

TQM MINUTES OF THE MEETING

Date **13/06/18**

Time **15:00Hrs**

Meeting location **BOARD ROOM**

Members Present

- a) DIRECTOR: Fr. Prasanth Madtha, SJ
- b) PRINCIPAL: Dr. Nirmala Joseph
- c) CONTROLLER OF EXAMINATION: Dr. Antony Oliver
- d) COORDINATOR OF THE IQAC- Ms. Shivakami Rajan
- e) HOD B.Com: Ms. Veenu Joy
- f) HOD BBA: Mr. Raj Sadhwani
- g) HOD PG: Dr. Shubra Rahul
- h) STAFF IN CHARGE B.Com TT: Dr. Suganthi Pais
- i) STAFF IN CHARGE B.COM -PROFESSION: Ms. Poornima Vijayakumar
- j) PLACEMENT COORDINATOR.- Ms. Komal Dave

AGENDA TOPICS

- Introduction and Welcome of Members-
 - Credits for Association
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- Deliberations on proposed exam department reforms -
 - Deliberations on proposed IQAC initiation for the year.
 - Any other matters

SL. No.	Action items	Person Deliberated	Decision Taken
1	<p>Mandatory Certificate Credits</p> <p>Suggestion towards Mandatory Credits from membership of the various Associations to be shifted to outreach program <i>Bembala</i>. This was in view of the difficulty faced by the Association In-charge in monitoring if the 30 hours of the students are actually directed towards the association activities. <i>Bembala</i> was suggested as there are exclusive persons in-charge for monitoring and recording the activities of the students.</p>	Dr. Nirmala	<p>1.Action suggested: Outreach Coordinator Mr. Gladson would be responsible for the monitoring.</p> <p>2. Action suggested: Extra Credit would mean the number of hours put in and the attendance.</p> <p>3. Action suggested: Further in depth deliberations to be taken up for methodology for marks.</p>
2	<p>Exam Department Reforms</p> <p>a) System for documentation evidence- Records @ COE office</p> <p>b) 20 marks for one hour of Mid Semester Exam was felt not adequate by the examination department and suggested extension of hours</p> <p>c) Round Robin System of valuation of answer scripts was proposed for the Mid Semester Examination.</p> <p>d) Dropping one subject in CBCS for deserving student without “supplementary tag” (Conditions apply) for the re-examination taken by the student at a later date.</p>	Dr. Oliver	<p>a) Action suggested: Proofs of examination departments can be emails Received from the faculty and it was suggested that an examination repository system be created.</p> <p>b) Action suggested: It was decided not to make any changes in the view of the fact that the time was felt adequate by the members present and no such complaints from the students received so far regarding lack of time.</p> <p>c) It was suggested that this method could be tried out for one subject on trial basis to understand the feasibility of the same. And then put this on hold as remuneration would need to be worked out if this was to taken up for End Semester Examination. Suggested maybe worked out for the End Semester Examination.</p> <p>d) Action Suggested: Approved.</p> <p>Rules to be drafted and communicated to the teachers and students</p> <p>Will University rules be supportive for this to be explored</p> <p>Students to get only once chance to use this option in their full course of study.</p>