MINUTES OF AUTONOMOUS STEERING COMMITEE, MEETING HELD ON 25.11.2021

Meeting Time: 02:00 pm to 5:00pm	**Location: IQAC Office**	**Date: 25.11.2021**

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.	CPD Presentations for ensuing 1st Sem NEP Syllabus to begin from 21.10.21.	HODs	21.10.21	In Progress
2.	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
3.	CTL level 1 Training syllabus and schedule to be ready.	IQAC	24.10.21	Completed
4.	**Check lists of files of Departments: All HODs to complete the filing process as per the check lists issued by IQAC for Autonomous**	HODs	15.11.21	Completed
5.	NEP Familiarisation Training and Dissemination Of Training notes on NEP to all faculty : IQAC training lecture series notes 23 parts on implementation of NEP to be started.	IQAC Prof Dr.C.Karthikeyan	18.11.21	completed
6.	Internal IQAC Academic Pre-Sem Audit	IQAC/Vice Principal	25.11.21	Completed
7.	Audit on Non- Statutory Bodies/Committees/Cells	IQAC	20.11.21	Completed

8.	Examination Committee Meeting on Upcoming Examinations	**Exam Cell Committee/ IQAC**	**20.11.21**	**Completed**
9.	Flag hoisting practice for NCC Day /Preparation	**NCC/IQAC**	**23.11.21**	**Completed**

The MOM as recorded in the **Coordinators Presence and Signatures dated 25.10.2021. 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	