NAAC
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

T. JOHN COLLEGE

BSI ANAB ACCREDITED
British Standards Institution ISO 9001- 2008

(Affiliated to Bangalore University)
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MINUTES OF INTERNAL QUALITY ASSURANCE CELL MEETING HELD ON 17.02.2020

In the Chair	**Chairperson, IQAC- Sr.Rose Mary Balappa**
Members Present Dept	IQAC Members and Entire placement coordinators of various departments apart from other staff members
Rapporteur	Ms Poornima
Members Present	**Sr.Rose Mary-Principal TJC &Chairperson IQAC, Prof DR.C.Karthikeyan, Director-IQAC/Management Studies, Prof. Suresh N-Director BHM/College Coordinator, Prof Gopan-HOD Management Studies, Prof Veena-HOD-Commerce, Prof Aparna-HOD languages, Prof Kiran-HOD FAD, Prof Dr Felcy-Director-MCA, -HOD-BHM, Ms Poornima-Principal Secretary, Mr.KP Yuvaraj-Asst Prof-BHM-Member, Ms.Swagatha-Asst Prof-Member, Ms.Soumya Unnikrishnan-Asst Prof-Member, Dr.Lakshmi-Asso Prof-Member, Mr.Praveen-Asst Prof-Member**
Leave of Absence	NIL

Sl.No.	Matters on the Agenda	Responsibility/ Individual/Team/Committee	Action Date
1	**Changes in IQAC Criteria Heads:** The entire IQAC team, from Chairperson, Director and all Criteria heads along with coordinators to complete the following: a. To replace the new criteria heads and department faculty in charge for various criteria heads since owing to few faculty members resigning from college. b. To submit the complete restructured format for uploading in the website, and for training the new members on the process.	Prof Dr.C.Karthikeyan, Dr Felcy, Dr Dippi Verma	09.12.19

2.	**Creation of AQAR Related Files for Placement: The IQAC Academic**	Prof Sreenivas/Prof	15.10.2019
	Audit Committee reiterated on submission of most essential documents related to placement department. The placement officers of UG/PG are to do the collection of AQAR related data and its related files as follows: 1. Employer Feedback 2. Resumes of students 3. MOM of all placement related meetings. 4. Student Placement Tracker 5. Offer letters file of respective students 6. Job Descriptions of all the placements done/received. 7. Pay Packages officially given by the companies, details with break up file. 8. Placement Training File. 9. Upcoming placement drives 10. Budgets File: on Placement Drives/Placement related training etc 11. NOC of students not availing placements (from students countersigned by Parents) 12. Resolutions through MOM copies of "RELIEVING DATE OF STUDENTS" with clearance form/NOC of departments file. 13. NOC of students placed department wise file.	Lokesh/Dept Placement Coordinators	
3	**Collation of Files and Related Documents pertaining to Placement to Ensure credibility of process towards effective placement:** The audit committee of IQAC deliberated on the following documents related to Audit/Process and to streamline the placement department. a. Placement Committee File/Including Student	Prof Sreenivas/Prof Lokesh/Dept Coordinators	15.10.19

	placement committee members. b. MOMs on Placement File. c. Basic Bio data of students. (excel component of all departments) d. Data Folder-Student CVs. (all departments) e. UG/PG Training Calendar (related to placements) f. Placement (Drives and Upcoming Placement events outside college premises) g. Employability Assessment – Records (categorization on levels of students) h. Pre-Placement Talk Series/records of pre-placement talks by visiting companies. i. NOC documents: Students not availing placement services of the college. j. Details of Company wise HR managers with details of contact. k. HR Chapters registered for Various students across courses: l. Alumni Connect records (placement related). m. Job Fairs/Job Mela/Pooled Campus Drive File n. Subject teacher tagged for placement (file). o. International Placements file p. Feed back of employers file. q. Feed back from Alumni on placement. r. Details of HR agencies contacted/shortlisted files. s. Placement Conclaves/ with placement officers of other colleges details. t. Details of Social Media Job search.		

4	**AQAR Criteria Details Collation:** The coordinators of all the NAAC criteria successfully collated and submitted the details as per the latest format of the AQAR, including the feedback from the stakeholders.	All Criteria Heads/HODs	12.12.2019
5.	**COE : Department Calendar of Events(Activities) for the ensuing semester:** All the departments including the placement cell are to prepare their Academic and Para Academic activities/events calendar, prior by 11.01.2020	IQAC	11.01.2020
6.	**Establishment of IIC (Institution Innovation Council):** Calendar of Activities to be started.	IQAC/Dr.Dippi Verma	20.01.20

Members and Coordinators Present

Name & Initials of Members/Coordinators	Signature
Sr.Rose Mary-Principal TJC &Chairperson IQAC	
Prof DR.C.Karthikeyan, Director-IQAC/Management Studies	
Prof. Suresh N-Director BHM/College Coordinator	
Mr.Roy M Raju, Administrator TJGI, Management Member IQAC	
Prof Dr.Felcy Judith-HOD Computer Applications	
Prof Veena-HOD-Commerce	
Prof Neelanjana-HOD languages	
Prof Dr.Lakshmi-HOD MBA	
Prof Dr P Lalitha-Coordinator-BBA	
Prof Paul HOD-BHM	
Ms Poornima-Principal Secretary	
Mr.KP Yuvaraj-Asst Prof-BHM-Member	
Dr.Swarnalatha-Asst Prof-Member	
Ms.Soumya Unnikrishnan-Asst Prof-Member	
Prof Sreenivas-TJC Placement Head	
Mr.Praveen-Asst Prof-Member	
Dr Trupti-IQAC Member	
Dr Jency- IQAC Member	