

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA

NAAC TRACK ID: KLCOGN1041

AISHE ID – C 8213



INTERNAL QUALITY ASSURANCE CELL

Minutes of Meetings

2017-18



Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

Venue: - IQAC Conference Room, Time: - 11:00 to 12:00 pm. No of participants: - 16

A meeting of the reconstituted Internal Quality Assurance Cell was held at 11:00 am on Friday, June 2, 2017 in the IQAC Conference Hall.

Agenda

1. Academic Calendar and Examination Schedule 2017-18
2. Plan of action 2017-18
3. Analysis on NIRF ranking
4. Any other relevant matter permitted by Chairperson

Members present

1. Dr. Fr. Jose Thekkan CMI, Principal
2. Dr. Robinson P Ponminiessary,
3. Sri. Shaju Varghese, Office
4. Dr. V P Anto, Vice Principal
5. Dr. (Fr.) Jolly Andrews, Vice Principal
6. Dr. Mathew Paul Ukken
7. Dr. Davis Antony Mundassery,
8. Dr. Tessy Paul
9. Dr. V P Joseph
10. Rev. Sr. V O Rosy
11. Sheeba Varghese
12. P D Tomy
13. Dr. Josheena Jose
14. Lisha K K
15. Dr. Joshi C O
16. Tintumol Sunny

Principal, Fr. Jose Thekkan welcomed the gathering and introduced the new members. He highlighted the results of final year degree students and also gave a brief analysis on nirf ranking. Dr. Robinson P Ponminiessary introduced the agenda and discussion followed. Following decisions were taken against each item.

| AGENDA | DECISIONS |
|---|---|
| <i>Academic Calendar and Examination Schedule</i> | The draft academic calendar prepared by IQAC was discussed in detail. The dates of even semester examinations are to be finalized after discussion with Head of the Departments. Once finalized calendar should be published in website and College handbook. |



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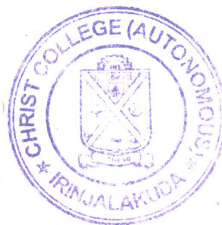
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|---|---|
| <i>Plan of action 2017 18</i> | <p>The plan of action was discussed. The thrust areas will be a) strengthening Teaching Learning through ICT b) streamline Club activities and c) Improve E- Governance.</p> <p>Following persons were given responsibility for each.</p> <p>Dr. Robinson- ICT activities</p> <p>Dr. Josheena Jose- Club activities</p> <p>Dr. Davis Antony- E- Governance</p> <p>Detailed action plan to be prepared and presented in next IQAC meeting.</p> |
| <i>Analysis on NIRF ranking</i> | <p>Principal congratulated Dr. Davis Antony Mundassery and Dr. Robinson P Ponminiessary for the hard work towards successfully uploading the NIRF data. College achieved 17th position in India ranking. It was observed that the high pass percentage of students, the research output of departments was instrumental in achieving this position.</p> |
| <i>Any other relevant matter permitted by Chairperson</i> | Nil |

IQAC Coordinator proposed the Vote of Thanks. Meeting came to an end by 12:00 pm.

IQAC COORDINATOR

Dr. Robinson P Ponminiessary
Asst. Professor (Chemistry) & IQAC Coordinator
Christ College (Autonomous) Irinjalakuda
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CHAIRPERSON, IQAC

PRINCIPAL
CHRIST COLLEGE (AUTONOMOUS)
IRINJALAKUDA



Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

Venue: - IQAC Conference Room, Time: - 2:00 pm to 3:30 pm. No of participants: - 15

A meeting of the reconstituted Internal Quality Assurance Cell was held at 2:00 pm on Friday, July 7, 2017 in the IQAC Conference Hall.

Agenda

1. *Victory day*
2. *Plan of action 2017-18*
3. *Analysis on NIRF ranking*
4. *Any other relevant matter permitted by Chairperson*

Members present

- | | |
|---|-----------------------|
| 1. Dr. Mathew Paul Ukken, Principal in Charge | 8. Dr. Tessa Paul |
| 2. Dr. Robinson P Ponminiessary, | 9. Dr. V P Joseph |
| 3. Sri. Shaju Varghese, Office | 10. Rev. Sr. V O Rosy |
| 4. Dr. V P Anto, | 11. Sheeba Varghese |
| 5. Dr. (Fr.) Jolly Andrews | 12. P D Tomy |
| 6. Dr. Mathew Paul Ukken | 13. Dr. Josheena Jose |
| 7. Dr. Davis Antony Mundassery, | 14. Lisha K K |
| | 15. Dr. Joshi C O |

Principal in Charge Dr. Mathew Paul Ukken presided over chair. Dr. Robinson P Ponminiessary introduced the agenda and discussion followed. Following decisions were taken against each item.

| AGENDA | DECISIONS |
|--------------------|---|
| <i>Victory day</i> | College secured the Sports championship title of University of Calicut and achieved 17 th position in NIRF ranking. It was decided to conduct a victory day to |



Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

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| | <p>commemorate these events. IQAC will be in charge of the victory day. The name 'Arete- Mikavintae Niravil' was chosen for the event.</p> <p>Dr. V P Anto- General Convener</p> <p>Dr. Mathew Paul Ukken- Reception convener</p> <p>Dr. Davis and Dr. Robinson – Stage and others</p> <p>Principal in Charge suggested that honorable Minister of Education, Sri. C Ravindranath may be invited as Chief Guest.</p> |
| <i>Plan of action 2017 18</i> | <p>Detailed action plan was discussed about the IQAC thrust areas</p> <p>ICT activities:</p> <ol style="list-style-type: none">Additional training on moodle LMS to be given to teachers.Training on Microsoft word, excel and powerpoint to be given to teaching and non-teaching staff in the current academic year. <p>Club activities:</p> <ol style="list-style-type: none">First year students should be introduced to all clubs before they joinAll clubs should have vision, mission, objectives and bye lawStart new clubs for students this academic year (suggestion- Book Reading club, Disability Club, Cycle Club) <p>E- Governance</p> <ol style="list-style-type: none">Students' attendanceEntry of internal marksIntroduce Tally in Accounts Office |
| <i>Entrepreneurship Development Club</i> | <p>Dr. Robinson suggested to revive the activities of ED Club in the campus. It was decided to appoint new coordinator for the club immediately after Principal resumes the Office.</p> |



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| <p><i>Any other relevant matter permitted by Chairperson</i></p> | <p>Dr. V P Joseph suggested to establish a best research paper award for the teachers every year. It was decided unanimously to establish the award. The award criterion to be developed later.</p> |
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IQAC Coordinator proposed the Vote of Thanks. Meeting came to an end by 3:30 pm.

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CHAIRPERSON, IQAC

Associate Professor-
in-charge of Principal
Christ College (Autonomous), Irinjalakuda



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CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

Venue: - IQAC Conference Room, Time: - 11:00 am to 12:00 pm. No of participants: - 16

A meeting of the reconstituted Internal Quality Assurance Cell was held at 11:00 am on Tuesday, August 22, 2017 in the IQAC Conference Hall.

Agenda

- 1. Action taken report of the previous meeting*
- 2. Teachers Diary*
- 3. Syllabus revision*
- 4. Any other relevant matter permitted by Chairperson*

Members present

- | | |
|---|-----------------------|
| 1. Dr. Mathew Paul Ukken, Principal in Charge | 9. Rev. Sr. V O Rosy |
| 2. Dr. Robinson P Ponminiessary, | 10. Sheeba Varghese |
| 3. Dr. V P Anto, | 11. P D Tomy |
| 4. Dr. (Fr.) Jolly Andrews | 12. Tintumol Sunny |
| 5. Dr. Mathew Paul Ukken | 13. Dr. V T Joy |
| 6. Dr. Davis Antony Mundassery, | 14. Dr. Josheena Jose |
| 7. Dr. Tessy Paul | 15. Lisha K K |
| 8. Dr. V P Joseph | 16. Dr. Joshi C O |



Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

Principal in Charge Dr. Mathew Paul Ukken presided over chair. Dr. Robinson P Ponminiessary introduced the agenda and discussion followed. Following decisions were taken against each item.

| AGENDA | DECISIONS |
|---|--|
| <i>Action taken report of the previous meeting</i> | The action taken report of the previous meeting was discussed. The guidelines for best research paper were modified with minor revisions. It was decided to send the guidelines to Management governing body for further approval. |
| <i>Teachers Diary</i> | The draft of teacher's diary was presented by Dr. Robinson. Modifications suggested are <ol style="list-style-type: none">1. Include provision to record extra duties of students.2. Include academic calendar of college in full format It was further decided to print the teacher's diary from the new printer in Pareeksha Bhavan. The cover page may be printed outside. |
| <i>Syllabus revision</i> | Principal in Charge Dr. Mathew Paul Ukken suggested to provide guidelines to Departments on syllabus revision. Dr. Robinson should prepare the guidelines in association with Dr. Davis Antony. |
| <i>Any other relevant matter permitted by Chairperson</i> | Nil |

IQAC Coordinator proposed the Vote of Thanks. Meeting came to an end by 12:00 pm.

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Venue: - IQAC Conference Room, Time: - 11:00 am to 12:30 pm. No of participants: - 16

A meeting of the reconstituted Internal Quality Assurance Cell was held at 11:00 am on Thursday, September 7, 2017 in the IQAC Conference Hall.

Agenda

- 1. Action taken report of the previous meeting*
- 2. Sports Counselling Centre*
- 3. AQAR preparation*
- 4. Guidelines for Disability Cell*
- 5. Any other relevant matter permitted by Chair*

Members present

- | | |
|---|-----------------------|
| 1. Dr. Mathew Paul Ukken, Principal in Charge | 9. Rev. Sr. V O Rosy |
| 2. Dr. Robinson P Ponminiessary, | 10. Sheeba Varghese |
| 3. Dr. V P Anto, | 11. P D Tomy |
| 4. Dr. (Fr.) Jolly Andrews | 12. Tintumol Sunny |
| 5. Dr. Mathew Paul Ukken | 13. Dr. V T Joy |
| 6. Dr. Davis Antony Mundassery, | 14. Dr. Josheena Jose |
| 7. Dr. Tessy Paul | 15. Lisha K K |
| 8. Dr. V P Joseph | 16. Dr. Joshi C O |



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CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

Principal Dr. Mathew Paul Ukken presided over chair. Dr. Robinson P Ponminiessary introduced the agenda and discussion followed. Following decisions were taken against each item.

| AGENDA | DECISIONS |
|--|---|
| <i>Action taken report of the previous meeting</i> | The Action taken report of the IQAC meeting held on 22 nd August 2017 was discussed. |
| <i>Sports Counselling Centre</i> | It was decided to start a Sports counselling centre in the College. The centre will be functioning in the Psychology counselling room but at different timing. |
| <i>AQAR preparation</i> | AQAR of two years has to be submitted before December 31 st . The department AQAR form has been revised. Reminders are to be sent to departments which has not submitted the data. It was decided that Principal will call the respective department who has not submitted the data. |
| <i>Guidelines for Disability Cell</i> | <p>Dr. Josheena Jose and Dr. Robinson presented the guidelines for disability cell. Following suggestions were included after detailed discussion.</p> <ol style="list-style-type: none">1) The regular students should also be part of the disability cell which will provide an inclusive atmosphere.2) The regular students will work as volunteers by providing assistance to travel and also will act as scribes for disabled.3) Separate parking pass should be provided to disabled students, so that they could bring in their vehicles near to their classrooms. |



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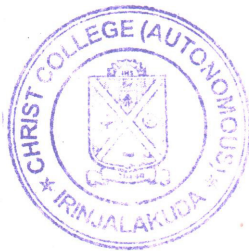
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|--|---|
| <p><i>Any other relevant matter permitted by Chair</i></p> | <p>a) The attendance module in Knowledge Pro software is ready for use. A short training should be given to staff. It was decided to provide training to teaching staff during staff meeting.</p> <p>b) The teachers feedback (online) is also ready. Students should be given information regarding the feedback module in Students login. Dr. Robinson and Shinto KG will have responsibility for this. Mr. Jithin K of Examination Office will be assisting.</p> |
|--|---|

IQAC Coordinator proposed the Vote of Thanks. Meeting came to an end by 12:30 pm.

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Venue: - IQAC Conference Room, Time: - 2:00 pm to 3:30 pm. No of participants: - 13

A special meeting of the Internal Quality Assurance Cell was held at 2:00 pm on Friday, October 6, 2017 in the IQAC Conference Hall, in presence of Dr. R Selvam, Former Dean of Bishop Heber College, Chennai and NAAC consultant.

Agenda

1. Revised Accreditation framework

Members present

- | | |
|-------------------------------------|------------------------------------|
| 1. Dr. Mathew Paul Ukken, Principal | 8. Dr. V P Joseph |
| 2. Dr. Robinson P Ponminiessary, | 9. Sheeba Varghese |
| 3. Dr. V P Anto, | 10. P D Tomy |
| 4. Dr. (Fr.) Jolly Andrews | 11. Tintumol Sunny |
| 5. Dr. Mathew Paul Ukken | 12. Dr. Josheena Jose |
| 6. Dr. Davis Antony Mundassery, | 13. Dr. R Selvam (Special invitee) |
| 7. Dr. Tessy Paul | |



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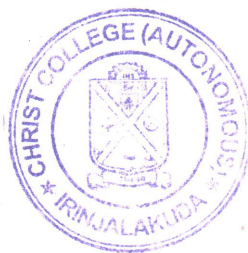
Dr. Davis Antony Mundassery welcomed the special guest to the meeting.

| AGENDA | DECISIONS |
|--|---|
| <i>Revised Accreditation framework</i> | <p>Dr. Selvam discussed the key points of upcoming Revised accreditation framework.</p> <p>Both AQAR and SSR submission will be online. He urged the IQAC members to work hard for better NAAC Score.</p> <p>College should be ready to face the ICT enabled accreditation procedures.</p> <p>There should be separate teams for each Criteria.</p> <p>The Accreditation framework for Autonomous Colleges was discussed in detail.</p> <p>It was decided to study the draft framework in NAAC website as soon as possible.</p> |

IQAC Coordinator proposed the Vote of Thanks. Meeting came to an end by 3:30 pm.

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Venue: - IQAC Conference Room, Time: - 11:00 to 12:00 pm. No of participants: - 16

A meeting of the reconstituted Internal Quality Assurance Cell was held at 11:00 am on Thursday, December 14, 2017 in the IQAC Conference Hall.

Agenda

1. *Training - non-teaching staff*
2. *AQAR preparation*
3. *Department visit- AAA*
4. *Any other relevant matter permitted by Chairperson*

Members present

- | | |
|--|-----------------------|
| 1. Dr. Mathew Paul Ukken, Principal | 9. Rev. Sr. V O Rosy |
| 2. Dr. Robinson P Ponminiessary, | 10. Sheeba Varghese |
| 3. Sri. Shaju Varghese, Office | 11. P D Tomy |
| 4. Dr. V P Anto, Vice Principal | 12. Dr. Josheena Jose |
| 5. Dr. (Fr.) Jolly Andrews, Vice Principal | 13. Lisha K K |
| 6. Dr. Davis Antony Mundassery, | 14. Dr. Joshi C O |
| 7. Dr. Tessy Paul | 15. Tintumol Sunny |
| 8. Dr. V P Joseph | |



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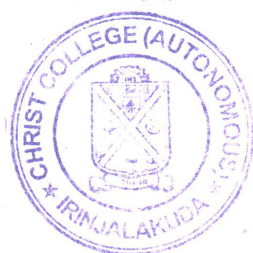
Dr. Mathew Paul Ukken, Principal welcomed the gathering. Dr. Robinson P Ponminiessary introduced the agenda and discussion followed. Following decisions were taken against each item.

| AGENDA | DECISIONS |
|---|---|
| <i>Training - non-teaching staff</i> | It was decided to conduct a training programme for non-teaching staff on Microsoft excel. As auditing from DD Office is going on, it was decided to conduct the training in December during Christmas vacation. Dr. Robinson will have the responsibility for the training programme. |
| <i>AQAR preparation</i> | The remaining data should be collected as soon as possible to compile the AQAR. The financial data from administrative office and Library is remaining. |
| <i>Department visit- AAA</i> | This year onwards the department visit should be done regularly. A detailed visit schedule is to be prepared. The modified Academic and Administrative Audit form should be sent to all departments prior to department visit. |
| <i>Any other relevant matter permitted by Chairperson</i> | Nil |

IQAC Coordinator proposed the Vote of Thanks. Meeting came to an end by 12:00 pm.

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Venue: - IQAC Conference Room, Time: - 11:00 to 12:00 pm. No of participants: - 16

A meeting of the reconstituted Internal Quality Assurance Cell was held at 11:00 am on Thursday, February 1, 2018, in the IQAC Conference Hall.

Agenda

1. *Moodle refreshment training*
2. *FDP on Excel & Powerpoint*
3. *Reports from Club coordinators*
4. *Staff ID cards*

Members present

- | | |
|--|-----------------------|
| 1. Dr. Mathew Paul Ukken, Principal | 9. Rev. Sr. V O Rosy |
| 2. Dr. Robinson P Ponminiessary, | 10. Sheeba Varghese |
| 3. Sri. Shaju Varghese, Office | 11. P D Tomy |
| 4. Dr. V P Anto, Vice Principal | 12. Dr. Josheena Jose |
| 5. Dr. (Fr.) Jolly Andrews, Vice Principal | 13. Lisha K K |
| 6. Dr. Davis Antony Mundassery, | 14. Dr. Joshi C O |
| 7. Dr. Tessy Paul | 15. Tintumol Sunny |
| 8. Dr. V P Joseph | |



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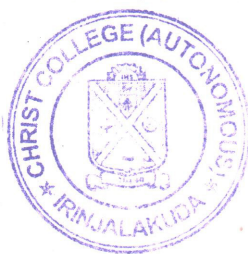
Dr. Mathew Paul Ukken, Principal welcomed the gathering. Dr. Robinson P Ponminiessary introduced the agenda and discussion followed. Following decisions were taken against each item.

| AGENDA | DECISIONS |
|---------------------------------------|---|
| <i>Moodle refreshment training</i> | It was decided to conduct one refreshment training on moodle LMS. More teachers are interested to use moodle. Teachers may conduct internal exams in moodle. It was decided to conduct the training on 13 th February 2018. The registrations should be done early. |
| <i>FDP on Excel & Powerpoint</i> | Decided to conduct an FDP on advanced powerpoint in the vacation after exams. Teachers are to be trained and certified by Microsoft to conduct Certificate program in Microsoft excel |
| <i>Reports from Club coordinators</i> | The report from club coordinators to collected and compiled by IQAC. Dr. Josheena Jose will make a format for the report. |

IQAC Coordinator proposed the Vote of Thanks. Meeting came to an end by 12:00 pm.

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CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

Venue: - IQAC Conference Room, Time: - 11:00 to 12:00 pm. No of participants: - 15

A meeting of the reconstituted Internal Quality Assurance Cell was held at 11:00 am on Friday, March 16, 2018, in the IQAC Conference Hall.

Agenda

1. *ICT division IQAC*
2. *RUSA funding*
3. *Unnath Bharath Abhiyan project*
4. *Consolidation of teachers feedback*

Members present

- | | |
|--|-----------------------|
| 1. Dr. Mathew Paul Ukken, Principal | 9. Rev. Sr. V O Rosy |
| 2. Dr. Robinson P Ponminiessary, | 10. Sheeba Varghese |
| 3. Sri. Shaju Varghese, Office | 11. P D Tomy |
| 4. Dr. V P Anto, Vice Principal | 12. Dr. Josheena Jose |
| 5. Dr. (Fr.) Jolly Andrews, Vice Principal | 13. Lisha K K |
| 6. Dr. Davis Antony Mundassery, | 14. Dr. Joshi C O |
| 7. Dr. Tessy Paul | 15. Tintumol Sunny |
| 8. Dr. V P Joseph | |



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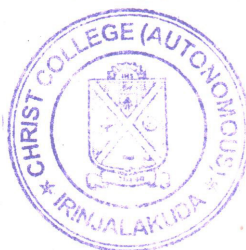
Dr. Mathew Paul Ukken, Principal welcomed the gathering. Dr. Robinson P Ponminiesary introduced the agenda and discussion followed. Following decisions were taken against each item.

| AGENDA | DECISIONS |
|---|---|
| <i>ICT division IQAC</i> | The teachers are very familiar with moodle and now are ready to conduct training sessions themselves. It was decided to conduct a moodle training session and establish ICT division for IQAC. Dr. K J Varghese, Roopesh I, Antony Thomas and Dr. Robinson will be the resource persons. Principal congratulated IQAC for taking such an initiative. |
| <i>RUSA funding</i> | The announcement on RUSA funding has come. Principal delegated IQAC to prepare the Detailed Project Report. |
| <i>Unnath Bharath Abhiyan project</i> | As per direction from Principal Dr. Robinson had applied for Unnath Bharath Abhiyan Project. |
| <i>Consolidation of teachers feedback</i> | The teachers feedback from Knowledge Pro software was downloaded, analysed. Dr. Robinson handed over the consolidated report in confidential to Principal. The overall feedback was announced in the meeting. |

IQAC Coordinator proposed the Vote of Thanks. Meeting came to an end by 12:00 pm.

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