

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA

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AISHE ID – C 8213



INTERNAL QUALITY ASSURANCE CELL

Minutes of Meetings

2018-19



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: - 16

A meeting of the reconstituted Internal Quality Assurance Cell was held at 2.30 pm on Friday, 08th June 2019 in the Conference hall.

Agenda

1. *Action take report of previous meeting*
2. *Exam schedule for year 2018-19*
3. *Academic calendar for year 2018-19*
4. *Plan of action 2018-19*
5. *Teachers diary 2018-19*
6. *Analysis on NIRF ranking*
7. *Any other relevant matter permitted by Chairperson*

Members present

1. Dr. Mathew Paul Ukken, Principal
2. Dr. Robinson P Ponminiessary,
3. Sri. Shaju Varghese, Office
4. Mr. Jaison Parekkadan – External
5. Dr. V P Anto, Vice Principal
6. Dr. (Fr.) Jolly Andrews, Vice Principal
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. Tintumol Sunny
16. Jean Maria George



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Principal, Dr. Mathew Paul Ukken 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 Ponminiesary 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 iqac meeting dated 16 th March 2018 was discussed and passed.
<i>Exam schedule for year 2018-19</i>	Examination schedule for both internal and external exams prepared IQAC Coordinator was discussed. It was passed with minor modifications in the date for first semester examination for First year degree students and First year postgraduate students.
<i>Academic calendar for year 2018-19</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
<i>Plan of action 2018-19</i>	The fifteen items in the Plans of institution was discussed in detail. It was decided to construct a media laboratory for the preparation of online contents. IQAC Coordinator and Dr. Josheena Jose was given charge to identify a suitable location and implement the project.
<i>Teachers diary 2018-19</i>	The draft of teacher's diary was presented by IQAC coordinator in the meeting. As attendance has been made online; it was decided to omit the pages for attendance. The printing should be completed as soon as possible. Ms. Jean Maria George was given the charge of teacher's diary.
<i>Analysis on NIRF ranking</i>	All members expressed the concern on the fall in NIRF ranking from 17 th position to 63 rd position. Dr (Fr) Jolly Andrews and IQAC Coordinator will study the causes and will report in the next meeting.
<i>Any other relevant matter permitted by Chairperson</i>	a) An orientation program for first year students on the Student activities in the college to be conducted in the last week of July (after the admissions of first year degree students are closed) b) It was decided to start career-oriented skill enhancing certificate courses this year. c) Dr. Josheena Jose was assigned the charge to study the feasibility of starting MOOCS course in moodle LMS

IQAC Coordinator proposed the Vote of Thanks. Meeting came to an end by 1:00 pm.



Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

IQAC COORDINATOR

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CHAIRPERSON, IQAC

DR. MATHEW PAUL UKKEN
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:** - 2:30pm to 3:45 pm. **No of participants:** - 15

A meeting of the reconstituted Internal Quality Assurance Cell was held at 2.30 pm on Friday, 22nd August 2018 in the Conference hall.

Agenda

1. *Research seed money to faculties*
2. *MoU with TCS ion*
3. *Feedback froms*
4. *Conduction of Students election*
5. *Any other relevant matter permitted by Chairperson*

Members present

- 1.
2. Dr. Mathew Paul Ukken, Principal
3. Dr. Robinson P Ponminiessary,
4. Sri. Shaju Varghese,
5. Mr. Paul Francis Kandamkulathy
6. Dr. (Fr.) Jolly Andrews,
7. Dr. Davis Antony Mundassery,
8. Dr. B P Aravinda
9. Dr. Tessa Paul
10. Rev. Sr. V O Rosy
11. Prof. P D Tomy
12. Dr. Josheena Jose
13. Prof. Lisha K K
14. Prof. Tintumol Sunny
15. Prof. Shinto K G
16. Prof. Jean Maria George



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

AGENDA	DECISIONS
<i>Research seed money to faculties</i>	Principal proposed to disburse research seed money to young teaching staff; which will promote research aptitude among faculties. It was unanimously decided to go further. Dr. V P Joseph and Dr. Jolly Andrews was assigned to make detailed guidelines and present in the next meeting.
<i>MoU with TCS ion</i>	Draft of MoU with Tata Consultancy Services was discussed. It was resolved to sign the MoU as they provided student packages to their training programs and gave discounts to students appearing for TCS led campus placements.
<i>Feedback froms</i>	IQAC coordinator presented the modified feedback form for parents. Decided to collect the feed back form from parents of Vth semester students
<i>Conduction of Students election</i>	Dr. Robinson P Ponminiessary, IQAC coordinator introduced a software app using Microsoft access to help the tabulation during student's election. It was decided to test the application before election and if found useful could be used in student's election. Prof. P D Tomy (Election Officer) and Dr. Robinson was assigned to test the application.
<i>Any other relevant matter permitted by Chairperson</i>	Dr. Josheena Jose proposed to conduct first internal examinations using moodle LMS. It was decided to proceed further as it will enhance the culture of ICT enabled teaching. It was further resolved that every exam should have minimum fifty multiple choice questions and should be of one hour duration. IQAC should monitor the quality of exams.

IQAC Coordinator proposed the Vote of Thanks. Meeting came to an end by 3:45 pm.

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CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

Venue: - IQAC Conference Room, Time: - 2:30pm to 4:00 pm. No of participants: - 16

A meeting of the reconstituted Internal Quality Assurance Cell was held at 2.30 pm on Friday, 03rd October 2018 in the Conference hall.

Agenda

1. Refreshing ICT methods to teachers
2. National seminar on Data Management
3. Progress on Certificate courses
4. Analysis on feedback from parents
5. Any matter with permission from Chairperson

Members present

- 1.
2. Dr. Mathew Paul Ukken, Principal 18.
3. Dr. Robinson P Ponminiessary,
4. Sri. Shaju Varghese, Office
5. Prof. V P Anto, Vice Principal
6. Dr. (Fr.) Jolly Andrews,
7. Dr. Davis Antony Mundassery,
8. Dr. B P Aravinda
9. Dr. Tessy Paul
10. Dr. V P Joseph
11. Smt. Sheeba Varghese
12. Prof. P D Tomy
13. Dr. Josheena Jose
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CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

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

AGENDA	DECISIONS
<i>Refreshing ICT methods to teachers</i>	It was decided to conduct ICT trainings to teachers in regularly after the regular teaching hours (3:30 to 4:20 pm). The ICT team of IQAC will be the resource persons
<i>National seminar on Data Management</i>	Resolved to conduct national seminar on Data management in association with Department of Library and Information Science.
<i>Progress on Certificate courses</i>	Progress on the certificate courses was evaluated. As many certificate courses need computer labs; a special time table should be made for the use of computer labs.
<i>Analysis on feedback from parents</i>	The feedback form from parents was analyzed. As per suggestion from parents, the hostel facilities and placement activities are to be increased. It was decided to present the report in HOD's meeting and staff meeting.
<i>Any matter with permission from Chairperson</i>	It was noticed that a small group of students are availing large number of duty leave. It was resolved to modify the duty leave format with number of book and leaflet.

IQAC Coordinator proposed the Vote of Thanks. Meeting came to an end by 4:00 pm.


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

AGENDA	DECISIONS
<i>Information literacy to PG Students</i>	It was proposed to conduct an awareness class on ethics of information use to PG students and research scholars. It was resolved to conduct the program in association with Department of Library and Information Science.
<i>Guidelines for CCRF</i>	Guidelines for research seed money to young faculty was discussed in detail. It was decided that only approved research guides will be eligible for the seed fund. Also it was decided to publish the guidelines to teachers and invite applications this academic year itself.
<i>Certificate programs</i>	IQAC coordinator presented the list of certificate courses from departments. Principal congratulated the IQAC team for team work of finding external agencies to be the partner of certificate programs. It was decided to conduct an inauguration function for the certificate programs. The two MOOCs courses also will be inaugurated on the same day. IQAC should start enrollment to the courses as soon as possible.
<i>Fitness room for lady teachers</i>	Lady teachers approached Principal for a facility for fitness exclusively for lady teachers. Principal entrusted IQAC to start lady's fitness center. It was decided that the vacant room near to NCC store room could be used. It was also resolved to get the support from Dept of Food Science to start a diet consultation service also.
<i>ICT workshop</i>	As more teachers are interested to start Massive Open Online Courses; it was decided to conduct a two day workshop in association with EMMRC Calicut. ICT team of IQAC will find a suitable date to conduct the program
<i>NIRF Submission</i>	Decided to participate in NIRF ranking process. Dr Robinson P, Dr. Bijoy C, Ms. Jean Maria and Mr. Edwin Jose will be in charge for data collection and submission.
<i>Any relevant matter permitted by Chairperson</i>	-Nil-

IQAC Coordinator proposed the Vote of Thanks. Meeting came to an end by 4:00 pm.

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Venue: - IQAC Conference Room, Time: - 10:30am to 11:30 pm. No of participants: - 14

A meeting of the reconstituted Internal Quality Assurance Cell was held at 2.30 pm on Friday, 07th January 2019 in the Conference hall.

Agenda

1. *Workshop on E-content-ICT*
2. *AISHE 19 - survey*
3. *Workshop-Ethics of teaching*
4. *Video Laboratory work progress*
5. *Any matter with permission from Chairperson*

Members present

- 1.
2. Dr. Mathew Paul Ukken, Principal
3. Dr. Robinson P Ponminiessary,
4. Sri. Shaju Varghese, Office
5. Prof. V P Anto, Vice Principal
6. Dr. (Fr.) Jolly Andrews,
7. Dr. B P Aravinda
8. Dr. V P Joseph
9. Rev. Sr. V O Rosy
10. Smt. Sheeba Varghese
11. Dr. Josheena Jose
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- 16.



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

AGENDA	DECISIONS
<i>Workshop on E content-ICT</i>	As more teachers are in to E content development; it was decided to conduct a workshop this academic year itself. Teachers could develop contents during the summer vacation.
<i>AISHE-19 Survey</i>	Resolved to collect data for AISHE survey-2019. Edwin Jose (Physics) and Bejoy C (Zoology) will be in charge of collecting data.
<i>Workshop-Ethics of teaching</i>	This academic years Conscientization seminar (Ethics of teaching) should be conducted in the month of March soon after Sixth semester UG examinations.
<i>Video Laboratory work progress</i>	IQAC Coordinator explained the progress of construction of video laboratory. The sound proofing work has to be redone as termite nests were found. It was resolved to complete the works as soon as possible.
<i>Any matter with permission from Chairperson</i>	-Nil-

IQAC Coordinator proposed the Vote of Thanks. Meeting came to an end by 4:00 pm.

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Venue: - IQAC Conference Room, Time: - 2:30 pm to 4:00 pm. No of participants: - 18

A meeting of the reconstituted Internal Quality Assurance Cell was held at 2.30 pm on Friday, 27th March 2019 in the Conference hall.

Agenda

1. Outcome based education
2. Audio library-Daisy
3. Video Laboratory work progress
4. Submission of AQAR-18-19
5. Any matter with permission from Chairperson

Members present

- 1.
2. Dr. Mathew Paul Ukken, Principal
3. Dr. Robinson P Ponminiessary,
4. Sri. Shaju Varghese,
5. Mr. Jaison Parekkadan
6. Mr. Paul Francis Kandamkulathy
7. Prof. V P Anto, Vice Principal
8. Dr. (Fr.) Jolly Andrews, Vice Principal
9. Dr. Davis Antony Mundassery,
10. Dr. B P Aravinda
11. Dr. Tessa Paul
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15. Prof. P D Tomy
16. Dr. Josheena Jose
17. Prof. Lisha K K
18. Prof. Tintumol Sunny
19. Prof. Jean Maria George



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

AGENDA	DECISIONS
<i>Outcome based education</i>	University Grants Commission followed by Higher Education Department Kerala issued fresh directions to make the curriculum Outcome based. It was resolved to conduct a two-day workshop on Outcome based education. Principal informed that KSHEC (Kerala State Higher Education Council) agreed to conduct the workshop.
<i>Audio library-Daisy</i>	The Sravyam audio library for the visually challenged consists of more than 500 hours of recorded materials. It was decided to convert these books in to daisy format. IQAC and Library will associate to complete the task
<i>Video Laboratory work progress</i>	IQAC Coordinator informed the meeting that the video recording room is now ready to use.
<i>Submission of AQAR 18-19</i>	Edwin Jose (Physics) was assigned to study the online submission of AQAR
<i>Any matter with permission from Chairperson</i>	Principal congratulated the iqac team for the years endeavors. Members felicitated the retiring IQAC member and Vice Principal, Prof. V P Anto.

IQAC Coordinator proposed the Vote of Thanks. Meeting came to an end by 4:00 pm.

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