



Kristu Jayanti College

AUTONOMOUS Bengaluru

Reaccredited 'A' Grade by NAAC | Affiliated to Bengaluru North University

INTERNAL QUALITY ASSURANCE CELL

KJC/IQAC/N-E-01/2019-20

Date : 22/10/19

NOTICE

All the members of the Internal Quality Assurance Cell are hereby informed that the first meeting of IQAC with the external members for the academic year 2019-20 will be held on 24/10/2019 at 4.00 PM in Panel Room-1. You are requested to make it convenient to attend the meeting.

Agenda of the Meeting

- **Review of quality initiatives of IQAC**
 - Academic and Administrative Audit
 - Add on courses
 - Student satisfaction survey
- **Preparedness for Third Cycle of NAAC Accreditation**
- **Submission of AQAR for the year 2018-19**
- **Scheduled Programmes**
 - 11th IQAC Conference
 - 4th Annual Educators Meet



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INTERNAL QUALITY ASSURANCE CELL

Academic Year : 2019-2020

MINUTES OF THE MEETING

Meeting

Date: 24/10/2019

Time: 4.30 PM

Members Present: 19

Venue: Panel Room

Type: IQAC-External

The first meeting of the Internal Quality Assurance Cell with the external members for the academic year 2019-20 was held on 24th October, 2019. The meeting was chaired by the Principal, Fr. Josekutty P D. The Chairperson welcomed everybody and specially appreciated the coordinator and members of the IQAC for spearheading all the quality initiatives of the institution.

Agenda 1

Review of quality initiatives by IQAC

Fr. Augustine George, Vice principal provided a brief overview of immediate institutional plans

- Green campus certification from AICTE
- Offering additional foreign language training courses
- MoU with national and international institutions for skill enhancement
- Completion of ACBSP accreditation for School of Management

Academic and Administrative Audit – Review of suggestions by the audit team

- Dr. Aloysius Edward J, the coordinator of IQAC presented the details of the academic and administrative audit held in the month of August, 2019 and the external members queried about the suggestions of the audit team.
- Dr. Ravichandra Reddy suggested setting up of department libraries.

VAC / Certificate Courses for the year 2019-20

- The meeting presented details about the nature and purpose of various Value added and Certificate courses offered in the academic year.

Agenda – 2

Preparedness for Third Cycle of NAAC Accreditation

Dr. Aloysius Edward J, the coordinator of IQAC presented the preparedness of the institution towards the accreditation process and the planned timeline regarding the accreditation process. Dr. Ravichandra Reddy suggested that the students should be oriented on the student satisfaction survey conducted by NAAC. Fr. Augustine George explained the system of regular feedback collected from the students at the end of each semester which is in line with the NAAC student satisfaction survey.

Agenda – 3

Submission of AQAR for the year 2018-19

Dr. Aloysius Edward J, the coordinator of the IQAC explained that the college is planning to submit the AQAR in the revised online format before February 2020. The IQAC had systematically submitted AQAR every year on time.

Agenda – 4

IQAC Conference and All India Educators meet

The details of the upcoming 11th National IQAC conference and All India educators meet were presented. Prof. Ravichandra Reddy appreciated the institution for organising the conference on relevant themes every year. Mr. Vijayan queried about the participants of the third All India educators meet.

Suggestions

Dr. Ravichandra Reddy suggested to offer a Value added course on Income tax for students of Science and Humanities denary.

Ms. Kezia Sherrif the alumni representative suggested to offer the following topics – Negotiation skills, Practical Income tax and investments for tax planning in collaboration with external institutions.

Mr. M S Vijayan raised a query about whether training on spreadsheet is offered to students. The MS Excel training offered by the denary of Science and denary of Commerce and Management was listed by Dr. Nelson.

Concluding Remarks and Vote of Thanks

The formal vote of thanks was proposed by Rev Fr. Augustine George, Vice Principal. He thanked the external members for always providing right inputs and suggestions. Fr. Augustine appreciated and thanked the alumni for their sincere contributions which had helped the institution in its quality journey.

ATR/ Compliance Report

In compliance with the first meeting held on 24th October, 2019

- Department has provided experiential learning opportunity for all the students of the institution. Add on courses, field visits, internships and field based projects were undertaken.
- Foreign language training courses on Japanese, French, Spanish and German Language as part of employability and skill development programmes were offered.
- The college has entered into a MoU with Erasmus in School for obtaining internship for students abroad.

- College obtained Green Campus certification with 'GOLD RATING' by AICTE in collaboration with International Institute of Waste Management (IIWM) in November 2019.
- The institution submitted its AQAR to NAAC through the online mode on March 13,2020.
- The School of Management completed the international accreditation process by ACBSP on March and got accredited by ACBSP on April 24,2020.
- The IQAC organised the 11th IQAC Conference on the "Role of Higher Educational Institutions in Promoting Lifelong Learning and Inclusiveness" on 13th and 14th of November.
- IQAC organised two online Faculty development programmes on Outcome Based Learning Approach in Higher Education. The first FDP was from 22nd April to 30th April and the resource person was Dr. Shymal Kumar Das Mandal, Centre for Educational Technology, IIT Kharagpur. The second FDP on Outcome Based Learning Approach in Higher Education was from 24th April to 30th April and the resource person was Dr. Aloysius Edward J, Dean, Faculty of Commerce and Management and Co-ordinator, IQAC, Kristu Jayanti College. 869 faculty members participated in the FDP.
- IQAC organised a 7-day virtual FDP on role of teachers in assessment and accreditation from 11th May to 18th May, 2020. The IQAC members of Kristu Jayanti College were the resource persons. 697 participants from 18 states participated in the programme
- A virtual meet of school educational leaders on promoting and sustaining excellence in school education was organised from 11th May to 14th May,2020. 475 delegates from different parts of the world attended the meet and 9 resource persons addressed the gathering on relevant themes.



Coordinator, IQAC




**Principal,
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INTERNAL QUALITY ASSURANCE CELL

KJC/IQAC/N-E-02/2019-20

Date : 26/05/2020

NOTICE

All the members of the Internal Quality Assurance Cell are hereby informed that the second meeting of IQAC with the external members for the academic year 2019-20 will be held on 28/05/2020 at 4.00 PM using Zoom meeting platform. You are requested to make it convenient to attend the meeting.

Agenda of the Meeting

1. Approval of the minutes of the meeting held on 24th October, 2019
2. Presentation of the Action Taken Report.
3. AQAR submission and Student Satisfaction Survey
4. Present status of NAAC SSR preparation
5. Activities of the institution during lockdown period
6. Any other.

**Coordinator
IQAC**



Principal

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INTERNAL QUALITY ASSURANCE CELL

Academic Year: 2019-2020

MINUTES OF THE MEETING

Meeting

Date: 28/05/2020

Time: 4.30 PM

Members Present: 19

Venue: Zoom Platform

Type: IQAC-External

The meeting of the Internal Quality Assurance Cell with the external members for the academic year 2019-20 was held on 28th May, 2020. Due to the pandemic period lockdown, the meeting was organised using the virtual online meeting platform. The meeting was chaired by the Principal, Fr. Josekutty P D. The Chairperson welcomed everybody and specially appreciated the coordinator and members of the IQAC for being very active using the virtual online platforms and for spearheading many initiatives of the institution during the pandemic period. IQAC team played their role effectively by guiding the faculty members and cited the achievements of the college during the lockdown period. Principal underlined the fact that every challenge is an opportunity and the college is moving forward in line with the guidelines of UGC and MHRD. The pandemic period indeed became a time to celebrate the solidarity of the teaching fraternity and expressed the hope that together we can tide over.

Dr. Aloysius Edward J, the coordinator of IQAC, presented the agenda for the meeting.

Agenda – 1

Approval of the meeting minutes held on 24th October, 2019

Dr. Calistus Jude, Dean, Faculty of Science and Member of IQAC presented the minutes of the meeting held on 24th October, 2019 and the major achievements of the college during the even semester. The major achievements were accreditation of the MBA programme by ACBSP, DBT Star College status accorded to the Department of Life Sciences, and the Asian Educators Award received by the college. The minutes of the meeting was approved with minor corrections proposed by Dr. Ravichandra Reddy regarding the value-added courses and setting up of departmental libraries.

Agenda – 2

Presentation of the Action Taken Report

The action taken report based on the previously held meeting was presented by Ms. Anita, C. 100% completion of experiential learning activities and the programmes organized by IQAC were highlighted. The alumni entrepreneurs meet and training on the use of research data bases were also organized by the respective centres based on the recommendation of IQAC. The action taken report was approved by the members.

Dr. Ravichandra Reddy suggested that the college should reach out to the teachers of colleges in suburban and rural areas regarding the use of technology enabled teaching methodologies. Fr. Augustine George, the Vice Principal appreciated the concern and detailed the various training

programmes offered by the college especially regarding the use of learning management system, the Moodle. The training programme was kept open for all and many benefitted from it. Dr. Reddy also suggested that in future, title of such programmes can have an exclusive banner of training of trainers.

Agenda – 3

AQAR submission and Student Satisfaction Survey

IQAC with the approval of Principal submitted the AQAR in the online portal of NAAC on March 13th 2020. Feedback from all stakeholders were collected, analysed and is made available on the college website. Percentage of teachers using ICT / LMS for effective teaching learning were analysed. Programme Outcomes, programme Specific Outcomes and Course Outcomes for all programmes offered by the institution are stated and displayed in website of the institution.

Every year the college conducts the student satisfaction survey on overall institutional performance. The student satisfaction survey was conducted in a systematic manner under the guidance of Fr. Dr. Augustine George, Vice Principal. The NAAC questionnaire was used for the survey and the survey results from 4346 respondents is made available on the college website.

Dr. Ravichandra Reddy suggested that the students should be briefed about the student satisfaction survey of NAAC .

Agenda – 4

Present status of III Cycle NAAC SSR preparation

Dr. Justin Nelson Michael, Director, Centre for Research and Member, IQAC presented the status of the preparedness towards the third cycle of NAAC accreditation. The Criteria-wise committee reports have been submitted and lacunae were identified and efforts are taken to improve the same. Steering committee is meeting on a daily basis and is ensuring steady progress. All the qualitative reports are completed and are under revision. The green initiatives of the college were strengthened. 60% of the quantitative metrics were completed and the scanning of the documentary evidence is in progress.

Dr. Ravichandra Reddy highlighted the importance of proper preparation of quantitative data as more weightage is there for the same.

Agenda – 5

Activities of the institution during lockdown period

Dr. Gopakumar A.V, Dean, Faculty of Humanities presented the activities of the college during the lockdown period. The institution is strictly following the guidelines of the Government and had disseminated right information through its website. The college established a COVID-19 helpline for all its stakeholders. The college carried out extension activities at the villages adopted as part of UBA programme and provided essential supplies and groceries to 550 households and helped the farmers for marketing their agricultural produce in nearby areas. The institution also provided food supplies to stranded migrants living in the neighbourhood [Kothanur and K. Narayanapura regions] and to students from various states who were unable to

travel back during lock down period. All PG programmes and School of Management continued their online classes, career workshops and industry-institute interface programmes. Revision classes were organised for UG programmes. The Kristu Jayanti Learning Management System was strengthened to adopt blended learning methods. The college organised 62 programmes such as Webinar, Faculty Development Programmes, Workshops and Training, Panel Discussion, Alumni interactive programmes, Skill development Programmes, Twilight talks, Knowledge Exchange programme, Career guidance and career placement programmes. 21257 people were benefitted through these 62 programmes.

Second chance examination for all UG and PG programmes and Midterm examination for PG first year students were conducted through online mode. The college is planning to conduct the end semester examination in two parts consisting of an online and offline component.

Mr. Vijayan raised a query about the difficulties faced during the conduct of online examination. Fr. Augustine George, replied that the college had scaled up its IT infrastructure for an online mode of examination. 99% of the PG students attended the online term examination. The end semester examination will be conducted only after properly testing the system, giving training to the students and after obtaining feedback from the students. All the teachers are trained on the use of the college learning management system.

Agenda – 5

Addendum

Dr. Aloysius Edward informed that the college had submitted all the data in AISHE portal and had participated in the NIRF ranking and is waiting for the result. The attainment of programme outcome and course outcome were calculated for all the programmes and feedback on curriculum was also obtained from the stake holders. The college got approval for starting four new programmes in the academic year 2020-2021. The induction programme for all the new faculty members was organised on 27th May, 2020 through virtual mode. The annual strategic plan is scheduled for 3rd June, 2020 and Padma Vibhushan Dr. K Kasturirangan has consented to address the faculty members and administrative staff on NEP 2020.

Dr. Ravichandra Reddy enquired whether the college is adhering to the UGC calendar. Dr Aloysius Edward clarified that the college is strictly following the guidelines of UGC and adhering to the specified calendar.

Dr. Reddy appreciated the college for its achievements and expressed his happiness on the way in which the college is striving forward.

Fr. Josekutty highlighted the placement drive that happened during the lockdown period and that the 18 students were placed during this period.

Fr. Augustine briefed the online admission process and stated that the admission was progressing well.

Mr. Vijayan queried about the arrangements in place for reopening the college with the social distancing norms and Fr. Augustine clarified that the college will adhere to the guidelines of the concerned authorities and the college is equipped and ready to restart the normal activities.

The alumni representative Ms. Kezhia Sherrief explored the possibility of alumni helping the existing students during the lockdown by means of interacting with them about the current situation and what best they can do with the present scenario. Dr. Edward highlighted the various programmes organized by the alumni of various departments and actively engaging with the student community.

Mr. Vijayan noted that all the initiatives of the college were positive and effective. He expressed his happiness on the fact that special care has been taken to reach to the society especially during the lockdown period.

Concluding Remarks and Vote of Thanks

The formal vote of thanks was proposed by Rev.Fr. Augustine George, Vice Principal. He thanked the external members for their magnanimity and for providing right guidance. He expressed his sincere gratitude to all the members present in the meeting for carrying out their responsibilities in the best possible manner and for owing the institution. He concluded by stating that this testing time had proved that Kristu Jayanti fraternity is very flexible and adaptable and we have found lot of opportunity in the current challenge.

Action Taken Report

1. AQAR 2018-19 submission was accepted by NAAC.
2. Efforts have been taken to set up the department libraries.
3. Uniforms and notebooks have been distributed to UBA adopted village schools children.
4. Special survey has been undertaken in UBA villages to adopt special schemes.
5. Laptops have been provided to the economically weak students to continue their online classes.
6. Two programmes were organized for the school and college teachers on the effective usage of Moodle in teaching-learning methodology.
7. All the teachers, administrative staff and students of the institution have been oriented about NEP 2020.
8. Virtual National Conference on NEP 2020: A Transformative Educational Policy for Aspirational India on September 15 and 16 2020 was organised in collaboration with Bengaluru North University.
9. The institution has retained its ranking as one of the top 200 colleges in India at NIRF 2020.

10. The Ministry of Education has conferred 4 star rating to the Institute Innovation Council of the college consecutively for the past two years.



Coordinator, IQAC



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