

St. Joseph's College of Commerce (Autonomous)

Bangalore 560025

Date: 14th December 2018

Time: 1:15pm

Venue- 108

Agenda

- NAAC Review
- PTA and Alumni
- Academic year end- Valedictory/College Day
- OBE updates

Members Present

- Dr. Nirmala Joseph,
- Ms. Ravi Darshini,
- Dr. Anthony Oliver,
- Ms. Shivakami Rajan,
- Ms. Veenu Joy,
- Mr. Raj Sadwani,
- Dr. Shubra Rahul,
- Dr. Suganthi Pais,
- Ms. Poornima and
- Ms. Komal Dave

Special Invitee

- Mr. Vinay Kambipura

Member Absent

- Nil

The meeting started with a prayer.

Discussions.

Subject/ Issue	Matters /Suggestions by	Discussion outcome	Action To be taken
NAAC	IQAC	From January criterion wise team will meet and update the work, issues and concerns	IQAC & Principal
PTA & Alumni	Principal	40 Parents would be called and Questionnaire for the redesigned keeping NAAC points in view and process discussed. Database of parents to	PTA Coordinator - Ms. Rathi & Ms. Asang

		be taken from ERP	
Academic Council	Principal	Syllabus documents to be ready by December	HODs
OBE	Principal	Mid-term Question papers to be in OBE format	Principal, Vice Principal, COE and OBE Team
FA Internship	Principal	6 months internship to be taken from students. Vice Principal & HOD to visit all the employers. Individual letters to be sent to all the employers.	HOD & Vice Principal
Internship Certificates	Principal	Process Changes were discussed. Certificate and internship documents to be captured and filed	Ms. Preemal & Ms. Noreen
Updates	IQAC	IPR workshop update. WEEK and Outlook Ranking details discussion.	Ms. Shivakami Rajan
Updates	Media	Association Credits-from Mandatory to Additional Credits Additional credit discussion to be done separately with teachers. Jan End was decided to be the dead line for this.	Mr. Vinay Kambipura
Updates	Placements	Good responses from Employers. 22 PG students were placed successfully.	Ms. Komal Dave
Updates	COE	IC/EVS exams updates Supplementary Exam progress Mid-term QP process End Term QP plan Exam Time Table was informed. Exam Grievances of Students Best Paper concept was introduced.	Dr. Antony Oliver
Any other	-	Sport Days absentee-discussion of how to	Sports Director

		prevent this. Policy for professional courses- to change and add few points Quality policies to be fine tuned	HOD. Principal /IQAC.
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The meeting ended with a formal vote of thanks and tea.