



Date: 4<sup>th</sup> July 2020

## MEETING NOTICE

A meeting of IQAC members is convened on 11<sup>th</sup> July, 2020 at 3.00pm in the IQAC office.  
All IQAC members are requested to attend the meeting.

1<sup>st</sup> Meeting


Date: 11<sup>th</sup> July 2020

### Agenda:

1. To Read and confirm the minutes of previous meeting held on 12<sup>th</sup> March 2020.
2. To discuss admission policies and committee for the academic year 2020-21.
3. To discuss calendar of events for the academic year 2020-21.
4. To discuss about online teaching platform.
5. Strategy to organize online seminars and conferences.
6. To form new IQAC body.
7. To conduct online Student Satisfaction Survey (SSS).
8. Any other matter with the permission of chair.

  
**IQAC Coordinator**  
K. L. E. Society's P. C. Jabin Science College  
Vidyanagar, Hubballi.  
Karnataka - 580031.



  
**Principal**  
K. L. E. Society's P. C. Jabin Science College  
Vidyanagar, Hubballi.  
Karnataka - 580031.



**MINUTES OF THE MEETING**

**Meeting No: 1**

**Date: 11/07/2020**

**Time: 3.00pm**

**Members present: 16**

**Venue: IQAC**

The first meeting of the Internal Quality Assurance Cell for the academic year 2020-21 was held on 11<sup>th</sup> July 2020. The meeting was chaired by Dr. L.D. Horakeri, Principal & Chairman of IQAC.

**Presentation of the agenda of the meeting**

Dr. Rajesha Nairy K. the coordinator of IQAC presented the agenda for the meeting.

**Agenda 1:**

To read and confirm the minutes of previous meeting held on 12<sup>th</sup> March, 2020.

**Resolution:**

The minutes and action taken report of the last meeting held on 12<sup>th</sup> March, 2020 were read and confirmed.

**Proceedings and action taken report of the IQAC meeting held on 12<sup>th</sup> March, 2020**

**Agenda 2:**

Plan to organize 10<sup>th</sup> Graduation day celebration.

**Resolution:**

It is resolved to organize 10<sup>th</sup> Graduation day in the second week of April 2020.

**Action taken:**

Due to nCOVID-19 outbreak, 10<sup>th</sup> Graduation day was postponed.

**Agenda 3:**

Preparation for external AAA committee visit

**Resolution:**

It is resolved to make necessary arrangements for external AAA visits to be scheduled on first week of May, 2020. All HoDs are informed to prepare NAAC documents & presentation.

**Action taken:**

Due to nCOVID-19 outbreak, external AAA visit was postponed.





**Agenda 4:**

Strategic plan to organize health awareness programme in adopted villages

**Resolution:**

It is resolved to organize health check up camp in UBA adopted villages and siddi tribal village in the second week of April 2020. NSS, NCC and YRC officers are informed to make necessary arrangements.

**Action taken:**

Due to nCOVID-19 outbreak, all extension activities were postponed.

**Agenda 5:**

Plan to conduct annual day.

**Resolution:**

It is resolved to conduct college annual day in the month of April, 2020. The vice-president of college forum is informed to make necessary arrangements.

**Action taken:**

Due to nCOVID-19 Outbreak, College annual day celebration was cancelled.

**Agenda 6:**

Any other matter with the permission of chair

**Resolution:**

No matter was discussed

**Proceedings of the present IQAC meeting**

**Agenda 2:**

To discuss admission policies and committee for the academic year 2020-21

**Resolutions:**

It is resolved to form policies and committee for admission for the academic year 2020-21.

**Agenda 3:**

To discuss calendar of events for the academic year 2020-21

**Resolutions:**

It is resolved to prepare academic calendar of events as per the Karnatak University guideless.







**Agenda 4:**

To discuss about online teaching platform

**Resolutions:**

It is resolved to subscribe Zoom and Microsoft teams for online teaching. Further it is resolved to conduct faculty training programme on Effective online teaching and learning.

**Agenda 5:**

Strategy to organize online Quiz, Seminars and Conferences

**Resolutions:**

It is resolved to conduct, National webinars, Quiz and online international conferences.

**Agenda 6:**

To form new IQAC body

**Resolutions:**

It is resolved to constitute new IQAC body.

**Agenda 7:**

To conduct online Student Satisfaction Survey (SSS)

**Resolutions:**

It is resolved to conduct online Student Satisfaction Survey.

**Agenda 8:**


Any other matter with the permission of chair

**Resolution:**

No matter was discussed

  
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Date: 24<sup>th</sup> October 2020

## MEETING NOTICE


A meeting of IQAC members is convened on 5<sup>th</sup> November, 2020 at 3.00pm in the IQAC office. All IQAC members are requested to attend the meeting.

2<sup>nd</sup> Meeting


Date: 05/11/2020

### Agenda:

1. To Read and confirm the minutes of the previous meeting held on 11<sup>th</sup> July 2020.
2. To constitute various committees for smooth functioning of college activities.
3. To conduct External Academic and Administrative Audit.
4. Strategy to conduct student orientation programme.
5. Submission of AQAR 2019-20.
6. Submission of seed money projects and project proposals to external funding agencies by the faculty.
7. To organize the Alumni Association EC and GB meetings for the academic year 2020-21.
8. Plan to organize workshop on Quality aspects.
9. To discuss about online feedback on curriculum for the academic year 2020-21.
10. Strategy to conduct SWOC analysis.
11. To conduct online faculty feedback.
12. Any other matter with the permission of chair.

  
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**MINUTES OF THE MEETING**

**Meeting No: 2**  
**Members present: 16**

**Date: 05/11/2020**

**Time: 3.00pm**  
**Venue: IQAC**

The second meeting of the Internal Quality Assurance Cell for the academic year 2020-21 was held on 5<sup>th</sup> November, 2020. The meeting was chaired by Dr. L.D. Horakeri, Principal & Chairman of IQAC.

**Presentation of the agenda of the meeting**

Dr. Rajesha Nairy K. the coordinator of IQAC presented the agenda for the meeting.

**Agenda 1:**

To read and confirm the minutes of previous meeting held on 11<sup>th</sup> July, 2020.

**Resolution:**

The minutes and action taken report of the last meeting held on 11<sup>th</sup> July, 2020 were read and confirmed.

**Proceedings and action taken report of the IQAC meeting held on 11<sup>th</sup> July, 2020**

**Agenda 2:**

To discuss admission policies and committee for the academic year 2020-21

**Resolutions:**

It is resolved to form polices and committee for admission for the academic year 2020-21.

**Action taken:**

Admission policies were made and admission committee for academic year 2020-21 was constituted.

**Agenda 3:**

To discuss calendar of events for the academic year 2020-21

**Resolutions:**

It is resolved to prepare academic calendar of events as per the Karnatak University guideless.

**Action taken:**

Academic calendar of events was prepared and uploaded to website.







**Agenda 4:**

To discuss about online teaching platform

**Resolutions:**

It is resolved to subscribe Zoom and Microsoft teams for online teaching. Further it is resolved to conduct faculty training programme on Effective online teaching and learning.

**Action taken:**

College has subscribed Zoom and Microsoft teams. IQAC of the college conducted National level webinar on "Effective Teaching –Learning Process during Pandemic" on 27<sup>th</sup> July 2020 to fulfill the resolutions.

**Agenda 5:**

Strategy to organize online Quiz, Seminars and Conferences

**Resolutions:**

It is resolved to conduct, National webinars, Quiz and online international conferences.

**Action taken:**

Twenty seven webinars were conducted by various departments during July to August 2020. Five departments conducted National level quiz competition and Department of Physics organized two research oriented international conferences.

**Agenda 6:**

To form new IQAC body

**Resolutions:**

It is resolved to constitute new IQAC body.

**Action taken:**

New IQAC body was constituted as per the guidelines of NAAC.

**Agenda 7:**

To conduct online Student Satisfaction Survey (SSS)

**Resolutions:**

It is resolved to conduct online Student Satisfaction Survey.

**Action Taken:**

Online SSS was conducted in the month of August and analysis report was submitted to the Head of the institution for further action. The report of SSS was uploaded to the college website.

**Agenda 8:**

Any other matter with the permission of chair

**Resolution:**

No matter was discussed





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**P. C. JABIN SCIENCE COLLEGE,**

VIDYANAGAR, HUBBALLI-580031

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**Proceedings of the present IQAC meeting**

**Agenda 2:**

To constitute various committees for smooth functioning of college activities

**Resolutions:**

It is resolved to constitute committees for smooth conduct of college activities.

**Agenda 3:**

To conduct External Academic and Administrative Audit

**Resolutions:**

It is resolved to conduct external Academic and Administrative Audit in the month November 2020.

**Agenda 4:**

Strategy to conduct student orientation programme

**Resolutions:**

It was resolved to organize orientation program for freshers.

**Agenda 5:**

Submission of AQAR 2019-20.

**Resolutions:**

It is resolved to submit AQAR 2019-20 in the month of December 2020.

**Agenda 6:**

Submission of Alumni seed money projects and project proposals to external funding agencies by the faculty.

**Resolutions:**

It is resolved to submit the seed money projects proposal by the faculty. Further it is resolved to submit the project proposal to VGST, DST, DRDO, ISRO etc.

**Agenda 7:**

To organize the Alumni Association EC and GB meetings for the academic year 2020-21

**Resolutions:**

It is resolved to conduct Alumni association Executive meeting in the month of December 2020 and General body meeting in the month of February 2021.

**Agenda 8:**

Plan to organize workshop on Quality aspects.

**Resolutions:**

It is resolved to conduct workshop on quality aspects under PARAMARSH scheme in the month of February 2021. Further it is resolved to invite Dr. S. N. Dharmadhikari, Educationist, NAAC, UGC committee member, Pune as a Resource person.







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**Agenda 9:**

To discuss about online feedback on curriculum for the academic year 2020-21

**Resolutions:**

It is resolved to take online feedback on curriculum from the academic year 2020-21.

**Agenda 10:**

Strategy to conduct SWOC analysis

**Resolutions:**

It is resolved to conduct SWOC analysis in the month March 2021.

**Agenda 11:**

To conduct online faculty feedback

**Resolutions:**

It is resolved to take online faculty feedback in the month of March 2021.

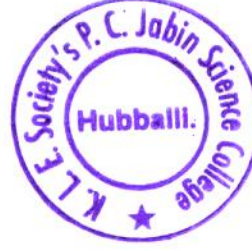
**Agenda 12:**


Any other matter with the permission of chair

**Resolution:**

No matter was discussed

  
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Date: 1<sup>st</sup> April 2021

## MEETING NOTICE

A meeting of IQAC members is convened on 8<sup>th</sup> April, 2021 at 4.00pm in the IQAC office.  
All IQAC members are requested to attend the meeting.

3<sup>rd</sup> Meeting


Date: 08/04/2021

### Agenda:

1. To Read and confirm the minutes of previous meeting held on 5<sup>th</sup> November 2020.
2. Discussion on introduction of more number of value added courses.
3. To conduct Internal Academic and Administrative Audit (AAA).
4. Discussion on Strategy to conduct extension activities for popularization of basic science in rural high schools.
5. Plan to organize parents meet.
6. Plan to sign MoUs for Research, Internship and placements.
7. Any other matter with the permission of chair.

  
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**MINUTES OF THE MEETING**

**Meeting No: 3**  
**Members present: 16**

**Date: 08/04/2021**

**Time: 4.00pm**  
**Venue: IQAC**

The third meeting of the Internal Quality Assurance Cell for the academic year 2020-21 was held on 8<sup>th</sup> April, 2021. The meeting was chaired by Dr. L.D. Horakeri, Principal & Chairman of IQAC.

**Presentation of the agenda of the meeting**

Dr. Rajesha Nairy K. the coordinator of IQAC presented the agenda for the meeting.

**Agenda 1:**

To read and confirm the minutes of previous meeting held on 5<sup>th</sup> November, 2020.

**Resolution:**

The minutes and action taken report of the last meeting held on 5<sup>th</sup> November, 2020 were read and confirmed.

**Proceedings and action taken report of the IQAC meeting held on 5<sup>th</sup> November, 2020**

**Agenda 2:**

To constitute various committees for smooth functioning of college activities

**Resolutions:**

It is resolved to constitute committees for smooth conduct of college activities.

**Action Taken:**

Various committees were constituted.

**Agenda 3:**

To conduct External Academic and Administrative Audit

**Resolutions:**

It is resolved to conduct external Academic and Administrative Audit in the month November 2020.

**Action taken:**

External AAA committee was constituted by IQAC comprising Dr. J. R. Tonannavar, Professor, Department of Physics, Karnatak University, Dharwad, as the chairman. Dr. M.B. Kothale, NAAC assessor & Principal (Rtd), K.L.E. Society's G.I Bagewadi Arts and Science college, Nippani, and Dr. A.B. Vedamurthy, NAAC assessor & Professor, Department of Biotechnology, Karnatak University, Dharwad as members. The committee visited the college on 12<sup>th</sup> November 2020 and submitted the report to IQAC.







**Agenda 4:**

Strategy to conduct student orientation programme

**Resolutions:**

It was resolved to organize orientation program for freshers.

**Action taken:**

Orientation program for freshers was conducted on 8<sup>th</sup> and 9<sup>th</sup> December 2020.

**Agenda 5:**

Submission of AQAR 2019-20.

**Resolutions:**

It is resolved to submit AQAR 2019-20 in the month of December 2020.

**Action taken:**

AQAR 2019-20 was presented before the IQAC committee & the same is submitted to NAAC on 31<sup>st</sup> December 2020.

**Agenda 6:**

Submission of Alumni seed money projects and project proposals to external funding agencies by the faculty.

**Resolutions:**

It is resolved to submit the seed money projects proposal by the faculty. Further it is resolved to submit the project proposal to VGST, DST, DRDO, ISRO etc.

**Action taken:**

Research committee meeting was conducted on 4<sup>th</sup> December 2020 to approve seed money project proposals, five seed money project proposals were approved by the committee. Seven project proposals are submitted to VGST. One project proposal was submitted to ISRO.

**Agenda 7:**

To organize the Alumni Association EC and GB meetings for the academic year 2020-21

**Resolutions:**

It is resolved to conduct Alumni association Executive meeting in the month of December 2020 and General body meeting in the month of February 2021.

**Action taken:**

Alumni association Executive meeting was conducted on 22<sup>nd</sup> December 2020 and General body meeting was conducted on 4<sup>th</sup> February 2021.

**Agenda 8:**

Plan to organize workshop on Quality aspects.

**Resolutions:**

It is resolved to conduct workshop on quality aspects under PARAMARSH scheme in the month of February 2021. Further it is resolved to invite Dr. S. N. Dharmadhikari, Educationist, NAAC, UGC committee member, Pune as a Resource person.





**Action taken:**

IQAC organized UGC Sponsored, One day workshop, on "Quality Assessment & Enhancement" on 14<sup>th</sup> February 2021 under PARAMARSH.

**Agenda 9:**

To discuss about online feedback on curriculum for the academic year 2020-21

**Resolutions:**

It is resolved to take online feedback on curriculum from the academic year 2020-21.

**Action taken:**

IQAC designed online curriculum feedback formats for all stake holders as per the NAAC requirements. The Heads of various departments are instructed to take online feedback on or before 15<sup>th</sup> March 2021. Further HoDs are instructed to prepare action taken report and present before Board of Studies, and Academic Council.

**Agenda 10:**

Strategy to conduct SWOC analysis

**Resolutions:**

It is resolved to conduct SWOC analysis in the month March 2021.

**Action taken:**

SWOC analysis of various departments and college was conducted on 17<sup>th</sup> March 2021.

**Agenda 11:**

To conduct online faculty feedback

**Resolutions:**

It is resolved to take online faculty feedback in the month of March 2021.

**Action taken:**

Online faculty feedback was taken, analysed and submitted to head of the institution for further action.

**Agenda 12:**

Any other matter with the permission of chair

**Resolution:**

No matter was discussed

**Proceedings of the present IQAC meeting**

**Agenda 2:**

Discussion on introduction of more number of value added courses.

**Resolutions:**

It is resolved to introduce more number of interdisciplinary value added courses for UG students.





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**Agenda 3:**

To conduct Internal Academic and Administrative Audit (AAA)

**Resolutions:**

It is resolved to conduct internal Academic and Administrative Audit in the month June 2021.

**Agenda 4:**

Discussion on Strategy to conduct extension activities for popularization of basic science in rural high schools

**Resolutions:**

It is resolved to conduct Popularisation of Basic Science for rural high students in the month of July 2021.

**Agenda 5:**

Plan to organize parents meet.

**Resolutions:**

It is resolved to conduct Parents Teacher meet in the month of June 2021.

**Agenda 6:**

Plan to sign MoUs for Research, Internship and placements.

**Resolutions:**

It is resolved to sign MoUs with National and International reputed institutions and industries for Research, Internship and Placements.

**Agenda 7:**


Any other matter with the permission of chair

**Resolution:**

No matter was discussed

  
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**Principal**  
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Date: 6<sup>th</sup> August 2021

## MEETING NOTICE

A meeting of IQAC members is convened on 13<sup>th</sup> August, 2021 at 4.00pm in the IQAC office. All IQAC members are requested to attend the meeting.

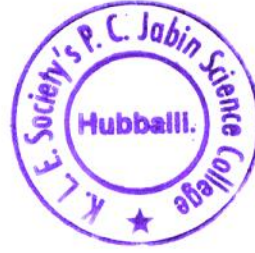
4<sup>th</sup> Meeting


Date: 13/08/2021

### Agenda:

1. To Read and confirm the minutes of previous meeting held on 8<sup>th</sup> April 2021.
2. To conduct online Student Satisfaction Survey.
3. To conduct Faculty feedback and curriculum feedback.
4. To discuss calendar of events for the academic year 2021-22.
5. Strategy to organise workshops on New National Educational Policy -2020
6. Preparation of NEP Regulation for UG programmes.
7. To conduct workshop on NAAC documentation process.
8. Any other matter with the permission of chair.

  
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**MINUTES OF THE MEETING**

**Meeting No: 4**  
**Members present: 14**

**Date: 13/08/2021**

**Time: 4.00pm**  
**Venue: IQAC**

The fourth meeting of the Internal Quality Assurance Cell for the academic year 2020-21 was held on 13<sup>th</sup> August, 2021. The meeting was chaired by Dr. L.D. Horakeri, Principal & Chairman of IQAC.

**Presentation of the agenda of the meeting**

Dr. Rajesha Nairy K. the coordinator of IQAC presented the agenda for the meeting.

**Agenda 1:**

To read and confirm the minutes of previous meeting held on 8<sup>th</sup> April, 2021.

**Resolution:**

The minutes and action taken report of the last meeting held on 8<sup>th</sup> April, 2021 were read and confirmed.

**Proceedings and action taken report of the IQAC meeting held on 8<sup>th</sup> April, 2021**

**Agenda 2:**

Discussion on introduction of more number of value added courses.

**Resolutions:**

It is resolved to introduce more number of interdisciplinary value added courses for UG students.

**Action Taken:**

All HoDs are informed to extend the existing value added courses to other programme students and to start new value added courses. Total 04 new certificate/value added courses approved by the respective Board of studies and Academic council.

**Agenda 3:**

To conduct Internal Academic and Administrative Audit (AAA)

**Resolutions:**

It is resolved to conduct internal Academic and Administrative Audit in the month June 2021.

**Action taken:**

Due to nCOVID-19 lock down internal AAA visits have been postponed.





**Agenda 4:**

Discussion on Strategy to conduct extension activities for popularization of basic science in rural high schools

**Resolutions:**

It is resolved to conduct Popularisation of Basic Science for rural high students in the month of July 2021.

**Action taken:**

Due to nCOVID-19 lock down Popularisation of Basic Science for rural high students has been postponed.

**Agenda 5:**

Plan to organize parents meet.

**Resolutions:**

It is resolved to conduct Parents Teacher meet in the month of June 2021.

**Action taken:**

Due to nCOVID-19 lock down Parents Teacher meet has been postponed.

**Agenda 6:**

Plan to sign MoUs for Research, Internship and placements.

**Resolutions:**

It is resolved to sign MoUs with National and International reputed institutions and industries for Research, Internship and Placements.

**Action taken:**

All Heads of the Department are informed to sign atleast two National/International MoUs with reputed institutions and industries.

**Agenda 7:**

Any other matter with the permission of chair

**Resolution:**

No matter was discussed

**Proceedings of the present IQAC meeting**

**Agenda 2:**

To conduct online Student Satisfaction Survey

**Resolutions:**

It is resolved to conduct online Student Satisfaction Survey.







**Agenda 3:**

To conduct Faculty feedback and curriculum feedback

**Resolutions:**

It is resolved to take online Faculty feedback and Curriculum feedback for the academic year 2020-21.

**Agenda 4:**

To discuss calendar of events for the academic year 2021-22

**Resolutions:**

It is resolved to prepare academic calendar of events as per the Karnatak University guideless.

**Agenda 5:**

Strategy to organise workshops on New National Educational Policy -2020

**Resolutions:**

It is resolved to conduct seminars, workshops for faculty, students and parents on NEP-2020.

**Agenda 6:**

Preparation of NEP Regulation for UG programmes

**Resolutions:**

It is resolved to prepare NEP Regulations for K.L.E. Society's P.C.Jabin Science College as per guidelines issued by the Karnataka State Government and Karnatak University.

**Agenda 7:**

To conduct workshop on NAAC documentation process

**Resolutions:**

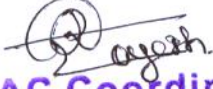
It is resolved to conduct series of workshops on NAAC documentation process.

**Agenda 8:**


Any other matter with the permission of chair

**Resolution:**

No matter was discussed

  
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