MINUTES OF AUTONOMOUS STEERING COMMITEE, MEETING HELD ON 11.11.2021

Meeting Time: 10:00am -12:30pm	**Location: IQAC Office**	**Date: 11.11.2021**
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	**Prof Dr.C.Karthikeyan, Chairperson, Prof Rose Mary Balappa, Principal TJC, Dr.Lakshmi Vice Principal,**	
Rapporteur	NIL	
MembersPresent	**Prof Rose Mary Balappa- Principal TJC, Prof Dr.C.Karthikeyan Director IQAC,Dr.Lakshmi Vice Principal, Dr. Lalitha-Member Ms.Priya Member, Mr.Praveen Member ,Mr.Siby Member,DrFelcy-Member, Ms.Sneha Member, Mr.Jisty Member,Mr.Lokesh Member, Mr.Yuvaraj Member.**	
Leave of Absence	NIL	

Sl. No.	Matters on the Agenda	Responsibility/Individual/Team/Committee	Action Date	STATUS QUO
1.	Reformation of NAAC Committee Submission of AQAR, Preparation of SSR	IQAC/Dr Felcy and Team/HODs of MBA/MCA/BHM	30 Nov	Complilation Completion
2.	Review on Autonomous Status	IQAC /Autonomous Committee	03 Dec	Scheduled and Nearing Completion
3.	Preparation of PPT	IQAC/Dr Dinakaran	03 Dec	In Progress
4.	Awareness of NEP to faculty and students	IQAC/HODs	30 Nov	In Progress
5.	Training Series in NEP	IQAC/HODs/Coordinators	20 Dec	Basic Completed/Application Training in Progress
6.	Department must conduct programs with social responsibilities	HODs	05 Dec	In Progress

☐	Preparation of training calendar for training and placement	HODs Placement Coordinator	05 Dec	In Progress
8.	CPD Presentations	HODs		In Progress
9.	IQAC Members Meeting: Meeting to be conducted on the progress of files related to the autonomous on.	HODs/IQAC Members	03 Dec 21	In Progress
10.	Approval for NCC and selection of students	IQAC Mr.Yuvaraj	01 Nov 21	Completed for the current year and Program started
11.	Conducting student activity Blaze & Sports Day for students.	Principal	10 Dec	In Progress
12	Clubs must have proper outcomes and Skill Based Development.	IQAC	03 Dec	Audit in Progress
13	Preparation for CVESD Classes	Vice-Principal	20 Nov	Classes In Progress
14.	Exam Cell Details With Members and SOP	Mr.Justy	03 Dec	In Progress

.

Name & Initials of Members/Coordinators	**Signature with date**
Prof Rose Mary Balappa, Principal TJC	Sr. Rose Mary C Balappa
Prof Dr.C.Karthikeyan, Director IQAC, Chairperson Autonomous Steering Committee	
Dr.Lakshmi SR Vice-Principal	
Dr.Felcy Judith	
Mr Sibi HOD - BHM	
Dr. Lalitha –HOD MBA	
Mr.Praveen –HOD FAD	
Ms.Priya- HOD Commerce	
Mr.Jisy BHM	
Mr.Yuvaraj BHM	
Mr.Lokesh placement Coordinator	