INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Meeting at 8.30 a.m. on 15.07.2021 in IQAC Room

A meeting of the IQAC is proposed to be conducted at 8.30 a.m. on 15/07/2021 in IQAC room. The points discussed were:

Agenda

1. To check the progress of each criterion.

Members Present:

Mrs. Libi Kurian (NAAC Coordinator)

Mrs. Parvathy G S (IQAC Coordinator)

Ms. Sarada Suresh

Ms. Renjitha S V

Mr. Shalom David

Ms. Nimya M P

Mr. Rajesh Kumar R

Ms. Neethu Lekshmi G V

Ms. Devika Gopinath

Minutes

1. Each convenor updated the IQAC core committee about their respective criteria
2. The criteria four convenor was informed to ensure the accessibility of e-resources in Library as soon as possible.
3. The IQAC coordinator informed the convenors to ensure the timely completion of policy documents related to their criteria if any.
4. The IQAC coordinator informed that the committee that any document attested by the Principal can be considered valid.
5. All the pending documents should be completed with the necessary changes suggested by the coordinator as soon as possible.

Actions taken

1. It was decided that the convenors should upload the updated write ups, data templates and related documents on or before 06-08-2021.

IQAC Coordinator
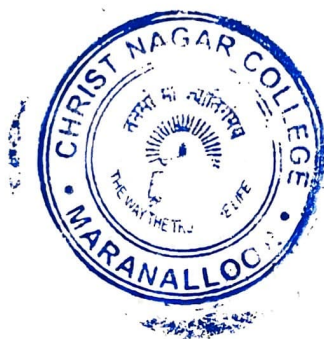
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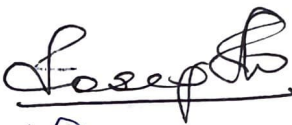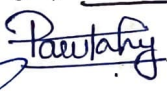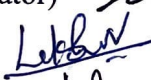
IQAC Meeting at 1:30 pm on 09.08.2021 in Board Room

A meeting was conducted on 09.08.2021 at 1:30 pm in the Board Room. The meeting was conducted to discuss organising a 7-Day National-level Faculty Development Programme on Accreditation NAAC Framework from 31 August to 7 September 2021.

Agenda

1. Seven Day FDP on Accreditation Framework

Members Present

1. Rev. Fr. Titto Varghese, CMI (Manager)
2. Parvathy G. S. (IQAC Coordinator)
3. Vinod M. S. (Staff Advisor)
4. Emil S Abraham (Joint-Coordinator)
5. Lekshmi V. (Asst. Coordinator)
6. Abhimanyu R. (Asst. Coordinator)
7. Sarath Lal M. P (Asst. Coordinator)

Minutes

1. Regarding the detailed schedule the 7-Day National-level Faculty Development Programme on Accreditation NAAC Framework as part of the UGC Paramarsh Scheme.
2. The FDP was scheduled over 7 days, with one of the 7 NAAC Accreditation Criteria being the topic for each day.
3. Coordinating and arranging resource persons for 7 days of the programme.
4. Preparations for the online arrangements for conducting the programme.
5. Delegating duties to staff members for the smooth conduct of the programme.

Since Dr. Jolly Jacob (Principal) could not join the meeting, it was noted that she will be updated on the points discussed.

IQAC Coordinator

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Meeting with DQACs at 8.00 p.m. on 29.09.2021 in Google Meet

A meeting of the IQAC is proposed to be conducted at 8.00 p.m. on 29/09/2021 in Google Meet. The points discussed were:

Agenda

1. Regarding the documents to be collected and filed in department files.

Members Present:

Ms. Parvathy G S (IQAC Coordinator)

Ms. Lekshmi V (Assistant Coordinator)

Ms. Rekha R

Ms. Devika Gopinath

Ms. Thara C B

Ms. Deepthi Rani S S

Ms. Neenu P K

Ms. Ajumol S S

Dr. Swathi P S

Ms. Remya Nath

Mr. Anand M G

Ms. Mercy Skaria

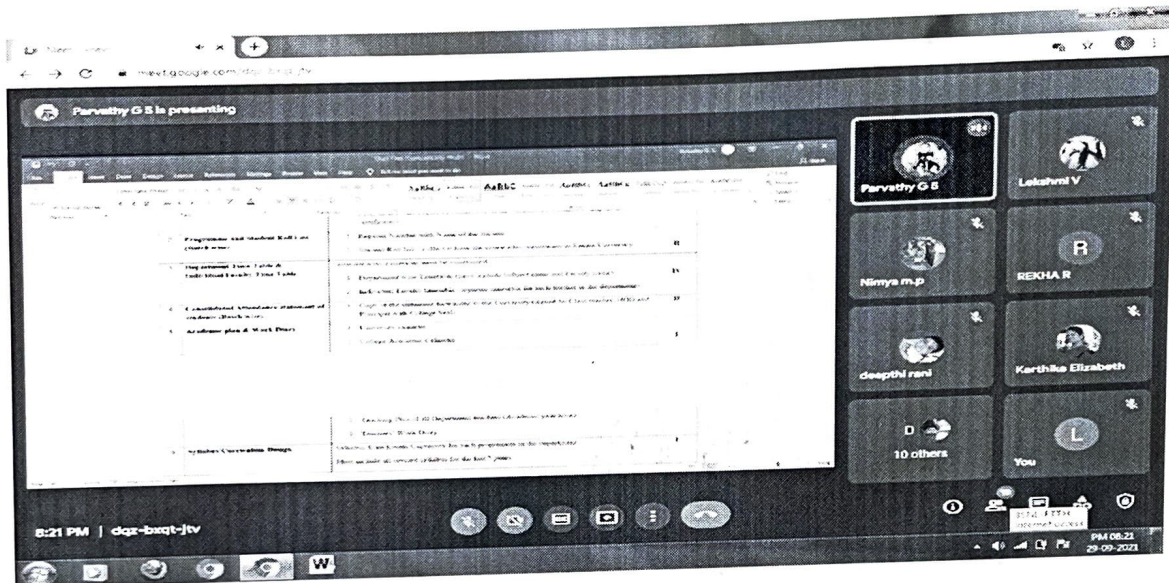Ms. Karthika Elizabeth

Minutes

1. The IQAC coordinator informed that there will be a total of 23 files related to IQAC that are to be maintained by each department.

2. The IQAC coordinator explained about each file and the details of the documents to be collected and filed by each department.

3. It was informed that all documents should be duly signed by the concerned authority.

4. The coordinator informed that the files should be allocated on an equal ratio to the teachers.

Action Taken

1. It was decided to conduct an internal audit by the second week of October.

Google Meet Link:https://meet.google.com/dqz-bxqt-jtv

IQAC Coordinator

INTERNAL QUALITY ASSURANCE CELL (IQAC)
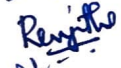
IQAC Meeting with DQACs at 8.40 a.m. on 30.11.2021 in the IQAC Room

A meeting of the IQAC is proposed to be conducted at 8.40 a.m. on 30/11/2021 in the IQAC Room. The points discussed were:

Agenda

1. To inform the convenors about the External Audit.

Members Present:

Ms. Parvathy G S (IQAC Coordinator)

Ms. Sarada Suresh

Ms. Renjitha S V

Mr. Shalom David

Ms. Nimya M P

Mr. Rajesh Kumar R

Ms. Neethu Lekshmi G V

Ms. Devika Gopinath

Minutes

1. The IQAC coordinator informed the convenors about the external audit by Dr R. Selvam during the first week of January.
2. The coordinator informed the convenors to update the write ups related each key indicator.
3. Questions, write ups, data templates and required documents of each key indicator should be made ready for presentation.
4. The criteria convenors were informed to note the doubts if any and the same can be clarified during the audit.
5. It was informed that all pending works should be completed on or before 20-12-2021.

Actions taken

1. It was decided to conduct criteria wise presentation by the third week of December

IQAC Coordinator

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Meeting at 8.00 p.m. on 18.12.2021 in Google Meet

A meeting of the IQAC is proposed to be conducted at 8.00 p.m. on 18/12/2021 in Google Meet. The points discussed were:

Agenda

1. To inform the core team members about the works that should be completed immediately.

Members Present:

Mrs. Parvathy G S (IQAC Coordinator)

Mr. Emil S Abraham

Ms. Lekshmi V

Mr. Sarath Lal M P

Mr. Abhimanyu R

Minutes

1. Each core team member was assigned the following duties by the IQAC coordinator.

    Emil S Abraham- Report on NAAC Accreditation framework, Staff orientation on NAAC Accreditation Process and Teachers Training on SSR Filing.

    Lekshmi V: Reports of National seminar on Teaching Learning and Evaluation, Seminar on Online Teaching Methods, National webinar on N-LIST and Painting Competition.

    Sarath Lal M P- Data collection of Collaborative programmes

    Abhimanyu R- Reports of Seven day FDP, Four day workshop on Statistical Analysis and Interpretation using R and SPSS & Online Workshop on IPR.

2. It was informed that all the works should be completed on or before 30-12-2021.

3. The coordinator informed Mr. Emil S Abraham, Mr. Sarath Lal M P and Mr. Abhimanyu R to update criteria 6 write ups and data template on or before 03-01-2022.

Actions taken

1. It was decided to conduct a review meeting on 31-12-2021.

Google Meet Link:https://meet.google.com/tqa-nzeg-vpo

IQAC Coordinator

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Meeting at 10.00 a.m. on 31.12.2021 in Google Meet

A meeting of the IQAC is proposed to be conducted at 10.00 a.m. on 31/12/2021 in Google Meet. The points discussed were:

Agenda

1. To review the progress of work assigned to core team members of IQAC.

Members Present:

Mrs. Libi Kurian (NAAC Coordinator)

Mrs. Parvathy G S (IQAC Coordinator)

Mr. Emil S Abraham

Ms. Lekshmi V

Mr. Sarath Lal M P

Mr. Abhimanyu R

Minutes

1. The NAAC coordinator enquired about the progress of assigned works to the core team members.
2. The team members informed the committee that they have finished all the works assigned by the IQAC coordinator.
3. The IQAC coordinator informed the core team members that the external audit will be conducted on 3rd and 4th of January, 2022.
4. It was also informed that all the core team members should be present on both days.

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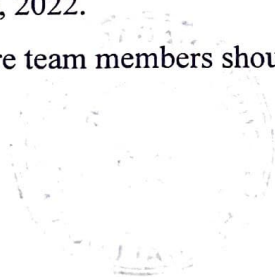
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IQAC Coordinator

CHRIST NAGAR COLLEGE

MARANALLOOR, TRIVANDRUM

A CMI Educational Institution | Affiliated to the University of Kerala
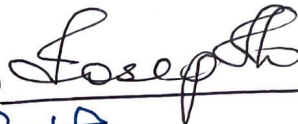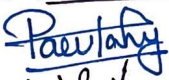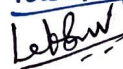
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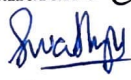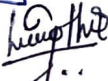
IQAC Meeting at 1.45 p.m. on 22.02.2022 in IQAC Room

A meeting of the IQAC is proposed to be conducted at 1.45 p.m. on 22/02/2022 in IQAC Room.

Agenda

1. Update DQACs about the pending works
2. Criteria wise updates.

Members Present:

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

Mrs. Parvathy G S (IQAC Coordinator)

Mrs. Lekshmi V (Assistant Coordinator)

Ms Sarada Suresh

Ms Renjitha S V

Mr Shalom David

Ms Nimya M P

Ms Rajeshkumar R

Ms Neethu Lekshmi G V

Ms Devika Gopinath

Ms Neenu P K

Mr Jagadheesh Chandran J

Ms Swathi P S

Ms Latha J

Mr Anand M G

Ms Rekha R

Ms Mercy Skaria

Ms Deepthi Rani S S

Ms Ajumol S S

Minutes

- Fr Dr Titto Varghese suggested that add-on courses must be selected after referring to the syllabus of other universities which students prefer for higher studies.
- A Career Orientation Programme should be conducted department wise.
- MoU to be signed for this AY
- All departments must take initiatives to bring funds from government and non-government agencies.
- Each criterion should focus on the documents that are not yet prepared and should work focusing on the same.
- Associations must be formed department wise, and programmes should be conducted in collaboration with these associations and the association logos must be included in the brochures.
- Student participation must be ensured in each activity.

Suggestions from Criteria 1

- Department timetable which includes both the offline and online schedules with college seal must be maintained.
- Lab Schedule and Tutorial Logbook must be maintained.
- Faculty members in charge of the Add-on programme details must maintain all the details along with geo-tagged photos for offline sessions and screenshots for online sessions.
- Subjects which promote ethics and values must be identified from the syllabus by the respective department.
- Analysis report must be prepared for student curriculum feedback, teacher curriculum feedback, employer feedback, and alumni feedback for the current year.

Suggestions from Criteria 2

- Geo-tagged photos, report, feedback, brochure of "Day with a scholar" must be maintained.
- Evaluation methods should be conducted to identify slow and advance learners and for slow learners PTA meeting and remedial classes can be conducted. Participation in seminars, debate and other programmes must be ensured for advance learners. Proofs must be maintained for both.
- All faculty should prepare and maintain question banks for respective subjects.
- Proper write ups should be documented for student participation.
- Peer tutorial sessions must be conducted.

- To develop communication skills, soft skill training for students must be conducted.
- Students should be encouraged to publish their research articles and the details should be documented.
- Students' visit to project centres must be photographed with geo tag.
- Workshops must be conducted for the students in various topics.
- It was suggested from Criteria II to make use of ICT extensively while teaching.

Suggestions from Criteria 3

- In the documentation regarding publications, UGC Care list, Scopus or SCI classifications must be done, and impact factor must be mentioned in the paper.
- Details about book chapter publications must be provided.
- All MoUs must be functional, and programmes must be conducted every year.

Suggestions from Criteria 4

- Updated and specific write ups about lab equipment must be maintained.
- Library usage should be promoted among students and teachers.
- Geo-tagged photos of ICT enabled teaching that includes teacher and students must be taken.

Suggestions from Criteria 5

- List of students who have access to government scholarship from each department (1st, 2nd and 3rd year) must be documented.
- SC/ST students who never received any financial aid can approach the office.
- Before March end, a soft skill development programme must be conducted by each department. Student list, brochure, report and screenshot/photos should be maintained.
- Career orientation programme should be organised by each department before March end.
- For grievances from the students, handwritten letters should be collected and filed. DLMC meetings must be conducted and reports of action taken must be maintained.
- Placement details of students must be systematically recorded within 6 months.
- All documents regarding higher education should be recorded properly.
- Details of students who have appeared and cleared competitive exams like JAM, NET, Govt. exams, civil service, etc. should be properly documented.
- Details of students who have attended international, national, university, inter-university should be documented.

- Programmes with alumni participation should be conducted by each department by the end of March.

Suggestions from Criteria 6

- Details like meeting minutes, brochure, screenshot, participation list, report, duties and responsibilities of students and teachers should be maintained for international conferences.
- Certificates must be submitted for financial assistance for FDP.
- Details of programmes conducted for teaching and non-teachings staffs must be maintained.
- Among the Seven Day FDPs attended, the teachers should select one and the certificate must be sent to Criteria 6.
- Minutes and photos of Class Committee should be maintained.
- Completion of Work Diary must be given utmost priority.
- List of programmes conducted in association with IQAC, and external agencies must be sent to IQAC

Suggestions from Criteria 7

- Details of National and International events conducted by all departments should be systematically documented and uploaded.

Actions taken

1. It is decided to complete all pending works as soon as possible.

IQAC Coordinator

INTERNAL QUALITY ASSURANCE CELL (IQAC)

DQAC Meeting at 9.00 a.m. on 19.04.2022 in IQAC Room

A meeting of the DQAC is proposed to be conducted at 9.00 a.m. on 19/04/2022 in IQAC room. The points discussed were:

Agenda

1. Regarding department file status.

Members Present

Mrs. Libi Kurian (NAAC Coordinator)

Mrs. Parvathy G S (IQAC Coordinator)

Ms Thara C B

Mr Jagadheesh Chandran J

Ms Swathi P S

Ms Latha J

Mr Anand M G

Ms Rekha R

Ms Mercy Skaria

Ms Deepthi Rani S S

Ms Ajumol S S

Minutes

1. The DQACs submitted the status of department files to NAAC Coordinator.
2. The DQACs must inform the criteria convenors if there is any delay in meeting the deadlines.
3. The DQACs are asked to conduct an internal audit in their concerned departments after giving a deadline to the file-in-charge and the report must be submitted to IQAC.

Actions taken

1. It is decided to give the date of internal audit of their concerned departments by the DQACs.

IQAC Coordinator