MINUTES OF AUTONOMOUS STEERING COMMITEE, MEETING HELD ON 12.10.2021

Meeting Time: 02:00 pm to 5:00pm	**Location: IQAC Office**	**Date: 12.10.2021**

Meeting called by	**Director IQAC, Prof Dr.C.Karthikeyan**
In the Chair	**Chairperson, Autonomous Committee, IQAC- Prof DR.C.Karthikeyan,**
In Presence of Principal	**Sister Rose Mary Balappa**
Members Present Dept	**Autonomous Committee Members: Prof Dr.C.Karthikeyan, Chairperson, Prof Rose Mary Balappa, Principal TJC, DrDippiVerma Coordinator, DrFelcy Judith-Coordinator**
Rapporteur	NIL
MembersPresent	**Prof Rose Mary Balappa- Principal TJC, Prof Dr.C.Karthikeyan Director IQAC, DrFelcy-Member, DrDippiVerma-Member**
Leave of Absence	NIL

Sl. No.	Matters on the Agenda	Responsibility/Individual/Team/ Committee	Action Date	STATUS QUO
1.	**Autonomous Application Form: Submission process completed by submitting 11 copies and requisite payment of approximately 19 lakhs for the autonomous process.**	**IQAC**	**18.08.21**	**Completed**
2.	**Budget for the Autonomous: Budget as specified in the application as per BU including the fine amount of Rs.1000 and the printing charges for making bound copies for submission to university is forwarded to management.**	**IQAC**	**18.08.21**	**Completed**
3.	IQAC Audit: 3 Departments completed so far, and the HODs will be given the report of the same.	**IQAC**	**27.08.21**	**In Progress**
4.	**Advance copy and UGC copies for the autonomous process to be submitted.**	**IQAC**	**29.08.21**	**In Progress**
5.	**Best Practices**: All departments to submit their best practices hard copy and soft copy for updations to	**HODs**	**20.10.21**	**In Progress**

	website and documentation.			
6.	**Centers of Excellence**: Six Centers of Excellence to submit a report on the achievements in the past few years and a note for the website updation.	**HODs**	**12.10.21**	**In Progress**
7.	Orientation for 1ST Year UG under the NEP Scheme: Orientation as per the approved plan for the 1st Sem under the NEP syllabus started from 07.1021.	**HODs**	**07.10.21**	**Completed**
8.	CPD Presentations for ensuing 1st Sem NEP Syllabus to begin from 21.10.21.	**HODs**	**21.10.21**	**In Progress**
9.	IQAC Members Meeting: Meeting to be conducted on the progress of files related to the autonomous on 14.10.21 at IQAC Office.	**HODs/IQAC Members**	**14.10.21**	**In Progress**
10.	**IQAC Audit Observation: Replies for the IQAC audit completed with compliance report to be submitted by the HODs on 19.10.21**	**HODs**	**19.10.21**	**In Progress**
11.	**Pending Critical Tasks of IQAC Members and Ph.D holders:** 1 COE – all departments hard copy 2. Samyoga Journal 3. ICSSR Funding-2 project 4. ICSSR UHV-Funding 5. TJCASSR Documents 6. TJCASSR Presentation 7. MOM IQAC File update 8. NAAC Meetings held file 9. NEP IQAC Credit hours Credit points Time Table Electives list 10. IQAC MOUs of departments 11. UBA-Unnath Bharat Abhiyan 12. JBA-Jal Shakthi Abhiyan 13. CPDs Presentation/Observation 14. NCC 15. AICTE-Files 16. NAAC-Files	**Vice Principal and HODs**	**20.10.21**	**In Progress**

17.	PG Orientation Files
18.	Department Best Practices
19.	FUNDING-files of various departments
20.	Autonomous Files by all departments completion
21.	Department PPT presentation for Autonomous

The co-ordinator of the IQAC Dr.Felcy Judith and the Vice Principal to allocate the work and complete the above tasks by 20.10.21.

The MOM as recorded in the **Coordinators Presence and Signatures dated 24.08.2021. The dates are subject to change as per the completion reports submission.**

Name & Initials of Members/Coordinators	Signature with date
Prof Rose Mary Balappa, Principal TJC	
Prof Dr.C.Karthikeyan, Director IQAC, Chairperson Autonomous Steering Committee	
Dr.Lakshmi SR Vice-Principal	
Dr.Felcy Judith	
Dr.Dinakaran-Coordinator	
Ms.TresaDency	
Mr Paul HOD - BHM	
DrLaxmi –HOD MBA	
Mr.Praveen –HOD FAD	
Ms.Neelanjana- HOD Languages	
Ms.Priya- HOD Commerce	