CIRCULAR

To

ALL THE MEMBERS OF THE IQAC COMMITTEE

This is to inform you that the IQAC meeting has been scheduled on 07.09.2023 at 2 p.m. in the Board Room.

The Agenda is as follows:

- 1. Self-Study Report manual
- 2. Grade point analysis
- 3. Submission of AQAR 2022-2023
- 4. Academic and Administrative Audit
- 5. Policy documents

Dr. D Revina Rebecca

Principal

Date: 05/09/2023

IQAC MEETING HELD ON 7.9.2023 ATTENDANCE

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1	Dr. D Revina Rebecca	AL.
	Principal	
2	Ms. Prathiba David	1/ 101
	Coordinator	rathe
3	Ms. Ann Kuruvilla	
	Co-coordinator	15mg
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9	Mrs. Leena Raymond	
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11	Dr. Sharmila Wesley	00
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12	Dr. Vinay Kumar Yadav	au
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13	Ms. Esther Watson	1-4-
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14	Ms. Manjula M	
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15	Mrs. Chaya Anilkumar	Tur
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10	Ms. Sujaya	
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MINUTES OF THE IQAC MEETING HELD ON 7.9.2023

- Criteria Convenors are given a hard copy of the latest updated version(July 2023)of the Institutional Accreditation self study report manual.
- 2. Convenors to have a meeting with the members and assess their respective questions with weightage of that question and the expected grade point for that particular criteria.
- 3. AQAR 2022-23 to be submitted with maximum data.
- 4. Academic and Administrative audit to be conducted by the 1st week of November. All Criteria and Departments to be ready with 5 years data with valid proof.
- 5. Policy Document to be compiled by Criteria Convenors and to be submitted to Mrs.Prathiba David by October 1st and to be published as a booklet.
 - Criteria 1 Curriculum Policy, Feedback Policy and Attendance Policy.
 - Criteria 2 Admission Policy, Teaching, Learning and Evaluation Policy, Outcome Based Education Policy, Mentoring Policy
 - Criteria 3 Research Policy, Innovation Policy
 - Criteria 4 IT Policy, Maintenance Policy, Library Policy
 - Criteria 5 Scholarship Policy,ICC Anti Ragging and Grievance Redressal Policy,
 - Criteria 6 –Performance Appraisal policy, Staff Welfare/Faculty Empowerment Policy,Resource Mobilisation Policy,E-Governance Policy
 - Criteria 7 Divyngjan Policy, Environment and Energy Policy, Green Campus Policy, Waste Management Policy

Dr. D Revina Rebbeca

Principal

ACTION TAKEN REPORT

- Resource persons were invited to conduct a session on "Preparedness for NAAC and SSR Documentation.
- Green Audit, Energy Audit and Environment Audit conducted.
- 3. Structured Mentoring system followed.
- 4. MoU signed with NASSCOM for certificate courses.
- 5. Pre-placement Training sessions conducted.
- 6. Website upgraded and updated.

To

ALL THE MEMBERS OF THE IQAC COMMITTEE

This is to inform you that the IQAC meeting has been scheduled on 01.03.2024 at 2 p.m. in the Board Room.

The Agenda is as follows:

- 1. Self-Study Report preparation
- 2. Submission of IIQA
- 3. Student Satisfaction Survey
- 4. Activities for the Semester
- 5. Green Audit
- 6. Policy documents
- 7. Improvement of Criteria Weightage

PRINCIPAL

Bishop Cotton Women's Christian College No. 19, 3rd Cross, C.S.I. Compound Bengaluru - 560 027

IQAC MEETING HELD ON 1.3.2024 ATTENDANCE

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1	Dr. D Revina Rebecca	4)
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2	Ms. Prathiba David	
	Coordinator	m
3	Ms. Ann Kuruvilla	(NI)
	Co-coordinator	
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	Dr. Amitha Santiago	and and
6	Dr. Allittia Santiags	
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10	Dr. Grace Premila	Grace Premila
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11	Dr. Sharmila Wesley	
12	Dr. Vinay Kumar Yadav	(Journal of the state of the s
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13	Ms. Esther Watson	, HSA
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14	Ms. Manjula M	
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15	Mrs. Chaya Anilkumar	CAM
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MINUTES OF THE IQAC MEETING HELD ON 01/03/2024

- 1. All Criteria Convenors were asked to compile 5 years data for SSR documentation.
- 2. IIQA was to be compiled and submitted by the last week of March.
- 3. Students of every class to be shortlisted for Student Satisfaction Survey.
- 4. All Departments, Clubs and Committees to plan the activities for the Semester.
- 5. Green Audit, Energy Audit and Environment Audit to be conducted.
- 6. Criteria-wise Policy Documents to be framed.
- 7. Criteria Convenors to work on areas to improve weightage points.

Prof. Prathiba David

Coordinator

Dr. D Revina Rebecca

Principal

ACTION TAKEN REPORT

1. Documentation done according to SSR Manual.

- 2. Improved grade points to increase criteria weightage.
- 3. AQAR for 2022-2023 submitted.
- 4. Internal Academic Audit conducted.
- 5. Policy Documents printed as a booklet.

Date: 01/03/2024

To

ALL THE MEMBERS OF THE IQAC COMMITTEE

This is to inform you that the IQAC meeting has been scheduled on 15.07.2024 at 2 p.m. in the Board Room.

The Agenda is as follows:

- 1. Payment for NAAC
- 2. Finalize 3 slots for PTV
- 3. List of documents to be kept ready for PTV
- 4. Mock PTV to be organized
- 5. College Calendar
- 6. Duty list for PTV
- 7. Shifting of Infirmary

Dr. D. Revina Rebecca

Principal

IQAC MEETING HELD ON 15.7.2024 ATTENDANCE

1	Dr. D Revina Rebecca	\mathbb{R}
	Principal	TH.
2	Ms. Prathiba David	17 101
	Coordinator	Vanth
3	Ms. Ann Kuruvilla	Noon !
	Co-coordinator	
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6	Dr. Amitha Santiago	0
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9	Mrs. Leena Raymond	Hyok'R
10	Dr. Sharmila Wesley	2
11	Dr. Vinay Kumar Yadav	Ment
12	Ms. Esther Watson	Sitts
13	Ms. Manjula M	
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14	Mrs. Chaya Anilkumar	Col
15	Ms. Sujaya	Sugarja

MINUTES OF THE IQAC MEETING HELD ON 15.07.2024

- rayment to be made to 1777.
 3 slots finalized for the PTV (10th and 11th Sept, 24th and 25th Sept and 8th and 9th Oct
- 3. Documentation for PTV by all Criteria, Departments, Clubs and Committees 4. Dr. Badrunissa from IQAC Cluster India to be contacted for conducting mock PTV
- 5. College Calendar of events to be planned by Departments, Clubs and Committees
- 6. Duty allocation for PTV
- Infirmary to be shifted near the porch.

Prof. Prathiba David

Coordinator

Dr. D Revina Rebecca

Principal

ACTION TAKEN REPORT

- 1.Submitted IIQA
- 2. Sent student list to NAAC for Student Satisfaction Survey
- 3. Activities planned by Departments, Clubs and Committees for the Semester.
- 4. Green Audit, Energy Audit and Environment Audit conducted.
- 5. Documentation for SSR submission kept ready.

Date: 01/03/2024