NAAC
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

T.JOHN COLLEGE

BSI ANAB ACCREDITED
British Standards Institution ISO 9001- 2008

(Affiliated to Bangalore University)
Approved by AICTE Govt. of India. New Delhi
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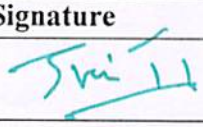
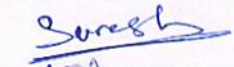
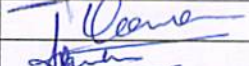
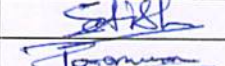
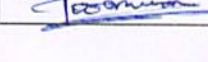
MINUTES OF INTERNAL QUALITY ASSURANCE CELL MEETING HELD ON 02.07.2018

Meeting Time: 3.00pm to 4.30pm	Location: Principal Office	Date: 02.07.2018
Meeting called by	Director IQAC, Prof Dr.C.Karthikeyan	
In the Chair	**Chairperson, IQAC- Dr.Shikha Tiwari**	
Members Present	Principal TJC,IQAC Director, HODs from all the departments .	
Rapporteur	Ms Poornima	
Members Present	**Dr.Shikha Tiwari -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 Srinivas Prasad-Director-MCA, Prof Sathish Khalko-HOD-BHM, Ms Poornima-Principal Secretary**	
Leave of Absence	NIL	

Sl.No.	Matters on the Agenda	Responsibility/ Individual/ Team / Committee	Action Date
1	**Orientation Program for Newly Joined**: Orientation programme has to be conducted for Newly joined students for UG & PG	HODs/Prof Dr.C.Karthikeyan	09.07.2018
2	**Planning for organizing FDP**: Planning has to be done and the committee has to be formed .	HODs/Prof Dr.C.Karthikeyan	6.07.2018
3	**Planning & execution of Academic Audit** : Academic audit has to be done for the departments .	Prof Dr.C.Karthikeyan	14.07.2018
4	**T.John Habits Goal setting** :-All the department should set the TJH Goals for the Year 2018-19	Prof Dr.C.Karthikeyan	16.07.2018
5	**Updating Club objectives.** : All the club coordinators have to revise the objectives of club and that has to match with the out come	HODs/ Prof Dr.C.Karthikeyan	9.07.2018

Members and Coordinators Present

S.No.	Name & Initials of Members/Coordinators	Signature
1	Dr.Shikha Tiwari-Principal TJC &Chairperson IQAC	
2	Prof DR.C.Karthikeyan, Director-IQAC/Management Studies	
3	Prof. Suresh N-Director BHM/College Coordinator	
4	Prof Gopan-HOD Management Studies	
6	Prof Veena-HOD-Commerce	
7	Prof Aparna-HOD languages	
8	Prof Kiran-HOD FAD	
9	Prof Sreenivas Prasad-Director-MCA	
10	Prof Sathish Khalko-HOD-BHM	
11	Ms Poornima-Principal Secretary	