(Affiliated to Bangalore University)
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MINUTES OF INTERNAL QUALITY ASSURANCE CELL

Meeting Time: 3.00pm to 4.30pm	Location: Principal Office	Date: 12.09.2019

Meeting called by	Director IQAC, Prof Dr.C.Karthikeyan
In the Chair	**Chairperson, IQAC- Sr.Rose Mary**
Members Present Dept	Principal,Administrator,IQAC Director & IQAC 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, Prof Sathish Khalko-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**

Sl.No.	Matters on the Agenda	Responsibility/ Individual/Team/Committee	Action Date	STATUS QUO
1	**Academic Audit by IQAC Team:** Team IQAC Academic Audit Committee, comprising of Prof Dr.C.Karthikeyan, Sister Rose Mary, and Prof Suresh, are to audit the entire Departments as per the guidelines of IQAC for checking the effective functioning of the departments as well as to assess to conduct a SWOC on the operational strength apart from the leadership effectiveness of the department. It includes completion of tasks as per COE, and ARM for the attendance check on the department.	Prof Dr.C.K/Sister Rose Mary/Prof Suresh	12.09.19	Completed First round of Academic Audit.

2	**Collection of AQAR Data:** Circular comprising of various CRITERIA as per the AQAR format, for collection, compilation and submission to IQAC by	Prof Dr.C.Karthikeyan	20.08.19	Completed
	HODs to be sent, with 3 different dates for different sub-heads for effective compilation to be sent by IQAC. 1st Submission of all 3 questions of 7 Criteria: 25 Aug 2019. 2nd Set of Questions of AQAR of all criteria : 29.08.2019, and 3rd and remaining parts on 06.09.2019.			
3	**Collation of AQAR target dates:** Three different dates were decided by the committee members for making collection of AQAR data to be completed by 06.09.2019.	Prof Dr.C.Karthikeyan	06.09.2019	Completed Collection from All Departments
4	**AQAR completion status review Meeting:** the IQAC decided to hold a meeting after verification of the data collection of AQAR, on the grey areas and the areas of concern sent through mails to all the departments. Status review to be given by the Director on 12.09.2019	Prof Dr.C.Karthikeyan	12.09.2019	Completed
5	**Addressing to all staffs of TJC on completion of AQAR and the deficiencies :** The IQAC director suggested for all faculty meeting to advice and update on the importance of the concern areas under various criteria, to take the activities towards progressive direction, and the kinds of quality initiatives to be taken by the department. The fixing of responsibilities to all departments and their HODs were to be allocated to improvise the quality of activities and to take the accreditation status to next levels.	Principal and Prof Dr.C.Karthikeyan	12.09.2019	Completed

Members and Coordinators Present

Name & Initials of Members/Coordinators	Signature
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 Sathish Khalko-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-Asst. Prof-Member	
Mr.Praveen -Asst. professor	