



**Ref No: JSS- CPT / 2022-23**

**Date:-23-12-2022**

## Agenda

Item No.	Particulars
1	Welcome
	For confirmation
2	Reading <ul style="list-style-type: none"><li>• Lab in charge</li><li>• housekeeping in charge</li><li>• classrooms key lock</li></ul>
	For approval
6	Ant other mater with permission of the chair of IQAC
7	Conclusion

### Members present

1. Renukadevi M (Vice Principal)
2. Tejaswini S N (Asso prof)
3. Dakshayini (SDA)
4. Guruprasad (SDA)
5. Mahadevappa (SDA)
6. Deepika (SDA)
7. Suvarna (Librarian)
8. Mahendra C (Physical education director)
9. Niranjana prasad (Attender)
10. Divya (Attender)
11. Girija (Aaya)
12. Rajamani (Aaya)

### Members excused

1. Renuka (Attender)
2. Kamalamma (Aaya)

## **Proceedings**

### **Subject: Welcome**

The members were welcomed by Renukadevi M (Vice Principal),

### **I FOR CONFIRMATION**

#### **1. Subject: Lab in charge**

As per Kavitha mam's instructions Lab incharge, of handover from Niranjan to Department HODs, the equipment in charge in the library labs is Divya, and the others are Renuka to distribute to students and take responsibility with Guruprasad supervision

**Matter is closed**

#### **2. Subject: in charge**

All the PowerPoint, recordings everything should be working this will be checked by Niranjan every day (In Niranjan's absence Guruprasad will take over the responsibility)

**Matter is closed**

#### **3. Subject: Housekeeping in charge**

All the Aayas including Kamalamma comes under Renuka and Divya housekeeping in-charge. Renuka and Divya both agree with a one-week rotation basis to solve the housekeeping problems.

one week Divya is in charge to lock the keys and Renuka is in housekeeping, next week is the same as a rotation basis.

**Matter is closed**

### **II FOR APPROVAL**

#### **1. Any other matter with the permission of the Chair IQAC**

Drakshayini and Guruprasad proposed mutually changing their sections

**Subject: Conclusion of the meeting**

Meeting concluded approximately at 4:30 pm, with concluding remarks and thank you note.



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Ref No: JSS- CPT / 2022-23

Date:-07-03-2023

### Agenda

Item No.	Particulars
1	Welcome
	For confirmation
2	Reading <ul style="list-style-type: none"><li>• Duty roles of SDAs</li><li>• Attenders' roles and responsibilities</li><li>• Ayas duty roster</li></ul>
	For approval
3	Ant other mater with permission of the chair of IQAC
4	Conclusion of the meeting

### Members present

1. Renukadevi M (Vice Principal)
2. Tejaswini S N (Asso prof)
3. Vijay Samuel Raj (Asso prof)
4. Guruprasad (SDA)
5. Mahadevappa (SDA)
6. Deepika (SDA)
7. Suvarna (Librarian)
8. Mahendra C (Physical education director)
9. Niranjana prasad (Attender)
10. Girija (Aaya)
11. Rajamani (Aaya)
12. Kamalamma (Aaya)
13. Renuka. M. (Attender)

### Members excused

1. Drakshayini (SDA)
2. Divya (Attender)



## **Proceedings**

### **Subject: Welcome**

The members were welcomed by Renukadevi M (Vice Principal),

venue: JSSCPT board room.

The meeting starts at 4:30 pm

### **I FOR CONFIRMATION**

#### **1. Subject: Duty roles of SDAs**

As per Kavitha mam's instructions, Deepika play an Admin role in the office, and Guruprasad in the Student section, Mahadevappa Accounts section & Drakshayini General section. Along with their working area,

**Matter is closed**

#### **2. Subject: Attenders' roles and responsibilities**

As per Kavitha mam's instructions, Divya is only in Library, she is not with office duty, Renuka and Niranjan are working as before what they were doing. In Renuka's absence, Niranjan will officiate with office duty. Same is applicable to Renuka also.

Also, the PowerPoint, recordings everything should be working this will be checked by Niranjan every day. And Niranjan has to check every classroom and switch off the projector every hour. (In Niranjan's absence Guruprasad will take over the responsibility to check the projector).

**Matter is closed**

#### **3. Subject: Ayas duty roster**

As per Kavitha mam's instructions, Renuka continues as housekeeping in-charge. Kamalamma is no longer to stay Library, we told her so many times but she has not respected our words if it is she continues now also, and is she do the same as arly, she has to give a written clarification on this. One main complaint is Rajamani and Kamalamma does not give respect to Renuka (Housekeeping incharge) and gives back-answer to her.

And Kamalamma and Girija have to clean every day in the Seminar Hall and Sports room on a rotation basis Monday, Wednesday & Friday Kamalamma has to clean the seminar hall and Tuesday, Thursday & Saturday has to clean the ground.

As same as Girija Tuesday, Thursday & Saturday Seminar hall and Sports room & Monday, Wednesday & Friday has to clean the ground.

**Matter is closed**

## II FOR APPROVAL

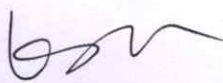
### 3. Any other matter with the permission of the Chair IQAC

IQAC suggest to Deepika, to supervise the office persons and she has to know everything related to workshops and seminars and etc,. All the subject experts have to give the Agenda and Schedules for one week before the seminar will conduct and deepika has to coordinate with the concerned person and coordinate with smooth going.

### 4. Subject: Conclusion of the meeting

The meeting concluded approximately at 5:15 pm, with concluding remarks and thank you note.

**IQAC Coordinator**  
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## Deepika's coordination responsibilities

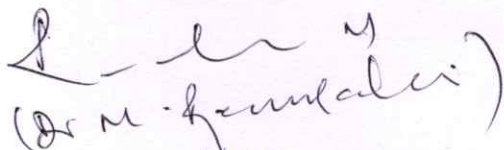
- 1 **General section:**
  - 1.1 Housekeeping: cleaning, toilets both floors and electrical building both floors.
  - 1.2 Repairs and maintenance: breakages, replacements, preventive maintenance
  - 1.3 Hospitality: routine guests, extended stay guests (room booking, flight booking, payment, attendance, appreciation letter (if applicable) etc)
  - 1.4 Communication and follow up action
  - 1.5 Other (grass cutting, booking auditorium etc)
  - 1.6 Email check – (take immediate action and reply appropriately)
- 2 **Establishment and accounts**
  - 2.1 Salary: slip to all
  - 2.2 All account details and biometric with late comers marked in red prior to signature of salary bill
  - 2.3 Timely payment of all bills and follow up
  - 2.4 Approval of late payment of fees
  - 2.5 Additional programmes planning – Once approval is obtained, make sure that the funds are released.
  - 2.6 All cheques to be issued within one working day (grants)
  - 2.7 Other
- 3 **Student section**
  - 3.1 Monthly attendance to all coordinators with calculation of %
  - 3.2 Classroom maintenance including switching-off of TV and projector every hour
  - 3.3 Recording when required
  - 3.4 University related including exam
  - 3.5 Other (workshops etc)
  - 3.6 Remuneration for external classes automatically (regular and odd batch) – before beginning of exam.
  - 3.7 External attendance – before 5<sup>th</sup> of every month.
- 4 **Intradepartmental communication**
  - 4.1 Student section to accounts
  - 4.2 General to accounts (purchase, payments)
  - 4.3 I/C to accounts
  - 4.4 I/C to IQAC
  - 4.5 Other

Additionally, Deepika will continue to handle IDR, CDC, IQAC, IRC and silver jubilee related coordination

Students section will handle admissions

Establishment will handle purchases

General section will handle anything that is not mentioned above

  
(Dr. M. K. Kulkarni)

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