MINUTES OF MEETING-02/2019

T-JOHN COLLEGE UGC-AUTONOMOUS STEERING COMMITTEE MEETING

Meeting Time: 3.30 TO 4.30 PM	Location: Principal Office	Date: 7.3.2019

Meeting called by	**CHAIRPERSON STEERING COMMITTEE: Prof Dr.C.Karthikeyan**
Kind of Meeting	**STRATEGIC PLAN: UGC-AUTONOMOUS STEERING COMMITTEE WEEKLY MEETING**
Facilitator	**PROF.DR.C.KARTHIKEYAN**
Rapporteur	**Prof Vijay, Languages Department, Member Steering Committee**
MEMBERS PRESENT	**Prof. Dr.Shika Tiwari, Principal, TJC, Prof.Dr.C.Karthikeyan, Director-Management Studies, Prof.Suresh, Director-BHM, Prof.Srinivas Prasad, HOD-MCA, In-Absentia- Dr.Sonia Singh, Member Steering Committee, IQAC members, Prof.Nilanjana Bose, Prof Sathish Kalkhe, Prof Gopan, Prof Manjusha, Dr Lakshmi, Dr Felsi, Prof Shwetha, Prof Pious Thomas, Prof Aparna, Prof Vandana**

Sl.No	Agenda	Responsibility/Individual/Team/Committee	Action Date	STATUS QUO
1.	**Formation /Renewal of Pre-existing and Addition of Committees and Members**	STEERING COMMITTEE Prof Dr.Shika Tiwari, Prof Dr.C.Karthikeyan, Prof Suresh, IQAC	17th	To be completed by Committee Coordinators
2.	Allocation of Committee Coordinators for Finance Committee Planning and Evaluation Committee Grievance Redressal Committee Examination Committee Library Committee & Admission Committe Student Welfare Committee Sexual Harassment Committee Extracurricular Committee Academic Audit Committee All the committees were allocated with Coordinators for respective committees and 17 th Mar, to make the committee fully functional with setting up of committee members and action plans with organogram and functional	**Finance Committee** – chairperson- Dr.Shikha Tiwari **Planning and Evaluation Committee-** Dr.C.Karthikeyan, Prof Suresh, Prof Srinivas Prasad **Grievance Redressal Committee-**Prof Nilanjana Bose **Examination Committee-**Prof Sathish Kalke **Library Committee-**Prof Thejasvini **Admission Committee-** Prof Gopan, Prof Pious,	7th	Completed with Briefing to all committee coordinator to submit formation documents by 17th

	objectives, and to publish in the website.	Prof Suresh **Student Welfare Committee-Prof** Gopan **Sexual Harassment Committee-Prof** Manjusha **Extracurricular Committee-** Prof Lakshmi, Dr Trupti **Academic Audit Committee-** Dr.Shikha Tiwari, Dr.C.K, Prof Suresh, Dr Felsi, Prof Shwetha, Dr Sonia		
3.	**Collation of reports:** Dr Sonia Singh, HOD , TJC DMS, to supervise the formation of committees, and their collation of reports, including perusal of documents and file formations. It was reiterated that she need to set the sequence of presentation of "action plans" for the respective committees.	STEERING COMMITEE	18 Mar	Action Completed
4.	**Examination Centre:** Dr.C.Karthikeyan, Chairperson for the Steering Committee, reiterated that the, exam cell, already a centre of excellence, needs to be augmented with more systemic functional unit with enhanced manpower and innovative evaluation system. The draft on the subject matter will be streamlined on priority.	Prof Dr.C.Karthikeyan	09 Mar	Action Completed
5.	**IQAC Meeting Frequency:** Prof Suresh Kumar, Chairperson IQAC, reiterated on the activities planned and suggested the team strength needs to be increased and schedules to be tightened to complete the process in tandem with set target dates. Dr.C.Karthikeyan, seconded the opinion, and a chart on the activities will soon be released.	Prof Dr.C.Karthikeyan & Prof.Suresh	10 Mar	
6.	**Renewing the centres of Excellence:** The chairperson of the steering committee	ALL HODs	25 MAR	

	reiterated that the HODs are responsible for the pre-existing Centres of Excellence to be renewed with, wider objectives and pursue the good work, and create evidences by way of documenting the milestones, covered. ***Centre of Excellence : Training Kitchens and Baking systems of BHM** ***Centre of Excellence: CTL-Centre for Teaching and Learning, training teachers for level-1/2 and career development programmes** ***Centre of Excellence: Centre for career development and training-TJC MBA** ***Centre of Excellence of RH : Rockfeller Habit Monitoring Centre for Quality Compliance Audits** ***Potential for Centre of Excellence: TJCASSR-upcoming multidisciplinary social science research centre – (awaiting approval)** ***Centre of Excellence: Examination and evaluation centre-** ***Centre of Excellence: Students Happiness and Psychological Health Care: Manokendra counseling centre** ***Centre of Excellence: Clothing and Design: FAD Design Lab**			

for Sr. Rose Mary Baloppa

Notes: