

## **Internal Quality Assurance Cell (IQAC)**

Internal Quality Assurance cell (IQAC) of Christ College, Puliyamala is an inextricable component that pilots efficient and progressive performance of academic administrative and financial tasks. It came into existence in September 2018 with the Recommendation of Management and faculty members who recognized its establishment as a major step in propelling long term quality standards. The prime responsibility of IQAC is to initiate plan and supervise various activities which are necessary to increase the quality of the education imparted in the college. The motive of IQAC is to create a learner-centric environment by organizing Inter and intra institutional workshops, and seminars on quality related themes. IQAC of Christ College is designed to denote institutionalizing the quality assurance Strategies and processes. To guarantee these objectives the cell conducts regular feedback responses from students' parents and other stakeholders quality related institutional processes. Remedial measures are taken into consideration to rectify any deficiencies that are noted. The cell trains the faculty and Scholars with adequate training programs, orientations and workshops. It also develops and applies quality parameters for various academic and administrative activities of the Institution. The IQAC is an umbrella body that is responsible for maintain quality standards in the whole process of teaching, learning, and evaluation. It reviews the teaching learning process and learning outcomes at periodic intervals and records the increment and improvement in various activities. In addition it manage systematize and documents various curricular and co-curricular events of the college. It connects and coordinates the various bodies in the institute, especially in matters related to the teaching learning process in the Institute. The cell also performs a periodic evaluation of both academic and non-academic process. And the continuous assessment patterns make it possible to create an internalization of quality education culture. The IQAC of Christ College has, from time to time, adopted the quality parameters set by statutory agencies such as UGC, NAAC, State Government, and the university and used them to Assess and assure that quality is maintained.

### **Objectives:**

- To build and ensure a quality culture aimed at all around excellence at the institutional level
- To act as a catalyst in the institution

- To Facilitate the homogenization of the various activities of the institution and institutionalize the best practices
- To propose Channel for improvements in academic and administrative performance
- To undertake quality related initiative, consultancy, training programmes
- To guide the departments wherever necessary for quality enhancement.

## **MINUTES OF IQAC MEETING - 1**

Date : September 26, 2018

Time : 2.00 pm

Venue : Conference Hall - 1

### **Agenda of the meeting**

1. An evaluation on the progress of the college since its inception and particularly from August 2016 (shifted to the new campus at Puliyanmala).
2. Future academic planning
3. To start the IQAC.

### **Members present**

1. Dr. Fr. Alex Louis CMI, Principal
2. Mr. Boban T Augustine, Head of the Department of Commerce
3. Mr. Tony Mathews Panicker, College Coordinator

### **Decisions**

1. The meeting panel decided to set up an IQAC wing and coordinator so as to ensure quality in all aspects of college.
2. Entrusted Fr. Principal to nominate a few faculty as members of IQAC.
3. Decided to update and finalize the academic calendar till today (September 26, 2018).
4. Decided to start add-on-courses.
5. Decided to be a part of the flood relief project organized by Childline department and UNICEF.
6. Promote research works and publication among the faculty.

The meeting ended up deciding to gather after 45 days.

## Action Taken Report

| Sl. No. | Recommendations and decisions   | Time Line  |
|---------|---|--|
| 1       | To set up an IQAC Wing and coordinator and nominate few faculty as members      | Before the next staff meeting                              |
| 2       | To update and finalize the academic calendar till September 26,2018             | By November 30, 2018                                       |
| 3       | To start add on courses   | As early as possible or at least by the next academic year |
| 4       | To be a part of various charity activities including the flood relief projects. | As early as possible                                       |

  
**Dr. Fr. Alex Louis CMI**  
Principal



## **MINUTES OF IQAC MEETING - 2**

Date : October 22, 2018

Time : 2:00 pm

Venue: Conference Hall 1

### **Agenda of the meeting**

1. IQAC committee formation
2. Verification of minutes passed
3. Action taken report - I
4. To bring into notice SWOC analysis
5. Participation in the IQAC seminar at Kristu Jayanti College, Bangalore

### **Members present**

1. Dr. Fr. Alex Louis CMI: Principal
2. Dr. Prakash C: IQAC Coordinator
3. Mr. Tony Mathews Panicker: College coordinator
4. Mr. Boban T Augustine: Head of the Department of Commerce
5. Ms. Emilda K Joseph: Nominated member of IQAC
6. Ms. Dhanya Mohanan: Nominated member of IQAC
7. Ms. Anithamol C S: Nominated member of IQAC

The meeting started with a prayer. Dr. Prakash welcomed all the members present to the meeting.

The following topics were taken into further discussion

1. Improving the Academic performance and achievement of a high percentage of scores.
2. Participation of all teachers in research and publications.
3. Weekly plan preparation.

### **Decisions**

1. To provide my remedial classes for weak students.
2. All faculty members are supposed to present and publish at least one research paper in an academic year.

3. To ensure the completion of the syllabus within time, faculty members strictly ought to submit weekly plans.
4. Decided to perform a SWOC analysis on 30, October 2018
5. Selected Mr. Boban T. Augustine and nominated Mr. Binto Kurian to participate in the IQAC seminars at Kristu Jayanti, Bangalore.
6. Nominated six faculty members as the members of IQAC.

### Action Taken Report

| Sl. No | Recommendations and Decisions                      | Time Line                      |
|--------|--|--------------------------------|
| 1      | To provide remedial classes for weak students.     | From the very next working day |
| 2      | To present and publish at least one research paper | Before April 30, 2019          |
| 3      | Submission of weekly plans                         | Next semester onwards          |
| 4      | To perform SWOC analysis                           | On October 30, 2018            |



  
**Dr. Fr. Alex Louis CMI**  
 Principal

  
**Dr. Prakash C**  
 IQAC Coordinator

## **MINUTES OF IQAC MEETING - 3**

Date : November 22, 2018

Time : 2:00 pm

Venue: Conference Hall - 1

### **Agenda of the meeting**

1. Verification of minutes passed
2. Approval of Action Taken Report - 2
3. Sharing and discussion based on the IQAC seminar held at Kristu Jayanti College, Bangalore
4. Publication of college magazine.

### **Members present**

1. Dr. Fr. Alex Louis CMI: Principal
2. Dr. Prakash C: IQAC Coordinator
3. Mr. Tony Mathews Panicker: College Coordinator
4. Mr. Boban T Augustine: Head of the Department of Commerce
5. Ms. Emilda K Joseph: Nominated member of IQAC
6. Ms. Dhanya Mohanan: Nominated member of IQAC
7. Ms. Anithamol C S: Nominated member of IQAC

The meeting started with a prayer and Dr. Prakash welcomed all the members.

### **Decisions**

1. Decided to provide training for faculty members to improve their teaching skills and team work.
2. Decided to implement strictly the language culture, dress code and demeanor of the students.
3. Decided to publish a college magazine.
4. Decided to conduct parents meeting at a regular interval, preferably immediately after publishing the result of internal examination.
5. Decided to have detailed analysis on the university results.

## Action Taken Report

| Sl. No | Recommendations and Decisions            | Time Line  |
|--------|--|--|
| 1      | To provide training for faculty members  | Before may31, 2019                                   |
| 2      | To implement strictly the campus culture | From the very next day onwards                       |
| 3      | To publish a college magazine            | In January   |
| 4      | To Conduct parents meeting               | Immediately after publishing the results of internal |
| 5      | To analyze the university results        | Immediately after publishing the university results  |

  
**Dr. Fr. Alex Louis CMI**  
 Principal



  
**Dr. Prakash C**  
 IQAC Coordinator

## **MINUTES OF IQAC MEETING - 4**

Date : November 26, 2018

Time : 3:00 pm

Venue : Principal's Office

### **Agenda of the meeting**

1. Verification of minutes passed
2. Approval of Action Taken Report -3
3. Discussion on providing coaching for competitive exams.
4. Ensure active participation of students in inter college sports competitions.
5. Discussion on providing training programs to the final year students.
6. Discussion on the arrangements of college day.
7. Verification of the work in progress of college magazine.

### **Members present**

1. Dr. Fr. Alex Louis CMI: Principal
2. Dr. Prakash C: IQAC Coordinator
3. Mr. Tony Mathews Panicker: College Coordinator
4. Mr. Boban T Augustine: Head of the Department of Commerce
5. Ms. Emilda K Joseph: Nominated member of IQAC
6. Ms. Dhanya Mohanan: Nominated member of IQAC
7. Ms. Anithamol C S: Nominated member of IQAC

The meeting started with a silent prayer. Dr. Prakash welcomed all the members present to the meeting.

### **Decisions**

1. Decided to offer students coaching in competitive exams.
2. Decided to promote career - based Add - on - programs
3. To provide regular coaching in sports. The students selected for sports will be relieved from classes at 3:00 pm everyday from December 1, 2018
4. Decided to form a media club
5. Decided to conduct college day.

## Action Taken Report

| Sl No. | Recommendations and Decisions                   | Time Line             |
|--------|---|-----------------------|
| 1      | To offer students coaching in competitive exams | Next semester onwards |
| 2      | To promote career-based add-on-course           | Next semester onwards |
| 3      | To provide regular coaching in sports           | From December 1, 2018 |
| 4      | Formation of media club                         | In January, 2019      |
| 5      | To organize college day                         | In January, 2019      |

  
**Fr. Dr. Alex Louis CMI**  
Principal



  
**Dr. Prakash C**  
IQAC Coordinator

## **MINUTES OF IQAC MEETING - 5**

Date : February 11, 2019

Time : 2:30 pm

Venue: Conference Hall - 1

### **Agenda of the meeting**

1. Verification of minutes passed
2. Approval of Action Taken Report - 4
3. To form various wings and cells
4. To plan the academic calendar 2019 - 20
5. Re-examine the academic calendar from 2014-2019.
6. Discussion on providing career guidance and awareness programs for final year students.
7. Evaluation of the college day and college magazine.

### **Members present**

1. Dr. Fr. Alex Louis CMI: Principal
2. Dr. Prakash C: IQAC Coordinator
3. Mr. Tony Mathews Panicker: College Coordinator
4. Mr. Boban T Augustine: Head of the Department of Commerce
5. Ms. Emilda K Joseph: Nominated member of IQAC
6. Ms. Dhanya Mohanan: Nominated member of IQAC
7. Ms. Anithamol C S: Nominated member of IQAC

The meeting started with a prayer. Dr. Prakash welcomed all the members present to the meeting.

### **Decisions**

1. To form various wings and cells in the next academic year.
2. To review the Academic calendars from 2014 to 2019 and propose the Academic calendar for 2019-2020 in advance.
3. To support the final year students with career guidance and awareness programs.

## Action Taken Report

| Sl No. | Recommendations and decisions   | Time Line                 |
|--------|---|---------------------------|
| 1      | To form various wings and cells   | In the next academic year |
| 2      | To review the academic calendar from 2014 to 2019                         | Before May15, 2019        |
| 3      | To propose the academic calendar for 2019-2020                            | Before May31, 2019        |
| 4      | To provide career guidance and awareness programs for final year students | Before March31, 2019      |
| 5      | To Organize college day and publish college magazine                      | By January 2020           |

  
**Dr. Fr. Alex Louis CMI**  
 Principal



  
**Dr. Prakash C**  
 IQAC Coordinator

## **MINUTES OF IQAC MEETING - 6**

Date : May 20, 2019  
Time : 2:00 pm  
Venue: Conference Hall - 1

### **Agenda of the meeting**

1. Verification of minutes passed.
2. Approval of Action Taken Report 5.
3. Assessment of Faculty Development Programme.
4. Reopening ceremony for the second year and third year students.
5. SWOC analysis of the college.
6. Beginning of Mini Projects.
7. Discussion on starting certificate programs, training programs, workshops and mock interviews.
8. Discussion on starting NSS and Sports Club.
9. Discussion on Strategic Meet, Campus Culture Presentation.

### **Members present**

1. Dr. Fr. Alex Louis CMI: Principal
2. Dr. Prakash C: IQAC Coordinator
3. Mr. Tony Mathews Panicker: College Coordinator
4. Mr. Boban T Augustine: Head of the Department of Commerce
5. Ms. Emilda K Joseph: Nominated member of IQAC
6. Ms. Dhanya Mohanan: Nominated member of IQAC
7. Ms. Anithamol C S: Nominated member of IQAC

The meeting started with a prayer. Dr. Prakash welcomed all the members present to the meeting. The following topics were taken into further discussion.

1. Snehashram, and outreach program by the charity wing of the college.
2. Inauguration of PG course.
3. Career guidance class and personal development programmes.
4. Campus radio.

## Decisions

1. Decided to conduct a re-opening ceremony for the second year and third year students.
2. Decided to perform a SWOC analysis with immediate effect.
3. Resolved to comments mini-projects, certificate programs, training programs, workshops, and mock interviews.
4. Determine to launch NSS and sports club.
5. Decided to initiate an outreach program - Sneharam, by the charity wing of the college.
6. Resolved to inaugurate PG course under the title “ARAMBHA”.
7. To provide orientation program for the students.
8. To launch a Campus Radio.

## Action Taken Report

| Sl. No. | Recommendations and decisions   | Time Line                                    |
|---------|---|--|
| 1       | Re-opening ceremony for the second-year and third-year students                                       | On 6 June 2019                               |
| 2       | To Perform a SWOC analysis  | In the next staff meeting                    |
| 3       | To commence Mini-projects, Certificate programmes, Training programmes, Workshops and Mock interviews | Academic year 2019-2020                      |
| 4       | To launch National service scheme   | July 2019                                    |
| 5       | To initiate a sports club   | July 2019                                    |
| 6       | To initiate an outreach program – ‘Sneharam’  | June 2019                                    |
| 7       | To inaugurate the PG course under the title “ARAMBHA”   | July 2019                                    |
| 8       | To provide orientation programs for the students  | At the commencement of classes of each batch |
| 9       | To launch a campus radio  | Before 20 September 2019                     |



**Dr. Fr. Alex Louis CMI**  
Principal



**Dr. Prakash C**  
IQAC Coordinator