

## **MINUTES OF IQAC MEETING - 12**

Date : October 10, 2021

Time : 6:00 p m

Venue : Zoom Meeting

### **Agenda of the meeting**

1. Verification of minutes passed
2. Approval of Action Taken Report 11
3. Discussion on commencement of offline classes and the precautions to be taken.
4. Inauguration of departmental social work.
5. Publication by faculty
6. Counselling for the students
7. Recomence the activities of various cells and clubs after the lockdown.
8. Discuss the progression of preparation of outcomes
9. Recommend MoU with ICDS and preparation

### **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. Christmas celebration
2. Sports fest
3. Inspection by minority commission
4. Alumni Meeting
5. Preparation of Outcomes

## Decisions

1. To take necessary measurements to commence offline classes.
2. To organize the inauguration of the department of social work on 25 November 2021
3. To recommended research publications by faculty members at least once in an academic year.
4. To make room for counselling for the students in association with the department of social work.
5. Resolved to ensure recommencement of various cells and clubs after the lockdown.
6. To celebrate Christmas on 23 December 2021
7. Two organize a sports fest soon after the commencement of regular offline classes.
8. To make necessary arrangements for the inspection by minority commission.
9. To conduct General Alumni Meeting on 27 December 2021
10. To prepare programme outcomes and course outcomes in consultation with HOD's, Batch coordinators and faculties.

## Action Taken Report

Sl. No	Recommendations and decisions	Time Line
1	To organize the inauguration of the department of Social Work	25 November 2021
2	To recommend research publications by faculty members	By the end of the academic year
3	To celebrate Christmas	23 December 2021
4	To organize sports fest	After the commencement of regular offline classes
5	To make necessary arrangements for the inspection by Minority Commission	15 December 2021
6	To conduct General Alumni Meeting	27 December 2021



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



**Dr. Prakash C**  
IQAC Coordinator

## **MINUTES OF IQAC MEETING - 13**

Date : February 17, 2022

Time : 2:00 p m

Venue : Conference Hall -1

### **Agenda of the meeting**

1. Verification of minutes passed
2. Approval of Action Taken Report
3. SWOC Analysis of Christ College
4. Discussion on PAC
5. Academic calendar for 2022-2023
6. Yoga as an add-on-course

### **Members present**

1. Dr. Fr. Alex Louis CMI: Principal
2. Dr. Prakash C: IQAC coordinator
3. Mr. Boban T Augustine: Head of the Department of Commerce
4. Ms. Emilda K Joseph: Nominated member of IQAC
5. Ms. Dhanya Mohanan: Nominated member of IQAC
6. 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. Physical infrastructure and extension of the college with mini auditorium, gymnasium etc.
2. Campus maintenance and Beautification.
3. Cabin facility for faculty
4. Wi-Fi Access for faculty
5. FDP for teaching and no teaching staff
6. NSS camp
7. Project presentation of final year PG students.
8. Admission for the next academic year.

## **Decisions**

1. To finalize the SWOC Analysis
2. To study PAC and to apply either for PAC or NAAC in the coming Academic year i.e. 2022-2023.
3. To propose the academic calendar for 2022-2023
4. To commence Yoga class as an add-on-course
5. To extend the infrastructure of the college with the Mini Auditorium, gymnasium, canteen, etc.
6. To beautify the campus by working on the landscape lights, and sign boards.
7. To arrange cabins for faculty members to focus on research and mentoring.
8. To provide Wi-Fi access in departments for effective endeavor.
9. To organize FDP for both teaching and non-teaching staff.
10. To conduct an NSS camp for the volunteers.
11. To schedule project presentations of both final year UG and PG students.
12. To organize exhibitions and events in nearby schools and distribute brochures to the students.

## **Action Taken Report**

<b>Sl. No</b>	<b>Recommendations and decisions</b>	<b>Time Line</b>
1	To finalize the SWOC Analysis	Before 30 April 2022
2	To study PAC	Before 30 March 2022
3	To apply either for PAC or NAAC	In 2022-2023
4	To propose the academic calendar for 2022-2023	At the beginning of each month
5	To commence Yoga classes as an add-on-course	In the next academic year
6	To extend the infrastructure of the college	Before 15 July 2022
7	To beautify the campus	Before 31 May 2022
8	To arrange cabins for faculty members	Before 31 May 2022
9	To provide Wi-Fi access in departments	Before 10 June 2022
10	To organize FDP for both Teaching and Non-Teaching staff	Before 31 May 2022
11	To conduct an NSS camp for the volunteers	Before 30 March 2022

12	To schedule project presentations of both final year UG and PG students	Before 30 March 2022
13	To organize exhibitions and events in nearby schools	Before 30 March 2022

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



**Dr. Prakash C**  
IQAC Coordinator

## **MINUTES OF IQAC MEETING – 14**

Date : 25/02/2022

Time : 10:20 am

Venue : Principal's Office

### **Agenda**

1. Verification of minutes passed
2. Approval of Action Taken Report
3. Discussion on PAC and NAAC Accreditation Process
4. Placement Drive
5. Any other matter with the permission of the chair

### **Members Present**

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

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

The following topics were taken into further discussion.

1. PAC and NAAC Accreditation Process
2. FDP for teaching and no teaching staff
3. Placement Cell

### **Decisions**

1. As per the instruction of the mail received on 24 February 2022, a serious discussion on HEI's accreditation like Provisional Accreditation and NAAC were discussed in the meeting. The management members recommended for NAAC accreditation.
2. To schedule FDP by the end of May 2022
3. It was decided to enhance the activities of the placement cell and organize a placement drive for students to increase placements in the upcoming academic year.

## Action Taken Report

Sl. No	Recommendations and decisions	Time Line
1	To apply either for PAC or NAAC	In 2022-2023
2	To organize FDP for Teaching Staffs	Before 31 May 2022
3	To conduct placement drive	Before 31 May 2022



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

  
**Dr. Prakash C**  
IQAC Coordinator

## **MINUTES OF IQAC MEETING – 15**

Date : 30/03/2022

Time : 02:15 pm

Venue : Conference Hall – 1

### **Agenda**

1. Verification of minutes passed
2. Approval of Action Taken Report
3. Academic Calendar
4. Faculty Development Programme
5. Orientation Programme for students
6. Programme Outcomes and Course Outcomes

### **Members Present**

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

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

The following topics were taken into further discussion.

1. Faculty Development Programme for teaching and non-teaching staffs
2. Orientation Programme for second and third year students.
3. To establish and create draft copies of Program Outcomes (POs), Program-Specific Outcomes (PSOs), and Course Outcomes (COs) for all existing programs. To establish and create draft copies of Program Outcomes (POs), Program-Specific Outcomes (PSOs), and Course Outcomes (COs) for all existing programs.

### **Decisions**

1. It was decided to organize a two-day faculty development program for teaching staffs by the end of the upcoming month.

2. It was decided to organize training programs aimed at enhancing the skills of all second and third-year students at the college.
3. It was decided to draft Program Outcomes (POs), Program-Specific Outcomes (PSOs), and Course Outcomes (COs) for all current programs.

### Action Taken Report

Sl. No	Recommendations and decisions	Time Line
1	To finalize the academic calendar	Before 31 May 2022
2	To conduct FDP	Before 31 May 2022
3	To conduct orientation programme for students	Before 31 July 2022
4	To setup PO and CO	Before 30/04/2022



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

  
**Dr. Prakash C**  
 IQAC Coordinator

## **MINUTES OF IQAC MEETING – 16**

Date : 09/05/2022  
Time : 10:00 am  
Venue : Conference Hall – 1

### **Agenda**

1. Verification of minutes passed
2. Approval of Action Taken Report
3. Academic Calendar
4. Faculty Development Programme
5. Upgradation of the documentation
6. Strategic Meet
7. Programme Outcomes and Course Outcomes

### **Members Present**

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

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

The following topics were taken into further discussion.

1. Academic Calendar
2. Strategic Meet

### **Decisions**

1. To finalize the Academic Calendar
2. To schedule FDP on May 2022
3. The upgrade of the current document format for reports was recently addressed, with the IQAC designing a new format slated for implementation starting June 2023.

4. It was decided to finalize the Program Outcomes (POs), Program-Specific Outcomes (PSOs), and Course Outcomes (COs) for all current programs and display them on the college website.

### Action Taken Report

Sl. No	Recommendations and decisions	Time Line
1	To propose the academic calendar for 2022-2023	At the beginning of each month
2	To conduct FDP	Last week of May 2022
3	To upgrade the current document format	Before 31/05/2022
4	To organize a strategic meet	Before 31/05/2022
5	To finalize and display PO and CO	Before 31/05/2022

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



**Dr. Prakash C**  
IQAC Coordinator