



DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)

— A RELIGIOUS MINORITY INSTITUTION —

[Owned & Managed by Tamil Nadu Educational and Medical Foundation]

Rajiv Gandhi Salai, Jyothi Nagar, IT Corridor, Thoraipakkam, Chennai - 600 097

E-mail: dbjainmca@yahoo.co.in Website: dbjaincollege.org

Approved by the Government of Tamil Nadu & Affiliated to the University of Madras

Co-Education

Re - Accredited by NAAC

Office: 72000 71798
72000 71797

Date :

THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) (A.Y. 2023-2024)

Date: 13-06-2023

Venue: NAAC Room

CIRCULAR

The IQAC meeting is scheduled on 15.06.2023 at 11.30 AM in NAAC room for discussing the NAAC and internal quality assessment. All the members are requested to attend the meeting and extend your support for maintaining sustainable quality in teaching and learning.

*Board
13/06/23*
IQAC COORDINATOR

[Signature]
PRINCIPAL

Copy to:

1. The secretary
2. Members of the IQAC
3. File copy (Office)



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Accredited with 'B+' Grade by NAAC



Rajiv Gandhi Salai, Jyothi Nagar, IT Corridor, Thoraipakkam, Chennai-600097

DBJC IQAC

IQAC MEETING ON 15.06.2023 AT 11.30 a.m. in NAAC room

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	
	Dr. M. Megala	
	Mr. P. Saravanan	
	Mr. K. Gubendran	
	Mrs. Durga Siddharth	
	Dr. R. Lavanya	
	Mrs. J. Benita Selvakumari	
	Mrs. J. Usha	
	Dr. G.K. Ashok	
SENIOR ADMINISTRATIVE OFFICERS	Dr. M. Sakthivel Murugan	
	CA. K. R. Rajesh	
NOMINEE FROM STAKEHOLDERS	Dr. S. Ganapathy	
NOMINEE FROM STUDENTS	Mr. P. Mukundhan	
	Ms. G. Nivetha	
NOMINEE FROM INDUSTRIALISTS	Mr. R. Tiruneetheswaran	
NOMINEE FROM ALUMNI	Mrs. Srivaishnavi	
NOMINEE FROM LOCAL SOCIETY	Mr. Selvakumar	
	Mr. R. Saravana Kumar	
	Mrs. S. Seethalakshmi	

AGENDA

- Review on Admission process
- Review on Data collection for NAAC
- Orientation Program planned for First year students.
- Planned for Personality enrichment program
- Planning on pre placement training program

MINUTES OF THE MEETING

1. An update on the status of the admission process for the 2023-2024 academic year across all departments will be provided.
2. The progress of data collection based on established criteria will be reviewed, and future data collection activities will be scheduled.
3. An orientation program for all incoming first-year students will be organized.
4. A proposal for a personality development program by the BBA department will be made as an initiative from the IQAC.
5. A pre-placement training program for final-year students has been planned.



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ACTIONS TAKEN based on the recommendations by IQAC meeting on 12/01/2023

1. A presentation outlined the proposed plan for conducting "Career Guidance Opportunities in IT & ITeS," followed by a discussion to clarify points and gather suggestions from members.
2. Overview of the Annual Quality Assurance Report (AQAR): A brief overview of the AQAR will be presented, leading to a discussion and collection of feedback on the findings and recommendations outlined in the report.
3. Expert Insights on Digital Education: A renowned expert in digital education discussed the importance of embracing digital learning in the current context. This session covered engaging pedagogies that integrate technology into the classroom and strategies for effective teaching in the digital age.
4. Demonstration of ICT Tools: A demonstration showcased various ICT tools relevant to different subjects, followed by hands-on activities that allowed participants to explore selected tools.

B. Sreedhar
15/06/23

Coordinator – IQAC

[Handwritten Signature]

Principal & Chairperson – IQAC

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Office: 72000 71798
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Date :

THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) (A.Y. 2022-23)

Date:08-08-2023

Venue: NAAC Room

CIRCULAR

The IQAC meeting is scheduled on 10.08.2023 at 11.00 AM in NAAC room for discussing the NAAC and internal quality assessment. All the members are requested to attend the meeting and extend your support for maintaining sustainable quality in teaching and learning.

B. J. Baid
08/08/23

IQAC COORDINATOR

Hyman
PRINCIPAL

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**Rajiv Gandhi Salai, Jyothi Nagar, IT Corridor, Thoraipakkam, Chennai-600097
DBJC IQAC**

IQAC MEETING ON 10.08.2023 AT 11.00 a.m. in NAAC room

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	
	Dr. M. Megala	
	Mr. P. Saravanan	
	Mr. K. Gubendran	
	Mrs. Durga Siddharth	
	Dr. R. Lavanya	
	Mrs. J. Benita Selvakumari	
	Mrs. J. Usha	
	Dr. G.K. Ashok	
	SENIOR ADMINISTRATIVE OFFICERS	Dr. M. Sakthivel Murugan
CA. K. R. Rajesh		
NOMINEE FROM STAKEHOLDERS	Dr. S. Ganapathy	
NOMINEE FROM STUDENTS	Mr. P. Mukundhan	
	Ms. G. Nivetha	
NOMINEE FROM INDUSTRIALISTS	Mr. R. Tiruneeteshwaran	
NOMINEE FROM ALUMNI	Mrs. Srivaishnavi	
NOMINEE FROM LOCAL SOCIETY	Mr. Selvakumar	
	Mr. R. Saravana Kumar	
	Mrs. S. Seethalakshmi	

AGENDA

- Planned an employment skills development program.
- Faculty development programs through IQAC have been planned.
- Reviewed the status of criteria-wise data collection.
- Planned a pledge for World Peace Day and anti-drug awareness for students.
- Planned several seminars and workshops by department.

MINUTES OF THE MEETING

1. To boost the confidence of participants through training, enabling them to present themselves effectively to potential employers.
2. Faculty development programs have been planned in association with IQAC to raise awareness of the teaching and learning process.
3. Discussion and planning for criteria-wise data collection, along with an update on the current status.
4. A pledge for World Peace Day and anti-drug awareness has been planned for all students.
5. Planning and organization of various seminars and workshops for both faculty and students.



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ACTIONS TAKEN based on the recommendations by IQAC meeting on 15/06/2023

1. A comprehensive update on the admission process for the academic year 2023-2024 has been provided for all departments.
2. Departments shared the types of data collected and identified any gaps in information that need to be addressed. This includes quantitative metrics such as student enrollment numbers, graduation rates, and placement statistics.
3. The program involved multiple sessions over several days, featuring a mix of presentations and interactive workshops by Ullas Trust for all first-year students.
4. A personality enrichment program through a yoga session was organized by the BBA department on July 11, 2023.
5. An employment skills development program was organized for students on August 14, 2023, in collaboration with the placement cell.

B. S. S. S.
10/8/23
Coordinator – IQAC

M. S. S.
Principal & Chairperson – IQAC



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Date :

THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) (A.Y. 2023-24)

Date: 03-10-2023

Venue: NAAC Room

CIRCULAR

The IQAC meeting is scheduled on 05.10.2023 at 11.30 AM in NAAC room for discussing the NAAC and internal quality assessment. All the members are requested to attend the meeting and extend your support for maintaining sustainable quality in teaching and learning.

B. Sreedhar
03.10.23
IQAC COORDINATOR

[Signature]
PRINCIPAL

Copy to:

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**Rajiv Gandhi Salai, Jyothi Nagar, IT Corridor, Thoraipakkam, Chennai-600097
DBJC IQAC**

IQAC MEETING ON 05.10.2023 AT 11.30 a.m. in NAAC room

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	
	Dr. M.Megala	
	Mr. P. Saravanan	
	Mr. K. Gubendran	
	Mrs. Durga Siddharth	
	Dr. R. Lavanya	
	Mrs. J. Benita Selvakumari	
	Mrs. J. Usha	
	Dr. G.K. Ashok	
	SENIOR ADMINISTRATIVE OFFICERS	Dr. M. Sakthivel Murugan
CA. K. R. Rajesh		
NOMINEE FROM STAKEHOLDERS	Dr. S. Ganapathy	
NOMINEE FROM STUDENTS	Mr.P.Mukundhan	
	Ms.G.Nivetha	
NOMINEE FROM INDUSTRIALISTS	Mr. R.Tiruneeteshwaran	
NOMINEE FROM ALUMNI	Mrs. Srivaishnavi	
NOMINEE FROM LOCAL SOCIETY	Mr. Selvakumar	
	Mr. R. Saravana Kumar	
	Mrs.S.Seethalakshmi	

AGENDA

- DBJC Autonomous Semester Examination the staff meeting with the following Agenda's
- Fees collection status
- Hall ticket Distribution
- ERP Internal mark entry
- Autonomous Semester examination
- Invigilation Duty.
- Sharing of Notes & Question Bank with Students.
- NAAC – Criteria wise data status.
- MoUs

MINUTES OF THE MEETING

- Review and update on the current status of fees collection.
- Discussion on the plan and schedule for distributing hall tickets.
- Status update and coordination for entering internal marks in the ERP system.
- Updates and planning for the upcoming Autonomous Semester Examination.
- Discussion on the allocation of invigilation duties for the examination.
- Coordination and strategies for sharing educational resources with students
- Overview and status updation on NAAC data collection.
- Planning to sign more MoU's



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ACTIONS TAKEN based on the recommendations by IQAC meeting on 10/08/2023

- Placement training program was organized for the final year students by BBA department.
- Employment skill development program was organized to explore and utilize the potentiality of the students in corporate environments.
- FDPs in association with IQAC titled Innovative approach to teaching and learning process was organized in the month of November.
- ICT Academy organized Power seminar for the students in association with the department of B. Com CA& AF
- Orientation program organized for first year student by Ullas trust.

B. Sreedhar
05.10.23

Coordinator – IQAC

[Handwritten Signature]

Principal & Chairperson – IQAC



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Office: 72000 71798
72000 71797

Date :

THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) (A.Y. 2023-24)

Date: 28-12-2023

Venue: NAAC Room

CIRCULAR

The IQAC meeting is scheduled on 02.01.2024 at 11.30 AM in NAAC room for discussing the NAAC and internal quality assessment. All the members are requested to attend the meeting and extend your support for maintaining sustainable quality in teaching and learning.

*B200pcd
28/12/23*
IQAC COORDINATOR

[Signature]
PRINCIPAL

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**Rajiv Gandhi Salai, Jyothi Nagar, IT Corridor, Thoraipakkam, Chennai-600097
DBJC IQAC**

MEETING OF IQAC HELD ON 02.01.2024 AT 11.30 a.m. in NAAC room

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	
	Dr. M. Megala	
	Mr. P. Saravanan	
	Mr. K. Gubendran	
	Mrs. Durga Siddharth	
	Dr. R. Lavanya	
	Mrs. J. Benita Selvakumari	
	Mrs. J. Usha	
	Dr. G. K. Ashok	
	SENIOR ADMINISTRATIVE OFFICERS	Dr. M. Sakthivel Murugan
CA. K. R. Rajesh		
NOMINEE FROM STAKEHOLDERS	Dr. S. Ganapathy	
NOMINEE FROM STUDENTS	Mr. P. Mukundhan	
	Ms. G. Nivetha	
NOMINEE FROM INDUSTRIALISTS	Mr. R. Tiruneeteshwaran	
NOMINEE FROM ALUMNI	Mrs. Srivaishnavi	
NOMINEE FROM LOCAL SOCIETY	Mr. Selvakumar	
	Mr. R. Saravana Kumar	
	Mrs. S. Seethalakshmi	

AGENDA

- NAAC data collection status
- Publication of Odd Semester Autonomous Semester Examination Results
- More IQAC Faculty development program for faculty
- Renovating the NAAC room and enhance the overall appeal and sustainability of the campus
- Planning for virtual faculty development program on research regarding.
- Plan to submit IIQA for NAAC process.

MINUTES OF THE MEETING

1. Discussion on pending data for the past five years and a review of data collected on a criteria-wise basis.
2. Overview of the preparation process for publishing results in the college ERP, including a discussion on the timeline for result publication and coordination of efforts to ensure accuracy and transparency in result dissemination.
3. Plans to conduct Faculty Development Programs (FDPs) for Outcome-Based Education (OBE), an orientation program on IBM Cloud, and sessions to excel in strategic techniques.
4. Discussion with management and the principal regarding the renovation of the NAAC room to enhance its overall appeal.
5. A virtual program on article writing and research has been planned to enrich faculty knowledge and encourage them to write articles in their research areas.
6. Discussed and planned to submit the Institutional Information for Quality Assessment (IIQA) in March.



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ACTIONS TAKEN based on the recommendations by IQAC meeting on 05/10/2023

1. Discussing strategies for following up with students who have outstanding fees, including reminders and potential payment plans to ensure financial stability.
2. **Fees collection status:** Conducted a thorough review of the current fees collection status, identifying outstanding payments and initiating communication with relevant stakeholders. Implemented a follow-up plan to ensure timely fee collection.
3. **Discussion on the plan and schedule for distributing hall tickets:** Developed a detailed plan and schedule for the distribution of hall tickets. Communicated this plan to the concerned staff and students, and executed the distribution according to the outlined schedule.
4. **Status update and coordination for entering internal marks in the ERP system:** Monitored the progress of internal mark entry in the ERP system. Provided additional support and resources to expedite the data entry process, ensuring that all internal marks were accurately recorded within the specified timeframe.
5. **Updates and planning for the upcoming Autonomous Semester Examination:** Conducted a comprehensive review of the examination schedule and logistics. Communicated important updates and guidelines to both faculty and students, confirming the readiness of examination venues and supporting infrastructure.
6. **Discussion on the allocation of invigilation duties for the examination:** Collaborated with department heads to allocate invigilation duties, ensuring an equitable distribution among teaching staff and addressing any concerns or conflicts raised during the allocation process.
7. Review of NAAC data collection on a criteria-wise basis.
8. More Memorandums of Understanding (MoUs) have been signed for the welfare of the students.

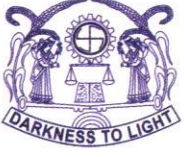
B. Sreedhar
02.01.24

Coordinator – IQAC

H. J. Srinivasan

Principal & Chairperson – IQAC

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Date :

THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) (A.Y. 2022-23)

Date: 27-02-2024

Venue: NAAC Room

CIRCULAR

The IQAC meeting is scheduled on 01.03.2024 at 11.30 AM in NAAC room for discussing the NAAC and internal quality assessment. All the members are requested to attend the meeting and extend your support for maintaining sustainable quality in teaching and learning.

Bareed
27/2/24
IQAC COORDINATOR

[Signature]
PRINCIPAL

Copy to:

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**Rajiv Gandhi Salai, Jyothi Nagar, IT Corridor, Thoraipakkam, Chennai-600097
DBJC IQAC**

IQAC MEETING ON 01.03.2024 AT 11.30 a.m. in NAAC room

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	
	Dr. M. Megala	
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	Mrs. Durga Siddharth	
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NOMINEE FROM ALUMNI	Mrs. Srivaishnavi	
NOMINEE FROM LOCAL SOCIETY	Mr. Selvakumar	
	Mr. R. Saravana Kumar	
	Mrs. S. Seethalakshmi	

AGENDA

- Several FDPs are planned to enrich faculty knowledge regarding NAAC
- IIQA submission planned
- Plan to conduct a talent hunt program to expose various skills of the students
- Plan to organize inter department competitions.
- Review on criteria wise data collection

MINUTES OF THE MEETING

1. An IQAC Faculty Development Program has been planned to enrich knowledge regarding NAAC protocols, Outcome-Based Education (OBE) attainment, and quality enhancement initiatives.
2. All data required for submitting the IIQA has been discussed, and the necessary data requirements have been verified.
3. A talent hunt program has been planned to showcase various talents of students beyond academics.
4. All departments are advised to conduct inter-department competitions, and planning and organizing committees have been discussed.
5. A discussion on NAAC criteria has taken place with department heads, and the collected data has been updated. Requirements have been outlined to ensure a smooth IIQA submission process.



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ACTIONS TAKEN based on the recommendations by IQAC meeting on 02/01/2024

1. Faculty discussed the challenges faced during the data collection process, such as difficulties in obtaining time.
2. Odd Semester Autonomous Semester Examination results have been published in the college ERP.
3. Faculty Development Programs (FDPs) have been organized on topics including an orientation program on IBM Cloud (online) and the role of Internal Quality Assurance (IQA) in enhancing administrative efficiency and academic excellence.
4. Renovating the campus with new roads, solar lights, and a green environment can significantly enhance the overall appeal and sustainability of the campus.
5. A virtual faculty development program has been organized for five days by the Department of Computer Science in association with IQAC.

B. Jeyaraj
01.03.24

Coordinator – IQAC

[Signature]

Principal & Chairperson – IQAC