



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

Affiliated to Bengaluru City University

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

ಸಂತ ಜೋಸೆಫ್ ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ (ಸ್ವಾಯತ್ತ)

ಬೆಂಗಳೂರು ನಗರ ವಿಶ್ವವಿದ್ಯಾಲಯ ಸಂಯೋಜಿತ

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

Minutes of TQM Meeting

Date :..... 12/07/2021

Date: 12<sup>th</sup> July 2021.

Venue- Online (Platform-Microsoft Teams)

Time- 4pm to 5pm

## Agenda of Discussion:

1. Calendar of events for the academic year 2021-2022
2. College Students Handbook Preparation
3. Commencement of Classes for I / III / V Semester (UG & PG)
4. Subject allocation and Time table Updates
5. Orientation Session for students
6. Conduct of Supplementary Examinations
7. Planning for College Golden Jubilee Celebrations
8. Ignatian Year Planning
9. Any other item with the permission of Chair

## Member present:

Dr. Charles Lasrado, Dr. Nirmala Joseph, Ms. Sneha Rai, Dr. D. Rajajebasingh, Dr. Anthony Oliver, Dr. Shivakami Rajan, Dr. Suganthi Pais, Dr. Ruqsana Annjum, Dr. Komal Dave, Ms. Sumitra Sreenivasan, Dr. Rathi David, Mr. Giridhar Naidu, Dr. Deepika Joshi, Mr. Vinay Kambipura.

Member Absent: Dr. Ritty Francis

## Minutes.

The Principal Dr. Charles Lasrado welcomed the TQM members and led the meeting with a quick prayer. The Agenda of discussions were read out and it was requested to the Vice Principal Ms. Sneha Rai to lead the discussion on item.no.1 of the agenda.

## Item No. 01: Calendar of events for the academic year 2021-2022 and Item No. 03: Commencement of Classes for I / III / V Semester (UG & PG)

Ms. Sneha initiated discussion with the calendar of events that was approved by the Governing Body at the end of the even session of the academic year 2020-21. It was communicated that the month of December 2021 was set aside for odd semester examinations and the even semester was expected to begin on the 3<sup>rd</sup> January 2022. Considering the rise of Covid pandemic situation in the state and its accompanying uncertainties, it was suggested that the approved calendar of academic year 2021-22 be relooked by the team members.

The dates for beginning and the end of the odd session was deliberated. Taking into account, the number of working days, teaching days and the probable dates of closure of summer internship of the students, it was resolved that the odd semester session for the sophomores, senior undergraduates and senior postgraduates could begin on 5<sup>th</sup>

of July 2021. The placement coordinator Mr. Giridhar informed the team that few undergrad students would be reporting on 16<sup>th</sup> July 2021 because of the mandatory tenure of corporate internships at Goldman Sachs and E&Y.

It was further resolved that odd session for the 1<sup>st</sup> year undergrad students including the freshman of postgrad of all programs could begin on 15<sup>th</sup> July 2021 after the completion of their admission process and declaration of the 2<sup>nd</sup> PUC results. It was agreed to accommodate few freshman of post-graduation who would not have taken up their final undergrad semester examinations due to local pandemic issues. It was further decided to give them leave of absence to undertake their examinations as and when their universities conduct them with submission of their scored marks to the college before the odd session's final examinations.

#### **Item No. 02: College Students Handbook Preparation**

Ms. Sneha lead the discussion on this matter. It was communicated that all faculties were instructed to give their plan of activities for the upcoming odd and even semesters. She said that they were expected to revert back to her with details.

It was resolved that upon receipt of the said information's the same would be drafted and put forth to the principal for approval.

The principal spoke on the change of responsibilities of certain faculty positions & committee heads. He conveyed the need of discussion with the prospective faculties and said upon confirmation the same would be communicated during the upcoming staff meeting on 15<sup>th</sup> July 2021.

#### **Item No. 04: Subject allocation and Time table Updates**

This agenda again was initiated by Ms. Sneha. She communicated that subject allocation was informally deliberated with the faculty members of all programs. She informed that timetable preparation for the odd semester was underway and would be completed in a week time.

It was resolved that the formal communication mail would be sent by her office to all the visiting and regular faculty members in the following week followed by the workload and timetable.

#### **Item No 5: Orientation Session for students**

Orientations of the students for the odd sessions for 2021-22 was then discussed.

It was decided that a brief orientations for sophomores and senior students of each programs would be conducted by the heads of the department lead by the Principal during the first week of July 2021, followed by an extensive orientation for the freshman's during mid-week of July 2021. The orientation of the Jesuits education paradigm would also be scheduled along with the above orientations schedule.

Further it was resolved that the general and program specific orientation would be conducted shift wise with students being introduced to the college clubs and association at the end of July 2021 or 1<sup>st</sup> week of August.

#### **Item No 6: Conduct of Supplementary Examinations**

Dr. Oliver thanked all the members present for their cooperation for conduct of the previous even semester examination and results publications which was released in a record time of three days. He informed that few students of batches 2018-19, 2019-20 and 2020-21 who had medical issues was proposed to be included in the super supplementary exams meant exclusively for senior students of both UG and PG. Further it was communicated to the members that the total number of students was expected not to be more than 60 to 70 students including 2<sup>nd</sup> and 1<sup>st</sup> year of UG and PG programs. He proposed that date of super supplementary examination for the mid-week of July 2021 i.e., 19<sup>th</sup> July 2021 to 23<sup>rd</sup> July 2021.

It was resolved to hold the examination on the dates proposed date considering the students placement, jobs and further studies, the work load on the ERP department.

#### **Item No7: Planning for College Golden Jubilee Celebrations**

The Principal gave a brief prelude to the Golden Jubilee Celebrations highlighting the first batch year of 1972 in SJCC and informed that SJEC (evening college) too will be celebrating 50 years in this year. He prevailed upon the team members to chalk out few programs –both online and offline- that could be planned by the teaching and student community during the forthcoming academic year.

It was decided that a separate committee and subcommittees would be set up for the same who could decide on themes for extracurricular, foreword/preface about the Golden Jubilee, student handbook cover design with Golden Jubilee Logo, conduct of industry-academia connect series-talks including creation of a documentary video/s of the SJCC's journey towards Golden Jubilee year highlighting key contributions of Jesuits fathers, faculty members and students over the years.

#### **Item No.8: Ignatian Year Planning**

The Principal explained to the members the background of the Ignatian year i.e., May 2021 to July 2022.

It was resolved that along with the Golden Jubilee Year Celebrations, the Ignatian Year activities could be conducted and that College campus minister could be consulted for chalking out events and programs in this regard.

#### **Item No.9: Any other item with the permission of Chair**

The floor was open for discussion of any other matters of importance. The IQAC Coordinator Dr. Shivakami Rajan informed that the All India Best College Ranking data sent during the month of February 2020 to India Today was being validated currently. Dr. Deepika Joshi, Head of Research Department, gave a short briefing on the publication of the SJCC management journal and the review updates. She informed the members that there was enormous positive responses from research scholars for the call for papers floated all India. The department had received around 28 research papers till date which was in process of blind review and that the plans for conduct of research programs, national level FDPs, and workshops were underway.

The placement Coordinator Mr. Giridhar Naidu informed the members that about 287 students had been successfully placed till date and further more placements activities were in the offing in the coming week. The detailed mail of the same would be sent to each program department head.

As there were no further matters for discussion, the meeting came to an end by 5 p.m. with all the members thanking the Principal and wishing everyone safe health.

Meetings Minutes Recorded by Dr.Shivakami Rajan,-IQAC Coordinator.

*For  
Shivakami*