MINUTES OF INTERNAL QUALITY ASSURANCE CELL MEETING HELD ON 13.12.2019

Meeting Time: 3.30pm to 4.30pm	Location: Principal Office	Date: 13.12.2019

Meeting called by	Director IQAC, Prof Dr.C.Karthikeyan
In the Chair	**Chairperson, IQAC- Sr.Rose Mary**
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	STATUS QUO
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	Completed
2.	**Creation of AQAR Related Files for**	Prof	15.10.20	Pending

	Placement: The IQAC Academic 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.	Sreenivas/Prof Lokesh/Dept Placement Coordinators	19	
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	Prof Sreenivas/Prof Lokesh/Dept Coordinators	15.10.19	Pending

	File/Including Student 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	Pending
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	Progress
6.	**Establishment of IIC (Institution Innovation Council):** Calendar of Activities to be started.	IQAC/Dr.Dippi Verma	20.01.20	Pending
7.	**AICTE funding opportunities:** IQAC initiated with all the AICTE related funding opportunities, by allocating subjective AICTE funding proposals to the following Ph.Ds, to initiate the activity and progress to apply for funding. The funding areas and applications were shown and briefed at the IQAC office, and further meetings held on the same.	Dr.Dippi Verma Dr. Sonia Singh Dr.Jency Dr. Swarnalatha Dr.Lakshmi Dr. Tejaswini Dr. Trupti Dr.Lalitha	20.01.2020	Pending
8.	**T.John Habits:** The concept of T.John Habits are to be briefed and respective work allocation to the newly joined faculties are to be handled by the respective HODs.	All HODs	20.01.20	Pending
9.	**New Data Collation Form for all Departments for Academic Audit:** Gaining insights from the previous academic audit, the IQAC core committee has decided to introduce a comprehensive academic audit performa for collating data related to	IQAC	20.01.20	Pendign

	IQAC Audit. The new document will be issued to HODs/Coordinators, who will gather the data and submit to IQAC prior to inspection.			
10.	**AQAR uploading as per new policy:** The new procedure for AQAR uploading as per the IIQA process released in September 2019, the AQAR DATA needs to uploaded in the link as given by NAAC, and the columns of AQAR having NIL/No columns are to be explained in detail for having nil or no remark, within 15 days of the submission of AQAR, after the approval of the NODAL officer. The AISHE code and new email id with password to access NAAC portal for uploading AQAR have been created. The pending AQAR details from various details to be collected by 30.01.2020, and to be acknowledged to NAAC, for the link to upload for TJC will be provided for further progress.	All NAAC criteria Heads/Department Coordinators of NAAC/HODs of all Departments	20.01.20	Pending
11.	**Clean Exit:** AICTE-ISAC MOU, a platform from Information Sharing and Analysis Center (ISAC), has initiated the progress of promoting professional ethics among the students and the next generation of employable graduates, for which every student have to register and clear the formalities as laid down and the report on the same is required to be uploaded to AICTE. Orientation on the same to be completed by respective departments and rest of the formalities for the students clean exist has to be completed with coordination from Placement Officers of the college.	HODs-MBA/BHM/MCA and Placement Officers/Coordinators TJC	30.01.2020	Pending
12.	**Projects in Quick Learn App:** To improve the ICT culture and to enhance the e-learning as well as to improvise transparency, the MAIN projects of university for MBA will be uploaded in	HOD MBA/Coordinator of Main Project/All Guides	30.01.2020	Pending

	various stages as per the policy of completion of main project will be undertaken by the Management Studies department (MBA), in a phased manner. The Project Incharge of MBA, to initiate the process with the staffs of Qlearn App, and to complete the process.	involved in the Main Project		
13.	**VAP Courses in Q learn app for MBA-** the MBA department is initiating for conducting the VAP course using quick learning app to promote the ICT mode and convenient way of completing VAP certification to all the MBA students. All Ph.D teachers are to be take responsibility of running the VAP courses under MHRD/NSDC and under the KAUSHAL Scheme to promote skill development.	(for starting up VAP Course after orientation in QLearn App) Dr.Dippi Verma Dr. Sonia Singh Dr.Jency Dr. Swarnalatha Dr.Lakshmi Dr. Tejaswini Dr. Trupti Dr.Lalitha	30.01.2020	Pending
14.	**TJCASSR University Visit :** Principal Rose Mary, College Coordinator Suresh, IQAC Director Dr Karthikeyan, and office manager Mr.Sujan visited the office of the Vice Chancellor, Registrar, Controller of Examinations and Directors of Commerce and Management as a formal visit to verify on the progress of the TJCASSR centre for research for Ph.D in management, commerce and computer applications. The reminder was submitted with a personal request to Dr.Ravi, the registrar for the same, and the same has been agreed to, and any time the probability of Inspection Date may come.	IQAC/Research Heads of all departments	30.01.20	Pending
15.	**Rubrics for IA:** All the teachers are to submit their IA rubrics for 30 Marks, to IQAC office. The entire rubrics will be the adjudication process in case of grievances of the students of any	All Dept HODs	20.01.2020	Pending

	course/batch. This process will be streamline across the college with the support of IQAC core committee and examination cell, and in the sequel will be taken as the BEST PRACTICE for the upcoming AQAR.			
16.	**Refresher program for TJC staffs from IQAC:** continuing from the previous successful orientation on quality improvisation process, the IQAC is to conduct the following training orientation (for internal faculties) in coming days. a. Effective proposal writing for Aspiring Ph.D Scholars. b. Invoking quality culture in Teaching Learning Process in the classroom including micro teaching. c. Refresher programme in NAAC process and procedures for all faculty members of TJC. d. How to write Abstracts for UGC/MHRD/AICTE/other central and state funding organizations. e. How to publish papers in UGC Care ABCD journals.	IQAC & Dr.Dippi Dr.Trupti Dr.Swarnalatha Dr.Lalitha Dr.Lakshmi Dr.Felcy		Pending

Members and Coordinators Present and Signatures dated 13.12.2019

Name & Initials of Members/Coordinators	Signature with date
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 Gopan-HOD Management Studies	
Prof Veena-HOD-Commerce	
Prof Aparna-HOD languages	
Prof Kiran-HOD FAD	
Prof Dr Felcy-Director-MCA	
Prof Paul HOD-BHM	
Ms Poornima-Principal Secretary	

Ms.Swagatha-Asst Prof-Member	
Ms.Soumya Unnikrishnan-Asst Prof-Member	
Dr.Lakshmi-Asso Prof-Member	
Mr.Praveen-Asst Prof-Member	
Dr.Lalitha-Associate Professor	
Dr.Swarnalatha-Associate Professor	
Dr.Jency-Asst Professor	