

## St. Joseph's College of Arts & Science (Autonomous)

Affiliated to Annamalai University, Annamalai Nagar | Re-Accredited by NAAC with 'A' Grade (3<sup>rd</sup> Cycle)  
Recognized under section 2(f) and 12 (B) of the UGC Act, 1956 | A Christian Minority Institution  
St. Joseph's College Road, Manjakuppam, Cuddalore - 607001

### SJC INSTITUTION'S INNOVATION COUNCIL (SJC-IIC) MEETING

SEMESTER – I      QUARTER – I      IIC 6.0 (2023 -24)

Meeting No: 10

Date: 21.09.2023

### AGENDA OF THE MEETING

- Prayer
- Welcome note – Rev.Fr.Dr.A.Alex
- Minutes of previous meeting - Mr.I.Anand Raj
- Discussion about overall performance (IIC 5.0) by SJC-IIC during the assessment period 2022 - 23 – Mr.M.Om Prakash
- Review and remarks by the SJC - IQAC - Dr.I.Benjamin Franklin
- Detailed discussion for fixation of standards towards optimum performance.
- Action plan for the Quarter-I of the IIC 6.0 assessment period 2023 – 24, (Start date – End date) – Mr.M.Om Prakash
- Briefing about activities to be performed [Calendar Activity (07 activities) / MIC Driven Activity (02) / Celebration Activity (03 activities)]
- Assigning activities to IIC members.
- Self driven activity guidelines to individual department.
- Data submission deadline to IIC. (Report format and portal updating).
- Concluding remarks by dignitaries.



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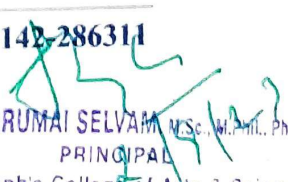
#### Minutes of the meeting

The following details were discussed in the meeting.

- Dr.S.Celine Hilda Mary has been added as a new member of SJC-IIC (representing Department of Biochemistry).
- Discussed, reviewed and evaluated the programmes organized during the IIC Calendar year 2022 - 23 starting from 01.09.2022 to 31.08.2023.
- Self evaluation of the performance of the SJC-IIC during the IIC Calendar year 2022 - 23 and discussed the scope for improvement for optimum performance in the IIC 6.0.
- Reviews and suggestions given by SJC-IQAC has been discussed.
- It has been suggested to form a committee for verifying and validating the quality of resource persons (Experts) called for the IIC programmes to ensure the quality of the activity. The committee shall be termed as **Expert Quality Assurance Committee (EQAC)** to check the credibility of the resource person.
- EQAC will comprise of Rev.Fr.Dr.A.Alex (IIC-Convener), Mr.M.Om Prakash (IIC Campus Coordinator), Mr.A.Albert Ravi (IIC Start-up Activity Coordinator) and Mr. I Anand Raj (IIC Internship Coordinator).
- All resource person details has to pass through the EQAC and acknowledged by IIC Convener, for activities related to IIC.
- To organize a faculty orientation programme on **22.09.2023 (Friday)** to train the faculty members towards **IIC 6.0**.
- Displayed the programmes uploaded in the IIC portal to the council members.
- Displayed and discussed about the calendar and celebration activities prescribed by MOE Innovation Cell for **IIC 6.0** to be performed between **(01.09.2023 to 31.08.2024)**.
- Different levels of activity (Level 1 to 4) has been discussed and time frame for each level of activity has been explained.
- IIC Calendar activities (7 activities), Celebration activities (3 activities), MIC Driven Activity (2 activities) had been assigned to the IIC members with appropriate guidelines for performing the activities.
- MIC driven activities are assigned to Ms.W.Angel (English), Dr.S.Anand Christy (BCA) and Mr. I. Anand Raj (IEDC), activities to be performed as and when notified by MoE Innovation Cell.
- All departments are motivated to perform at least 1 self driven activity per month catering to the specific needs of the department.
- It has been unanimously decided to perform all the planned activities before **17.11.2023 (Friday)** and submit the activity reports on or before **20.11.2023 (Monday)**.

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- Reporting formats and appropriate guidance for preparing the reports has been given.
- It has been planned to upload all the activities report performed during the Quarter I of IIC 6.0 in the IIC portal on or before **30.11.2023 (Thursday)**.
- Photographs taken during the programme have to be posted in social media (Facebook, Twitter, Instagram and LinkedIn) through Mr.A.Pradhap, SJC Social Media Champion.
- All videos corresponding to programmes should be submitted to Dr.A.R.Johnson Durai, IIC Social Media Co-ordinator for uploading in the YouTube.
- Appropriate social media link along with excel data sheet, activity reports should be shared to SJC-IIC through the mail ([iicsjctnc@gmail.com](mailto:iicsjctnc@gmail.com)) for validation and uploading in the IIC Portal.
- The council has agreed to convene next meeting of the SJC-IIC members tentatively on **07.12.2023 (Thursday)** to review the progress of the activities performed during the Semester I Quarter I of IIC 6.0 calendar and to plan for the Quarter II.



  
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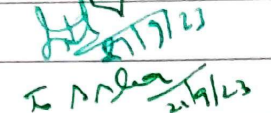
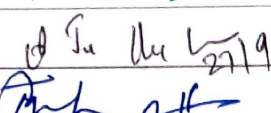
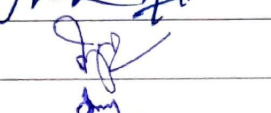

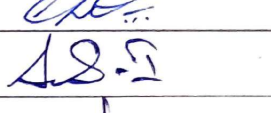
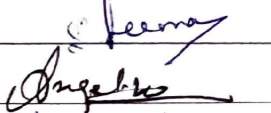
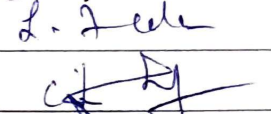
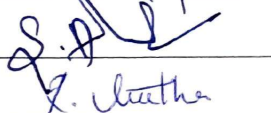
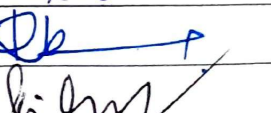
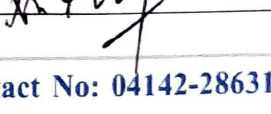


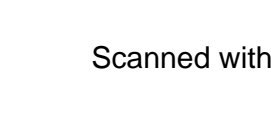
### SJC INSTITUTION'S INNOVATION COUNCIL (SJC- IIC)

IIC 6.0 SEMESTER – I QUARTER – I (2023 -24)

#### Council meeting - Attendance Sheet

Meeting No: 10

Date: 21.09.2023

S.No	Name of the Member	Designation	Signature
1	Dr.M.Arumai Selvam	President	
2	Dr.J.Jon Arockiaraj	Vice President	
3	Rev.Fr.Dr.A.Alex	Convener	
4	Dr.A.John Pradeep Ebenezer	IPR Activity Coordinator	
5	Dr.H.Jude Leonard Hilary	Innovation Activity Coordinator	
6	Dr.I.Benjamin Franklin	NIRF Coordinator	
7	Mr.A.Albert Ravi	Start-up Activity Coordinator	
8	Dr.A.R.Johnson Durai	Social Media Coordinator	
9	Mr.M.Om Prakash	ARIIA / NISP Coordinator	
10	Mr. I Anand Raj	Internship Activity Coordinator	
11	Mrs.S.Leema	Other members	
12	Ms.W.Angel	Other members	
13	Dr.L.Jethruth Emelda Mary	Other members	
14	Dr.C.Devi Shyamala Mary	Other members	
15	Mr.S.Albert Nikson	Other members	
16	Ms.R.Anitha	Other members	
17	Dr.R.Krishnan	Other members	
18	Dr.S.Megala	Other members	

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S.No	Name of the Member	Designation	Signature
19	Dr.M.Maria Julie	Other members	
20	Dr.A.Arulprakash	Other members	
21	Mr.S.Antony Jones	Other members	
22	Dr.S.Anand Christy	Other members	
23	Dr.P.Arul Prasad	Other members	
24	Dr.R.Rajkumar	Other members	
25	Dr.R.Sudaroli	Other members	
26	Mr.A.Mahimai Kuzhanthai Yesu	Other members	
27	Dr. S. Celine Hildamary	Other members	



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