MINUTES OF AUTONOMOUS STEERING COMMITEE, MEETING HELD ON 12.10.2021

Meeting Time: 02:00 pm to 5:00pm	**Location: IQAC Office**	**Date: 25.10.2021**

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

Sl. No.	Matters on the Agenda	Responsibility/Individual/Team/ Committee	Action Date	STATUS QUO
1.	**UG Orientation: Orientation programmes for the UG Courses to be started from 07th October to 11th October from the reopening date and completed.**	**IQAC**	**11.10.21**	**Completed**
2.	**NEP Familiarisation Training Series to be planned: NEP familiarization training to Teaching and Non-Teaching staffs with a training calendar to be prepared and displayed.**	**IQAC**	**20.10.21**	**Completed**
3.	IQAC Audit: All Departments completed for LIC and autonomous data submission.	**IQAC**	**17.10.21**	**Completed**
4.	**Advance copy and UGC copies for the autonomous process to be submitted.**	**IQAC**	**29.08.21**	**Completed**
5.	**Best Practices**: All departments to submit their best practices hard copy and soft copy for updations to website and documentation.	**HODs**	**20.10.21**	**In Progress**

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<tr><td>6.</td><td>Centers of Excellence: Six Centers of Excellence to submit a report on the achievements in the past few years and a note for the website updation.</td><td>HODs</td><td>12.10.21</td><td>In Progress</td></tr>
<tr><td>7.</td><td>Orientation for 1ST Year UG under the NEP Scheme: Orientation as per the approved plan for the 1st Sem under the NEP syllabus started from 07.1021.</td><td>HODs</td><td>07.10.21</td><td>Completed</td></tr>
<tr><td>8.</td><td>CPD Presentations for ensuing 1st Sem NEP Syllabus to begin from 21.10.21.</td><td>HODs</td><td>21.10.21</td><td>In Progress</td></tr>
<tr><td>9.</td><td>IQAC Members Meeting: Meeting to be conducted on the progress of files related to the autonomous on 14.10.21 at IQAC Office.</td><td>HODs/IQAC Members</td><td>14.10.21</td><td>In Progress</td></tr>
<tr><td>10.</td><td>IQAC Audit Observation: Replies for the IQAC audit completed with compliance report to be submitted by the HODs on 19.10.21</td><td>HODs</td><td>19.10.21</td><td>In Progress</td></tr>
<tr><td>11.</td><td>Pending Critical Tasks of IQAC Members and Ph.D holders:
<table><tr><td>1</td><td>COE – all departments hard copy</td></tr><tr><td>2.</td><td>Samyoga Journal</td></tr><tr><td>3.</td><td>ICSSR Funding-2 project</td></tr><tr><td>4.</td><td>ICSSR UHV-Funding</td></tr><tr><td>5.</td><td>TJCASSR Documents</td></tr><tr><td>6.</td><td>TJCASSR Presentation</td></tr><tr><td>7.</td><td>MOM IQAC File update</td></tr><tr><td>8.</td><td>NAAC Meetings held file</td></tr><tr><td>9.</td><td>NEP IQAC
Credit hours
Credit points
Time Table
Electives list</td></tr><tr><td>10.</td><td>IQAC MOUs of departments</td></tr><tr><td>11.</td><td>UBA-Unnath Bharat Abhiyan</td></tr><tr><td>12.</td><td>JBA-Jal Shakthi Abhiyan</td></tr><tr><td>13.</td><td>CPDs Presentation/Observation</td></tr><tr><td>14.</td><td>NCC</td></tr><tr><td>15.</td><td>AICTE-Files</td></tr><tr><td>16.</td><td>NAAC-Files</td></tr><tr><td>17.</td><td>PG Orientation Files</td></tr><tr><td>18.</td><td>Department Best</td></tr></table></td><td>Vice Principal and HODs</td><td>20.10.21</td><td>In Progress</td></tr>
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	<table><tr><td></td><td>Practices</td></tr><tr><td>19.</td><td>FUNDING-files of various departments</td></tr><tr><td>20.</td><td>Autonomous Files by all departments completion</td></tr><tr><td>21.</td><td>Department PPT presentation for Autonomous</td></tr></table> **The co-ordinator of the IQAC Dr.Felcy Judith and the Vice Principal to allocate the work and complete the above tasks by 20.10.21.**			
12	• Introduction to NEP Sister Rose Mary, Principal, TJC Dr . C. Karthikeyan , IQAC Director , Principal , TIMS • Guidelines for Multiple Entry and Exit in Academic Programmes 29-10-2021 Dr .Felci • Credits 02-11-2021 Dr .Lakshmi Vice Principal • Grading System 04-11-2021 Mr. Sebi • Case Studies 08-11-2021 Dr . Lalitha • Creative products 10-11-2021 Dr . Veto • e Portfolios 12-11-2021 Dr . Monika Ranka • Filed Work 15-11-2021 Ms. Priya • ICT Quiz 17-11-2021 Mr. Praveen Kumar • NEP CIA Plan 19-11-2021 Dr . Monica. S • Open book exams 23-11-2021 Dr.Indu • Student seminars 25-11-2021 Dr. Geetha	IQAC	**27-10-2021 to 25.11.21**	**In Progress**

The MOM as recorded in the **Coordinators Presence and Signatures dated 25.10.2021. 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	Sr. Rose Mary Balappa
Prof Dr.C.Karthikeyan, Director IQAC, Chairperson Autonomous Steering Committee	
Dr.Lakshmi SR Vice-Principal	Lakshmi
Dr.Felcy Judith	
Dr.Dinakaran-Coordinator	Dinakaran

Ms.TresaDency	
Mr Paul HOD - BHM	
DrLaxmi –HOD MBA	
Mr.Praveen –HOD FAD	
Ms.Neelanjana- HOD Languages	
Ms.Priya- HOD Commerce	