

DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)



**Co-Educational Jain Minority Institution
Owned & Managed by TamilNadu Educational and Medical Foundation
Approved by the Government of Tamilnadu
Affiliated to the University of Madras
Re-Accredited with 'B+' Grade by NAAC**

Rajiv Gandhi Salai, Jyothi Nagar, IT Corridor, Thoraipakkam, Chennai-600097



MINUTES OF ONLINE MEETING OF IQAC HELD ON 24.06.2020 AT 3.30 p.m.

Members Present

1. Dr.B.Jagadhesan
2. Dr.C.Murugesan
3. Dr.M.Sakthivel Murugan
4. Dr.S.Balaji
5. Mrs.Durga Siddharth
6. Dr.E.Selvakumar
7. Mrs.M.Purushothama Nayagi
8. Mr.P.Saravanan
9. Mrs.K.Shoba
10. Mrs.K.E.Deepa
11. Mrs.J.Benita Selvakumari
12. Mrs.G.K.Ashok
13. Mrs.J.Usha
14. Dr.R.Lavanya
15. Dr.A.Narmada
16. Mr.M.Naresh Kumar

AGENDA

IQAC meeting conducted on Zoom Platform

1. Revising and upgrading conventional practices and systems with emphasis on digital mode of working remotely
2. Planned for online admissions and criteria for admission finalization
3. Use of ERP software having new features for admission, examination, office work etc.
4. Staff welfare medical claim was revised to during pandemic
5. Emphasis on mental health emotional well being of staff and students
6. Health awareness programmes planned to reduce mental stress for both staff and students

ACTIONS TAKEN based on the recommendations by IQAC meeting on -----

- Access to e resources, students were provided online training for accessing e resources. Students and teachers were trained for the use of online teaching and examination systems.
- All Students were provided with regular counseling sessions to overcome stress due to the new normal of working online

DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)



**Co-Educational Jain Minority Institution
Owned & Managed by TamilNadu Educational and Medical Foundation
Approved by the Government of Tamilnadu**

Affiliated to the University of Madras

Re-Accredited with 'B+' Grade by NAAC

Rajiv Gandhi Salai, Jyothi Nagar, IT Corridor, Thoraipakkam, Chennai-600097



MINUTES OF ONLINE MEETING OF IQAC HELD ON 30.06.2020 AT 11.30 a.m.

Members Present

1. Dr.B.Jagadhesan
2. Dr.C.Murugesan
3. Dr.M.Sakthivel Murugan
4. Dr.R.Desingurajan
5. Dr.S.Balaji
6. Mr.V.Karunakaran
7. Dr.E.Viswanathan
8. Dr.K.Rajasekaran
9. Mr.K.Gubendiran
10. Dr.K.Ayyappan
11. Dr.G.K.Ashok
12. Dr.M.Ezhilarasi

AGENDA

IQAC meeting was conducted on ZOOM platform due to COVID lockdown

1. Plan to conduct examinations online
2. Collection of reports on previous academic year activities 2019-2020
3. Prepare staff to plan and conduct classes online
4. To make students mentally prepared for online examinations by providing access to E-resources

ACTIONS TAKEN based on the recommendations by IQAC meeting on 24/06/2020

- The controller of examination planned examinations through online mode, timetable was prepared. Question papers shared through online and answer scripts collected through specific Gmail for each subject
- Reports collected by staff and shared to heads of the departments
- Webinar on Online Teaching Methods was organized and attended by 60 faculty members to equip themselves with online teaching tools.



DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)

**Co-Educational Jain Minority Institution
Owned & Managed by TamilNadu Educational and Medical Foundation
Approved by the Government of Tamilnadu
Affiliated to the University of Madras
Re-Accredited with 'B+' Grade by NAAC**

Rajiv Gandhi Salai, Jyothi Nagar, IT Corridor, Thoraipakkam, Chennai-600097



MINUTES OF ONLINE MEETING OF IQAC HELD ON 07.07.2020 AT 11.00 a.m.

Members Present

1. Dr.B.Jagadhesan
2. Dr.C.Murugesan
3. Dr.M.Sakthivel Murugan
4. Dr.S.Balaji
5. Dr.K.Rajasekaran
6. Mr.K.Gubendiran
7. Mrs.Durga Siddharth
8. Dr.E.Selvakumar
9. Mrs.K.Shoba
10. Mrs.M.Bharathi
11. Mrs.Vijaya Govindarajan
12. Dr.B.Elangovan
13. Dr.T.S.Vidya

AGENDA

IQAC meeting conducted on Zoom Platform

1. Plan for Time table for all courses online.
2. Prepare for online lectures and use of ICT in teaching learning process
3. Plan to conduct webinars and FDPs for staff
4. To improve the use of ICT in evaluation of papers
5. Review on on data collection for AQAR
6. Introduced system of collecting the academic/non academic data from the departments through Google form.

**ACTIONS TAKEN based on the recommendations by IQAC meeting on
30/06/2020**

- Heads were instructed to prepare the timetable for the upcoming semester along with workloads.
- Staff were instructed to prepare ICT materials to commence the semester for individual subjects
- Weekly reports on the number of FDPs, Webinars attended collected.



DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)

**Co-Educational Jain Minority Institution
Owned & Managed by TamilNadu Educational and Medical Foundation
Approved by the Government of Tamilnadu
Affiliated to the University of Madras
Re-Accredited with 'B+' Grade by NAAC
Rajiv Gandhi Salai, Jyothi Nagar, IT Corridor, Thoraipakkam, Chennai-600097**



MINUTES OF ONLINE MEETING OF IQAC HELD ON 25.08.2020 AT 11.00 a.m.

Members Present

1. Dr.B.Jagadhesan
2. Dr.C.Murugesan
3. Dr.M.Sakthivel Murugan
4. Dr.S.Balaji
5. Mr.V.Karunakaran
6. Dr.E.Viswanathan
7. Dr.K.Rajasekaran
8. Mr.K.Gubendiran
9. Dr.K.Ayyappan
10. Mrs.J.Benita Selvakumari
11. Mrs.J.Usha
12. Dr.R.Lavanya
13. Dr.M.Ezhilarasi
14. Mrs.Vijaya Govindarajan
15. Dr.D.Elangovan
16. Dr.T.S.Vidya

AGENDA

1. Planned to conduct one week induction programme for freshers of all courses.
2. Plan for work report submission through google form
3. Student satisfaction survey planned to conduct through online platform
4. Periodic staff meeting planned to address online teaching progress and strengthening of blended teaching learning initiatives
5. Feasibility of conducting Parents teachers meeting through online mode and Online feedback system planned for stakeholders to express their views
6. Planned to conduct webinar exclusively for women on health and stress management

ACTIONS TAKEN based on the recommendations by IQAC meeting on 07/07/2020

- Induction program was conducted for one week for all the freshers.
- Alumni were invited online to share their industry and technical experience.
- Staff meeting conducted periodically to ensure smooth execution of online classes.
- Women empowerment cell conducted webinar on 'Inspire Yourself' for women staff for all colleges
- FDP conducted for all staff on -----
- Parent Teachers meet was conducted online to make sure they express their views freely.



DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)

**Co-Educational Jain Minority Institution
Owned & Managed by TamilNadu Educational and Medical Foundation
Approved by the Government of Tamilnadu
Affiliated to the University of Madras
Re-Accredited with 'B+' Grade by NAAC
Rajiv Gandhi Salai, Jyothi Nagar, IT Corridor, Thoraipakkam, Chennai-600097**



IQAC Meeting held on 24.12.2020 at 12.05 p.m. in NAAC Room

Dr.M.Sakthivel Murugan, welcomed the members of the IQAC. He introduced the New Principal In-charge of D.B.Jain College (Autonomous).

Dr.C. Murugesan, Principal In-Charge welcomed all the Co-ordinators of IQAC.

Dr.B.Jagadhesan, welcomed the Co-ordinators of IQAC. He pointed out that this is a part of NAAC work.

Dr.M.Sakthivel Murugan, Professor In-charge requested all the Guides and Research Scholars to provide their research publications for the year 2019-2020.

Research Guides:

1. Dr.E.Viswanathan

2. Dr.M.Rajesh

3. Dr.R.Desingu Rajan

List of IQAC Co-ordinators are approved by Principal In-charge and Professor

In-charge for quality enhancement.

Dr.B.Jagadhesan informed the members about criteria documents required

for AQAR where in the committee members will be mailed the criteria details

required along with filled criteria of last year.

Review Meeting of the IQAC after the Pongal 2021.

Principal



DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)

**Co-Educational Jain Minority Institution
Owned & Managed by TamilNadu Educational and Medical Foundation
Approved by the Government of Tamilnadu
Affiliated to the University of Madras
Re-Accredited with 'B+' Grade by NAAC
Rajiv Gandhi Salai, Jyothi Nagar, IT Corridor, Thoraipakkam, Chennai-600097**



AQAR – Process Review Meeting on 12.02. 2021

at 12.05 p.m. in NAAC Room

The Principal Dr.C.Murugesan welcomed the Professor In-charge, HOD's and Faculty Members who have attended the meeting. The Professor In-charge Dr.M.Sakthivel Murugan gave the overview of AQAR submission and importance of NAAC Accreditation.

Dr.B.Jagadhesan has explained the steps of processes of AQAR online submission in NAAC web portal. In continuation, he gave the detailed format of AQAR from criterion I to criterion VII. The following criterions were assigned to the members of the team of AQAR.

Criterion I: Prof.K.Gubendran and his team were instructed to complete the curriculum Design and Development, Academic flexibility, curriculum enrichment and feedback system from all levels.

Criterion II: Dr.E.Viswanathan and his team were requested to consolidate the student Enrolment and Profile, Catering to student diversity, Teaching – Learning process, Teacher Profile and Quality, Evaluation process and reforms, student performance and learning outcomes and student satisfaction survey.

Criterion III: Dr.S.Balaji and his team accepted to collect the details of promotion of Research and Facilities, Resource mobilization of research, Innovation

Eco System, Research publication and awards, Consultancy and extension activities.

Criterion IV: Dr.R.Desingurajan and his team were requested to provide the details of information and learning resources, IT Infrastructure and maintenance of campus infrastructure.

Criterion V: Prof. Lavanya and her team were assigned to summarize the details of student support and progression, student progression, student participation activities and Alumni engagement.

Criterion VI: Dr.B.Jagadhesan and his team took the responsibilities to consolidate the details of Institutional vision and leadership, Strategy development and deployment, Faculty Empowerment strategies, Financial management, Resource mobilization and Internal quality assurance system.

Criterion VII: Prof.V.Karunakaran and his team were allocated to accomplish the information about Institutional values and responsibilities, Best practices, Institutional distinctiveness and future plan of actions for next academic year.

Finally, all the queries and doubts related to AQAR raised by the members during the meeting were clarified clearly by Dr.B.Jagadhesan. It was also decided to conduct the AQAR Review meeting periodically.

The meeting ended with vote of thanks by the Professor In-charge Dr.M.Sakthivel Murugan.

Principal