MINUTES OF AUTONOMOUS STEERING COMMITEE,MEETING HELD ON 12.01.2021

Meeting Time: 02:00am to 05.00pm	Location: IQAC Office	Date: 12.01.2021

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

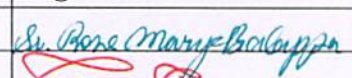
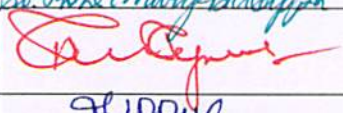
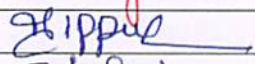
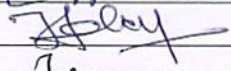
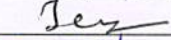
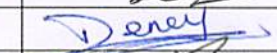
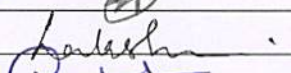
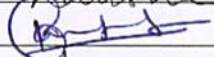
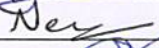
Sl.No.	Matters on the Agenda	Responsibility /Individual/Team/Committee	Action Date	STATUS QUO
1.	**Academic Audit Committee Heads Meeting**: The Director IQAC introduced the Core Autonomous Steering committee and introduced the members. He briefed the entire Concept of the autonomous Academic Audit Committee and its importance of the roles and responsibilities of the members of the academic audit cell and the importance of the work in the autonomous process for the speedy completion of the same, so that the application for the conferment of autonomous application shall be filed in time.	Autonomous committee	11.1.21	Completed
2.	**The task list for the Academic Audit committee**: The examination committee of the exam cell TJC were briefed on the following areas for their improvisation and completion of the work related to the following:	Dr Lakshmi Mr.Paul Ms.Neelanjan Ms.Priya and HODs	15.2.21	Preliminary Meeting Completed and All HODs to drive their

	• **Calendar of events for all the Courses and Semesters:**The entire course related academic activities that includes the UG/PG and para-academic events that are extra-curricular, co-curricular, extension as well major/minor project shall be included, and that shall include even the internals apart from the TERM END University Exams. The University COE needs to coincide with the • **Reforms in the last five years** related to academic activities. HODs to project the developments and plans post autonomous. • **Time Table**: Timetables that are linking to the Goal setting related to reforms in the academic activities of the last five years course wise and year wise including the ensuing academic activities are to be prepared and to be put up in the files to the **TJC IQAC**, with the outcomethat supports results achievements. • **Subject allocations done** for academic years. • **Class plans** done so far and for the ensuing academic years. • **Teaching Plans** with clear outcomes specified. • **CIA process** and its accomplishments so far • **Certificate Courses: value addition and subject related Certificate Courses** • **Field Projects:** Funded/Non-Funded, Academic/Non-Academic activities. • **Internship Records: Paid –Unpaid** for the previous years. Reports of the INTERNSHALA for the ensuing years. • **Pedagogy: For all courses** department wise/course wise and year wise. • **Mini Projects/Subject related** projects for the previous year's/ensuing academic years. • **Defined Learning Outcomes** of the subjects course wise/year wise for all			team and committees as per the directions to complete the collation of the data be formed.

	subjects and courses. • **Industrial visits** that are subject related. • **Guest lectures/Seminars/Webinars** exclusively done for the subjects. • **Value addition for all subjects/courses** department wise/year wise. • **Subject wise value additions** done by respective teachers. • **Workshops conducted subject** wise/year wise for all the courses. • **Webinars conducted during** the previous year's course wise subject wise. • **Exhibitions conducted for COURSES LIKE BHM/FAD.**			
3.	**Teacher Observation Reports for the subject classes at regular intervals by HODs Department wise/ Course wise:**Observation reports of all the subjects related to teaching are to be prepared.	HODs	28.1.21	Processed
4	**CTL program for faculty development:**HODs to consolidate the reports of the levels/kinds of training conducted by the CTL and its report of the same to be collated.	HODs	17.2.21	Processed
4	**All faculty meeting and announcement of autonomous process: All faculty meeting was called for the HODs/Staffs for all the departments and the committee members followed by questions discussed the following agenda besides introduction of the autonomous committee and a brief speech. The agenda discussed were the following:** • Permission letter for access to people soft for the previous years. • Permission letters for purchases • Permission letters for augmentation of resources • Permission for request for change of working hours • Formation of statutory body • Formation of non-statutory body	HODs/Faculty Members	As required	In progress

	• Circulars for departments • Circulars for all HODs • Circulars for all coordinators • Circulars for all departments • Circulars for other requirements The **deadline** for all the above are set as **20/02.21**, failing which the entire working hours will change as desired by the departments/committee members.			
5	**Academic Achievements of all the departments:**Student/faculty achievements apart from the subject/college related activities are to be recorded and submitted to display the ability of the department to go beyond the routine.	HODs	As required	Processed
6	**Interactive session for the System Admin and the Lab assistants:** A session to be arranged by the IQAC for the familiarization on the autonomous process for the System Admin and support staffs of the Labs to be done, along with the committee to maintain the website.	HODs	09.1.21	completed
7	**PTA meetings, minutes and feedback:** The records of the PTA meetings and related documents by way of feedback to be maintained by the HODs and to be processed as file/document for the previous 5 years.	HODs/PriyaThenishery	15.02.21	Draft in process
8.	**Manuals/SOPs for the labs to be created:** All the labs to make the precautionary/practical manuals as per the latest SOPs circulated by the universities.	HODs	20.01.21	Demand letter to be made
9.	**Safety Manuals for the students using the lab and Covid Protocol manuals to be displayed:**	Principal	20.2.21	Processed
10.	**Proposal for 50 minutes class from post the first review:** It has been principally agreed that the timings of the classes to be changed from 1 hr to 50 minutes to adjust for the autonomous work to be implemented.	Principal	28.2.21	Processed

The MOM as recorded in the **Coordinators Presenceand Signatures dated 12.01.2021. 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	