brochures covering the genesis and evolution of each Centre, with a mention of Action plan for the next 5 years and hoist them on the institutional website.
- e. Separate brochures to be brought out with reference to Student/Faculty engagement towards Community Service.
- f. Graduate attributes to be enunciated based on the Institutional Vision/Mission/Objectives (including guidelines as received from the Statutory Authorities).
- g. Encourage Quality Circles (QCs) to drive ideas for interdisciplinary/Trans-disciplinary discussions/projects/research across different campuses and programmes.
- h. Develop central facilities for Instrumentation/Audio-visual Studio/
- i. Work towards 'Branding' the institution through its long-term distinctive features and USPs.

Sd/-

Director -IQAC

MINUTES OF THE IQAC MEETING HELD ON 29/7/2022
AGENDA: DISCUSS ABOUT INPUTS FOR AQAR – 2021-22

Time: 2.00 PM onwards

Venue: JAIN (Deemed-to-be University)

School of Sciences, JC Road Campus

Proceedings of the meeting held on 29-7-2022.

A meeting of IQAC Coordinators were present for inputs for AQAR.

Members Present

1. Dr. Rajani Jairam
2. Dr. Asha Rajiv
3. Dr. Vani R
4. Dr Vijayalakshmi P
5. Dr. Suneetha K
6. Dr. A Rengarajan
7. Ms. Lalita K M
8. Mr. Preetham K
9. Dr. Geetha Madhusudan
10. Dr. Yashaswini M
11. Dr. Shreelakshmi P

Agenda item No. 1

- Discussion of inputs for AQAR 2021-22. The Director (IQAC) held an elaborate discussion and appraisal on the collation of inputs for AQAR. She appraised to the team about the new format to be filled. Criterion wise metrics were discussed in depth with the formats which needs to be provided for each metrics. Sample formats and

Agenda item No. 2

- The Director (IQAC) also informed the team to collect all the supporting documents

Sd/-

Director-IQAC

ACTION TAKEN REPORT:

Metrics shared with the IQAC coordinators and with a specific timeline for submission

MINUTES OF THE IQAC MEETING HELD ON 6/9/2022

AGENDA: DISCUSSION ON PBAS REVIEW MEETING

Time: 12.30 PM onwards

Mode: Virtual platform (ZOOM)

Venue: JAIN (Deemed-to-be University)

School of Sciences, JC Road Campus

Proceedings of the meeting held on 6-9-2022.

IQAC Coordinators were present for PBAS review meeting.

ZOOM Link:

<https://zoom.us/j/94249201505?pwd=WHduYlU3clJxRklxTFJlM2xtUlZhZz09>

Members Present

1. Dr. Asha Rajiv
2. Dr. Vani R
3. Dr Vijayalakshmi P
4. Dr. Suneetha K
5. Dr. Geetha Madhusudan
6. Dr. Yashaswini M
7. Dr. Shreelakshmi P
8. Dr. Manjunath C R
9. Dr. Hemanth Kumar
10. Ms. Supraja T J

Agenda item No. 1

Review of PBAS and Suggestion for constructive inputs.

IQAC is instrumental for reviewing the PBAS formats as per the new Jain initiatives.

Each question were analyzed in depth and based on the inputs received from the coordinators the entire format was reviewed and the questions were incorporated.

Mainly questions based on involvement of faculty in various capacity building events,

conveners/ secretary of various organizing teams, remedial bridge classes, members of various committees and all were incorporated

Agenda item No. 2

- Discussion on Seminars/Workshops/ conferences on quality parameters

Sd/-

Directors-IQAC

ACTION TAKEN REPORT:

- The revised PBAS was shared for approval by the Vice Chancellor and after the approval the google forms were shared with the faculty.