



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: 02.01.2024

INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

The IQAC meeting for the academic year 2023-24 (Even Semester) will be conducted on 04.01.2024 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 23-24 (Even semester)
- ↓ Students Achievement
- ↓ Industry Academia Collaboration
- ↓ Infrastructure Augmentation and other facilities
- ↓ To discuss about the Admission Strategy
- ↓ Submission of IIQA and SSR for NAAC Accreditation cycle I

O.S. Rederalli
IQAC CO-ORDINATOR

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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 2023-24(Even semester) held on 04.01.2024 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.M.Baby	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.
- ↓ A compressive discussion was held regarding the academic calendar, academic schedule and quality initiative programmes for the Even semester of this academic year 23-24.
- ↓ The principal presented the achievements of the college for the odd semester. The administrator suggested applying for funded seminars in the upcoming years.
- ↓ IQAC coordinator elaborated the MOUs signed by the college during the academic year 23-24 which was well appreciated by the members of the committee.
- ↓ Infrastructure augmented during this academic year was discussed in the meeting.
- ↓ The administrator Rev.Sr.M.Baby suggested the Head of the departments to frame strategies for admission get it approved by the principal and the management and submit to the admission committee before February 2024.
- ↓ The Principal and the administrator insisted the submission of IIQA & SSR for NAAC accreditation before the end of the semester positively.

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

O.S. Vedavalli
IQAC CO-ORDINATOR

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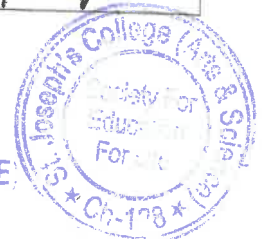
INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING 04.01.2024

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.M.Baby	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.V. Judah Jayasingh	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 04.01.2024 is as follows:

Points Discussed	Decision Taken	Responsibility	Target Date
Industry Academia Collaboration	Every department had signed MoU for industry collaboration. Clubs and committees need to sign MoUs to conduct more extension activities.	All Heads of the Department.	Feb 2024.
Submission of IIQA & SSR	IIQA to be submitted before April 2024.	IQAC coordinator.	April 2024.

D. V. Rederalli

IQAC CO-ORDINATOR

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DATE: 03.07.2023

INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

The IQAC meeting for the academic year 2023-24 (Odd Semester) will be conducted on at 05.07.2023 10.30 am in the Conference room. All the IQAC members are requested to attend the meeting.

AGENDA

- Review of the minutes of the last meeting
- Preparation of academic calendar
- Reconstitution of Clubs & Committees for the Academic year 2023-2024
- Achievement of College 2022-2023
- Approval of year Planning 2023-2024
- Conduct of FDP
- Enhancing employability skills of the students by conducting soft skills training.
- Including more add on courses
- Setting the question papers for the Internal Assessment based on Bloom's Taxonomy.
- Staff members should be motivated to present papers at International conferences.
- Introducing new UG Programme

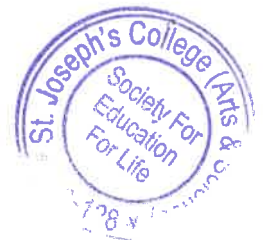
O & Rederalli
IQAC CO-ORDINATOR

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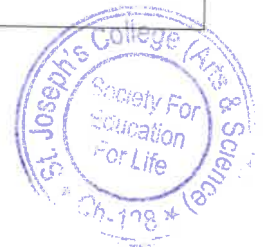
INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING 05.07.2023

Members present in the meeting-

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1.	Dr.R.Ruban	Principal	Chairperson
2.	Rev.Sr.M.Baby	Administrator	Management
3.	Dr.O.S.Vedavalli	Head – Dept of Corporate Secretaryship	Coordinator
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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.
- ↓ A compressive discussion was held regarding the academic calendar, academic schedule and quality initiative programmes for the Odd & Even semester of this academic year 2023-2024.
- ↓ The clubs and committees were reconstituted and the IQAC coordinator announced the new clubs & committees coordinators & the members in the meeting. The principal & the administrator advised the respective coordinator and the members to work together to promote student engagement, welfare and development and to organize events and activities that enhance the college experience.
- ↓ The principal presented the achievements of the college for the academic year 2022-23. The administrator suggested applying for funded seminars in the upcoming years.
- ↓ To enhance the teaching skills, update knowledge on latest research and technology and foster leadership and management skills. The authorities instructed to conduct a more faculty development programmes in each academic year by the FDP committee.
- ↓ To improve the employability skill among the students, the placement & Training cell Officer is instructed to focus on conducting various soft skill training programmes to the students in regular intervals.
- ↓ The certificate course committee members and the heads of the departments are asked to include more add-on courses that can provide a competitive edge in the job market and enhance the employability skills.
- ↓ Educators should create assessments that promote deeper learning, critical thinking and prepare students for success, question papers for Internal assessment should be set based on Bloom's Taxonomy.
- ↓ Research & Development Committee is instructed to conduct seminars & hands on training sessions to increase the number of publications & presentations in UGC care listed journals & International conferences respectively.
- ↓ The process to introduce a new UG programme B.Sc., Computer Science with Data science in the academic year 2024-25 to be completed in this semester.
- ↓ 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 ACTION TAKEN REPORT

Action taken report on the decisions taken during the IQAC meeting held on 05.07.2023 is as follows:

Points Discussed	Decision taken	Responsibility	Target Date
FDP to be increased	FDP committee had proposed to conduct minimum 5 programmes for the academic year.	FDP Coordinator.	September 2023.
Soft skill training	Placement officer has approached soft skill trainers for the conduct of training sessions.	Placement Cell.	Within two weeks.

O. S. Rederlin

IQAC CO-ORDINATOR

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