MINUTES OF IQAC MEETING HELD ON 29.08.2022

Meeting Time: 10:00am -12:30pm	Location: IQAC Office	Date: 29.08.2022

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.Karthi... Director IQAC,Dr.Lakshmi Vice Principal, Dr. Lalitha-M... Ms.Priya Member, Mr.Praveen Member ,Mr.Siby Member,Dr.Ve... Member, Ms.Sneha Member, Mr.Jisty Member,Mr.Lokesh Memb... Mr.Yuvaraj Member.**
Leave of Absence	NIL

Sl. No.	Matters on the Agenda	Responsibility /Individual/ Team/ Committee	Action Date	STA... QI...
1.	All payments towards NAAC peer team onsite /hybrid visit paid after pre-qualification clearance	IQAC/PRINCIPAL	24.07.22	Complete...
2.	Surprise Check of files maintained by Departments by IQAC for NAAC accreditation process.	IQAC/VP	29.08.22	Completed
2.	All criteria 1to 7 for all the department related matters to be kept ready.	CRITERIA HEADS AND HODs	24.07.22	In Pro...
3.	Action taken report on previous MOMs to be completed by 25 Jul 22	IQAC	24.07.22	Com...
4.	ISO 9001-2015 by external ISO member	IQAC	27.07.22	Complete

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	audit on IQAC on 27.07.22			
5.	Comprehensive file list of the department printed and submit to IQAC/Principal office by 24thJan.	HODs	30.01.22	Completed
6.	Departmental files regarding all the operational issues including NAAC/Autonomous documents to be ready by 28th Jan.	HODs	30.01.22	Deadline extended to 10.06.2022
7.	BLAZE student's sports and cultural fest for Inter Collegiate planned for 2nd and 3Rd Aug 22.	HODs	02&03.08.22	In Progress
7.	NAAC Inspection dates finalized by NAAC as on 04 &05 Sep 2022. All Planned activities to be completed as per the dates scheduled.	HODs/IQAC/PRINCIPAL/VICE PRINCIPAL	4&05 Sep 2022	Work in Progress by IQAC/HODS/DEPARTMENTS
8.	NAAC Mock presentation by HODs with other department HODs for IQAC Check.	IQAC/Principal/HODs	11 Aug 2022	In Progress
7.	All registers (all operational as well as others) needs to be updated and kept ready for inspection.	HODs	30.01.22	By 10.06.2022
8.	CVSED outcome report course wise that includes the student's feedback report to be kept ready by 26th Jan.	HODs	30.01.22	Completed
9.	Audit Report to be made by IQAC	IQAC	20.08.22	Completed
9.	Remedial classes files with outcome reports for all the courses.	HODs	30.01.22	Completed

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10.	Results analysis files of all subject/course wise.	HODs	30.01.22	Completed
11.	Completion of Criteria Heads Presentation for Familiarisation	HODs/Criteria Heads	30.03.22	Completed. Corrections Suggested.
12	Online classes conducted through teams, as much proofs as possible related to classes/assignments and students presentations to be kept in soft copies with one hard copy in file.	HODs	30.01.22	Completed
13	Best practices of the departments with proofs.	HODs	30.01.22	In Progress
14.	News letter for the upcoming Feb to be released by all departments.	HODs	30.01.22	Completed, Awaiting Released in Website
16.	Rubrics used for the Subjects/activities files.	HODs	30.01.22	Along with CPD completed
17.	NEP pedagogy along with course details.	HODs	30.01.22	Completed
18.	Mentoring files for all faculty /subject wise.	HODs	30.01.22	Completed
19.	All activities conducted for students in the departments and feedback on the same for showing outcome.	HODs	30.01.22	Completed
20.	DVV observations correction and submission for NAAC is in progress.	HODs/Criteria Heads	Unspecified	Completed in Full
21.	Departmental NAAC PPT presentation audit for departments by IQAC. Start Date: 11.03.22.End Date: 17.03.22.The Meeting ended with vote of thanks by the IQAC Director	HODs	17.03.22	Completed Initial 3 Rounds for all departments Final Round to be done on 09.06.2022

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	welcome the NAAC Peer Committee-Mr.Yuvraj and Mr.Bhavnish iii. Arrangement of Dhoti, Petta, Red Carpet for the corridor, Flower Bouquets, Garlands, Memento, Stationery-Ms.Neethi-Ms.Nagarajeswari iv. Arrangement of Hotel Stay for the guests-Mr.Lokesh and Mr.Abhishek **Committee Members:** a. Ms.Neethi, b. Ms.Jayasree c. Stand by **2. INFRASTRUCTURE COMMITTEE** **Responsibilities:** i. Technical -Mr.Harish ii. Electrical Infrastructure-Mr.Praveen, Mr.Hridayraju iii. Cleanliness of the campus-Mr.Paul,Mr.Sanoj iv. Working of all the equipments in lab-Ms.Mamta(FAD)Richard, Balakrishna,Jasty ,Mr.Loganath, ,Dr,Indu, v. Working of lift-Kumara vi. Cross checking of all the seminar halls, smart class rooms and class rooms (including laboratories)-Mr.Balakrishna vii. Library to keep all the E-resources and other documents etc ready-Rudrani and Mr.Jagadeesh viii. GymMr.Govindkumar ix. Solar Panel-Praveen x. Rain water harvesting-Praveen xi. Bio Gas-Praveen xii. Infirmary room to be ready-Mr.Punith Raj			**Incharge of Committees to Vice Principal**

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xiii. Students' Common room to be ready- Ms. Kavitha
xiv. Department wise library to be ready Ms. Sreedevi
xv. Research Cell to be ready with files and display- Dr.Veto
xvi. NSS & NCC to be ready with files and display- Punith,Yuvraj
xvii. Department wise Group Discussion Room to be prepared-Sabita
xviii. Business Lab-Dency
xix. Examination Cell-Jasty
xx. Hostels- Akhilesh,Shreemukha,Manimekhala,Ms.Souparnika (Permission to be taken),
xxi. Placement Cell- Lokesh,Mr.Jasty exam committee
xxii. Main TJC Office-Ms.Suji Alex
xxiii. Canteens-Mr.Nagraj and Bhargavi
xxiv. Psychology Labs- Dr.Geeta
xxv. Linguaphone Lab- Dr.Shiny

Committee Members:

a. Mr Punith Raj N
b. Mr Harish
c. Mr Lokanatha

3. TRANSPORTATION COMMITTEE

Responsibilities:

i. Vehicle Arrangements
ii. 3 Vehicles should be ready for the peer team in the campus
iii. Pick up & drop of the guest on time from Airport, Hotel & College

Committee Members:

a. Mr Lokesh R V
b. Mr AbhisekhRaghulan

4. FOOD & HOSPITALITY

COMMITTEE

Responsibilities:

i. Refreshments
ii. Lunch

Committee Members:

a. Satish,Yuvraj,Shreeharsha ,Antony Richards

5. **CELL & CLUB DISPLAY COMMITTEE**

Responsibilities:

i. Preparation of Files
ii. All Cells to be ready with the required information on the notice boards
iii. Preparation of charts & Models
iv. Display strategies
v. Mock Inspection of Cells
vi. Research Cell to be ready with files and display
vii. NSS & NCC to be ready with files and display
viii.

Committee Members:

a. Ms Sneha S K&Ms.DeepaCells and club in charges

6. **PURCHASING COMMITTEE**

Responsibilities:

i. Arrangement of Flower Bouquets, Garlands, Memento, Stationery
ii.

Committee Members:

a. Ms Suman Mishra
b. Ms Neethi G S

7. **FILE COMMITTEE**

Responsibilities:

i. Arrangement of department files
ii. Arrangement of NAAC files as per criteria
iii. Cell Files
iv. Club Files
v. Exam Cell Files
vi. Placement Files
vii. Committee files
viii. Mentoring
ix. TJH

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	Committee Members: Criteria Heads b. Ms Suman Mishra c. Dr. Felcy Judith **8. CULTURAL COMMITTEE** **Responsibilities:** i. Solo dance ii. Group Dance iii. Solo Song iv. Group Dance v. Band performance **Committee Members:** b. Ms Neethi G S,,Ms.Nagarajeswari, Antony Richard,Bhargavi,Ms,Renu **9. SPORTS COMMITTEE** **Responsibilities:** i. Play grounds ii. Sports Room iii. Room for Indoor Games iv. Sports Time table v. Sports equipments to be ready vi. Maintenance of registers vii. Registers **Committee Members:** a. Mr Govinda Kumar, Mr.Akhilesh,Mr.Abhishek **10. COMMITTEE FOR PHOTOS, VIDEOS& MEDIA & PUBLICITY** **Responsibilities:** i. Video of the NAAC Visit ii. Photos of the NAAC Peer Visit iii. Report of the visit to be sent to newspaper on a daily basis **Committee Members:** a. Mr Shrimukha b. Mr. Abhisekh(Professional videographer) **11. COMMITTEE FOR INTERACTION (STUDENTS, ALUMNI, FACULTY &**			

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	PARENTS) **Responsibilities:** i. Arrangement & training for the interaction **Committee Incharge:** a. Students' Interaction: Ms Priya T Dr.Monica.S, b. Faculty interaction: Dr Felcy Judith c. Alumni Interaction: Dr Lalitha P,Ms.Sneha d. Parents' interaction: Mr Praveen,Ms.Pavandeep,Mr.Paul e. Non Teachinginteraction : Buttler BHM students Steering Committee: Mr.Jasty&Mr.Abhishek, Dr.Lakshmi S R			

Name & Initials of Members/Coordinators	Signature with date
Prof Rose Mary Balappa, Principal TJC	Dr. Rose Mary Balappa 30/09/2022
Prof Dr.C.Karthikeyan, Director IQAC, Chairperson Autonomous Steering Committee	
Dr.Lakshmi SR Vice-Principal	
Dr.Felcy Judith	
Mr Sibi HOD - BHM	
Dr. Lalitha –HOD MBA	
Mr.Praveen –HOD FAD	
Ms.Priya- HOD Commerce	
Mr.Jisy BHM	

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