



ST. JOSEPH'S COLLEGE (ARTS & SCIENCE)

Affiliated to University of Madras | Managed by Sisters of DMI
ISO 9001:2015 Certified Institution
Kovur, Chennai - 600128
www.stjosephcollege.ac.in

Date: 02.01.2019

INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

The IQAC meeting for the academic year 2018-2019 (Even Semester) will be conducted on 04.01.2019 at 10.30 am in the Conference room. All the IQAC members are requested to attend the meeting.

AGENDA

- ✦ Review of the minutes of last meeting.
- ✦ Review of events conducted in the college.
- ✦ NAAC Orientation Workshop.
- ✦ Documentation for the year 18-19.
- ✦ Miscellaneous.

O.S. Vidyalakshmi

IQAC CO-ORDINATOR

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 2018-19 (Even semester) held on 04.01.2019 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.Joseph Andrew	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 committee discussed about the events conducted in the college.
- ✚ IQAC coordinator distributed a checklist of documents that has to be maintained for the academic year 18-19 by each individual faculties of department.
- ✚ Involvement of IQAC in all the academic and administrative activities for quality enrichment.
- ✚ Next Academic year activities to planned by IQAC members
- ✚ The NAAC Orientation Workshop is an informative and interactive session designed to acquaint participants with the objectives, processes, and criteria of the National Assessment and Accreditation Council (NAAC) to be organized in regular intervals.

Mrs.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 04.01. 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	Besch
5.	Dr.Thangamma N G	Head - PG Dept of Computer Science	Member	N.G. Thangan
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	K. Sujatha
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.	Mr. G. Sri Iyyappan	Student Representative	Student	Iyyappan
16.	Mr.Joseph Andrew	Alumni Coordinator	Alumni	Joseph Andrew

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INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT

Action taken report on the decisions taken during the IQAC meeting held on 04.01.2019 is as follows:

Points Discussed	Decision Taken	Responsibility	Target Date
NAAC orientation Workshop	IQAC coordinator initiated conducting workshop.	IQAC Coordinator	Within 2 weeks.
Next academic year Activities	Planner has been designed and circulated to all heads.	All Heads of the Departments.	End of April.

O. S. Rederalli

IQAC CO-ORDINATOR

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Date: 25.06.2018

INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

All the members of IQAC are hereby informed that a meeting will be held at 11.30 am in the chairman room on 27.06.2018 under the chairperson of principal. The following is the agenda of the meeting.

AGENDA

- ✦ Formation of IQAC
- ✦ Selecting IQAC members
- ✦ Lesson plan submission for the odd semester 2018-2019.

O.S. Rederallu

IQAC CO-ORDINATOR

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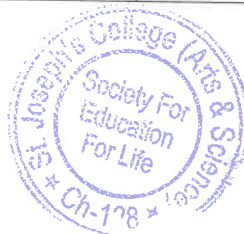
INTERNAL QUALITY ASSURANCE CELL
MINUTES OF THE MEETING

The First meeting of the Internal Quality Assurance Cell for the academic year 2018-19 (ODD semester) held on 27.06.2018 at 11.30 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
5.	Dr.Thangamma N G	Head - PG Dept of Computer Science	Member
6.	Dr.Priya R	Assistant Professor- Dept of Biotechnology	Member
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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.Joseph Andrew	Alumni Coordinator	Alumni

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

Points Discussed-

- ✦ The Internal Quality Assurance Cell was constituted under the chairmanship of the head of the institution with the following members listed below on June 27th 2018 for maintaining the quality parameters in the college.
- ✦ The principal briefly about the importance of NAAC and motivated all the members to work as a team and succeed in the process of accreditation.
- ✦ The IQAC coordinator discussed about the lesson and other statistical information and asked the members to collect them from their respective department and submit the soft copy to IQAC on or before 5th July 2018. The department heads are instructed to maintain hard and soft copy of relevant documents and should produce whenever asked.
- ✦ The coordinator instructed the importance of documentation and to follow a uniform format.

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 27.6.2018

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. Sandiyadi
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	
11.	Mr. Sabarish R	Head - Dept of Biotechnology	Member	
12.	Dr.Anantha Narayanan	Assistant Professor- Dept of Mathematics, A.M. Jain College.	Educationalist	
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**INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT**

Action taken report on the decisions taken during the IQAC meeting held on 27.06.2018 is as follows:

Points Discussed	Decision taken	Responsibility	Target Date
Lesson plan submission	Department started preparing the lesson plan in prescribed format.	All Heads of the Departments	Within 10 days.
Documentation format.	Created a standard format for all document.	All Heads of the Departments	Within two weeks.

O. S. Vedula

IQAC CO-ORDINATOR

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