

# CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA

NAAC TRACK ID: KLCOGN1041

AISHE ID – C 8213



## INTERNAL QUALITY ASSURANCE CELL

Minutes of Meetings

**2019-20**



# Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

Venue: - IQAC Conference Room,

Time: - 11:30 to 1:00 pm.

No of participants: - 26

A meeting of the reconstituted Internal Quality Assurance Cell was held at 11.30 am on Tuesday, 04<sup>th</sup> June 2019 in the Conference Hall.

## *Agenda*

1. *Action take report of previous meeting*
2. *Exam schedule for year 2019-20*
3. *Academic calendar for year 2019-20*
4. *Plan of action 2019-20*
5. *Student induction program*
6. *Teachers diary 2019-20*
7. *Analysis on NIRF ranking*

## *Members present*

- |    |                                  |    |                              |
|----|----------------------------------|----|------------------------------|
| 1  | Dr. Mathew Paul Ukken,           | 20 | Dr. V P Joseph               |
| 2  | Prof. Bose PR,                   | 21 | Fr. Vincent N S,             |
| 3  | Fr. Joy PT,                      | 22 | Bintu T Kalyan,              |
| 4  | Fr. Jolly Andrews,               | 23 | Dr. Shinto K G,              |
| 5  | Dr. Davis Antony Mundassery,     | 24 | Edwin Jose,                  |
| 6  | Dr. T Vivekanandhan,             | 25 | Dr. Bijoy C,                 |
| 7  | Prof. Sathyan Joseph Kolengadan, | 26 | Dr. Robinson P Ponminiessary |
| 8  | Lisha K K,                       |    |                              |
| 9  | Dr. Manju NJ,                    |    |                              |
| 10 | Dr. Vinitha E,                   |    |                              |
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| 12 | Jean Maria George,               |    |                              |
| 13 | Dr. Josheena Jose,               |    |                              |
| 14 | Dr. Tessy Paul P,                |    |                              |
| 15 | Dr. Joy VT,                      |    |                              |
| 16 | Dr. Joshi CO,                    |    |                              |
| 17 | Dr. Sudheer Sebastian,           |    |                              |
| 18 | Fr. Sibi Francis,                |    |                              |
| 19 | Dr. Aravinda BP,                 |    |                              |



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CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

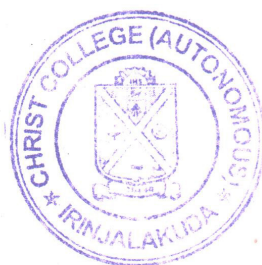
Principal, Dr. Mathew Paul Ukken welcomed the gathering and introduced the new members. He gave a brief introduction on the NAAC accreditation scheduled for the year 2021 and reminded the members about the hard work required for quality enhancement and preparation for NAAC, Fourth cycle of accreditation. IQAC Coordinator Dr. Robinson P Ponminiessary introduced the agenda and discussion followed. Following decisions were taken against each item.

AGENDA	DECISIONS
<i>Action taken Report</i>	The action taken report against the meeting on 27 <sup>th</sup> March 2019 was discussed. It was decided to constitute a committee to take charge of Outcome based education.
<i>Exam schedule for year 2019-20</i>	Examination schedule for both internal and external exams prepared IQAC Coordinator was discussed. It was passed with minor modifications. The examination schedule should be sent to website and also should be printed in teacher's diary.
<i>Academic calendar for year 2019-20</i>	The academic calendar was discussed in detail. The initial dates of Onam holidays and Christmas holidays will be fixed according to the schedule of University of Calicut. Decided to conduct the PG convocation ceremony immediately after receiving the provisional degree certificates.
<i>Plan of action 2019-20</i>	The plan of action for the year 2019-20, was discussed in detail. The core areas to be concentrated this academic year are a) preparation for NAAC fourth cycle accreditation b) ICT education- an online education platform for college c) Detailed analysis of exam results and d) Outcome based education.
<i>Student induction program</i>	As per the direction from UGC, decided to conduct one-week long student induction program for first year students. Assistant Professor Jebin Davis and IQAC coordinator had attended the training for trainers at UGC Bangalore (30-05-2019 to 01-06-2019). Induction programme team was constituted for the smooth conduction.
<i>Teachers diary 2019-20</i>	The draft of teacher's diary was presented by IQAC coordinator in the meeting. Decided to include self-appraisal form in the teacher's diary. Dr. Bejoy C was given charge of printing teachers diary
<i>Analysis on NIRF ranking</i>	College secured 88 <sup>th</sup> position in NIRF ranking. IQAC Coordinator highlighted the need of improvement in student progression to higher studies, placement and examination results for better performance in NIRF ranking.

Prof. P R Bose, Vice Principal proposed the Vote of Thanks. Meeting came to an end by 1:00 pm.

**IQAC COORDINATOR**

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



**CHAIRPERSON, IQAC**

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



# Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

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**Venue: - IQAC Conference Room, Time: - 2:30 pm to 4:00 pm. No of participants: - 23**

A meeting of the reconstituted Internal Quality Assurance Cell was held at 2.30 pm on Tuesday, 06<sup>th</sup> August 2019 in the Conference Hall.

## *Agenda*

1. *Action taken report of previous meeting*
2. *Workshop on revised NAAC accreditation*
3. *Workshop on making website to club coordinators*
4. *Audit Courses -UG & PG*
5. *Any other matter permitted by Chair*

## *Members present*

- |    |                                  |    |                              |
|----|----------------------------------|----|------------------------------|
| 1  | Dr. Mathew Paul Ukken,           | 21 | Dr. Shinto K G,              |
| 2  | Fr. Joy PT,                      | 22 | Dr. Bijoy C,                 |
| 3  | Fr. Jolly Andrews,               | 23 | Dr. Robinson P Ponminiessary |
| 4  | Dr. T Vivekanandhan,             |    |                              |
| 5  | Dr. Davis Antony Mundassery      |    |                              |
| 6  | Prof. Sathyan Joseph Kolengadan, |    |                              |
| 7  | Lisha K K,                       |    |                              |
| 8  | Dr. Manju NJ,                    |    |                              |
| 9  | Dr. Vinitha E,                   |    |                              |
| 10 | Dr. Subin K Jose                 |    |                              |
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| 12 | Jean Maria George,               |    |                              |
| 13 | Dr. Josheena Jose,               |    |                              |
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| 20 | Bintu T Kalyan,                  |    |                              |



## Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

Chairperson of IQAC Dr. Mathew Paul Ukken welcomed the gathering. IQAC Coordinator Dr. Robinson P Ponminiessary introduced the agenda and discussion followed. Following decisions were taken against each item.

AGENDA	DECISIONS
<i>Action taken report of previous meeting</i>	The action taken report was discussed in detail. Owing to the success of Student Induction Programme, it was decided to conduct SIP every year with modifications if necessary. From next year onwards there should be discussion on scholarships for students.
<i>Workshop on revised NAAC accreditation</i>	Detailed discussion was held on the workshop on revised NAAC accreditation. It was decided to conduct the workshop for one day. If required additional sessions may be conducted later. It was also decided to conduct the NAAC criterion wise meetings. New accreditation framework to be printed and distributed before the workshop.
<i>Workshop on making website to club coordinators</i>	IQAC Coordinator proposed to conduct a workshop for Club coordinators to make google websites for their clubs. This will be helpful to increase the visibility of the activities of the club and a lively presence in the social media. After detailed discussion it was decided to conduct the workshop on weekdays after regular working time. Help from department of computer science can be availed.
<i>Audit Courses -UG &amp; PG</i>	University of Calicut has introduced audit courses for the first four semesters of UG programme and first two semesters of PG programme. It was decided to conduct the audit courses as MOOC in the moodle platform. Dr. Subin Jose, HOD, Department of Environmental Science will be the course coordinator for the first semester UG audit course. The subject specific PG audit courses to be conducted by respective departments.
<i>Question bank software</i>	Controller of Examinations, Dr. Davis Antony Mundassery proposed to implement question bank system for external examinations.
<i>Any other matter permitted by Chair</i>	<p>It was decided to invite industrial partners for the online portal Christopencourseware.</p> <p>IQAC will be working along with Placement Cell for placement training. Eazylink training academy, Thrissur will be conducting three-day training program for final year UG and PG students. Committee constituted to conduct the placement training program.</p> <p>Principal proposed to take necessary steps to implement biometric punching for all staff as per instructions from Kerala Government. IQAC meeting entrusted Dr. Robinson P to study the matter and implement biometric punching as soon as possible.</p>

Fr. Joy P T, Vice Principal proposed the Vote of Thanks. Meeting came to an end by 4:00 pm.



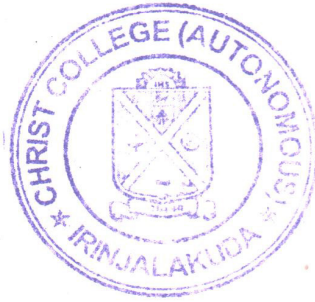
## Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

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**IQAC COORDINATOR**

Dr. Robinson P Ponminiessary  
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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: - 2:30 to 4:30 pm.

No of participants: - 38

A meeting of the reconstituted Internal Quality Assurance Cell was held at 2.30 pm on Tuesday, 24<sup>th</sup> September 2019 in the Conference hall.

## *Agenda*

1. *NAAC Criteria teams and date for first criteria meeting*
2. *Screening test for 2019 UG & PG batches*
3. *Formation of students IQAC*
4. *Extension of Internet facilities*
5. *Review of ICT activities; inauguration of Christ Open Course Ware*

## *Members present*

- |    |                                  |    |                              |
|----|----------------------------------|----|------------------------------|
| 1  | Dr. Mathew Paul Ukken,           | 21 | Dr. Joshi CO,                |
| 2  | Prof. Bose PR,                   | 22 | Dr. Sudheer Sebastian,       |
| 3  | Fr. Joy PT,                      | 23 | Fr. Sibi Francis,            |
| 4  | Fr. Jolly Andrews,               | 24 | Dr. Leyon Varghese,          |
| 5  | Dr. Davis Antony Mundassery,     | 25 | Dr. Sebastian Joseph,        |
| 6  | C P Shylanathan,                 | 26 | Dr. Aravinda BP,             |
| 7  | Mathew Antony,                   | 27 | Dr. Shaju K Y,               |
| 8  | Dr. T Vivekanandhan,             | 28 | Varghese PG,                 |
| 9  | Prof. Sathyan Joseph Kolengadan, | 29 | Jaison Parekadan,            |
| 10 | Philomona Joy,                   | 30 | Dr. Xavier Joseph            |
| 11 | Pallikatil Mary Pathrose,        | 31 | Fr. Vincent NS,              |
| 12 | Shahana Shameem,                 | 32 | Shaju Varghese,              |
| 13 | Lisha K K,                       | 33 | Bintu T Kalyan,              |
| 14 | Dr. Manju NJ,                    | 34 | Dr. Shinto K G,              |
| 15 | Dr. Vinitha E,                   | 35 | Edwin Jose,                  |
| 16 | Tintumol sunny,                  | 36 | Dr. Bijoy C,                 |
| 17 | Jean Maria George,               | 37 | Shaju MR,                    |
| 18 | Dr. Josheena Jose,               | 38 | Dr. Robinson P Ponminiessary |
| 19 | Dr. Tessy Paul P,                |    |                              |
| 20 | Dr. Rani Varghese,               |    |                              |



## Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

The meeting started with a silent prayer. Principal, Dr. Mathew Paul Ukken welcomed the gathering and introduced the new members. He gave a brief introduction on the NAAC accreditation scheduled for the year 2021 and reminded the members about the hard work required for quality enhancement and preparation for NAAC, Fourth cycle of accreditation. IQAC Coordinator Dr. Robinson P Ponminiessary introduced the agenda and discussion followed. Following decisions were taken against each item.

AGENDA	DECISIONS																								
<b>NAAC Criteria teams and date for first criteria meeting</b>	<p>Principal nominated leaders to each criterion of NAAC guidelines for Autonomous Colleges. Files containing details of NAAC criterion were handed over to team leaders. After detailed discussion following dates were fixed for criterion meeting.</p> <table border="1"><thead><tr><th data-bbox="524 722 808 758">In Charge</th><th data-bbox="862 722 1133 758">NAAC Criteria</th><th data-bbox="1198 722 1490 800">First meeting tentative-date/time</th></tr></thead><tbody><tr><td data-bbox="524 831 678 867">Dr. C O Joshi</td><td data-bbox="862 831 1076 867">Curricular Aspects</td><td data-bbox="1198 831 1490 909">Monday-30 sep 19/ 2:30 pm</td></tr><tr><td data-bbox="524 968 727 1045">Dr. Davis Antony Mundassery</td><td data-bbox="862 968 1125 1045">Teaching Learning and Evaluation</td><td data-bbox="1198 968 1490 1045">Tuesday-01 oct 19/ 2:30 pm</td></tr><tr><td data-bbox="524 1146 699 1182">Dr. V P Joseph</td><td data-bbox="862 1146 1166 1224">Research Innovations and Extension</td><td data-bbox="1198 1146 1490 1224">Thursday-03 oct 19/ 2:30 pm</td></tr><tr><td data-bbox="524 1251 716 1287">Dr. Tessy Paul P</td><td data-bbox="862 1251 1092 1329">Infrastructure and Learning Resources</td><td data-bbox="1198 1251 1490 1329">Friday-27 sep 19/ 11:30 am</td></tr><tr><td data-bbox="524 1430 824 1465">Pallikattil Mary Pathrose</td><td data-bbox="862 1430 1109 1507">Student Support and Progression</td><td data-bbox="1198 1430 1490 1507">Friday-04 oct 19/ 11:30 am</td></tr><tr><td data-bbox="524 1608 776 1644">Fr. Dr. Jolly Andrews</td><td data-bbox="862 1608 1141 1686">Governance Leadership and Management</td><td data-bbox="1198 1608 1490 1686">Friday-27 sep 19/ 2:30 pm</td></tr><tr><td data-bbox="524 1776 727 1812">Dr. Aravinda B P</td><td data-bbox="862 1776 1141 1854">Institutional values and Best Practices</td><td data-bbox="1198 1776 1490 1854">Friday-04 oct 19/ 2:30 pm</td></tr></tbody></table>	In Charge	NAAC Criteria	First meeting tentative-date/time	Dr. C O Joshi	Curricular Aspects	Monday-30 sep 19/ 2:30 pm	Dr. Davis Antony Mundassery	Teaching Learning and Evaluation	Tuesday-01 oct 19/ 2:30 pm	Dr. V P Joseph	Research Innovations and Extension	Thursday-03 oct 19/ 2:30 pm	Dr. Tessy Paul P	Infrastructure and Learning Resources	Friday-27 sep 19/ 11:30 am	Pallikattil Mary Pathrose	Student Support and Progression	Friday-04 oct 19/ 11:30 am	Fr. Dr. Jolly Andrews	Governance Leadership and Management	Friday-27 sep 19/ 2:30 pm	Dr. Aravinda B P	Institutional values and Best Practices	Friday-04 oct 19/ 2:30 pm
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## Minutes of the Meeting of Internal Quality Assurance Cell

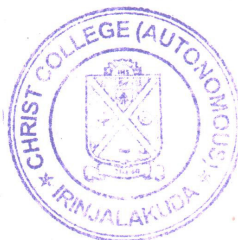
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<b>Screening test for 2019 UG &amp; PG batches</b>	It was decided to conduct a screening test for first semester UG students to classify the learners. The test will consist of questions on aptitude (30%), English proficiency (30%) and competency in the core subject (40%). The test will be conducted in moodle platform during second week of October 2019.
<b>Formation of students IQAC</b>	IQAC coordinator mentioned the importance of sensitizing students about the quality initiatives undertaken by IQAC and it was decided to start student's quality cell. The members to this cell will be nominated by Class teachers of First year degree students. Representatives from each student club and student's union will be included in the cell.
<b>Extension of Internet facilities</b>	IQAC members noted the shortage of internet facilities in some departments. A committee was formed to study in detail about the reforms to be taken to revamp the internet facilities and the members are a) Dr. Sebastian Joseph, b) Dr. Shaju K Y, c) Dr. Fr. Vincent Neelamkavil, d) Dr. Robinson P Ponminiessery and e) Mr. Prajeesh Menon
<b>Review of ICT activities</b>	IQAC coordinator detailed on the progress of ICT activities under taken by IQAC.  a) The audit course on Environmental Science prepared by Dr. Subin K Jose, HOD, Environmental Science will be published on 28 <sup>th</sup> October in the Moodle platform. Students from other colleges can be enrolled in to the course. The course will be free and it was decided to implement a fee of Rs. 100 for those who require certificates.  b) The implementation works of Christ Open Course Ware is complete. Official inauguration to be conducted soon.  c) The workshop conducted by IQAC to train Club coordinators on construction of website was effective. Eight clubs started their own independent websites. The websites will soon be linked to College website.
<b>Other matters</b>	a) Dr. Sebastian Joseph and Dr. Shaju K Y highlighted the requirement of College app with functionalities including the alumni registration. The meeting decided to conduct a pilot study on the matter.  b) Mr. Mathew Antony, Saras Tech (Industrialist) suggested new ventures like skill development of women in the area of food processing. It was decided to conduct a meeting of stakeholders, with departments of CS&HT, Food Science and B.Voc.

Prof. P R Bose, Vice Principal proposed the Vote of Thanks. Meeting came to an end by 4:20 pm.

**IQAC COORDINATOR**

Dr. Robinson P Ponminiessery  
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Ph: 9846214700, robinsonpp@gmail.com



**CHAIRPERSON, IQAC**

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**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: - 2:30 to 4:30 pm.

No of participants: - 27

A meeting of the reconstituted Internal Quality Assurance Cell was held at 2.30 pm on Friday, 01<sup>st</sup> November 2019 in the Conference Hall.

## *Agenda*

1. *Workshop on OBE and Question Bank*
2. *Progress on audit course*
3. *Activities of SIQAC*
4. *Participation in NIRF ranking*
5. *OBE committee formation*
6. *Feedback from parents & PTA meeting*
7. *Implementation of Peer Learning Group*
8. *Environmental and Green Audit*

## *Members present*

- |    |                                  |    |                              |
|----|----------------------------------|----|------------------------------|
| 1  | Dr. Mathew Paul Ukken,           | 19 | Dr. Shaju K Y,               |
| 2  | Fr. Joy PT,                      | 20 | Dr. Xavier Joseph            |
| 3  | Fr. Jolly Andrews,               | 21 | Fr. Vincent NS,              |
| 4  | Dr. Davis Antony Mundassery,     | 22 | Shaju Varghese,              |
| 5  | Prof. Sathyan Joseph Kolengadan, | 23 | Bintu T Kalyan,              |
| 6  | Pallikatil Mary Pathrose,        | 24 | Dr. Shinto K G,              |
| 7  | Lisha K K,                       | 25 | Edwin Jose,                  |
| 8  | Dr. Manju NJ,                    | 26 | Dr. Bijoy C,                 |
| 9  | Dr. Vinitha E,                   | 27 | Dr. Robinson P Ponminiessary |
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## Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

The meeting started with a silent prayer. Principal, Dr. Mathew Paul Ukken welcomed the gathering and briefed about the upcoming workshop on Outcome based education. IQAC Coordinator Dr. Robinson P Ponminiessary introduced the agenda and discussion followed. Following decisions were taken against each item.

AGENDA	DECISIONS
<i>Workshop on OBE and Question Bank</i>	<p>Principal informed the meeting that Finance committee has agreed to purchase the Qnsmart software as suggested by Pareeksha Bhavan and IQAC.</p> <p>It was decided to conduct a faculty development program on outcome-based education by IPSR solutions the software vendor. OBE committee under the leadership of Dr. Leyon Varghese will be arranging the amenities required for the workshop.</p>
<i>Progress on audit course</i>	<p>Development of MOOC on audit course Environmental Science has been completed. It was decided to conduct the online examination for the first semester UG students in December. All first-year students are to be enrolled to moodle to conduct the exam. The ICT team was entrusted with the charge of conducting exam. It was also decided to conduct the online examination using tablets and mobile phones of students in the Chavara seminar hall.</p>
<i>Activities of SIQAC</i>	<p>Following activities are planned for students IQAC</p> <ol style="list-style-type: none"><li>Monthly College newsletter to be uploaded in College YouTube channel. (Collection of news matter, editing and recording assistance)</li><li>Helpdesk for NPTEL registrations and student login</li><li>Collection of feedback and suggestions from students</li></ol>
<i>Participation in NIRF ranking</i>	<p>Decided to participate in NIRF 2020 ranking by MHRD. Dr. Robinson P Ponminiessary and Edwin Jose was given charge to collect the details required for participation in NIRF. To collect the student progression forms which include students name should be send to class teachers.</p>
<i>OBE committee formation</i>	<p>An eleven member OBE committee was formed under the leadership of Dr. Leyon Varghese. The responsibility of the team is to identify the training needs for teachers to implement OBE in Christ College.</p>
<i>Feedback from parents &amp; PTA meeting</i>	<p>Decided to collect feedback from parents during the fifth semester PTA meeting. Also decided to analyze the feedback as soon as possible and the results to be presented in the Staff meeting.</p>
<i>Implementing Peer Learning Group</i>	<p>IQAC Coordinator proposed to implement Peer Learning Group system for an effective teaching learning process. The system should be beneficial for the weak students.</p>



## Minutes of the Meeting of Internal Quality Assurance Cell

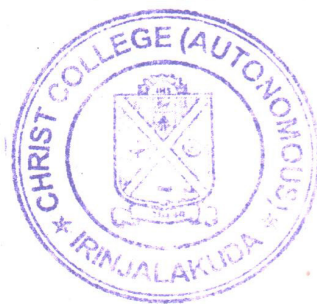
CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

	<p>After detailed discussion it was decided to implement the system. Many proposed that there should be proper screening mechanism to divide students in to strong, average and weak learners.</p> <p>A committee was formed to study the matter. Dr. robinson P, Dr. Josheena Jose and Mr. Jomesh Jose was appointed to propose a guideline in the next meeting.</p>
<i>Environmental and Green Audit</i>	<p>Dr. Subin Jose K, HOD Environmental Science was entrusted to conduct the Environmental audit of the campus.</p>
<i>QMS Procedure implementation</i>	<p>Academic council in its meeting on 22 July 2019 had suggested to take measures to improve the quality of administrative office.</p> <p>After detailed discussion it was decided to prepare an office procedure manual. IQAC should give necessary training to Office staff for the preparation of office procedure manual. Tom Jacob and Shine Paul were entrusted with the training programme.</p>

Prof. P R Bose, Vice Principal proposed the Vote of Thanks. Meeting came to an end by 4:20 pm.

**IQAC COORDINATOR**

**Dr. Robinson P Ponminiessary**  
Asst. Professor (Chemistry) & IQAC Coordinator  
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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

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**Venue: - IQAC Conference Room, Time: - 11:00 am to 12:30 pm. No of participants: - 27**

A meeting of the reconstituted Internal Quality Assurance Cell was held at 2.30 pm on Tuesday, 04<sup>th</sup> February 2020 in the Conference Hall.

## *Agenda*

1. *Workshop on FOSS tools*
2. *Value added courses*
3. *Upgradation of Video recording room*
4. *Discussion on policy documents*
5. *Participation in AISHE survey*

## *Members present*

- |    |                                  |    |                              |
|----|----------------------------------|----|------------------------------|
| 1  | Dr. Mathew Paul Ukken,           | 21 | Shaju Varghese,              |
| 2  | Fr. Joy PT,                      | 22 | Dr. Shinto K G,              |
| 3  | Fr. Jolly Andrews,               | 23 | Edwin Jose,                  |
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| 18 | Dr. Shaju K Y,                   |    |                              |
| 19 | Dr. Xavier Joseph                |    |                              |
| 20 | Fr. Vincent NS,                  |    |                              |



# Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

The meeting started with a silent prayer. Principal, Dr. Mathew Paul Ukken welcomed the gathering and briefed about the upcoming workshop on Outcome based education. IQAC Coordinator Dr. Robinson P Ponminiessary introduced the agenda and discussion followed. Following decisions were taken against each item.

AGENDA	DECISIONS
<i>Workshop on FOSS tools</i>	<p>IQAC Coordinator briefed the requirement for FOSS tools as an immediate requirement. As ICT activities are booming in college more upgradation are required cope up.</p> <p>It was decided to conduct a one-day Faculty development Programme on FOSS tools by Linuexpert Systems, Chennai.</p> <p>It was also decided to include the system administrators Mr. Prajeesh Menon and Hariharan T for the training program.</p>
<i>Value added courses</i>	The status of value-added courses was discussed by coordinators. The draft policy on value added courses was completed. Decided to submit the draft policy in next Academic council meeting
<i>Upgradation of Video recording room</i>	ICT Coordinator Dr. Josheena Jose updated the developments of online portal Christ opencourseware. It was decided to purchase a teleprompter from UGC autonomous fund to enhance the quality of video tutorials.
<i>Discussion on policy documents</i>	<p>Various aspects of the policy documents were discussed. Principal appreciated the efforts of IQAC in preparing policies and guidelines.</p> <p>The NAAC conveners committee was given charge to formulate additional policy documents.</p>
<i>Research support to teachers</i>	<p>Principal proposed to set guidelines for research support to teachers who are interested to pursue their research career.</p> <p>It was decided to establish separate policy for the research funding from the institution.</p>
<i>Participation in AISHE survey</i>	Entrusted Dr. Robinson P and Edwin Jose to collect details and participate in AISHE survey before the stipulated time of 31 <sup>st</sup> March 2020.

Edwin Jose, IQAC Cocordinator proposed the Vote of Thanks. Meeting came to an end by 4:20 pm.

**IQAC COORDINATOR**

Dr. Robinson P Ponminiessary  
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**PRINCIPAL**  
CHRIST COLLEGE (AUTONOMOUS)  
IRINJALAKUDA

**CHAIRPERSON, IQAC**



# Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

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**Venue: - IQAC Conference Room, Time: - 5:00 pm to 6:30 pm. No of participants: - 20**

A meeting of the reconstituted Internal Quality Assurance Cell was held online at 5.00 pm on Wednesday, 22<sup>nd</sup> April 2020 in google meet.

## *Agenda*

1. *FDP on video tutorials*
2. *Review on feedback from employers*
3. *Upgradation of moodle LMS*
4. *Workshop for SIQAC*

## *Members present*

- 1 Dr. Mathew Paul Ukken
- 2 Fr. Dr. Jolly Andrews,
- 3 Fr. Joy PT,
- 4 Dr. Davis Antony Mundassery,
- 5 Lisha K K,
- 6 Dr. Joshi C O
- 7 Dr. Vinitha E,
- 8 Tintumol sunny,
- 9 Jean Maria George,
- 10 Dr. Josheena Jose,
- 11 Dr. Tessy Paul P,
- 12 Dr. Sudheer Sebastian,
- 13 Dr. Leyon Varghese,
- 14 Dr. Aravinda BP,
- 15 Dr. Shaju K Y,
- 16 Fr. Vincent NS,
- 17 Dr. Shinto K G,
- 18 Edwin Jose,
- 19 Dr. Bijoy C,
- 20 Dr. Robinson P Ponminiessary





# Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

The meeting started with a silent prayer. Principal, Dr. Mathew Paul Ukken welcomed the gathering and briefed about the covid protocol and postponement of exams. IQAC Coordinator Dr. Robinson P Ponminiessary introduced the agenda and discussion followed. Following decisions were taken.

AGENDA	DECISIONS
<i>FDP on video tutorials</i>	The immediate requirement to cope up with online education was discussed in detail. It was observed that many teachers require training to make video tutorials. The training on FOSS tools conducted in February was useful to make video tutorials.  It was then decided to conduct an online training session on the topic 'Make and Edit your video tutorials' using open source resources.
<i>Review on feedback from employers</i>	The feedback from employers collected during campus placements was discussed. Survey results indicated more training should be given to students of soft skills and interview skills.
<i>Upgradation of moodle LMS</i>	The ICT team highlighted the importance of upgrading moodle LMS as the teaching learning process are totally moving to online.  Decided to purchase additional storage space in cloud for moodle LMS. Dr. Robinson and ICT team was entrusted to upgrade and update the moode LMS.
<i>Workshop for SIQAC</i>	It was decided to conduct a workshop for members of Students IQAC on Microsoft excel. Dincy Arikatt from Computer Science department will be the coordinator.

Dr. Bejoy C, IQAC Cocordinator proposed the Vote of Thanks. Meeting came to an end by 6:20 pm.

**IQAC COORDINATOR**

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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

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Venue: - IQAC Conference Room,      Time: - 5:00 pm to 6:30 pm.      No of participants: - 19

A meeting of the reconstituted Internal Quality Assurance Cell was held online at 3.00 pm on Friday, 15<sup>th</sup> May 2020 in google meet.

## *Agenda*

1. *Survey among students about online education*
2. *Enrolling students in moodle LMS*
3. *FDP on moodle LMS*

## *Members present*

- 1 Fr. Dr. Jolly Andrews,
- 2 Fr. Joy PT,
- 3 Dr. Shaju K Y,
- 4 Dr. Varghese K J
- 5 Dr. Davis Antony Mundassery,
- 6 Lisha K K,
- 7 Dr. Joshi C O
- 8 Dr. Vinitha E,
- 9 Jean Maria George,
- 10 Dr. Josheena Jose,
- 11 Dr. Tessy Paul P,
- 12 Dr. Sudheer Sebastian,
- 13 Dr. Leyon Varghese,
- 14 Dr. Aravinda BP,
- 15 Fr. Vincent NS,
- 16 Dr. Shinto K G,
- 17 Edwin Jose,
- 18 Dr. Bijoy C,
- 19 Dr. Robinson P Ponminiessary



## Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

Fr. Dr. Jolly Andrews, Principal in Charge welcomed the gathering and briefed about the preparations for online classes for the coming semester. IQAC Coordinator Dr. Robinson P Ponminiessary introduced the agenda and discussion followed. Following decisions were taken.

AGENDA	DECISIONS
<i>Survey among students about online education</i>	It was decided to conduct a survey among students on the feasibility of online education. The survey form to be made by Jean Maria George along with members of Students IQAC
<i>Enrolling students in moodle LMS</i>	Students' of 2019 admission are already enrolled in moodle and had completed the screening tests and audit course exams.  Decided to enroll students of 2018 admission UG and PG students to moodle LMS.  Entrusted ICT team to prepare tutoring videos on moodle LMS for students
<i>FDP on moodle LMS</i>	Decided to conduct a refresher on moodle LMS to all teachers in June Frist week.

Dr. Josheena Jose, IQAC Cocordinator proposed the Vote of Thanks. Meeting came to an end by 4:30 pm.

**IQAC COORDINATOR**

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



**CHAIRPERSON, IQAC**

**Fr. Dr. Jolly Andrews**  
Assistant Professor-  
In-charge of Principal  
Christ College (Autonomous)  
Irinjalakuda