



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

Affiliated to University of Madras | 2(f) Status of UGC Act, 1956  
ISO 9001: 2015 Certified Institution  
Kovur, Chennai - 600 128  
Managed by Sisters of DMI | www.stjosephcollege.ac.in | sjckovur@stjosephcollege.ac.in

Date: 18.01.2021

## INTERNAL QUALITY ASSURANCE CELL

### CIRCULAR

The IQAC meeting for the academic year 2020-2021 (Even Semester) will be conducted on 21.01.2021 at 10.30 am. All the IQAC members are requested to attend the meeting.

### AGENDA

- ✚ Review of the minutes of Previous meeting
- ✚ Review of Academic calendar for the year 2020-21
- ✚ Lesson plan - Online class
- ✚ Faculty & Students Participation in online
- ✚ Webinars & FDP's
- ✚ Conduct of parent teachers meeting in online by all the departments

*O.S. Federally*  
IQAC CO-ORDINATOR

*[Signature]*  
PRINCIPAL

Copy to-

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

*[Signature]*  
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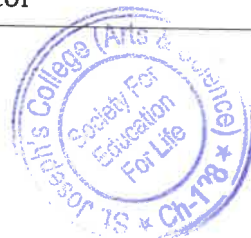
## INTERNAL QUALITY ASSURANCE CELL MINUTES OF THE MEETING

The second meeting of the Internal Quality Assurance Cell for the academic year 2020-2021 (Even semester) held on 21.01.2021 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.Ruban	Principal	Chairperson
2.	Rev.Sr.A.Antoniammal	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 the previous meeting were reviewed and approved without any amendments.
- ↓ The Academic calendar for the year 2020-21 was discussed and noted that the calendar aligns with the academic requirements and there were no major concerns raised.
- ↓ The implementation of the lesson plan for online classes was discussed. Faculty members shared their experiences and strategies for effective online teaching. It was agreed to continue refining the lesson plans to enhance student engagement and learning outcomes.
- ↓ The participation of both faculty and students in online classes was assessed. Strategies to increase participation and interaction were deliberated upon. It was emphasized that faculty members should encourage active participation from students through various means such as polls, quizzes, and discussions.
- ↓ The upcoming webinars and Faculty Development Programs (FDPs) were discussed. Suggestions for relevant topics and speakers were welcomed. It was decided to circulate a schedule of upcoming events and registration details to all faculty members.
- ↓ The feasibility and logistics of conducting parent-teacher meetings online were explored. Departments were tasked with devising a plan for conducting online parent-teacher meetings effectively. It was emphasized that clear communication channels should be established to ensure smooth coordination and participation.

*O. S. Federalli*  
IQAC CO-ORDINATOR

  
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING 21.01.2021

Members present in the meeting-

S. No	Name of the IQAC Member	Designation	Representation from	Signature
1.	Dr.R.Ruban	Principal	Chairperson	
2.	Rev.Sr.A.Antoniammal	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.	Ms.P.Vinothini	Student Representative	Student	
16.	Mr.M.Vigneshwar	Alumni Coordinator	Alumni	

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## INTERNAL QUALITY ASSURANCE CELL

### ACTION TAKEN REPORT

Action taken report on the decisions taken during the IQAC meeting held on 21.01.2021 is as follows:

Points Discussed	Decision Taken	Responsibility	Target Date
Academic Calendar 2020-21	<ul style="list-style-type: none"><li>➤ Determined the dates for the start and end of the academic semester, holidays, exam periods, and other key academic events.</li><li>➤ Including dates for significant events such as commencement, orientation, faculty meetings, and student activities.</li></ul>	All heads of the Department.	Within a week.
Webinar & FDPs	<ul style="list-style-type: none"><li>➤ Identified the relevant and current topics that align with participants' interests and professional development needs.</li><li>➤ Ensured a reliable and user-friendly platform for hosting the webinar.</li></ul>	FDP coordinator.	Academic year 2021.

*O. S. Rederalli*  
IQAC CO-ORDINATOR

*[Signature]*  
PRINCIPAL

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Date: 03.08.2020

## INTERNAL QUALITY ASSURANCE CELL

### CIRCULAR

The IQAC meeting for the academic year 2020-21 (Odd Semester) will be conducted on 07.08.2020 at 11.30 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 2020-2021 (Odd semester)
- ✦ Virtual PTM
- ✦ Virtual Classes
- ✦ Online Class Schedule.

*O.S. Rederalli*  
IQAC CO-ORDINATOR

*[Signature]*  
PRINCIPAL

Copy to-

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

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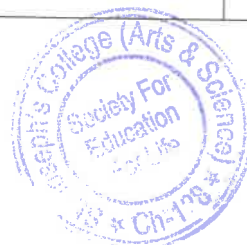
### INTERNAL QUALITY ASSURANCE CELL MINUTES OF THE MEETING

The second meeting of the Internal Quality Assurance Cell for the academic year 2020-21 (Odd semester) held on 07.08.2020 at 11.30 am in the Conference Hall.

#### Members of the meeting-

S. No	Name of the IQAC Member	Designation	Representation from
1.	Dr.R.Ruban	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 previous meeting was examined meticulously and discussed in detail. The review of last meeting process helps in maintaining clarity, accountability and progress in subsequent meeting.
- ✚ Due to pandemic situation, all the heads are instructed to undergo online classes. Hence online class final schedule to be submitted to IQAC on or before 10.08.2020.
- ✚ Training to be given to faculty to conduct virtual classes under G meet Platform.
- ✚ Heads are instructed to conduct virtual PTM to inform about the attendance and academic performance of the students.

Mrs. 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 07.08.2020

Members present in the meeting-

S. No	Name of the IQAC Member	Designation	Representation from	Signature
1.	Dr.R.Ruban	Principal	Chairperson	
2.	Rev.Sr.Dr.K.Sandiagu Mary	Administrator	Management	K. Sandiyabai
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	By
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	Priya R
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	Anitha S
11.	Mr. Sabarish R	Head - Dept of Biotechnology	Member	Sabarish R
12.	Dr.Anantha Narayanan	Assistant Professor- Dept of Mathematics, A.M.Jain College.	Educationalist	Anantha Narayanan
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.P.Vinothini	Student Representative	Student	P.Vinothini
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 07.08.2020 is as follows:

Points Discussed	Decision Taken	Responsibility	Target Date
Virtual PTM	Schedule is prepared by IQAC to conduct virtual PTM by every Department.	All Heads of the Department.	From September 2020.
Conduct online classes through Google Meet	IQAC requested the heads to take classes through Google meet Platform.	All Heads of the Department.	From September 2020.

*O. S. V. Rederath*

IQAC CO-ORDINATOR

*[Signature]*  
PRINCIPAL

*[Signature]*  
PRINCIPAL

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