



CHRIST NAGAR COLLEGE

MARANALLOOR, TRIVANDRUM

A CMI Educational Institution | Affiliated to the University of Kerala

INTERNAL QUALITY ASSURANCE CELL

IQAC meeting at 1:30 p.m. on 02/06/2020 in IQAC Room

A meeting was conducted on 02/06/2020 at 1:30 p.m. in IQAC room. The meeting aims to discuss about the teachers' training programme "Online Teaching Methods" scheduled by the Internal Quality Assurance Cell on 03/06/2020.

Agenda

1. Training Programme for teachers on Online Teaching Methods

Members Present

Ms Parvathy S (IQAC Coordinator)

Mr Emil S Abraham (Joint IQAC Coordinator)

Ms Lekshmi V (Assistant IQAC Coordinator)

Ms Alan John (Programme Coordinator)

Minutes

1. A programme schedule was presented by the coordinator.
2. Coordinator Mr Alan John informed the committee that all arrangements have been made with Dr. John Jacob, Assistant Professor, Department of Physics, Mar Ivanios College (Autonomous).
3. IQAC coordinator informed the coordinator to ensure maximum participation.
4. Programme coordinator informed the committee that teachers are assigned coordination duties to ensure a smooth conduct of the programme.
5. Ms Parvathy GS will deliver the welcome address and Mr. Alen John will deliver the vote of thanks.
6. Fr Dr Titto Varghese will present the memento to Dr John Jacob.

IQAC Coordinator





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INTERNAL QUALITY ASSURANCE CELL

Online IQAC meeting at 7:00 p.m. on 17/11/2020

An online meeting was conducted on 17/11/2020 at 7:00 p.m. via Google meet to assess the progress of different criteria.

Agenda

1. Progress on each criterion

Members Present

Ms Parvathy G S (IQAC Coordinator)

Ms Emil S. Abraham

Ms Lekshmi V.

Ms Sarada Suresh

Ms Renjitha S V

Mr Shalom David

Mr Alen John

Mr Vinod M S

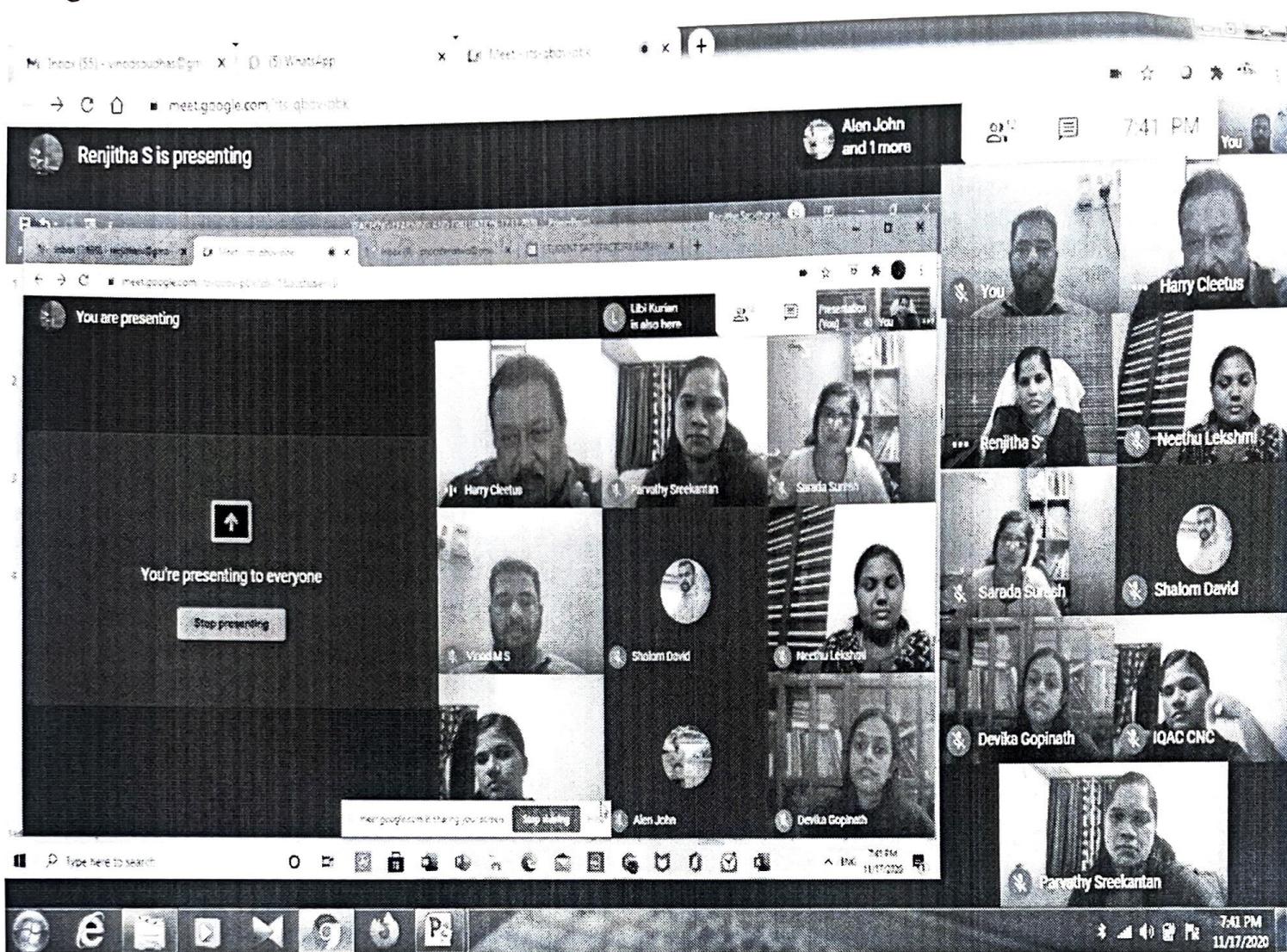
Ms Neethu Lekshmi G V

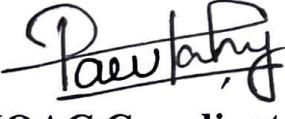
Ms Devika Gopinath.

Minutes

1. Professor Harry Cleetus sought information regarding the status of each criterion.
2. Criteria members briefed Prof. Harry Cleetus about the status of their concerned criteria.
3. Professor Harry Cleetus appreciated criteria members for keeping up the hard work in middle of the pandemic.
4. Professor Harry Cleetus pointed out the changes to be made in the criteria works.
5. Criteria members clarified their concerns related to the documentation process.

Google Meet Link: <https://meet.google.com/rts-qbov-pbk>




IQAC Coordinator





CHRIST NAGAR COLLEGE

MARANALLOOR, TRIVANDRUM

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Internal Quality Assurance Cell (IQAC)

Online IQAC meeting on 24/11/2020 at 2:00 p.m.

An online meeting was conducted on 24/11/2020 at 2:00 p.m. via Google meet to assess the progress of Criteria VI.

Agenda

1. Progress in Criteria VI

Members Present

Ms Parvathy G S (IQAC Coordinator) *Parvathy*
Ms Neethu Lekshmi G V (Criteria Convenor) *NeethuLekshmi*
Ms Riju B . Sarajan *Riju*
Ms Sunitha S. Nair *Sunitha*
Ms Jency Stanly *JencyStanly*

Minutes

1. Professor Harry Cleetus sought updates regarding Criteria VI.
2. Criteria convenor Ms Neethu Lakshmi G.V briefed the progress.
3. Professor Harry Cleetus cleared the doubts asked by criteria members.
4. It was decided to compile all criteria files before 15 December 2020.

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

QM

5

1. Vision and Mission 40 words
2. Governing body Sub committees / Monitoring
3. Attainment of desired outcome
4. Public acceptance as shown by the demand ratio
5. New courses of importance
6. Effective student support programmes
7. Quality of outgoing students as shown through placements
8. Teachers participation in decision making

Governing Body:
The constitution of Governing body and its duties

Administrative Set Up:
General administration with assigned duties

The Functions of Various Bodies:
Ex. Finance Committee, the Research Committee, planning comm, Purchase comm, Library comm etc etc

Service Rules, Procedures, Recruitment and Promotion Policies:
Service rules and procedures are guided by the University First Statutes, the Constitution of the college and the rules of the State Government as amended from time to time in this regard.

The recruitment rules for the teaching staff eligibility criteria prescribed by the UGC, State government and the University and that for the non-teaching staff is as per the state Govt. norms

The promotional policies for teachers are according to UGC guidelines

Grievance Redressal Mechanisms:
Grievance Redressal Mechanisms including the Anti-Ragging Cell, a Grievance Redressal Cell with complaint drop boxes prominently placed, and the full implementation of the Right to Information

Pauly
IQAC Coordinator





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Online IQAC meeting on 1/12/2020 at 3:00 p.m.

An online meeting was conducted on 1st December 2020 via Google meet on Criteria VII documentation.

Agenda

1. Criteria VII documentation

Members Present

Prof. Harry Cleetus

Ms Parvathy G S (IQAC Coordinator)

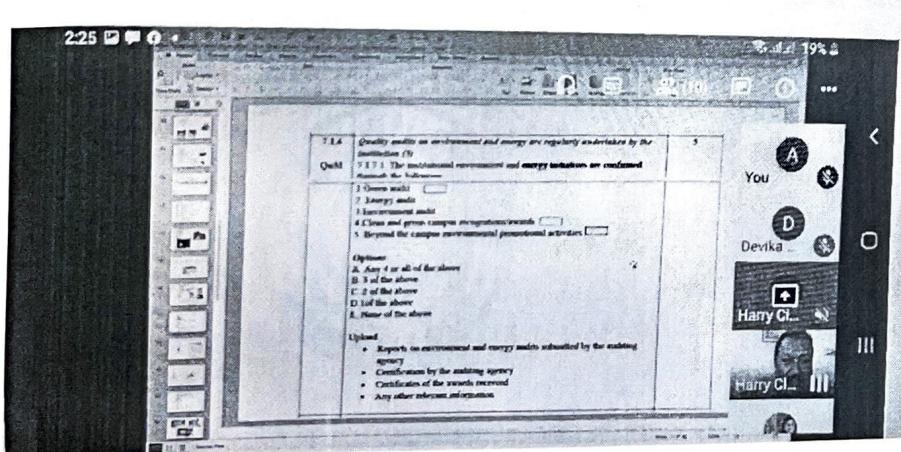
Ms Devika Gopinath

Ms Arathi Chandran R I

Minutes

1. Professor Harry Cleetus gave general instructions regarding Criteria VII documentation.
2. Criteria members clarified their doubts about the documentation process.
3. Deadline for SSR submission was finalised to be 15 December 2020.

Google Meet Link: <https://meet.google.com/xzx-vdec-krb>



Parvathy
IQAC Coordinator





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Meeting at 1:30 pm on 14.12.2020 in Board Room

A meeting was conducted on 03.02.2020 at 1:30 pm in the Board Room. The meeting was conducted to plan on conducting an Outcome-Based Workshop.

Agenda

1. Workshop on Outcome Based Education

Members Present

1. Dr. Jolly Jacob (Principal)

2. Rev. Fr. Titto Varghese, CMI (Manager)

3. Parvathy G. S. (IQAC Coordinator)

4. Emil S Abraham (Joint-Coordinator)

Minutes

1. Regarding conducting a workshop on Outcome-based Education for all staff of Christ Nagar College as part of the UGC Paramarsh Scheme.
2. Preparations for conducting the workshop.
3. Delegating duties to staff members for the smooth conduct of the programme.

Principal





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Internal Quality Assurance Cell

IQAC meeting at 11:30 a.m. on 18 December 2020 in Boardroom

An IQAC meeting was conducted on 18-12-2020 at 11:30 in boardroom. The meeting aims to distribute hard copies of criteria matters to criteria convenors.

Agenda

1. Distribution of hard copies of criteria matters.
2. Criteria specific discussion on document verifications.

Members Present

Minutes

1. Each criteria convenor was given hard bound copies of criteria matters and SOPs.
2. DQACs were provided with the hard copy of the manual and SOPs.
3. IQAC coordinator Ms Parvathy G.S informed that all the documentation processes must be double checked using the manual.
4. NAAC advisor Dr Mary Matilda Rose gave necessary suggestions regarding the documentation process and the clarifications sought by the convenors were addressed.

IQAC Coordinator





CHRIST NAGAR COLLEGE

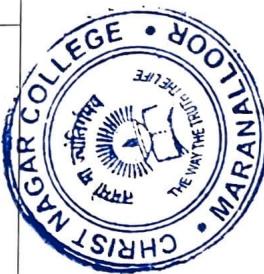
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INTERNAL QUALITY ASSURANCE CELL

MEETING ON 18 December 2020

No.	Name	Department	IQAC Designation	Signature
1.	Dr. Mercy Muttilda Rose	Mathematics	NAAC Advisor	
2.	Ms. ALEN JOHN	Physics	Criteria & Convenor (Ex)	
3.	Mr. Rajesh Kumar K	Mathematics	Criteria Convenor-V	
4.	Ms. Shalom David	Computer Applications	Criteria & Convenor	
5.	Devika Gopinath	English	Criterion 7 Convenor	
6.	Mercy. M. & Kavita	Psychology	DQAC	
7.	Sarada Suresh	Management	Criteria 1. convenor	
8.	Rejitha S.V.	Commerce	Criteria 2. Convenor	
9.	Nimra. No. P	Commerce	Criteria & Convenor	
10.	Rekha R	Commerce	DQAC	



No.	Name	Department	IQAC Designation	Signature
11.	Dr. Sugath Jay. P.S	Physics	IQAC	<u>Sugath Jay.</u>
12.	Ajumol. S.S	BOA	IQAC	<u>Ajumol.</u>
13.	Jagadeesh Chandran	English	IQAC	<u>Jagadeesh Chandran</u>
14.	Rachhika K	mal & Hindi	DSAC	<u>Rachhika</u>
15.	Manju Rose Mathewos	Dept. of Media Studies	Outcome Based Convenor	<u>Manju Rose Mathewos</u>
16.	Emil S. Abraham	Dept. of Media Studies	Joint Coordinator	<u>Emil S. Abraham</u>
17.	Sonath Lal M.P	Dept. of Statistics	Joint Convenor	<u>Sonath Lal M.P</u>
18.	Deepthi Rani. S.S	Dept. of Computer App.	DSAC	<u>Deepthi Rani. S.S</u>
19.	Neethu Sekhni G.V	Dept. of Management	Convenor & Convenor	<u>Neethu Sekhni G.V</u>
20.	Pavathy. G.S	Management	IQAC Coordinator	<u>Pavathy</u>
21.	Leiba. Kuriyan	Computer Dept	IQAC coordinator	<u>Leiba. Kuriyan</u>



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Meeting at 9.00 a.m. on 31.01.2022 in Principal's Chamber

A meeting of the IQAC is proposed to be conducted at 9.00 a.m. on 31/01/2022 in Principal's chamber. The points discussed were:

Agenda

1. To inform the annual expenditure in the academic year 2021-22.
2. To finalize the date of SSR submission.

Members Present:

Dr. Jolly Jacob (Principal)

Rev. Fr. Dr. Titto Varghese, CMI (Manager)

Rev. Fr. Subin Kuttor, CMI (Bursar)

Mrs. Libi Kurian (NAAC Coordinator)

Mrs. Parvathy G S (IQAC Coordinator)

Minutes

1. Rev.Fr. Subin Kuttor presented the annual expenditure report and also informed the status of the on-going construction work.
2. Rev. Fr. Dr. Titto Varghese informed the Principal to attend all criteria wise meetings.
3. Rev. Fr. Dr. Titto Varghese suggested 31-05-2022 as the last date for SSR submission.
4. The Principal informed that there will be a department wise presentation from March 1st onwards.
5. The IQAC coordinator was advised to initiate the proceedings for the Add-on course for the academic year 2021-22 as early as possible.
6. For club related activities, the IQAC coordinator was advised to circulate the registration form to ensure student membership.

Actions taken

1. It was decided to include the academic year 2021-22 since the SSR submission date has been extended to 31-05-2022.

2. The IQAC coordinator was asked to ensure faculty participation in FDP for the Academic year 2021-22 and reimbursement will be provided to the participants.


Principal





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Meeting at 8.45 am on 18.02.2021 in the Manager's Chamber

A meeting of the IQAC is proposed to be conducted at 8:45 am on 18/02/2021 in the Manager's Chamber. The meeting aims at discussing various levels of progression in each criterion. The points discussed were:

Agenda

1. Overall progression
2. Presentation in our Mentor Institution
3. Ensuring Continuity

Members Present:

Rev. Fr. Dr. Titto Varghese, CMI (Manager) Joseph Sh

Rev. Fr. Subin Kottoor, CMI (Bursar) Subin

Dr. Jolly Jacob (Principal) Jolly

Mrs. Libi Kurian (NAAC Coordinator) Libi Kurian

Mrs. Parvathy G S (IQAC Coordinator) Parvathy

Mr. Emil Abraham (Joint Coordinator) Emil

Mrs. Lekshmi V (Assistant Coordinator) Lekshmi

Mr. Sarath Lal M P (Assistant Coordinator) Sarath

Minutes

1. Rev. Fr. Dr. Titto Varghese, Manager suggested having a plan of action for the continuous evaluation of IQAC.
2. Father had suggested a visit to Sacred Heart College, Thevara and Rajagiri College in connection with filing of documents.
3. Father also suggested organizing a workshop related to the submission of SSR for the staffs of Christ Nagar College by eminent experts.
4. Father informed to conduct meetings for ensuring the continuity in all the activities.

5. For all the meetings conducted, meeting minutes, agenda of the meetings and attendance to be documented.
6. Dr. Jolly Jacob, Principal had suggested documenting all the important whatsApp communication to parents and students by department.
7. Allocation of mentors to all the students is to be formulated.
8. Department visit must be scheduled.
9. A detailed discussion regarding the presentation on Institutional level progress with regard for the NAAC Accreditation in connection with the meeting which will be hosted by the mentor institution under Paramarsh Scheme of UGC.

Action Taken

1. The following meetings were decided to conduct for ensuring the continuity in all the activities:
 - Weekly once by the IQAC core committee members.
 - Monthly twice by Core committee and Criteria Conveners.
 - Weekly once by Criteria Conveners and their members.
 - Monthly once by IQAC core committee, Criteria Conveners and their members
2. Monthly once department visit is decided to ensure the progression of IQAC by core team.
3. Dr. Jayesh Lal is appointed as the Mentor-mentee coordinator.
4. Mr. Abhimanyu is appointed as Assistant Coordinator of IQAC.
5. The core team of IQAC decided to conduct individual department meeting under the guidance of Dr. Mary Mettilda Rose V regarding the discussion of course diary and class committee.


Principal





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Internal Quality Assurance Cell (IQAC)

Online IQAC meeting on 20/02/2021

An online IQAC meeting was held on 20/02/2021 via Google meet to discuss SSR submission formalities.

Agenda

1. SSR submission format

Members Present

Rev. Fr. Dr. Titto Varghese

Ms Parvathy G S (IQAC Coordinator)

Ms Mary Metlida Rose

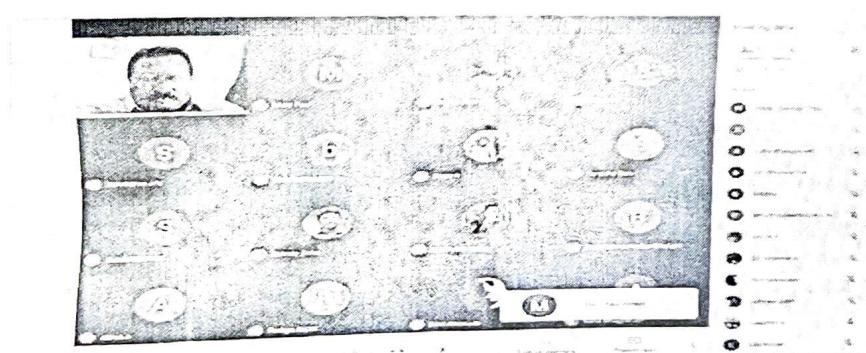
Ms Libi Kurian

Ms Emil S. Abraham

Minutes

1. Professor Harry Cleetus informed the committee that the registration processes should be completed before SSR Submission.
2. Parvathy GS inquired about IIQA filing and Professor Harry Cleetus clarified the doubts.
3. The documents must be ready before the registration process.
4. Draft SSR must be sent to Professor Harry Cleetus.

Google Meet Link: <https://meet.google.com/gfu-gidx-hef>



IQAC Coordinator





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Meeting at 11.30 a.m. on 26.02.2021 in the Manager's Chamber

A meeting of the IQAC is proposed to be conducted at 11:30 a.m. on 26/02/2021 in the Manager's Chamber. The meeting aims at deciding the deadlines for SSR related document submission. The points discussed were:

Agenda

1. Decide SSR related deadlines.

Members Present:

Rev. Fr. Dr. Titto Varghese, CMI (Manager)

Dr. Jolly Jacob (Principal)

Mrs. Libi Kurian (NAAC Coordinator)

Dr. Mary Mettilda Rose V (NAAC Adviser)

Mrs. Parvathy G S (IQAC Coordinator)

Mr. Emil Abraham (Joint Coordinator)

Mrs. Lekshmi V (Assistant Coordinator)

Mr. Sarath Lal M P (Assistant Coordinator)

Mr Abhimanyu R (Assistant Coordinator)

Minutes

1. Our manager Rev. Fr. Dr. Titto Varghese, CMI informed the core committee of IQAC that the SSR should be submitted to St. Teresa's college on 26th March 2021.
2. Father informed the committee that the date to register in HEI with NAAC is on April 15.
3. Father also informed that peer team from St. Teresa's college will be visiting our college from April 15 to May 15, 2021.
4. Father informed to submit all the supporting documents related to SSR within May 30.
5. Father informed the committee to submit IIQA within in the month of June.

6. Father informed the core committee that the final SSR should be submitted within in the month of August and also informed that after the submission of SSR, NAAC will visit our college anytime.

7. Dr. Jolly Jacob, Principal had suggested documenting all the important whatsApp communication to parents and students by department.

8. Father informed that the college website should be updated on or before 1st June 2021.

9. Father also informed that there will be a Green and Energy Audit which will be carried out by St. Teresa's and an authorized company in the month of March.

Action Taken

The following deadlines for the submission of documents were given by Rev. Fr. Dr. Titto Varghese, CMI (Manager)

- Mentor- Mentee details (to each teaching staff): March 1.
- Add- on course: March 4
 - Documents needed: Course details, syllabus and report (Should be submitted by the HoD to the Principal.)
- Staff profile: March 10.
- Enrolment (from office): March 10.
- Alumni registration : March 12
- Library usage report (from librarian): March 15.
- Academic calendar: March 15.
- PBAS and feedback analysis report: March 15.
- Handbook and policies (printed form): March 20.
- Annual and club reports: March 20.
- Student Satisfaction Survey (from college side): March 20.
 - Documents needed: Working mail id and phone number of our students.
- MoU Registration from each department: March 25.
- Outcome analysis: March 31.


Principal





CHRIST NAGAR COLLEGE

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Meeting at 2:00 p.m. on 08.03.2021 in IQAC Room

A meeting of the IQAC is proposed to be conducted at 2:00 p.m. on 08/03/2021 in IQAC room. The meeting aims at discussing the deadlines related to the submission of SSR. The points discussed were:

Agenda

1. Review of SSR related deadlines.

Members Present

Mrs. Libi Kurian (NAAC Coordinator)
Mrs. Parvathy G S (IQAC Coordinator)
Mrs. Lekshmi V (Assistant Coordinator)
Mr. Sarath Lal M P (Assistant Coordinator)
Mr Abhimanyu R (Assistant Coordinator)

Minutes

1. Mrs Parvathy GS, IQAC coordinator informed that there will be a mentoring session on 9-3-2021 organized by the IQAC.
2. Coordinator also informed that the green and energy audit will be conducted on 10-3-2021 and 15 students from Nature Club should be selected for the same.
3. Coordinator also informed that the academic and administrative audit will be carried out by this month.
4. Coordinator planned to conduct the interdepartmental quiz finals on 13-3-2021.
5. The IQAC team planned to conduct seven day FDP on research methodology in the month of March.
6. The core team has planned to conduct a DQAC meeting by this week.

Action Taken

Discussions regarding the due dates given by the Manager.

- Mentor- Mentee details (to each teaching staff): March 1.
- Add- on course: The syllabus and the MoU copy should be collected by the DQAC from the concerned department and a copy should be submitted to IQAC. The DQACs should be instructed to enquire about the commencement date of the add-on course.
- PBAS analysis report should be consolidated by the IQAC core team within March 15th and the same should be submitted to the Principal.
- The core committee should inform the criteria one coordinator to circulate the feedback form among the employees, parents and alumni.
- The DQACs should be instructed to update the teachers' profile and bio-data of the teachers who worked in the department for the last five years.
- The core team decided to enquire about the student enrolment details from the office.
- Alumni coordinators should be instructed to complete the registration process and prepare the bylaw within March 12.
- The core committee should inform the criteria one coordinator to prepare the academic calendar within March 15.
- Handbook and policies (printed form): March 20.
- The DQACs should be instructed by the core committee to inform the concerned department teachers to complete the course diary with the following entries.
 - Attendance should be entered till date.
 - At least one assignment mark should be entered.
 - Marks of at least one module test should be entered.
 - Lesson plan should be recorded.
- The DQACs should be instructed to inform the department to conduct at least one event in association with the signatory of the MoU before March 25.
- Criteria two coordinator should be instructed to prepare the Google form for Student Satisfaction Survey and the same should be sent to IQAC coordinator.


Paavathy
IQAC Coordinator





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Meeting at 10.00 a.m. on 16.03.2021 in the Board Room

A meeting was conducted at 10.00 a.m. on 16/03/2021 in the Board Room. The points discussed were:

Agenda

1. Submission of SSR
2. Green, Energy Audit and Environment audit
3. Progression of activities

Members Present

Dr. Jolly Jacob (Principal)

Rev. Fr. Dr. Titto Varghese, CMI (Manager)

Rev. Fr. Subin Kottoor, CMI

Mrs. Libi Kurian (NAAC Coordinator)

Ms Mary Mettilda Rose (HoD, Department of Mathematics)

Mrs. Parvathy G S (IQAC Coordinator)

Mr. Emil Abraham (Joint Coordinator)

Mr. Lekshmi V (Assistant Coordinator)

Minutes

The Manager Father welcomed the meeting and introduced Rev Fr. Subin Kottoor, CMI our new Bursar and Ms Mary Mettilda Rose, HOD, Department of Mathematics as the NAAC Advisor.

The Principal addressed the meeting and shared the details of the registration of Alumni Association and also informed the green, energy and environment audit conducted by Ottotractions, first accredited energy auditor of bureau of Energy Efficiency Government of India from Kerala. The principal gave a brief introduction about the various National and

International programmes organised during the lockdown in Association with SAARC, Computer Society of India, Regional Outreach Bureau Kerala-Lakshadweep Region and other reputed organisation/institution.

The IQAC coordinator mentioned about the matters discussed in the review meeting held by St.Teresa's College (Autonomous), Ernakulam, the mentor institution on 23 February 2021.

Actions taken

1. It is decided to prepare a draft SSR report in the month of March.
2. Mentors should meet the mentees by the end of March.
3. Add-on course should start in all departments in the month of March.


Principal

