

DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)

— A RELIGIOUS MINORITY INSTITUTION —

[Owned & Managed by Tamil Nadu Educational and Medical Foundation]

Rajiv Gandhi Salai, Jyothi Nagar, IT Corridor, Thoraipakkam, Chennai - 600 097

E-mail: dbjainmca@yahoo.co.in Website: dbjaincollege.org

Approved by the Government of Tamil Nadu & Affiliated to the University of Madras

Co-Education

Re - Accredited by NAAC



Office: 72000 71798
72000 71797

Date :.....

02-06-2022

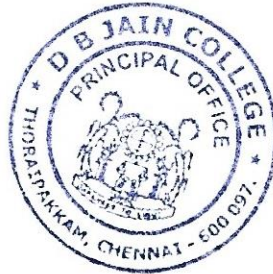
INTERNAL QUALITY ASSURANCE CELL (IQAC)-MEETING (A.Y. 2022-23)

CIRCULAR

This is to inform you that the IQAC meeting is scheduled on 04.06.2022 at 11.30 AM in NAAC room for discussing the NAAC and internal quality assessment. All the members are requested to attend the meeting and extend your support for maintaining sustainable quality in teaching and learning.

B. S. S. S.
02/06/22

IQAC COORDINATOR



M. S. S. S.
2/6/22

PRINCIPAL

Copy to:

1. The secretary
2. Members of the IQAC
3. File copy (Office)

DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)



Co-Educational Jain Minority Institution
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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

DBJC IQAC

IQAC Members Attend the meeting on 04.06.2022 at 11:00 am in NAAC room

COMPOSITION	NAME	SIGNATURE
MANAGEMENT MEMBER	Dr. Harish L Metha	
CHAIRPERSON	Dr. C. Murugesan	
COORDINATOR	Dr. B. Jagadhesan	
FACULTY MEMBERS	Dr. R. Desingurajan	
	Dr. S. Balaji	
	Mr. V. Karunakaran	
	Dr. E. Viswanathan	
	Dr. K. Rajasekaran	
	Mr. P. Saravanan	
	Mr. K. Gubendran	
	Mrs. Durga Siddarth	
	Dr. R. Lavanya	
	Mrs. J. Benita Selvakumari	
	Mrs. J. Usha	
	Dr. G.K. Ashok	
SENIOR ADMINISTRATIVE OFFICERS	Dr. M. Sakthivel Murugan	
	CA Mr. K.R. Rajesh	
NOMINEE FROM STAKEHOLDERS	Dr. S. Ganapathy	
NOMINEE FROM STUDENTS	Mr. P. Mukundhan	
	Ms. G. Nivetha	
NOMINEE FROM EMPLOYERS	Mr. Srinath Narayanan	
NOMINEE FROM ALUMNI	Mrs. Srivaishnavi	
NOMINEE FROM LOCAL SOCIETY	Mr. Selvakumar	
	Mr. R. Sarayana Kumar	
	Mrs. S. Seethalakshmi	



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DBJC IQAC

IQAC MEETING ON 04.06.2022 AT 11:00 am in NAAC room

AGENDA

- International Yoga Day Celebration
- NAAC Orientation Program
- Pledge for Abolition of Child Labour and Drug-Free Tamil Nadu
- Communication Hub for Students
- Faculty Pursuing Ph.D. Programs
- Academia-Industry Connections through MoU Signing

MINUTES OF THE MEETING

1:

Discussion on planning and organizing an event to celebrate International Yoga Day at the college campus. Assigning responsibilities for the event coordination.

2:

Overview of the NAAC orientation program for all staff members. Discussion on the schedule, topics, and speakers for the orientation. Determining the logistics and necessary arrangements for a successful program.

3:

Proposal for conducting a pledge ceremony on the abolition of child labor and promoting a drug-free Tamil Nadu at the college campus. Planning the event details, including speakers, format, and participant involvement. Coordination of efforts to ensure the successful execution of the pledge ceremony.

4:

Discussion on students lacking fluency joining the communication hub. Overview of the communication hub initiative. Benefits for students and strategies for encouraging participation.

5:

Presentation and discussion on the importance of faculty members pursuing Ph.D. programs. Overview of available programs and potential benefits for both faculty and the institution. Strategies for encouraging and supporting faculty in pursuing Ph.D. programs.

6:

Overview of the recently signed Memoranda of Understanding (MoUs) with various bodies and agencies. Explanation of the goals and objectives outlined in the MoUs. Benefits and Opportunities. Discussion on the potential benefits for both academia and industry through these connections. Opportunities for joint projects, research, and knowledge exchange.

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ACTIONS TAKEN based on the recommendations by IQAC meeting on 16/03/2022

- Jain IT Vista - 2022 meet is successfully completed with the support of College Management.
- Conducted sports events for all staff on Sports Day 2022.
- Organized Intramural Tournament sports day- 2022.
- World Health Day celebrated at college campus.
- Value Education Club and Sexual Harassment Cell together organized a general awareness programs in the campus.
- Organized 40th Graduation Day at college campus.
- Conducted a Professional Development Program on OBE and Role of statistics in machine learning.
- Annual Sports day organized at college campus.
- Students fees details monitored by the class in charge through ERP.
- Conducted Awareness programme on Tobacco.

B. Baid
04/06/22
Coordinator – IQAC



A. B.
4.6.22
Principal & Chairperson – IQAC

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29-09-2022

Date :

INTERNAL QUALITY ASSURANCE CELL (IQAC) – MEETING (A.Y. 2022-23)

CIRCULAR

This is to inform you that the IQAC meeting is scheduled on 06.10.2022 at 11:00 am in NAAC room for discussing the NAAC and internal quality assessment. All the members are requested to attend the meeting and extend your support for maintaining sustainable quality in teaching and learning.

B. J. J.
29/09/22

IQAC COORDINATOR



H. J. J.
29.9.22

PRINCIPAL

Copy to:

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DBJC IQAC

IQAC Members Attend the meeting on 06.10.2022 at 11:00 am in NAAC room

COMPOSITION	NAME	SIGNATURE
MANAGEMENT MEMBER	Dr. Harish L Metha	Wt
CHAIRPERSON	Dr. C. Murugesan	Wt
COORDINATOR	Dr. B. Jagadhesan	B. Jagadhesan
FACULTY MEMBERS	Dr. R. Desingurajan	R. Desingurajan
	Dr. S. Balaji	S. Balaji
	Mr. V. Karunakaran	V. Karunakaran
	Dr. E. Viswanathan	E. Viswanathan
	Dr. K. Rajasekaran	K. Rajasekaran
	Mr. P. Saravanan	P. Saravanan
	Mr. K. Gubendran	K. Gubendran
	Mrs. Durga Siddarth	Durga Siddarth
	Dr. R. Lavanya	R. Lavanya
	Mrs. J. Benita Selvakumari	J. Benita Selvakumari
	Mrs. J. Usha	J. Usha
	Dr. G.K. Ashok	G.K. Ashok
	SENIOR ADMINISTRATIVE OFFICERS	Dr. M. Sakthivel Murugan
	CA Mr. K.R. Rajesh	K.R. Rajesh
NOMINEE FROM STAKEHOLDERS	Dr. S. Ganapathy	S. Ganapathy
NOMINEE FROM STUDENTS	Mr. P. Mukundhan	P. Mukundhan
	Ms. G. Nivetha	G. Nivetha
NOMINEE FROM EMPLOYERS	Mr. Srinath Narayanan	Srinath Narayanan
NOMINEE FROM ALUMNI	Mrs. Srivaishnavi	Sri Vaishnavi
NOMINEE FROM LOCAL SOCIETY	Mr. Selvakumar	S. Selvakumar
	Mr. R. Saravana Kumar	R. Saravana Kumar
	Mrs. S. Seethalakshmi	S. Seethalakshmi



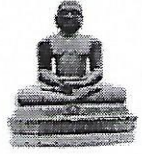
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DBJC IQAC

IQAC MEETING ON 06.10.2022 AT 11:00 am in NAAC room

AGENDA

- "Become an Efficient Bureaucrat" Program by IQAC and Keystone IAS Academy
- Capacity Building Program on Biologically Inspired Computing
- AQAR Data Collection for Academic Year 2021-2022
- Professional Development Programme on Copyright, Patent, IPR
- Mentors are assigned to monitor students' performance
- Placement Programs

MINUTES OF THE MEETING

- 1:**
Discussion and planning for the awareness session on the path to success to become a Civil Servant. Allocation of responsibilities for organizing the program. Determination of date, time, and venue for the event.
- 2:**
Emphasis on conducting a capacity-building program on Biologically Inspired Computing by IQAC. Planning the program details, including guest speakers, schedule, and resources needed. Assigning roles and responsibilities for the successful implementation of the program.
- 3:**
Instruction by the IQAC Coordinator on the AQAR data collection for the Academic Year 2021-2022. Announcement in the staff meeting to ensure everyone is aware and urged to complete the data collection promptly. Any necessary training or guidance for staff regarding the AQAR process
- 4:**
Discussion and planning for the Professional Development Programme on "An Overview of Copyright, Patent, IPR Filings in India." Collaboration details between the Department of Management Studies and IQAC.
- 5:**
Mentees share their recent achievements, challenges, and concerns. Open discussion for mentors to provide guidance and support. Mentees outline their current career goals and aspirations. Mentors provide insights, suggestions, and strategies for achieving those goals. Adjustments or modifications based on mentee's progress and needs.
- 6:**
Planning and organization of numerous placement programs. Discussion on collaborating with companies and organizations for employment opportunities. Faculty involvement in preparing students for placements.

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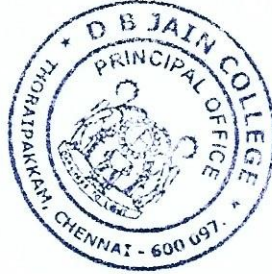
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ACTIONS TAKEN based on the recommendations by IQAC meeting on 04/06/2022

- International Yoga day celebrated at college campus.
- NAAC orientation organized program for all staffs.
- Pledge taken at college campus for an abolition of child labour and drug free Tamilnadu conduct.
- Discuss methods to support students lacking fluency and their inclusion in the communication hub for improvement.
- Encourage faculty members to explore Ph.D. programs in their respective fields for professional growth
- Academia-industry connections were fostered through MoUs signed with various bodies and agencies

B. S. S. S.
06.10.22
Coordinator – IQAC



H. S. S. S.
06.10.22
Principal & Chairperson – IQAC



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27-10-2022
Date :.....

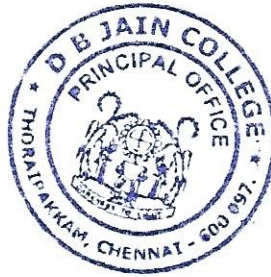
INTERNAL QUALITY ASSURANCE CELL (IQAC) – MEETING (A.Y. 2022-23)

CIRCULAR

This is to inform you that the IQAC meeting is scheduled on 02.11.2022 at 11:00 am in NAAC room for discussing the NAAC and internal quality assessment. All the members are requested to attend the meeting and extend your support for maintaining sustainable quality in teaching and learning.

B. S. S. S.
27/10/22

IQAC COORDINATOR



H. S. S. S.
27.10.22

PRINCIPAL

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DBJC IQAC

IQAC Members Attend the meeting on 02.11.2022 at 11:00 am in NAAC room

COMPOSITION	NAME	SIGNATURE	
MANAGEMENT MEMBER	Dr. Harish L Metha		
CHAIRPERSON	Dr. C. Murugesan		
COORDINATOR	Dr. B. Jagadhesan		
FACULTY MEMBERS	Dr. R. Desingurajan		
	Dr. S. Balaji		
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	Mrs. J. Benita Selvakumari		
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		CA Mr. K.R. Rajesh	
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	Ms. G. Nivetha		
NOMINEE FROM EMPLOYERS	Mr. Srinath Narayanan		
NOMINEE FROM ALUMNI	Mrs. Srivaishnavi		
NOMINEE FROM LOCAL SOCIETY	Mr. Selvakumar		
	Mr. R. Saravana Kumar		
	Mrs. S. Seethalakshmi		



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DBJC IQAC

IQAC MEETING ON 02.11.2022 AT 11:00 am in NAAC room

AGENDA

- DBJC Autonomous Semester Examination the staff meeting with the following Agenda's
- Fees collection status
- Hall ticket Distribution
- ERP Internal mark entry
- Autonomous Semester examination
- Invigilation Duty.
- Sharing of Notes & Question Bank with Students.
- NAAC - 5 Year Data collection.
- AQAR Submission
- NIRF - Data collection.
- University Committee Inspection.

MINUTES OF THE MEETING

1:

- Review and update on the current status of fees collection.
- Discussion on the plan and schedule for distributing hall tickets.
- Status update and coordination for entering internal marks in the ERP system.
- Updates and planning for the upcoming Autonomous Semester Examination.
- Discussion on the allocation of invigilation duties for the examination.
- Coordination and strategies for sharing educational resources with students
- Overview and planning for the NAAC data collection for the next five years.
- Instructions and updates on the Annual Quality Assurance Report (AQAR) submission.
- Coordination and plans for collecting data for NIRF rankings.
- Discussion on the upcoming inspection by the University Committee.

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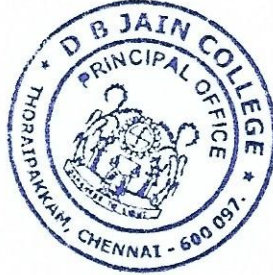
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ACTIONS TAKEN based on the recommendations by IQAC meeting on 06/10/2022

- IQAC and associated with Keystone IAS Academy organized a programme on the topic "Become an Efficient Bureaucrat" (An awareness session on the path to success to become a Civil Servant)
- Emphasis a capacity building programme conducted on Biologically Inspired Computing by IQAC.
- Department of Management Studies & associated with IQAC conducted a Professional Development Programme on "An Overview of Copyright, Patent, IPR filings in India "
- IQAC Coordinator instructed the staff regarding AQAR data collection for the Academic year 2021-2022 status and ask everyone to complete it soon in staff meeting
- Mentors are assigned to monitor students' performance in all subjects and facilitate parent-teacher meetings.
- Evaluate the outcomes of organized placement programs and explore ways to enhance employment opportunities for students.

B. S. S. S.
02/11/22
Coordinator - IQAC



H. S. S. S.
02/11/22
Principal & Chairperson - IQAC



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03-01-2023

Date :

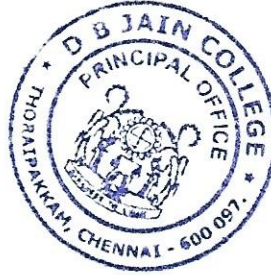
INTERNAL QUALITY ASSURANCE CELL (IQAC) – MEETING (A.Y. 2022-23)

CIRCULAR

This is to inform you that the IQAC meeting is scheduled on 12.01.2023 at 11:00 am in NAAC room for discussing the NAAC and internal quality assessment. All the members are requested to attend the meeting and extend your support for maintaining sustainable quality in teaching and learning.

B. Jayaram
03.01.23

IQAC COORDINATOR



[Signature]
3.1.23

PRINCIPAL

Copy to:

1. The secretary
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3. File copy (Office)

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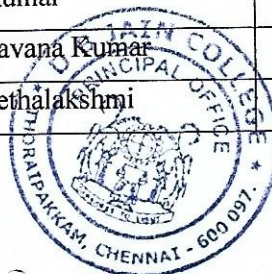
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DBJC IQAC

IQAC Members Attend the meeting on 12.01.2023 at 11:00 am in NAAC room

COMPOSITION	NAME	SIGNATURE
MANAGEMENT MEMBER	Dr. Harish L Metha	
CHAIRPERSON	Dr. C. Murugesan	
COORDINATOR	Dr. B. Jagadhesan	
FACULTY MEMBERS	Dr. R. Desingurajan	
	Dr. S. Balaji	
	Mr. V. Karunakaran	
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NOMINEE FROM LOCAL SOCIETY	Mr. Selvakumar	
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DBJC IQAC

OF IQAC HELD ON 12.01.2023 AT 11:00 am in NAAC room

AGENDA

- NAAC AQAR Submission for Academic Year 2021-2022
- Publication of Odd Semester Autonomous Semester Examination Results
- Plan to convene a board of studies to improve the syllabus for the advancement of our students
- Renovating the campus with new roads, solar lights, bio-gas and a green environment can significantly enhance the overall appeal and sustainability of the campus
- Students outreach rally on drug awareness program
- Alumni meet of 2022-23

MINUTES OF THE MEETING

- 1:**
Discussion on the plan to upload the collected data in the template to the NAAC portal for AQAR submission. Clarification of roles and responsibilities for data entry. Ensuring adherence to the submission deadlines and guidelines.
- 2:**
Overview of the preparation process for publishing results in the college ERP. Discussion on the timeline for result publication. Coordination of efforts to ensure accuracy and transparency in result dissemination.
- 3:**
Mapping the Future: Trends in Education and Syllabus Development. Expert insights on aligning syllabus with emerging educational trends
- 4:**
Overview of the renovation project. Highlighting the key features: new roads, solar lights, bio-gas and green initiatives. Brief history and motivation behind the renovations. Explanation of the sustainable features, such as solar lighting and green spaces.
- 5:**
Dividing participants into groups for the awareness rally. Rally through Neelangarai. Participants march through key areas, raising awareness on drug usage. Chants, slogans, and distribution of informational materials.
- 6:**
Showcase of notable achievements and success stories of alumni. Short talks or video presentations from distinguished alumni. Finalize the Guest speaker, time, date, venue and refreshment. Opportunities for students to seek guidance on career paths and professional development.

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ACTIONS TAKEN based on the recommendations by IQAC meeting on 02/11/2022

- DBJC Staff meeting held on 29.11.2022 at 2 pm in Main Block Auditorium. All the staff members attended the meeting, our principal Dr.C.Murugesan addresses the gathering and Dr.B.Jagadhesan Chief Superintendent , DBJC Autonomous Semester Examination concerted the meeting with the following Agenda's :
- **Fees collection status:** Conducted a thorough review of the current fees collection status. Identified outstanding payments and initiated communication with relevant stakeholders. Implemented a follow-up plan to ensure timely fee collection. Review and update on the current status of fees collection:
- **Discussion on the plan and schedule for distributing hall tickets:** Developed a detailed plan and schedule for the distribution of hall tickets. Communicated the plan to the concerned staff and students. Executed the distribution as per the outlined schedule.
- **Status update and coordination for entering internal marks in the ERP system:** Monitored the progress of internal mark entry in the ERP system. Provided additional support and resources to expedite the data entry process. Ensured that all internal marks were accurately recorded within the specified timeframe.
- **Updates and planning for the upcoming Autonomous Semester Examination:** Conducted a comprehensive review of the examination schedule and logistics. Communicated important updates and guidelines to both faculty and students. Confirmed the readiness of examination venues and supporting infrastructure.
- **Discussion on the allocation of invigilation duties for the examination:** Collaborated with department heads to allocate invigilation duties. Ensured equitable distribution of duties among teaching staff. Addressed any concerns or conflicts raised during the allocation process.
- **Coordination and strategies for sharing educational resources with students:** Implemented effective strategies for sharing educational resources. Utilized online platforms and other channels for seamless resource distribution. Encouraged faculty to actively engage with students in resource-sharing initiatives.

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- **Overview and planning for the NAAC data collection for the next five years:** Conducted a comprehensive review of NAAC guidelines and requirements. Formulated a long-term plan for systematic data collection over the next five years. Identified key personnel responsible for coordinating the data collection process.
- **Instructions and updates on the Annual Quality Assurance Report (AQAR) submission:** Disseminated clear instructions and guidelines for AQAR submission to relevant staff. Provided regular updates on submission deadlines and requirements. Facilitated training sessions for staff involved in AQAR preparation.
- **Coordination and plans for collecting data for NIRF rankings:** Established a dedicated team for NIRF data collection. Developed a timeline for data submission to meet NIRF requirements. Ensured that accurate and comprehensive data was collected for ranking purposes.
- **Discussion on the upcoming inspection by the University Committee:** Conducted a pre-inspection review to address potential areas of concern. Coordinated with relevant departments to ensure preparedness. Implemented corrective measures based on feedback from the pre-inspection review.

B. S. S. S.
12/01/23
Coordinator – IQAC



K. S. S.
12/11/23
Principal & Chairperson – IQAC

DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)



— A RELIGIOUS MINORITY INSTITUTION —

[Owned & Managed by Tamil Nadu Educational and Medical Foundation]
Rajiv Gandhi Salai, Jyothi Nagar, IT Corridor, Thoraipakkam, Chennai - 600 097
E-mail: dbjainmca@yahoo.co.in Website: dbjaincollege.org
Approved by the Government of Tamil Nadu & Affiliated to the University of Madras
Co-Education
Re - Accredited by NAAC

Office: 72000 71798
72000 71797

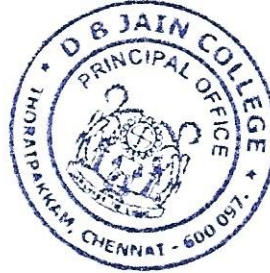
Date : 25.01.2023.....

INTERNAL QUALITY ASSURANCE CELL (IQAC) (A.Y. 2022-23)

CIRCULAR

This is to inform you that the IQAC meeting is scheduled on 01.02.2023 at 11.30 AM in NAAC room for discussing the NAAC and internal quality assessment. All the members are requested to attend the meeting and extend your support for maintaining sustainable quality in teaching and learning.

B. J. J. 25.01.23
IQAC COORDINATOR



H. J. J. 25.1.23
PRINCIPAL

Copy to:

1. The secretary
2. Members of the IQAC
3. File copy (Office)

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Co-Educational Jain Minority Institution
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Affiliated to the University of Madras Re-
Accredited with 'B+' Grade by NAAC

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



DBJC IQAC

IQAC Members Attend the meeting on 01.02.2023 at 11:00 am in NAAC room

COMPOSITION	NAME	SIGNATURE
MANAGEMENT MEMBER	Dr. Harish L Metha	
CHAIRPERSON	Dr. C. Murugesan	
COORDINATOR	Dr. B. Jagadhesan	
FACULTY MEMBERS	Dr. R. Desingurajan	
	Dr. S. Balaji	
	Mr. V. Karunakaran	
	Dr. E. Viswanathan	
	Dr. K. Rajasekaran	
	Mr. P. Saravanan	
	Mr. K. Gubendran	
	Mrs. Durga Siddarth	
	Dr. R. Lavanya	
	Mrs. J. Benita Selvakumari	
	Mrs. J. Usha	
	Dr. G.K. Ashok	
SENIOR ADMINISTRATIVE OFFICERS	Dr. M. Sakthivel Murugan	
	CA Mr. K.R. Rajesh	
NOMINEE FROM STAKEHOLDERS	Dr. S. Ganapathy	
NOMINEE FROM STUDENTS	Mr. P. Mukundhan	
	Ms. G. Nivetha	
NOMINEE FROM EMPLOYERS	Mr. Srinath Narayanan	
NOMINEE FROM ALUMNI	Mrs. Srivaishnavi	
NOMINEE FROM LOCAL SOCIETY	Mr. Selvakumar	
	Mr. R. Saravana Kumar	
	Mrs. S. Seethalakshmi	



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DBJC IQAC

IQAC MEETING ON 01.02.2023 AT 11:00 am in NAAC room

AGENDA

- IQAC plan to conduct "Carrier Guidance Opportunities on IT & ITeS Opportunities"
- AQAR Review Meeting
- Students outreach ocean clean up at Marina beach
- Learner centric atmosphere through adoption of ICT in teaching-learning process
- Plan to conduct FDP on CO, PO and PSO mapping and course attainment

MINUTES OF THE MEETING

1:

Presentation and discussion on the proposed plan to conduct "Career Guidance Opportunities on IT & ITeS." Clarifications and suggestions from members. Allocation of Responsibilities Identification and assignment of specific responsibilities to IQAC members for the successful execution of the career guidance program.

2:

Brief overview of the Annual Quality Assurance Report (AQAR). Discussion and feedback on the AQAR findings and recommendations.

3:

Participants engage in the cleanup, focusing on designated areas. Opportunities for photo sessions and documentation of the event.

4:

Demonstration of various ICT tools applicable to different subjects. Hands-on activities for participants to explore selected tools. Workshop on Integrating ICT in Lesson Plans. Practical session on incorporating ICT tools into lesson planning.

5:

Subject matter experts outlined the key topics and modules to be covered during the FDP. Ensured a comprehensive coverage of CO, PO, PSO mapping, and strategies for achieving course attainment.

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ACTIONS TAKEN based on the recommendations by IQAC meeting on 12/01/2023

- The collected data upload in NAAC portal for the AQAR - Academic Year 2021-2022 submission
- Odd Semester Autonomous Semester Examination Results published in college ERP
- Discuss the initiatives taken by the Board of Studies to enhance the syllabus for student advancement
- Renovating the campus with new roads, solar lights, bio-gas and a green environment can significantly enhance the overall appeal and sustainability of the campus
- Identified key areas for the drug awareness rally, focusing on locations with high footfall. Collaborated with local authorities to ensure a smooth and safe route for the rally.
- Alumni Success Stories, Interactive Session with Current Students, and Acknowledgment of Milestone Reunions

B. S. S. S.
01/02/23
Coordinator - IQAC



H. S. S. S.
11/2/23
Principal & Chairperson - IQAC