



# 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: - 22

A meeting of the reconstituted Internal Quality Assurance Cell was held at 10.30 am on Friday, 10<sup>th</sup> June 2022 in the IQAC Conference Hall.

## *Agenda*

- 1. Action taken report of previous meeting*
- 2. Examination schedule and Academic calendar for year 2022-23*
- 3. NAAC DVV*
- 4. Teachers' diary 2022-23*
- 5. Any other matter*

## ***Members present***

- |                                 |                         |
|---------------------------------|-------------------------|
| 1. Dr. Fr. Jolly Andrews        | 17. Edwin Jose          |
| 2. Dr. Robinson P Ponminiessary | 18. Fr. Sibi Francis    |
| 3. Dr. Shaju K Y                | 19. Fr. Dr. Vincent N S |
| 4. Fr. Joy P T                  | 20. Shaju Varghese      |
| 5. Dr. Aravinda B P             | 21. Shaju M R           |
| 6. Dr. Xavier Joseph            | 22. Denet Davis         |
| 7. Dr. Sudheer Sebastian        |                         |
| 8. Dr. V T Joy                  |                         |
| 9. Pallikattil Mary Pathrose    |                         |
| 10. Dr. Vinitha E               |                         |
| 11. Dr. Josheena Jose           |                         |
| 12. Dr. Shinto K G              |                         |
| 13. Dr. Leon Varghese           |                         |
| 14. Dr. Linto Alappat           |                         |
| 15. Jean Maria George           |                         |
| 16. Dr. Bijoy C                 |                         |



## Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

IQAC Coordinator Dr. Robinson P Ponminiessary welcomed the gathering. Principal in Charge, Dr. Fr. Jolly Andrews introduced the new members. He congratulated all members for successful completion of NAAC- SSR submission. 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 of the previous meeting was discussed.
<i>Examination schedule and Academic calendar for year 2022-23</i>	Dr. Shinto K G presented the Academic calendar and Examination schedule for the academic year 2022-23. It was decided to complete the even semester examination in the month of March so that students will get more time for their internships.
<i>NAAC DVV</i>	Coordinator Dr. Robinson P Ponminiessary informed the details of DVV clarification process. The NAAC Criterion committees started working on the clarification process. It was decided to seek help from outside as many documents are to be scanned. Dr. Sudheer Sebastian offered the service of RISO printer of Pareeksha Bhavan. The last date of DVV submission is 20 <sup>th</sup> June.
<i>Teachers Diary 2022</i>	Dr. Josheena Jose informed the meeting about the possibility of Online teacher's diary in Linways ERP. The course plan could also be generated in the software. It was decided to conduct a training session for all teachers on online teacher's diary. Dr. Josheena Jose was entrusted with the duty to schedule the training programme immediately after the NAAC DVV submission.
<i>Any other matter</i>	Principal informed the meeting about the National Education Policy implementation. An awareness workshop to be conducted on NEP implementation and institution should be registered in Academic Bank of Credits. Dr. Shinto KG was designated to conduct an FDP on NEP.

Dr. Shinto K G, IQAC coordinator proposed the Vote of Thanks. Meeting came to an end by 11:30 am.

**IQAC COORDINATOR**

**Dr. Shinto K.G**  
IQAC Coordinator &  
Assistant Professor (Mathematics)  
Christ College (Autonomous) Irinjalakuda  
Email: shintomaths@gmail.com



**CHAIRPERSON, IQAC**

**Fr. Dr. Jolly Andrews**  
Associate Professor -  
In-Charge of 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: - 3.00 PM to 4.30 PM No of participants: - 24

A meeting of the IQAC was held at 3.00 pm on Friday 04/11/2022 at the Conference Room.

## *Agenda*

- 1. Action taken report of the previous meeting*
- 2. SAAC and NAAC report evaluation*
- 3. Plan of action 2022 - 23*
- 4. Faculty Induction*
- 5. ISO Certification*
- 6. Data Collection through Linways*
- 7. Any other matter*

## *Members Present*

- |                           |                           |
|---------------------------|---------------------------|
| 1. Dr. Fr. Jolly Andrews  | 13. Linto George          |
| 2. Dr. Shinto K G         | 14. Smitha Antony         |
| 3. Dr. Xavier Joseph      | 15. Durga K S             |
| 4. Dr. Linto Alappat      | 16. Sruthy Mohan          |
| 5. Dr. Leon Varghese      | 17. Dr. Jean Maria George |
| 6. Pius T J               | 18. Ann Mary Cherian      |
| 7. Francis Bastian        | 19. Dr. Sr. Maryamma K D  |
| 8. Dr. Ajith R            | 20. Dr. Josheena Jose     |
| 9. Dr. Edwin Jose         | 21. Viji Viswanathan      |
| 10. Dr. Subin K Jose      | 22. Dr. Sreevidhya V      |
| 11. Dr. Sudheer Sebastian | 23. Dr. Bijoy C           |
| 12. Fr. Teji K Thomas     | 24. Shaju Varghese        |

IQAC Coordinator Dr. Shinto K G welcomed the gathering. Principal in Charge, Dr. Fr. Jolly Andrews congratulated all members for successful completion of Cycle IV NAAC cycle with A++ Grade, SAAC accreditation with A+ Grade and Autonomy extension for a period of five years. IQAC Coordinator introduced the agenda and discussion followed. Following decisions were taken against each item.



## Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

AGENDA	DECISIONS
<i>Action taken Report</i>	The action taken report of the previous meeting was discussed.
<i>SAAC and NAAC report evaluation</i>	A discussion and analysis of the NAAC and SAAC visits were conducted. The findings and observations of the peer team and their suggestions for the upcoming years and an evaluation of these visits were presented as a report. Based on the discussions the IQAC team pointed out the necessity of the improvement of funded research projects and quality research publications. The meeting appointed the IQAC coordinator to draft a proposal for the promotion of research and external funded projects.
<i>Plan of action 2022 - 23</i>	A detailed discussion was carried out based on the academic calendar and decided to suggest the students to utilize the summer vacation for internships. It is also decided to concentrate on a) OBE Calculation using Linways software b) Research promotion activities c) Editing of Question Banks by adding more questions
<i>Faculty Induction</i>	The faculty members of Self-Financing Programs had attended induction programs and orientation sessions during the academic year. An overview of the impact of these activities and feedback was taken and discussed. It is also decided to conduct a faculty induction for newly appointed teachers and appointed Dr. Linto Alappat for its conduction under TLC of the college.
<i>ISO Certification</i>	IQAC coordinator explained the suggestions of ISO audit conducted during the month of January 2022 and explained the procedure of renewal audit expected on January 2023. He pointed out the importance of having ISO 21001:2018 for educational institutions.
<i>Data Collection through Linways</i>	The meeting discussed the benefits of collecting the events organized details through the college ERP, Linways. It is also decided to continue the teaching plan preparations using Linways ERP system.
<i>Any other matter</i>	The IQAC coordinator mentioned that the college is applied for NAD registration and ABC account. The institutional ABC account is mandatory for the implementation of NEP 2020.

The meeting was conducted efficiently, addressing the outlined agenda items, and resulting in valuable discussions and decisions. Action items were assigned, and follow-up steps were established to ensure progress before the next meeting. The positive and collaborative atmosphere among attendees contributed to a successful meeting. Dr. Josheena Jose, IQAC Joint Coordinator proposed the Vote of Thanks. The meeting dispersed at 4.30 pm.

**IQAC COORDINATOR**

**Dr. Shinto K.G**  
IQAC Coordinator &  
Assistant Professor (Mathematics)  
Christ College (Autonomous) Irinjalakuda  
Email: shintomaths@gmail.com



**CHAIRPERSON, IQAC**

**Fr. Dr. Jolly Andrews**  
Associate Professor -  
In-Charge of 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: - 25

A meeting of IQAC was held at 2.00 pm on Wednesday 11<sup>th</sup> January 2023 at the IQAC Conference Room

## *Agenda*

- 1. Action taken report of the previous meeting*
- 2. PBAS Implementation for Faculty Development*
- 3. OBE Attainment Evaluation*
- 4. Earn while learn project*
- 5. NIRF Ranking*
- 6. Any other matter*

## *Members Present*

- |                          |                                 |
|--------------------------|---------------------------------|
| 1. Dr. Fr. Jolly Andrews | 14. Linto George                |
| 2. Dr. Shinto K G        | 15. Megha C M                   |
| 3. Dr. Sudheer Sebastian | 16. Durga K S                   |
| 4. Dr. Linto Alappat     | 17. Sruthy Mohan                |
| 5. Dr. Leon Varghese     | 18. Dr. Jean Maria George       |
| 6. Dr. Titto Varughese   | 19. Ann Mary Cherian            |
| 7. Dr. Bijoy C           | 20. Dr.Sr.Maryamma K D          |
| 8. Dr. Ajith R           | 21. Dr. Josheena Jose           |
| 9. Dr. Edwin Jose        | 22. Viji Viswanathan            |
| 10. Dr. Subin K Jose     | 23. Dr.Robinson P Ponminiessary |
| 11. Bibin Thomas         | 24. Shaju Varghese              |
| 12. Fr. Teji K Thomas    | 25. Jomesh Jose                 |
| 13. Dr. Xavier Joseph    |                                 |

IQAC Coordinator Dr. Shinto K G welcomed the gathering. Principal in Charge, Dr. Fr. Jolly Andrews addressed the meeting by specially mentioning the contributions of IQAC for all the achievements of the college. IQAC Coordinator introduced the agenda and discussion followed. Following decisions were taken against each item.



## Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

AGENDA	DECISIONS
<i>Action taken Report</i>	The action taken report of the previous meeting was discussed.
<i>PBAS Implementation for Faculty Development</i>	The IQAC coordinator provided a detailed overview of the Performance-Based Appraisal System, discussed how PBAS incorporates the assessment of both academic and non-academic contributions. Academic contributions may include teaching, research, and publications, while non-academic contributions encompass activities such as community engagement, administrative responsibilities, and other professional services.
<i>OBE attainment evaluation</i>	The meeting identified the difficulty of the evaluation of OBE attainment. For the process it is required to enter the marks of each question of each course of the end semester examination. Dr. Robinson presented the possibility of considering digital valuation.
<i>Earn while learn project</i>	Dr. Subin K Jose presented the proposal for utilizing the interested students for part time work in paper recycling unit. Fr. Teji K Thomas explained the possibility of earn while learn project. He pointed out that interested students can utilize this opportunity to convert his theoretical knowledge to real life applications. The committee appointed Assistant Professor Jomesh Jose to maintain the documents of the project.
<i>NIRF ranking</i>	Principal informed the meeting that Dr. Xavier Joseph, Dean of Science is appointed as the coordinator of data collection and uploading of NIRF and he mentioned that the data collection and documentation for NIRF are taking place through IQAC.
<i>Any other matter</i>	Dr. Linto Alappat mentioned the importance of the promotion of multidisciplinary research projects. The committee suggested a project proposal for asset mapping and suggest Dr. Linto Alappat to coordinate with the help of Department of Geology and Environmental Science, Department of Botany and Department of Computer Science.

The meeting was conducted efficiently, addressing the outlined agenda items, and resulting in valuable discussions and decisions. Action items were assigned, and follow-up steps were established to ensure progress before the next meeting. Dr. Josheena Jose, IQAC Joint Coordinator proposed the Vote of Thanks. The meeting dispersed at 3.30 pm.

**IQAC COORDINATOR**

**Dr. Shinto K.G**  
IQAC Coordinator &  
Assistant Professor (Mathematics)  
Christ College (Autonomous) Irinjalakuda  
Email: shintomaths@gmail.com



**CHAIRPERSON, IQAC**

**Fr. Dr. Jolly Andrews**  
Associate Professor -  
In-Charge of 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: - 3.00 PM to 4.30 PM No of participants: - 23

A meeting of IQAC was held at 3.00 pm on Tuesday 14-03-2023 at IQAC Conference Hall.

## *Agenda*

- 1. Action taken report of the previous meeting*
- 2. PBAS Modification for Faculty Development*
- 3. Research Promotion among Faculty*
- 4. NEP Implementation*
- 5. Staff and Department Appraisal*
- 6. Any other matter*

## *Members Present*

- |                           |                                 |
|---------------------------|---------------------------------|
| 1. Dr. Fr. Jolly Andrews  | 13. Linto George                |
| 2. Dr. Shinto K G         | 14. Smitha Antony               |
| 3. Dr. Xavier Joseph      | 15. Durga K S                   |
| 4. Dr. Linto Alappat      | 16. Sruthy Mohan                |
| 5. Dr. Leyon Varghese     | 17. Dr. Jean Maria George       |
| 6. Pius T J               | 18. Ann Mary Cherian            |
| 7. Dr. Bijoy C            | 19. Dr.Sr.Maryamma K D          |
| 8. Dr. Ajith R            | 20. Dr. Josheena Jose           |
| 9. Dr. Edwin Jose         | 21. Viji Viswanathan            |
| 10. Dr. Subin K Jose      | 22. Dr.Robinson P Ponminiessary |
| 11. Dr. Sudheer Sebastian | 23. Shaju Varghese              |
| 12. Fr. Teji K Thomas     |                                 |

IQAC Coordinator Dr. Shinto K G welcomed the gathering. Principal in Charge, Dr. Fr. Jolly Andrews addressed the meeting by describing the achievements of the college during the academic year. IQAC Coordinator introduced the agenda and discussion followed. Following decisions were taken against each item.



## Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

AGENDA	DECISIONS
<i>Action taken Report</i>	The action taken report of the previous meeting was discussed.
<i>PBAS Modification for Faculty Development</i>	The IQAC coordinator provided a detailed overview of the Performance-Based Appraisal System, explaining its structure, purpose, and key components. The coordinator highlighted the role of PBAS in promoting transparency and fairness in evaluating the performance of teachers. Emphasis was placed on how PBAS contributes to a more objective and standardized evaluation of teachers, considering both qualitative and quantitative aspects of their work. The coordinator stressed the importance of using PBAS as a tool for continuous improvement.
<i>Research Promotion among Faculty</i>	Dr Subin K Jose insisted to foster a culture that values and encourages research within the academic institution. It is imperative to promote a supportive atmosphere that recognizes the importance of research in enhancing teaching quality and contributing to academic knowledge. The committee proposed to establish new incentives such as awards, promotions, or monetary rewards for publications, conference presentations, and successful grant applications.
<i>NEP Implementation</i>	IQAC explained the details of the Orientation Programme scheduled to familiarize faculty members with the key provisions, goals, and implications of the National Education Policy (NEP). The program aims to equip faculty with the knowledge and understanding necessary to align their teaching practices with the evolving educational landscape.
<i>Staff and Department Appraisal</i>	The committee were informed to schedule individual meetings of Principal and Manager with each faculty member to assess performance and discuss departmental evaluation. This is an opportunity for constructive dialogue, feedback, and collaborative planning for the future. They will review the achievements, contributions, and challenges of each faculty member over the past period.
<i>Any other matter</i>	<ul style="list-style-type: none"><li>The IQAC coordinator Dr. Shinto K G presented AQAR 2021-22 uploaded data status. He pointed out the importance of the timely documentation of the available data and the importance of the research promotion initiatives.</li><li>Dr. Josheena Jose mentioned the importance of having a strategy planning workshop. Principal agreed to organize a strategic planning workshop with the involvement of all teachers towards the beginning of the next academic year.</li></ul>

The meeting was conducted efficiently, addressing the outlined agenda items, and resulting in valuable discussions and decisions. Action items were assigned, and follow-up steps were established to ensure progress before the next meeting. Dr. Josheena Jose, IQAC Joint Coordinator proposed the Vote of Thanks. The meeting dispersed at 4.30 pm.

**IQAC COORDINATOR**

**Dr. Shinto K.G**  
IQAC Coordinator &  
Assistant Professor (Mathematics)  
Christ College (Autonomous) Irinjalakuda  
Email: shintomaths@gmail.com



**CHAIRPERSON, IQAC**  
**Fr. Dr. Jolly Andrews**  
Associate Professor -  
In-Charge of Principal  
Christ College (Autonomous)  
Irinjalakuda