DHANRAJ BAID JAIN COLLEGE
(AUTONOMOUS)

Co-Educational Jain Minority Institution
Owned & Managed by Tamilnadu Educational and Medical Foundation Approved by the Government of Tamilnadu
Affiliated to the University of Madras Re-Accredited with 'B+' Grade by NAAC
Rajiv Gandhi Salai, Jyothi Nagar, IT Corridor, Thoraipakkam, Chennai-600097



DBJC IQAC

MINUTES OF THE MEETING OF IQAC HELD ON 18.06.2021AT 3.30 p.m. through Virtual mode

IQAC Members

COMPOSITION	NAME	DESIGNATION
MANAGEMENT MEMBER	Dr. Harish L Metha	Secretary (Administration)
	Shri. Jaswant Munoth	Secretary (Academic & Finance)
CHAIRPERSON	Dr. C. Murugesan	Principal
COORDINATOR	Dr. B. Jagadhesan	Head, Department of Computer Science
FACULTY MEMBERS	Dr. R. Desingurajan	Director, Physical Education
	Dr. S. Balaji	Head (PG), Department of Computer Science
	Mr. V. Karunakaran	Head, Department of Mathematics
	Dr. E. Viswanathan	Head, Department of Commerce
	Dr. K. Rajasekaran	Head, Department of Computer Applications
	Dr. M. Ezhilarasi	Head, Department of Accounting & Finance
	Mr. P. Saravanan	Assistant Professor, Department of Computer Science
	Mr. K. Gubendran	Head, Department of Economics
	Mrs. Durga Siddarth	Assistant Professor, Department of Computer Science
	Mrs. M. Bharathi	Assistant Professor, Department of Computer Science
	Dr. R. Lavanya	Head, Department of Corporate Secretaryship
	Dr. A. Narmadha	Head, Department of Management Studies
	Mrs. J. Benita Selvakumari	Head, Department of English
	Mrs. J. Usha	Head, Department of Tamil
	Dr. K. Ayyappan	Head, Department of Cooperation
	Dr. G .K. Ashok	Librarian
SENIOR ADMINISTRATIVE OFFICERS	Dr. M. Sakthivel Murugan	Professor in-charge
	Prof. T. Murugan	Controller of Examinations
	Mr. K. R. Rajesh	Manager (Finance & Admin)
	Mr. K. Gopal	Administrative Officer
	Mr. M. Karthik	Assistant Controller of Examination
NOMINEE FROM STAKEHOLDERS	Dr. S. Ganapathy	S. A. Arts and Science College
NOMINEE FROM EMPLOYERS	Mr. Srinath Narayanan	Associate Vice President, TCS
NOMINEE FROM INDUSTRIALISTS	Mr. Manikandan	Team Leader, Mahindra InfoTech
NOMINEE FROM ALUMNI	Mrs. Srivaishnavi	Assistant Professor, Patrician College of Arts and Science
NOMINEE FROM LOCAL SOCIETY	Mr. Selvakumar	SMS Decors, Perungudi
	Mr. R. Saravana Kumar	V.S. Agency, Thoraipakkam
	Mrs. S. Seethalakshmi	Lakshmi catering, Velachery
NOMINEE FROM PARENTS	Mr. K. Tharani	Addl. Deputy General Manager, Neyveli Lignite Corporation, Neyveli
NOMINEE FROM STUDENTS	Vishal Munagala	Technical Support Engineer, TCS

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AGENDA

- Revision and modernization of established procedures and frameworks with a focus on digital remote working.
- Planned to conduct and evaluate semester exams for all UG and PG regular and arrears students through online.
- Emphasis to conduct virtual FDP's for staff on Impact of outcome based education (OBE)
- To conduct virtual awareness programs focused on Covid and importance of vaccination.
- Plan to Counsel students on career and guidance

ACTIONS TAKEN based on the recommendations by IQAC meeting on 25/08/2020

- Induction program was conducted for one week for all the freshers.
- Students satisfaction survey collected through online forms.
- Staff meeting conducted periodically to ensure smooth execution of online classes and strengthening blended teaching.
- Parent Teachers meet was conducted online to make sure they express their views freely.
- Women empowerment cell conducted webinar on 'Inspire Yourself' for women staff for all colleges

Coordinator – IQAC

D B JAIN COLLEGE PRINCIPAL OFFICE THORAIPAKKAM CHENNAI 600 097

Principal & Chairperson - IQAC

Principal
DHANRAJ BAID JAIN COLLEGE
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Thorapakkam Chennai - 600 097

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DBJC IQAC

MINUTES OF THE MEETING OF IQAC HELD ON 02.08.2021 AT 11.30 a.m. through Virtual mode

IQAC Members

COMPOSITION	NAME	DESIGNATION
MANAGEMENT MEMBER	Dr. Harish L Metha	Secretary (Administration)
	Shri. Jaswant Munoth	Secretary (Academic & Finance)
CHAIRPERSON	Dr. C. Murugesan	Principal
COORDINATOR	Dr. B. Jagadhesan	Head, Department of Computer Science
FACULTY MEMBERS	Dr. R. Desingurajan	Director, Physical Education
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	Mr. V. Karunakaran	Head, Department of Mathematics
	Dr. E. Viswanathan	Head, Department of Commerce
	Dr. K. Rajasekaran	Head, Department of Computer Applications
	Dr. M. Ezhilarasi	Head, Department of Accounting & Finance
	Mr. P. Saravanan	Assistant Professor, Department of Computer Science
	Mr. K. Gubendran	Head, Department of Economics
	Mrs. Durga Siddarth	Assistant Professor, Department of Computer Science
	Mrs. M. Bharathi	Assistant Professor, Department of Computer Science
	Dr. R. Lavanya	Head, Department of Corporate Secretaryship
	Dr. A. Narmadha	Head, Department of Management Studies
	Mrs. J. Benita Selvakumari	Head, Department of English
	Mrs. J. Usha	Head, Department of Tamil
	Dr. K. Ayyappan	Head, Department of Cooperation
	Dr. G .K. Ashok	Librarian
SENIOR ADMINISTRATIVE OFFICERS	Dr. M. Sakthivel Murugan	Professor in-charge
	Prof. T. Murugan	Controller of Examinations
	Mr. K. R. Rajesh	Manager (Finance & Admin)
	Mr. K. Gopal	Administrative Officer
	Mr. M. Karthik	Assistant Controller of Examination
NOMINEE FROM STAKEHOLDERS	Dr. S. Ganapathy	S. A. Arts and Science College
NOMINEE FROM EMPLOYERS	Mr. Srinath Narayanan	Associate Vice President, TCS
NOMINEE FROM INDUSTRIALISTS	Mr. Manikandan	Team Leader, Mahindra InfoTech
NOMINEE FROM ALUMNI	Mrs. Srivaishnavi	Assistant Professor, Patrician College of Arts and Science
NOMINEE FROM LOCAL SOCIETY	Mr. Selvakumar	SMS Decors, Perungudi
	Mr. R. Saravana Kumar	V.S. Agency, Thoraipakkam
	Mrs. S. Seethalakshmi	Lakshmi catering, Velachery
NOMINEE FROM PARENTS	Mr. K. Tharani	Addl. Deputy General Manager, Neyveli Lignite Corporation, Neyveli
NOMINEE FROM STUDENTS	Vishal Munagala	Technical Support Engineer, TCS

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AGENDA

- Emphasis on investors awareness program
- Planned to complete the AQAR submission of (2019-2020)
- Prepare staff to plan and conduct classes offline
- Planned to conduct a Vaccination camp on the college campus.
- To update ERP for new specification.

ACTIONS TAKEN based on the recommendations by IQAC meeting on -18.06.2021

- Students and teachers were trained for the use of online teaching and examination systems.
- The controller of examination planned examinations through online mode, and a timetable was prepared. Question papers shared through online and answer scripts collected through specific Gmail for each subject
- Conducted virtual FDPs and guest lecturers for staff.
- Awareness program on Covid and Vaccination hesitancy organized by DBJC Women empowerment cell through online.
- Career counseling and guidance cell associate with The Institute of company secretaries of India organized virtual career guidance program.

Coordinator – IQAC

Principal & Chairperson - IQAC

Principal
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DBJC IQAC

MINUTES OF THE MEETING OF IQAC HELD ON 28.09.2021 AT 11.00 a.m. through Virtual mode

IQAC Members

COMPOSITION	NAME	DESIGNATION
MANAGEMENT MEMBER	Dr. Harish L Metha	Secretary (Asministration)
	Shri. Jaswant Munoth	Secretary (Academic & Finance)
CHAIRPERSON	Dr. C. Murugesan	Principal
COORDINATOR	Dr. B. Jagadhesan	Head, Department of Computer Science
FACULTY MEMBERS	Dr. R. Desingurajan	Director, Physical Education
	Dr. S. Balaji	Head (PG), Department of Computer Science
	Mr. V. Karunakaran	Head, Department of Mathematics
	Dr. E. Viswanathan	Head, Department of Commerce
	Dr. K. Rajasekaran	Head, Department of Computer Applications
	Dr. M. Ezhilarasi	Head, Department of Accounting & Finance
	Mr. P. Saravanan	Assistant Professor, Department of Computer Science
	Mr. K. Gubendran	Head, Department of Economics
	Mrs. Durga Siddarth	Assistant Professor, Department of Computer Science
	Mrs. M. Bharathi	Assistant Professor, Department of Computer Science
	Dr. R. Lavanya	Head, Department of Corporate Secretaryship
	Dr. A. Narmadha	Head, Department of Management Studies
	Mrs. J. Benita Selvakumari	Head, Department of English
	Mrs. J. Usha	Head, Department of Tamil
	Dr. K. Ayyappan	Head, Department of Cooperation
	Dr. G .K. Ashok	Librarian
SENIOR ADMINISTRATIVE OFFICERS	Dr. M. Sakthivel Murugan	Professor in-charge
	Prof. T. Murugan	Controller of Examinations
	Mr. K. R. Rajesh	Manager (Finance & Admin)
	Mr. K. Gopal	Administrative Officer
	Mr. M. Karthik	Assistant Controller of Examination
NOMINEE FROM STAKEHOLDERS	Dr. S. Ganapathy	S. A. Arts and Science College
NOMINEE FROM EMPLOYERS	Mr. Srinath Narayanan	Associate Vice President, TCS
NOMINEE FROM INDUSTRIALISTS	Mr. Manikandan	Team Leader, Mahindra Infotech
NOMINEE FROM ALUMNI	Mrs. Srivaishnavi	Assistant Professor, Patrician College of Arts and Science
NOMINEE FROM LOCAL SOCIETY	Mr. Selvakumar	SMS Decors, Perungudi
	Mr. R. Saravana Kumar	V.S. Agency, Thoraipakkam
	Mrs. S. Seethalakshmi	Lakshmi catering, Velachery
NOMINEE FROM PARENTS	Mr. K. Tharani	Addl. Deputy General Manager, Neyveli Lignite Corporation, Neyveli

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AGENDA

- Planned to conduct a one-week induction and orientation program for freshers of all courses.
- Emphasis on HODs Review meeting.
- To conduct virtual guest lectures and webinars.
- Inter college competition plan to organize in remembrance of Mahatma Gandhi.

ACTIONS TAKEN based on the recommendations by IQAC meeting on 02/08/2021

- ☐ IQAC organized virtual investors awareness program
- ☐ AQAR submission of (2019-2020) through NAAC web portal.
- ☐ Vaccination camp organized in the college campus for students
- ☐ Gate entry pass issued to Vaccinated students and staffs
- ☐ Update ERP adding new specification of E document upload.

Coordinator – IQAC



Principal & Chairperson - IQAC

Principal
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DBJC IQAC

MINUTES OF THE MEETING OF IQAC HELD ON 02.11.2021 AT 02.00 p.m. through Virtual mode

IQAC Members

COMPOSITION	NAME	DESIGNATION
MANAGEMENT MEMBER	Dr. Harish L Metha	Secretary (Administration)
	Shri. Jaswant Munoth	Secretary (Academic & Finance)
CHAIRPERSON	Dr. C. Murugesan	Principal
COORDINATOR	Dr. B. Jagadhesan	Head, Department of Computer Science
FACULTY MEMBERS	Dr. R. Desingurajan	Director, Physical Education
	Dr. S. Balaji	Head (PG), Department of Computer Science
	Mr. V. Karunakaran	Head, Department of Mathematics
	Dr. E. Viswanathan	Head, Department of Commerce
	Dr. K. Rajasekaran	Head, Department of Computer Applications
	Dr. M. Ezhilarasi	Head, Department of Accounting & Finance
	Mr. P. Saravanan	Assistant Professor, Department of Computer Science
	Mr. K. Gubendran	Head, Department of Economics
	Mrs. Durga Siddarth	Assistant Professor, Department of Computer Science
	Mrs. M. Bharathi	Assistant Professor, Department of Computer Science
	Dr. R. Lavanya	Head, Department of Corporate Secretaryship
	Dr. A. Narmadha	Head, Department of Management Studies
	Mrs. J. Benita Selvakumari	Head, Department of English
	Mrs. J. Usha	Head, Department of Tamil
	Dr. K. Ayyappan	Head, Department of Cooperation
	Dr. G .K. Ashok	Librarian
SENIOR ADMINISTRATIVE OFFICERS	Dr. M. Sakthivel Murugan	Professor in-charge
	Prof. T. Murugan	Controller of Examinations
	Mr. K. R. Rajesh	Manager (Finance & Admin)
	Mr. K. Gopal	Administrative Officer
	Mr. M. Karthik	Assistant Controller of Examination
NOMINEE FROM STAKEHOLDERS	Dr. S. Ganapathy	S. A. Arts and Science College
NOMINEE FROM EMPLOYERS	Mr. Srinath Narayanan	Associate Vice President, TCS
NOMINEE FROM INDUSTRIALISTS	Mr. Manikandan	Team Leader, Mahindra InfoTech
NOMINEE FROM ALUMNI	Mrs. Srivaishnavi	Assistant Professor, Patrician College of Arts and Science
NOMINEE FROM LOCAL SOCIETY	Mr. Selvakumar	SMS Decors, Perungudi
	Mr. R. Saravana Kumar	V.S. Agency, Thoraipakkam
	Mrs. S. Seethalakshmi	Lakshmi catering, Velachery
NOMINEE FROM PARENTS	Mr. K. Tharani	Addl. Deputy General Manager, Neyveli Lignite Corporation, Neyveli

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AGENDA

- Planned to conduct a one-week placement training programme for final year students.
- IQAC progress review meeting planned to conduct for AQAR-NIRF academic audit.
- Intend to collects staff's webinars and journal publication details for AQAR
- Planned to conduct an academic audit and review meeting.
- Initiate to conduct a medical camp for dental screening.
- To sort out technical issue in ERP
- Plan to emphasize a program on Tamil poet Bharathiyar.

ACTIONS TAKEN based on the recommendations by IQAC meeting on 28/09/2021

- 7 days' virtual induction and orientation programme.
- Heads were instructed to monitor effective offline class and covid preventive measures.
- Weekly reports on the number of FDPs Webinars attended collected.
- Value Education club 2021-22 conducted Inter college competition in the remembrance of Mahatma Gandhi

Coordinator – IQAC



Principal & Chairperson - IQAC

Principal
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DBJC IQAC

MINUTES OF THE MEETING OF IQAC HELD ON 19.01.2022 AT 11.30 a.m. in NAAC room
IQAC Members Attend the meeting

COMPOSITION	NAME	SIGNATURE
MANAGEMENT MEMBER	Dr. Harish L Metha	
CHAIRPERSON	Dr. C. Murugesan	
COORDINATOR	Dr. B. Jagadhesan	
FACULTY MEMBERS	Dr. R. Desingurajan	
	Dr. S. Balaji	
	Mr. V. Karunakaran	
	Dr. E. Viswanathan	
	Dr. K. Rajasekaran	
	Mr. P. Saravanan	
	Mr. K. Gubendran	
	Mrs. Durga Siddarth	
	Dr. R. Lavanya	
	Dr. A. Narmadha	
	Mrs. J. Benita Selvakumari	
	Mrs. J. Usha	
	Dr. G .K. Ashok	
SENIOR ADMINISTRATIVE OFFICERS	Dr. M. Sakthivel Murugan	
	Mr. M. Karthik	
NOMINEE FROM STAKEHOLDERS	Dr. S. Ganapathy	
NOMINEE FROM EMPLOYERS	Mr. Srinath Narayanan	
NOMINEE FROM ALUMNI	Mrs. Srivaishnavi	
NOMINEE FROM LOCAL SOCIETY	Mr. Selvakumar	
	Mr. R. Saravana Kumar	
	Mrs. S. Seethalakshmi	

AGENDA

- National Voters day and Republic day plan to be conducted on college campuses.
- College reopen date plan to announce after the semester exams
- Women's day, world health day and Aids awareness program planned to conduct.
- Planned to conduct and evaluate odd semester exams for all UG and PG regular and arrears students on campus.

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- Yoga classes planned to conduct all first year students for their wellbeing.
- World water day plan to conduct.
- Plan to conduct a Cancer awareness program through online and blood donation camp at college campus.
- Euphoria'22 talents competitions planned to conduct
- Special competition programs on Tamil speaking, poetry writing and essay writing and drawing.
- Plan to arrange Parents teachers meeting in the campus.

ACTIONS TAKEN based on the recommendations by IQAC meeting on 02/11/2021

- Training and placement organized aptitude, communication, employability and domain skills training by Trainers, TITAN LEAP – Naandi foundation
- IQAC progress review meeting conducted regarding preparation of AQAR-NIRF academic audit.
- Staff were requested to submit the details of journal publication and webinars.
- Department Academic audit review meeting and Academic audit 2020-2021 conducted in the college campus.
- Free dental screening camp (Dental check-up) by Chettinad Dental college and hospital team.
- Technical issues in ERP sort out by the technicians.
- Conducted a program on Bharathiyar manra vizha Bharathiyar Idhalil Panigal Inayavazhi by the Tamil department.

Coordinator – IQAC

Principal & Chairperson - IQAC

Principal
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DBJC IQAC

MINUTES OF THE MEETING OF IQAC HELD ON 16.03.2022 AT 12.00 p.m. in NAAC room
IQAC Members Attend the meeting

COMPOSITION	NAME	SIGNATURE
MANAGEMENT MEMBER	Dr. Harish L Metha	
CHAIRPERSON	Dr. C. Murugesan	
COORDINATOR	Dr. B. Jagadhesan	
FACULTY MEMBERS	Dr. R. Desingurajan	
	Dr. S. Balaji	
	Mr. V. Karunakaran	
	Dr. E. Viswanathan	
	Dr. K. Rajasekaran	
	Mr. P. Saravanan	
	Mr. K. Gubendran	
	Mrs. Durga Siddarth	
	Dr. R. Lavanya	
	Dr. A. Narmadha	
	Mrs. J. Benita Selvakumari	
	Mrs. J. Usha	
	Dr. G .K. Ashok	
SENIOR ADMINISTRATIVE OFFICERS	Dr. M. Sakthivel Murugan	
	Mr. M. Karthik	
NOMINEE FROM STAKEHOLDERS	Dr. S. Ganapathy	
NOMINEE FROM EMPLOYERS	Mr. Srinath Narayanan	
NOMINEE FROM ALUMNI	Mrs. Srivaishnavi	
NOMINEE FROM LOCAL SOCIETY	Mr. Selvakumar	
	Mr. R. Saravana Kumar	
	Mrs. S. Seethalakshmi	

AGENDA

- College Management arranged Jain Vista - 2022 meet.
- Plan to conduct sports events for staff on Sports Day 2022.
- Intramural Tournament sports day- 2022 planned to execute.
- World Health Day is planned to be celebrated at campus.

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- Value Education Club and Anti Sexual Harassment Cell together plan to conduct awareness programs in the campus.
- Plan to conduct a Graduation Day at college campus.
- Annual Sports day initiative to arrange.
- Plan to conduct a Professional Development Program on OBE and Role of statistics in machine learning.
- Students fees details can monitor by the class in charge through ERP.
- Awareness programme on Tobacco plan to conduct.

ACTIONS TAKEN based on the recommendations by IQAC meeting on 19/01/2022

- Pledge taken in college auditorium on National voter's day and flag hoisting done on Republic day.
- Cancer awareness programme conducted through Google meet by NSS, YRC and RRC.
- The blood donation camp conducted by YRC at college campus.
- The controller of examination planned examinations offline, and a timetable was prepared. Question papers shared and answer scripts collected offline.
- Declared college reopen date after the semester exams.
- Women's day celebration held Inspire women's empowerment connect on Sahaja Yoga and World health day awareness and Aids awareness programs conducted by NSS, YRC and RRC.
- Women empowerment cell conducted women's day celebration at college auditorium.
- Yoga class conducted by the Physical Education department for all first year student's department wise.
- World water day is celebrated at college campuses.
- The English department organized Euphoria'22 talents competitions on 5 events: face painting, channel surfing, treasure hunt, dumb charades and drawing.
- The Tamil department organized Kalaithiran payirchi pattarai and competitions on 3 events namely pechu potti, katturai potti, kavithai potti and oviya potti.

Parents Teachers meeting conducted department wise.

Coordinator – IQAC

D.B. JAIN COLLEGE PRINCIPAL OFFICE THORAIPAKKAM, CHENNAI

Principal & Chairperson – IQAC

Principal
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