MINUTES OF AUTONOMOUS STEERING COMMITEE, MEETING HELD ON 14.08.2021

Meeting Time: 02:00 pm to 5:00pm	Location: IQAC Office	Date: 02.08.2021

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

<table>
<tr><th>Sl. No.</th><th>Matters on the Agenda</th><th>Responsibility/Individual/Team/ Committee</th><th>Action Date</th><th>STATUS QUO</th></tr>
<tr><td>1.</td><td>Autonomous Application Form: Received on 05.08.21 with due date of submission on 14.08.21 with fine and on or before 09.08.21 without fine.</td><td>IQAC</td><td>14.08.21</td><td>In the Completion Stage</td></tr>
<tr><td>2.</td><td>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.</td><td>IQAC</td><td>10.08.21</td><td>In the completion stage</td></tr>
<tr><td>3.</td><td>TJC & TIMS LIBRARY
<table>
<tr><th>Date</th><th>Department/Cell</th><th>Time</th></tr>
<tr><td>24/8/2021</td><td>TJC UG library</td><td>10.00am</td></tr>
<tr><td>25/8/2021</td><td>TJC PG library</td><td>10.00am</td></tr>
<tr><td>26/8/2021</td><td>TIMS Library</td><td>10.00am</td></tr>
<tr><td>27/8/2021</td><td>Computer Labs</td><td>10.00am</td></tr>
</table></td><td>IQAC</td><td>27.08.21</td><td>In the planning stage</td></tr>
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	28/8/2021	BHM restaurant kitchens.	10.00am			
	28/8/2021	Sports Equipment	2.30pm			
4.	**T John College** **Department Audit Schedule 2021** **Q-2 & Q-3** **01 OCT 20 to 30 JUL 21**			IQAC	23.08.21	In planning stage
		Department/Cell	**Audit By**	**Time**		
	21	Department of Journalism	IQAC	9.30am-12.00an		
	21	Department of Fashion and Apparel Design	IQAC	9.30am-12.00an		
	21	Department of Commerce	IQAC	9.30am-12.00an		
	21	Department of Hotel Management	IQAC	9.30am-12.00an		
	21	Department of Computer Application.	IQAC	9.30am-12.00an		
	21	Department of Management	IQAC	9.30am-12.00an		
	1	Principal office files TJC&TIMS	IQAC	02 to 04		
5.	Review on the data collection as per Application requirement for autonomous: The following are the status quo of the collation of data related to autonomous work related to preliminary autonomus data for application submission.			Collation of Documents	30.4.2021	Collected and Completed on 01.8.21
	NAAC Certificate					
	12(f) 2(B)					
	Morougen Trust Paper					
	Morougen Trust Paper					
	AICTE Approval					
	Permanent Affiliation Document					
	Last Five years LIC reports					
	yearwise admission made (past 5 years)					
	yearwise result made (past 5 years)					
	Staff details					

Non Teaching Staff			
GPF/EPF details & Proof			
Coure wise Faculty -student ratio			
PTA details			
Building Document			
Sketch Plan			
Principal Room			
Office			
Staff Room			
Class Room			
Library/ Reading Room			
Lab			
Sports Room			
Toilet Fcilities			
Common Room			
Auditorium			
Hostel			
Canteen area			
Land document			
Details of Lab			
Equipment procured with investment			
Capacity of Lab to conduct Classes			
Details of Computer			
Software /Hardware Pakages			
Library Details			
Sports Facility			
Constitution of GCM			
GCM Proceedings			
Audited Annual Accounts			
Furnish details regarding, Selection Committee f Teaching and NonTeaching recruitments with SC women and University re representatives.			
Details Regarding Bank Account			
Deposit Details			
Academic Activity for SC/ST			
Extra Curricular Social activity			
Co-Curricular Social Activities			
Welfare Activity for SC/ST			
Academic Improvement Fcailities for Teaching Staff			
Academic Improvement Fcailities for Non Teaching Staff			
Fee Stucture			
Details of Fee remitted to BU Fund			

	Structure of Management			
	No. Of Committee and their function			
	Mode of Selection of Teaching Staff			
	Mode of admission of students to the college			
	Copy of Prescribed Syllabus			
	Particulars of fees prescribed for each course as well a various concessions — scholarships offered to the stu each year.			
	Copies of all the proceeding of the meeting and the resolution of the Governing Body. Academic Council Board of Studies and Board of Examiners.			
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	No. Of Committee and their function			
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	Particulars of fees prescribed for each course as well a various concessions — scholarships offered to the stu each year.			
	Copies of all the proceeding of the meeting and the resolution of the Governing Body. Academic Council Board of Studies and Board of Examiners.			
6.			**30.04.2021**	Completed on 03.08.21 Added required documents for Autonomous Proposal and application folder.
	In the event of college being granted autonomy, what shall the contribution of the college in:			
	Courses to go for Autonomy			
	Particulars of the present faculty members of the af courses.			
	Present financial commitment for the aforesaid courses			
	Present method of admission to the aforesaid courses			

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<tr><td>7.</td><td>Reward Strategies for the departments</td><td>HODs</td><td></td><td>Completed and IQAC Audit on all the departments are starting from 16.08.21.</td></tr>
<tr><td>8.</td><td>HODs Audit for CPD and other official documents</td><td>IQAC</td><td>09th April Onwards</td><td>Starting date on 16.08.21</td></tr>
<tr><td>9.</td><td>CPD audit for UG courses to start from 21 st April.</td><td></td><td>To begin from Aug 16</td><td>Starting date on 21.08.21</td></tr>
<tr><td>10.</td><td>Revised Audit Schedule 2020-21
Q-1 & Q-2
For HODs
<table>
<tr><th></th><th>Department/Cell</th><th></th><th>Time</th></tr>
<tr><td></td><td>Department of Journalism</td><td>Ms Neelanjana Bose</td><td>9.30am</td></tr>
<tr><td></td><td>Department of Fashion and Apparel Design</td><td>Mr Praveen</td><td>2.30pm</td></tr>
<tr><td></td><td>Department of Commerce</td><td>Ms Priya T</td><td>9.30am</td></tr>
<tr><td></td><td>Department of</td><td>Mr Paul</td><td>2.30pm</td></tr>
</table></td><td>HODs</td><td>09.04 to 15.04.21</td><td>Scheduled from 16.08.21</td></tr>
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		Hotel Management					
12/4/2		Department of Computer Application.	Dr Felcy J	9.30am			
12/4/2		Department of Management	Dr Lakshmi	2.30pm			

The MOM as recorded in the **Coordinators Presenceand Signatures dated 14.08.2021. 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.Felcy Judith-Coordinator	
Dr.Felcy Judith-Coordinator	
Dr.Dinakaran-Coordinator	
Ms.TresaDency	
Mr Paul HOD - BHM	
DrLaxmi –HOD MBA	
Mr.Praveen –HOD FAD	
Ms.Neelanjana- HOD Languages	
Ms.Priya- HOD Commerce	