

Internal Quality Assurance Cell

St. Joseph's College (Autonomous), Tiruchirappalli

Minutes of the Meeting of the Members of the IQAC held on 14th February 2024

Venue: Toulouse Hall

Time 03.00 p.m.

Agenda:

1. Planning for NAAC
2. Conferences to be conducted by IQAC
3. Any other matter

Members Present:

Rev. Dr M. Arockiasamy Xavier, SJ - Principal & Chairman
Dr A. Rose Venis
Dr R. Qurshid Begum
Dr D. Ravindran
Dr G. Iruthayaraj
Dr A. Egbert Selwin Rose
Dr A. Anthony Eldred
Dr J. John Love Joy
Dr M. JuliasCeasar
Dr J. Charles
Dr G. Beschi
Rev. Fr M. Berchmans, SJ
Dr V. Jude Nirmal
Dr George Gabriel Richard Roy
Dr I. Carol

The meeting of the members of the IQAC began with a silent prayer at 03.00 p.m. Rev. Dr M. Arockiasamy Xavier SJ, Principal, presented the introductory remarks and invited Dr A. Rose Venis to present the minutes of the previous meeting held on 11.01.2024. Dr A. Rose Venis presented the minutes that were passed by the members.

Dr A. Rose Venis informed the members that Self Study Report for next accreditation has to be submitted during April 2026, in the new system of Binary accreditation process with a new manual. Discussion was held on the areas of concern and based on the discussion the following were finalised:

1. To set targets year wise
2. To give a budget and required work detail proposals to the management
3. To have separate lab for JosTEL, IQAC activities *etc.*,
4. To revisit the strategy for JosTEL
5. To conduct many certificate and value-added courses through LMS

The house decided to conduct the conference during the month of April.

Signature of Members Present:

Rev. Dr M. Arockiasamy Xavier, SJ - Principal & Chairman

Dr A. Rose Venis

Dr R. Qurshid Begum

Dr D. Ravindran

Dr G. Iruthayaraj

Dr A. Egbert Selwin Rose

Dr A. Anthony Eldred

Dr J. John Love Joy

Dr M. Julias Ceasar

Dr J. Charles

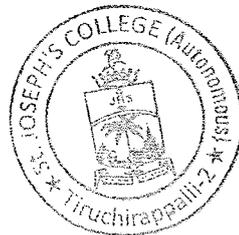
Dr G. Beschi

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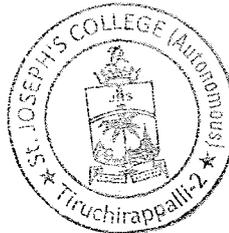
**Action Taken Report on the Meeting of the Members of the IQAC
held on 14th February 2024**

Based on the proposed new manual for Binary accreditation, the IQAC has prepared a plan for the Departments, clubs, committees, outreach programme etc.

A detailed budget and required work details were prepared by the IQAC in consultation with the core group members and the proposal was presented to the management for further action.

A proposal and need for a separate lab for JosTEL, IQAC activities *etc.*, were prepared and given to the management for further action.

The IQAC has insisted the JosTEL team to assist all departments to conduct certificate and value-added courses through LMS from the coming academic year.




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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 21st February 2024

Venue: Alumni Board Room

Time 11.00 a.m.

Agenda:

Budget Proposal for NAAC

Members Present:

Dr D. Ravindran

Dr A. Rose Venis

Dr R. Qurshid Begum

Dr G. Beschi

Rev. Fr M. Berchmans, SJ

Dr V. Jude Nirmal

The meeting of the members of the IQAC began with a silent prayer at 03.00 p.m. Dr A. Rose Venis presented the introductory remarks and the minutes of the previous meeting held on 14.02.2024. The minutes were passed by the members.

As a follow up of the meeting held on 14.02.2023, members discussed the areas and topics that can be added in the proposal to be presented to the management for NAAC fifth cycle accreditation. The following areas were discussed and finalised

1. Conducting Green audit, energy audit, *etc.*,
2. Purchase of new computers/tabs/ LCD *etc.*, and maintenance of old electronic devices; explored cost-effective ways to enhance IT infrastructure
3. Increase ICT facilities (including purchase of smart boards and renewal of software)
4. MOOC to be made compulsory for staff and students
5. Networking and Wi-Fi points to be increased and serviced
6. Recycling units for paper, solid waste and waste water
7. Rain water harvesting
8. Solar power generation and wheeling to grid
9. Updating Language Lab
10. Enhancing the quality of LMS activities

11. Enhancing online resources in the library
12. RFID – at vantage points in the college
13. Academic Staff College, Research and Documentation centres to be established and Directors to be appointed
14. Revisiting the IAS Academy
15. Two Model villages
16. Increase Consultancy activities and Corporate Training and strategise to collect data
17. More training for placements
18. New block for class rooms
19. Increasing restroom facilities for female faculty, staff and students
20. Landscaping
21. Abandoned underground water tanks to be identified and brought to use; channels for rainwater from roofs to the ponds must be checked

Signature of Members Present:

Dr D. Ravindran



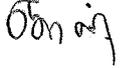
Dr A. Rose Venis



Dr R. Qurshid Begum



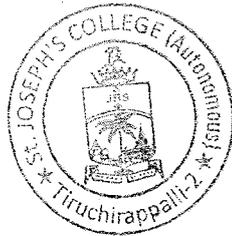
Dr G. Beschi



Rev. Fr M. Berchmans, SJ



Dr V. Jude Nirmal

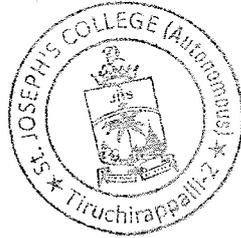



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**Action Taken Report on the Meeting of the Members of the IQAC
held on 21st February 2024**

Based on the decision made in the meeting held on 21st February 2024, the core team of the IQAC prepared a detailed proposal that can be implemented in the campus during the next few years. The proposal was presented before Rev. Fr. Rector, Rev. Fr. Secretary and Rev. Fr. Principal. Clarifications raised were explained and the proposal was accepted for further action.



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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 23rd February 2024

Venue: IQAC Conference Hall

Time 03.00 p.m.

Agenda:

Budget Proposal for the College for NAAC Requirements

A meeting of the following members of the IQAC was convened on 21st February 2024 to discuss the proposal for Budget (2024-2025) for the preparations for the fifth cycle of NAAC Accreditation:

Dr D. Ravindran, Vice-Principal

Dr A. Rose Venis, Dean - IQAC

Dr R. Qurshid Begum, Additional Dean – IQAC

Dr G. Beschi, Head, Department of Tamil

Rev. Fr M. Berchmans SJ, Director – Sports & Games

Dr V. Jude Nirmal, Asst. Controller of Examinations

After elaborate discussions, the members decided to forward the following recommendations to the Administrators:

I. Need for Desktops, Laptops and Tabs

Tabs [cost effective -to be purchased in this financial year (2024-2025)]for conducting various online activities for students such as online tests on the LMS, Student Satisfaction Survey, Staff Evaluation, Exit Poll, *etc.*: 200

Computers to be purchased in the next financial year (2025-2026): 250

1) Departments can find sponsors who can contribute towards the purchase of the devices.

II. Computer Labs

New computer labs to be established

III. ICT Infrastructure in Classrooms and Halls

Total No. of Classrooms: 103

New Classrooms during NAAC Accreditation with new courses introduced in the next academic year: 11

No. of classrooms with ICT facilities: 64

Recommendation:

- 1) 50 more classes are to be ICT-enabled – 100%
- 22 more classes enabled with ICT tools – 75%

IV. Other Recommendations regarding I, II & III:

1. With reference to Points I,II& III, necessary developments are needed in facilities such as increasing Wi-Fi receivers, internet bandwidth (150 Mbps), use of optical fibre, moving screens, *etc.*
2. A committee is to be formed immediately to take stock of all the computers, laptops, tabs, scanners, printers, LCD projectors, wi-fi receivers, *etc.*, that need maintenance in all the departments, labs and centres, collect them and send them for service. The number of electronic devices sent out as scrap should be minimum during the next two academic years.

This can bring down the number of new devices to be bought.

V. Documentation Centre

1. An exclusive Documentation Centre is to be established with a technical team that consists of a Director and 3 staff members.
2. The software for the Centre is under construction

VI. Green Initiatives

1. A Paper Recycling Unit is to be established.

Products such as files and papers for rough use, *etc.*, can be created from the recycled paper that can be distributed to the departments and offices.

Products can also be sold to the faculty, staff and students (Start-up Centre tie-up).

2. More solar panels and windmills are to be installed. (Details of energy generated and consumed are to be recorded; excess energy generated during the holidays (365 – 180=185 days) is to be wheeled to the grid.

3. Waste Water in the corporation sewers inside the campus must be recycled and used for gardening (Waste Water Recycling Unit) – CSR funds can be tapped in this regard.
4. Collection of rainwater from various points of the college in the ponds is to be streamlined.
5. Solid waste from kitchens should be recycled.
6. E-waste Management should be documented.

VII. Enhancement of e-resources in the college library

VIII. Renovation of Language Lab for use by students

Bridge Course & Joseph's Hub for Languages

IX. Restrooms

1. More number of restrooms to be constructed(Increase in the number of faculty and students)
2. Maintenance and Cleanliness of restrooms

X. Centres to be Established

1. Research and Development Centre

To facilitate the research publications of the faculty and research scholars and funded projects from government and non government agencies.

2. Academic Staff College

Can start with offering training programmes for the faculty and staff of SJC; must expand to a centre of national importance

XI. Centres of Excellence to be Revisited

1. The functioning of the existing IAS Academy is to be revisited.

A Director is to be appointed

Coaching classes for various competitive examinations are to be organized (with the support from the staff inside and outside SJC)

Infrastructure facilities

2. SHEPHERD – A minimum of 2 villages to be elevated to the level of model villages

(Windmills, solar panels, library buildings, schools, toilet facilities, self-help groups – self-reliant economy, *etc.*.)

Signature of Members Present:

Dr A. Rose Venis



Dr R. Qurshid Begum



Dr D. Ravindran



Dr G. Beschi



Rev. Fr M. Berchmans, SJ



Dr V. Jude Nirmal




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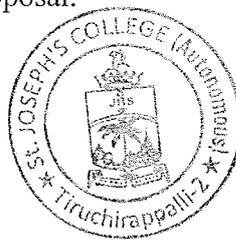
Internal Quality Assurance Cell
St. Joseph's College (Autonomous), Tiruchirappalli-2

Report on the Meeting of the Members of the IQAC held on 23rd February 2024

The proposal was discussed in the meeting of the members with the Administrators. The following are the requirements submitted to the Administrators:

1. Computers – 250 Nos.
2. Tabs – 100 Nos.
3. More Computer Labs to be established
4. ICT-enabled classrooms – 30 LCD projectors and moving screens
5. Smart Boards
6. Adding 50 computers and a software to the Language Lab
7. A structure for RFID enabled entry into the library and office of the Principal and controller of examinations
8. Paper Recycling Unit
9. More Solar Units to be established
10. Windmills
11. Infrastructure & Director for Research and Development Centre
12. Infrastructure & Director for Documentation Centre
13. Infrastructure & Director for Coaching Centre for Competitive Examinations
14. Infrastructure & Director for Academic Staff College
15. Funds for Model Village
16. Restrooms to be renovated
17. Construction of more Rest rooms for female staff

The Administrators gave their approval for the proposal.




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Internal Quality Assurance Cell
St. Joseph's College (Autonomous), Tiruchirappalli
Minutes of the Meeting of the Members of the IQAC with the Administrators
held on 27th February 2024

Venue: IQAC Conference Hall

Time 03.00 p.m.

Agenda:

Budget Proposal for the College for NAAC Requirements

Members Present:

Rev. Dr Pavulraj Michael SJ, Rector

Rev. Dr K. Amal SJ, Secretary

Rev. Dr M. Arockiasamy Xavier SJ, Principal

Dr A. Rose Venis

Dr R. Qurshid Begum

Dr D. Ravindran

Dr G. Beschi

Rev. Fr M. Berchmans, SJ

Dr V. Jude Nirmal

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13. Infrastructure & Director for Coaching Centre for Competitive Examinations

14. Infrastructure & Director for Academic Staff College
15. Funds for Model Village
16. Restrooms to be renovated
17. Construction of more Rest rooms for female staff

The Administrators gave their approval for the proposal after a detailed discussion with the members present.

Signature of the Members Present:

Rev. Dr Pavulraj Michael SJ, Rector 

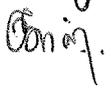
Rev. Dr K. Amal SJ, Secretary 

Rev. Dr M. Arockiasamy Xavier SJ, Principal

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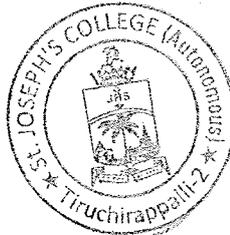
**Internal Quality Assurance Cell
St. Joseph's College (Autonomous), Tiruchirappalli-2**

**Action Taken Report on the Meeting of the Members of the IQAC
with the Administrators held on 27th February 2024**

The college management has included all the items presented in the proposal in its budget for the financial year 2024-2025.

- A Centre for Documentation is created and a Director has been appointed.
- Staff Advancement Centre is created and a Director has been appointed.
- Renovation of the Language Lab is in process.
- Preparatory work for Model Villages has begun.
- Solid Waste Management has become more efficient.
- Work on renovation and construction of restrooms has begun.

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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 08th March 2024

Venue: IQAC Conference Hall

Time 02.00 p.m.

Agenda:

Follow-up of the Meeting with the Administrators - Model Village

Members Present:

Dr A. Rose Venis
Dr R. Qurshid Begum
Dr D. Ravindran
Dr G. Beschi
Rev. Fr M. Berchmans, SJ
Dr V. Jude Nirmal
Rev. Dr T. Sahayaraj, SJ
Mr C. Jeyachandran
Mr P. Vijayakumar
Mr S. Lenin
Mr T. Joseph Christu Raja
Ms H. Yasodai

The members initiated discussion regarding creation of two model villages (SHEPHERD) and the following points were discussed:

- I. Baseline Survey
- II. Budgeting
- III. Identifying Areas of Activities and Networking with Departments
- IV. Networking with Govt Officials & NGOs
- V. Generation of Funds
- VI. Allotting Work for Students
- VII. Implementation

Much Proposed Village: Inamathur

Other Works to be done:

Visit to Villages

Village to be Identified

Necessities

Education 100%

Primary, Secondary, Hr Secondary, Hr Ed Opportunities
Career Counselling Support – E learning Centre
Capacity Development
Competitive Exams Coaching Centre
Tuition Centre – Animator
Admission for Students from Model Villages

Health & Hygiene

Sanitation
Nutritious Food
PHC
Private Hospitals
Pharmacy

Infrastructure

Decent Houses with Toilet facilities for all the families
Sewage facilities
Community Centre
Water Tank
School Building
Library
Clean Water – Water Tank, Water Connection in all the Houses

Agriculture & Allied Services

Farmers' Association
Organic Farming
Irrigation Facilities
Support for Soil Testing
Seed Banks
Tractors for common use
Agro-Market
Cattle Rearing/Animal Husbandry
Dairy
Veterinary Hospital

Water tanks

Economic Growth & Sustainability

Corpus Fund

Bank Account

Entrepreneurship Training

Steps for Income Generation

Self-Help Groups

Loan Societies

Micro, Small & Medium Industries

Energy

Electricity

Solar Panels

Windmills

Communication

Internet Facilities

Wi-Fi

Computer Centre

Environment

Rain Water Harvesting – Water Conservation

Miyawaki Forests

Community Reserve Forest

Plastic free

Solid Waste Management

Kitchen Gardens

Community Development

Maintenance of Land Records

Legal Awareness Cell

A System for Resolution of Conflicts

Sports Club/Centre

Recreation Club/Centre

Women/Youth Empowerment Centre

Drug free

Alcohol free

Stores/Shops
Cycles parked at various places

Govt Intervention

Govt Schemes
Govt Linkages
Road Connectivity
E Seva Centre

Cultural Preservation

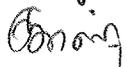
Sales Counter at the College

Signature of Members Present:

Dr A. Rose Venis 

Dr R. Qurshid Begum 

Dr D. Ravindran 

Dr G. Beschi 

Rev. Fr M. Berchmans, SJ 

Dr V. Jude Nirmal 

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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 27th March 2024

Venue: IQAC Conference Hall

Time 03.00 p.m.

Agenda:

Follow-up of the Meeting with the Administrators

Members Present:

Dr A. Rose Venis

Dr R. Qurshid Begum

Dr G. Beschi

Rev. Fr M. Berchmans, SJ

Dr V. Jude Nirmal

The members had a follow-up meeting and the following decisions were arrived at:

- An exclusive Inventory Audit of ICT tools of the college to be conducted
- Meeting with the ERP to be conducted
- Meetings with the Directors of Library and SHEPHERD to be organised
- Improve research publications by fixing targets for the faculty for publication
- A team to be formed for carrying out work for the fifth cycle of accreditation

Signature of Members Present:

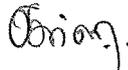
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Internal Quality Assurance Cell

St. Joseph's College (Autonomous), Tiruchirappalli

Minutes of the Meeting of the members of the IQAC held on 05th April 2024

Venue: IQAC Conference Hall

Time 10.00 a.m.

Agenda:

Preparatory work for NAAC Accreditation (Cycle – V)

Members Present:

Dr. D. Ravindran

Dr. F.R. Alexander Pravin Durai

Dr. S.R. Senthilkumar

Dr. G. Beschi

Rev. Fr. M. Berchmans, SJ

Dr. V. Jude Nirmal

Rev. Fr. J. John Wilson SJ

Dr. A. Egbert Selwin Rose

Dr. A. Anthony Eldred

Dr. J. John Love Joy

Dr. M. Julias Ceasar

Dr. J. Charles

Dr. A. Rose Venis

Dr. R. Qurshid Begum

The meeting began with a silent prayer. The meeting was primarily conducted to impart information to the officials on the new metrics as shared by NAAC for the revised framework for accreditation. The metrics were presented to the members who suggested the conduct of a meeting with the Heads and Coordinators so that necessary information regarding new strategies needed for the preparatory work for Cycle V of NAAC Accreditation of St. Joseph's College will be shared with all the members of the faculty. The

members also suggested conducting continuous sessions of training for the members of the faculty on Indian Knowledge System and other relevant areas.

Signature of Members Present:

Dr. D. Ravindran



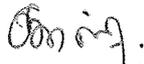
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Dr. G. Beschi



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Dr. V. Jude Nirmal



Rev. Fr. J. John Wilson SJ



Dr. A. Egbert Selwin Rose



Dr. A. Anthony Eldred



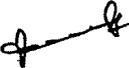
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Internal Quality Assurance Cell

St. Joseph's College (Autonomous), Tiruchirappalli

Minutes of the Meeting of the Members of the IQAC held on 5th June 2024

Venue: IQAC Conference Hall

Time 10.00 a.m.

Agenda:

Strategising for V Cycle of NAAC Accreditation

Members Present:

Dr A. Rose Venis

Dr R. Qurshid Begum

Dr G. Beschi

Rev. Fr M. Berchmans, SJ

Dr V. Jude Nirmal

The members discussed the metrics presented by NAAC with reference to Maturity-based Graded Accreditation, and the following decisions were arrived at:

- A committee to strategise for improving the attainment process
- Uploading data of students to NAD - ABC
- Offering Training programmes for the faculty on IKS – to be discussed with the Director of Faculty Advancement Centre
- Offer FDPs for all the faculty of different cadres – in association with the Faculty Advancement Centre
- Identify courses for TLE in mother tongue
- Offer Certificate Courses in collaboration with Bharathidasan University as part of inter-institution credit transfer
- Include credits for MOOC on SWAYAM in the curriculum
- Biochemistry department can start the sample testing work in their labs for students, staff and the public as part of student Internship and practical sessions or Earn while you Learn Scheme
- Improve e resources in library

- Plagiarism check software to be updated
- Discuss TL methodologies with the departments
- Industry-institution partnership to be strengthened
- Conduct meeting of the HoDs/Coordinators to discuss the above
- Include more officials and faculty in the core team

It was decided that the discussion would continue at 10 a.m. on 10th June 2024.

Signature of Members Present:

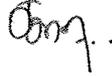
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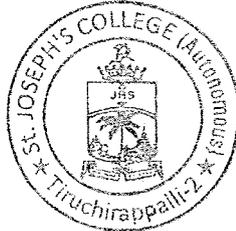
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