



## ST. JOSEPH'S COLLEGE (ARTS & SCIENCE)

Affiliated to University of Madras | Managed by Sisters of DMI  
ISO 9001:2015 Certified Institution  
Kovur, Chennai - 600 128  
[www.stjosephcollege.ac.in](http://www.stjosephcollege.ac.in)



Date: 02.01.2020

### INTERNAL QUALITY ASSURANCE CELL

#### CIRCULAR

The IQAC meeting for the academic year 2019-2020 (Even Semester) will be conducted on 08.01.2020 at 10.30 am in the Chairman room. All the IQAC members are requested to attend the meeting.

#### AGENDA

- ✚ Review of last minutes of meeting.
- ✚ Hands on training session on NAAC with criteria UGC paramarsh scheme.
- ✚ Conduct of International conference during March 2020

*O.S. Vederalli*  
IQAC CO-ORDINATOR

PRINCIPAL

Copy to-

1. All the Heads
2. IQAC members
3. Principal office

**PRINCIPAL**  
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## INTERNAL QUALITY ASSURANCE CELL

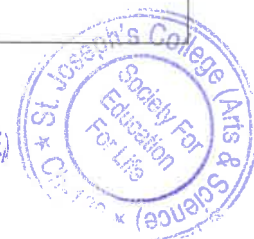
### MINUTES OF THE MEETING

The second meeting of the Internal Quality Assurance Cell for the academic year 2019-20 (Even semester) held on 08.01.2020 at 10.30 am in the Conference Hall.

#### Members of the meeting-

S. No	Name of the IQAC Member	Designation	Representation from
1.	Dr.R.Dhanapal	Principal	Chairperson
2.	Rev.Sr.Dr.K.Sandiagu Mary	Administrator	Management
3.	Dr.O.S.Vedavalli	Head - Dept of Corporate Secretaryship	Coordinator
4.	Mr.I.S.Beschi	Assistant Professor - Dept of Computer Applications	Member
5.	Dr.Thangamma N G	Head - PG Dept of Computer Science	Member
6.	Dr.Priya R	Assistant Professor- Dept of Biotechnology	Member
7.	Dr. Valarmathi K	Assistant Professor- PG Dept of Commerce	Member
8.	Mrs.Sujatha K	Head - Dept of Mathematics	Member
9.	Mrs.Christina M	Head - Dept of Business Administration	Member
10.	Mrs. Anitha S	Assistant Professor- Dept of Business Administration	Member
11.	Mr. Sabarish R	Head - Dept of Biotechnology	Member
12.	Dr.Anantha Narayanan	Assistant Professor- Dept of Mathematics, A.M.Jain College.	Educationalist
13.	Mr.Kanniyappan	Health Inspector	Parent
14.	Mr.M.D.Vardharajan	Managing Director, KNISS Laboratories Pvt.Ltd, Chennai	Industrialist
15.	Mr.M.Vigneshwar	Alumni Coordinator	Alumni

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The Principal welcomed the members of IQAC and presented the agenda for discussion.

Points Discussed-

- ✦ The minutes of last meeting is reviewed by the committee.
- ✦ Under UGC paramarsh scheme, Stella Mary's College assigned as mentors has proposed to conduct an hands on training session.
- ✦ A hands-on training session focusing on the NAAC criteria, in line with the UGC guidelines has been scheduled.
- ✦ The Management has instructed the IQAC and R &D committee to organize an International Conference during the months of March 2020.

Dr.O.S.Vedavalli, IQAC Coordinator, proposed the Vote of Thanks.

*O.S.Vedavalli*

**IQAC CO-ORDINATOR**



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South Asia

## INTERNAL QUALITY ASSURANCE CELL (IQAC) MINUTES OF MEETING 08.01.2020

### Members present in the meeting-

S. No	Name of the IQAC Member	Designation	Representation from	Signature
1.	Dr.R.Dhanapal	Principal	Chairperson	
2.	Rev.Sr.Dr.K.Sandiagu Mary	Administrator	Management	K. Sandiyachi
3.	Dr.O.S.Vedavalli	Head - Dept of Corporate Secretaryship	Coordinator	O.S. Vedavalli
4.	Mr.I.S.Beschi	Assistant Professor - Dept of Computer Applications	Member	BS
5.	Dr.Thangamma N G	Head - PG Dept of Computer Science	Member	M.A. Thangamma
6.	Dr.Priya R	Assistant Professor- Dept of Biotechnology	Member	P. Priya
7.	Dr. Valarmathi K	Assistant Professor- PG Dept of Commerce	Member	K. Valarmathi
8.	Mrs.Sujatha K	Head - Dept of Mathematics	Member	Sujatha K
9.	Mrs.Christina M	Head - Dept of Business Administration	Member	Christina M
10.	Mrs. Anitha S	Assistant Professor- Dept of Business Administration	Member	A. Anitha
11.	Mr. Sabarish R	Head - Dept of Biotechnology	Member	S. Sabarish
12.	Dr.Anantha Narayanan	Assistant Professor- Dept of Mathematics, A.M.Jain College.	Educationalist	A. Anantha
13.	Mr.Kanniyappan	Health Inspector	Parent	Kanniyappan
14.	Mr.M.D.Vardharajan	Managing Director, KNISS Laboratories Pvt.Ltd, Chennai	Industrialist	M.D. Vardharajan
15.	Ms.L.Shalini	Student Representative	Student	L. Shalini
16.	Mr.M.Vigneshwar	Alumni Coordinator	Alumni	M. Vigneshwar

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## INTERNAL QUALITY ASSURANCE CELL

### ACTION TAKEN REPORT

Action taken report on the decisions taken during the IQAC meeting held on 08.01.2020 is as follows:

Points Discussed	Decision taken	Responsibility	Target Date
Hands on Training	IQAC Coordinator is following up to conduct the session	IQAC Coordinator	Within two weeks.
International Conference	The R&D committee has proposed to conduct conference in the month of March 2020.	R&D Coordinator	March 2020.

*O. S. Vederalli*

**IQAC CO-ORDINATOR**

*[Signature]*

**PRINCIPAL**

*[Signature]*

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Date: 10.06.2019

## INTERNAL QUALITY ASSURANCE CELL

### CIRCULAR

The IQAC meeting for the academic year 2019-2020 (Odd Semester) will be conducted on 12.06.2019 at 10.30 am in the Chairman room. All the IQAC members are requested to attend the meeting.

### AGENDA

- ✚ Review of the minutes of last meeting
- ✚ Academic calendar for the year 2019-2020 (Odd semester)
- ✚ Training and placement activities
- ✚ Value added course and certificate course.
- ✚ Publications.
- ✚ Miscellaneous.

*O.S. Rederulli*  
IQAC CO-ORDINATOR

  
PRINCIPAL

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3. Principal office

  
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### INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF THE MEETING

The First meeting of the Internal Quality Assurance Cell for the academic year 2019-2020 (Odd semester) held on 12.06.2019 at 10.30 am in the Chairman room.

#### Members of the meeting-

S. No	Name of the IQAC Member	Designation	Representation from
1.	Dr.R.Dhanapal	Principal	Chairperson
2.	Rev.Sr.Dr.K.Sandiagu Mary	Administrator	Management
3.	Dr.O.S.Vedavalli	Head - Dept of Corporate Secretaryship	Coordinator
4.	Mr.I.S.Beschi	Assistant Professor - Dept of Computer Applications	Member
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9.	Mrs.Christina M	Head - Dept of Business Administration	Member
10.	Mrs. Anitha S	Assistant Professor- Dept of Business Administration	Member
11.	Mr. Sabarish R	Head - Dept of Biotechnology	Member
12.	Dr.Anantha Narayanan	Assistant Professor- Dept of Mathematics, A.M.Jain College.	Educationalist
13.	Mr.Kanniyappan	Health Inspector	Parent
14.	Mr.M.D.Vardharajan	Managing Director, KNISS Laboratories Pvt.Ltd, Chennai	Industrialist
15.	Mr.M.Vigneshwar	Alumni Coordinator	Alumni

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The Principal welcomed the members of IQAC and presented the agenda for discussion.

Points Discussed-

- ✦ The principal insisted to concentrate more on training and placement activities for final year students to enrich their employability skills.
- ✦ IQAC Coordinator instructed the criterion 1 In-charge to conduct Add-on/ Value Added / Certificate courses for all the students at regular interval. The principal instructed to get the approval of the proposed course before 22.06.2019 by all the head of the departments.
- ✦ The administrator asked all the faculty members to publish minimum one paper in reputed journal for each semester.
- ✦ The meeting ended with a vote of thanks by IQAC Coordinator.

*O. S. Rederalli*

**IQAC CO-ORDINATOR**



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING 12.06.2019

### Members present in the meeting-

S. No	Name of the IQAC Member	Designation	Representation from	Signature
1.	Dr.R.Dhanapal	Principal	Chairperson	
2.	Rev.Sr.Dr.K.Sandiagu Mary	Administrator	Management	K. Sandiyachi
3.	Dr.O.S.Vedavalli	Head - Dept of Corporate Secretaryship	Coordinator	O.S.vedavalli
4.	Mr.I.S.Beschi	Assistant Professor - Dept of Computer Applications	Member	
5.	Dr.Thangamma N G	Head - PG Dept of Computer Science	Member	N.G. Thangamma
6.	Dr.Priya R	Assistant Professor- Dept of Biotechnology	Member	
7.	Dr. Valarmathi K	Assistant Professor- PG Dept of Commerce	Member	K. Valarmathi
8.	Mrs.Sujatha K	Head - Dept of Mathematics	Member	
9.	Mrs.Christina M	Head - Dept of Business Administration	Member	Christina
10.	Mrs. Anitha S	Assistant Professor- Dept of Business Administration	Member	S. Anitha
11.	Mr. Sabarish R	Head - Dept of Biotechnology	Member	
12.	Dr.Anantha Narayanan	Assistant Professor- Dept of Mathematics, A.M.Jain College.	Educationalist	
13.	Mr.Kanniyappan	Health Inspector	Parent	
14.	Mr.M.D.Vardharajan	Managing Director, KNISS Laboratories Pvt.Ltd, Chennai	Industrialist	M.D.Vardharajan
15.	Ms.L.Shalini	Student Representative	Student	Shalini
16.	Mr.M.Vigneshwar	Alumni Coordinator	Alumni	M.Vigneshwar

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### INTERNAL QUALITY ASSURANCE CELL

### ACTION TAKEN REPORT

Action taken report on the decisions taken during the IQAC meeting held on 12.06.2019 is as follows:

Points Discussed	Decision Taken	Responsibility	Target Date
Placement activity	Placement cell instructed collaborate activities of third party for training cum placement sessions.	Placement cell coordinator.	22.06.2022.
Add-On / Certificate Courses	A committee trained exclusively to monitor conduct of certificate courses. Certificate course headed by Mrs. Flora Evangil, Assistant Professor, Department of Mathematics.	Concerned coordinator.	Within a week.

*O. S. Rederalli*

IQAC CO-ORDINATOR



*[Signature]*

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*[Signature]*

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