MINUTES OF IQAC MEETING HELD ON 11.04.2023

Meeting Time: 02.00pm -03:30pm	Location: IQAC Office	Date: 11.04.2023

Meeting called by	Director IQAC, Prof Dr.C.Karthikeyan
In the Chair	Chairperson, IQAC, Sis Rose Mary Balappa IQAC Director 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	Ms.Suji, Principal Secretary
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, Mr.Yuvaraj Member.
Leave of Absence	NIL

Agenda	Matters on the Agenda	Responsibility / Individual/ Team/ Committee	Action Date	STATUS QUO
1.	IQAC bi-annual meeting for IQAC Members and Faculty of TJC	IQAC	26.04.2023	In Progress
2.	TJC Annual Report Submission to Management for Review	HODs	10.03.2023	Completed
3.	Review Meeting on Pending Works Departments	IQAC	01.03.2023	Completed
4.	Bi-Annual SSS feedback from Student Stakeholders as per NAAC regulations	IQAC/HODs	15.03.2023 to 30.03.2023	Action Plan in Progress
5.	Annual Budget for Upcoming Semester from Department	HODs	31.03.2023	Completed
6.	Department ISO Audit Schedules	Vice Principal/ISO Coordinators	31.03.2023	Completed

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7.	**Submission of 7 Criteria Files to IQAC**	**HODs/Dept IQAC Coordinators**	**31.03.2023**	**In Progress**
8.	**ISO Audit Schedule and Review Meetings Internal Schedule:** **A meeting on the ISO Coordinators of various departments to be held at IQAC office to apprise the internal ISO audit Schedule to be done by the coordinators of the respective departmens. The schedule of the ISO audit will be done as per the schedule made by TJC ISO coordinator.**	**ISO Coordinators TJC**	**10.01.23**	**Consolidated Report to be submitted**
9.	**Feedback on Internships from Employers**	**Placement Office /HODs/Placement Coordinators**	**03.01.2023**	**To be submitted by 24.04.2023**
10.	**Feedback on Internships from Students**	**Placement Officer/ HODs/Placement Coordinators**	**03.01.2023**	**To be submitted by 24.04.2023**
11.	**Department Presentations by HODs on Progress/Plans and Action Plans for Ensuing/Upcoming Semesters**	**Vice Principal/HODs**	**15.03.2023**	**In Progress**
12.	**The IQAC Director briefed on the Importance of ISO audit and gave the guidelines as prescribed the ISO Certification Audit team to the ISO coordinators. They are the following:** All the ISO coordinators/Representatives including the stake holders involved in the process of ISO 9001-2015 are requested to utilise the guidelines as given below: • **ISO Audit will be a fact finding exercise** and not fault finding. • The **primary aim is to provide scope for improvement** at all	**HODs/TJC ISO Coordinator**	10.01.23	In Progress

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	levels every time at every level. • **Certification is Valid only for 3 years** and hence the deadlines will be strictly shorter to have breathing time/or lapse time. Hence departments are to be consistent in maintenance of quality sustenance to keep ISO 9001-2015 in practice. • Audit will be more on conformance to standards as well as on the compliance review. • **Regulatory compliance** like the AICTE/NAAC/LIC/UGC/University etc is to be strictly maintained. • **Awareness as well as the ability to differentiate** minor NCs/Major NCs, and its repercussions by the auditors (internal) as well as the stakeholders (the department faculty members). • **One Audit session** whether done by Internal MR/External needs to be of **8hr duration** with prior guidelines issued on the purpose of audit to the stakeholders. The **Focus Areas Recommended** is: • **A clear plan on ISO audits** by the internal auditors along with regular review meetings. • **Action taken reports on the NCs found.** • **Regularity /Consistency of review meetings** and visible evidences of improvisation in every Key result area that helps the stakeholders. • **Concentration on the list of Internal /External issues** related to the function of departments/units/institution. • **Regulatory requirements** for the courses, with deep drill down on			

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how the course can sustain its quality. It shall include the statutory/non-statutory and compliance regulations.

- **Regular review on the legal requirements** and (strict adherence to the legal requirements).
- **List of interested parties** that play the supportive role for the student support like the Transports, Sports, Hostel support and Restaurants that adds value for life of the stakeholders.
- **Reporting relationships**, its nature, scope and contribution towards improvisation in quality enhancement in service delivery.
- **Unit level objectives linking to vision** of the organisation and the travel consistency towards achieving the vision with evidence based support activities audited.
- **Internal Audit, Auditors role, Audit Contribution** and Auditors contribution to all the departments including the stakeholders. Like objectivity and scope of the Internal Auditors role in the organisation and steps taken towards maintenance of standards of ISO 9001-2015.
- **Management Review meetings,** MOMs and action taken reports.
- **Root Cause Analysis** of the eventualities either due to audit or out of scope of audit for any reasons beyond controllable are to be maintained at every level.

The above shall be base guidelines on which the INTERNAL AUDITORS shall

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	contribute to the sustainable practices of audit as per ISO 9001-2015. **(As described and briefed by the External Auditor during the Exit Meeting during the Primary Audit on 15 Nov 2022)**			
13.	**Review Process on Qualitative Observations during the two days visit by the peer committee on entire college TJC:** Also on the same lines, the IQAC Director presented the meeting with the review and observations made by the NAAC Peer committee members in the preceded NAAC accreditation process. The qualitative observations: • **Filled Up Seats are insufficient including reserved categories.** • **Only 17 percent teachers are with doctoral degrees.** • **Incentive schemes to promote publication and research.** • **Scopus/UGC CARE Journals to be taken care.** • **Funding for research from UGC needs to be done on priority.** • **Initiate MOU with other universities.** • **Research Based Learning to be enhanced in regular class/course work.** • **Initiate MOU with similar institutions to promote collaborative learning.** • **Upgrade computers with latest configuration.** • **Expansion of IT Facilities in all departments including ALL PGs.** • **Set up a registered alumni association.** • **Financial powers to Principal and HODs with effective**	PRINCIPAL/IQAC/HODs/ADMINISTRATOR	30.10.22	Actions by HODs in Progress

	decentralization. • **Professional Development of teachers of college be done periodically.** • **Complete Digitization of Library with SOUL/e-Granthalaya** • **Entrepreneurship Programme to be started immediately.** • **Field visits/Industry Visits to be enhanced.** • **Qualified and Talented faculty is inducted urgently.** • **Other issues related to faculty retention.** • **Financial Powers to Principal** • **Administrative Decentralization to smoothen the work flow.**			
14.	**Monthly follow up returns:** The IQAC Director, unveiled the action plan/process to upgrade the present actions to continue and improvise the quality outcome with meticulous monitoring by the HODs. He reiterated that the following are the information that the HODs are to regularly present to the IQAC (as per the directions of UGC/other statutory bodies in the form of returns. Not only the returns are for record sake, but with dedicated implementation of activities to collate valuable information and support to progress to next higher level was reiterated. The chairperson of IQAC also advised the HODs to have a meticulous follow up on the enlisted action process to support IQAC to make growth of institution sustainable. **a. New academic programmes initiated (UG and PG)** **b. Innovations in curricular design and**	HODs/Vice Principal/IQAC	30.10.22	Completed

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	transaction **c. Inter-disciplinary programmes started** **d. Examination reforms implemented** **e. Candidates qualified: NET/SLET/GATE etc.** **f. Initiative towards faculty development programme** **g. Total number of seminars/workshops conducted** **h. Research projects a) Ongoing; b) Completed** **i. Patents generated, if any** **j. New collaborative research programmes** **k. Research grants received from various agencies** **l. Details of research scholars** **m. Citation index of faculty members and impact factor** **n. Honors/Awards to the faculty: National and International** **o. Internal resources generated** **p. Details of departments getting assistance/recognition under SAP, COSIST (ASSIST)/DST, FIST, and other programmes** **q. Community services** **r. Teachers and officers newly recruited** **s. Teaching – Non-teaching staff ratio** **s. Improvements in the library services** **t. New books/journals subscribed and their value** **u. Courses in which student assessment of teachers is introduced and the action taken on student feedback** **v. Feedback from stakeholders** **w. Unit cost of education** **x. Computerization of administration and the process of admissions and examination results, issue of certificates** **y. Increase in the infrastructural facilities** **z. Technology up gradation** **The above are all the mandatory requirements for the departments to**			

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	comply with and the IQAC is to update on all the matters concerned in the forms of returns and maintained for the audit by the statutory bodies. This list is in compliance with UGC on directions to IQAC.			
15.	**Action Plans to be made by the HODs of all departments:** The IQAC Director reiterated that the action plan/process to upgrade the present actions to continue and improvise the quality outcome with meticulous monitoring by the HODs and also precisely plan and submit the same to IQAC for further process. **a. Computer and internet access and training to teachers, non-teaching staff and students** **b. Financial aid to students** **c. Activities and support from the Alumni Association** **d. Activities and support from the Parent-Teacher Association** **e. Health services** **f. Performance in sports activities** **g. Incentives to outstanding sportspersons** **h. Student achievements and awards** **i. Activities of the Guidance and Counseling unit** **j. Placement services provided to students** **k. Development programmes for non-teaching staff** **l. Good practices of the institution** **m. Linkages developed with National/ International, academic/research bodies** **n. Action Taken Report on the AQAR of the previous year** **o. Any other relevant information the institution wishes to add.** The Chairperson and the Director IQAC thanked all the members. They also thanked the coordinators of various	HODs of all Departments	30.10.22	In progress HODs to give presentation to IQAC by 30.04.20203 . Info to be added to Annual Report on collation.

	departments for being present and cooperating to move up further in action plans. The chairperson also ended with the thanking note for the matters that that got approved today in the meeting The members present were appreciated for their patient hearing. The meeting ended at 17:30 hrs.			
16.	**IQAC Review Process:** As on date, the IQAC Director Presided the meeting with the review and observations made by the NAAC Peer committee members in the preceded NAAC accreditation process. The points from all the Criteria including the Department wise observations were taken for discussion and every point of observation were meticulously discussed for Action to be taken was briefed by the Director IQAC to all members and the HODs of various departments. The following were the agenda for each departments discussed as per the observations of NAAC: **FAD DEPARTMENT** • **SAFETY MANUALS WITH SOP BE DISPLAYED AT EVERY PLACE** • **WASTE DISPOSAL PROCEDURE TO BE DOCUMENTED (THE ENTIRE PROCESS THE INCLUDES DISPOSAL AND RECYCLING IF ANY).** • **ALL STUDENTS EXPERIEMENTS SHALL BE HAVING AN AIM OF INNOVATION (PROCESS &**	**All HODs**		**Pending from All HODs except BHM raising a query on the observation made by NAAC**

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	PRODUCT). • ACTIVITIES CAN BE THOUHT TOWARDS PROCESS INNOVATION, LOCAL MARKET SELLING, PATENT MAKING ETC COMPUTER SCIENCE DEPARTMENT • SYSTEM UPGRADATION • AIR CONDITIONING THE LAB • RELEVANT TECHNOLOGY ASSISSTED SOFTWARES • RELAVANT TEACHING PEDAGOGY • I-PAD ON RENT TO ALL STUDENT THROUGH FEE DEPOSIT, (For Add On Courses) • More Concentration on VAP • UP grading to state of the art software architecture. • Servers to be faster with lab requirements. • Sharing to other departments the skill development courses services with the support from other colleges (and similar exchange) BHM • Heat Treatment for cleaning of utensils to avoid fungi/bakery on the utensils, • Indian Food Festival to be carried out in other places • Honorary Prof of Practice as Chefs from all top restaurants shall take class. • SOULE Software shall be demanded • Commercialisation for internal			

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	cooking activity to improve the craftsmanship. • Charges to the sister concern for the cooking/serving food to bring the culture of ED skills among students. Action plan on the above will be submitted by HOD on 30.10.22 to IQAC			
17.	India Today Ranking Survey Documents completion for 2022-23 ranking.	HODs	31.12.2022	Completed
18.	MDRA ranking Survey Documents for 2022-23	HODs	31.12.2022	Completed
19.	Combined News Letter for TJC	HODs	20.01.23	In Progress
20.	Samyoga Academic Research Journal	HODs/Research Cell	30.01.2023	Next Issue In Progress
21.	International Conference Plan by Departments	HODs/Research Cell	10.01.2023	In Progress
22.	National Conference Plan by Departments	HODs/Research Cell	10.01.2023	In Progress
22.	FDPs/Workshops/Guest Lecture Plans	HODs/Research Cell	10.01.2023	In Progress
23.	Prof of Practice (POPs) schedules from Departments	HODs	10.01.2023	In Progress

Name & Initials of Members/Coordinators	Signature with date
Prof Rose Mary Balappa, Principal TJC	Dr. Rose Mary Balappa 13/01/2023
Prof Dr.C.Karthikeyan, Director IQAC	
Dr.Lakshmi SR Vice-Principal	
Dr.Felcy Judith-HOD Computer Applications	
Mr Sibi HOD - BHM	
Dr. Lalitha –HOD MBA	
Mr.Praveen –HOD FAD	
Ms.Priya- HOD Commerce	
Mr.Jasty BHM- In-Charge Exam Cell	
Mr.Yuvaraj- BHM, Member	
Mr.Lokesh placement Coordinator	
Mr. Govind- PE-Director	
Mr. Abraham Vatakancherry, Member- Industry Academia	In Absentia

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