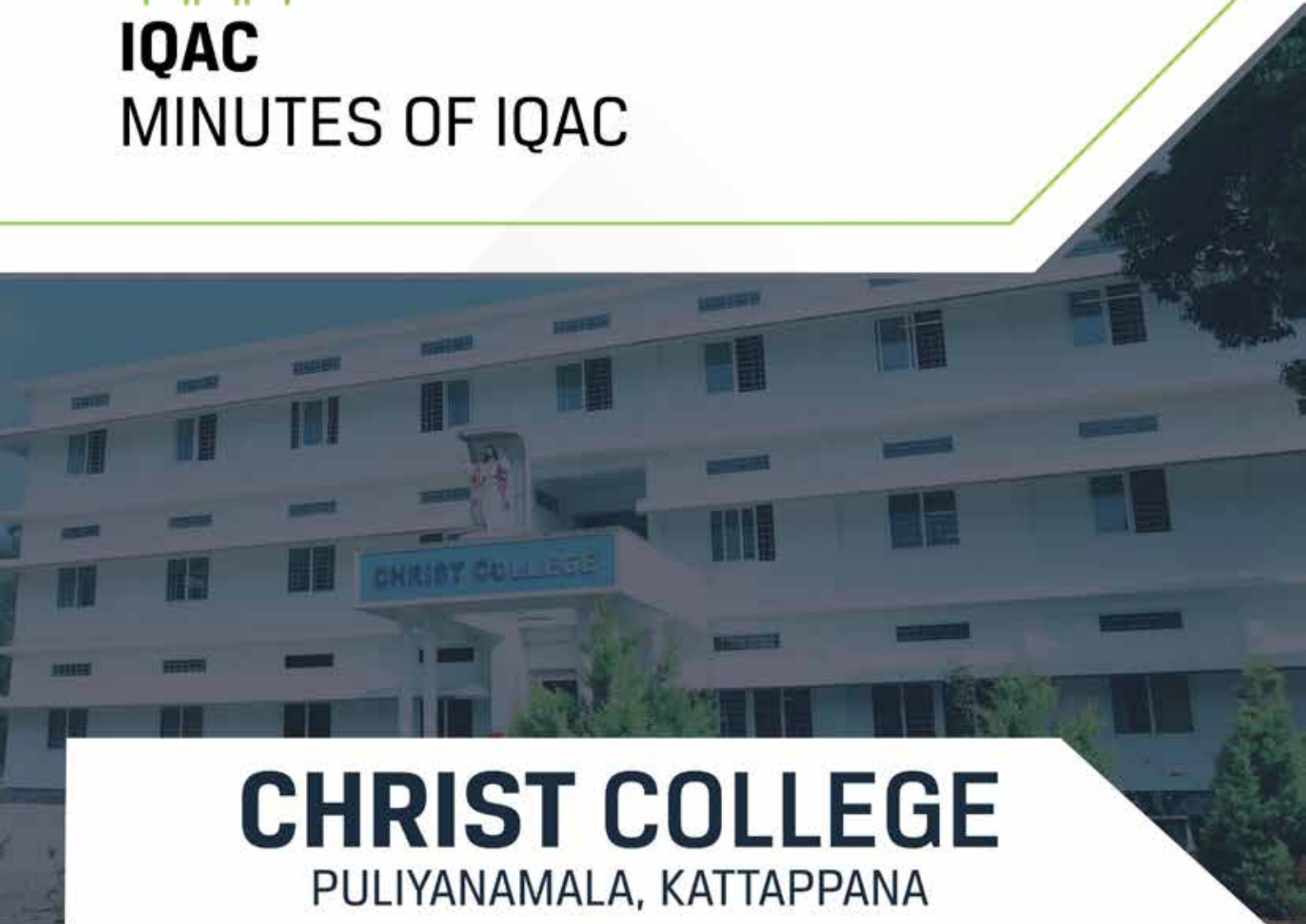




IQAC

MINUTES OF IQAC



CHRIST COLLEGE

PULIYANAMALA, KATTAPPANA

Approved by UGC and Affiliated to MG University, Kottayam (3521/1/14/Ac A VII)
A Minority Institution Managed By CMI Fathers

Puliyanamala P.O, Idukki - 685 515, Ph: 04868 270400, 297401, M: 9946 944 499

www.christcollegekattappana.org

christcollegekattappana@gmail.com

(IQAC) Internal Quality Assurance Cell

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 this objective the cell conducts regular feedback responses from students, parents, and other stakeholders on quality-related institutional processes. Remedial measures are taken into consideration to rectify any deficiencies that are noted. The cell steers 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 maintaining 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 incremental improvement in various activities. In addition, it manages, systematizes, and documents various curricular and co-curricular events of the college. It connects and

periodic evaluation of both academic and non-academic processes 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 UHC, 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 prosper channel for improvements in academic and administrative performance.
- To undertake quality-related initiatives, consultancy, and training programs.
- To guide the departments wherever necessary for quality enhancement.


FR. DR. ALEX
PRINCIPAL
CHRIST COLLEGE
PULIYANMALA, KATTAPPY VA
Idukki Dist. Kerala - 685515



MINUTES OF IQAC MEETING - I

Date : September 26, 2018

Time : 2.00 pm

Venue : Conference Hall - I

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 Puliyamala).
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 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.

Action Taken Report

Sl.No	Recommendations and Decisions	Time Line
1	To set up an IQAC wing coordinators and nominate few faculty as members of IQAC	Before the Next Staff Meeting
2	To update and finalize the academic calendar till Sep 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. Fa. Alex Louis CMI

Principal



MINUTES OF IQAC MEETING - I

Date : September 26, 2018

Time : 2.00 pm

Venue : Conference Hall - I

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 Puliyamala).
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

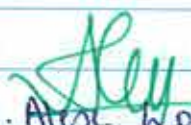
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2. Entrusted Fr. Principal to nominate a few faculty as members of IQAC.
3. Decided to update and finalize the academic calendar till today (September 26, 2018)
4. Decided to start add-on courses.
5. Decided to be a part of the Flood Relief Project organized by Childline Department and UNICEF.
6. Promote research works and publication among the faculty.


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. Bobanji Angushine and nominated Mr. Binto Kurias to participate in the IQAC seminar at Krithujayanthi, 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 Co-ordinator



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 Seminars held at Krishnajarasathi, 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 J. 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 teamwork.
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

Action Taken Report

Sl.No	Recommendations and Decisions	Time line
1	To provide training for faculty members	Before May 31, 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. Fa. Alex Louis CMI

Principal



Dr. Prateek C

IQAC Co-ordinator



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-collegiate 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 CSI : Principal
2. Dr. Prakash C : IQAC Coordinator
3. Mr. Tony Mathews Paricker : College Coordinator
4. Mr. Boban G. Angustine : 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.

- at 8:00 pm everyday from December 1, 2018.
- 4. Decided to form a Media Club
- 5. Decided to conduct college day

Date: _____
 Time: 8:00 pm
 Venue: Principal's office

Agenda of the meeting
 1. Verification of minutes of previous meeting
 2. Approval of minutes of previous meeting
 3. Discussion on the proposal for conducting college day
 4. Discussion on the proposal for forming a media club
 5. Discussion on the proposal for conducting college day

Members Present
 1. Mr. Babbar Singh
 2. Mr. Babbar Singh
 3. Mr. Babbar Singh
 4. Mr. Babbar Singh
 5. Mr. Babbar Singh

The meeting started with a short prayer by the principal. The meeting was presided by the principal. The meeting was held in the principal's office. The meeting was held on 14/12/2018.

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 programs	Next semester onwards
3	To provide regular coaching in Sports	From December, 2018
4	Formation of Media Club	In January 2019
5	To organize college day	In January, 2019

Dr. Fr. Alex Louis CMI
Principal

Dr. Prakash C
IRAC Co-Ordinator



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 Paricker : 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 Calendar from 2014 to 2019 and propose the Academic Calendar for 2019-2020

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 May 15, 2019
3	To propose the Academic Calendar for 2019-2020	Before May 31, 2019
4	To provide Career Guidance and Awareness programs for final year students.	Before March 31, 2019
5	To organize college day and publish college magazine	By January 2020


 Dr. Fa. Alton Lewis CMI
 Principal


 Dr. Prakash C
 IQAC Co-Ordinator





Christ College
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Internal Quality Assurance Cell (IQAC)

Minutes of Meeting - 6

Date : May 20, 2019

Time : 02:00 pm

Venue : Conference Hall – 1

Agenda of the Meeting

1. Verification of minutes passed
2. Approval of ATR-5
3. Assessment of Faculty Development Programme
4. Re-opening 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 Programmes, Training Programmes, 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, an 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 commence Mini- Projects, Certificate Programmes, Training Programmes, Workshops, and Mock Interviews.
4. Determined to launch NSS and Sports Club
5. Decided to initiate an outreach program- Snehasram, by the charity wing of the college.
6. Resolved to inaugurate PG course under the title ARAMBHA
7. To provide Orientation programs for the students
8. To launch a campus radio

Action Taken Report

Sl. No	Recommendations & 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 2019-20
4	To launch National Service Scheme	July 2019
5	To initiate a Sports Club	July 2019
6	To initiate an outreach program- Snehasram	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


Rev. Fr. Alex Louis CMI
 Principal


Dr. Prakash C.
 IQAC Co-Ordinator




- 1 To conduct Alumni Meet and inform the students about collecting Alumni contributions
- 2 To implement the submission of weekly plan strictly before and at the end of each semester
- 3 To telecast live Budget Presentation
- 4 To conduct a seven-day NSS camp
- 5 To provide IELTS coaching
- 6 To Participate in Chief Minister's Student Leader Conclave
- 7 To celebrate College Day on 23 January 2020

Action Taken Report

Sl No	Recommendations & Decisions	Time Line
1	To conduct Alumni Meet	On 27 December 2019
2	Submission of weekly plan	Before and at the end of each semester
3	To telecast live Budget Presentation	On the day of the presentation
3	To conduct a seven-day NSS camp	During Christmas Vacation
4	To provide IELTS coaching	In the current academic year itself
5	To Participate in Chief Minister's Student Leader Conclave	On 10 December 2019
6	To celebrate College Day	On 23 January 2020


Rev. Fr. Alex Louis CMI
 Principal


Dr. Prakash C.
 IQAC Co-ordinator





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Internal Quality Assurance Cell (IQAC)

Minutes Of Meeting - 8

Date : February 25, 2020

Time : 02:00 pm

Venue : Conference Hall 1

Agenda of the Meeting

1. Verification of minutes passed
2. Approval of ATR- VII
3. SWOC Analysis of Christ College
4. 2020-2021 Academic Calendar

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. FDP Programme
2. Awareness Programme on Corona Virus
3. Campus Interviews
4. Implementation of Library Hour
5. Modification of PG uniforms

Decisions

1. To conduct the SWOC analysis




2. To propose the Academic Calendar for 2020-21
3. To organise FDP Programme for both Teaching and Non-Teaching staff
4. To conduct more awareness programme on Corona Virus
5. To organise On Campus Interviews
6. To implement Library Hours effectively in the next academic year
7. To modify the Uniforms of PG students

Action Taken Report

SI No	Recommendations & Decisions	Time Line
1	To conduct the SWOC analysis	Before 30 April 2020
2	To propose the Academic Calendar for 2020-21	Before 25 May 2020
3	To organize FDP Programme	Before 31 May 2020
4	To conduct more awareness programmes on Corona Virus	In March 2020
5	To organize On Campus Interviews	In April 2020
6	To implement Library Hours effectively	In the next academic year
7	To modify the Uniforms of PG students	In the next academic year



Dr. Fr. Alex Louis CMI
Principal



Dr. Prakash C.
IQAC Co-Ordinator



Internal Quality Assurance Cell (IQAC)

Minutes of Meeting – 9

Date : May 10, 2020

Time : 05:pm

Venue : Online Mode

Agenda

1. Verification of minutes passed
2. Approval of ATR- VIII
3. Organisation of Classes during Lockdown

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 |

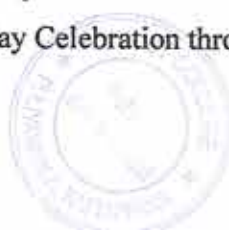
The meeting started with a prayer. Dr.Prakash welcomed all the members present to the meeting.

The following topics were taken into further discussion

1. Commencement of Academic Year 2020-2021
2. Conducting Online Academic Council Meeting, Staff Meeting, and Parents Meeting
3. Introducing SWAYAM- NPTEM
4. NSS Camp
5. Introduction of New Courses (MA English, B.Com. Co-operation)

Decisions

1. Decided to go for Online Zoom Classes
2. To organize Webinars regularly
3. International and National Day Celebration through Online Mode.




4. Mini Project Commencement for BCA students.
5. Decided to conduct an Online Orientation Programme for the first-year students.
6. Resolved to conduct Online Academic Council Meeting, Staff Meeting, and Parents Meeting before the commencement of Classes
7. To introduce SWAYAM- NPTEM
8. To organize NSS Three Day Online Camp

Action Taken Report

Sl No	Recommendations & Decisions	Time Line
1	To commence online classes	On 1 June 2020
2	To organize Webinars	At least one each month
3	To Commemorate both International and National Day Celebration	On respective days
4	To Commence Mini Project for BCA students	At the end of V semester
5	To conduct an Online Orientation Programme	At the beginning of the course
6	To conduct Online Academic Council Meeting, Staff Meeting, and Parents Meeting	Before 31 May 2020
7	To introduce SWAYAM- NPTEM	In the current Academic Year itself
8	To organize NSS Three Day Online Camp	Before the end of the odd semester


Rev. Fr. Alex Louis CMI
 Principal


Dr. Prakash C.
 IQAC Co-ordinator





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Internal Quality Assurance Cell (IQAC)

Minutes of Meeting – 10

Date : November 2, 2020

Time : 06:00 pm

Venue : Zoom Meeting

Agenda of the meeting

1. Verification of minutes passed
2. Approval of Action Taken Report - 9
3. Discussion on starting online Orientation Programme and Placement Induction Programme
4. Discussion on the effectiveness of Online Platform
5. Discussion on organizing Recruitment Programme for the final year students

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

- | | |
|------------------------------|--------------------------------------|
| 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 following topics were taken into further discussion

1. Online HOD Meeting
2. Christmas Day Celebration
3. YIP-Young Innovation Programme
4. Orientation Programme for NSS
5. University Inspection for Different Courses and Affiliation Extension



6. Formation of Dance and Music Club
7. Discussion on NAAC and ASAP

Decisions

1. To conduct Orientation Programme for I semester PG students
2. To organise Placement Induction Programme for the final year students
3. Decided to continue with Zoom Platform
4. To organize Recruitment Programme for the final year students
5. To conduct Online HOD meetings regularly
6. Resolved to celebrate Christmas on 18 December 2020 through online medium
7. To commence YIP-Young Innovation Programme
8. To organize an Orientation Programme for NSS
9. To make necessary arrangements for University Inspection
10. To form Dance and Music Club
11. To study the various criterion of SSR, the panel decided to select and ask seven faculty to have a clear idea about SSR and present it at the next meeting.

Action Taken Report

Sl No	Recommendations & Decisions	Time Line
1	To conduct Orientation Programme for I semester PG students	At the commencement of Classes
2	To organize Placement Induction Programme	From Next Month onwards
3	To organize Recruitment Programme	Before 30 April 2021
4	To conduct Online HOD meetings	From Next Week onwards
5	To celebrate Christmas	On 18 December 2020
6	To commence YIP-Young Innovation Programme	From January 2021
7	To organize an Orientation Programme for NSS	Before 30 March 2021
8	To form Dance and Music Club	Before 31 December 2020
9	To select and ask seven faculty to have a clear idea about SSR and present it at the next meeting.	Before 30 March 2021

Rev. Fr. Alex Loujs CMI
Principal



Dr. Prakash C.
IQAC Co-Ordinator



Internal Quality Assurance Cell (IQAC)

Minutes of Meeting – 11

Date : May 20, 2021

Time : 06:00 pm

Venue : Zoom Meeting

Agenda of the Meeting

1. Verification of minutes passed
2. Approval of ATR- X
3. Academic Calendar 2021-2022
4. Implementation of MOOC –June 10 2021
5. Implementation of Outcome Based Education

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. Commencement of the Academic year 2021-2022
2. Newly approved PG Course-MSW
3. Conducting Project and Course Viva- External
4. Alumni meeting
5. Discussion on SSR
6. Discussion on the effectiveness of Online Platform Teaching
7. Decided to implement Outcome Based Education





Decisions

1. To propose the Academic Calendar for 2021-2022
2. To make necessary arrangements for Project and Course Viva (External), if conducted internally
3. To organize an Alumni Executive Meeting recommending to conduct an Alumni Meet as usual.
4. Eligibility for assessment and accreditation by NAAC was discussed and to prepare the SSR, all the faculty members were divided into 07 groups.
5. Evaluated the weakness of Online Mode Classes and suggested adequate measures to improve online education.
6. To prepare programme outcome, programme specific outcome and course outcome.

Action Taken Report

Sl No	Recommendations & Decisions	Time Line
1	To propose the Academic Calendar for 2021-2022	Before 31 May 2021
2	To organize an Alumni Executive Meeting	Before the end of the odd semester
3	To prepare programme outcome, programme specific outcome and course outcome	Before 30 July 2021


Rev. Fr. Alex Louis CMI
 Principal


Dr. Prakash C.
 IQAC Co-ordinator





Internal Quality Assurance Cell (IQAC)

Minutes of Meeting – 12

Date : October 10, 2021

Time : 06:00 pm

Venue : Zoom mode

Agenda of the meeting

1. Verification of minutes passed
2. Approval of Action Taken Report-XI
3. Discussion on commencement of Offline Classes and the precautions to be taken
4. Inauguration of Department of Social Work
5. Publication by Faculty
6. Counselling for the students
7. Recommence the activities of various cells and clubs after the lockdown
8. Discuss the progression of preparation of Outcomes.

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 recommend 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. To 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 HODs, batch coordinators and faculties.

Action Taken Report

SI No	Recommendations & 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 a Sports Fest	After the commencement of regular offline classes
5	To make necessary arrangements for the Inspection by Minority Commission	15 December 2021
6.	Entrusted two faculties to present the prepared outcomes	Before 5 January 2022


Rev. Fr. Alex Louis CMI
Principal




Dr. Prakash C.
IQAC Co-Ordinator



Internal Quality Assurance Cell (IQAC)

MINUTES OF MEETING – 13

Date : February 17, 2022

Time : 02:00 pm

Venue : Conference Hall – 1

Agenda of the Meeting

1. Verification of minutes passed
2. Approval of ATR-XII
3. SWOC Analysis of Christ College
4. Discussion on PAC
5. Academic Calendar for 2022-2023
6. Yoga as an add-on course
7. Presentation of 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. 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 Non-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 2022-23
- 4. To commence Yoga Classes as an add-on course
- 5. To extend the infrastructure of the college with Mini Auditorium, Gymnasium, Canteen, etc
- 6. To beautify the campus by working on the landscape, lights, and signboards.
- 7. To arrange cabins for faculty members to focus on research and mentoring
- 8. To provide Wi-Fi access in departments for effective endeavour
- 9. To organize FDP for both Teaching and Non-Teaching staff
- 10. To conduct an NSS camp for the volunteers
- 11. To schedule Project Presentation of both Final Year UG and PG students
- 12. To organize exhibitions and events in nearby schools and distribute brochures to the students
- 13. To publish programme outcomes and course outcomes in college website

Action Taken Report

Sl No	Recommendations & Decisions	Time Line
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 2022-23	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
11	To schedule Project Presentations of both Final Year UG and PG students	Before 30 March 2022
12	To organize exhibitions and events in nearby schools	Before 30 March 2022


Rev. Fr. Alex Louis CMI
Principal


Dr. Prakash C.
IQAC Co-ordinator

