# MINUTES OF AUTONOMOUS STEERING COMMITEE,MEETING HELD ON 08.01.2021

| Meeting Time: 02:00am to 05.00pm | Location: IQAC Office | Date: 08.01.2021 |
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| **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** | Ms.Geetha Jayan |
| **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 |
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| 1. | **Exam cell/Examination Committee Head Meeting:** The Director IQAC introduced the Core Autonomous Steering committee and introduced the members. He briefed the entire Concept of the autonomous Exam Cell and its importance of the roles and responsibilities of the members of the exam cell and the importance of the work in the autonomous process for the speedy completion of the same, so that the application for the conferment of autonomous application shall be filed in time. | Autonomous committee | 8.1.21 | Completed |
| 2. | **The task list for the exam cell/examination committee:** The examination committee of the exam cell TJC were briefed on the following areas for their improvisation and completion of the work related to the following: | Prof Jasty/DrLalitha | 15.2.21 | All HODs to drive their team and committees as per the directions to |

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| | • **Calendar of events** for the exams including the UG/PG that shall include even the internals apart from the TERM END University Exams.<br>• **Reforms in the last five years** related to examination.<br>• Goal setting related to reforms/examinations and results achievements.<br>• Results of Internal and External Exam<br>• Sub-committees of the exam<br>• CIA process and its accomplishments so far<br>• Circular Files<br>• Notification Files<br>• Functions/Duties /Objectives of exam cell<br>• Records of attendance for all the exams including internals/Pre-finals<br>• Notice Board(admin work)<br>• Website details with vision, mission, and objective of the websites.<br>• C.G.PA/SG.PA/Grievances and other related online query system<br>• Exam system online (internals)<br>• Rank holders list of all years<br>• Certificate records for the past five years:<br>1. **TCs**<br>2. **Conduct Certificate**<br>3. **Provisional Certificate**<br>4. **Marks Card**<br>5. **Course Completion Certificate**<br>6. **Convocation Certificate**<br>7. **Document Verification process**<br>(we shall try to make this online for inspection, alongside hard copies of files for past five years)<br>• Teaching and Non-teaching committee members list in the examination cell.<br>• Time- Table for Internal and External exam.<br>• **Question Paper Selection Process**<br>• **Web-content development and updation** | | | complete the collation of the data be formed. |

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| 3. | **Research Cell/Research Committee Meeting:** The Director IQAC introduced the Core Autonomous Steering committee and introduced the members. He briefed the entire Concept of the autonomous Research Cell and its importance of the roles and responsibilities of the members of the Research cell and the importance of the work in the autonomous process for the speedy completion of the same, so that the application for the conferment of autonomous application shall be filed in time. | Autonomous Committee and DrJency/Dr Gayathri/Dr Veto | 08.1.21 | Completed |
| 4 | **Research Cell Activities**; The following are the research cell related activities for the upgradation of standards for the autonomous process:<br>• Publication details for the previous 5 years and the ensuing year<br>• Thesis (original M.Phil/Ph.D of the faculty members if any)<br>• FDP Organised on RM/Stats<br>• Inhouse workshops conducted<br>• Research Lab<br>• Software related to research (SPSS/R/AMOS/PLS/SAP/PYTHON/<br>• Conferences attended for the past five years<br>• Research initiatives for the students<br>• Book publication<br>• Chapter publication<br>• Reviewers<br>• Paper setters-details<br>• BOE<br>• Adjudicators<br>• Resource Persons<br>• PhDs achievements<br>• NET<br>• Pursuing Ph.D<br>• IPRs<br>• Copyright<br>• Samyoga<br>• Memberships( letters to be made for the same to administrator) | DrJency/Dr Gayathri/Dr Veto | 17.2.21 | Commenced |

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| | • Institutional membership-AIMA, ISTE, ISC-for respective courses<br>• Sponsorships<br>• Newsletters<br>• Other documents that are pertinent for the Autonomous process | | | |
| 4 | **Forwarding of letter of requests to administrator for all the requirements:**<br>• Permission letter for access to people soft for the previous years.<br>• Permission letters for purchases<br>• Permission letters for augmentation of resources<br>• Permission for request for change of working hours<br>• Formation of statutory body<br>• Formation of non-statutory body<br>• Circulars for departments<br>• Circulars for all HODs<br>• Circulars for all coordinators<br>• Circulars for all departments<br>• Circulars for other requirements | Autonomous Committee/ HODs | As required | In progress |
| 5 | **Feedback of all the students from the people soft for all the departments:**the feedback done so far by the<br>**Subject wise/term or Semester wise/course wise/year wise to be made ready.**<br>• **Faculty Feed back**<br>• **Employer Feed back**<br>• **Students Feedback**<br>**Training of the students for the verbal feedback to be given.** | Autonomous Committee/ HODs | As required | Processed |
| 6 | **Interactive session from IFM college of autonomous for familiarization on 09.01.21, at the IQAC Office to carry forward the autonomous procedure:** A session was arranged by the IQAC for the familiarization on the | IQAC | 09.1.21 | completed |

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| | autonomous process for the autonomous steering committee. The objectives are to assess the basic requirements and the formal procedures involved in the submission of SSR for autonomous process. | | | |
| 7 | **Introduction of reward strategies to maintain eco-system of motivation for students and faculty members.** The Director IQAC proposed for creation of eco-system to keep up the motivation of students and faculty members by way of reward system with a certificate of merit and memento for a list of achievements to be approved by the management. | Director IQAC | 15.01.21 | Draft in process |
| 8. | **Purchasing of application from University for autonomous:** Application for the autonomous process needs to be purchased from the **Bangalore University, to proceed further with the preparation.** | Dr.Felcy Judith | 20.01.21 | Demand letter to be made |
| 9. | **Budget submission to management by 20.01.21** | Principal | 20.1.21 | Processed |
| 10. | **Proposal for 45 minutes class from 20.01.21:** to utilize the time available efficiently for the coordination of the faculty for the work, it is decided that the class hours will be run in 45 minutes per class and after that till 05.30 autonomous process work shall be done | Principal | 20.1.21 | Processed |

The MOM as recorded in the **Coordinators Presenceand Signatures dated 08.01.2021**

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