St. Joseph's College of Commerce (Autonomous)

Bangalore 560025

<u>Internal Quality Assurance Cell- Minutes of TQM Meeting</u>

Academic year: 2018-2019
Date: 11.06.2018
Venue: Board Room

Agenda of the Meeting:

1. Proposal to change sections for B.Com Program
2. A Standard Time for All Meetings to be deliberated.
3. Students Assessments- New Initiatives
4. Seminars proposed for the Academic Year
5. Collaboration with Other bodies and Institutions
6. Value added program
7. Examination Department
8. Any other

The following Members were present for the meeting.

Sl.no	Name
1	Dr. Nirmala Joseph
2	Ms. Ravidarshini
3.	Ms. Shivakami Rajan
4	Ms.Veenu Joy
5.	Mr. Raj Sadwani
6.	Ms.Komal
7.	Ms.Suganthi Pais
8.	Ms.Poornima V

The following Members were absent for the meeting.

Sl.no	Name
	Nil

Discussion of the Meeting,

The meeting commenced with a prayer and opening remarks from the Principal welcoming all members for the new academic year and the proposed plans for the year. The minutes of the last meeting were reviewed.

The committee discussed the following matters.

1. Agenda 1- Discussion for changings sections of programs from the previous academic year were done

Decision taken- The class section were finalized as follows,

For B.Com, the class student composition decided were as follows

- B.Com A-section would be Analytics
- B.Com B-section would be ACCA

- B.Com C-section would be Industry Integrated
- B.Com D-Section, B.Com E-Section,B.Com F-section ,B.Com E-section & B.com G-section would be B.Com Regular and
- B.Com H-section would be Travel and Tourism

For BBA, the class student composition decided were as follows.

- BBA A-section & BBA B-section would be BBA Regular students
- BBA C-section would BBA CIMA students.
- BBA D-section would be BBA-Entrepreneurship students.

Agenda 2-Taking morning shift and afternoon shift into consideration the discussion were done.

Decision Taken- All meetings for staff members would be held during the common hour i.e. 11 to 11:40 am

Agenda 3-Student Assessment process were discussed with respect to new admission and the innovative methods to classify the new admission as slow learners and Quick learners. Various identification strategies were discussed and methodology for evaluating both were also discussed.

Decision taken-

After identification, for slow learners-Bridge course would have open sessions for doubt clearance. The Assessment test to find out the Bridge course effectiveness was given to Ms. Sneha.

For Quick learners- Various Challenging CIA's was decided to be given by the respective class teacher/mentor in charge- MOOC, Research papers, Market Survey projects would be explored.

Agenda 4-Seminars- The heads of the Department present discussed their proposed seminars for the current academic year.

Decision taken – In addition it was instructed to them and other allied Departmental heads, to conduct seminars on IPR, Innovative Industry Academic interface seminars, Human values, Gender, Diversity.

Agenda 5-Colloborations: Collaborations for Internship, project works, field works were discussed including the curriculum-based collaboration were   discussed.

Decision taken- To proceed, no changes were decided

Agenda 6-New Value Added Certificate courses that could be introduced for 30 hours were deliberated .Teachers were asked to bring out proposals on innovative skill based courses for the current year.

Decision Taken-The certificate in charge person would combine all teachers proposal and put up the same during the BOS for each semester.

Agenda 7-Examination department- The COE discussed the following points and made know the current process that is followed for the below.

a. Sports students' marking- Subject Teacher-Class mentor subject to pay more attention and track their performance.
b. Midterm and CIA marks-ensure that the midterm, CIA marks with End Sem marks are in order for all students
c. Malpractice Committee-The process of booking students for malpractice was deliberated and to be documented on spot for respective exam time

d. Documentation evidences for CIAs-to be maintained by the teacher for audit purpose for all subjects handled by her/him and not in the department.
e. COE proposed to give certificate for high scorers- a new initiative proposed and approved by all
f. Comments of the Internal Exam Audit that took place during the vacation break was read out to all
g. Proposed that the midterm time durations to be maintained as 1 hour.
h. COE asked the course coordinator to increase the number of questions of Q Bank with a request to increase the MCQs for Indian Constitution.
i. Valuation scheme- was requested to be strengthened and transparent.

Agenda 8- Under the "**Any other**" category the following points were discussed and deliberated-

- **Feed Back**- feedback were discussed and HODS & Coordinators would look into the action taken report for their respective departmental feedback mechanism and ATRs be prepared.
- **Curriculum Design Review**- BOS format was discussed and certain format changes were proposed
- **MOUs** with TCS AND ACCA were asked to be relooked for renewal dates and extensions.
- **BBA Department** informed about the national workshop they planned
- **ACCA & TT coordinator** informed about their city level, seminar, workshops for students,
- **Placements-** It was proposed that placement department can explore visiting other Institution's Placement department and increase the number of companies in the placement panel.

Agenda 9- IQAC submitted the following as the Plan of Action for the academic year 2018-201, which was discussed and approved.

- Reconstitution of the IQAC by involving more faculty members and Administrators as co- opted members
- Creation of a Database Repository Cell and member groups to handle the various academic ranking /ratings by external agencies.
- To audit examination department
- To re-drafting of evaluation questions pertaining to teachers Evaluation of teachers by students.
- Reflecting activities of IQAC on the website regularly.
- Programs for Research Scholars, Non-teaching Staff and Faculty members
- Awareness generation regarding revised NAAC Assessment and Accreditation workshop
- Infrastructural Changes were proposed for the College
- Regular meetings of all committees
- Structured Feedback Mechanism
- College Website -Creating of aesthetically designed dynamic website of the College.
- Creating of an exclusive web-link of alumni.
- Creating e-versions of the Manuals, Policies and Application Forms for posting on the website in the pdf format for easy accessibility to the stake holders.
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The IQAC coordinator proposed the vote of thanks and the meeting came to an end.

IQAC   **Coordinator**
Principal