



St. JOHN'S COLLEGE OF ARTS & SCIENCE

(An ISO 9001 : 2008 Certified Institution)
(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)
(A Christian Minority Institution)

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MEETING MINUTES

Academic Year: 2021-2022

St. John's College of Arts and Science, Ammandivilai
Internal Quality Assurance Cell (IQAC)

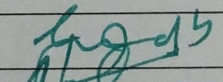
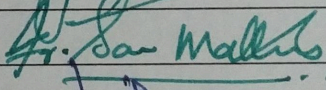
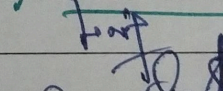
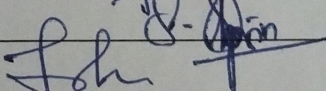
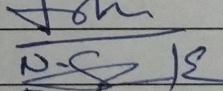
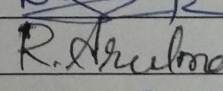
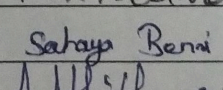
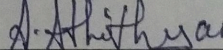
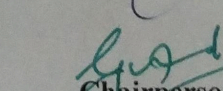
Date: 28th July 2021

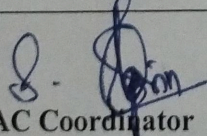
The following IQAC members are asked to report by 10.30 a.m. in the Multimedia Hall, St. John's College of Arts and Science, Ammandivilai on 30th July 2021. Kindly attend the meeting without fail.

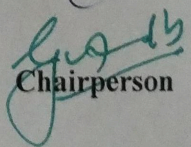
Agenda

- Prayer
- Meeting Called Open
- Reading and Confirming Previous Meeting Minutes
- Actions Implemented
- Action Pending and Scheduled Date of Completion
- Discussion
 1. Inaugural of first year classes through online mode.
 2. Reopening of offline classes for II, III UG and II PG.
 3. Faculty Development program
 4. Farewell Celebrations
- Vote of Thanks

IQAC TEAM

Dr. M. Edwin Gnanadhas	Chairperson	
Rev. Fr. Sam F. Mathew	Secretary	
Dr. R. Jeba Malar	Vice Principal	
Mrs. S. Asha Parvin	IQAC Coordinator	
Mrs. S. Renuka	IQAC Team Member	
Dr. N. Senthil Kumar	Placement Officer	
Mrs. R. ArulMathi	Librarian	
Sahaya Benni. R	Alumni	
Athithyan. A	Student Representative	


IQAC Coordinator


Chairperson

St. John's College of Arts and Science, Ammandivilai
Internal Quality Assurance Cell (IQAC)

Meeting Minutes

Date:	July 30,2021
Time:	10.30 p.m
Venue:	Multimedia Hall

- **Opening of the meeting:**

The meeting was called open by the Principal of the Institution after a short prayer following which the Principal welcomed the IQAC team.

- **Reading and Confirming of the previous Meeting Minutes:**

After the previous meeting minutes was read by the IQAC coordinator the participants of the meeting approved the same.

- **Actions Implemented:**

Based on the resolutions of the previous meeting, the following actions were implemented.

- a) 5 year integrated report was submitted successfully.
- b) University online exams were attended successfully by the students.
- c) NAAC RAF seminar was organized effectively.

- **Discussion:**

- 1.1 The Chairperson informed that the first UG classes inaugural will be organized through online mode on 16th August 2021. The Head of the Departments will take responsibility for the same.
- 1.2 The offline and online blended classes will begin from 2nd August 2021 for the II, III UG and II PG students.
- 1.3 The IQAC coordinator suggested that an FDP could be organized to educate faculty members on online effective PowerPoint presentations.
- 1.4 The Chairperson proposed Prof. Chitra Thomas, Retd. Head of Chemistry Department, Scott Christian College to be the resource person. The IQAC team accepted the same and planned to organize the FDP on 3rd September 2021.
- 1.5 The IQAC coordinator suggested that the blended classes should be effectively handled for the students and the department should take all effective steps in organizing career

counseling and soft skill training program through online mode for the beneficiary of the students.

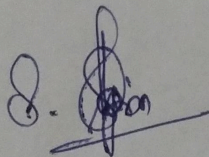
1.6 A suggestion from the Alumni of batch 2018-2021 was placed to organize Farewell celebrations for their batch which was accepted and intimated that proposal will be placed before the management team.

1.7 The IQAC coordinator also suggested that the departments have to submit their annual academic report for the academic year 2020 – 2021 on or before September 22,2021.

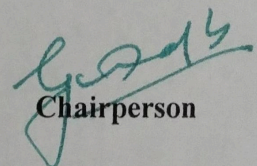
- **Resolutions Passed:**

- 1) Organizing FDP on 3rd September,2021.
- 2) Proposal to organize Farewell function was accepted.
- 3) Classes will begin from 2nd August 2021 for II, III UG and II PG students.

The meeting came to an end by words of gratitude by the IQAC Coordinator.



IQAC Coordinator



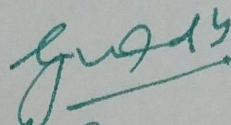
Chairperson

July 30, 2021

The following members were present during the conduction of the meeting:

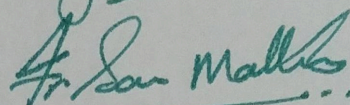
Dr. M. Edwin Gnanadhas

- Chairperson



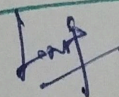
Rev. Fr. Sam F. Mathew

- Secretary



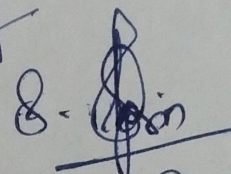
Dr. R. Jeba Malar

- Vice Principal



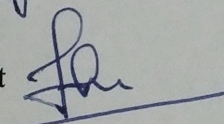
Mrs. S. Asha Parvin

- IQAC Coordinator



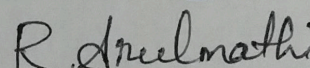
Mrs. S. Renuka

- Computer Science Department



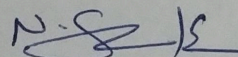
Mrs. R. ArulMathi

- Librarian



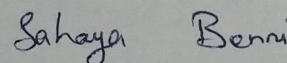
Dr. N. Senthil Kumar

- Placement Officer



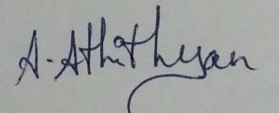
Sahaya Benni . R

- Alumni



Athithyan. A

- Student Representative



St. John's College of Arts and Science, Ammandivilai

Internal Quality Assurance Cell (IQAC)

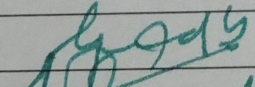
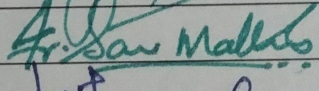
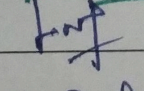
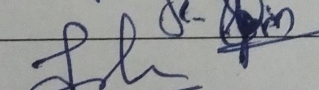
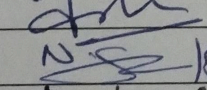
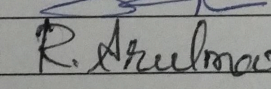
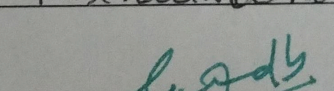
Date: 31st May 2022

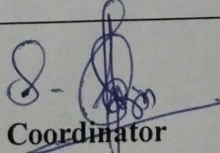
The following IQAC members are asked to report by 10.00 a.m. in the Principal's Chamber, St. John's College of Arts and Science, Ammandivilai on 1st June 2022. Kindly attend the meeting without fail.

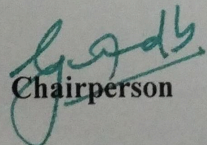
Agenda

- Prayer
- Meeting Called Open
- Reading and Confirming Previous Meeting Minutes
- Discussion
 1. Faculty Development program
 2. Rough Draft of SSR
 3. Department strategic Planning.
- Vote of Thanks

IQAC TEAM

Dr. M. Edwin Gnanadhas	Chairperson	
Rev. Fr. Sam F. Mathew	Secretary	
Dr. R. Jeba Malar	Vice Principal	
Mrs. S. Asha Parvin	IQAC Coordinator	
Mrs. S. Renuka	IQAC Team Member	
Dr. N. Senthil Kumar	Placement Officer	
Mrs. R. ArulMathi	Librarian	


IQAC Coordinator


Chairperson

St. John's College of Arts and Science, Ammandivilai
Internal Quality Assurance Cell (IQAC)
Meeting Minutes

Date:	June 1,2022
Time:	10.00 p.m.
Venue:	Principal's Chamber

- **Opening of the meeting:**

The meeting was called open by the Principal of the Institution after a short prayer following which the Principal welcomed the IQAC team.

- **Reading and Confirming of the previous Meeting Minutes:**

After the previous meeting minutes was read by the IQAC coordinator the participants of the meeting approved the same.

- **Actions Implemented:**

Based on the resolutions of the previous meeting, the following actions were implemented.

- a) Special programs for the students were organized successfully.
- b) Mentor – Mentee program and Friday weekly test schedule has been effectively implemented.

- **Discussion:**

- 1.1 The Chairperson informed that the IQAC of the college has organized two FDP's on 06/06/2022 and 07/06/2022.
- 1.2 The IQAC coordinator suggested that the IQAC will submit IIQA and SSR in the present academic year.
- 1.3 The Chairperson informed that requirement list for each department and criterion convenors has to be shared with the IQAC.
- 1.4 Rough draft of SSR has to be prepared on or before 15th June 2022.
- 1.5 The Secretary of the college informed that the departments have to effectively plan in handling the upcoming semester. The FDP's organized will be helpful for them.
- 1.6 It is also informed that the resource persons of the FDP are Dr. V. Balamurugan and Dr. Joseph Dunston who will focus on Outcome based education and Great Teachers, Great Minds.

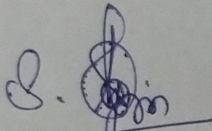
1.7 Result analysis has to be filed for both university examinations and internal examinations conducted.

1.8 Students should be provided with placement opportunities and the placement cell has to take more effort.

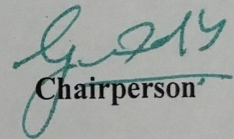
• **Resolutions Passed:**

- 1) Organizing FDP on 06th June 2022 and 07th June 2022.
- 2) Rough draft of SSR has to be submitted on or before 15th June 2022.

The meeting came to an end by words of gratitude by the IQAC Coordinator.



IQAC Coordinator



Chairperson

June 1st, 2022

The following members were present during the conduction of the meeting:

Dr. M. Edwin Gnanadhas

-

Chairperson

Rev. Fr. Sam F. Mathew

-

Secretary

Dr. R. Jeba Malar

-

Vice Principal

Mrs. S. Asha Parvin

-

IQAC Coordinator

Mrs. S. Renuka

-

Computer Science Department

Mrs. R. ArulMathi

-

Librarian

Dr. N. Senthil Kumar

-

Placement Officer

St. John's College of Arts and Science, Ammandivilai

Internal Quality Assurance Cell (IQAC)

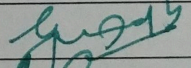
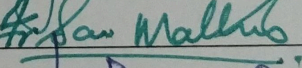
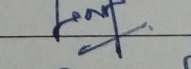
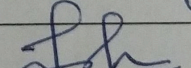
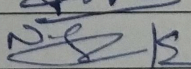
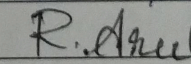
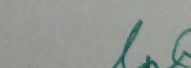
Date: 28th January 2022

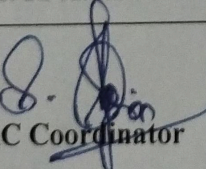
The following IQAC members are asked to report by 10.00 a.m. in the Principal's Chamber, St. John's College of Arts and Science, Ammandivilai on 31st January 2022. Kindly attend the meeting without fail.

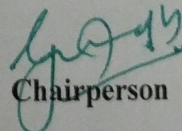
Agenda

- Prayer
- Meeting Called Open
- Reading and Confirming Previous Meeting Minutes
- Discussion
 1. Faculty Development program
 2. Documentation of Final Internal marks and Attendance entry
 3. Submission of Online and Offline Timetable
 4. Tentative schedule of reopening of regular offline classes.
- Vote of Thanks

IQAC TEAM

Dr. M. Edwin Gnanadhas	Chairperson	
Rev. Fr. Sam F. Mathew	Secretary	
Dr. R. Jeba Malar	Vice Principal	
Mrs. S. Asha Parvin	IQAC Coordinator	
Mrs. S. Renuka	IQAC Team Member	
Dr. N. Senthil Kumar	Placement Officer	
Mrs. R. ArulMathi	Librarian	


IQAC Coordinator


Chairperson

St. John's College of Arts and Science, Ammandivilai

Internal Quality Assurance Cell (IQAC)

Meeting Minutes

Date:	January 31,2022
Time:	10.00 a.m.
Venue:	Principal's Chamber

- **Opening of the meeting:**

The meeting was called open by the Principal of the Institution after a short prayer following which the Principal welcomed the IQAC team.

- **Reading and Confirming of the previous Meeting Minutes:**

After the previous meeting minutes was read by the IQAC coordinator the participants of the meeting approved the same.

- **Discussion:**

1.1 The Chairperson informed that the university has shared a notification regarding reopening of regular classes from 01/02/2022.

1.2 The College has planned to open regular classes for all students from 21st February 2022 as university semester examinations are going on.

1.3 The IQAC coordinator suggested that the Motivational Talk arranged for the faculty by inviting the Co-Founder Rev. Fr. Albin Roby as resource person on 12th January 2022 was found beneficial for all the faculty members.

1.4 The Chairperson informed that an interactive session for the IQAC team members will take place on 11th March 2022 with Prof. John Vargheese, Principal of St. Stephen's College, Delhi.

1.5 Mentor Mentee, Friday weekly test, and regular maintenance of blue book has to be carried out by the faculty members.

1.6 The Secretary of the college informed that on 23rd February 2022, in association with the IQAC an Awareness program on TNPSC group examinations will be organized for all the students.

1.7 The Secretary of the college also informed that the students have to be handled with care as they are arriving to college after a long break in offline classes. Special programs such

as Women's Day, Father's Day, Book Donation Day, Old Age / Destitute Home visit should be organized. These programs will be clubbed with regular functions such as Fine Arts Day, Sports Day, and Graduation Day will be organized. The new building John's Ark will be benedict in the month of April 2022.

- **Resolutions Passed:**

- 1) Organizing FDP on 11th March 2022.
- 2) IQAC Team interaction on Quality initiatives with the Resource Person Prof. John Vargheese, Principal, St. Stephen's College, Delhi.
- 3) Classes will begin from 23rd February 2022.

The meeting came to an end by words of gratitude by the IQAC Coordinator.

IQAC Coordinator


Chairperson

January 31, 2022

The following members were present during the conduction of the meeting:

Dr. M. Edwin Gnanadhas - Chairperson

Rev. Fr. Sam F. Mathew - Secretary

Dr. R. Jeba Malar - Vice Principal

Mrs. S. Asha Parvin - IQAC Coordinator

Mrs. S. Renuka - Computer Science Department

Mrs. R. ArulMathi - Librarian

Dr. N. Senthil Kumar - Placement Officer

