



## ST. JOSEPH'S COLLEGE OF COMMERCE (AUTONOMOUS)

Affiliated to Bengaluru City University

No. 163, BRIGADE ROAD, BANGALORE - 560 025, KARNATAKA, INDIA

ಸಂತ ಜೋಸೆಫರ ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ (ಸ್ವಾಯತ್ತ)

ಬೆಂಗಳೂರು ನಗರ ವಿಶ್ವವಿದ್ಯಾಲಯ ಸಂಯೋಜಿತ

163, ಬ್ರಿಗೇಡ್ ರಸ್ತೆ, ಬೆಂಗಳೂರು-560 025, ಕರ್ನಾಟಕ, ಭಾರತ

16/06/2022

Minutes of the Total quality Management (TQM) meeting Date : .....

Last TQM 21 April 2022 started at 2 p.m. and ended at 4.50 p.m.

### Members present:

Dr. Charles Lasrado, SJ, Dr. D. Rajajebasingh, Dr. Anthony Oliver, Ms. Sneha Rai, Dr. Suganthi Pais, Dr. Ruqsana Anjum, Dr. Komal Dave, Ms. Sumitra Sreenivasan, Dr. Rathi David, Mr. Giridhar Naidu, Dr. Deepika Joshi, Mr. Vinay Kambipura, Dr Sheela and Ms. Ronisha

### Agenda 1.Review of Academic Year 2021-22

- Year lengthened by one month
- SJC is planning to bring in the old academic calendar
- Offline exams were appreciated
- Exams finished on time and programs complete
- Bringing change in classroom
- Placement increased in PG and UG students, PG 64 UG and PG is 400 students
- Research 4 scopus papers and Ph. D achievements and ICSSR, FDP were 2 and internal FDP were achieved
- Change and increase of association activities
- PG seven day FDP to years of PG existence
- Two viva voce offline
- All departments as well IQAC spoke on the IQAC activities
- Golden Jubilee programs were started and it continues to expand
- HRD policy to be in tune with Institution policy
- Principal concluded ad stated that inspite of uncertainty program went off successfully
- Nonacademic work to be lessened for the teaching faculty
- Need for competency building among teachers
- ERP to be strengthened
- Media and computer facilities need
- Single point contact for visibility and student data to be captured

### Agenda 2.Student activities

- Learning outcomes out of student activities
- Documenting of learning outcome of student activities, budgeting and accounting and reporting is needed
- College and department objectives of the association has to be reworked.
- According to Mr. Vinay repetition should be avoided.

- To have a data bank of speakers in advance according to Principal
- Need to change association heads
- Certain sponsors which are harmful should be avoided on campus
- Protocol for receiving and spending the money
- Account for attendance clarity is needed according to all HODs

### **Agenda 3: Attendance**

- Internship students work and call it as internship, clarity needed
- Claims of attendance and activities under which
- Undertaking and in class attendance and association claim need to be clarified
- Credit of attendance need to be done on a daily basis
- No attendance credit to be in the four hour class timing for program and only for claim for 15% for medical support according to Principal
- Bringing back the criteria of attendance to maintain it for the election body
- Streamline of class representative needed
- Orientation of roles and responsibilities need to be told according to Principal

### **Agenda 4 Department level planning for the academic year 2022-23** **BCOM AND BBM**

To conduct student seminar national level  
Faculty level national and international seminar  
National faculty development program  
Business fest in the odd semester by the BBM dept  
Social and industrial visit by both depts

### **PG Department**

NEP workshop  
Student seminar national level  
Faculty level national and international seminar  
National faculty development program  
**Language: English, Kannada and Hindi**  
Hindi National faculty development program for two weeks  
End of the year national conference and literary activities  
Media and society lecture series by the English department

**Agenda 5. Final Exams** for the odd semester is December 2022, 12 working days needed to finish exams (Online and offline content will help to speed up the syllabus)

Online teaching 25% this year.)

Ending in December April 2023 semester even semester should end.

Department activities not beyond 15 of November

Closing ceremony golden jubilee last week of November



Even semester end of March 31, all student activities should end (both academic and all activities should be done)

#### **Agenda 6 Admissions 2022-23 updates**

Principal thanked all for admissions process

Had 3 rounds of admissions process

First round 40% of selection

Second round 30% of selection, last round of admissions to end after PUC results

B.Com regular 240:3800 applications

B.Com TT only some papers are different, so this perception can be broken

BBA admissions has been closed for the year 2022-23

PG admissions completed

Last round of admissions after PUC exam result and it to be closed in July

UUCMS students will have to apply though the UUCMS and provisional selected candidates should have to apply again on the portal.

(Most of the exams are given for the CA students, attendance for exams

Meeting for policy changes needed)

#### **4. Faculty vacation**

August 1 we start the new academic year

First four days orientation

August 8 third year orientation

August 10 second year orientation

August 12 first year orientation

August placement -last week for students training and followed by co placements

#### **Agenda 7. Library books, journals, software recommendations**

Library expansion need to be done, reading room and sick room for the faculty rooms

##### **Canteen to be renovated**

Space needed for placements and canteen needs to be looked into

Projects are not able to go because of tax problems

Solar energy to be obtained from this year.

#### **Agenda 8 Faculty development programme**

Content creation skill training

SQAC have a meeting, members to check in the syllabus and whether it is matching across UG and PG to be done by IQAC after 45 days of each semester start.

#### **Agenda9 . Updates on the ESE**

30 June exams to be over, 5 July evaluation will be completed

Remedial class for first UG students, first year remedial class 20 July starts for one week Attendance to be maintained


Open electives - online content development and delivery

Interactive sessions they can have with the students

**Planning for online session and content creation and delivery**

**Agenda 10 Any other**

- Placement policy to be reworked
- According to Mr. Giridhar fines to be incurred on the students who refused the placements after the offer letter is obtained
- Information for students needs to message and not through whatsapp messages.
- College app should be developed and to be utilized.
- Student official email should be utilized.
- IQAC to use the evaluation process and create it in the onsite.
- Concluded with vote of thanks by Principal.



Dr. A.M. Sheela  
IQAC Coordinator



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17/06/2022

Date : .....

## Notice:

There will be a TQM meeting on Friday 17<sup>th</sup> June 2022 at 2.00 p.m. in Room No 401 (3<sup>rd</sup> Floor).

Sl. No	Names	Signature
1	Dr. Charles Lasrado, SJ	Charles Lasrado
2	Fr. Pradeep Anthony, SJ	- AB -
3	Ms. Sneha S. Rai	Sneha S. Rai
4	Dr. D. Raja Jebasingh	D. Raja Jebasingh
5	Dr. Antony Oliver	Antony Oliver
6	Dr. A. M. Sheela	A. M. Sheela
7	Dr. Suganthi Pais	Suganthi Pais
8	Dr. Ruqsana Anjum	Ruqsana Anjum
9	Dr. Komal A Dave	Komal A Dave
10	Ms. Sumithra Sreenivasan	Sumithra Sreenivasan
11	Ms. Nancy Christina	Nancy Christina
12	Dr. Theresa Rathi Rani	Theresa Rathi Rani
13	Dr. Ritty Francis	Ritty Francis
14	Mr. Giridhar Naidu	Giridhar Naidu

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Date : .....

Sl. No	Names	Signature
15	Dr. Deepika Joshi	<i>Deepika Joshi</i>
16	Dr. Preemal Maria D'Souza	<i>Preemal</i>
17	Ms. Christina Aroojis	<i>- AB -</i>
18	Mr. Vinay Kambipura	<i>Ms. V.K.</i>



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Date : 28/7/2022

### Minutes of the Total Quality Management conducted on 28<sup>th</sup> July 2022

#### Agenda of the meeting

1. Implementation of the New Educational Policy by Karnataka govt
2. Applying for degree awarding Institute
3. Faculty development program in research methodology
4. Set up committee to redefine the API
5. Virtual diary to be set up by ERP
6. Discussion on the CIA marks

#### Members present:

Dr. Charles Lasrado, SJ (Principal), Fr. Pradeep Anthony, Dr. Sheela A.M., Dr. Raja Jebasingh, Ms. Muktha, Ms. Sneha Rai, Dr. Veenu, Dr. Suganthi Pais, Dr. Ruqsana, Dr. Komal, Dr. Lavakumar, Mr. Vinay K.S., Ms Jhumur Roy.

The entire meeting was addressed by the Principal Dr. Charles Lasrado SJ.

- The Principal stated that the NEP would be implemented mainly in Higher Education Institutions in Karnataka and in Autonomous institutions it would be starting the process from 16 of August 2021, and that it would be applicable to the first-year students.
- A Task force comprising Dr. Nirmala, Ms. Mukta, Dr. Veenu, Dr. Himachalopathy, Mr. Vinay and Dr. Poornima would be working to draw the main structure for the four-year program. Core committee to be instituted comprising the Principal, Registrar, Vice principal (Shift 1 & 2) and COE to give a final analysis and opinion for the same. He also stated that the present component will remain
- The draft plan to be submitted by 6<sup>th</sup> of August 2021.
- The second point in the agenda was to decide if the Institute could apply for degree awarding institution or research institution under the NEP. The principal opined that to apply for research-based institute, research chairs have to be worked and also to appoint staff with a research bent and that expenditure for the same to be worked out, Point that Dr. Nirmala made-degree granting Institution if this can be explored??
- Faculty development program in research methodology to be conducted by the research Centre on the 10 and 11 of August 2021. The entire faculty are expected to attend the same.
- The Principal also discussed setting up of core committee of four members to redesign the API. Names suggested by the TQM members for this committee

- An HR personnel was proposed to be appointed to work on the operation of the recommendations of the API committee by the principal.
- The names finalized for NEP implementation core committee, API committee would be informed in the staff meeting scheduled on 30/07/2021.
- Both the committee's recommendations would be operational when finalized by the committee and management.
- The Principal also proposed to create a virtual diary by the ERP which would be filled in by faculty members. He stated the main focus of creating a virtual diary is to store real time data of all events happening in the college
- Faculty members raised the question on mode of 20 marks component- ie., the mid semester examination if it would be offline or online. After discussions, it was decided that for the present ODD semester the same in addition to the usual CIA component of 10 marks would be at the teacher's discretion and decided individually by them.
- Dr Oliver Coe sought clarification on the appointment of new members from the university for the Language BOS
- Dr. Ruqsana, HOD of BBA department stated the external members were selected for the BBA board and BCom board respectively
- The meeting ended at 12.05 p.m.



Dr. Sheela AM  
IQAC Coordinator





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Date 03/08/2022

## Notice:

The First TQM meeting for the academic year 2022 - 2023 is scheduled to take place on 3 August 2022 at 2.00 p.m. in the board Room No 108 (Ground floor).

## Agenda:

- Restructuring of TQM and IQAC
- IQAC updates
- Discussion on academics and starting of the academic year
- Student Council Elections 2022-23
- An update on Golden Jubilee Celebrations of SJCC
- Examination related matters
- Any other matter

Sl. No	Names	Signature
1	Dr. Charles Lasrado, SJ	Charles Lasrado P
2	Fr. Pradeep Anthony, SJ	Pradeep
3	Dr. Nirmala Joseph	Nirmala
4	Ms. Sneha S. Rai	Sneha S. Rai 3/8/22
5	Dr. Veenu Joy	Veenu
6	Dr. D. Raja Jebasingh	Raja
7	Dr. Antony Oliver	Antony Oliver 3/8/22
8	Dr. A. M. Sheela	Sheela
9	Dr. Suganthi Pais	Suganthi Pais 3/8/22
10	Dr. Ruqsana Anjum	Ruqsana
11	Dr. Komal A Dave	Komal A Dave 3/8/22
12	Dr. R Rajaram	Rajaram
13	Ms. Jhumur S Roy	Jhumur
14	Mr. Vinay K	Vinay K

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Date : 03/08/2022

### Minutes of Total Quality Management meeting 3<sup>rd</sup> August 2022

First Total Quality Management meeting for the Academic Year 2022 - 2023

#### Members present:

Dr. Charles Lasrado, SJ (Principal), Fr. Pradeep Anthony, Dr. Sheela A.M., Dr. Raja Jebasingh, Ms. Muktha, Ms. Sneha Rai, Dr. Veenu, Dr. Suganthi Pais, Dr. Ruqsana, Dr. Komal, Dr. Lavakumar, Mr. Vinay K.S., Ms Jhumur Roy.

Principal welcomed the Total Quality Management members

#### Agenda 1: Restructuring of TQM and IQAC

14 members - HODs, VPs, IQAC, and others would be the core committee members, Extended IQAC would consist of Student Governor, Placement Coordinator, Sports Director and association Coordinator, Program coordinator.

The Total Quality Management meeting meetings will be held before the staff meeting and once in a month. IQAC large meeting will be once in three months, strategic issues of the organization will be discussed.

Display of the reports of the stake holders of the report to be presented in the next TQM discussion on the report of the open house were made and also changes incorporated.

A review committee has been appointed to track the mistakes of the report sent to Times. Dr Nirmala stressed on keeping an enquiry meeting

Team involves Ms. Muktha, Mr. Vinay, and Dr. Veenu.

#### Agend 2: Discussion on academics and starting of the Academic year.

- Principal informed that in BSc Economics some students had dropped.
- B.Com, BBA UUCMS registration completed.
- Some sections of BBA Completed the process of registration
- Open electives mentors engaged the class.
- Failed students in PUC cannot be uploaded in the UVCMS.
- To employ some admin staff to check the documents.



### **Agenda 3: PG Admission and details regarding procedure to be followed in first year Admissions**

- 7 to 8 students are from Bangalore University and many outstation and other institutions have applied for the PG program
- 31 in M.Com, 22 in MIB, and 22 in MFA
- According to Principal Admission completion is 14 November. According to HOD admissions were comparatively low.
- Fourth round of admission is 10 August. After many rounds of discussion
- Many are of the opinion to keep start of class of first year 16 August.
- Decided to start the college for first year as only the difference is ten days.
- Regarding the absentees, to take action on first year students and also the second year what action to be taken against the students.
- To have process of change in programme to follow the same policy which we were following in the yester years to be followed.
- Two days to be given if first year students need change **in language and shift, and withdrawal** to be taken care by Principal. Last date for change is 5<sup>th</sup> August 2022.
- In the second year shift change is possible if mutual change can be done. Vice principals are in charge of the change in shifts of first year students.

### **Agenda 4: Student's Council elections 2022-23**

Student Governor stated that in the last three years first year students also participate. After several discussion by staff members for and against the previous decisions, decision was taken to permit all three year students to go for voting. One Department coordinator of Economics and English will be in the student council. Old rules for the candidates standing of elections to be followed. 19 August is the date fixed for the student election



Dr A.M. Sheela

IQAC Coordinator



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### Notice:

18/01/2023

Date : .....

There will be a TQM meeting on Wednesday 18<sup>th</sup> January 2023 at 11.00 a.m. in the Board Room.

### Agenda:

- Presentation and discussion of Pre BOS, BOS, Academic Council and Governing Body meetings.
- Discussion and finalizing on dates/staff-in-charge for College Day, Graduation and Thanksgiving.
- Discussion and finalizing on staff-in-charge for College Annual Report and Blue Chip.
- Any other matter with the permission of the chair

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1	Dr. Charles Lasrado, SJ	
2	Fr. Pradeep Anthony, SJ	
3	Ms. Sneha S. Rai	
4	Dr. Veenu Joy	
5	Dr. D. Raja Jebasingh	
6	Dr. Antony Oliver	
7	Dr. A. M. Sheela	
8	Dr. Suganthi Pais	
9	Dr. Ruqsana Anjum	
10	Dr. Komal A Dave	
11	Ms. Jhumur S Roy	
12	Mr. Vinay K S	
13	Ms. Muktha	

14. Mr. Giridhar Naidu B





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03/04/2023

## Notice:

Date : .....

There will be a TQM meeting on Monday 3<sup>rd</sup> April 2023 at 2.15 p.m. in the Board Room.

Sl. No	Names	Signature
1	Dr. Charles Lasrado, SJ	Charles Lasrado
2	Fr. Pradeep Anthony, SJ	
3	Ms. Sneha S. Rai	Sneha S. Rai
4	Dr. Veenu Joy	Veenu Joy
5	Dr. D. Raja Jebasingh	D. Raja Jebasingh
6	Dr. Antony Oliver	Antony Oliver 3/4/23
7	Dr. A. M. Sheela	A. M. Sheela
8	Dr. Suganthi Pais	Suganthi Pais 3/4/23
9	Dr. Ruqsana Anjum	Ruqsana Anjum 3/4/2023
10	Dr. Komal A Dave	Komal A Dave
11	Ms. Jhumur S Roy	Jhumur S Roy
12	Mr. Vinay K S	Vinay K S
13	Fr. Praveen Kiran Martis, SJ	Praveen Kiran Martis



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Date : 18/04/2023

### Notice:

There will be a TQM meeting on Tuesday 18<sup>th</sup> April 2023 at 11.15 a.m. in the Board Room.

Agenda: Annual Report 2022 - 2023

Sl. No	Names	Signature
1	Dr. Charles Lasrado, SJ	Charles Lasrado
2	Fr. Pradeep Anthony, SJ	Fr. Pradeep Anthony
3	Ms. Sneha S. Rai	Sneha S. Rai
4	Dr. Veenu Joy	Veenu Joy
5	Dr. D. Raja Jebasingh	D. Raja Jebasingh
6	Dr. Antony Oliver	Antony Oliver 18/4/23
7	Dr. A. M. Sheela	A. M. Sheela
8	Dr. Suganthi Pais	Suganthi Pais 18/4/23
9	Dr. Ruqsana Anjum	Ruqsana Anjum 18/4/23
10	Dr. Komal A Dave	Komal A Dave 18/4/23
11	Ms. Jhumur S Roy	Jhumur S Roy
12	Mr. Vinay K S	Vinay K S
13	Dr. Poornima V	Poornima V 18.4.2023
14	Dr. Ritty Francis	Ritty Francis 18/4/23
15	Mr. Giridhar Naidu	Giridhar Naidu 18/4/23
16	Dr. Anusuya Paul	Anusuya Paul 18/4/23
17	Dr. Shubhra Rahul	Shubhra Rahul 18/4/2023





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Date : .....

Sl. No	Names	Signature
18	Dr. Sridhar L . S.	
19	Mr. Merwin Abraham Mathew	
20	Ms. Priyadarshini	
21	Ms. Sagaya Swetha N Joseph	
22	Mr. Raj Kiran	
23	Ms. Shruthi U	
24	Mr. Shravan Abraham	
25	Ms. Janice Guedes	