

I QAC meeting

HOD-S MEETING HELD ON 21st JUNE 2019

1. **Action Taken:-** form the previous meeting. The HoD-s said that they along with the faculty have instructed saw their wards to wear the student ID while inside the Campus.
2. Students who lost the student ID can apply for duplicate ID by paying sum of Rs.100/- in the Indian Bank, Dhanraj Baid Jain College branch. The Challan should be produced whenever required till the new ID Card is issued.
3. Principal informed the members that classes for the first year UG students would commence from 11th July 2019.
4. Principal and Professor-in-Charge will address the first year students and the parents in the college Auditorium.
5. Classes for the second and the third year students will be held as usual.







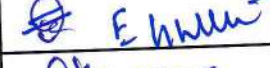





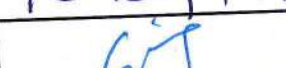

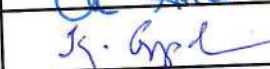

6. To organize a IQAC seminar on National Education policy
7. To conduct Programme for Faculty members on Outcome Based Education
8. To introduce new UG course
9. Enhancing employability by introducing additional interdisciplinary programmes
10. More conferences, Seminars and workshops planned for the academic year
11. Planned to conduct Awareness programmes
12. Planned to conduct women empowerment programmes and counselling sessions.
13. To implement personality development programs, value added certificate courses & pre placement training programmes

| HOD Meeting - 21-06-2019

IGAC Meeting

**DHANRAJ BAID JAIN COLLEGE
THURAIPAKKAM, CHENNAI - 97.**

IGAC. / HOD NAME LIST

S.NO	NAME	SIGNATURE
1	Dr.C.Nagarajan	
2	Dr.R.Desingurajan(PD)	
3	Prof.A.Vijayalakshmi	
4	Prof.J.Benita Selvakumari	
5	Dr.M.Rajesh	
6	Dr.S.Balaji	
7	Dr.B.Jagadesan	
8	Dr.E.Viswanathan	
9	Prof.V.Karunakaran	
10	Prof.S.Ganapathy	
11	Prof.K.Gubendiran	
12	Dr. A.Muruganantham	
13	Dr. Elangovan	
14	Dr.Rajasekaran	
15	Mrs.Ezhilarasi	
16	G.K.Ashok	
17	K.Gopal	


PROFESSOR INCHARGE
DB Jain College (Autonomous)
Thoraipakkam, Chennai - 600 097.




Principal
DHANRAJ BAID JAIN COLLEGE
(Autonomous)
Thoraipakkam, Chennai - 600 097.

TQAC meeting

**Head of the Department Meeting held on 10.07.2019 at
1.00 p.m. in NAAC Room.**

The Principal welcomed all the Head of the Department.


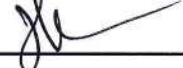
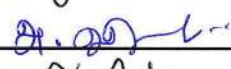

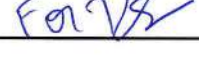







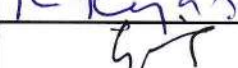

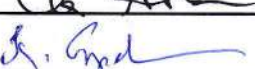
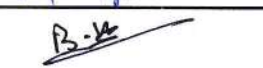
Resolved the following:

1. 10 days Induction programme at Sri Champalal Saransukha Auditorium will be conducted from 11.07.2019 for First year students.
 - (i) College prayer at 10.15 a.m.
 - (ii) Principal address the parents and students.
 - (iii) Introducing Student Induction Programme.
 - (iv) Discipline Committee members have to be present daily in time according to the hours allotted, without fail.
 - (v) During the SIP, July 11th to 19th 2019 there is no class for Tamil and English for Second year students. These classes should be substituted for major subjects.
 - (vi) There is no incident regarding ragging in our college. Zero incident about ragging. Second and Third year students should not mingle with First year students.
2. 2019 - 2020 Academic Calendar to be handed over to the respective Head of the Department, to distribute the concerned class students and faculty of the department.
3. Student Induction programme Banner to be put up during the SIP.
4. All Teachers have to wear ID Cards. Second and Third year students compulsory wear ID Cards. Prof.-in-charge spoke about the dress code for faculty.
5. Dress code clearly mentioned in the Academic Calendar 2019 - 2020 in page No.58 for the students. This has to be clearly adhered to at all times.
6. Class representatives should be nominated and advise them how to behave with fellow – students and teachers. Reasonable requests from students can be considered. A meeting of the student represent to be arranged.
7. Paryushan Parva holidays have to be utilized for conducting the excursions, holding NSS camps etc.

8. For the first year students, Sports activities will be planned for spotting the sports talents.
9. Ullas Trust can be asked to arrange the academic programmes on Saturdays only for 2nd and 3rd year students.
10. Inter – Department, Inter – class, activities, workshops, seminars have to be planned - Budget to be prepared and get approval from Secretary (Administration) in advance.
11. Department activities be planned well in advance and faculty to be assigned the duty/activity to ensure the smooth conduct of activities.
12. All the Teachers must sign in the Attendance Register Compulsorily daily in time. Leave letter should be properly submitted.
13. Regarding students attendance one faculty member to be assigned for the ERP activities.
 - (i) First year, Second year and Third year Class Teacher.
 - (ii) Finally one Teacher in every Department is necessary for ERP Work.
14. Shoe and Tie must for Male Faculties.
15. Students to be motivated by teachers to join UGC learning programme. It was suggested that students scoring more than 90% in the NPTEL Examinations, the Examination fees will be reimbursed after approval from the Secretary (Administration).
16. Induction programme for First year students will share of activities, extra-curricular activities.
17. 15th August 2019 Alumni programme be arranged for old students well in advance and planned good manner.
18. Principal informed the members that the salient students' activities will very soon have to be uploaded in the official Facebook, Twitter page of the college as per the instructions from MHRD.

Principal

DHANRAJ BAID JAIN COLLEGE
THURAIPAKKAM, CHENNAI - 97.
HOD NAME LIST

S.NO	NAME	SIGNATURE
1	Dr.C.Nagarajan	
2	Dr.R.Desingurajan(PD)	
3	Prof.A.Vijayalakshmi	
4	Prof.J.Benita Selvakumari	
5	Dr.M.Rajesh	
6	Dr.S.Balaji	
7	Dr.B.Jagadesan	
8	Dr.E.Viswanathan	
9	Prof.V.Karunakaran	
10	Prof.S.Ganapathy	
11	Prof.K.Gubendiran	
12	Dr. A.Muruganantham	
13	Dr. Elangovan	
14	Dr.Rajasekaran .K.	
15	Mrs.Ezhilarasi	
16	G.K.Ashok	
17	K.Gopal	

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B.K


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DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)
THORAIPAKKAM, CHENNAI – 600 097.

IQAC Meeting
Head of the Department Meeting held on 18.11.2019
(Monday) at 12.00 p.m. at NAAC Room.

1. The following Members were Present.

S.NO	NAME
1	Dr.M.Sakthivel Murugan
2	Dr.C.Nagarajan
3	Prof.T.Murugan
4	Prof.A.Vijayalakshmi
5	Prof.J.Benita Selvakumari
6	Dr.M.Rajesh
7	Dr.S.Balaji
8	Dr.B.Jagadhesan
9	Dr.E.Viswanathan
10	Dr.R.Elangovan
11	Dr.K.Rajasekaran
12	Mrs.M.Ezhilarasi
13	Mrs.Vaishnavi

2. Dr.M.Sakthivel Murugan, Professor -In-Charge thanked all the Heads of the Department, Members of the AQAR and once again thanked to completed the work in time.
3. He observed the following points from the recommendations of Autonomous Committee during the last visit.
- Upgradation of Syllabus (Curriculum) may be done in consultation with academic bodies, experts and resource materials.
 - More Smart Class Rooms ICT Teaching methods may be created and used for the Teaching of all subjects Development of teaching should be encourage to use Computers.
 - Students projects may be assigned as part of Internal Assessment.
 - Activities of the Departments and other support services should be displayed in the departments more effectively and self explanatory.
 - Students feedback on curricular programs, data collection, Library activities to enable comprehensive planning for the better implementation of the autonomy.

- The Committee suggests that Alumni must be more active in the Institution. Their involvement is necessary growth of the College in several ways.
- Scholarship, more Scholarship to Backward Community, SC/ST, Management and other Institutions.
- More action to be taken to the Community development.
- Club Activities to initiated and conduct more programs in the following Clubs activities:
 - (i) Entrepreneurship Development Cell EDC.
 - (ii) Value Education LEAP
 - (iii) Women's Empowerment Club.
 - (iv) APJ Abdul Kalam Quiz Club.
 - (v) Environmental Club – ELC
 - (vi) Consumer Club.
 - (vii) NCC, NSS, YRC, RRC.
- Any one subject from Co-operation Department to be included in Commerce, Computer Science, B.Com ISM/Accounting Finance. Commerce & Computer Science students are eligible to take part in Co-operative /Bank Examinations.
- For Department Inauguration – Alumni Member should be called and take part in Dept. Inaugural Function.

To prepare current autonomous Expert Committee visit report following details are to be gathered which is to be submitted to UGC.

- (i) Achievement of students – 5 years
- (ii) Five year Conferences conducted in the college and attended by staff.
- (iii) Five year Publications of staff members.
- Students Attendance in ERP must be updated on daily basis.
- Dr.S.Balaji informed, about Placement – Infosys – 4 students are selected. One from B.Sc. Mathematics, Two from BCA and one from B.Sc Computer Science.

Conclusion of the Meeting

Update website regularly in time.

Expected the Co-operation from all and instructed to complete the process in time.

Subsequent Accreditation to be initiated for NAAC work reaccreditation.

Improve the quality of education in the right direction.

M. S. Upadhyay
25/11/19

IQAC / HOD's Meeting on .18.11.19 at
11.30 . am .

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1	Dr.C.Nagarajan	for [Signature]
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6	Dr.M.Rajesh	[Signature]
7	Dr.S.Balaji	[Signature]
8	Dr.B.Jagadhesan	[Signature]
9	Dr.E.Viswanathan	for [Signature]
10	Prof.V.Karunakaran	
11	Prof.K.Gubendiran	
12	Dr. A.Muruganantham	
13	Dr. R.Elangovan	[Signature]
14	Dr.K.Rajasekaran	[Signature]
15	Mrs.M.Ezhilarasi	[Signature]
16	Mrs.Vaishnavi	[Signature]
17	Mr. G.K.Ashok	



M. S. K. V. M.
Principal *J/c* 18.11.19
DHANRAJ BAID JAIN COLLEGE
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DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)
THORAIPAKKAM, CHENNAI – 600 097.

IQAAC meeting
Head of the Department Meeting held on 19.12.2019
(Thursday) at 12.30 p.m. at NAAC Room.

Prof. Dr.M.Senthilraj, Principal welcomed all the Head of the Department of D.B. Jain College. (Autonomous)

The following resolution are passed.

Supporting documents prepared and show to Autonomous Committee Members.

Individual Department should prepare and produce Seminar and Conferences etc. will show separately for 5 years.

Department Presentation:

1. Tamil
2. English
3. Commerce (General, A&F, CA)
4. Co-operation
5. Corporate Secretaryship (BBA & ISM)
6. Economics
7. Mathematics
8. Computer Science
9. Visual Communication

Seminar attended and Conferences attended should show separately for 5 years.

Abstract Format:

Journal published and publication are consolidated in each department separately for 5 years.

1. Department Library
2. Question Bank and key
3. Remedial coaching
4. Students Achievements
5. About the Department – Course help manner
6. History of the Department
7. Vision and Mission
8. Old Syllabus / New Syllabus
9. Staff Profile
10. Students Strength

11. Internal Assessment
12. Student Attendance
13. Result Analysis

Departmental Activities:

1. Staff Participation
2. Presentation
3. Awards
4. Templates supporting documents
5. Students Achievements
6. Remedial Classes
7. Alumni details
8. Placement Records
9. Department Minutes
10. Parents Teachers Meeting Minutes
11. Lesson Plan
12. Work Diary
13. Last 5 year Attendance

Club Activity, Infrastructure facility, LCD Projector, Future Plan, Help Manual.

followup HOD Meeting held on 19.12.2019 at 3.30 p.m. the following Departments given updation.

1. Visual Communication updated
2. Tamil updated
3. English updated
4. Corporate Secretaryship updated
5. Accounts & Finance updated

Principal Concluded the Meeting with thanks to Head of the Departments for timely completion of the work.



Glenhild
Principal

Principal
DHANRAJ BAID JAIN COLLEGE
(Autonomous)
Thorapakkam, Chennai - 600 097.

MGM
20/12/19

VH

11. Internal Assessment
12. Student Attendance
13. Result Analysis

Departmental Activities:

1. Staff Participation
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Glenith
Principal

Principal
DHANRAJ BAID JAIN COLLEGE
(Autonomous)
Thorapakkam, Chennai - 600 097.

AMM
20/12/19

VA

DHANRAJ BAID JAIN COLLEGE
THURAIPAKKAM, CHENNAI - 97.

IQAC/ HOD's Meeting 19.12.2019 at
12.30 - Pm

HOD NAME LIST

S.NO	NAME	SIGNATURE
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12	Dr. A.Muruganantham	
13	Dr. R.Elangovan	
14	Dr.K.Rajasekaran	
15	Mrs.M.Ezhilarasi	
16	Mrs.Vaishnavi	
17	Mr. G.K.Ashok	
18	Dr. A. Narmadha	

19. Dr. K. Ayyappan

for sign

DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS),
THORAIPAKKAM.
(A RELIGIOUS MINORITY INSTITUTION)

I QAC meeting

Heads of the Department Meeting held on 03.01.2020 at 12.30 p.m.
at NAAC Room.

The Meeting was conducted to discuss about Autonomous work Progress.
The HOD's are requested to bring their department power point presentation and project in the meeting.

In the HOD's Meeting the following items are discussed:

1. Staff details
2. Course Option
3. Staff Strength
4. Programme outcome
5. Student strength
6. Exam Result Analysis
7. Teachers Achievements
8. Teachers Participants
9. Teachers Publications
10. Students Achievements
11. Students Participative learning
12. Future Plan
13. Library Journals – Individual Department

All the Department displayed their department work progress regarding
Autonomous Status to be held on 9th and 10th January 2020.




Principal