#### 2022-23 IQAC Meeting

#### Minutes of the First Meeting of the IQAC -2022-23

The First meeting of the IQAC for the year 2022-23 was held on 3<sup>rd</sup> September 2022 in the Auditorium at 11:00 am. Which was presided over by IQAC Coordinator Asst. Prof. Jayapandian L. and IQAC members

Sl. No	Name of the IQAC Members	Designation	Signature
1	Dr. Rekha Sethi	Chairperson	A
2	Dr. L Jayapandian	IQAC Co-ordinator	01
3	Dr. B K Manjula	Member	Al
4	Assoc. Prof. Tony Lazarus Prem Kumar J	Member	1 ks
5	Assoc. Prof. Kasturi L	Member	French.
6	Assoc. Prof. Kalaichalvan A	Member	Scor
7	Assoc. Prof. Siddarama S	Member	
8	Assoc. Prof. Louisena Vinoth Priya L	Member	AA
9	Assoc. Prof. Roselin K	Member	KN
10	Ms. Savitha M	Librarian	نساله
11	Mr. Navendran D	PRO	D.

The IQAC Co-ordinator Asst. Prof. L. Jayapandian. Put forward an introductory note focusing on the importance of IQAC and gave a brief account of role and its importance

### Agenda of the Meeting

- 1. Preparation of Calendar of event
- 2. Preparation of Strategic Plan
- 3. Preparation of Best Practice
- 4. Organizing Guest Lectures
- 5. Discussion on conducting certificate courses

# The following decisions were taken during the meeting.

- 1. All the department were instructed to prepare Strategic plan & Best Practice and submit to IOAC dates were finalized for submission.
- 2. Scheduled were finalized to conduct certificate course department wise.

Sri Bhagawan Mahaveer Ja'a First Grade College

Co-ordinator

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### Minutes of the Second Meeting of the IQAC -2022-23

The Second meeting of the IQAC for the year 2022-23 was held on 14<sup>th</sup> October 2022 in the Auditorium at 12:00 pm. Which was presided over by IQAC Co-ordinator Asst. Prof. Jayapandian L and IQAC members

Sl. No	Name of the IQAC Members	Designation	Signature
1	Dr. Rekha Sethi	Chairperson	AND
2	Dr. L Jayapandian	IQAC Co-ordinator	N H
3	Dr. B K Manjula	Member	405
4	Assoc. Prof. Tony Lazarus Prem Kumar J	Member	& S
5	Assoc. Prof. Kasturi L	Member	Minut
6	Assoc. Prof. Kalaichalvan A	Member	Jer )
7	Assoc. Prof. Siddarama S	Member	Don
8	Assoc. Prof. Louisena Vinoth Priya L	Member	LN
9	Assoc. Prof. Roselin K	Member	The same of the sa
10	Ms. Savitha M	Librarian	2~
11	Mr. Navendran D	PRO	1

## Agenda of the meeting

- 1. Submission of Annual Report of all the departments.
- 2. Submission of Annual Report of all the cells and forums
- 3. Introducing of New Certificate Courses
- 4. To conduct Career Guidance Program to all the final years students.

#### The following decisions were taken during the meeting.

- 1. Career Guidance Program was conducted to all the final year Students
- 2. Date was finalized to submit the Annual Report of all the respective department.

QACCo-ordinator

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#### Minutes of the Third Meeting of the IQAC -2022-23

The Third meeting of the IQAC for the year 2022-23 was held on 20<sup>th</sup> October 2022 in the Auditorium at 12:00 pm. Which was presided over by IQAC Co-ordinator Asst. Prof. Jayapandian L. and IQAC members

Sl. No	Name of the IQAC Members	Designation	Signature
1	Dr. Rekha Sethi	Chairperson	ANV.
2	Dr. L Jayapandian	IQAC Co-ordinator	A
3	Dr. B K Manjula	Member	At.
4	Assoc. Prof. Tony Lazarus Prem Kumar J	Member	Bo
5	Assoc. Prof. Kasturi L	Member	The state of the s
6	Assoc. Prof. Kalaichalvan A	Member	TED
7	Assoc. Prof. Siddarama S	Member	Q des
8	Assoc. Prof. Louisena Vinoth Priya L	Member	THY.
9	Assoc. Prof. Roselin K	Member	de t
10	Ms. Savitha M	Librarian	No.
11	Mr. Navendran D	PRO	KbJ

## Agenda of the meeting

- 1. Departmental PPT presentation
- 2. Increasing the number of MOUs
- 3. Updating of College Website.

## The following decisions were taken during the meeting.

- 1. All the department presented their final PPT
- 2. Mew MoUs has been singed and increased the Numbers
- 3. College website has been updated.

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### Minutes of the Fourth Meeting of the IQAC -2022-23

The Fourth meeting of the IQAC for the year 2022-23 was held on 4<sup>th</sup> November 2022 in the Auditorium at 2:00 pm. Which was presided over by IQAC Coordinator Asst. Prof. Jayapandian L. and IQAC members

Sl. No	Name of the IQAC Members	Designation	Signature
1	Dr. Rekha Sethi	Chairperson	ANN
2	Dr. L Jayapandian	IQAC Co-ordinator	
3	Dr. B K Manjula	Member	BP
4	Assoc. Prof. Tony Lazarus Prem Kumar J	Member	P. 12
5	Assoc. Prof. Kasturi L	Member	Marie
6	Assoc. Prof. Kalaichalvan A	Member	Vaces
7	Assoc. Prof. Siddarama S	Member	Right
8	Assoc. Prof. Louisena Vinoth Priya L	Member	ANZ
9	Assoc. Prof. Roselin K	Member	1
10	Ms. Savitha M	Librarian	Li
11	Mr. Navendran D	PRO	Marie

## Agenda of the meeting

- 1. Academic Audit Preparation
- 2. Graduation Day
- 3. Conducting Faculty Development Program
- 4. Conducting of Staff Development Program

## The following decision were taken during the meeting

- 1. IQAC conducted Academic Audit to all the department
- 2. Dates were finalized for the Graduation Day
- 3. Faculty Development Program were conducted
- 4. Staff Development Program were conducted

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### Minutes of the Fifth Meeting of the IQAC -2022-23

The fifth meeting of the IQAC for the year 2022-23 was held on 8<sup>th</sup> November 2022 in the Auditorium at 11:00 am. Which was presided over by IQAC Co-ordinator Asst. Prof. Jayapandian L. and IQAC members

Sl. No	Name of the IQAC Members	Designation	Signature
1	Dr. Rekha Sethi	Chairperson	LIVE
2	Dr. L Jayapandian	IQAC Co-ordinator	1
3	Dr. B K Manjula	Member	411
4	Assoc. Prof. Tony Lazarus Prem Kumar J	Member	- land
5	Assoc. Prof. Kasturi L	Member	Time
6	Assoc. Prof. Kalaichalvan A	Member	June 3
7	Assoc. Prof. Siddarama S	Member	Suh
8	Assoc. Prof. Louisena Vinoth Priya L	Member	AH
9	Assoc. Prof. Roselin K	Member	KI
10	Ms. Savitha M	Librarian	2~
11	Mr. Navendran D	PRO	W. N.

## Agenda of the meeting

- 1. Internal Exam is mandatory to all the semester
- 2. To conduct cultural activities program
- 3. discussion on Industrial Visit

# The following are the decision were taken during the meeting.

- 1. Internal Exam time table has been finalized
- 2. Dates were finalized inter college fest AVISHKAR
- 3. Industrial visit for final year students BBA were finalized

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## Minutes of the Sixth Meeting of the IQAC -2022-23

The Sixth meeting of the IQAC for the year 2022-23 was held on 5<sup>th</sup> December 2022 in the Auditorium at 12:00 am. Which was presided over by IQAC Coordinator Asst. Prof. Jayapandian L. and IQAC members

Sl. No	Name of the IQAC Members	Designation	Signature
1	Dr. Rekha Sethi	Chairperson-	AM
2	Dr. L Jayapandian	IQAC Co-ordinator	A to
3	Dr. B K Manjula	Member	B
4	Assoc. Prof. Tony Lazarus Prem Kumar J	Member	- Parel
5	Assoc. Prof. Kasturi L	Member	N.J
6	Assoc. Prof. Kalaichalvan A	Member	Car
7	Assoc. Prof. Siddarama S	Member	Que
8	Assoc. Prof. Louisena Vinoth Priya L	Member	DAL
9	Assoc. Prof. Roselin K	Member	h
10	Ms. Savitha M	Librarian	Jan .
11	Mr. Navendran D	PRO	Marin _

## Agenda of the meeting

- 1. Audit to be conducted to all the cells and forums
- 2. Discussion on extension activities by the Department and Cells members.
- 3. Cells members in charge has been replaced and appointed newly

## The following decision were taken during the meeting.

- 1. Internal Audit was conducted of various cells.
- 2. New student's members were added to every cells for this academic year.

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## Minutes of the Seventh Meeting of the IQAC -2022-23

The Seventh meeting of the IQAC for the year 2022-23 was held on 7<sup>th</sup> January 2023 in the Auditorium at 11:00 am. Which was presided over by IQAC Coordinator Asst. Prof. Jayapandian L and IQAC members

Sl. No	Name of the IQAC Members	Designation	Signature
1	Dr. Rekha Sethi	Chairperson	AND
2	Dr. L Jayapandian	IQAC Co-ordinator	
3	Dr. B K Manjula	Member	J Ag
4	Assoc. Prof. Tony Lazarus Prem Kumar J	Member	-Paul
5	Assoc. Prof. Kasturi L	Member	
6	Assoc. Prof. Kalaichalvan A	Member	300
7	Assoc. Prof. Siddarama S	Member	0
8	Assoc. Prof. Louisena Vinoth Priya L	Member	TH
9	Assoc. Prof. Roselin K	Member	h
10	Ms. Savitha M	Librarian	di-
11	Mr. Navendran D	PRO	Now

### Agenda of the meeting

- 1. Discussion on conducting Semester Examination
- 2. Verification of Department documents and individual profile and update
- 3. Conducting of pre-campus training for all the final year students
- 4. conducting campus drive

### The following decision were taken during the meeting.

- 1. All the department are instructed to organize one National Level seminar/conference for this academic year.
- 2. IQAC verified all the department documents.
- 3. Placement cell conducted pre-placement training to all the final years

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### Minutes of the Eighth Meeting of the IQAC -2022-23

The Eighth meeting of the IQAC for the year 2022-23 was held on 21<sup>st</sup> January 2023 in the Auditorium at 11:00 am. Which was presided over by IQAC Coordinator Asst. Prof. Jayapandian L and IQAC members

Sl. No	Name of the IQAC Members	Designation	Signature
1	Dr. Rekha Sethi	Chairperson	AN
2	Dr. L Jayapandian	IQAC Co-ordinator	1
3	Dr. B K Manjula	Member	, Al
4	Assoc. Prof. Tony Lazarus Prem Kumar J	Member	Ew -
5	Assoc. Prof. Kasturi L	Member	The state of the s
6	Assoc. Prof. Kalaichalvan A	Member	Jaso
7	Assoc. Prof. Siddarama S	Member	Sub
8	Assoc. Prof. Louisena Vinoth Priya L	Member	AM
9	Assoc. Prof. Roselin K	Member	M
10	Ms. Savitha M	Librarian	1
11	Mr. Navendran D	PRO	Alon

## Agenda of the meeting

- 1. preparation for AQAR report
- 2. Submission of all the relevant document required to AQAR has to submitted to IQAC

## The following decision were taken during the meeting

1. criteria heads are informed to collect the data for the academic year 2022-23 from respective department to upload in portal

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2. All the heads agreed to collect the date as per the AQAR report.

IQACCo-ordinator

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## Minutes of the Ninth Meeting of the IQAC -2022-23

The Ninth meeting of the IQAC for the year 2022-23 was held on 11<sup>th</sup> February 2023 in the Auditorium at 11:00 am. Which was presided over by IQAC Coordinator Asst. Prof. Jayapandian L and IQAC members

Sl. No	Name of the IQAC Members	Designation	Signature
1	Dr.: Rekha Sethi	Chairperson	AN
2	Dr. L Jayapandian	IQAC Co-ordinator	De 12
3	Dr. B K Manjula	Member	To the
4	Assoc. Prof. Tony Lazarus Prem Kumar J	Member	100 -
5	Assoc. Prof. Kasturi L	Member	The state of the s
6	Assoc. Prof. Kalaichalvan A	Member	Van
7	Assoc. Prof. Siddarama S	Member	21
8	Assoc. Prof. Louisena Vinoth Priya L	Member	AM
9	Assoc. Prof. Roselin K	Member	Na
10	Ms. Savitha M	Librarian	2
11	Mr. Navendran D	PRO	New

#### Agenda of the meeting

- 1. Plan and action discussion of IQAC
- 2. Discussion about the meeting agenda of governing council
- 3. Discussion of conducting of pre placement training and conducting campus drive

## The following decision were taken during the meeting

- 1. All the heads given suggestion about the plan and action for the academic year 2022-23
- 2. Senior faculty members accepted to train the students based on their capacity for the placement

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#### Minutes of the Tenth Meeting of the IQAC -2022-23

The Tenth meeting of the IQAC for the year 2022-23 was held on 25<sup>th</sup> February 2023 in the Auditorium at 11:00 am. Which was presided over by IQAC Coordinator Asst. Prof. Jayapandian L and IQAC members

Sl. No	Name of the IQAC Members	Designation	Signature
1	Dr. Rekha Sethi	Chairperson	1.1/1
2	Dr. L Jayapandian	IQAC Co-ordinator	1
3	Dr. B K Manjula	Member	* Dog
4	Assoc. Prof. Tony Lazarus Prem Kumar J	Member	Ro
5	Assoc. Prof. Kasturi L	Member	fort
6	Assoc. Prof. Kalaichalvan A	Member	8
7	Assoc. Prof. Siddarama S	Member	Sh
8	Assoc. Prof. Louisena Vinoth Priya L	Member	Dol
9	Assoc. Prof. Roselin K	Member	W
10	Ms. Savitha M	Librarian	Li
11	Mr. Navendran D	PRO	We_

## Agenda of the meeting

1. Discussion on Mock test

#### The following decision were taken during the meeting

1. Mock test of extended profile and criteria from 1 to 7 were discussed with heads of the criteria and take the input from them.

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