

**INTERNAL QUALITY ASSURANCE CELL
ST. JOSEPH'S COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI
MINUTES OF THE MEETING OF THE MEMBERS OF THE IQAC
HELD ON 21.08.2019**












Venue: Fr Principal's Office

Time: 11.00 a.m.

Agenda:

1. Year plan and activities of IQAC
2. PARAMARSH Scheme of UGC

The following members attended the meeting

1. Rev. Dr. M. Arockiasamy Xavier SJ, Principal 
2. Dr A Rose Venis Dean-IQAC 
3. Mrs. R. Qurshid Begum, Additional Dean- IQAC 
4. Dr. S. Alfred Cecil Raj 
5. Dr. F.R. Alexander Pravin Durai 
6. Dr. D. Ravindran 
7. Dr. S.R. Senthilkumar 
8. Dr. G. Beschi 
9. Dr. J. John Love Joy 
10. Dr. A.J. Clement Lourduraj 
11. Mr. V. Jude Nirmal 

The meeting started with a silent prayer. Dr A. Rose Venis welcomed all the members, and Fr. Principal gave the introductory remarks.

Dr A Rose Venis presented the annual plan and activities planned by IQAC for the academic year 2019-20. It was decided to carry out the following:

- a) To conduct various feedback and evaluation
- b) To undertake Performance Appraisal System for Teaching and Non- teaching Staff
- c) To conduct Annual Academic Audit of the Departments
- d) To conduct meeting with Micro Quality Circle Members
- e) Applying for NIRF 2020 Ranking and India Today for Best Colleges 2020
- f) To conduct FDP for staff members
- g) To carry out syllabus revision for UG and PG programmes based on LOCF model

Dr A. Rose Venis informed the members about the developments in sending the proposal for the UGC scheme of PARAMARSH. The final draft for the PARAMARSH project proposal

was presented by Dr A Rose Venis Dean IQAC. The proposal was accepted with minor changes.

The following team for the execution of the project was finalized.

1. Rev. Dr. M. Arockiasamy Xavier SJ - Principal & Chairman
2. Dr. S. Alfred Cecil Raj - Accreditation Ambassador
3. Dr. F.R. Alexander Pravin Durai - Member
4. Dr. D. Ravindran - Member
5. Dr. S.R. Senthilkumar - Member
6. Dr. A. Rose Venis- Dean-IQAC *dra*
7. Dr. G. Beschi - Member
8. Dr. J. John Love Joy- Member
9. Mrs. R. Qurshid Begum- Additional Dean-IQAC
10. Rev. Fr. M. Berchmans SJ - Member
11. Mr. V. Jude Nirmal - Member
12. Mr. N K Periasamy- Industrial Expert

The following six institutions were identified as Mentee institutions under the scheme of PARAMARSH:

1. Annai Velankanni College of Arts and Science, Thanjavur
2. AIMAN College for Women, Tiruchirappalli
3. MIET College of Arts and Science, Tiruchirappalli
4. Imayam College of Arts and Science, Thuraiyur
5. Srinivasan College of Arts and Science, Perambalur
6. Sri PSG College of Arts and Science for Women, Sankagiri, Salem.

The meeting came to an end by 12.30pm

Action Taken

- Feedback from stake holders, parents, alumni and employer were collected, analysed and follow-up measures were taken.
- Evaluation of teaching staff by students was conducted during both odd semester and even semester. The analysis reports were given to The Principal and individual staff members for further action.
- Performance Appraisal System for Teaching was conducted though online.
- Annual Academic Audit of the Departments was conducted during March 2020.
- Micro Quality Circle Members' Meet was conducted to familiarize the process of AQAR, methodology for collecting required data for AQAR, NIRF and India Today Best College Rankings.

- The required data for NIRF 2020 was submitted and the college was ranked at 31st in College Category, and placed within 80 places in India Today Best Colleges 2020 Ranking.
- FDP and Top-up skill programme for staff members were conducted.
- Input sessions were given to all the staff members for syllabus revision 2021-2022 for UG and PG programmes based on LOCF model.
- PARAMARSH project proposal was submitted to the UGC, and Rs 30,00,000 was sanctioned by UGC for the same. Workshop and training programmes were conducted for mentee institutions.



Dr. A. Rose Venis

Dean-IQAC

Dr. A. ROSE VENIS

DEAN-IQAC

St. Joseph's College (Autonomous)
Tiruchirappalli-620 002



Rev. Dr. M. Arockiasamy Xavier SJ

Principal

PRINCIPAL

St. JOSEPH'S COLLEGE

(AUTONOMOUS)

TIRUCHIRAPPALLI 620 002

INTERNAL QUALITY ASSURANCE CELL
ST. JOSEPH'S COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI
MINUTES OF THE MEETING OF THE MEMBERS OF THE IQAC
HELD ON 13.01.2020








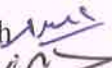
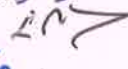




Venue: Fr Principal's Office

Time: 12.30 p.m.

Agenda:

- 1) Evaluation Questionnaires
- 2) PARAMARSH
- 3) Annual Academic Audit
- 4) LOCF Workshop
- 5) Creation of MOOC Modules
- 6) Any other initiatives

The following members were present:

1. Rev. Dr M. Arockiasamy Xavier SJ - Principal 
2. Rev. Dr S Peter SJ - Secretary 
3. Dr A. Rose Venis – Member Secretary & Dean-IQAC 
4. Mrs. R. Qurshid Begum – Additional Dean-IQAC 
5. Dr V. Alex Ramani – Deputy Principal 
6. Dr S. Alfred Cecil Raj 
7. Rev. Dr S. Aruldoss SJ
8. Dr K. Alex 
9. Dr S. Sahaya Sathish 
10. Dr L. Arockiam 
11. Dr G. Beschi 
12. Rev. Dr K. Arockiam SJ 
13. Dr N. Ravi 
14. Dr S. Albert Rabara 

Fr. Principal welcomed the members and he thanked all the members for their support in preparing the data for NIRF 2020 and India Today Best College Ranking 2020. He informed the members that UGC has sanctioned a sum of Rs.30 lakhs for PARAMARSH scheme, for training 6 mentee institutions for NAAC Accreditation.

Dr. A. Rose Venis, Dean-IQAC presented the various evaluation questionnaires and the house approved to use the same. Dean-IQAC also explained the members about the modalities of conducting PARAMARSH Scheme. He informed the members that annual

academic audit for this academic year will be conducted during the month of March. He briefed about the LOCF Workshop conducted on 04.01.2020, and informed the there will be another Workshop for the Heads/Coordinators/Deans and selected staff members on 07.02.2020. He informed the members that a 3 member team has been constituted for LMS and MOOC module Preparation. The meeting came to an end by 2 p.m.

Action Taken

- All the Evaluation Questionnaires used by IQAC was approved and these were used in staff evaluations, feedback and self evaluations.
- Under the UGC scheme of PARAMARSH, the mentor team visited all the mentee institutions, and provided input sessions based on the new NAAC manual.
- A workshop was conducted for the criterion coordinators and IQAC coordinators.
- Annual Academic Audit for the academic year 2019-20 was conducted during the month of March 2020.
- Based on the LOCF Workshop held, another workshop was conducted for Heads and Coordinators of all the departments. Modalities of framing LOCF based curriculum, course pattern and evaluation methodologies were discussed. It was decided to prepare LOCF based curriculum for the academic year 2021-22.

Dr. A. Rose Venis
Dean-IQAC

Dr. A. ROSE VENIS
DEAN-IQAC

St. Joseph's College (Autonomous)
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Rev. Dr. M. Arockiasamy Xavier SJ
Principal

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**INTERNAL QUALITY ASSURANCE CELL
ST. JOSEPH'S COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI
MINUTES OF THE MEETING OF THE MEMBERS OF THE IQAC
HELD ON 16.11.2019**

Venue: Fr. Principal's Office












Time: 12.00 p.m.

Agenda:

Presentation of Data prepared for NIRF 2020

The Internal Quality Assurance Cell meeting was held on 16th November 2019 at 12.00 Noon in Fr. Principal's office to discuss finalise the data prepared for NIRF 2020.


The following members attend the meeting:

1. Rev. Dr M. Arockiasamy Xavier SJ - Principal 
2. Rev. Dr S Peter SJ - Secretary 
3. Dr V. Alex Ramani - Deputy Principal
4. Rev. Fr Arul doss
5. Dr S. Alfred Cecil Raj 
6. Dr K. Alex 
7. Dr S. Sahaya Sathish 
8. Dr L. Arockiam 
9. Dr G Beschi 
10. Dr N. Ravi 
11. Dr S. Albert Rabara 
12. Dr A. Rose Venis Dean-IQAC 
13. Ms R. Qurshid Begum- Additional Dean-IQAC 

Dr. A. Rose Venis, Dean-IQAC, presented the data collected for NIRF 2020 criteria wise. Modifications and suggestions from members were incorporated to each criteria. The members insisted on collecting more data for student progression, and requested the IQAC to convene a meeting of micro quality circle members for collecting data on students progression. The final draft was approved by the members for uploading in NIRF MHRD Web portal. The meeting came to an end by 1.45 a.m.


Action Taken

Based on the suggestions given by the members MQC members were insisted to collect more details about student progression and the supportive documents for NIRF 2020 and India Today Best Colleges Rankings.


Dr. A. Rose Venis
Dean-IQAC

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**INTERNAL QUALITY ASSURANCE CELL
ST. JOSEPH'S COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI
MINUTES OF THE MEETING OF THE MEMBERS OF THE MQC
HELD ON 04.09.2019**

Venue: Toulouse Hall

Time: 11.30 a.m.

Agenda:

- i) Collection of Data for NIRF Ranking
- ii) Documents to be submitted for AQAR
- iii) Documentation for 2019-20
- iv) Any other matter

The Micro Quality Circle members' meeting was held on 04.09.2019 at 11.30 a.m. in Toulouse Hall.

The following members were present: Rev. Fr. Principal, IQAC Deans, Deans of all Schools, Heads/ Coordinators and micro quality circle members of all departments.

Rev. Fr Principal initiated the meeting by words of welcome. He briefed about the new question pattern, STRIDE project, NIRF 2020 ranking and e-lectures by the departments. Dr. A. Rose Venis, Dean IQAC explained the activities and works to be carried out by MQC members. He requested the members to concentrate on: e-Planner by staff, conducting more Conference/Workshops-Seminars and all Endowment lectures, completing performance appraisal entry by Staff, enrolling staff and students for MOOC courses, creating more MoUs with industry and institutions, conducting department Alumni Meet, ATAL Ranking by MHRD, IPR and Innovation Cell meeting. He explained the methodology for collecting data and evidences for AQAR , NIRF 2020 and India Today Best Colleges Ranking 2020.

The following were decided during the meeting:

- i) To conduct Value added Courses by all the departments in a systematic manner
- ii) To create LMS platform for the campus
- iii) To conduct all appraisals, evaluation, feedback and e-planner through online mode
- iv) All communication to staff through institutional mail id only
- v) To request staff members without Ph.D to register for Ph.D
- vi) To request the staff to obtain Ph.D Guide ship from the University
- vii) To collect feedback from students during Convocation

Ms. R Qurshid Begum Additional Dean-IQAC delivered the vote of thanks and the meeting came to an end by 1.30 p.m.

Action Taken Report

- 15 Value added courses were conducted by different departments.
- A core team is constituted to create LMS platform for teaching learning process.
- IQAC has made it mandatory that all communication inside the campus is to be done only through online mode. All the administrators and staff members are provided with an institutional mail id
- All the staff members with Ph.D have applied for Ph. D guide ship to the university and most of them have obtained the same.
- All the evaluation process, feedback, e planner were collected through online.



Dr. A. Rose Venis
Dean-IQAC

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DEAN-IQAC

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Rev. Dr. M. Arockiasamy Xavier SJ
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MINUTES OF THE MEETING OF THE MEMBERS OF THE MQC
HELD ON 27.11.2019**

Venue: Deputy Principal's Office

Time: 9.30 a.m.


Agenda:

Student Progression NIRF 2020

Micro quality circle members meeting was held on 27.11.2019 at 9.30.a.m. to discuss the collection of data required for Student Progression for NIRF 2020. 24 members participated in the meeting. It was decided to request all the departments and class mentors to contact each outgoing student of 2018-19 batch, and collect the evidences regarding their progress to higher studies and placement. Dean-IQAC requested the members to submit the data and evidence by 10th December 2019. The meeting came to an end by 10 a.m.


Action Taken

The MQC members and mentors of the departments contacted all the outgoing students. They have collected the progression of the students and submitted a copy to IQAC. The whole process was monitored by Heads of the Departments and IQAC.


Dr. A. Rose Venis
Dean-IQAC

Dr. A. ROSE VENIS
DEAN-IQAC

St. Joseph's College (Autonomous)
Tiruchirappalli-620 002


Rev. Dr. M. Arockiasamy Xavier SJ
Principal