



MoE's
INNOVATION CELL
(GOVERNMENT OF INDIA)



INSTITUTION'S
INNOVATION
COUNCIL
(Ministry of Education initiative)

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

Affiliated to Annamalai University, Annamalai Nagar | Re-Accredited by NAAC with 'A' Grade (3rd 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 – II IIC 6.0 (2023 -24)


Meeting No: 11

Date: 07.12.2023

AGENDA OF THE MEETING

- Prayer
- Welcome note – Rev. Fr. Dr. A. Alex
- Minutes of previous meeting - Mr. I. Anand Raj
- Performance Rating (IIC 5.0) by SJC-IIC during the assessment period 2022 - 23 – Mr. M. Om Prakash
- To review activities performed during the Quarter 1 of assessment period 2023 – 24.
- Action plan for the Quarter-II 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 (08 activities) / MIC Driven Activity (02) / Celebration Activity (05 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.




Dr. M. ARUMAI SELVAM, M.Sc., M.Phil., Ph.D.
PRINCIPAL
St. Joseph's College of Arts & Science
(AUTONOMOUS)
CUDDALORE - 607 001.

Email : josecol27998@gmail.com | iicsjctnc@gmail.com Contact No: 04142-286311



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Phone: 04142-286311 | Mail: josecol27998@gmail.com | Website: www.sjctnc.edu.in

Ref. No. 107-SJC / 2023-2024 / 636

Date: 07-12-2023

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

SEMESTER – I

QUARTER – II

IIC 6.0 (2023 -24)

Meeting No: 11

Minutes of the meeting

The following details were discussed in the meeting.

- Discussed, reviewed and evaluated the programmes organized during the IIC Calendar year 2022 - 23 starting from 01.09.2022 to 31.08.2023.
- Displayed the performance rating certificate issued by MoE's Innovation Cell to all the members.
- Words of appreciation delivered by Rev.Fr.Dr.M.Swaminathan, Secretary of the Institution.
- Self evaluation of the performance of the SJC-IIC during the Quarter I of IIC 6.0 and discussed the scope for improvement for optimum performance.
- Reviews and suggestions given by SJC-IQAC has been discussed.
- Displayed and discussed about the calendar and celebration activities prescribed by MoE's Innovation Cell for **IIC 6.0** to be performed between **(01.12.2023 to 29.02.2024)**.
- 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 (8 activities), Celebration activities (5 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's Innovation Cell.
- All departments are motivated to perform at least one 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 **15.02.2024 (Thursday)** and submit the activity reports on or before **22.02.2024 (Thursday)**.
- Reporting formats and appropriate guidance for preparing the reports has been given.
- It has been directed to follow the reporting format as prescribed by SJC-IQAC.
- It has been planned to upload all the activities report performed during the Quarter II of IIC 6.0 in the IIC portal on or before **28.02.2024 (Wednesday)**.
- Photographs taken during the programme have to be posted in social media (Face book, 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) for validation and uploading in the IIC Portal.

The council has agreed to convene next meeting of the SJC-IIC members tentatively on **06.03.2024 (Wednesday)** to review the progress of the activities performed during the Semester I Quarter II of IIC 6.0 calendar and to plan for the Quarter III.



M. Arumai Selvam
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SJC INSTITUTION'S INNOVATION COUNCIL (SJC- IIC) IIC 6.0 SEMESTER - I QUARTER - II (2023 -24)

Council meeting - Attendance Sheet

Meeting No: 11

Date: 07.12.2023

| 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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