

**MINUTES**  
**17<sup>th</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL**  
**CHRIST COLLEGE, KATTAPPANA**

Date : 06/06/2022  
Time : 12:15 pm  
Venue : Conference Hall – 1

**Agenda**

1. Confirmation of the minutes of the meeting
2. Reconstitution of IQAC
3. Discussion on NAAC Accreditation Process
4. Discussion on Weekly Plan
5. Discussion on add-on course
6. College Website

**Members Attended**

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

Principal welcomed the members.

**Discussions and Resolutions**

**Agenda 1: Confirmation of Minutes**

The minutes of the meeting is read out by the IQAC Director, confirmed and recorded.

**Agenda 2: Reconstitution of IQAC**

As per the latest guidelines issued by NAAC, it was decided to reconstitute IQAC. Chairperson, IQAC Director, Eight Members from the faculty, one member from the management, administrative officer, one nominee each from the Local Society/Trust, Students and Alumni and One nominee each from Employers, Industrialists / Stakeholders are the newly elected IQAC.

**Agenda 3: NAAC Accreditation Process**

Started NAAC Accreditation registration process by sending a mail to but received no response. Later IQAC director contacted NAAC. Told that to register NAAC site.

**Agenda 4: Discussion on Weekly Plan**

For the timely syllabus completion, faculty were advised to prepare weekly plan and to submit it in the beginning and end of each semester. Weekly plans were intended to complete prior to teaching and outline the materials required for the steady progression of the lesson.

**Agenda 5: Discussion on add-on course**

To provide multidisciplinary opportunities for the students IQAC planned to execute more add on courses in the college.

**Agenda 6: College Website**

IQAC recommended that Website shall be updated continuously with all the activities on time to time.

The IQAC Joint Director proposed vote of thanks.

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



**Dr. Prakash C**  
IQAC Director

**MINUTES**  
**18<sup>th</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL**  
**CHRIST COLLEGE, KATTAPPANA**

Date : 14/07/2022  
 Time : 02:30 pm  
 Venue : Conference Hall – 2

**Agenda**

1. Confirmation of the minutes
2. Discussion on IIQA
3. Discussion on the formation Student IQAC
4. Discussion on faculty publications

**Members Attended**

1. Dr. Fr. Alex Louis CMI, Head of the Institution
2. Dr. Prakash C, Director of IQAC
3. Dr. Emilda K Joseph, Joint Director of IQAC
4. Fr. Anoop Thuruthimattom CMI, HOD Department of Social Work
5. Mr. Boban T Augustine, HOD, Department of Commerce and Management
6. Ms. Donamol Thomas, HOD, Department of Computer Application
7. Ms. Dhanya Mohanan, HOD, Department of Economics
8. Ms. Anithamol C S, Controller of Examination
9. Ms. Swetha Sojan, College Coordinator
10. Fr. Burney Jose Tharappil CMI, Secretary of Carmel Vidya Peet Trust
11. Mr. Madhusoodanan C T, Office Superintendent
12. Fr. Josekutty Aikkaraparampil CMI, Member of Carmel Vidya Peet Trust
13. Mr. Jithu P Zachariah, I MA English

**Members Attended (Online)**

1. Fr. James Neendusseril CMI, Manager, Christ College
2. Mr. Dibin Dominic, Ovelil Cement Products, Kattappana

The IQAC Director welcomed the members.

**Discussions and Resolutions****Agenda 1: Confirmation of Minutes**

The minutes of the meeting held on 06/06/2022 is read out by the IQAC Director, confirmed and recorded.

**Agenda 2: Discussion on IIQA**

NAAC Accreditation process began with the IIQA registration. Decided to remit the IIQA payment before 20 July 2022 and planned to submit it by July.

**Agenda 3: Discussion on the formation Student IQAC**

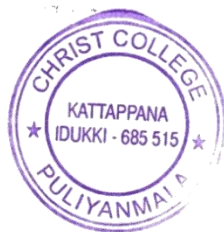
To develop a culture of responsibility and involvement in the activities of the institution a vibrant group of students were selected and formed student IQAC.

**Agenda 4: Discussion on faculty publications**

Faculty were advised to publish at least one publication in each semester to improve the academic excellence and research experience.

The IQAC Director proposed vote of thanks.

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



**Dr. Prakash C**  
IQAC Director

**MINUTES**  
**19<sup>th</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL**  
**CHRIST COLLEGE, KATTAPPANA**

Date : 27/07/2022  
Time : 02:45 pm  
Venue : Conference Hall – 1

**Agenda**

1. Confirmation of the minutes of the meeting held on and Action Taken Report.
2. Acceptance of IIQA
3. Discussion on SSR
4. Constitution of criteria items
5. Remedial classes
6. Discussion on Arts and Sports

**Members Attended**

1. Dr. Fr. Alex Louis CMI, Head of the Institution
2. Dr. Prakash C, Director of IQAC
3. Dr. Emilda K Joseph, Joint Director of IQAC
4. Fr. Anoop Thuruthimattom CMI, HOD Department of Social Work
5. Mr. Boban T Augustine, HOD, Department of Commerce and Management
6. Ms. Rima Mary James, HOD, Department of Languages
7. Ms. Donamol Thomas, HOD, Department of Computer Application
8. Ms. Dhanya Mohanan, HOD, Department of Economics
9. Ms. Anithamol C S, Controller of Examination
10. Ms. Swetha Sojan, College Coordinator
11. Fr. Burney Jose Tharappil CMI, Secretary of Carmel Vidya Peet Trust
12. Mr. Jithu P Zachariah, I MA English

**Members Attended (Online)**

1. Ms. Christeena Thomas, Alumni
2. Mr. Dibin Dominic, Ovelil Cement Products, Kattappana
3. Mr. Roshan Zachariah, President, Alumni Association

The IQAC Director welcomed the members.

### **Discussions and Resolutions**

#### **Agenda 1: Confirmation of Minutes**

The minutes of the meeting held on 14/07/2022 is read out by the IQAC Director, confirmed and recorded.

#### **Agenda 2: Acceptance of IIQA**

To inform IQAC about NAAC notification regarding acceptance of IIQA and submission of online Self Study Report (SSR). IIQA approved on 27<sup>th</sup> July 2022.

#### **Agenda 3: Discussion on SSR**

IIQA was approved on 27<sup>th</sup> July 2022. As per the IIQA approval, SSR portal was open till 10/09/2022, 45days were allowed for the preparation of SSR. A steering committee is formed to provide strategic oversight and guidance for the faculty in view of SSR submission. Dr. Prakash C, Dr. Emilda K Joseph and Ms. Anu G S (Dr) were selected as the committee members. Self Study Report included major seven criteria and those were assigned to seven faculties.

#### **Agenda 4: Constitution of criteria items**

Following is the list of criteria and criteria coordinators.

##### **Criterion 1: Curricular Aspects**

Ms. Donamol Thomas

Ms. Abcy Mathew

##### **Criterion 2: Teaching, Learning and Evaluation**

Mr. Amal Mathew

Ms. Anithamol C S

##### **Criterion 3: Research, Innovation and Extensions**

Dr. Emilda K Joseph

Ms. Anu G S(Dr)

Ms. Ria Francis

##### **Criterion 4: Infrastructure and Learning Resources**

Mr. Abey Zacharias

Ms. Swetha Sojan

##### **Criterion 5: Student Support and Progression**

Ms. Dhanya Mohanan

Ms. Anju Paul

**Criterion 6: Governance, Leadership and Management**

Ms. Dhanya Mohanan

Mr. Akhil P Varghese

Ms. Suryamol P T

**Criterion 7: Institutional Values and Best Practices**

Ms. Shintu Abraham

Ms. Ansu Lukose

Ms. Tintu George

**Agenda 5: Remedial classes**

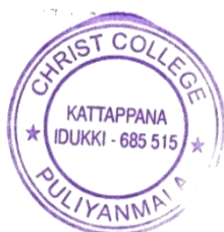
While analyzing student's results in various examinations, the pass percentage of the students in the college is low. So IQAC recommended to faculty to identify advanced, medium and slow learners in concerned subjects based on their internal and model examination results. It is also suggested to give remedial classes for those students.

**Agenda 6: Discussion on Arts and Sports**

Extra-curricular activities like sports and arts were planned to conduct on the month of November.

The IQAC Joint Director proposed vote of thanks.

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



**Dr. Prakash C**  
IQAC Director

**MINUTES**  
**20<sup>th</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL**  
**CHRIST COLLEGE, KATTAPPANA**

Date : 10/08/2022  
Time : 03:15 pm  
Venue : Conference Hall – 1

**Agenda**

1. Confirmation of the minutes of the meeting
2. To evaluate the progress of SSR criteria
3. SWOC Analysis

**Members Attended**

1. Dr. Fr. Alex Louis CMI, Head of the Institution
2. Dr. Prakash C, Director of IQAC
3. Dr. Emilda K Joseph, Joint Director of IQAC
4. Fr. Anoop Thuruthimattom CMI, HOD Department of Social Work
5. Mr. Boban T Augustine, HOD, Department of Commerce and Management
6. Ms. Rima Mary James, HOD, Department of Languages
7. Ms. Donamol Thomas, HOD, Department of Computer Application
8. Ms. Dhanya Mohanan, HOD, Department of Economics
9. Ms. Anithamol C S, Controller of Examination
10. Ms. Swetha Sojan, College Coordinator
11. Fr. Burney Jose Tharappil CMI, Secretary of Carmel Vidya Peet Trust
12. Mr. Madhusoodanan C T, Office Superintendent
13. Fr. Josekutty Aikkaraparampil CMI, Member of Carmel Vidya Peet Trust
14. Ms. Christeena Thomas, Alumni

The IQAC Director welcomed the members.



**Discussions and Resolutions****Agenda 1: Confirmation of Minutes**

The minutes of the meeting held on 27/08/2022 is read out by the IQAC Director, confirmed and recorded.

**Agenda 2: Evaluation of the progress of SSR criteria**

IQAC recommended to the criteria directors to collect all the information related to their concerned criteria. Requested them to organize the findings in a logical manner. A tentative schedule for the next presentation was also informed to them.

**Agenda 3: SWOC Analysis**

To evaluate external and internal factors that affect institutional success and growth, it is decided to conduct SWOC Analysis in the college.

The IQAC Joint Director proposed vote of thanks.

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



**Dr. Prakash C**  
IQAC Director

## MINUTES 21<sup>th</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL CHRIST COLLEGE, KATTAPPANA

Date : 16/08/2022  
Time : 02:30 pm  
Venue : Mini Auditorium

### Agenda

1. Confirmation of the minutes of the meeting
2. SSR Preparation Progress
3. Review Presentation of SSR criteria

### Members Attended

1. Dr. Fr. Alex Louis CMI, Head of the Institution
2. Dr. Prakash C, Director of IQAC
3. Dr. Emilda K Joseph, Joint Director of IQAC
4. Fr. Anoop Thuruthimattom CMI, HOD Department of Social Work
5. Mr. Boban T Augustine, HOD, Department of Commerce and Management
6. Ms. Rima Mary James, HOD, Department of Languages
7. Ms. Donamol Thomas, HOD, Department of Computer Application
8. Ms. Dhanya Mohanan, HOD, Department of Economics
9. Ms. Anithamol C S, Controller of Examination
10. Mr. Madhusoodanan C T, Office Superintendent
11. Ms. Swetha Sojan, College Coordinator
12. Mr. Jithu P Zachariah, I MA English

Mr. Boban T Augustine, HOD, Department of Commerce and Management welcomed to all members.

### Discussions and Resolutions

#### Agenda 1: Confirmation of Minutes

The minutes of the meeting held on 10/08/2022 is read out by the IQAC Director, confirmed and recorded.

**Agenda 2: SSR Preparation Progress**

The IQAC Director emphasized on the need to prepare documents and to ensure the accuracy of data.

**Agenda 3: Review Presentation of SSR criteria**

The criteria coordinators presented the collected information and based on an effective discussion the data was finalized.

The IQAC Director proposed vote of thanks.

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



**Dr. Prakash C**  
IQAC Director

**MINUTES**  
**22<sup>nd</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL**  
**CHRIST COLLEGE, KATTAPPANA**

Date : 23/08/2022  
Time : 02:15 pm  
Venue : Conference Hall – 1

**Agenda**

1. Confirmation of the minutes of the meeting held on 16/08/2022 and Action Taken Report.
2. Presentation of SSR criteria
3. Submission of SSR
4. Discussion on Bridge Course
5. Any other matter with the permission of the chair

**Members Attended**

1. Dr. Fr. Alex Louis CMI, Head of the Institution
2. Dr. Prakash C, Director of IQAC
3. Dr. Emilda K Joseph, Joint Director of IQAC
4. Fr. Anoop Thuruthimattom CMI, HOD Department of Social Work
5. Mr. Boban T Augustine, HOD, Department of Commerce and Management
6. Ms. Rima Mary James, HOD, Department of Languages
7. Ms. Dhanya Mohanan, HOD, Department of Economics
8. Ms. Anithamol C S, Controller of Examination
9. Ms. Swetha Sojan, College Coordinator
10. Fr. Burney Jose Tharappil CMI, Secretary of Carmel Vidya Peet Trust
11. Mr. Madhusoodanan C T, Office Superintendent
12. Mr. Jithu P Zachariah, I MA English

**Members Attended (Online)**

1. Ms. Christeena Thomas, Alumni

2. Fr. James Neendusseril CMI, Manager, Christ College
3. Mr. Dibin Dominic, Ovelil Cement Products, Kattappana
4. Mr. Roshan Zachariah, President, Alumni Association

Ms. Dhanya Mohanan, HOD, Department of Economics welcomed the members to the meeting

### **Discussions and Resolutions**

#### **Agenda 1: Confirmation of Minutes**

The minutes of the meeting held on 16/08/2022 is read out by the IQAC Director, confirmed and recorded.

#### **Agenda 2: Presentation of SSR criteria**

After the corrections suggested by the IQAC members, the final presentation of criteria was done by the coordinators.

#### **Agenda 3: Submission of SSR**

Since the IIQA was submitted in the last month, the whole process of SSR Submission should be completed by September 5<sup>th</sup>. The IQAC Director emphasized the need for prepare documentation and accuracy of data.


#### **Agenda 4: Discussion on Bridge Course**

The faculty of the English department put forwarded the proposal of bridge course. The bridge course aims to act as a buffer for new entrants with an objective to provide adequate time for the transition to hardcore of degree courses. The course is planned to execute for 10 hours of interactive sessions and an examination is planned to conduct at the end. The purpose is to help new students to adjust and feel comfortable in the new environment.

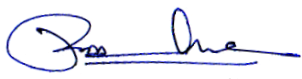
#### **Agenda 5: Any other matter with the permission of the chair**

- Faculties should be Attended in the college since DVV is expected in the month of September or October.

The IQAC Director proposed vote of thanks.

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



  
**Dr. Prakash C**  
 IQAC Director

**MINUTES**  
**23<sup>rd</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL**  
**CHRIST COLLEGE, KATTAPPANA**

Date : 17/09/2022  
 Time : 02:30 pm  
 Venue : Conference Hall – 1

**Agenda**

1. Confirmation of the minutes of the meeting held on 23/08/2022 and Action Taken Report.
2. Status of SSR
3. DVV Clarification
4. Discussion on NAAC Visit
5. Formation of New ACCC (Association, committee, club, and cells)
6. Formation of YRC

**Members Attended**

1. Dr. Fr. Alex Louis CMI, Head of the Institution
2. Dr. Prakash C, Director of IQAC
3. Dr. Emilda K Joseph, Joint Director of IQAC
4. Fr. Anoop Thuruthimattom CMI, HOD Department of Social Work
5. Mr. Boban T Augustine, HOD, Department of Commerce and Management
6. Ms. Rima Mary James, HOD, Department of Languages
7. Ms. Donamol Thomas, HOD, Department of Computer Application
8. Ms. Dhanya Mohanan, HOD, Department of Economics
9. Ms. Anithamol C S, Controller of Examination
10. Fr. Burney Jose Tharappil CMI, Secretary of Carmel Vidya Peet Trust
11. Mr. Madhusoodanan C T, Office Superintendent
12. Mr. Jithu P Zachariah, I MA English

**Members Attended (Online)**

1. Ms. Christeena Thomas, Alumni

2. Mr. Roshan Zachariah, President, Alumni Association

The IQAC Director welcomed the members to the meeting

**Discussions and Resolutions**

**Agenda 1: Confirmation of Minutes**

The minutes of the meeting held on 23/08/2022 is read out by the IQAC Director, confirmed and recorded.

**Agenda 2: Status of SSR**

SSR was successfully submitted on 9<sup>th</sup> September 2022. The Students Satisfaction Survey started on 9<sup>th</sup> September 2022. SSR approved by NAAC on 16<sup>th</sup> November 2022.

**Agenda 3: DVV Clarification**

After the SSR submission the institution received queries to validate the submitted documents. 4 clarification from extended profile and 30 clarification from metrics level deviation were asked in the data validation and verification process.

**Agenda 4: Discussion on NAAC Visit**

The IQAC discussed in detail regarding the NAAC peer team visit and the cultural programme. After the discussion with the faculty, the following decisions were made:

- College day and the cultural programme will be conducted on the first day of NAAC visit.
- Cultural programme would be a theme-based Presentation.
- The Department of Commerce and Management will be staging the North Indian Culture where as The Department of English and Economics will be presenting the South Indian Culture. The Department of BCA will be unveiling a robot and perform a UV dance.

**Agenda 5: Formation of New ACCC (Association, Cells, club and Committee)**

The meeting had decided to verify the existing Association, cells, clubs, committees (ACCC) and it's functioning. Meeting decided the formation of various cells, clubs and committees. It has been decided that faculty in charge of each club should ensure the efficient functioning from now on. The list of clubs and committees are given below.

**CLUBS**

- Athletics club
- Business club
- Cricket club
- Dance club

- Debate club
- Football club
- Mime club
- Music club
- Quiz club
- Volley ball club

#### **COMMITTEE**

- Internal Complaint Committee (ICC)

#### **Agenda 6: Formation of YRC**

Management and IQAC have decided to start Youth Red Cross (YRC) as per instructions from Mahatma Gandhi University.

The meeting ended with a vote of thanks.

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



**Dr. Prakash C**  
IQAC Director



## MINUTES 24<sup>th</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL CHRIST COLLEGE, KATTAPPANA

Date : 28/09/2022

Time : 02:30 pm

Venue : Library

### Agenda

1. Verification of minutes passed
2. Submission of DVV Clarification
3. Discussion on Bridge Course
4. NIRF

### Members Attended

1. Dr. Fr. Alex Louis CMI, Head of the Institution
2. Dr. Prakash C, Director of IQAC
3. Dr. Emilda K Joseph, Joint Director of IQAC
4. Fr. Anoop Thuruthimattom CMI, HOD Department of Social Work
5. Mr. Boban T Augustine, HOD, Department of Commerce and Management
6. Ms. Rima Mary James, HOD, Department of Languages
7. Ms. Donamol Thomas, HOD, Department of Computer Application
8. Ms. Dhanya Mohanan, HOD, Department of Economics
9. Ms. Anithamol C S, Controller of Examination
10. Ms. Swetha Sojan, College Coordinator
11. Fr. Burney Jose Tharappil CMI, Secretary of Carmel Vidya Peet Trust
12. Mr. Madhusoodanan C T, Office Superintendent
13. Fr. Josekutty Aikkaraparampil CMI, Member of Carmel Vidya Peet Trust
14. Mr. Jithu P Zachariah, I MA English
15. Ms. Christeena Thomas, Alumni

### Members Attended (Online)

1. Fr. James Neendusseril CMI, Manager, Christ College
2. Mr. Dibin Dominic, Ovelil Cement Products, Kattappana

## 3. Mr. Roshan Zachariah, President, Alumni Association

The IQAC Director welcomed the members to the meeting

**Discussions and Resolutions****Agenda 1: Confirmation of Minutes**

Minutes of meeting confirmed and approved.

**Agenda 2: Submission of DVV Clarification**

It was decided to submit the DVV clarification on 30/09/2022.

**Agenda 3: Bridge Course**

The IQAC and PG department of English decided to organize bridge course programme for the first year UG students on October 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>, 2022.

**Agenda 4: NIRF**

The IQAC suggested to apply for NIRF (National Institutional Ranking Framework) ranking 2022.

The IQAC Joint Director proposed vote of thanks.

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



**Dr. Prakash C**  
IQAC Director

## MINUTES 25<sup>th</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL CHRIST COLLEGE, KATTAPPANA

Date : 10/10/2022  
Time : 03:00 pm  
Venue : Mini Auditorium

### Agenda

1. Verification of minutes passed
2. Appreciation of students participation in external programmes
3. Development of TOT (Training of Trainers)
4. Any other matter with the permission of the chair

### Members Attended

1. Dr. Fr. Alex Louis CMI, Head of the Institution
2. Dr. Prakash C, Director of IQAC
3. Dr. Emilda K Joseph, Joint Director of IQAC
4. Fr. Anoop Thuruthimattom CMI, HOD Department of Social Work
5. Mr. Boban T Augustine, HOD, Department of Commerce and Management
6. Ms. Donamol Thomas, HOD, Department of Computer Application
7. Ms. Dhanya Mohanan, HOD, Department of Economics
8. Ms. Anithamol C S, Controller of Examination
9. Ms. Swetha Sojan, College Coordinator
10. Fr. Burney Jose Tharappil CMI, Secretary of Carmel Vidya Peet Trust
11. Mr. Madhusoodanan C T, Office Superintendent
12. Fr. Josekutty Aikkaraparampil CMI, Member of Carmel Vidya Peet Trust
13. Mr. Jithu P Zachariah, I MA English
14. Ms. Christeena Thomas, Alumni

### Members Attended (Online)

4. Fr. James Neendusseril CMI, Manager, Christ College
5. Mr. Dibin Dominic, Ovelil Cement Products, Kattappana
6. Mr. Roshan Zachariah, President, Alumni Association

The meeting was started with a prayer and Dr. Prakash C welcomed all members. The following topics were taken into further discussion.

### **Discussions and Resolutions**

#### **Agenda 1: Confirmation of Minutes**

The minutes of the meeting is read out by the IQAC Director, confirmed and recorded.

#### **Agenda 2: Appreciation of students' participation in external programmes**

IQAC defined a policy to promote students for external activities, Intercollegiate programmes, Cultural Programmes, Awareness Campaign, Street Drama and Flash Mob. It was decided to Provide participation certificate for all external programmes.

#### **Agenda 3: Development of TOT (Training of Trainers)**

IQAC recommended to Training and Placement cell to build a team of competent students for TOT, who can train skills among their peers.

#### **Agenda 4: Any other matter with the permission of the chair**

Importance of students' extensional activities and its impact on societal views.

The meeting ended with a vote of thanks.

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



**Dr. Prakash C**  
IQAC Director

**MINUTES**  
**26<sup>th</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL**  
**CHRIST COLLEGE, KATTAPPANA**

Date : 17/11/2022  
 Time : 02:15 pm  
 Venue : Conference Hall – 1

**Agenda**

1. Confirmation of the minutes of the meeting held on and Action Taken Report.
2. Acceptance of SSR Approval
3. Discussion on date for NAAC peer team visit.
4. Appointment of new IQAC joint director
5. Replacement of Criteria Coordinator

**Members Attended**

1. Dr. Fr. Alex Louis CMI, Head of the Institution
2. Dr. Prakash C, Director of IQAC
3. Fr. Anoop Thuruthimattom CMI, HOD Department of Social Work
4. Mr. Boban T Augustine, HOD, Department of Commerce and Management
5. Ms. Rima Mary James, HOD, Department of Languages
6. Ms. Donamol Thomas, HOD, Department of Computer Application
7. Ms. Dhanya Mohanan, HOD, Department of Economics
8. Ms. Anithamol C S, Controller of Examination
9. Ms. Swetha Sojan, College Coordinator
10. Fr. Burney Jose Tharappil CMI, Secretary of Carmel Vidya Peet Trust
11. Mr. Madhusoodanan C T, Office Superintendent
12. Fr. Josekutty Aikkaraparampil CMI, Member of Carmel Vidya Peet Trust
13. Mr. Jithu P Zachariah, I MA English
14. Ms. Christeena Thomas, Alumni

**Members Attended (Online)**

1. Fr. James Neendusseril CMI, Manager, Christ College
2. Mr. Dibin Dominic, Ovelil Cement Products, Kattappana
3. Mr. Roshan Zachariah, President, Alumni Association

The IQAC Director welcomed the members.

**Discussions and Resolutions****Agenda 1: Confirmation of Minutes**

The minutes of the meeting is read out by the IQAC Director, confirmed and recorded.

**Agenda 2: Acceptance of SSR**

SSR got approved on 16/11/2022. Teachers' efforts during SSR preparation were appreciated by the Principal. Principal informed about the NACC visit payment details.

**Agenda 3: Discussion on date for NAAC peer team visit**

Convenient dates for NAAC peer team visit were discussed and decided. The following dates 12-01-2023 and 13-01-2023, 02-02-2023 and 03-02-2023, 23-02-2023 and 24-02-2023 were decided as satisfactory.


**Agenda 4: Appointment of new IQAC Joint Director**

Since Dr. Emilda K Joseph resigned from the institution and in her place Ms. Shamily George has been nominated unanimously as a joint director of IQAC in the staff meeting.


**Agenda 5: Replacement of Criteria Coordinator**

Since Dr. Emilda K Joseph resigned from the institution, Dr. Prakash C was substituted as Criteria 4 Coordinator.

The IQAC Director proposed vote of thanks.

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



  
**Dr. Prakash C**  
 IQAC Director

## MINUTES 27<sup>th</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL CHRIST COLLEGE, KATTAPPANA

Date : 21/11/2022  
Time : 02:45 pm  
Venue : Conference Hall – 2

### Agenda

1. Verification of Minutes Passed
2. Preparations for NAAC Visit
3. Any other matter with the permission of the chair

### Members Attended

1. Dr. Fr. Alex Louis CMI, Head of the Institution
2. Dr. Prakash C, Director of IQAC
3. Ms. Shamily George, Joint Director of IQAC
4. Fr. Anoop Thuruthimattom CMI, HOD Department of Social Work
5. Mr. Boban T Augustine, HOD, Department of Commerce and Management
6. Ms. Rima Mary James, HOD, Department of Languages
7. Ms. Donamol Thomas, HOD, Department of Computer Application
8. Ms. Dhanya Mohanan, HOD, Department of Economics
9. Ms. Anithamol C S, Controller of Examination
10. Fr. Burney Jose Tharappil CMI, Secretary of Carmel Vidya Peet Trust
11. Mr. Madhusoodanan C T, Office Superintendent
12. Fr. Josekutty Aikkaraparampil CMI, Member of Carmel Vidya Peet Trust

### Members Attended (Online)

1. Fr. James Neendusseril CMI, Manager, Christ College
2. Mr. Dibin Dominic, Ovelil Cement Products, Kattappana
3. Mr. Roshan Zachariah, President, Alumni Association

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

### Discussions and Resolutions

#### Agenda 1: Confirmation of Minutes

The minutes of the meeting is read out by the IQAC Director, confirmed and recorded.

**Agenda 2: NAAC Peer Team Visit**

The IQAC decided to make the payment on 24<sup>th</sup> November, 2022 for the Peer Team Visit. It has also been decided to allot time in the afternoon for the students to practice for cultural activities during the NAAC visit.

As part of the NAAC visit, the following faculty were assigned with duties:

SL No	Name of the Faculty	Duties/ Responsibility
1	Fr. AnoopThuruthimattam CMI	Hospitality
2	Ms. Swetha Sojan	Official Programme and Meeting
3	Mr. Abey Zacharias	Cultural Programmes

**Agenda 3: Any other matter with the permission of the chair**

- Ensure that the students are appearing the University Examination with enough preparations. Faculty should provide academic, extra academic and mental support to the students.
- Strategies for strengthen the weak area

The IQAC Joint Director proposed vote of thanks.



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

**Dr. Prakash C**  
IQAC Director



**MINUTES**  
**28<sup>th</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL**  
**CHRIST COLLEGE, KATTAPPANA**

Date : 29/11/2022  
 Time : 02:15 pm  
 Venue : Conference Hall – 1

**Agenda**

1. Verification of Minutes Passed
2. Progress of NAAC Visit Preparation
3. Evaluation of Model Presentation for NAAC Visit
4. Requirement of a Progressive Curriculum in School Level.
5. Any other matter with the permission of the chair.

**Members Attended**

1. Dr. Fr. Alex Louis CMI, Head of the Institution
2. Dr. Prakash C, Director of IQAC
3. Ms. Shamily George, Joint Director of IQAC
4. Fr. Anoop Thuruthimattom CMI, HOD Department of Social Work
5. Mr. Boban T Augustine, HOD, Department of Commerce and Management
6. Ms. Rima Mary James, HOD, Department of Languages
7. Ms. Donamol Thomas, HOD, Department of Computer Application
8. Ms. Dhanya Mohanan, HOD, Department of Economics
9. Ms. Anithamol C S, Controller of Examination
10. Ms. Swetha Sojan, College Coordinator
11. Fr. Burney Jose Tharappil CMI, Secretary of Carmel Vidya Peet Trust
12. Mr. Madhusoodanan C T, Office Superintendent
13. Fr. Josekutty Aikkaraparampil CMI, Member of Carmel Vidya Peet Trust
14. Mr. Jithu P Zachariah, I MA English
15. Ms. Christeena Thomas, Alumni

**Members Attended (Online)**

1. Fr. James Neendusseril CMI, Manager, Christ College
2. Mr. Dibin Dominic, Ovelil Cement Products, Kattappana

The meeting was started with a prayer and Ms. Shamily George welcomed all members.

**Agenda 1: Confirmation of Minutes**

The minutes of the meeting is read out by the IQAC Director, confirmed and recorded.

**Agenda 2: Progress of NAAC Visit Preparation**

The payment was done on 24<sup>th</sup> November, 2022 and along with the payment three assessment dates were suggested and recommended three hotels for stay to the NAAC Peer Team. It was decided to conduct model presentation of criterion on 21 December 2022 for NAAC Visit.

**Agenda 3: Evaluation of Model Presentation for NAAC Visit**

The Principal, IQAC Director and HOD's prepared PPT. A model Presentation was held. The team evaluate the Presentation and gave valuable suggestions. Nex review meeting was decided on 07/12/2022.

**Agenda 4: Requirement of a Progressive Curriculum in School Level**


As part of the social responsibility, Christ College Management and IQAC have decided to conduct a Press Conference on 13/12/2022 at Trivandrum Press Club regarding the Importance of Psychology as a Subject in the School Curriculum. The following faculty with administrator was assigned to conduct the same.

- Fr. Anoop Thuruthimattom CMI (Financial Administrator)
- Dr. Prakash C (Assistant professor)
- Mr. Thomson Mathew (Assistant professor)

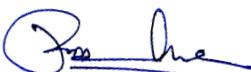
**Agenda 5: Any other matter with the permission of the chair**

- Since University Examinations are scheduled for the month December 5<sup>th</sup> Semester UG, 2<sup>nd</sup> Semester PG, January 3<sup>rd</sup> semester UG & PG, February 1<sup>st</sup> Semester UG & PG and March 6<sup>th</sup> Semester UG, IQAC decided to ensure that the NAAC preparations and academic activities are going on without affecting each other.
- It has been decided to ensure that minimum 80 per cent internal mark for each subject, out of 20 per student by submission or presentation of additional academic activities.

The IQAC Director proposed vote of thanks.

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



  
**Dr. Prakash C**  
 IQAC Director

**MINUTES**  
**29<sup>th</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL**  
**CHRIST COLLEGE, KATTAPPANA**

Date : 07/12/2022  
Time : 10:15 am  
Venue : Conference Hall – 1

**Agenda**

1. Verification of Minutes Passed
2. NAAC Peer Team Visit

**Members Attended**

1. Dr. Fr. Alex Louis CMI, Head of the Institution
2. Dr. Prakash C, Director of IQAC
3. Ms. Shamily George, Joint Director of IQAC
4. Fr. Anoop Thuruthimattom CMI, HOD Department of Social Work
5. Mr. Boban T Augustine, HOD, Department of Commerce and Management
6. Ms. Donamol Thomas, HOD, Department of Computer Application
7. Ms. Dhanya Mohanan, HOD, Department of Economics
8. Ms. Anithamol C S, Controller of Examination
9. Ms. Swetha Sojan, College Coordinator
10. Mr. Madhusoodanan C T, Office Superintendent
11. Mr. Jithu P Zachariah, I MA English
12. Ms. Christeena Thomas, Alumni

**Members Attended (Online)**

1. Fr. James Neendusseril CMI, Manager, Christ College
2. Mr. Dibin Dominic, Ovelil Cement Products, Kattappana
3. Mr. Roshan Zachariah, President, Alumni Association

The meeting was started with a prayer and Ms. Shamily George welcomed all members.

## Discussions and Resolutions

### Agenda 1: Confirmation of Minutes

The minutes of the meeting is read out by the IQAC Director, confirmed and recorded.


### Agenda 2: NAAC Peer Team Visit

- The principal Dr. Fr. Alex Louis CMI reported that the college expects NAAC Peer team visit in the month of January or February.
- The academic profile of the teachers should be updated to include the latest information.
- All the departments were asked to make mock presentation for NAAC
- It has decided to verify the existing activities and its authenticity with supporting documents.
- The meeting has identified the role and benefits of existing department library in the institution and also decided to strengthen it in terms of quality and quantity.
- An exhibition of the activities of clubs and cells must be arranged during the peer team visit.
- Principal evaluated the progress of formal and cultural activities for NAAC.
- Need of preparation for meeting of head of departments was suggested and assigning duties during NAAC visit.

The IQAC Director proposed vote of thanks.

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



  
**Dr. Prakash C**  
 IQAC Director

## MINUTES 30<sup>th</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL CHRIST COLLEGE, KATTAPPANA

Date : 04/01/2023  
Time : 11:00 am  
Venue : Conference Hall – 1

### Agenda

1. Confirmation of the minutes of the meeting
2. NAAC Peer Team Visit
3. Faculty Development Programme

### Members Attended

1. Dr. Fr. Alex Louis CMI, Head of the Institution
2. Dr. Prakash C, Director of IQAC
3. Ms. Shamily George, Joint Director of IQAC
4. Fr. Anoop Thuruthimattom CMI, HOD Department of Social Work
5. Ms. Rima Mary James, HOD, Department of Languages
6. Ms. Donamol Thomas, HOD, Department of Computer Application
7. Ms. Dhanya Mohanan, HOD, Department of Economics
8. Ms. Anithamol C S, Controller of Examination
9. Ms. Swetha Sojan, College Coordinator
10. Fr. Burney Jose Tharappil CMI, Secretary of Carmel Vidya Peet Trust
11. Mr. Madhusoodanan C T, Office Superintendent
12. Fr. Josekutty Aikkaraparampil CMI, Member of Carmel Vidya Peet Trust
13. Mr. Jithu P Zachariah, I MA English
14. Ms. Christeena Thomas, Alumni

### Members Attended (Online)

1. Fr. James Neendusseril CMI, Manager, Christ College
2. Mr. Dibin Dominic, Ovelil Cement Products, Kattappana
3. Mr. Roshan Zachariah, President, Alumni Association

The IQAC Director welcomed all members.

### **Discussions and Resolutions**

#### **Agenda 1: Confirmation of the minutes of the meeting**

Minutes of meeting confirmed and approved


#### **Agenda 2: NAAC Peer Team Visit**

IQAC instructed to all the cells directors to Attended their activities of the preceding five years in a creative manner. IQAC suggested to select competent student directors to assist faculty in various activity.

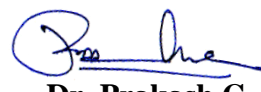
#### **Agenda 3: Faculty Development Programme**

Dr. Prakash C, IQAC Director suggested to encourage faculty members to attend more Faculty Development Programmes on recent trends and technology.

The IQAC Joint Director proposed vote of thanks.

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



  
**Dr. Prakash C**  
IQAC Director

**MINUTES**  
**31<sup>st</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL**  
**CHRIST COLLEGE, KATTAPPANA**

Date : 25/01/2023  
 Time : 9:30 am  
 Venue : Conference Hall – 1

**Agenda**

1. Confirmation of the minutes of the meeting held on and Action Taken Report
2. Preparation of NAAC Peer Team Visit

**Members Attended**

1. Dr. Fr. Alex Louis CMI, Head of the Institution
2. Dr. Prakash C, Director of IQAC
3. Ms. Shamily George, Joint Director of IQAC
4. Fr. Anoop Thuruthimattom CMI, HOD Department of Social Work
5. Mr. Boban T Augustine, HOD, Department of Commerce and Management
6. Ms. Rima Mary James, HOD, Department of Languages
7. Ms. Donamol Thomas, HOD, Department of Computer Application
8. Ms. Dhanya Mohanan, HOD, Department of Economics
9. Ms. Anithamol C S, Controller of Examination
10. Ms. Swetha Sojan, College Coordinator
11. Fr. Burney Jose Tharappil CMI, Secretary of Carmel Vidya Peet Trust
12. Mr. Madhusoodanan C T, Office Superintendent
13. Fr. Josekutty Aikkaraparampil CMI, Member of Carmel Vidya Peet Trust
14. Mr. Jithu P Zachariah, I MA English
15. Ms. Christeena Thomas, Alumni

**Members Attended (Online)**

1. Fr. James Neendusseril CMI, Manager, Christ College
2. Mr. Dibin Dominic, Ovelil Cement Products, Kattappana
3. Mr. Roshan Zachariah, President, Alumni Association

The IQAC Director welcomed all members.

### **Discussions and Resolutions**

#### **Agenda 1: Confirmation of the minutes of the meeting**

The minutes of the meeting is read out by the IQAC Director, confirmed and recorded.

#### **Agenda 2: Preparation of NAAC Peer Team Visit**

The faculty, non-teaching staffs and students were assigned various duties to perform on the arrival of the NAAC Peer Team.

The duties are as follows: ([View File](#))

The IQAC Joint Director proposed vote of thanks.

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



**Dr. Prakash C**  
IQAC Director



## MINUTES 32<sup>nd</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL CHRIST COLLEGE, KATTAPPANA

Date : 13/02/2023  
Time : 09:30 am  
Venue : Conference Hall – 1

### Agenda

1. Confirmation of the minutes of the meeting
2. Feedback Collection
3. Preparation of NAAC Peer Team Visit

### Members Attended

1. Dr. Fr. Alex Louis CMI, Head of the Institution
2. Dr. Prakash C, Director of IQAC
3. Ms. Shamily George, Joint Director of IQAC
4. Fr. Anoop Thuruthimattom CMI, HOD Department of Social Work
5. Mr. Boban T Augustine, HOD, Department of Commerce and Management
6. Ms. Rima Mary James, HOD, Department of Languages
7. Ms. Donamol Thomas, HOD, Department of Computer Application
8. Ms. Dhanya Mohanan, HOD, Department of Economics
9. Ms. Anithamol C S, Controller of Examination
10. Ms. Swetha Sojan, College Coordinator
11. Fr. Burney Jose Tharappil CMI, Secretary of Carmel Vidya Peet Trust
12. Mr. Madhusoodanan C T, Office Superintendent
13. Fr. Josekutty Aikkaraparampil CMI, Member of Carmel Vidya Peet Trust
14. Mr. Jithu P Zachariah, I MA English
15. Ms. Christeena Thomas, Alumni

The IQAC Director welcomed all members.

### Discussions and Resolutions

#### Agenda 1: Confirmation of the minutes of the meeting

The minutes of the meeting is read out by the IQAC Director, confirmed and recorded.

**Agenda 2: Feedback Collection**

It is recommended to collect feedback from various stakeholders regarding curriculum for continuous quality improvement for the academic year 2022-223.

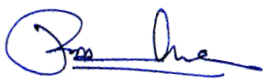
**Agenda 3: Preparation of NAAC Peer Team Visit**

IQAC directed the faculty to give prime importance to academics and University Examination without affecting NAAC preparations.

The IQAC Joint Director proposed vote of thanks.



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



**Dr. Prakash C**  
IQAC Director

**MINUTES**  
**33<sup>rd</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL**  
**CHRIST COLLEGE, KATTAPPANA**

Date : 20/02/2023  
 Time : 10:15 am  
 Venue : Mini Auditorium

**Agenda**

1. Confirmation of minutes of meeting
2. Final Preparations of NAAC Peer Team Visit
3. Pre-visit meeting at the place of stay

**Members Attended**

1. Dr. Fr. Alex Louis CMI, Head of the Institution
2. Dr. Prakash C, Director of IQAC
3. Ms. Shamily George, Joint Director of IQAC
4. Fr. Anoop Thuruthimattom CMI, HOD Department of Social Work
5. Mr. Boban T Augustine, HOD, Department of Commerce and Management
6. Ms. Rima Mary James, HOD, Department of Languages
7. Ms. Donamol Thomas, HOD, Department of Computer Application
8. Ms. Dhanya Mohanan, HOD, Department of Economics
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12. Mr. Madhusoodanan C T, Office Superintendent
13. Fr. Josekutty Aikkaraparampil CMI, Member of Carmel Vidya Peet Trust
14. Mr. Jithu P Zachariah, I MA English
15. Ms. Christeena Thomas, Alumni

**Members Attended (Online)**

1. Fr. James Neendusseril CMI, Manager, Christ College

2. Mr. Dibin Dominic, Ovelil Cement Products, Kattappana

The IQAC Director all members.

### **Discussions and Resolutions**

#### **Agenda 1: Confirmation of minutes of meeting**

The minutes of the meeting is read out by the IQAC Director, confirmed and recorded.

#### **Agenda 2: Final Preparations of NAAC Peer Team Visit**

NAAC Peer Team visit members were confirmed by today. Three groups were formed to welcome NAAC Peer Team members from Cochin international airport. The following includes the team.

#### **Agenda 3: Pre-visit meeting at the place of stay**

A formal pre-visit meeting schedule was planned on 22/02/2023 at NAAC Peer team members' place of stay from 5:00 pm to 7:00 pm. The following were the administrative and secretariate members for Peer Team visit discussion.

The IQAC Director proposed vote of thanks.

**Dr. Fr. Alex Louis CMI**

Principal



**Dr. Prakash C**

IQAC Director

## MINUTES

### 34<sup>th</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL CHRIST COLLEGE, KATTAPPANA

Date : 01/03/2023  
Time : 09:30 am  
Venue : Conference Hall – 2

#### Agenda

1. Confirmation of the minutes of the meeting held on and Action Taken Report.
2. NAAC Accreditation Result Announcement
3. Discussion on suggestions by NAAC Peer Team
4. Evaluation of NAAC Visit
5. Evaluation of Pre period IQAC Report
6. Formation of Code of conduct committee
7. To propose programme for non-teaching staffs
8. Any other matter with the permission of the chair

#### Members Attended

1. Dr. Fr. Alex Louis CMI, Head of the Institution
2. Dr. Prakash C, Director of IQAC
3. Ms. Shamily George, Joint Director of IQAC
4. Fr. Anoop Thuruthimattom CMI, HOD Department of Social Work
5. Mr. Boban T Augustine, HOD, Department of Commerce and Management
6. Ms. Rima Mary James, HOD, Department of Languages
7. Ms. Donamol Thomas, HOD, Department of Computer Application
8. Ms. Dhanya Mohanan, HOD, Department of Economics
9. Ms. Anithamol C S, Controller of Examination
10. Ms. Swetha Sojan, College Coordinator
11. Fr. Burney Jose Tharappil CMI, Secretary of Carmel Vidya Peet Trust
12. Mr. Madhusoodanan C T, Office Superintendent
13. Fr. Josekutty Aikkaraparampil CMI, Member of Carmel Vidya Peet Trust
14. Mr. Jithu P Zachariah, I MA English
15. Ms. Christeena Thomas, Alumni

**Members Attended (Online)**

1. Fr. James Neendusseril CMI, Manager, Christ College
2. Mr. Dibin Dominic, Ovelil Cement Products, Kattappana
3. Mr. Roshan Zachariah, President, Alumni Association

Principal welcomed the members.

**Discussions and Resolutions****Agenda 1: Confirmation of Minutes**

The minutes of the meeting is read out by the IQAC Director, confirmed and recorded.

**Agenda 2: NAAC Accreditation Result Announcement**

Fr Principal announced the NAAC accreditation result of the college. The college has secured B+ Grade with the CGPA of 2.57. Fr Principal congratulated the tireless effort, dedication and commitment put forth by the faculty, staff, and students in the accreditation process.

**Agenda 3: Discussion on suggestions by NAAC Peer Team**

As per the NAAC Peer Team evaluation quality of teaching faculty has to be improved , offering more add on/certificate programmes for students, programmes for non-teaching staffs, organize FDPs on topics such as NEP, OBE, CBCS, Autonomy and Research Ethics, promoting entrepreneurship skill development centers among students.

**Agenda 4: Evaluation of NAAC Visit**

Fr Principal congratulated all the faculty for the cooperation, dedication and team work for the successful completion of NAAC visit and recognized the areas to be strengthened.

**Agenda 5: Evaluation of Pre period IQAC Report**

The pre period IQAC Reports are critically analyzed and evaluated. It was decided to modify the structure and documentation of IQAC report based on the opinions from the faculty. Certain essential factors which failed to take in, were identified and considered to include to the report so on.

**Agenda 6: Formation of Code of conduct committee**

As per the recommendation from the NAAC Peer Team, the IQAC decided to reform the code of conduct committee in order to ensure that the organization complies with the fundamental standards of the code of conduct as established by the university, the state government, the UGC, and other pertinent parties.

**Agenda 7: To propose programme for non-teaching staffs**

As per the suggestion from NAAC Peer Team, IQAC has proposed a programme for development of professional skills for non-teaching staffs. IQAC recommended that the below mentioned programme should be organized by code of conduct committee as early as possible.

**Agenda 8: Any other matter with the permission of the chair**

- **Incubation Centre**

The Internal Quality Assurance Cell is instructed to all the Department Heads to focus on the practical startup programs rather than the theory sessions by considering “Andro the Robo” developed by BCA department. IQAC also decided to introduce an incubation centre designed to support the students and alumni those who are interested in entrepreneurship to refine their business plans and launch the ventures.

The IQAC Director proposed vote of thanks.

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



**Dr. Prakash C**  
IQAC Director

**MINUTES**  
**35<sup>th</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL**  
**CHRIST COLLEGE, KATTAPPANA**

Date : 22/03/2023  
 Time : 12:30 pm  
 Venue : Conference Hall – 1

**Agenda**

1. Confirmation of the minutes of the meeting held on and Action Taken Report.
2. Convocation Day
3. Relevant Quality Issues
4. Feedback Analysis
5. Any other matter with the permission of the chair

**Members Attended**

1. Dr. Fr. Alex Louis CMI, Head of the Institution
2. Dr. Prakash C, Director of IQAC
3. Ms. Shamily George, Joint Director of IQAC
4. Fr. Anoop Thuruthimattom CMI, HOD Department of Social Work
5. Mr. Boban T Augustine, HOD, Department of Commerce and Management
6. Ms. Donamol Thomas, HOD, Department of Computer Application
7. Ms. Dhanya Mohanan, HOD, Department of Economics
8. Ms. Anithamol C S, Controller of Examination
9. Ms. Swetha Sojan, College Coordinator
10. Mr. Madhusoodanan C T, Office Superintendent
11. Fr. Josekutty Aikkaraparampil CMI, Member of Carmel Vidya Peet Trust
12. Mr. Jithu P Zachariah, I MA English

**Members Attended (Online)**

1. Fr. James Neendusseril CMI, Manager, Christ College
2. Mr. Dibin Dominic, Ovelil Cement Products, Kattappana



Principal welcomed the members.

### **Discussions and Resolutions**

#### **Agenda 1: Confirmation of Minutes.**

The minutes of the meeting is read out by the IQAC Director, confirmed and recorded.

#### **Agenda 2: Convocation Day**

It was decided to conduct convocation day on 19/04/2023.

#### **Agenda 3: Relevant Quality Issues**

To discuss the quality issues related to academics, extracurricular activities and infrastructure, and to resolve the problems in related to it.

#### **Agenda 4: Feedback Analysis**

It was decided to analyze the curriculum feedback collected from the stakeholders and the following faculty are assigned:


- Ms. Anju Paul
- Ms. Christy P Antony
- Ms. Sandra Sunny

#### **Agenda 5: Any other matter with the permission of the chair**


- Strategic Meet

In view of coming academic year, the IQAC decided to conduct strategic meet on 31/05/2023 for the effective functioning of the activities in the college.

The IQAC Director proposed vote of thanks.

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



  
**Dr. Prakash C**  
 IQAC Director

**MINUTES**  
**36<sup>th</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL**  
**CHRIST COLLEGE, KATTAPPANA**

Date : 24/04/2023  
 Time : 02:15 pm  
 Venue : Conference Hall – 1

**Agenda**

1. The confirmation of minutes
2. Selection of new IQAC Director and member
3. To discuss about training programme for staff
4. Registration of Alumni Association
5. Any other matter with the permission of the chair

**Members Attended**

1. Dr. Fr. Alex Louis CMI, Head of the Institution
2. Ms. Shamily George, Joint Director of IQAC
3. Fr. Anoop Thuruthimattom CMI, HOD Department of Social Work
4. Mr. Boban T Augustine, HOD, Department of Commerce and Management
5. Ms. Rima Mary James, HOD, Department of Languages
6. Mr. HOD, Department of Computer Application
7. Ms. Dhanya Mohanan, HOD, Department of Economics
8. Ms. Anithamol C S, Controller of Examination
9. Ms. Swetha Sojan, College Coordinator
10. Fr. Burney Jose Tharappil CMI, Secretary of Carmel Vidya Peet Trust
11. Mr. Madhusoodanan C T, Office Superintendent
12. Fr. Josekutty Aikkaraparampil CMI, Member of Carmel Vidya Peet Trust
13. Mr. Jithu P Zachariah, I MA English
14. Ms. Christeena Thomas, Alumni

**Members Attended (Online)**

1. Fr. James Neendusseril CMI, Manager, Christ College

2. Mr. Dibin Dominic, Ovelil Cement Products, Kattappana
3. Mr. Roshan Zachariah, President, Alumni Association

Principal welcomed all members.

**Agenda 1: The confirmation of minutes**

The minutes of the meeting is read out by the IQAC Director, confirmed and recorded.

**Agenda 2: Selection of new IQAC Director and Joint Director**

The principal addressed the meeting and took a moment to share the grief about the departed soul of Dr. Prakash C, former IQAC Director. The meeting discussed about the selection of new IQAC Director and member. The members of IQAC unanimously selected Ms. Shamily George as the new IQAC Director and Ms. Binu George, Assistant Professor, Department of Computer Application, as the new IQAC Joint Director, the meeting supported the decision.

**Agenda 3: To discuss about training programme for staff**

It was resolved to conduct a two day faculty development programme by the end of next month.

**Agenda 4: Registration of Alumni Association**

On the recommendation of the NAAC Peer Team, it has been determined to complete the alumni association registration process for the upcoming academic year.

**Agenda 5: Any other matter with the permission of the chair**

The following topics were taken into further discussion.

1. Academic Calendar
2. Convocation of final year students of 2022-2023 academic year

Mr. Boban T Augustine, HOD, Department of Commerce and Management proposed vote of thanks.

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



## MINUTES

### 37<sup>th</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL

### CHRIST COLLEGE, KATTAPPANA

Date : 25/05/2023  
 Time : 10:30 am  
 Venue : Conference Hall – 2

#### **Agenda**

1. Confirmation of Minutes
2. Discussion on Convocation Day
3. FYUGP Committee
4. Evaluate the progress of NEP 2020 Orientation Class
5. Upgradation of the documentation
6. Arrange Bridge course for first year student's 2<sup>nd</sup> – 4<sup>th</sup> August
7. To conduct Arts and Sports Program
8. Placement Drive
9. Result Analysis
10. Any other matter with the permission of the chair

#### **Members Attended**

1. Dr. Fr. Alex Louis CMI, Head of the Institution
2. Ms. Shamily George, Director of IQAC
3. Fr. Anoop Thuruthimattom CMI, HOD Department of Social Work
4. Mr. Boban T Augustine, HOD, Department of Commerce and Management
5. Ms. Rima Mary James, HOD, Department of Languages
6. Ms. Donamol Thomas, HOD, Department of Computer Application
7. Ms. Dhanya Mohanan, HOD, Department of Economics
8. Ms. Anithamol C S, Controller of Examination
9. Ms. Swetha Sojan, College Coordinator
10. Fr. Burney Jose Tharappil CMI, Secretary of Carmel Vidya Peet Trust
11. Mr. Madhusoodanan C T, Office Superintendent
12. Fr. Josekutty Aikkaraparampil CMI, Member of Carmel Vidya Peet Trust
13. Mr. Jithu P Zachariah, I MA English
14. Ms. Christeena Thomas, Alumni

**Members Attended (Online)**

1. Fr. James Neendusseril CMI, Manager, Christ College
2. Mr. Dibin Dominic, Ovelil Cement Products, Kattappana
3. Mr. Roshan Zachariah, President, Alumni Association

The IQAC Director welcomed all members.

**Discussions and Resolutions****Agenda 1: Confirmation of Minutes**

The minutes of the meeting is read out by the IQAC Director, confirmed and recorded.

**Agenda 2: Discussion on Convocation Day**

Convocation day, scheduled on 19/04/2023 was postponed to 26/06/2023. Mr. Abey Zacharias, was selected as the in charge for the Convocation Day programs.

**Agenda 3: FYUGP Committee**

In view of the proposed four- year program, the Internal Quality Assurance Cell decided to form a committee and entrusted the duty of conducting extensive research on the New Education Policy and necessary papers to be offered according to the current requirements.

Ms. Dhanya Mohanan was selected as the coordinator.

**Agenda 4: Evaluate the progress of NEP 2020 Orientation Class**

IQAC planned an orientation program on NEP 2020. Interested teachers were requested to inform their willingness to IQAC members.

**Agenda 5: Upgradation of the documentation**

Upgradation of existing document format for the reports was discussed. New document format was designed by IQAC and planned to implement from June 2023 onwards.

**Agenda 6: Arrange Bridge course for first year student's 2<sup>nd</sup> – 4<sup>th</sup> August**

IQAC instructed English department to conduct a bridge course for all the first-year students. Head of the Department was directed to design the syllabus and the timetable.

**Agenda 7: To conduct Arts and Sports Program**

IQAC directed College Directors and Sports Directors to conduct Arts and Sports program by the end of odd semester.

**Agenda 8: Placement Drive**

IQAC instructed placement cell to organize a placement drive, with ample number companies during the 2023-24 academic year.

**Agenda 9: Result Analysis**

IQAC has directed to do a result analysis of each programme by the department Heads to analyse the students performance.

**Agenda 10: Any other matter with the permission of the chair**

- Departments/Clubs were asked to conduct quality-oriented programs, career related and Entrepreneurship related programmes and cultural programs after considering the academic and examination schedule.
- The social media accounts of the college has to be popularized among society.
- To strengthen NSS

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



**Ms. Shamily George**  
IQAC Director