NAAC
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

T. JOHN COLLEGE

BSI ANAB ACCREDITED
British Standards Institution ISO 9001- 2008

(Affiliated to Bangalore University)
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MINUTES OF AUTONOMOUS STEERING COMMITEE, MEETING HELD ON 17.12.2021

Meeting Time: 10:00am -12:30pm	**Location: IQAC Office**	**Date: 17.12.2021**

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	**Prof Dr.C.Karthikeyan, Chairperson, Prof Rose Mary Balappa, Principal TJC, Dr.Lakshmi Vice Principal,**
Rapporteur	NIL
MembersPresent	**Prof Rose Mary Balappa- Principal TJC, Prof Dr.C.Karthikeyan Director IQAC,Dr.Lakshmi Vice Principal, Dr. Lalitha-Member Ms.Priya Member, Mr.Praveen Member ,Mr.Siby Member,DrFelcy-Member, Ms.Sneha Member, Mr.Jisty Member,Mr.Lokesh Member,**

Sl. No.	Matters on the Agenda	Responsibility/Individual/Team/Committee	Action Date	STATUS QUO
1.	Reformation of NAAC Committee Submission of IIQA/SSR Criteria	Criteria Heads/IQAC Members/Dr Felcy and Team	15 Dec	Completed Submission of IIQA
2.	Review on IIQA/SSR with external experts	IQAC Team /Autonomous Committee	13 Dec	Appointed and Consulted/ Action Completed
3.	Preparation of Criteria Details for SSR 1st draft	HODs/Criteria Heads/IQAC/Dr	16 Dec	In Progress

		Dinakaran/Felcy		
4.	SSS questionnaire awareness to students and conducting the survey	Vice Principal/Criteria Heads/IQAC/HODs	14 Dec	Completed
5.	Training Series in NEP	IQAC HODs/Coordinators	15 Jan	Basic Completed/Application Training in Progress
6.	Department must conduct programs with social responsibilities	HODs	15 Dec	In Progress
7.	Preparation of training calendar for training and placement	HODs Placement Coordinator	05 Dec	In Progress
8.	CPD Presentations for upcoming PG programmes	HODs	15 Jan	In Progress
9.	IQAC Members Meeting: Meeting to be conducted on the progress of files related to the NAAC criteria for discussion on levels of completion	HODs/IQAC Members	01 Dec/4 Dec/11 Dec/17 Dec	Completed
10.	Approval for NCC and selection of students	IQAC Mr.Yuvaraj	01 Nov 21	Completed for the current year and Program started
11.	Start of 1ST Internals for PG	Exam Cell	10 Dec 21	Completed
12	Audit on club activity outcomes and Skill Based Development.	IQAC	03 Dec	Audit in Progress
13	Audit on Course Completion and Training status on CVESD Classes	Vice-Principal	20 Nov	Classes In Progress
14.	Psychometric Training for PG	Dr.C.Karthikeyan	06 to 12 Dec	Completed

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Name & Initials of Members/Coordinators	Signature with date
Prof Rose Mary Balappa, Principal TJC	Sr. Rose Mary Balappa 10/12/2021
Prof Dr.C.Karthikeyan, Director IQAC, Chairperson Autonomous Steering Committee	
Dr.Lakshmi SR Vice-Principal	Lakshmi
Dr.Felcy Judith	
Mr Sibi HOD - BHM	

Dr. Lalitha –HOD MBA	
Mr.Praveen –HOD FAD	
Ms.Priya- HOD Commerce	
~~Mr.Jisy~~ BHM Jasty P Joy	
Mr.Yuvaraj BHM	
Mr.Lokesh placement Coordinator	