



INTERNAL QUALITY ASSURANCE CELL
St. JOSEPH'S COLLEGE (Autonomous)
Accredited at A⁺⁺ Grade (Cycle IV) by NAAC
Special Heritage Status Awarded by UGC
TIRUCHIRAPPALLI - 620 002

MINUTES OF THE MEETING OF THE MEMBERS OF THE IQAC
HELD ON 01.06.2020


Venue: IQAC Office


Time: 11.00 a.m.


Agenda:

1. IQAC Year Plan
2. Syllabus Revision for UG and PG
3. Faculty Development Programme on Accreditation Process
4. AQAR preparation for 2018-19 and 2019-20


The following members attended the meeting


Rev. Dr M. Arockiasamy Xavier, Principal 

Dr S. Alfred Cecil Raj 


Dr F. R. Alexander Pravin Durai 

Dr D. Ravindran 

Rev. Fr. M. Berchmans 

Dr A. Rose Venis 

Dr R. Qurshid Begum 

Dr 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. Fr. Principal informed the developments in introducing B.Com Honours, M.Sc. Data Science and M.Sc. Counselling Psychology. He informed that students will be admitted for these three courses and TALLY certificate course will be introduced this year.

1. Dr A Rose Venis presented the annual plan and activities planned by IQAC for the academic year 2020-21. It was decided to carry out the following:
 - a) To finalise the LOCF-based course pattern for UG and PG programmes
 - b) To prepare LOCF-based syllabus for UG and PG in the current academic year, and bring them to implementation from the academic year 2021-22
 - c) To conduct various feedback and evaluation
 - d) To undertake Performance Appraisal System for Teaching and Non- teaching Staff
 - e) To conduct Annual Academic Audit of the Departments
 - f) To conduct meeting with Micro Quality Circle Members
 - g) Applying for NIRF 2021 Ranking and India Today for Best Colleges 2021
 - h) To conduct FDP for staff members
 - i) To visit mentee institutions of PARAMARSH scheme and to prepare an action plan based on the need of the institution.
2. Dr A Rose Venis briefed the members about the workshop and training given to staff members for preparing LOCF based syllabus revision.

3. It was decided to organise a few workshops to offer hands on training for staff members for preparing LOCF syllabus for UG and PG programmes.
4. It was decided to conduct a National level Online Faculty Development Programme for five days from 30.06.2020 to 04.07.2020 on NAAC Accreditation process. It was decided to have external and internal resource persons for the programme.
5. It was decided to conduct an Online faculty development programme for our staff members on Developing Online Courses.
6. Dr. A. Rose Venis informed the members that the college has to submit AQAR report to NAAC for 2018-19 and 2019-20 through online mode, and IQAC is working on it.

The meeting came to an end by 01.30p.m.

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

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MINUTES OF THE MEETING OF THE CORE COMMITTEE MEMBERS OF IQAC
HELD ON 31.08.2020

Venue : Fr. Principal's Office

Time : 03.00 p.m.

Agenda: Feedback on Ranking Parameters for NIRF

The following members attended the meeting

1. Rev. Dr. M. Arockiasamy Xavier, SJ -Principal
2. Dr S. Alfred Cecil Raj
3. Dr F. R. Alexander Pravin Duran
4. Dr A Rose Venis
5. Dr R. Qurshid Begum
6. Dr V. Jude Nirmal

After the discussions the following points were finalised to be send to NIRF.

1. Colleges can be categorised as Autonomous/non autonomous/Self Financing/rural/urban
2. UG and PG colleges separately
3. Number of years of existence of the college to be considered
4. PCS can be removed
5. Based on rank funding can be given
6. Ranking once in three years
7. Include extension activities done by college can be added
8. Weightage to NAAC score
9. Consider special status acquired by colleges from government
10. Consider the facilities already available in the campus
11. Perception weightage can be reduced
12. Regional diversity
13. Category of students admitted can be considered
14. Mode of computation for calculating women diversity can be revised for coed and gents colleges
15. Normalisation of ranking should be done and not standardisation

The meeting came to an end by 05.00 p.m


Dr A Rose Venis

Dean-IQAC

Dr. A. ROSE VENIS

DEAN-IQAC

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MINUTES OF THE MEETING OF THE IQAC MEMBERS
HELD ON 16.09.2020

Venue : Toulouse Hall

Time : 10.30 a.m.

Agenda: Review of the School System

The following members attended the meeting

1. Rev. Dr. M. Arockiasamy Xavier, SJ
2. Dr. V. Alex Ramani
3. Dr. S. Alfred Cecil Raj
4. Dr. K. Alex
5. Dr. F. R. Alexander Pravin Durai
6. Dr. D. Ravindran
7. Dr. S. R. Senthil Kumar
8. Dr. N. Ravi
9. Dr. G. Beschi
10. Dr. L. Arockiam
11. Dr. A. Rose Venis
12. Dr. R. Qurshid Begum
13. Dr. S. Sahaya Sathish
14. Dr. Y. Dominic
15. Dr. V. Francis
16. Dr. G. John
17. Dr. A. N. Paul Angelo

The meeting started with a silent prayer. Fr. Principal welcomed the members and initiated the proceedings by briefing about why School System was introduced, what are its pros and cons, and requested the members to how present their views on how to take forward the School System.

Based on the discussion, it was decided to look into the following for strengthening school system:

- To solve the existing issues in school system
- Improving the concept of school system
- Explore options so that students can learn more
- To consider the recommendations given by students through feedback
- To provide more mobility in choosing electives
- To look into courses offered between Schools
- To have same weighted syllabus for elective courses
- To increase the mobility between Schools
- Creating collaboration between Schools

The meeting came to an end by 12.45. p.m.


Dr A Rose Venis

Dean-IQAC
Dr. A. ROSE VENIS
DEAN-IQAC

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Rev. Dr M. Arockiasamy Xavier SJ

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MINUTES OF THE MEETING OF THE IQAC MEMBERS
HELD ON 17.09.2020

Venue : Fr. Principal's Office

Time : 10.30 a.m.

Agenda: Evolving effective strategies for improving NIRF score

The following members attended the meeting

1. Rev. Dr. M. Arockiasamy Xavier, SJ
2. Dr. S. Alfred Cecil Raj
3. Dr. F. R. Alexander Pravin Durai
4. Dr. D. Ravindran
5. Fr. M. Berchmans
6. Dr. A. Rose Venis
7. Dr. R. Qurshid Begum
8. Dr. V. Jude Nirmal

The meeting started with silent prayer. Fr. Principal welcomed the members and thanked them for working hard in improving NIRF ranking. Dr A Rose Venis Dean IQAC presented a comparative analysis of the NIRF scores. He highlighted the areas for improvement.

Based on the discussion the following decisions were taken

- To concentrate on Research, Publications and Patenting
- To take measures to improve public perception


Dr A Rose Venis


Dean-IQAC

Dr. A. ROSE VENIS

DEAN-IQAC

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Rev. Dr M. Arockiasamy Xavier SJ

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MINUTES OF THE MEETING OF THE IQAC MEMBERS HELD ON 03.02.2021

Venue : Toulouse Hall

Time : 12:10 p.m.

Agenda: NIRF 2021 Data Submission

The following members attended the meeting

1. Rev. Dr. M. Arockiasamy Xavier SJ - Principal & Chairman
2. Rev. Dr. S. Peter SJ - Secretary
3. Dr. A. Rose Venis - Member Secretary & Dean
4. Dr. R. Qurshid Begum – Additional Dean, IQAC
5. Dr. V. Alex Ramani – Deputy Principal
6. Dr. S. Alfred Cecil Rajar
7. Dr. K. Alex
8. Rev. Dr. L. John Peter Arulanandam, SJ
9. Dr. S. SahayaSathish
10. Dr. Y. Dominic
11. Dr. V. Francis
12. Dr. G. John
13. Dr. A.N. Paul Angelo
14. Rev. Fr. M. Berchmans SJ
15. Dr. V. Jude Nirmal
16. Ms. S. Clemence Jenifer
17. Dr. George Gabriel Richard Roy

The meeting started with a silent prayer. Fr. Principal welcomed the members and thanked the IQAC Deans, Micro Quality Circle Members and Heads of Departments for providing required data for NIRF 2021 Ranking and India Today Ranking. Dr A Rose Venis presented the data collected for the ranking criteria wise and answered the clarifications raised by the members. The presented data was approved by the members after a few corrections.

The meeting came to an end by 01.30. p.m.

Dr. A. Rose Venis
Dean-IQAC

Dr. A. ROSE VENIS
DEAN-IQAC

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Rev. Dr. M. Arockiasamy Xavier SJ
Principal

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MINUTES OF THE MEETING OF THE MICRO QUALITY CIRCLE MEMBERS
HELD ON 16.11.2020

Venue : Zoom Online Platform (ID-84220014278, PW: 345678)

Time : 03.30 p.m.

Agenda:

1. Student progression-2019-20
2. NIRF and AQAR
3. Any other matter

The meeting started with prayer. All the members were present through online mode. Dr A Rose Venis welcomed the members and briefed on the importance the meeting. Fr. Principal felicitated the members and explained about the importance of data collection and its evidence. He thanked the members for their constant support to IQAC. Dr R Qurshid Begum explained the role of MQC members in quality sustenance in the institution. Dr A Rose Venis asked the members to do the following with regard to NIRF ranking, AQAR Preparation and India Today Best Colleges Ranking.

- Collect complete data about outgoing students with proper evidence for NIRF and India Today rankings
- To complete the work for AQAR report preparation
- To conduct more department activities
- To conduct Value Added courses
- To insist students and staff to complete MOOCs
- To conduct department level Parent Teacher Meet and Alumni meetings
- To collect the e-materials prepared by the staff

The meeting came to an end by 4.30.p.m.


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

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MINUTES OF THE MEETING OF THE MICRO QUALITY CIRCLE MEMBERS
HELD ON 06.01.2021

Venue : Toulouse Hall

Time : 11.30 a.m.

Agenda: Collection of Data for NIRF 2021

The meeting started with silent prayer. 36 Members attended the meeting. Dr R. Qurshid Begum welcomed the members and briefed on the need of the meeting. Fr Principal thanked all the members for their support in obtaining 31st rank in NIRF 2020. Dr A Rose Venis presented the data collected by the departments for Student Progression for NIRF and India Today rankings. He explained the modalities to be followed in collecting data and briefed about the criteria for ranking. He clarified all the doubts raised by the members. The meeting came to an end by 12.15 p.m.

Dr. A. Rose Venis
Dean-IQAC

Dr. A. ROSE VENIS
DEAN-IQAC

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Rev. Dr. M. Arockiasamy Xavier SJ
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Phone No.: 0431-2700320/4226436/4226469 - Fax No.: 0431-2701501

Ref. No. 20/ 2020-21

05.01.2021

Dear Professors,

The following members of the MQC of the various departments are asked to attend a meeting on **6th January 2021 at Toulouse Hall at 11:30 a.m.**

Botany	:	Dr. T. Francis Xavier
Biochemistry	:	Mr. A. Benno Susai Vijayakumar
Biotechnology	:	Dr. R. Kamaraj Kennedy
Computer Science	:	Dr. V. Jude Nirmal, Dr. T. Kokilavani
Information Technology:		Mr. A. Antony Prakash, Dr. A. Angel Preethi
Mathematics	:	Dr. J. Christy Roja, Dr. R. Lenin
Statistics	:	Dr. T. Venkatesan
English (Shift-I & II)	:	Mr. M. John Britto, Ms. Assunta Christy
History	:	Dr. S. Manikandan, Ms. T. Beatinal Amalorpava Mary
Tamil	:	Dr. D. Wilson, Dr. A. Rajathi
BBA	:	Ms. S. Clemence Jenifer, Mr. D. Rinaldo De David
Commerce	:	Dr. M. Julias Caesar, Mr. S. Kirubakaran,
Commerce CA	:	Dr. D. John Prabakaran, Dr. R. Arul
Economics	:	Dr. M. Suvakkin, Ms. P. Prarthna
Human Resource Mgt	:	Dr. Y. Vijila,
Chemistry	:	Dr. A. Edwin Vasu, Dr. I. Arockia Raj
Electronics	:	Ms. V. Sivakamasundari
Physics	:	Dr. A.J. Clement Lourduraj, Dr. A. Antony Raj
Viscom	:	Dr. S. Radha Lakshmi
SD & SA	:	Ms. Merlin Sofia

Agenda

Collection of Data for NIRF 2021


Dr A. Rose Venis
Dean-IQAC


Dr V. Alex Ramani
Deputy Principal


Rev. Dr M. Arockiasamy Xavier SJ
Principal

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Micro Quality Circle Members Meeting on 6th January 2021 at Toulouse Hall at 11:30 a.m.

S.No	Department	Shift I & II	Name of the MQC	Signature
1	Botany	Shift I	Dr. T. Francis Xavier	
2	Biochemistry	Shift I	Mr. A. Benno Susai Vijayakumar	
3	Biotechnology	Shift I	Dr. R. Kamaraj Kennedy	
4	Computer Science	Shift I	Dr. V. Jude Nirmal,	
5		Shift II	Dr. T. Kokilavani	
6	Information Technology	Shift I	Mr. A. Antony Prakash,	
7		Shift II	Dr. A. Angel Preethi	
8	Mathematics	Shift I	Dr. J. Christy Roja,	
9		Shift II	Dr. R. Lenin	
10	Statistics	Shift I	Dr. T. Venkatesan	
11	English	Shift I	Mr. M. John Britto,	
12		Shift II	Ms. Assunta Christy	
13	History	Shift I	Dr. S. Manikandan,	
14		Shift II	Ms. T. Beatinal Amalorpava Mary	
15	Tamil	Shift I	Dr. D. Wilson,	
16		Shift II	Dr. A. Rajathi	
17	BBA	Shift I	Ms. S. Clemence Jenifer,	
18		Shift II	Mr. D. Rinaldo De David	
19	Commerce	Shift I	Dr. M. Julias Caesar,	
20		Shift II	Mr. S. Kirubakaran,	
21	Commerce CA	Shift I	Dr. D. John Prabakaran,	
22		Shift II	Dr. R. Arul	
23	Economics	Shift I	Dr. M. Suvakkin,	
24		Shift II	Ms. P. Prarthna	
25	Human Resource Mgt	Shift I	Dr. Y. Vijila,	
26	Chemistry	Shift I	Dr. A. Edwin Vasu,	
27		Shift II	Dr. I. Arockia Raj	
28	Electronics	Shift I	Ms. V. Sivakamasundari	
29	Physics	Shift I	Dr. A.J. Clement Lourduraj,	
30		Shift II	Dr. A. Antony Raj	
31	Viscom Tech	Shift I	Dr. S. Radha Lakshmi	
32	Viscom SD & SA	Shift I	Ms. Merlin Sofia	



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**MINUTES OF THE MEETING OF THE MICRO QUALITY CIRCLE MEMBERS
HELD ON 19.01.2021**

Venue : Toulouse Hall

Time : 12:15 p.m

Agenda: Student Progression for NIRF 2021

The meeting started with silent prayer. 26 members attended the meeting. Dr. A. Rose Venis welcomed all the members and presented the data provided by the departments for NIRF and India Today ranking. He informed the members that the data provided by the departments are low in numbers than expected. Fr. Principal appreciated the hard work done by the staff members. He asked the members to use the mentors of each class to collect the complete data for Student Progression.

The meeting came to an end by 01.00 p.m.


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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





Ref. No. 21/ 2020-21


13.01.2021

Dear Professors,

The following members of the MQC are asked to attend a meeting at Toulouse Hall on **19th January 2021 at 12.15 p.m.**

You are requested to complete collection of data for Student Progression to Higher Education and Placement and submit the data (with evidence) in the meeting.

Department	Name of the Staff Shift - 1
Botany	Dr. T. Francis Xavier 
Computer Science	Dr V Jude Nirmal 
Mathematics	Dr. J. Christy Roja, 
Statistics	Dr. T. Venkatesan
English	Prof Primrose 
History	Dr. S. Manikandan, 
Tamil	Dr. D. Wilson, 
Commerce	Dr. M. Julias Caesar, 
Economics	Dr. M. Suvakkin,
HRM	Dr. Y. Vijila, 
Chemistry	Dr. A. Edwin Vasu, 
Physics	Dr. A.J. Clement Lourduraj, 


Dr A. Rose Venis
Dean-IQAC


Rev. Dr M. Arockiasamy Xavier SJ
Principal



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Ref. No. 21/ 2020-21


13.01.2021

Dear Professors,

The following members of the MQC are asked to attend a meeting at Toulouse Hall on **19th January 2021** at **12.15 p.m.**

You are requested to complete collection of data for Student Progression to Higher Education and Placement and submit the data (with evidence) in the meeting.

Department	Name of the Staff Shift-II
Biochemistry	Mr. A. Benno Susai Vijayakumar
Biotechnology	Dr. R. Kamaraj Kennedy
Computer Science	Dr. T. Kokilavani
IT	Mr. A. Antony Prakash,
English	Prof Assunta Cristy
BBA	Ms. S. Clemence Jenifer,
Commerce	Mr. S. Kirubakaran,
Electronics	Ms. V. Sivakamasundari
Vis Com	Dr. S. Radha Lakshmi
B. Voc SD & SA	Ms. Merlin Sofia


Dr A. Rose Venis
Dean-IQAC


Dr V. Alex Ramani
Deputy Principal


Rev. Dr M. Arockiasamy Xavier SJ
Principal

INTERNAL QUALITY ASSURANCE CELL

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Tiruchirappalli-2

Micro Quality Circle Members Meeting on 19th January 2021 at Toulouse Hall
at 12:15 a.m.

Department	Name of the Staff	Signature
Deputy Principal	Dr. V. Alex Ramani	
Dean -IQAC	Dr. A. Rose Venis	
Asst. Dean- IQAC	Dr. R. Qurshid Begum	
Botany	Dr. T. Francis Xavier	
Computer Science	Dr V Jude Nirmal	
Mathematics	Dr. J. Christy Roja, /R. LENIN	
Statistics	Dr. T. Venkatesan	For. Dr. Venkatesan
English	Ms. Primrose. K	
History	Dr. S. Manikandan,	
Tamil	Dr. D. Wilson,	For
Commerce	Dr. M. Julias Caesar,	
Economics	Dr. M. Suvakkin,	
HRM	Dr. Y. Vijila,	
Chemistry	Dr. A. Edwin Vasu,	
Physics	Dr. A.J. Clement Lourduraj,	
Biochemistry	Mr. A. Benno Susai Vijayakumar	
Biotechnology	Dr. R. Kamaraj Kennedy	
Computer Science	Dr. T. Kokilavani	
IT	Mr. A. Antony Prakash,	
English	Ms. Assunta Cristy	For.
BBA	Mr. D. Rinaldo De David	
Commerce	Mr. S. Kirubakaran,	
Electronics	Ms. V. Sivakamasundari	
Vis Com	Dr. S. Radha Lakshmi	
B. Voc SD & SA	Ms. Merlin Sofia . S	

Dr.A. Rose Venis
Dean -IQAC