MINUTES OF AUTONOMOUS STEERING COMMITEE, MEETING HELD ON 06.04.2021

Meeting Time: 02:00 pm to 5:00pm	Location: IQAC Office	Date: 6.04.2021

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	Ms.Kalpana
MembersPresent	**Prof Rose Mary Balappa- Principal TJC, Prof Dr.C.Karthikeyan Director IQAC, DrFelcy-Member, DrDippiVerma-Member**
Leave of Absence	NIL

Sl. No.	Matters on the Agenda	Responsibility/Individual/ Team/Committee	Action Date	STATUS QUO
1.	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. 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)	**Collation of Documents**	**30.4.2021**	Progress

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 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.			
2.	 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 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. 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		**30.04.2021**	Progress

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<tr><td>3.</td><td>Reward Strategies for the departments</td><td>HODs</td><td></td><td>Progress</td></tr>
<tr><td>4</td><td>HODs Audit for CPD and other official documents</td><td>IQAC</td><td>09th April Onwards</td><td>Progress/ Corrections in Progress after audit</td></tr>
<tr><td>5</td><td>CPD audit for UG courses to start from 21 st April.</td><td></td><td></td><td>Progress/ pending from HODs</td></tr>
<tr><td>6</td><td>Revised Audit Schedule 2020-21
Q-1 & Q-2
For HODs
<table>
<tr><td></td><td>Department/Cell</td><td></td><td>Time</td></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>Progress</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 06.04.2021. 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.DippiVerma- Coordinator	
Dr.Felcy Judith-Coordinator	
Dr.Jency-Coordinator	
Ms.TresaDency	
Mr Paul HOD - BHM	
DrLaxmi –HOD MBA	
Mr.Praveen –HOD FAD	
Ms.Neelanjana- HOD Languages	
Ms.Priya- HOD Commerce	