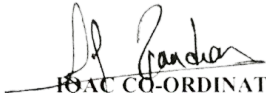




SRI BHAGAWAN MAHAVEER JAIN FIRST GRADE COLLEGE
GEETHA ROAD, ROBERTSONPET, KGF-563122
Accredited by NAAC with B Grade

IQAC Minutes of meeting organized by IQAC 2020-2021

Description	Total No. of Minutes of meeting conducted
IQAC Minutes of meeting	11


IQAC CO-ORDINATOR
IQAC CELL
Sri Bhagawan Mahaveer Jain
First Grade College
Geetha Road, Robertsonpetpet,
K G F - 563 122


Principal
SRI BHAGAWAN MAHAVEER JAIN
FIRST GRADE COLLEGE
Geetha Road Robertsonpet KGF 563 122



Minutes of the First Meeting of the IQAC -2020-21

The First meeting of the IQAC for the year 2020-21 was held on 10th of September 2020 in the Auditorium at 11:00 am. Which was presided over by IQAC Co-ordinator Asst. Prof. Jayapandian L. and IQAC members

- | | |
|--|-------------------|
| 1. Dr. Rekha Sethi | Chairman |
| 2. Asst. Prof. Jayapandian L. | IQAC-Co-ordinator |
| 3. Asst. Prof. Tony Lazarus Prem Kumar | |
| 4. Dr. Manjula B. K. | |
| 5. Asst. Prof. Kasturi L. | |
| 6. Asst. Prof. Kalai chalvan | |
| 7. Asst. Prof. Siddarama S. | |
| 8. Asst. Prof. Ms. Roselin | |
| 9. Asst. Prof. Jean Saldanha | |
| 10. Ms. Savitha M. | Librarian |
| 11. Mr. Navendran D. | System Admin |

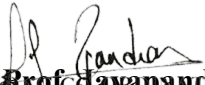
The IQAC Co-ordinator Asst. Prof. Jayapandian L. put forward an introductory note focusing on the importance of IQAC and gave a brief account of role and its importance

Agenda of the Meeting

1. Preparation of Strategic Plan
2. Preparation of Best Practice
3. Discussion on conducting guest Lectures through webinar
4. Discussion on conducting certificate courses

The following decisions were taken during the meeting.

- Respective department heads prepared Strategic plan and submitted to IQAC
- The department prepared Best Practice and submitted
- Guest lecture and webinar date was finalized by the head of the departments


Assoc. Prof. Jayapandian L.
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FIRST GRADE COLLEGE
Geetha Road, Robertsonpet, K G F - 563 122

Minutes of the Second Meeting of the IQAC -2020-21

The Second meeting of the IQAC for the year 2020-21 was held on 24th of September 2020 in the Auditorium at 11:00 am. Which was presided over by IQAC Co-ordinator Assoc. Prof. Jayapandian L. and IQAC members

- | | |
|--|-------------------|
| 1. Dr. Rekha Sethi | Chairman |
| 2. Asst. Prof. Jayapandian L. | IQAC-Co-ordinator |
| 3. Asst. Prof. Tony Lazarus Prem Kumar | |
| 4. Dr. Manjula B. K. | |
| 5. Asst. Prof. Kasturi L. | |
| 6. Asst. Prof. Kalai chalvan | |
| 7. Asst. Prof. Siddarama S. | |
| 8. Asst. Prof. Ms. Roselin | |
| 9. Asst. Prof. Jean Saldanha | |
| 10. Ms. Savitha M. | Librarian |
| 11. Mr. Navendran D. | System Admin |

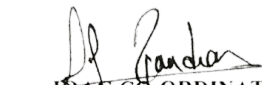
The IQAC Co-ordinator Asst. Prof. Jayapandian L. put forward an introductory note focusing on the importance of IQAC and gave a brief account of role and its importance

Agenda of the Meeting

1. To conduct Career Guidance & Value Added Programme
2. Introducing of certificate courses
3. Submission of Annual Reports of departments

The following decisions were taken during the meeting.

- The IQAC conducted online Career Guidance final year students
- All the departments instructed to submit the Annual Reports before the deadline


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IQAC CELL
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First Grade College
IQAC Co-ordinator
Geetha Road, Robertsonpet,
K G F - 563 122




Principal
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FIRST GRADE COLLEGE
Geetha Road, Robertsonpet, K G F - 563 122

Minutes of the Third Meeting of the IQAC -2020-21

The Third meeting of the IQAC for the year 2020-21 was held on 5th of October 2020 in the Auditorium at 2:00 Pm. to 3:30 am which was presided over by IQAC Co-ordinator Assoc. Prof. Jayapandian L. and IQAC members

- | | |
|--|-------------------|
| 1. Dr. Rekha Sethi | Chairman |
| 2. Asst. Prof. Jayapandian L. | IQAC-Co-ordinator |
| 3. Asst. Prof. Tony Lazarus Prem Kumar | |
| 4. Dr. Manjula B. K. | |
| 5. Asst. Prof. Kasturi L. | |
| 6. Asst. Prof. Kalai chalvan | |
| 7. Asst. Prof. Siddarama S. | |
| 8. Asst. Prof. Ms. Roselin | |
| 9. Asst. Prof. Jean Saldanha | |
| 10. Ms. Savitha M. | Librarian |
| 11. Mr. Navendran D. | System Admin |

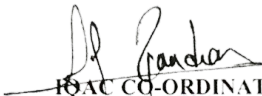
The IQAC Co-ordinator Asst. Prof. Jayapandian L. put forward an introductory note focusing on the importance of IQAC and gave a brief account of role and its importance

Agenda of the Meeting

1. Departmental PPT presentation
2. Increasing in MOU
3. Updation of College website
4. Discussion on usage of IC T

The following decisions were taken during the meeting.

- The IQAC cell members with the Principal all the departments presented the final PPT
- IQAC cell conducted meeting with Faculty Members and instructed the usage of ICT


IQAC CO-ORDINATOR
IQAC CELL
Assoc. Prof. Jayapandian L.
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IQAC Co-ordinator
Geetha Road, Robertsonpetpet,
K G F - 563 122


Principal
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FIRST GRADE COLLEGE
Geetha Road, Robertsonpet, K.G.F. 563 122

Minutes of the Fourth Meeting of the IQAC -2020-21

The Fourth meeting of the IQAC for the year 2020-21 was held on 2nd of November 2020 in the Auditorium at 1:00 Pm. Which was presided over by IQAC Co-ordinator Assoc. Prof. Jayapandian L. and IQAC members

- | | |
|--|-------------------|
| 1. Dr. Rekha Sethi | Chairman |
| 2. Asst. Prof. Jayapandian L. | IQAC-Co-ordinator |
| 3. Asst. Prof. Tony Lazarus Prem Kumar | |
| 4. Dr. Manjula B. K. | |
| 5. Asst. Prof. Kasturi L. | |
| 6. Asst. Prof. Kalai chalvan | |
| 7. Asst. Prof. Siddarama S. | |
| 8. Asst. Prof. Ms. Roselin | |
| 9. Asst. Prof. Jean Saldanha | |
| 10. Ms. Savitha M. | Librarian |
| 11. Mr. Navendran D. | System Admin |


The IQAC Co-ordinator Asst. Prof. Jayapandian L. put forward an introductory note focusing on the importance of IQAC and gave a brief account of role and its importance

Agenda of the Meeting

1. Academic audit preparation
2. Graduation day
3. Power point presentation by every department for NAAC.

The following decisions were taken during the meeting.

- Academic audit was conducted by IQAC to all the departments
- Graduation day date was finalized
- Respective departments prepared the PPT for NAAC


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Assoc. Prof. Jayapandian L.
Geetha Road, Robertsonpet,
K.G.F. 563 122
IQAC Co-ordinator


Principal
SRI BHAGAWAN MAHAVEER JAIN
FIRST GRADE COLLEGE
Geetha Road Robertsonpet K.G.F. 563 122

Minutes of the Fifth Meeting of the IQAC -2020-21

The Fifth meeting of the IQAC for the year 2020 was held on 14th of November 2020 in the Auditorium at 11:00 am. Which was presided over by IQAC Co-ordinator Assoc. Prof. Jayapandian L. and IQAC members

- | | |
|--|-------------------|
| 1. Dr. Rekha Sethi | Chairman |
| 2. Asst. Prof. Jayapandian L. | IQAC-Co-ordinator |
| 3. Asst. Prof. Tony Lazarus Prem Kumar | |
| 4. Dr. Manjula B. K. | |
| 5. Asst. Prof. Kasturi L. | |
| 6. Asst. Prof. Kalai chalvan | |
| 7. Asst. Prof. Siddarama S. | |
| 8. Asst. Prof. Ms. Roselin | |
| 9. Asst. Prof. Jean Saldanha | |
| 10. Ms. Savitha M. | Librarian |
| 11. Mr. Navendran D. | System Admin |

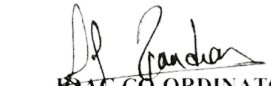
The IQAC Co-ordinator Asst. Prof. Jayapandian L. put forward an introductory note focusing on the importance of IQAC and gave a brief account of role and its importance

Agenda of the Meeting

1. Internal Exam is mandatory to attend for all the semesters
2. Conducting regular online classes
3. Preparation for AQAR report
4. The cultural activities has to be organized

The following decisions were taken during the meeting.

- Internal Exam Time Table has been finalized
- AQAR prepared and submitted


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Geetha Road, Robertsonpet,
K.G.F - 563 122
IQAC Co-ordinator


Principal
SRI BHAGAWAN MAHAVEER JAIN
FIRST GRADE COLLEGE
Geetha Road Robertsonpet K.G.F - 563 122

Minutes of the Sixth Meeting of the IQAC -2020-21

The Sixth meeting of the IQAC for the year 2020-21 was held on 14th of December 2020 in the Auditorium at 1:00 pm. Which was presided over by IQAC Co-coordinator Asst. Prof. Jayapandian L. and IQAC members

- | | |
|--|-------------------|
| 1. Dr. Rekha Sethi | Chairman |
| 2. Asst. Prof. Jayapandian L. | IQAC-Co-ordinator |
| 3. Asst. Prof. Tony Lazarus Prem Kumar | |
| 4. Dr. Manjula B. K. | |
| 5. Asst. Prof. Kasturi L. | |
| 6. Asst. Prof. Kalai chalvan | |
| 7. Asst. Prof. Siddarama S. | |
| 8. Asst. Prof. Ms. Roselin | |
| 9. Asst. Prof. Jean Saldanha | |
| 10. Ms. Savitha M. | Librarian |
| 11. Mr. Navendran D. | System Admin |

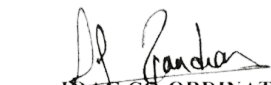
The IQAC Co-ordinator Asst. Prof. Jayapandian L. put forward an introductory note focusing on the importance of IQAC and gave a brief account of role and its importance

Agenda of the Meeting

1. The IQAC to check the various activities of cells and Forums
2. Discussion on Co-Curricular activities by the members of the cell
3. Cultural forum in charge has been changed


The following decisions were taken during the meeting.

- Internal Audit was conducted for various cells and forums
- New members were added in the Cultural forum


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IQAC CELL

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Assoc Prof. Jayapandian L.
Geetha Road, Robertsonpet,
KGF - 563 122
IQAC Co-ordinator




Principal
SRI BHAGAWAN MAHAVEER JAIN
FIRST GRADE COLLEGE
Geetha Road, Robertsonpet, KGF - 563 122

Minutes of the Seventh Meeting of the IQAC -2020-21

The Seventh meeting of the IQAC for the year 2020-21 was held on 30th of December 2020 in the Auditorium which was presided over by IQAC Co-coordinator Asst. Prof. Jayapandian L. and IQAC members

1. Dr. Rekha Sethi	Chairman
2. Asst. Prof. Jayapandian L.	IQAC-Co-ordinator
3. Asst. Prof. Tony Lazarus Prem Kumar	
4. Dr. Manjula B. K.	
5. Asst. Prof. Kasturi L.	
6. Asst. Prof. Kalai chalvan	
7. Asst. Prof. Siddarama S.	
8. Asst. Prof. Ms. Roselin	
9. Asst. Prof. Jean Saldanha	
10. Ms. Savitha M.	Librarian
11. Mr. Navendran D.	System Admin


The IQAC Co-ordinator Asst. Prof. Jayapandian L. put forward an introductory note focusing on the importance of IQAC and gave a brief account of role and its importance

Agenda of the Meeting

1. Criteria wise presentation has to been done
2. SSR report presentation
3. Criteria wise design poster for NAAC

The following decisions were taken during the meeting.

- Principal presented SSR report like conducting meeting with all the departments
- Criteria wise in-charges was given to design poster for NAAC


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Asst. Prof. Jayapandian L.
Geetha Road, Robertsonpet.
IQAC Co-ordinator


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Minutes of the Eighth Meeting of the IQAC -2020-21

The Seventh meeting of the IQAC for the year 2020-21 was held on 12th of January 2021 in the Auditorium which was presided over by IQAC Co-coordinator Asst. Prof.. Jayapandian L. and IQAC members

- | | |
|--|-------------------|
| 1. Dr. Rekha Sethi | Chairman |
| 2. Asst. Prof. Jayapandian L. | IQAC-Co-ordinator |
| 3. Asst. Prof. Tony Lazarus Prem Kumar | |
| 4. Dr. Manjula B. K. | |
| 5. Asst. Prof. Kasturi L. | |
| 6. Asst. Prof. Kalai chalvan | |
| 7. Asst. Prof. Siddarama S. | |
| 8. Asst. Prof. Ms. Roselin | |
| 9. Asst. Prof. Jean Saldanha | |
| 10. Ms. Savitha M. | Librarian |
| 11. Mr. Navendran D. | System Admin |

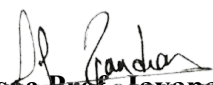
The IQAC Co-ordinator Asst. Prof. Jayapandian L. put forward an introductory note focusing on the importance of IQAC and gave a brief account of role and its importance

Agenda of the Meeting

1. Verification of department documents and individual files date has to finalized
2. All the department has to present five years documents when there is visit of IQAC members
3. Posters of achievement of respective department has to be created

The following decisions were taken during the meeting.

- The IQAC members verified departmental documents and suggestion was given to improve


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Principal
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Minutes of the Ninth Meeting of the IQAC -2020-21

The Seventh meeting of the IQAC for the year 2020-21 was held on 20th of January 2021 in the Auditorium which was presided over by IQAC Co-coordinator Asst. Prof. Jayapandian L. and IQAC members

1. Dr. Rekha Sethi	Chairman
2. Asst. Prof. Jayapandian L.	IQAC-Co-ordinator
3. Asst. Prof. Tony Lazarus Prem Kumar	
4. Dr. Manjula B. K.	
5. Asst. Prof. Kasturi L.	
6. Asst. Prof. Kalai chalvan	
7. Asst. Prof. Siddarama S.	
8. Asst. Prof. Ms. Roselin	
9. Asst. Prof. Jean Saldanha	
10. Ms. Savitha M.	Librarian
11. Mr. Navendran D.	System Admin

The IQAC Co-ordinator Asst. Prof. Jayapandian L. put forward an introductory note focusing on the importance of IQAC and gave a brief account of role and its importance

Agenda of the Meeting

1. Criteria wise poster was finalized
2. Peer Team visit Scheduled was allotted
3. Cultural evening for NAAC visit

The following decisions were taken during the meeting.

- Criteria wise poster was designed and submitted to PRO by the respective heads
- Meeting with the Principal about Peer Team schedule by the members
- Cultural Co-ordinator presented final preparation of cultural evening to the Principal


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Principal
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Geetha Road, Robertsonpet, KGF - 563 122

Minutes of the Tenth Meeting of the IQAC -2020-21

The Seventh meeting of the IQAC for the year 2020-21 was held on 1st of February 2021 in the Auditorium which was presided over by IQAC Co-coordinator Asst. Prof.. Jayapandian L. and IQAC members

- | | |
|--|-------------------|
| 1. Dr. Rekha Sethi | Chairman |
| 2. Asst. Prof. Jayapandian L. | IQAC-Co-ordinator |
| 3. Asst. Prof. Tony Lazarus Prem Kumar | |
| 4. Dr. Manjula B. K. | |
| 5. Asst. Prof. Kasturi L. | |
| 6. Asst. Prof. Kalai chalvan | |
| 7. Asst. Prof. Siddarama S. | |
| 8. Asst. Prof. Ms. Roselin | |
| 9. Asst. Prof. Jean Saldanha | |
| 10. Ms. Savitha M. | Librarian |
| 11. Mr. Navendran D. | System Admin |

The IQAC Co-ordinator Asst. Prof. Jayapandian L. put forward an introductory note focusing on the importance of IQAC and gave a brief account of role and its importance

Agenda of the Meeting

1. Verification of documentation for NAAC Team Presentation
2. Preparation of visit scheduled
3. PPT and department presentation for final round by the IQAC and Principal

The following decisions were taken during the meeting.

- The documents were verified by IQAC members from Jain University
- Final presentation for the NAAC was presented by the respective heads of the departments


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Principal
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Minutes of the Eleventh Meeting of the IQAC -2020-21

The Seventh meeting of the IQAC for the year 2020-21 was held on 11th of February 2021 in the Auditorium which was presided over by IQAC Co-coordinator Asst. Prof.. Jayapandian L. and IQAC members

- | | |
|--|-------------------|
| 1. Dr. Rekha Sethi | Chairman |
| 2. Asst. Prof. Jayapandian L. | IQAC-Co-ordinator |
| 3. Asst. Prof. Tony Lazarus Prem Kumar | |
| 4. Dr. Manjula B. K. | |
| 5. Asst. Prof. Kasturi L. | |
| 6. Asst. Prof. Kalai chalvan | |
| 7. Asst. Prof. Siddarama S. | |
| 8. Asst. Prof. Ms. Roselin | |
| 9. Asst. Prof. Jean Saldanha | |
| 10. Ms. Savitha M. | Librarian |
| 11. Mr. Navendran D. | (System Admin) |

The IQAC Co-ordinator Asst. Prof. Jayapandian L. put forward an introductory note focusing on the importance of IQAC and gave a brief account of role and its importance

Agenda of the Meeting

1. NAAC presentation by the department
2. All the Cells presentation were finalized

The following decisions were taken during the meeting.

- Department presentation was reviewed by the Principal


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Principal
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FIRST GRADE COLLEGE
Geetha Road Robertsonpet K G F 563 122

Action Taken Report -2020-2021

In the academic year 2020-2021 eleven meetings of IQAC were conducted by Asst. Prof. Jayapandian L. The IQAC members are:

- | | |
|--|-------------------|
| 1. Dr. Rekha Sethi | Chairman |
| 2. Asst. Prof. Jayapandian L. | IQAC-Co-ordinator |
| 3. Asst. Prof. Tony Lazarus Prem Kumar | |
| 4. Dr. Manjula B. K. | |
| 5. Asst. Prof. Kasturi L. | |
| 6. Asst. Prof. Kalai chalvan | |
| 7. Asst. Prof. Siddarama S. | |
| 8. Asst. Prof. Ms. Roselin | |
| 9. Asst. Prof. Jean Saldanha | |
| 10. Ms. Savitha M. | Librarian |
| 11. Mr. Navendran D. | (System Admin) |

The college implemented the following discussion of the IQAC:

1. In charge was given to the respective Faculty Members to Organize Guest Lecture through Webinars.
2. Dates were finalized for online courses
3. In charge was given to all the Heads of the departments to prepare Strategic Plan & Best Practice.
4. Got approval from Principal to conduct courser online certificate course
5. Final dates had been approved by GTT for Career Guidance through online for all the final years' students.
6. As per NAAC guidelines every department is instructed to prepare PPT & present.
7. College website has been updated.
8. Faculty Members made use of various platforms for online teaching.
9. Academic Audit and cells and forums Audit dates has been finalized
10. PG department Audit has been completed.
11. The final dates for PPT presentation is been confirmed.
12. The attendance for regular online classes need to be update.
13. Internal Exam has been conducted as per the guidelines of BNU.
14. AQAR report has been completed and uploaded.
15. The cells and forums has to conduct only two activities per semester through online mode
16. Rotaract will continue their regular activities.
17. SSR presentation was presented by Principal to all the Faculty Members.
18. Criteria wise presentation was done by respective members.
19. Department documents verification was completed.
20. The IQAC made arrangement for the final presentation of the documents and files.

21. The respective department has to send the poster to Mr. Navendran for final print.
22. The respective departments presented the files and documents, discussion was done and suggestion was provided by Principal to present better.
23. All the seven criteria poster were completed and fixed in the respective department.
24. Morning session will be visit to the respective department according to the scheduled prepared by the IQAC.
25. The first presentation was done by the Principal about the Institution.
26. Followed by IQAC department.
27. Followed by individual department visit by the Peer Team members.
28. At 2:00 pm visit to library.
29. From 3:45 pm to 4:30 pm students interaction.
30. At 4:30 pm Alumni students interaction by the Peer Members.
31. The entire department was instructed to present the document as a mock test and it was verified by Principal and IQAC members from Jain University.
32. The PPT of all the department were had final round by Principal and IQAC members from Jain University.
33. The IQAC members and Principal cross verified the documents for final round.
34. Department PPT was presented by the respective HODs.
35. 22nd of February Vice-Chancellor of Jain University visit to campus.


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