



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

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Date: 04.01.2023

INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

The IQAC meeting for the academic year 2022-2023 (Even Semester) will be conducted on 06.01.2023 at 10.30 am in the Conference room. All the IQAC members are requested to attend the meeting.

AGENDA

- ↓ Review of the last meeting of IQAC
- ↓ Industrial visit
- ↓ NPTEL Courses
- ↓ Annual academic audit
- ↓ Collaborative activities

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 2022-2023 (Even Semester) held on 06.01.2023 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.Ruban	Principal	Chairperson
2.	Rev.Sr.R.Reesal	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. Sanjay P	Assistant Professor- Dept of Physics with CA	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.
- ✚ The discussion was carried out regarding Industrial visit to combine theoretical knowledge with practical experiences and use this additional knowledge to build their skills. In this regard heads were instructed to arrange for more industrial visit for all the students in the forthcoming semester.
- ✚ All the faculty and students are asked to register NPTEL course in semester. It may be mandatory for every staff to register for one course at least per semester.
- ✚ The discussion was carried out regarding Annual academic audit and it was suggested that it should be conducted at the end of term for assessing effectiveness of official processes.
- ✚ Furthermore, the discussion focused on ways to improve the collaborative activities in terms of more active MoUs, internships and student/faculty exchange programs.

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

O.S.Vedavalli
IQAC CO-ORDINATOR


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INTERNAL QUALITY ASSURANCE CELL (IQAC) MINUTES OF MEETING 06.01.2023

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.R.Reesal	Administrator	Management	R. Reesal
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	N.G. Thangamma
6.	Dr.Priya R	Assistant Professor- Dept of Biotechnology	Member	P. Priya
7.	Dr. Sanjay P	Assistant Professor- Dept of Physics with CA	Member	P. Sanjay
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.Leenasri E G	Student Representative	Student	E.G. Leenasri
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 14.06.2022 is as follows:

Points Discussed	Decision taken	Responsibility	Target Date
Industrial visit	We have initiated to undergo for industrial visit to get a practical exposure.	Heads of all the Departments.	Feb 2023.
NPTEL	Our faculty members have applied and cleared the NPTEL course.	NPTEL Coordinator	End of the semester.

O. S. Vedula

IQAC CO-ORDINATOR

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Date: 11.06.2022

INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

The IQAC meeting for the academic year 2022-2023 (Odd Semester) will be conducted on 14.06.2022 at 10.30 am in the Conference room. All the IQAC members are requested to attend the meeting.

AGENDA

- ✦ Admission for the year 2022-2023
- ✦ ISO Surveillance audit
- ✦ Infrastructure Development
- ✦ IQAC initiatives- seminar on IPR , OBE
- ✦ Conduct of Faculty Development Programme & Student Induction Programme
- ✦ Implementation of ERP before the end of the semester
- ✦ Department & Club activities for the year 2022-2023

O. S. Rederalli
IQAC CO-ORDINATOR

[Signature]
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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 2022-2023 (Odd Semester) held on 14.06.2022 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.Ruban	Principal	Chairperson
2.	Rev.Sr.A.Malar Jyoti	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
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12.	Dr.Anantha Narayanan	Assistant Professor- Dept of Mathematics, A.M.Jain College.	Educationalist
13.	Mr.Kanniyappan	Health Inspector	Parent
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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.
- ✚ The Principal initiated the discussion by providing an overview of the admission process for the upcoming academic year. Analysis of the geographical distribution of admitted students, highlighting any shifts or concentrations in regional representation.
- ✚ The committee reviewed the preparations for the upcoming ISO Surveillance audit
- ✚ The auditors have to evaluate the key processes within the organization to assess their effectiveness and compliance with ISO standards.
- ✚ The committee discussed ongoing and proposed infrastructure development projects.
- ✚ The members deliberated on organizing seminars on Intellectual Property Rights (IPR) and Outcome-Based Education (OBE).
- ✚ Discussions centered around patenting, copyright, and trademark laws, and their implications for researchers and academic institutions.
- ✚ Plans for conducting faculty and student induction programs were discussed.
- ✚ To introduce faculty members to key administrative personnel, support services, and facilities and to foster a sense of belonging and community among new faculty members.
- ✚ The committee reviewed proposed activities for various departments and clubs for the academic year 2022-2023. Department activities provided students with opportunities for academic enrichment, research exposure, and intellectual discourse, contributing to their overall academic growth and development.

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

O.S.Vedavalli
IQAC CO-ORDINATOR


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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING 14.06.2022

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.Malarjyoti	Administrator	Management	
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	
6.	Dr.Priya R	Assistant Professor- Dept of Biotechnology	Member	
7.	Dr. Sanjay P	Assistant Professor- Dept of Physics with CA	Member	P. Sanjay
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	
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INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT

Action taken report on the decisions taken during the IQAC meeting held on 14.06.2022 is as follows:

Points Discussed	Decision taken	Responsibility	Target Date
Seminars on Intellectual Property Rights (IPR) and Outcome-Based Education (OBE)	IQAC Conducted Seminars on IPR.	R&D Coordinator	August 2022.
Department & Club activities	All the departments Heads & Co-ordinators of Clubs & Committees have updated the planner of the year.	All heads of the Department.	End of the semester.

O. S. Reddy
IQAC CO-ORDINATOR

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