



# 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: 16.02.2022

## INTERNAL QUALITY ASSURANCE CELL

### CIRCULAR

The IQAC meeting for the academic year 2021-2022 (Even Semester) will be conducted on 18.02.2022 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 Academic calendar for the year 2022
- ↓ Academic Council Meeting
- ↓ Updating of NAAC process documents
- ↓ Research & Development Activities
- ↓ Internships
- ↓ Training & Placement activities

*O.S. Rederalli*  
IQAC CO-ORDINATOR

*[Signature]*  
PRINCIPAL

Copy to-

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

*[Signature]*  
**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 2021-2022 (Even semester) held on 18.02.2022 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
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 2022 was presented and discussed. It was noted that the calendar aligns with the academic requirements and schedules of the institution. Suggestions for any necessary adjustments or additions were invited and duly noted.
- The upcoming Academic Council Meeting was highlighted. Agenda items for the meeting were discussed and finalized. It was emphasized that all concerned members should be prepared to contribute to the discussions and decision-making process during the Academic Council Meeting.
- The status of updating NAAC (National Assessment and Accreditation Council) process documents was discussed. Progress made in updating the necessary documents was reviewed. Deadlines for completion of pending tasks were reiterated, and responsibilities were assigned accordingly.
- Recent R&D activities were reviewed and discussed. Achievements, ongoing projects, and future plans in the R&D domain were shared among the attendees. Suggestions for enhancing R&D efforts and collaboration opportunities were welcomed.
- The status of ongoing internships for students was reviewed. Feedback from students and host organizations regarding the internship programs was considered. Plans for facilitating more internship opportunities and improving the quality of internship experiences were discussed.
- Updates on recent training sessions and placement activities were provided. It was noted that efforts are being made to enhance training programs and strengthen industry connections for better placement opportunities. Suggestions for streamlining the placement process and providing additional support to students were discussed.

*O.S. Rederalli*  
IQAC CO-ORDINATOR

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### MINUTES OF MEETING 18.02 .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	J. Malarjyoti
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	Priya R
7.	Dr. Valarmathi K	Assistant Professor- PG Dept of Commerce	Member	Valarmathi K
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.RJennet Prisilla	Student Representative	Student	RJennet Prisilla
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 18.02.2022 is as follows:

Points Discussed	Decision taken	Responsibility	Target Date
Academic Council Meeting	<ul style="list-style-type: none"><li>➤ Communicated key decisions and actions to relevant stakeholders, including faculty, staff, and students.</li><li>➤ Ensured transparency and clarity in the dissemination of information.</li></ul>	Principal	Within a week.
Status of Updating – 'NAAC'	<ul style="list-style-type: none"><li>➤ Gathered all necessary data and documentation related to institutional performance, including academic records, research outputs, student feedback, and administrative processes.</li><li>➤ Ensured all accompanying documents and evidence are complete and accurate.</li></ul>	IQAC coordinator	February 2022.

IQAC CO-ORDINATOR

  
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Date: 04.08.2021

## INTERNAL QUALITY ASSURANCE CELL

### CIRCULAR

The IQAC meeting for the academic year 2021-2022 (Odd Semester) will be conducted on 06.08.2021 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
- ✚ Academic calendar for the year & Planner Approval
- ✚ Hands on training session on NAAC & its Criteria through UGC paramarsh Scheme
- ✚ Skill Development programmes to be offered by all departments
- ✚ Collaborate Quality Initiatives
- ✚ Research & Development Activities

*O.S. Federalli*  
IQAC CO-ORDINATOR

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PRINCIPAL

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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 2021-2022 (Odd semester) held on 06.08.2021 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.S.Pradeeba	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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8.	Mrs.Sujatha K	Head - Dept of Mathematics	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.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 from the last meeting were examined and accepted without any changes.
- The proposed academic calendar for the year was presented for approval. Key dates for examinations, holidays, and other academic events were discussed. The academic planner was also reviewed, and necessary adjustments were made. It was agreed upon that the approved calendar and planner would be circulated to all stakeholders for reference.
- The upcoming hands-on training session on NAAC and its criteria, facilitated through the UGC (University Grants Commission) Scheme, was discussed. The importance of understanding NAAC criteria and the accreditation process was emphasized. Attendance and participation in the training session were encouraged for all relevant faculty and staff members.
- Each department presented proposed skill development programs to be offered. The relevance of skill development programs in enhancing students' employability and academic growth was highlighted. Suggestions for integrating skill development initiatives across various courses were discussed.
- Opportunities for collaboration on quality initiatives among departments and with external stakeholders were explored. It was emphasized that collaborative efforts could lead to enhanced quality standards and outcomes. Departments were encouraged to identify potential areas for collaboration and submit proposals for consideration.
- Recent R&D activities were reviewed, including ongoing projects and publications. Funding opportunities and collaborations for future R&D endeavors were discussed. It was agreed to promote a culture of innovation and research excellence across departments.

*O.S. Federalli*  
IQAC CO-ORDINATOR

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MINUTES OF MEETING 06.08.2021

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.S.Pradeeba	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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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 06.08.2021 is as follows:

Points Discussed	Decision taken	Responsibility	Target Date
Hands-on training NAAC and its criteria	<ul style="list-style-type: none"><li>➤ Presented each of the NAAC criteria in detail, explaining their significance and the kind of evidence required.</li><li>➤ Guided participants through the process of identifying, collecting, and organizing evidence for each criterion.</li></ul>	IQAC coordinator	September 2021.
R&D activities	<ul style="list-style-type: none"><li>➤ Encourage a culture of research and innovation through seminars, workshops, and lectures.</li><li>➤ Established a streamlined process for internal review and approval of research proposals.</li></ul>	R&D coordinator	October 2021.

*O. S. Rederalli*

IQAC CO-ORDINATOR



*[Signature]*  
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