Minutes of the Meeting of the IQAC Committee of the D.B.Jain College, Chennai-600 097 held on 17th July 2013 for the year 2013-2014.

Members Present:-

1. Dr.M.Sakthivel Murugan Principal
2. Dr.V.V.Sugumar
3. Dr.V.Chandrasekhar
4. Dr.R.Vijayaraghavan
5. Prof.K.S.Bharathan
6. Dr.K.Minraj
7. Dr.S.Balaji
8. Dr.R.Desingurajan
9. Dr.C.Vethirajan — Outside Expert
10. Mr.T.E.Thiruvengadam — Industrial Expert
11. R.Regi Christoper — Industrial Expert

The Plan of Action Chalked out by the IQAC at the beginning of the year 2013-2014 is furnished below:

1. The Construction of New Indoor sports Stadium have to be completed before the end of the academic year 2013-2014.
2. AC Seminar Hall has to be created in the Alumni Block with a capacity of 250 persons.

3. The Construction of New Big canteen has been started in the separate place for the benefit of student Community.
4. Our College has been reaccredited with 'A' grade by NAAC.
5. To develop Self-Employment Skills.
6. To enhance the effective Communication Skills.
7. To provide hands-on training to facilitate computer literacy.
8. To motivate the students towards research- orientation.
9. To obtain Student's feedback.
10. To provide more career guidance programmes.
11. To develop the reading habits.
12. To encourage more student participation in extra and co-curricular activities.
13. To render monetary assistance to the students in need.

Minutes of the Meeting of the IQAC held on 21.03.2015 at Dhanraj Baid Jain College for the year 2014-2015.

Members present:

1.	Prof.V.Chandra Sekhar	Principal –in- Charge
2.	R.Vijayaragavan	HOD of Commerce
3.	Prof.K.S.Bharathan	Member
4.	Dr.K.Minraj	Member
5.	Prof.A.Vijayalakshmi	Member
6.	Dr.M.Rajesh	Member
7.	Dr.R.Desingu Rajan	Member

IQAC:

The Internal Quality Assurance Cell has conducted four refresher and retraining programmes to the young teachers of our College to train them in the management of class and to sharpen their teaching ability. The training is found to be really useful to sharpen their skills.

Department of Mathematics:

i) Prof.K.S.Bharathan HOD of Mathematics has participated in the International Conference organized by the PG & Research Department of D.G.Vaishnava College,Chennai.

ii) Prof.N.Vanitha Jothy has Participated in the International Seminar organized by the Department of Mathematics, Dr.MGR Janaki Arts and Science, Chennai in the month of August 2014.

Department of Commerce:

1. Dr.R.Vijayaragavan HOD of Commerce has been recognized by the University of Madras to supervise and Guide Ph.D. Scholars. Ten candidates have registered for Ph.D under his guideship.

2. Mrs.K.Santhakumari Associate Professor of Commerce has been awarded Ph.D by the Manonmaniyam Sundaranar University, Thirunelveli.
3. Mrs.M.Megala of the Department of Commerce has been awarded Ph.D by the University of Madras.
4. Prof.Mekkal Roy has submitted her synopsis Ph.D in Commerce to the University of Madras.
5. Dr.G.Rajesh and Dr.S.Kamaraj have been recognized as Guides for M.Phil courses in Commerce by the University of Madras.
6. Dr.R.Vijayaragavan HOD of Commerce has participated in International Conference as Chair-person for a Technical Session one at Vidya Sagar College,Chengalpet and another Conference at University of Madras in the month of September 2014 & January 2015 respectively.
7. Dr.S.Sudharsan, Associate of Professor of Commerce participated in the Tamil Nadu Cost & Management Accountants Convention in 2014 as a key note speaker. The Programme was organized by the SIRC of Institute of Cost Accountants of India. He also participated in a National Seminar as a Chair-person organized by the Dept. of Business Adminstration at A.M.Jain College, Chennai.
8. Commerce and Corporate Se cretaryship departments jointly organized " Investor Awarness Programme"at our College on 25th March 2015 in collaboration with the institute of Company Secretaries of India,sponsored by the Ministry of Corporate Affairs,Government of India.
9. Commerce and Economics Departments jointly organized a programme on Union Budget, Prof.Arthreya noted Economist spoke on the occasion.

Department of Computer Science:

1. Prof.B.Jagadesan of Computer Science department has been awarded Ph.D by the Anna University, Chennai.
2. The Computer Science Dept.of our college has been recognized by the University of Madras this year, to conduct Full-Time M.Phil Course in Computer Science.

Sports:

We are immensely proud of the achievement of our sports students. They have excelled in Hockey, Volley-ball, Kabadi and Foot ball, claiming prizes in almost in every event in the state, District, Zonal level Tournaments. Many players have been selected to represent University of Madras at the State and National level. Now the D.B.Jain college stands No.2 in the University of Madras in Sports and Games.

In the various Tournaments played, our sports students have secured First place in 21 Tournaments. Second place in 5 Tournaments and Third place in 5 Tournament. Seven students represented our college in National Tournaments and two represented the University of Madras.

The Department of Physical Education organized south zone Inter-University Volley-Ball (Women) Tournament at our College from 26th December to 30th December 2014. A total of 1000 students and Officials from 64 Universities participated in the Tournament from southern part of India.

Our College secured Second Place in overall Championship in University of Madras for the academic year 2014-2015. Our college secured 84 points from among 175 Arts and Science Colleges.

Placement & Training:

The placement department of our college functions under the supervision of Mr.J.Selva Prabhu, Placement officer, Prof.B.Jagadhesan, Placement coordinator, Prof. Vidhya and support from Placement Assistants. The department operates all through the year to arrange campus interviews. The slogan for departments is **"We care for your carear growth"**. In this academic year around 550students of this college are placed in different companies like TCS, Cholamandalam MS, Sutherland Business Services, Blue Chip India, Capgemini, Nittany Creative Solutions etc.

NSS and YRC:

Our NSS unit has conducted several programmes during this academic year. A blood donation camp was organized on 31.03.2015,170 students donated blood to save the lives. Voter awareness rally was organized in the month of January 2015, to educate the people about the importance of voting to uphold the spirit of democracy. Health awareness camp, was also conducted in co-ordination with Vee Care Eye Hospital.

NCC:

Our NCC cadets excelled in their categories and did the college proud. They participated in the various programmes such as

- Five cadets participated in the TSC selection camp1 held at Kanchipuram from 31st May to 9th June 2014.
- Cadets S.NAVEENRAJ & R.SATHISH KUMAR were selected to represent the Tamil Nadu Directorate for Inter-Group competition Camp at Karaikudi from 21st June 30th June 2014.
- Ten cadets participated in RDC Selection camp held at Kanchipuram from 28th August to 6th September 2014.
- 5 Cadets participated in ARMY Attachment Camp held at Andhra Pradesh from 1st September to 5th September.
- Cadets D.Gopi and A.Ajithkumar attended the National Integration Camp held from 9th October to 20th October 2014.
- 20 Cadets participated in Marina Republic Day camp at Navalur from 3rd January to 12th January 2015.
- 20 of our Cadets participated in Republic Day parade held at Marina Beach.

Staff Achievements:

We are happy to inform the august gathering that Dr. V.Balu who was instrumental in taking the college forward in the field of research in Commerce has been awarded **" EMIRITUS FELLOWSHIP" by UGC.** He successfully guide 42

Ph.D scholars in the University of Madras and his research scholars found their place in different educational institutions as professors. We place on record our appreciation to Prof. emeritus Dr.V.Balu, who was also our Principal for two years.

Minutes of the Meeting of the IQAC Committee of D.B.Jain College held on 24.03.2016 for the year 2015-2016.

Members present

1. Prof. V.Chandra Sekhar (Convener)
2. Dr.R.Vijayaraghavan Member
3. Dr.M.Sakthivel Murugan Member
4. Dr.K.Minraj Member
5. Dr.S.Balaji Member
6. Dr.R.Desingu Rajan Member
7. Dr.Vidhya outside university Expert

The result of the cited plan for the year 2015-2016 is furnished below.

Department Association in the College have been regularly conducted in the respective department. At present 1152 students on role in Day College and 2508 in the Evening College for the academic year.55 lecturers and 23 Administration staffs are working in the college at present.

During the academic year 2015-2016, 95 programmes (Lecture/Seminar/Workshop) for the benefit of students with the help of different department and faculties and students are enclosed to affair as may constitute programmes.

Commerce:

This year Dr.Mekkal Roy got Ph.D Degree from University of Madras R.Uthra Assistant professor of Commerce has participated in an International conference, one day workshop on "New Companies Act 2013"and another workshop organized by Department of Computer Science LN Govt. College, Ponneri. The Commerce department conducted a Seminar on" Latest Trends in Banking" on 7.09.2015.

Mathematics:

Department of Mathematics Conducted "Maths Festival 2016","Ramanujar Day" and "Networks in Real Life".

Mrs.N.Srilakshmi, Assistant Professor, Department of Maths attend a Workshop on "Instructional Workshop on Graph Theory and its Applications", She also presented a paper on "Irregular set colourings of Graphs" at VIT University, Chennai.

English:

Prof.J.Benita Selvakumari and Prof.K.Shoba presented papers on "From Theory to Practiceof Literature" and study of translation" at National Seminar held at Annamalai University on 4th,5th April 2016.

Economics:

Prof.U.Thirunavukkarasu HOD of Economics Participated as Coordinator of Seminar on "New Economic Policy".

Computer Science:

Prof.Durga Siddarth and Mrs.K.Vijayabharathi attended a workshop on " Big Data "held at LN Govt.College,Ponneri.

Dr.B.Jagadheesan, Prof.K.Rajasekaran and Mrs.S.Bhuvaneswari participated in International Conference on "Recent Trends in Computing Technology" held at University of Madras.

Corporate Secretaryship:

Prof.G.Vinayagamurthy of Department of Corporate Secretaryship presented six research papers at various seminars held in the city during this Academic year.

IQAC and Teacher Education:

The Internal Quality Assurance Cell has conducted Five Refreher and Re-training Programmes to the young teachers of our College to train them in the conduct of classes and also to sharpen their teaching ability. The training is found

to be really useful to enhance their teaching capability and skills. The retraining programmes conducted by IQAC in this year were in the field of:

1. Teaching in IT enabled Environment
2. Teaching Methodology for slow learners
3. Quality in Higher Education
4. Educational Communication
5. Teaching, Learning and Career Advancement

Placement Department:

The department has successfully completed 80 hours softskill training classes in association with TCS Trainers in this academic year. The department also arranged career talks, expert lecturers, workshops, online assessment tests etc. for the benefit of the students.

This year 492 students were placed in several companies namely TCS, Sutherland Global services, Capegemini, Blue Chip, HDFC, Aspiring Minds (Pvt) Ltd., Bank Zone, Adeco Pvt.Ltd in campus recruitment.

Sports:

We are immensely proud of the achievement of our sports students. They have excelled in Hockey, Volley – ball, kho-kho, Kabadi and football, claiming prizes in almost in every event in the state, District, Zonal level tournaments. Many players have been selected to represent University of Madras at the State and National level. Now our college stands no.2 in the University of Madras in Sports and Games.

Out of the tournaments played, our sports students have secured First place in 21 Tournaments, Second place in 5 tournaments and Third place in 5 Tournaments. 6 students represented our College in National Tournaments and 17 represented the University of Madras. Department of Physical Education has organized six University of Madras Inter-Zone Tournaments and One National Inter University Football women Tournament at our College during the Academic year 2015-2016.

NSS and YRC:

NSS and YRC departments have conducted in several Programmes during this year. Blood donation camp was organized in association with Indian Red Cross Society on 25th Feb 2016,290 units of blood was collected. Swatch Bharat Abhiyan Programme was held with 300 students involved in cleaning the entire college campus. Several NSS Volunteers assisted the Sri Sakthi Academy's (School for special children) School Programme. Our College NSS unit conducted a rally on " Voter Awareness" and also assisted regularly Traffic Police on the OMR.

NCC:

Our NCC is functioning with- cadets under the guide ship of captain E.Viswanathan on 15th August 2015 3 cadets attended the Independence Day parade held at St George Fort, on 21st June 2016 52 cadets attended the International Day of Yoga at Loyola College. 10 Cadets donated blood to kidney Transplanted patients and open Heart surgery patients at RGH Chennai. In addition to the above NCC cadets attended several NCC training campus in the last academic year.

Ph.D awarded:

Seven Ph.D were awarded during this year from Research Department of Commerce and physical Education departments of our College. The following staff members obtained Ph.D Degree during this academic year.

Dr.C.Mekkal Roy
Dr.S.Gothandaraman
Dr.T.Sivakumar

Parents – Teachers Meeting:

The Parent- Teachers Meeting in all the departments has been conducted in every semester to appraise the parents of the academic developments of their wards.

DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)

Thoraipakkam, Chennai – 600 097

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting held on 22.09.2017 at 02:30 p.m. in NAAC Room

Members Present:

1. **Dr. Pankaja R.P, Principal**
2. **Dr. Sakthivel Murugan M, Professor-In-Charge**
3. **Dr. Balaji S, HoD, PG Dept of Computer Science**
4. **Dr. Viswanathan E, HoD, Dept of Commerce (Shift I)**
5. **Prof. Vijayalakshmi A, HoD, Dept of Tamil**
6. **Prof. Vinayagamurthy, Asst. Coordinator (Shift II)**
7. **Prof. Benita Selvakumari, HoD, Dept of English (Shift II)**
8. **Prof. Ganapathy S, HoD, Dept of Management Studies (Shift II)**
9. **Dr. Gothandaraman S, HoD, Dept of Commerce (Shift II)**
10. **Prof. Kalpana G, HoD, Dept of Corporate Secretaryship (Shift II)**
11. **Dr. Sivakumar T, HoD, Dept of Commerce (AF/CA) (Shift II)**
12. **Prof. Jeyakumar, HoD, Dept of Computer Science (BCA) (Shift II)**
13. **Prof. Jebastin J, HoD, Dept of Visual Communication (Shift II)**
14. **Prof. Mahesh Kannan S, Asst. Professor, Dept of Cooperation**
15. **Prof. Gubendiran K, Asst. Professor, Dept of Economics**
16. **Mr. Velayutham P J, Administrative Officer**
17. **Mr. Karthik Narayanan S, Programmer, Controller Office**

The Principal welcomed the Professor-In-Charge, HoD's and Faculty members who have attended the Meeting. The following are the points were discussed:

Attitude and Discipline:

- Principal Dr. Pankaja R P addressed the issue pertaining to attitude and discipline of the students. It was a general observation that the students are not behaving proper with Tamil and English faculties. She has advised the concerned department HoD's and faculties to put more efforts to improve the behavior of the students and see that they maintain discipline in the class room.
- Dr. Sakthivel Murugan M shared his thought on attitude and discipline. He advised that everyone in the department should take care and insist the students about the

relevance of the Language and English subjects. So that they behave decently with Tamil and English staffs.

- Principal Madam given a task to HoD's on "How discipline is going to be implemented in each department?" The same to be submitted by the HoDs on or before 25th September 2017.

Examinations:

- Principal advised the HoDs to inculcate the importance of CAT and Internal Assignment to students.
- She also advised the HoD's to share the importance of attendance percentage on a regular basis.
- It is unanimously resolved in the meeting that the University rules of attendance will be followed in our College for forthcoming examinations. Those who have obtained 75% attendance are eligible to appear for the examination. Those who obtained between 60% and 74% have to pay Condonation fee to appear for the examination. Henceforth, no consideration will be given to students less than the stipulated percentage.
- First year NCC and Sports person lists has to be given to COE Office by the concerned faculties for attendance record.

NAAC:

- Principal madam has distributed the New Regulations of NAAC Evaluation Criteria (in Nutshell) to all the members in the meeting.
- Principal explained about the New Regulations to be followed in the NAAC evaluation criteria.
- The following discussions was happened in Quality Indicator Framework are:
    - Curricular Aspects
    - Teaching-Learning and Evaluation
    - Research, Innovations and Extension
    - Infrastructure and Learning Resources
    - Student Support and Progression
    - Governance, Leadership and Management
    - Institutional Values and Best Practices
- Principal Madam and Dr. Sakthivel Murugan M shared their opinion to bring-in
    - Value Added Courses (minimum 30 hours),
    - Bridge Courses,
    - Remedial Classes,
    - MoU with reputed organizations
    - Training for students exclusively by the department

- Gather Alumni details
- Encourage your students and faculties to register in MOOC, Swayam, ePG Pathshala,
- Students database for five years, and
- Green House Initiatives

- Students have to be categorized as slow learners, average, good and excellent. Based on the categorization, assignment can be given to the students.
- Principal Madam highlighted that our College Library has Digital Library. Spread the awareness among the students and faculties.
- Certificate course in Disaster Management can be conducted for YRC students.
- One of the criteria in evaluation process of NAAC is Students Online feedback. NAAC introduced the Student Satisfaction Survey to showcase the actual quality of teaching learning process enabling identification of the strengths of teaching as well as the possible improvements.
- Principal Madam shared the submission dates to apply through online. The portal of NAAC will open from November to December 2017. During these dates the documentation part will be loaded in the NAAC website. Therefore, she has insisted the members to complete the documentation part on or before 11th October 2017.
- **Handbooks and Manuals for Activities:**
  It is resolved that the following are the members will prepare the manuals:

Students Discipline	Prof. J.A. Jebastian
Departmental Activities	Dr. T. Sivakumar
Inter-Collegiate Events	Dr. S. Mahesh Kannan
Conduct of Seminar	Prof. S. Ganapathy
Departmental Journal	Prof. G. Kalpana
CAT	Dr. B. Jagadhesan
End-Semester Examination	Mr. S. Karthik Narayanan
Practice of Human Values & Professional Ethics	Dr. S. Balaji
Students Participation in Other Colleges	Prof. J.A. Jebastian
Conduct of Outreach Activities	Dr. S. Gothandaraman

- Principal has given a task to members to prepare Vision and Mission of their departments. She has insisted the members to come-up with Best Practices adopted in their department. These areas will be shared in the Staff Meeting which is scheduled during the month of October 2017.

The meeting ended with Vote of Thanks by the Principal.

DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)

Internal Quality Assurance Cell (IQAC)

MINUTES OF THE MEETING

Date	:	26.09.2017
Time	:	11:30 p.m. to 01:30 p.m.
Venue	:	NAAC Conference Room
Members Present	:	List Enclosed

- Dr. Pankaja R.P., Principal of the College welcomed the gatherings.
- Prof. Ganapathy S, HoD, Dept of Management Studies read the previous minutes of the IQAC meeting held on 22.09.2017.

The following are the points were discussed in the meeting:

1. Principal Madam pointed out the importance of students' participation in other College events. She has appreciated Department of Commerce where students have participated and prizes won at MCC Inter-Collegiate meet and got laurels to our College. She has highlighted that students' participation in other Colleges is considered to be an important Quality Indicator in NAAC Assessments.
2. More number of FDP can be organized in connection with ICTACT.
3. Principal Madam insisted the department HoD's to make MoU formally. The target to complete the MoU process on or before 16th October 2017.
4. Out of 1000 points in NAAC Assessment, 300 points is given for Teaching-Learning & Evaluation. Therefore, Principal Madam advised the IQAC members to concentrate more on the following points:
    a. Peer-Learning System to be introduced & it is to be monitored
    b. Bridge Course
    c. Open Book System
    d. Teaching Methodology viz., M-Learning, E-Learning, Video Conference, Digital Resources, etc.
    e. Students Satisfaction Survey
    f. Remedial Programmes
    g. Glossary & Acronym can be prepared for all subjects
5. Dr. SakthivelMurugan highlighted the importance of Research Innovation criteria. He has requested the faculty to publish their research article in a UGC listed journals.

6. Dr. SakthivelMurugan insisted the importance of Question Bank for all the subjects. Existing Question Banks can be revisited and the same can be printed in a book format.
7. Principal Madam advised the members to revisit their department syllabus. She has insisted that the entire syllabus should contain Program / Course Outcome and Subject Outcome. Further she has insisted to bring-in employability and entrepreneurship related subjects can be introduced.
8. Dr. SakthivelMurugan has advised the members to gather the Prominent Alumni of the College and conduct Alumni Meet.
9. Certification Course viz., Tally, MS-Office, etc., can be introduced with a minimum of 30 hours for the students as a Value-Added Courses. He has highlighted that Department of Physical Education has organized 'Certification in Yoga' and the same can be continued for the current academic year onwards as well.
10. Dr. SakthivelMurugan directed the HoD of Visual Communication to assign Short Films tasks to the students.
11. It is resolved that Administrative Officer should take care of ID Card for missed out students of second and third year.
12. The meeting for the staff will be held during the first week of October 2017 to discuss on NAAC Assessment and Accreditation process.
13. The following are the tasks to be completed and the same to be submitted to the Principal Office:

S No	Tasks	Completion Date
1	Question Bank	6th October 2017
2	Certification Course to be planned and approvals	6th October 2017
3	ID Card Submission Process	6th October 2017
4	Glossary & Acronym	10th October 2017
5	FDP	Monthly basis
6	MoU to be signed	16th October 2017
7	Peer-Learning System	16th October 2017
8	Remedial Programmes	16th October 2017
9	Syllabus Revision	16th October 2017
10	Alumni Details	16th October 2017
11	NAAC submission of applicable "Quality Indicator Framework" to be completed by each department	16th October 2017

The meeting ended with vote of thanks by the Principal.