

Minutes of the meetings of: HODs, CoE, Dean & IQAC coordinators  
of St. Joseph's Degree & PG college.

held on 11.10.2023 at 12.00 A.M. / P.M. at Principal's Room.  
under the chairmanship of Shri Rev. Fr. Anthony Sagayaraja.

The meeting started at 12.05 PM in Principal's Room with a short Prayer by Rev. Fr. Anthony Sagayaraja.

AGENDA: Parent feedback analysis.  
PTM Report.  
ILMS updates.  
curriculum feedback for BOS  
list of examiners for ESE  
BOS meetings  
even semester work load TT.  
QP pattern.  
Exam forms submission.  
Paper Presentations / Publications  
student grievance.

Minutes of the Meeting:

Father mentioned about the grievance of a student from suggestion box regarding insufficient time for group project / assignment discussion. It was decided to allow the second and third year students on Saturdays except second Saturday to sit in the



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Library or class room for Planning of Projects/ assignments.

IQAC coordinator Mrs C. Sunitha requested the HODs to share the events details in advance with IQAC.

The principal asked the HODs to coordinate with Mr. Sandeep & update TLMs.

Controller of examinations Mrs R. Anita requested HODs to give minimum three names of the evaluators per course.

The Principal suggested to see that the examiners have minimum 5 years of teaching experience for the course.

Mrs R. Anita requested Dr. Sangeetha to prepare model papers for English.

Fr. Sagayalaja asked all HODs to work on even semester workload & submit the timetable by 16<sup>th</sup> October.

Management HOD was asked to submit

BBA even semester timetable along with MBA I & III, PGDM IV & VI

MASS Com HOD was asked to submit

BBA (MCT) even semester along with



# MINUTES

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MA I & IV.

Father informed about the departmental meeting to be conducted and asked the HODs to be prepared with the following information  
workload.

Department work allotted & completed  
Cell / committee work.  
college work allotted & completed.  
Research works.

NPTEL online course information  
The principal asked the HODs to inform the faculty that at least two research papers should be submitted.  
Father asked the HODs to plan for internal faculty development programs to train the juniors so that they can academically improve.  
Father asked the HODs to initiate the BoS work starting with curriculum feedback from Academic Peers.

He requested the HODs to take  
proceedings for a question paper

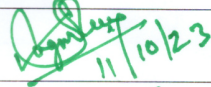

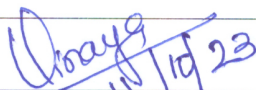
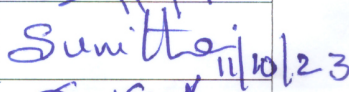
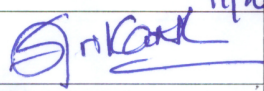
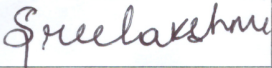
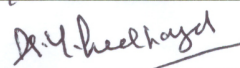
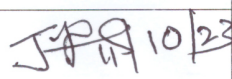
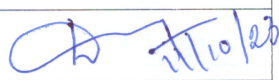
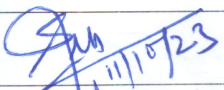


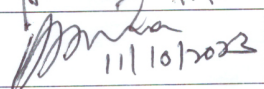


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patterns, Model papers also.  
He also suggested to have uniformity among the courses across the programs in designing the content in units.

Date: 11-10-2023

**Deans, IQAC, CoE & HoDs Meeting**

S.No.	Head of the Departments	Signature
1	Rev. Fr. Anthony Sagayaraja Principal	 11/10/23
2	Prof. R. Anita CoE	 R. Anita
3	Mrs. Mary Vinaya Sheela Dean Academics	 11/10/23
4	Mrs. G. Sunitha IQAC Coordinator	 11/10/23
5	Mr. Srikanth Addl. IQAC Coordinator	 Srikanth
6	Mrs. Sreelakshmi Addl. HoD, Dept. of Commerce	 Sreelakshmi
7	Dr. Geetanjali Incharge HoD, Dept. of Commerce	 Dr. Geetanjali
8	Prof. Srinivas HoD, Dept. of Business Management	
9	Mrs. Kiran Jyothi HoD, Dept. of Computer Science	 11/10/23
10	Mr. Srinivas Reddy HoD, Dept. of Mathematics & Statistics	 11/10/23
11	Mr. Ashok Kumar HoD, Dept. of Physics & Electronics	
12	Mr. Glen D'Silva HoD, Dept. of Mass Comm & Journalism	 11/10/23
13	Mrs. Amthul Fathima HoD, Dept. of Psychology	 11/10/23
14	Dr. Sangeetha HoD, Dept. of English	 11/10/23
15	Mrs. Aparna Rajhans HoD, Dept. of II Language	 11/10/2023