MINUTES OF AUTONOMOUS STEERING COMMITEE,MEETING HELD ON 07.01.2021

Meeting Time: 11:00am to 3.00pm	Location: IQAC Office	Date: 07.01.2021
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	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
1.	**HODs meeting for Introduction of Autonomous Process and allocation of responsibilities:** Principal TJC started the meeting with Introduction and The Director IQAC introduced the Core Autonomous Steering committee and introduced the members. He briefed the entire HOD on the importance of the roles and responsibilities of the HODs 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.	IQAC	6.1.21	Completed
2.	**Collation of Data for the Autonomous Peer Team Validation and Verification:** HODs meeting for briefing on duties and responsibilities of Statutory/Non-statutory committees for	Dr.DippiVerma/Dr.Felcy Judith	19.02.21	All HODs to drive their team and committe

	Autonomous Process. The details of certain key files that are to be kept ready for the PEER REVIEW TEAM has been briefed to the HODs, and around 30-40 days time given to complete the following tasks.			es as per the directions to complete the collation of the data be formed.
3.	**Setting of Trackers for all the Departments for completion of work in Time**: It has been decided that the HODs are to make trackers for the completion of work in time to ensure accuracy of work completion. The trackers shall be audited by the IQAC team to ensure work process flow towards autonomous is ensured.	HODs	21.1.21	Briefing on the same to be done by HODs
3	**Library Meeting:** A special meeting on the Autonomous Process for the librarians is planned for discussion on the following. **Library Committee** • E-library • E-repositaries • E-learning • Question bank • Proquest/EBSCO • Library softwares and Documents • Other functional aspects of the library and improvisation required.	Dr.Dippiverma/Dr.Felcy Judith	7.1.2021	Completed
4	**Forwarding of MOMs to the HODs.:**all the MOMs regarding the meetings and tasks allotted for the autonomous process recorded as minutes are to be shared to all the HODs and in turn the HODs need to keep track of the progress of Autonomous work made.	Coordinator IQAC/Principal TJC	As per MOMs made	In progress
5	**Critical Data Collection for the PEER team validation details /files and related data collation:**the following are the details of the peer team data validation during the course of inspection needs to be collated by the HODs and other departments for creation of files: **Sl,No.** | **File Name** 1. | Land details (in acres) and land documents	Principal TJC	15.02.21	Work Commenced with allocation of responsibilities

	as annexure
2.	Land registeration details
3	Class room (in square feet converted details)
4.	Labs all (in square feet converted details)
5.	Central library details
6.	Department libraries
7.	Hostels no of rooms with men and women accommodated
8.	SUPPORT INFRA • Administrative block • Principal office • Staff room • Common room • Canteen • Auditorium • Internet facilities • Medical facilities • Transport • Other details
9.	Sports facilities • Play ground • Fitness equipment • Sports coaches
10.	Total building in square feet details
11.	College website details and functional status
12.	Courses (as per table) Approval status details of all the courses
13.	Faculty Strength No of teachers: Professors Associate professors Assistant professors Regular Ad-hoc Contractual Guest Faculty Visiting Faculty *Separate department wise list of faculty for the above categories to be provided with the following; Name Designation Qualification Pay Total experience No of years in the college Number of research publication to be provided as Annexure
14.	Sanctioned Working Strength and Vacant

	Position (faculty)
15.	Qualification of Faculty Category: No of Ph.D /No.ofM.phil/other/Total
16.	Non-teaching staff- Sanctioned, Working, Vacant
17.	Research Profile: **Files** • No. of research publications during the last five years (Department wise list to be placed as Annexure) • Research Projects Undertaken during the last five years (Department wise list to be placed as Annexure including name of the teacher, title of the project, funding agency) • Seminars/Conferences/Workshops/Symposia (**organised** during the last five years) **(Department wise list to be placed as Annexure separate for National/International)** • Seminars/Conferences/Workshops/Symposia (**attended** during the last five years) **(Department wise list to be placed as Annexure separate for National/International)** • Other Research and Consultancy related activities
18.	Admission Policy and Process
19.	Coursewise fee and its basis, (including the comments of the committee on the fee structure)
20.	Teaching learning methods adopted by the college. (Course/Department wise)
21.	CBCS Adopted (course wise list wise)
22.	Examination and Evaluation
23.	Examination reforms by the college
24.	Whether the (committee is satisfied)
25.	Achievements of students (department wise /course wise) • University ranks • Co-curricular activities • Extra-curricular activities

	• Other achievements				
	26. Achievement of Teachers Department wise/Course wise				
	27. Administrative facilities provided by the college for the autonomy (hard infrastructures, salary, faculty and student empowerment strategies, sufficient teaching , non-teaching and all inclusiveness)				
6	**Meeting of Research Cell:** A meeting for the revamping of the research cell and to implement the autonomous process is scheduled at 03.00pm on 08.01.2021	Autonomous Committee			
7	**Meeting of Exam Cell**: A meeting for the autonomous work is scheduled to held in the IQAC office at 3.45 pm on 08.01.2021	Autonomous Committee			
8.	**Meeting of Non-Teaching staff: A meeting of all the non-teaching staffs to be held in the IQAC office at 02.30 pm on 09.01.21.**	Autonomous Committee			
9.	**Review meeting on the Action Plan** as per the tasks allocated to the HODs and Committee Heads to be held on 11.01.21	Autonomous Committee			

The MOM as recorded in the **Coordinators Presenceand Signatures dated 07.01.2021**

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.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	