

NAAC Review

ing - 19.4.18

IOAC - Meeting

DHANRAJ BAID JAIN COLLEGE  
THURAIPAKKAM, CHENNAI - 97.

**HOD NAME LIST**

S.NO	NAME	SIGNATURE
1	Dr.U.Thirunavukkarasu	
2	Dr.P.Roushini Leely Pushpam	
3	Dr.K.Minraj	
4	Dr.R.Desingurajan(PD)	
5	Prof.A.Vijayalakshmi	91.05.18
6	Prof.J.Benita Selvakumari	J. Benita
7	Dr.M.Rajesh	
8	Dr.S.Balaji	S. Balaji
9	Dr.B.Jagadesan	B. Jagadesan
10	Dr.E.Viswanathan	E. Viswanathan
11	Prof.V.Karunakaran	
12	Prof.G.Vinayagamurthy	
13	Prof.M.Manjula Devi	M. Manjula Devi
14	Prof.Ganapathy	G. Ganapathy
15	Prof.Kalpana	K. Kalpana
16	Dr.S.Gothandaraman	S. Gothandaraman
17	Dr.T.Sivakumar	T. Sivakumar
18	Prof.Jeyakumar	G. Jeyakumar
19	Prof.Jebastian	J. Jebastian
20	Dr.Mahesh Kannan.s	R. Mahesh Kannan.s

M&M

PROFESSOR IN CHARGE  
DB Jain College (Autonomous)  
Thuraiyakkam, Chennai - 600 097.



Sanjay Rf

Principal 19/04/18  
DHANRAJ BAID JAIN COLLEGE  
(Autonomous)  
Thuraiyakkam, Chennai - 600 097

# DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)

Thoraipakkam, Chennai - 600 097

## Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting held on 19.04.2018 at 12:50 p.m. in NAAC Room

### Members Present:

1. Dr. Pankaja R.P, Principal
2. Dr. Sakthivel Murugan M, Professor-In-Charge
3. Dr. Balaji S, HoD, PG Dept of Computer Science
4. Dr. Jagadhesan B, HoD, Department of Computer Science
5. Dr. Viswanathan E, HoD, Dept of Commerce (Shift I)
6. Prof. Manjula Devi D, Department of Economics
7. Prof. Vijayalakshmi A, HoD, Dept of Tamil
8. Prof. Benita Selvakumari, HoD, Dept of English (Shift II)
9. Prof. Ganapathy S, HoD, Dept of Management Studies (Shift II)
10. Dr. Gothandaraman S, HoD, Dept of Commerce (Shift II)
11. Prof. Kalpana G, HoD, Dept of Corporate Secretaryship (Shift II)
12. Dr. Sivakumar T, HoD, Dept of Commerce (AF/CA) (Shift II)
13. Prof. Jeyakumar, HoD, Dept of Computer Science (BCA) (Shift II)
14. Prof. Jebastian J, HoD, Dept of Visual Communication (Shift II)
15. Prof. Mahesh Kannan S, Asst. Professor, Dept of Cooperation
16. Mr. Velayutham P J, Administrative Officer

The Principal welcomed the Professor-In-Charge, HoD's and Faculty members who have attended the Meeting. The following are the points were discussed:

1. **Discipline Committee** : It was resolved that the written complaint is must for taking disciplinary action against the students. The process flow are:
  - o The written complaint has to be handed over to the Discipline Committee.
  - o Discipline committee will discuss and prepare the recommendations and same will be handed over to the Principal for final decision.
  - o Principal will convene final meeting with Heads of the department for final decision.
2. **Internal Mark Statement** : It was resolved that the Internal Mark Statement to be handed over to the CoE office on or before 20<sup>th</sup> April 2018. The respective subject in-charge has to update the remarks column for those students who have marked as absent or zero.

3. **Performance Appraisal and Work Diary:** It was resolved that the Performance Appraisal form and Work Diary has to be completed on or before 25<sup>th</sup> April 2018 and the same to be handed over to Principal Office.
  4. **Proposed Activities 2018-19 :** It was suggested to bring more Alumni to our College for departmental programmes. It was resolved that the Heads should prepare the department Budget proposals with break-up for the academic year 2018-19 and the same to be handed over to Principal for Secretary's approval.
  5. **Board of Studies :** It was resolved to convene Board of Studies for Syllabus revision on or before May 5, 2018. The latest changes and amendments have to be incorporated in the syllabus. The syllabus revision for common subjects across the College to be conveyed by the respective Heads through email. It was also suggested to have Alumni to be a part of the BoS meeting.
  6. **Programmes :**
    - It was resolved that the department must ensure to conduct Gender-Equity / Sensitization programme and Extension Activities for the students.
    - NSS camp is scheduled during the month of July 2018.
    - Active involvement of the department for making the Business Park with more active and creativity.
  7. **NAAC Documents:** It was resolved that the following are the documents to be completed and handed over to Principal on or before May 05, 2018.
    - Evaluative Report of the Department
    - Department Brochure
    - Department Journal
    - Five years summary of the Department in PowerPoint format
    - MIS Report for the academic year 2017-18.
    - Attainment level
  8. **Autonomous Report :** It was resolved that the NAAC Core Committee will prepare the Autonomous Report. The team will convene a meeting and plan appropriately.
  9. The next meeting is scheduled on 5<sup>th</sup> May 2018 to discuss on the status of NAAC.
- The meeting ended with Vote of Thanks by the Principal.