

# CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA

NAAC TRACK ID: KLCOGN1041

AISHE ID – C 8213



**CHRIST**  
COLLEGE (AUTONOMOUS)  
IRINJALAKUDA, KERALA

## INTERNAL QUALITY ASSURANCE CELL

Minutes of Meetings

**2016-17**

# Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

DATE: 06-Jun-2016

VENUE: IQAC Conference Room

## MEMBERS PRESENT:

1. Dr. Fr. Jose Thekkan CMI
2. Dr. Davis Antony Mundassery
3. Dr. Fr. Jolly Andrews
4. Dr. V P Joseph
5. Prof. Fr. Joy P T
6. Dr. Balu T Kuzhuvellil
7. Dr. T Vivekanandan
8. Prof. Tomy P D
9. Dr. Robinson P Ponminiessary
10. Prof. Tintumol Sunny
11. Prof. K A Davis
12. Prof. Sebastian Joseph
13. Prof. V P Anto
14. Dr. A J Thankachan

## AGENDA:

1. NAAC visit preparations
2. NAAC mock visit
3. Orientation to students

## DECISIONS:

1. Dr. Davis Antony Mundassery briefed the preparations for upcoming NAAC accreditation. List of the files to be prepared in Department should be forwarded to departments by Principal. The Criteria wise files of the college are almost complete.
2. Principal informed the meeting about the mock visit arranged next week. Their travel and accommodation to be arranged by College Office. Dr. Rajan M P (former Principal, NSS College), Dr. R Selvam (Former Dean, Bishop Heber College) and Dr. Fr. Andrew Francis (Principal, St. Joseph College, Trichy) will constitute the mock NAAC visit team.
3. Principal and IQAC Coordinator will brief students in separate sessions in their classes about the upcoming NAAC visit and the decorum to be maintained.

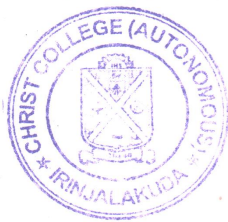
4. Two committees were formed 1) Reception committee (NCC and NSS Coordinators in Charge) 2) Cultural Committee (Fine Arts Coordinators in Charge)



IQAC CHAIRPERSON

Dr. Fr. Jose Thekkan CMI

**PRINCIPAL**  
**CHRIST COLLEGE (AUTONOMOUS)**  
**IRINJALAKUDA**



IQAC COORDINATOR

Dr. Davis Antony Mundassery

## **Minutes of the Meeting of Internal Quality Assurance Cell**

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

DATE: Monday, June 20, 2016

VENUE: IQAC Conference Room

### **MEMBERS PRESENT:**

- |                                |                                  |
|--------------------------------|----------------------------------|
| 1. Dr. Fr. Jose Thekkan CMI    | 11. Dr. Robinson P Ponminiessary |
| 2. Dr. Davis Antony Mundassery | 12. Prof. Tintumol Sunny         |
| 3. Dr. Fr. Jolly Andrews       | 13. Prof. K A Davis              |
| 4. Dr. V P Joseph              | 14. Dr. R V Rajan                |
| 5. Prof. Fr. Joy P T           | 15. Prof. Sebastian Joseph       |
| 6. Dr. Mathew Paul Ukken       | 16. Prof. V P Anto               |
| 7. Dr. S Sreekumar             | 17. Dr. A J Thankachan           |
| 8. Dr. Balu T Kuzhuvellil      |                                  |
| 9. Dr. T Vivekanandan          |                                  |
| 10. Prof. Tomy P D             |                                  |

### **AGENDA:**

1. Academic Calendar & Examination Schedule
2. NAAC visit preparations
3. Action plan for Clubs and Associations

### **DECISIONS:**

1. The Examination Schedule for the year was discussed in detail. It was decided to conduct the IInd and IVth semester exams of UG to be conducted in the month of April along with IInd semester PG.
2. IQAC Coordinator informed the meeting about the preparations on NAAC meeting. Criteria wise meetings will be held this weekend.

3. It was decided to inform all Club coordinators to prepare action plan for the year. IQAC should monitor all the events. The action plan should be published in College website along with the action plan by Departments.



IQAC CHAIRPERSON

Dr. Fr. Jose Thekkan CMI

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**IRINJALAKUDA**



IQAC COORDINATOR

Dr. Davis Antony Mundassery

# Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

DATE: 30-Sep-2016

VENUE: IQAC Conference Room

## MEMBERS PRESENT:

1. Dr. Fr. Jose Thekkan CMI
2. Dr. Davis Antony Mundassery
3. Dr. Fr. Jolly Andrews
4. Dr. V P Joseph
5. Dr. Balu T Kuzhuvellil
6. Prof. Tomy P D
7. Dr. Robinson P Ponminiessary
8. Prof. Tintumol Sunny
9. Prof. K A Davis
10. Prof. Sebastian Joseph
11. Prof. V P Anto

## AGENDA:

1. NAAC Accreditation results
2. New IQAC Coordinator
3. Department strategic plan
4. International Day of Pulses

## DECISIONS:

1. Dr. Davis Antony Mundassery briefed the NAAC accreditation results to the meeting. College acquired a grade of 3.21 / 4.0 in the third cycle. Principal congratulated the IQAC team for the hard work and success aftermath. However, it was evaluated that the grade was not good as expected.
2. Principal informed the meeting about the appointment of Dr. Robinson P Ponminiessary as the next IQAC Coordinator. Principal and all the members of IQAC thanked Dr. Davis Antony Mundassery for his strenuous efforts and leadership in IQAC Office and NAAC Accreditation.
3. It was decided to collect the Department strategic plan from each department. IQAC to consolidate the department strategic plan and should monitor the various programs charted by departments.
4. Biodiversity club and IQAC to organize a program on International Day of Pulses.



IQAC CHAIRPERSON

Dr. Fr. Jose Thekkan CMI

**PRINCIPAL**  
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**IRINJALAKUDA**



IQAC COORDINATOR

Dr. Davis Antony Mundassery

# Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

DATE: Tuesday, January 17, 2017

VENUE: IQAC Conference Room

## MEMBERS PRESENT:

1. Dr. Fr. Jose Thekkan CMI
2. Dr. Davis Antony Mundassery
3. Dr. Fr. Jolly Andrews
4. Dr. V P Joseph
5. Dr. Mathew Paul Ukken
6. Dr. Balu T Kuzhuvilil
7. Prof. Tomy P D
8. Dr. Robinson P Ponminiessary
9. Prof. Tintumol Sunny
10. Prof. K A Davis
11. Prof. Sebastian Joseph
12. Prof. V P Anto

## AGENDA:

1. NIRF Submission
2. Faculty Orientation Program
3. Training on ERP module-Attendance & Examination
4. Placement training for final year UG students

## DECISIONS:

1. Ministry of Education has announced National Institutional Ranking Framework for ranking Colleges. It was decided to participate in NIRF ranking under the category of Colleges. A Committee was constituted with Dr. Davis Antony Mundassery, Dr. Robinson P Ponminiessary, and Dr. Linto Alappat as members to consolidate the data.
2. It was decided to conduct a faculty orientation program. Dr. Jolly Andrews was assigned the charge to identify a resource person in the field of Academic and Administrative Audit.
3. It was also decided to conduct a training on Attendance module to administrative staff and examination module to examination staff.
4. IQAC suggested to College Management to conduct more programs for final year students to assist them in Placements.





IQAC CHAIRPERSON

Dr. Fr. Jose Thekkan CMI

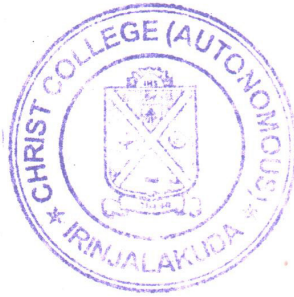
**PRINCIPAL**  
**CHRIST COLLEGE (AUTONOMOUS)**  
**IRINJALAKUDA**



IQAC COORDINATOR

Dr. Robinson P Ponminiessary

**Dr. Robinson P Ponminiessary**  
Asst. Professor (Chemistry) & IQAC Coordinator  
Christ College (Autonomous) Irinjalakuda  
Ph: 9846214700, robinsonpp@gmail.com



# Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

DATE: 15- March 2017

VENUE: IQAC Conference Room

## AGENDA:

1. API Workshop
2. Moodle Workshop
3. Online feedback on teaching quality
4. AISHE survey

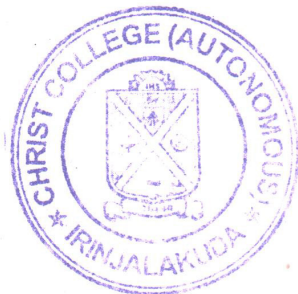
## DECISIONS:

1. It was decided to conduct a State level Workshop on API Scores and PBAS. Information's on basic service literacy should be included.
2. It was resolved to introduce Learning Management System based on moodle as part of implementing ICT in College. Principal suggested to conduct the workshop during the vacation as teachers will get more time to prepare the modules in LMS.
3. The meeting asked IQAC Coordinator to implement online survey for students' feedback on teachers. It was decided to check with the College ERP software for implementation.
4. The AISHE survey for the year to be submitted as soon as possible. It was decided to include administrative staff in the survey team to access the students and teachers' data as soon as possible.

IQAC CHAIRPERSON

Dr. Fr. Jose Thekkan CMI

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**IRINJALAKUDA**



IQAC COORDINATOR

Dr. Robinson P Ponminiessary

**Dr. Robinson P Ponminiessary**  
**Asst. Professor (Chemistry) & IQAC Coordinator**  
**Christ College (Autonomous) Irinjalakuda**  
**Ph: 9846214700, robinsonpp@gmail.com**