MINUTES OF INTERNAL QUALITY ASSURANCE CELL MEETING HELD ON 24.06.2020

Meeting Time: 2.30pm to 3.30pm	Location: IQAC Office	Date: 24.06.2020

Meeting called by	Director IQAC, Prof Dr.C.Karthikeyan
In the Chair	**Chairperson, IQAC- Sr.Rose Mary**
Members Present Dept	IQAC Members and Entire placement coordinators of various departments apart from other staff members
Rapporteur	Ms Pragna
Members Present	**Sr.Rose Mary-Principal TJC &Chairperson IQAC, Prof DR.C.Karthikeyan, Director-IQAC/Management Studies, Prof. Suresh N-Director BHM/College Coordinator, Prof Gopan-HOD Management Studies, Prof Veena-HOD-Commerce, Prof Dr Felcy-Director-MCA, - Ms PrajnaBhavi-Principal Secretary, Mr.KP Yuvaraj-Asst Prof-BHM-Member, Ms.Swagatha-Asst Prof-Member, Ms.Soumya Unnikrishnan-Asst Prof-Member, Dr.Lakshmi-Asso Prof-Member, Mr.Praveen-Asst Prof-Member**
Leave of Absence	NIL

Sl.No.	Matters on the Agenda	Responsibility/Individual/Team/Committee	Action Date	STATUS QUO
1	**Archiving of Subjects/Students/ Attendance registers of Completed Semesters:** The attendance registers (subjects) of all the UG/PG departments are to be audited and archived for the previous semesters. Dr.Jency, Asst Prof Management Department will be auditing the entire departments on the correctness of the registers to be archived and complete the archiving process with Office Assistant Mr.Kiran, and hand over the documents to IQAC office by 30 JUN 2020	All HODs/NAAC Coordinators of the Departments & Dr.Jency Mr.Kiran	30.06.20	In Progress
2.	**Creation of AQAR Related Files for Placement: The IQAC Academic Audit Committee reiterated on**	Prof Sreenivas/Prof Lokesh/Dept	30.06.20	In Progress

	submission of most essential documents related to placement department. The placement officers of UG/PG are to do the collection of AQAR related data and its related files as follows: 1. Employer Feedback 2. Resumes of students 3. MOM of all placement related meetings. 4. Student Placement Tracker 5. Offer letters file of respective students 6. Job Descriptions of all the placements done/received. 7. Pay Packages officially given by the companies, details with break up file. 8. Placement Training File. 9. Upcoming placement drives 10. Budgets File: on Placement Drives/Placement related training etc 11. NOC of students not availing placements (from students countersigned by Parents) 12. Resolutions through MOM copies of "RELIEVING DATE OF STUDENTS" with clearance form/NOC of departments file. 13. NOC of students placed department wise file.	Placement Coordinators		
3	**Collation of Files and Related Documents pertaining to Placement to Ensure credibility of process towards effective placement:** The audit committee of IQAC deliberated on the following documents related to Audit/Process and to streamline the placement department. a. Placement Committee File/Including Student placement committee members.	Prof Sreenivas/Prof Lokesh/Dept Coordinators	30.06.20	In Progress All related files are being made by the respective placement coordinators

	b. MOMs on Placement File. c. Basic Bio data of students. (excel component of all departments) d. Data Folder-Student CVs. (all departments) e. UG/PG Training Calendar (related to placements) f. Placement (Drives and Upcoming Placement events outside college premises) g. Employability Assessment – Records (categorization on levels of students) h. Pre-Placement Talk Series/records of pre-placement talks by visiting companies. i. NOC documents: Students not availing placement services of the college. j. Details of Company wise HR managers with details of contact. k. HR Chapters registered for Various students across courses: l. Alumni Connect records (placement related). m. Job Fairs/Job Mela/Pooled Campus Drive File n. Subject teacher tagged for placement (file). o. International Placements file p. Feed back of employers file. q. Feed back from Alumni on placement. r. Details of HR agencies contacted/shortlisted files. s. Placement Conclaves/ with placement officers of other colleges details. t. Details of Social Media Job search.			

4	**AQAR Criteria Details Collation for the year 2019-20:** The coordinators of all the NAAC criteria are to collate the necessary related to AQAR format and the excel files as per the latest policy of NAAC, including the feedback from the stakeholders, like the students, teachers, parents and employers as per the criteria requirements	Prof Dr.Felcy, And Dr.Dippi With support from all Criteria Heads/HODs	30.12.20	In Progress
5.	**IQAC News Letter:** Monthly Issue of IQAC News letter is planned to be released in the upcoming semester.	IQAC Team	30.08.2020	In Progress
6.	**SAMYOGA JOURNAL:** The TJC IQAC team is revamping the SAMYOGA journal for enhancing the quality of the journal, with the following activities in progress. a. **Renewal of ISSN** b. **Renewal of Editorial Board** c. **Renewal of Reviewer Board** d. **Renewal of Sub Themes for the JOURNAL** e. **Renewal of Design of cover, size and quality of design** f. **Renewal of Citation Bases** g. **Circulation terms** h. **Biannual release** i. **Plagiarism/Publication norms renewal** j. **TJGI group member board creation**	IQAC Team	15.09.2020	In Progress
7.	**IQAC Refresher Training Program for upcoming semester Jul 2020:** The IQAC as per its plan for training faculty member of TJC on the developments of NAAC related matters as well as the newer quality enhancement initiatives undertaken by IQAC, a basic skill development refresher courses are planned for the upcoming semester starting on Jul 2020. The following are	Sr.Rose Mary Prof Dr.C.K Prof Suresh N Dr.Felcy Dr.Trupti Dr.Jency Dr.Swarnalatha Dr.Lalitha	30.12.2020	In Progress

	the Tentative Training Topics: a. **Rubrics for effective evaluation.** b. **Filing System for NAAC AQAR.** c. **Funding for ICSSR/NAAC/MHRD.** d. **Extension Activities of Projects Funded/Non Funded.** e. **MOOCH/SWAYAM-Scope and Importance** f. **Technicalities for MICRO teaching/effective engagements in the Class room.** g. **Selection of Journals for Publication/Importance of Research Publication.** h. **Feed Back from Students and its Importance**			
7.	**AICTE funding opportunities:** IQAC initiated with all the AICTE related funding opportunities, by allocating subjective AICTE funding proposals to the following Ph.Ds, to initiate the activity and progress to apply for funding. The funding areas and applications were shown and briefed at the IQAC office, and further meetings held on the same.	Dr.Dippi Verma Dr.Jency Dr. Swarnalatha Dr.Lakshmi Dr. Tejaswini Dr. Trupti Dr.Lalitha	20.01.20 20	In Progress, Certain Funding Projects related to AICTE are applied to. Few Proposals in Progress.
/8.	**T.John Habits:** The T.John Habits in the final stages for completion for the academic year 19-20 HODs.	All HODs	30.09.20	Nearing Completion
9.	**New Data Collation Form for all Departments for Academic Audit:** Gaining insights from the previous academic audit, the IQAC core committee has decided to introduce a comprehensive academic audit Performa for collating data related to IQAC Audit. The new document will be issued to HODs/Coordinators, who will gather the data and submit to IQAC	IQAC	20.08.20	Format Approved, and disseminated to ALL DEPT HODs and briefed on the same to be submitted in hard and soft copy.

	prior to inspection.			
10.	**AQAR uploading as per new policy:** The new procedure for AQAR uploading as per the IIQA process for the Academic Year 19-20 needs to be completed. Check list for files as per the latest Policy of NAAC will be distribtued to the departments by 2nd week of July 2020, and the departments shall follow the pattern given to collate the data for submission to IQAC as per criteria as per the dates specified in the circulars to be given at later dates. ETC (Estimated Time of Completion)- 30 Sep 2020	All NAAC criteria Heads/Department Coordinators of NAAC/HODs of all Departments	30.09.20	New checklist of files to be created as per the new policy of NAAC to be completed, and all documents ready for uploading as per new policy also to be completed. Will be completed by 1st week of SEP 20 as date is upto 30 Oct 2020
11.	**Clean Exit:** AICTE-ISAC MOU, a platform from Information Sharing and Analysis Center (ISAC), has initiated the progress of promoting professional ethics among the students and the next generation of employable graduates, for which every student have to register and clear the formalities as laid down and the report on the same is required to be uploaded to AICTE. Orientation on the same to be completed by respective departments and rest of the formalities for the students clean exist has to be completed with coordination from Placement Officers of the college.	HODs-MBA/BHM/MCA and Placement Officers/Coordinators TJC	30.01.2020	Registration Process for MBA completed the registration for the MCA Students to be completed. <u>Kept in Abeyance for want of confirmation from the Agency</u>
12.	**Projects in Quick Learn App:** To improve the ICT culture and to enhance the e-learning as well as to improvise transparency, the MAIN projects of university for MBA will be uploaded in various stages as per the policy of completion of main project will be undertaken by the Management Studies department (MBA), in a phased manner. The Project Incharge of MBA, to	HOD MBA/Coordinator of Main Project/All Guides involved in the Main Project	30.06.2020	Successfully Implemented and nearing completion

	initiate the process with the staffs of Qlearn App, and to complete the process.			
13.	**VAP Courses in Q learn app for MBA-** the MBA department is initiating for conducting the VAP course using quick learning app to promote the ICT mode and convenient way of completing VAP certification to all the MBA students. All Ph.D teachers are to be take responsibility of running the VAP courses under MHRD/NSDC and under the KAUSHAL Scheme to promote skill development.	(for starting up VAP Course after orientation in QLearn App) Dr.Dippi Verma Dr. Sonia Singh Dr.Jency Dr. Swarnalatha Dr.Lakshmi Dr. Tejaswini Dr. Trupti Dr.Lalitha	30.01.2020	In Progress, MCA has started and rest of the departments in Progress, and yet to start.
14.	**TJCASSR University Visit :** Principal Rose Mary, College Coordinator Suresh, IQAC Director Dr Karthikeyan, and office manager Mr.Sujan visited the office of the Vice Chancellor, Registrar, Controller of Examinations and Directors of Commerce and Management as a formal visit to verify on the progress of the TJCASSR centre for research for Ph.D in management, commerce and computer applications. The reminder was submitted with a personal request to Dr.Ravi, the registrar for the same, and the same has been agreed to, and any time the probability of Inspection Date may come.	IQAC/Research Heads of all departments	01.07.2020	6th visit planned for 25.06.2020 In progress as reminder and personal visit to invite the registrar and the VC is completed. The University Authority to decide on the date. Preparatory work completed.
15.	**Training on Rubrics for IA: Training to all the faculty members of the TJC.** TJC faculty members are to be trained by the IQAC team on the rubrics for the CIA/other related matters as per the NEW Policies released by NAAC/MHRD to be done for the upcoming semester onwards.	All Dept HODs	20.01.2020	Outline for overall courses submitted.
16.	**Compilation of Evidences for Best Practice:** ICT Initiatives at TJC: IQAC ICT initiatives for e-learning at TJC are	Team IQAC	30.09.2020	In Progress

	the selected best practice for the NAAC AQAR 2019-20. The ICT initiatives proof compilation of the e-classes, e-quick learn app assisted Projects for PG, Zoom Class records, Zoom Training for Placement, Web ex seminars by faculty members, Quiz/Conferences Conducted online etc. to be collated and justified for the AQAR 19-20			
17	**Archiving of Old NAAC Files/**IQAC related files of all the departments of TJC.	IQAC Team	30.09.2020	In Progress
18.	**1ST Online - International Conference by TJC PG Departments**: The ICT along with 3 PG departments have planned for a International Conference of e-mode with paper presentations /publication in the month of July 2020.	M.B.A/M.C.A/M.COM	30.07.2020	In Progress
19.	**Distribution of Files Check List** for Creation of Files for all the 7 criteria NAAC AQAR. List of files given to all the departments will be followed with creation and upkeep of files for the NAAC process for 2019-20.	IQAC	15.07.2020	In Progress
20.	Collection of E-Answer Scripts for ICT initiative as part of evaluation of internal examination to be submitted to IQAC (only soft copy).	All Departments	20.07.2020	In Progress
21.	**Archiving of attendance registers** for the previous year/semester- The registers (attendance registers) for the entire TJC are to be archived, and the related files and documents related to NAAC are planned to be archived.	IQAC/Office staffs	15 Jun 2020	Completed for previous academic years for UG registers only. For PG in progress
22.	**UBA:** Fund utilization and next level proposal to be completed in the first week of March 2020	Dr Trupti	10 Mar 2020	Activities Completed, New Proposal in Progress.
23.	**IQAC (all members meeting)** : The IQAC will be organizing a half yearly Committee meeting in the first week of march (date yet to be decided)	IQAC/Criteria Heads	15 Jun 2020	Completed
24.	**New IQAC training calendar** with the	IQAC/Criteria	15 Jul	In progress

	training dates and resource persons to be released by 18 Mar 2020	Heads	2020	

Members and Coordinators Present and Signatures dated 24.06.2020

Name & Initials of Members/Coordinators	Signature with date
Sr.Rose Mary-Principal TJC &Chairperson IQAC	
Prof DR.C.Karthikeyan, Director-IQAC/Management Studies	
Prof. Suresh N-Director BHM/College Coordinator	
Mr.Roy M Raju, Administrator TJGI, Management Member IQAC	
Prof Dr.Felcy Judith-HOD MCA	
Prof Veena-HOD-Commerce	
Prof Neelanjana-HOD languages	
Prof Dr.Lakshmi-HOD MBA	
Prof Dr P Lalitha-Coordinator-BBA	
Prof Paul HOD-BHM	
Ms Poornima-Principal Secretary	
Mr.KP Yuvaraj-Asst Prof-BHM-Member	
Dr.Swarnalatha-Asst Prof-Member	
Ms.Soumya Unnikrishnan-Asst Prof-Member	
Prof Sreenivas-TJC Placement Head	
Mr.Praveen-Asst Prof-Member	
Dr Trupti-IQAC Member	
Dr Jency- IQAC Member	