

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA

NAAC TRACK ID: KLCOGN1041

AISHE ID – C 8213



INTERNAL QUALITY ASSURANCE CELL

Minutes of Meetings

2020-21



Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

Venue: - IQAC Conference Room, Time: - 10:30 am to 12:00 pm. No of participants: - 28

A meeting of the reconstituted Internal Quality Assurance Cell was held at 10.30 am on Monday, 08th June 2020 in the Conference Hall.

Agenda

- 1. Action taken report of previous meeting*
- 2. Support for online classes*
- 3. Examination schedule and Academic calendar for year 2020-21*
- 4. Plan of action 2020-21*
- 5. Online seminars and conferences*
- 6. Teachers' diary 2020-21*

Members present

- | | |
|---------------------------------|-------------------------|
| 1. Dr. Fr. Jolly Andrews | 18. Dr. Linto Alappat |
| 2. Dr. Robinson P Ponminiessary | 19. Dr. Tom cheriyan |
| 3. Dr. Shaju K Y | 20. Dr. Subin Jose |
| 4. Dr. Tessy Paul P | 21. Dr. Manju N J |
| 5. Dr. Davis Antony Mundassery | 22. Jean Maria George |
| 6. Dr. V T Joy | 23. Bintu T Kalyan |
| 7. Tomy P D | 24. Edwin Jose |
| 8. Pallikattil Mary Pathrose | 25. Fr. Sibi Francis |
| 9. Dr. Sudheer Sebastian | 26. Fr. Dr. Vincent N S |
| 10. Dr. Xavier Joseph | 27. Shaju Varghese |
| 11. Dr. Vinitha E | 28. Ajith V Johnson |
| 12. P A Varghese | |
| 13. Dr. Josheena Jose | |
| 14. Tintumol Sunny | |
| 15. Dr. Shinto K G | |
| 16. Lisha K K | |
| 17. Dr. Leon Varghese | |



Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

IQAC Coordinator Dr. Robinson P Ponminessary welcomed the gathering. Principal in Charge, Dr. Fr. Jolly Andrews introduced the new members. He urged all participants to adhere to the covid protocol and informed that next meetings may be conducted online. IQAC Coordinator 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 22 nd April 2020 was discussed. The server for moodle LMS was upgraded.
<i>Support for online classes</i>	<ul style="list-style-type: none"> a) It was decided to create more video lectures of various subjects. As there is a constraint on moodle server, it was further decided to upload the videos in youtube channel. The videos to be uploaded in Christ Opencourseware youtube channel. b) Full fledged courses to be developed (with four quadrants) in Christ OpenCourseWare mainly for common courses so that the greatest number of students will be benefitted. c) As Classes are online, Computer laboratory of B.Voc can be used for live streaming of classes.
<i>Examination schedule and Academic calendar for year 2020-21</i>	The academic calendar prepared by IQAC Coordinator was discussed. It was decided to wait for the instructions from Government regarding the COVID restrictions before finalizing the academic calendar. The Examination schedule is to be modified.
<i>Plan of action 2020-21</i>	The plan of action for the year 2020-21, was discussed in detail. The core areas to be concentrated this academic year are a) preparation for NAAC fourth cycle accreditation b) Support for online education c) International MoUs for academic exchanges and d) Outcome based education.
<i>Online seminars and conferences</i>	Principal in Charge entrusted IQAC to establish facilities of the conduction of Online seminars and conferences. IQAC should work in association with IT infrastructure team to build the resources for conducting Online seminars. Dr. Fr. Vincent N S was entrusted with the charge.
<i>Teachers' diary 2020-21</i>	The draft of teacher's diary was presented by IQAC coordinator in the meeting. Decided to wait for the confirmation of Examination schedule before final printing.

Dr. Shaju K Y, Vice Principal proposed the Vote of Thanks. Meeting came to an end by 12:00 pm.

IQAC COORDINATOR

Dr. Robinson P Ponminessary
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

Venue: - Zoom platform, Time: - 10:30 am to 12:00 pm. No of participants: - 25

A meeting of the reconstituted Internal Quality Assurance Cell was held at 10.30 am on Thursday, 30th July 2020 via IQAC Zoom platform.

Agenda

1. *Action taken report of previous meeting*
2. *ISO implementation*
3. *Scientific writing-National webinar*
4. *International folklore day-Malayalam*
5. *New value-added courses*
6. *Updating of ICT facilities*

Members present

- | | |
|---------------------------------|-------------------------|
| 1. Dr. Fr. Jolly Andrews | 14. Tintumol Sunny |
| 2. Dr. Robinson P Ponminiessary | 15. Dr. Shinto K G |
| 3. Dr. Shaju K Y | 16. Dr. Leon Varghese |
| 4. Dr. C O Joshi | 17. Dr. Linto Alappat |
| 5. Dr. Aravinda B P | 18. Dr. Tom cheriyan |
| 6. Dr. Tessy Paul P | 19. Dr. Manju N J |
| 7. Dr. Davis Antony Mundassery | 20. Jean Maria George |
| 8. Dr. V T Joy | 21. Dr. Bijoy C |
| 9. Pallikattil Mary Pathrose | 22. Bintu T Kalyan |
| 10. Dr. Sudheer Sebastian | 23. Edwin Jose |
| 11. Dr. Xavier Joseph | 24. Fr. Dr. Vincent N S |
| 12. Dr. Vinitha E | 25. Ajith V Johnson |
| 13. Dr. Josheena Jose | |



Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

Principal in Charge, Dr. Fr. Jolly Andrews welcomed the gathering. IQAC Coordinator 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 of the previous meeting was discussed. The progress on conduction of online classes, online seminars and conferences were reviewed.
<i>ISO implementation</i>	Meeting discussed the implementation of ISO quality standards in College. It was decided to implement ISO 9001 quality system in the administrative office in the current year. The academic to be included in the next phase. IQAC coordinator Dr. Robinson was entrusted to find a suitable consultancy for the proper implementation.
<i>Webinar on IPR</i>	As part of quality enhancement, it was decided to conduct an online webinar on the topic- Patenting. All research scholars and final year PG students should be informed. Dr. V T Joy, Convener of Research Assessment Committee was entrusted with the responsibility. The online certificates and brochures should be made from IQAC Office.
<i>Scientific writing-National webinar</i>	Decided to conduct a national webinar on Scientific writing in association with Department of Library and Information Science. The tentative dates are 17-18 August 2020.
<i>International folklore day- Malayalam</i>	Department of Malayalam will be conducting a webinar on international folklore day. IQAC will be providing technical assistance for the event.
<i>New value-added courses</i>	The value-added courses to be started in online mode as soon as possible. The syllabus and course structure of value-added courses by Department of Physics and Department of Zoology was reviewed. IQAC should provide necessary infrastructure for the online conduction of value-added courses.



Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

<i>Updating of ICT facilities</i>	As part of improving ICT facilities, it was decided to propose to Finance committee to purchase Intelligent interactive panels for lecture capturing. The fund from UGC Autonomous grant to be utilized for the purpose.
-----------------------------------	--

Dr. C O Joshi, Vice Principal proposed the Vote of Thanks. Meeting came to an end by 12:00 pm.

IQAC COORDINATOR

Dr. Robinson P Ponminessary
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

Venue: - Zoom platform, Time: - 3:00 pm to 4:30 pm. No of participants: - 22

A meeting of the reconstituted Internal Quality Assurance Cell was held at 3.00 pm on Thursday, 07th September 2020 via IQAC Zoom platform.

Agenda

1. *Action taken report of previous meeting*
2. *AQAR preparation*
3. *NIRF analysis*
4. *SSR draft preparation*
5. *Result analysis-new committee*

Members present

- | | |
|---------------------------------|-------------------------|
| 1. Dr. Fr. Jolly Andrews | 12. Tintumol Sunny |
| 2. Dr. Robinson P Ponminiessary | 13. Dr. Shinto K G |
| 3. Dr. Shaju K Y | 14. Dr. Leon Varghese |
| 4. Fr. Joy P T | 15. Dr. Linto Alappat |
| 5. Dr. C O Joshi | 16. Dr. Subin Jose |
| 6. Dr. Tessy Paul P | 17. Dr. Manju N J |
| 7. Dr. Davis Antony Mundassery | 18. Jean Maria George |
| 8. Dr. V T Joy | 19. Bintu T Kalyan |
| 9. Dr. Xavier Joseph | 20. Edwin Jose |
| 10. Tomy P D | 21. Fr. Sibi Francis |
| 11. Dr. Josheena Jose | 22. Fr. Dr. Vincent N S |



Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

Principal in Charge, Dr. Fr. Jolly Andrews welcomed the gathering. He urged the IQAC members to work hard for the upcoming NAAC documentation. IQAC Coordinator 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 of the previous IQAC meeting held on 30 July 2020, was discussed. It was noted that the FDP for teachers conducted by IQAC on teachers' day (05 Sep 2020) was excellent. Decided to conduct such lectures under the name Popular lecture series at least in every two months.
<i>AQAR preparation</i>	AQAR for the year 2019-20 is to be prepared. Dr. Robinson, Jean Maria and Edwin Jose will be working to prepare the draft aqar as soon as possible. Dr. Shinto KG was assigned to prepare the data collection modules through College ERP Linways.
<i>NIRF analysis</i>	<p>A detailed analysis on NIRF results was done by Dr. Xavier Joseph. The main reason why the college was not in the 1-100 rank band were pointed out a) Poor number in placement b) Percentage of teachers with higher qualifications and c) Low pass percentage.</p> <p>Following decisions were done on the basis of the NIRF rank analysis</p> <ul style="list-style-type: none">a) IQAC entrusted Dr. Xavier Joseph to form a new committee and start the works for next NIRF as soon as possible.b) The detailed result analysis should be done every semester end and meetings of all stakeholders should be conducted.c) The Career Guidance and Placement Cell should be reconstituted. More number of aptitude training and coaching should be given to job aspirants.
<i>SSR draft preparation</i>	IQAC-NAAC Coordinator reviewed the progress on draft SSR preparation. Some of the members raised the concern that some metrics need more clarification. It was decided to conduct another orientation session for all teaching staff. The orientation programme to be conducted offline with covid protocol.



Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

<p><i>Result analysis-new committee</i></p>	<p>An extended committee was constituted for detailed result analysis. Dr. Sr. Mariamma will be the in charge of result analysis. The reports of result analysis to shared to departments. All departments should conduct staff meetings to review the results. Also the parents are to be informed during the parents meeting.</p>
---	---

Dr. C O Joshi, Vice Principal 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

PRINCIPAL
CHRIST COLLEGE (AUTONOMOUS)
IRINJALAKUDA



Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

Venue: - Zoom platform, Time: - 10:00 am to 11:30 am. No of participants: - 25

A meeting of the reconstituted Internal Quality Assurance Cell was held at 10.00 am on Thursday, 15th October 2020 via IQAC Zoom platform.

Agenda

- 1. Action taken report of previous meeting*
- 2. Criterion meetings and draft SSR*
- 3. Faculty Development Programme*
- 4. Foundation courses*
- 5. Screening test for 2020 admission UG*

Members present

- | | |
|---------------------------------|-------------------------|
| 1. Dr. Fr. Jolly Andrews | 14. Dr. Shinto K G |
| 2. Dr. Robinson P Ponminiessary | 15. Lisha K K |
| 3. Dr. Shaju K Y | 16. Dr. Leon Varghese |
| 4. Dr. C O Joshi | 17. Dr. Linto Alappat |
| 5. Dr. Aravinda B P | 18. Dr. Tom cheriyan |
| 6. Dr. Tessy Paul P | 19. Dr. Subin Jose |
| 7. Dr. V T Joy | 20. Jean Maria George |
| 8. Pallikattil Mary Pathrose | 21. Bintu T Kalyan |
| 9. Dr. Sudheer Sebastian | 22. Edwin Jose |
| 10. Dr. Xavier Joseph | 23. Fr. Sibi Francis |
| 11. Dr. Vinitha E | 24. Fr. Dr. Vincent N S |
| 12. Dr. Josheena Jose | 25. Ajith V Johnson |
| 13. Tintumol Sunny | |



Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

Principal in Charge, Dr. Fr. Jolly Andrews welcomed the gathering. He urged the IQAC members to work hard for the upcoming NAAC documentation. IQAC Coordinator introduced the agenda and discussion followed. Following decisions were taken against each item.

AGENDA	DECISIONS
<i>Action taken report of previous meeting</i>	<p>The action taken report of the IQAC meeting dated 07 Sep 2020 was discussed in detail.</p> <ul style="list-style-type: none">a.) NIRF convener Dr. Xavier Joseph informed that the placement details should include evidences of placement. The class teachers should be informed to collect the offer letters of each yearb.) The workshop conducted on Human values and Professional Ethics was reviewed. Principal suggested to include the topic Human values in Student Induction Programme from coming year onwards.
<i>Criterion meetings and draft SSR</i>	<p>The criterion leaders updated the work on data collection. The general opinion was that the audit reports should be available as soft copy to consolidate. The maintenance works and remaining construction to be completed as soon as possible to take geotagged photos of the facilities.</p>
<i>Faculty Development Programme</i>	<p>Principal in Charge proposed to conduct a National Faculty Development Programme in collaboration with Guru Angad Dev Teaching Learning Centre. Dr. Linto Alappat will be the Coordinator of the event. It was also decided to check the capacity of College LMS to incorporate the course contents and examinations of FDP.</p>
<i>Foundation courses and Audit Courses</i>	<p>IQAC Coordinator informed that the development of foundation courses are ready in Christ OpenCourseWare. Separate brochures are to be made for each course. The course 'Towards better english' is yet to be complete. It was decided to launch the course 'Computer fundamentals and ICT Skill Training' before the first semester examinations.</p> <p>It was also decided to launch the second semester audit course on 'Disaster Management' during the FDP.</p>



Minutes of the Meeting of Internal Quality Assurance Cell

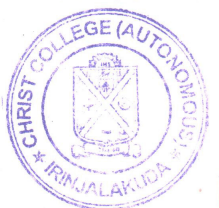
CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

<p><i>Screening test for 2020 admission UG</i></p>	<p>The screening test for UG first semester should be complete as soon as possible. Dr. Josheena Jose and Jomesh Jose was given the charge. Class teachers should be informed to collect additional questions on core papers. An additional training programme may be conducted to First year class teachers if required.</p>
--	---

Dr. C O Joshi, Vice Principal proposed the Vote of Thanks. Meeting came to an end by 11:30 am.

IQAC COORDINATOR

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



CHAIRPERSON, IQAC

PRINCIPAL
CHRIST COLLEGE (AUTONOMOUS)
IRINJALAKUDA



Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

Venue: - Google meet platform,

Time: - 11:00 am to 12:00 pm. No of participants: - 23

A meeting of the reconstituted Internal Quality Assurance Cell was held at 11.00 am on Thursday, 09th December 2020 via Google meet.

Agenda

- 1. Action taken report of previous meeting*
- 2. Criterion meetings and draft SSR*
- 3. Interactive panel installation*
- 4. E-repository*
- 5. Updation of Christ Opencourseware*

Members present

- | | |
|----------------------------------|-------------------------|
| 1. Dr. Fr. Jolly Andrews | 17. Dr. Manju N J |
| 2. Dr. Robinson P Ponmininessary | 18. Jean Maria George |
| 3. Dr. Shaju K Y | 19. Dr. Bijoy C |
| 4. Dr. C O Joshi | 20. Bintu T Kalyan |
| 5. Dr. Tessy Paul P | 21. Edwin Jose |
| 6. Dr. Davis Antony Mundassery | 22. Fr. Sibi Francis |
| 7. Dr. V T Joy | 23. Fr. Dr. Vincent N S |
| 8. Pallikattil Mary Pathrose | |
| 9. Dr. Xavier Joseph | |
| 10. Dr. Vinitha E | |
| 11. Dr. Josheena Jose | |
| 12. Dr. Shinto K G | |
| 13. Dr. Leon Varghese | |
| 14. Dr. Linto Alappat | |
| 15. Dr. Tom cheriyan | |
| 16. Dr. Subin Jose | |



Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

Principal in Charge, Dr. Fr. Jolly Andrews welcomed the gathering. IQAC Coordinator 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 of the previous meeting was discussed. The remaining foundation courses to be made available to students as soon as possible.
<i>Criterion meetings and draft SSR</i>	The first draft of SSR is complete for three criteria. The Qualitative metrics of 06 th and 07 th Criterion is remaining. The institutional distinctiveness and best practices were finalized. Best Practice- a) ICT education b) Earth for all Institutional Distinctiveness- Saviskara, the empowerment programme for disabled. Decided to purchase Ouriginal software for plagiarism checking. Decided to establish a course on Research ethics to PG Students. Dr. Robinson was given charge to develop a syllabus for the same. Decided to conduct corporate training programmes. Dr. Robinson and Dr. V T Joy are given responsibility.
<i>Interactive panel installation</i>	Dr. Robinson informed that the interactive panel for lecture capturing purchased from UGC Autonomous grant has been arrived. One out of four will be installed in IQAC conference room, which can be utilized for both offline and online sessions.



Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

<i>E-Repository</i>	<p>Librarian Fr. Sibi Francis pointed out the requirement of an E- repository for College. After detailed discussion it was decided to use the open-source software dspace for the purpose. IQAC and Library will jointly work towards establishing the e repository.</p> <p>The meeting suggested to deposit following articles in E- repository</p> <p>a) UG & PG Project works b) Question papers c) Result analysis d) Department events</p>
<i>Updation of Christ Opencourseware</i>	<p>Dr. Josheena Jose informed the meeting that the updation of Christ Open Courseware is needed to accommodate more courses. It was decided to upgrade the software to incorporate student registrations and feedback. Further it was decided to issue certificates to teachers who contributed to Christ OpenCourseWare.</p>

Dr. Shaju K Y, Vice Principal 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
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

Venue: - Zoom platform, Time: - 1:30 pm to 3:00 pm. No of participants: - 27

A meeting of the reconstituted Internal Quality Assurance Cell was held at 1.30 pm on Thursday, 21st January 2021 via IQAC Zoom platform.

Agenda

- 1. Action taken report of previous meeting*
- 2. Outcome based education*
- 3. Dspace repository*
- 4. Website upgradation.*
- 5. Draft SSR preparation*

Members present

- | | |
|---------------------------------|-------------------------|
| 1. Dr. Fr. Jolly Andrews | 14. Dr. Shinto K G |
| 2. Dr. Robinson P Ponminiessary | 15. Lisha K K |
| 3. Dr. Shaju K Y | 16. Dr. Leon Varghese |
| 4. Fr. Joy P T | 17. Dr. Linto Alappat |
| 5. Dr. C O Joshi | 18. Dr. Tom cheriyan |
| 6. Dr. Aravinda B P | 19. Dr. Subin Jose |
| 7. Dr. Tessy Paul P | 20. Dr. Manju N J |
| 8. Dr. Davis Antony Mundassery | 21. Jean Maria George |
| 9. Pallikattil Mary Pathrose | 22. Dr. Bijoy C |
| 10. Dr. Sudheer Sebastian | 23. Edwin Jose |
| 11. Dr. Xavier Joseph | 24. Fr. Sibi Francis |
| 12. Dr. Vinitha E | 25. Fr. Dr. Vincent N S |
| 13. Dr. Josheena Jose | 26. Ajith V Johnson |



Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

Principal in Charge, Dr. Fr. Jolly Andrews welcomed the gathering. IQAC Coordinator introduced the agenda and discussion followed. Following decisions were taken against each item.

AGENDA	DECISIONS
<i>Action taken report of previous meeting</i>	<p>The action taken report of the previous meeting was discussed.</p> <p>It was decided to include following topics for Corporate training</p> <ul style="list-style-type: none">a) Relationships in workb) Leadership and team buildingc) Microsoft excel in workplace. <p>It was also decided to delegate Prof. K J Joseph as the contact person for the corporate training.</p>
<i>Outcome based Education</i>	<p>Dr. Josheena Jose (Criterion 2) and Dr. Leyon Varghese (OBE committee convener) pointed out the necessity of additional training for the mapping of CO to PO and PSO.</p> <p>It was decided to approach IPSR solutions for additional training in this regard. The possibility of incorporating OBE to existing question paper software should be studied. The duty was entrusted with Dr. Leyon Varghese.</p>
<i>Dspace repository training</i>	<p>It was decided to conduct training for faculty and library staff on E- repository. Dr. Robinson and IT administrator Mr. Abhijith will coordinate the training. Mr. Linto George of Department of computer Science will be the administrator of dspace.</p>
<i>Website upgradation</i>	<p>It was decided to revamp and upgrade the College website. Committee was constituted with Dr. Abilash Peter as the website coordinator. Teachers from</p>



Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

	Computer Science department and English department are to be included. The target date for the launch of revamped website is April 10 th 2021.
<i>Draft SSR preparation</i>	Principal in Charge expressed the concern that preparation works for NAAC are going a bit slow. It was decided to arrange Criterion wise meetings with NAAC Consultant Dr. M P Rajan. IQAC Coordinator Dr. Robinson should intimate the date. The meetings should be arranged in the first week of February. Before the meetings all data collection should be complete.

Fr. Joy P T, Vice Principal proposed the Vote of Thanks. Meeting came to an end by 3:00 pm.

IQAC COORDINATOR

Dr. Robinson P Ponminiesary
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

Venue: - Conference room, Time: - 11:00 am to 12:30 pm. No of participants: - 21

A meeting of the reconstituted Internal Quality Assurance Cell was held at 11.30 am on Wednesday, 24th March 2021 at IQAC Conference room.

Agenda

- 1. Action taken report of previous meeting*
- 2. Dspace release*
- 3. Environmental audit*
- 4. AQAR preparation*
- 5. ISO auditing -Administrative Office*

Members present

- | | |
|---------------------------------|-------------------------|
| 1. Dr. Fr. Jolly Andrews | 12. Lisha K K |
| 2. Dr. Robinson P Ponminiessary | 13. Dr. Leon Varghese |
| 3. Dr. Shaju K Y | 14. Dr. Tom cheriyan |
| 4. Fr. Joy P T | 15. Dr. Subin Jose |
| 5. Dr. C O Joshi | 16. Dr. Manju N J |
| 6. Dr. Tessy Paul P | 17. Jean Maria George |
| 7. Dr. Davis Antony Mundassery | 18. Dr. Bijoy C |
| 8. Dr. Xavier Joseph | 19. Fr. Sibi Francis |
| 9. Dr. Vinitha E | 20. Fr. Dr. Vincent N S |
| 10. Dr. Josheena Jose | 21. Ajith V Johnson |
| 11. Dr. Shinto K G | |



Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

Principal in Charge, Dr. Fr. Jolly Andrews welcomed the gathering. IQAC Coordinator introduced the agenda and discussion followed. Following decisions were taken against each item.

AGENDA	DECISIONS
<i>Action taken report of previous meeting</i>	<p>The department events were updated in dspace repository. Additionally, the newspaper reports compiled by Fr. Joy PT, Sravyam audio books, Audio drama by Department of Sanskrit are uploaded.</p> <p>The next meetings for SSR preparation will be in April 2021. The exact dates to be announced later.</p>
<i>Dspace release</i>	<p>The meeting congratulated Librarian and the dspace team for the fast completion of the project. Dr. Robinson informed the highlights of dspace repository.</p> <ul style="list-style-type: none">• Previous year question papers• Audio books for visually impaired students- Sravyam• College Magazine• Newspaper clippings• Oral History Archives of History Department• Sanskrit Audio Drama of Sanskrit Department <p>It was decided to officially release the dspace in the month of March itself</p>
<i>Environmental audit</i>	<p>The meeting delegated Dr. Subin Jose to conduct third party Environment and Energy audits. Fr. Joy PT reminded that Water audit can also be conducted with help of Athul Energy Consultants, Thrissur</p>



Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

<i>AQAR preparation</i>	Dr. Robinson informed the meeting about the difficulties in preparing AQAR. However the online submission of AQAR will be completed in the stipulated time.
<i>ISO auditing -Administrative Office</i>	IQAC Coordinator informed that the documentation of office procedures is completed. The language corrections and formatting are remaining.

Fr. Joy P T, Vice Principal proposed the Vote of Thanks. Meeting came to an end by 12:30 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