



Minutes of the Meeting of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

Venue: - Chavara Seminar Hall,

Time: - 2:30 pm to 4:30 pm.

No of participants: -25

A meeting of the reconstituted Internal Quality Assurance Cell was held at 2.30 pm on Tuesday, 27th June 2023 in the Chavara Seminar Hall.

Agenda

- 1. Action taken report of previous meeting*
- 2. AQAR Status*
- 3. Examination schedule and Academic calendar for year 2023-24*
- 4. Plan of action for the year 2023-24*
- 5. Deeksharambh-Student Induction Program*
- 6. Analysis of NIRF ranking*
- 7. Screening test for 2023 admission UG students*
- 8. FDP for newly appointed teachers*
- 9. OBE calculation*
- 10. Any other matter*

Members present

- | | |
|---------------------------|----------------------------------|
| 1. Dr. Fr. Jolly Andrews | 15. Durga K S |
| 2. Dr. Shinto K G | 16. Sruthy Mohan |
| 3. Dr. Xavier Joseph | 17. Dr. Jean Maria George |
| 4. Dr. Linto Alappat | 18. Ann Mary Cherian |
| 5. Dr. Leon Varghese | 19. Dr. Sr. Maryamma K D |
| 6. Pius T J | 20. Dr. Josheena Jose |
| 7. Francis Bastian | 21. Viji Viswanathan |
| 8. Dr. Ajith R | 22. Dr. Robinson P Ponminiessary |
| 9. Dr. Edwin Jose | 23. Dr. Bijoy C |
| 10. Dr. Subin K Jose | 24. Shaju Varghese |
| 11. Dr. Sudheer Sebastian | 25. Bibin Thomas |
| 12. Fr. Teji K Thomas | |
| 13. Linto George | |
| 14. Smitha Antony | |



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IQAC Coordinator Dr. Shinto K G welcomed the gathering. Principal in Charge, Dr. Fr. Jolly Andrews addressed the meeting and he congratulated all members for their active involvement in the smooth functioning of the college and creative suggestions for the quality improvement. IQAC Coordinator introduced the agenda and discussion followed. Following decisions were taken against each item.

AGENDA	DECISIONS
<i>Action taken Report</i>	The action taken report of the previous meeting was discussed.
<i>AQAR status</i>	IQAC Coordinator Dr. Shinto K G informed that AQAR 2022-23 uploaded on 28 th February 2023. He pointed out the necessity of the improvement of graduation outcome of the college.
<i>Examination schedule and Academic calendar for year 2023-24</i>	Dr. Shinto K G presented the Academic calendar and Examination schedule for the academic year 2023-24. It was decided to complete all the even semester examination in the month of March so that students will get more time for their internships. Also suggested to complete all the practical examinations and project viva of the final semester UG and PG students on the month of March. This will help the students with campus placement offer to join in time.
<i>Plan of action for the year 2023-24</i>	The plan of action for the year 2023-24 was discussed in detail. The core areas to be concentrated this academic year are, a) OBE calculation using Linways software b) Preparation of NEP based syllabus by each board of studies c) Providing Academic Bank of Credits to students d) Research promotion activities e) Special English communication training
<i>Deeksharambh-Student Induction Programme</i>	It was decided to conduct this year's student induction in hybrid mode, seven days offline sessions and two days online sessions in five different venues.
<i>Analysis of NIRF ranking</i>	Vice Principal Dr. Xavier Joseph presented the scores obtained by the college in various parameters in NIRF 2023. A detailed discussion was carried out by considering parameter wise scores of different colleges those are performing excellent in recent years ranking. Principal Dr. Fr. Jolly Andrews emphasized the importance of increasing the number of research publications and promoting student progression. The meeting suggested to



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	distribute special gifts to the chief mentors of the batches having more than 80% of student progression and also to faculty members with Scopus/WOS publications.
<i>Screening test for 2023 admission UG students</i>	It was decided to conduct screening test for the 2023 admission UG students in the month of July itself. Last year a psychometric test was included in the screening test. Assistant Professor Durga K S from Psychology department explained the results obtained from the psychometric test. It was suggested to publish the outcome of the psychometric test by keeping the secrecy of the data.
<i>FDP for newly appointed teachers</i>	It is decided to conduct one week FDP for the newly appointed teachers in association with Teaching Learning Centre, Christ College during the month of August.
<i>OBE Calculation</i>	Decided to form an OBE committee to ensure the OBE calculation using Linways for all UG and PG courses. The committee has the responsibility to train the teachers if necessary for the final attainment calculation.
<i>Any other matter</i>	<p>Principal informed the meeting about the NIRF ranking preparations from the college. He suggested to collect the student progression data from departments on the month of August itself. Principal said that the management approved the proposal from IQAC to distribute awards to the departments having more than 70% student progression.</p> <p>IQAC Coordinator informed the meeting that AAA audit for aided departments started. On completion of aided departments, it will continue for unaided departments. He also informed the meeting that it is scheduled to conduct workshop on PowerPoints presentation, workshop on waste management, FDP on Scientific Writing, OBE trainings and Orientation program on importance of ethics.</p>

Dr. Josheena Jose, IQAC Joint Coordinator proposed the Vote of Thanks. Meeting came to an end by 4:30 pm.

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CHAIRPERSON, IQAC
Fr. Dr. Jolly Andrews
Associate Professor -
In-Charge of Principal
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Venue: - IQAC Conference Hall,

Time: - 2:30 pm to 4:30 pm.

No of participants: - 22

A meeting of the Internal Quality Assurance Cell was held at 2.30 pm on Tuesday, 8th November 2023 in the IQAC Conference Hall.

Agenda

1. Action taken report of previous meeting
2. AQAR status
3. AAA Audit
4. Workshop on Curriculum framing of NEP 2020
5. SIQAC initiatives
6. Any other matter

Members present

1. Dr. Fr. Jolly Andrews
2. Dr. Shinto K G
3. Dr. Xavier Joseph
4. Dr. Sudheer Sebastian K
5. Sruthy Mohan
6. Ann Mary Cherian
7. Dr. Jean Maria George
8. Denet Davis
9. Dr. Bijoy C
10. Sr. Shaini M
11. Dr. Sreevidhya V
12. Dr. Subin K Jose
13. Dr. Abhaydev C S
14. Pius T J
15. Teena Thomas
16. Dr. Josheena Jose
17. Shaju Varghese
18. Sibi Francis
19. Fr. Teji K Thomas
20. Dr. Robinson P Ponminiessary
21. Dr. Leyon Varghese
22. Bibin Thomas



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IQAC Coordinator Dr. Shinto K G welcomed the gathering. Principal in Charge, Dr. Fr. Jolly Andrews addressed the meeting by specially mentioning the importance of the active involvement of IQAC in the day to day decision making of the college. IQAC Coordinator introduced the agenda and discussion followed. Following decisions were taken against each item.

AGENDA	DECISIONS
<i>Action taken Report</i>	The action taken report of the previous meeting was discussed.
<i>AQAR status</i>	IQAC Coordinator Dr. Shinto K G informed the meeting that the last date for the uploading of AQAR 2022-23 is 31 st December. The criterion members started the data collection and all members expressed their willingness to complete the uploading within the stipulated time.
<i>AAA Audit</i>	Under the supervision of Principal and Vice Principals, IQAC conducted the AAA audit. All departments presented the details of events organized, staff and student achievements, student progression details, teaching plan prepared with the help of Linways ERP and the strategic planning of the department. Principal informed the meeting that the second level AAA audit will be conducted during the months of February and March 2024. The meeting recommended to conduct the AAA audit with the help of external experts for the academic year 2024-25.
<i>Workshop on Curriculum framing of NEP 2020</i>	Principal Dr. Fr. Jolly Andrews suggested each department to prepare curriculum and syllabus required for the implementation of Four Year UG Programmes (FYUGP) introduced under NEP 2020. He discussed the prospects that both the staff and students will attain with the introduction of the FYUGP. IQAC coordinator explained the details of the workshop proposed to conduct during the month of November 2023 to discuss the regulations regarding the implementation of FYUGP in the University of Calicut.
<i>SIQAC initiatives</i>	The committee appointed Assistant Professor Shaini M to coordinate the student IQAC activities. Principal expressed his willingness to incorporate “Earn While Learn” project for SIQAC initiatives.
<i>Any other matter</i>	<ul style="list-style-type: none">• Dean of Academic Affairs Dr. Robinson P presented the feedbacks of Pearson English training for the final year placement seeking students. He pointed out that the feedbacks from the students is really a positive one and is motivating for to introduce to first year students• Principal explained the details of the open day programs scheduled towards the months of December and January



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	<ul style="list-style-type: none">• IQAC coordinator presented a proposal to organize an orientation programme for higher secondary teachers on FYUGP utilizing the expertise of the faculty members of the college. The committee suggested to proceed with the proposal.• IQAC team suggested to introduce office 365 for certain labs of the college.• IQAC result analysis team informed the meeting that the comprehensive result analysis is completed for the previous semesters and the analysis for this academic year odd semester can be initiated soon after the publication of all odd semester results.• Dean of Academic Affairs Dr. Robinson P suggested each member to come prepare for the meeting with suggestions for the improvements or achievements• IQAC Coordinator informed the meeting that the one-week FDP for newly appointed faculty members is scheduled to conduct from 1st December 2023. He also mentioned that it is scheduled to conduct workshop on AI Tools, Workshop on OBE, Orientation Program on Intellectual Property and Academics, Digital Valuation training and Workshop on Advanced Moodle LMS.
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Dr. Josheena Jose, IQAC Joint Coordinator proposed the Vote of Thanks. Meeting came to an end by 4:30 pm.

IQAC COORDINATOR

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CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

Venue: - IQAC Conference Hall,

Time: - 11:30 am to 1:30 pm.

No. of participants: - 23

A meeting of the Internal Quality Assurance Cell was held at 11.30 am on Tuesday, 23rd January 2024 in the IQAC Conference Hall.

Agenda

1. *Action taken report of previous meeting*
2. *IQAC Initiative IKS*
3. *Pearson Language Training*
4. *OBE Audit*
5. *Digital Valuation*
6. *Any other matter*

Members present

1. Dr. Fr. Jolly Andrews
2. Dr. Shinto K G
3. Dr. Xavier Joseph
4. Pius T J
5. Francis Bastian
6. Dr. Ajith R
7. Dr. Edwin Jose
8. Dr. Subin K Jose
9. Fr. Teji K Thomas
10. Viji Viswanathan
11. Sruthy Mohan
12. Dr. Jean Maria George
13. Ann Mary Cherian
14. Dr. Sr. Maryamma K D
15. Dr. Josheena Jose
16. Sibi Francis
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IQAC Coordinator Dr. Shinto K G welcomed the gathering. Principal in Charge, Dr. Fr. Jolly Andrews addressed the meeting by highlighting the contributions of IQAC of the college. IQAC Coordinator introduced the agenda and discussion followed. Following decisions were taken against each item.

AGENDA	DECISIONS
<i>Action taken Report</i>	IQAC Coordinator presented the minutes of the previous meeting. IQAC committee conducted a detailed discussion on the actions taken on each agenda
<i>IQAC initiative- IKS</i>	The IQAC Coordinator Dr. Shinto K G proposed to integrate the Indian Knowledge System (IKS) into the curriculum as a value-added course by forming a sub-committee to identify relevant areas and develop strategies. A key recommendation was to create open courses under the christopencourseware platform to present Indian Knowledge in a modern context. Faculty collaboration will help curate content reflecting Indian traditions, culture, and scientific advancements. Workshops and seminars will promote awareness, and external experts will be consulted to ensure quality. The Principal highlighted the value of these courses in enhancing students' understanding of India's heritage and professional skills.
<i>IQAC initiative -Pearson Language Training</i>	Dr. Robinson P presented the Pearson Level Test, introduced in collaboration with Pearson India. This test evaluates students' Listening, Speaking, Reading, and Writing (LSRW) skills. It was highlighted that the initiative is designed to help students identify their strengths and areas for improvement. The test aims to boost academic performance, employability, and competitive exam readiness by providing a comprehensive assessment of language proficiency.
<i>OBE Audit</i>	OBE Committee member of the college Teena Thomas presented the OBE attainment status of various UG and PG batches of the College. She proposed the conduct of an OBE Audit and the distribution of OBE Cards for the PG 2022 Admission Batch during the upcoming convocation. The members discussed and approved the proposal, recognizing its significance in enhancing the transparency and effectiveness of the OBE system.
<i>Digital Valuation</i>	Principal Fr. Dr. Jolly Andrews highlighted that adopting a digital valuation system could significantly enhance the efficiency, transparency, and accuracy of assessing student performance.
<i>Any other matter</i>	<ul style="list-style-type: none">Principal Fr. Dr. Jolly Andrews underscored the significance of transforming the institution into a premier educational hub of international repute. He proposed strengthening collaborations with both national and international research



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	<p>organizations, enhancing faculty involvement in high-impact research, and proactively seeking funding from both government and private sectors to propel the institution's academic and research excellence.</p> <ul style="list-style-type: none">• Principal informed the meeting that this year's annual alumni meeting is scheduled to conduct on 9th March 2024. We can utilize this meeting to collect the feedback and suggestions of alumni.• IQAC committee suggested that the digital valuation system be integrated with the existing Learning Management System (LMS) to ensure smooth data flow, making it easier for faculty to input results and for students to access their grades and feedback.• IQAC committee recommended that faculty members undergo training sessions to familiarize them with the system's features and functionalities.• IQAC Coordinator informed the meeting that it is scheduled to organize Orientation Program on Funding Opportunities, Workshop on Student Centric Pedagogical Approaches and an Unnat Bharat Abhiyan event
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Dr. Josheena Jose, IQAC Joint Coordinator proposed the Vote of Thanks. Meeting came to an end by 1:30 pm.

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Venue: - IQAC Conference Hall,

Time: - 11:30 am to 1:30 pm.

No of participants: - 26

A meeting of the Internal Quality Assurance Cell was held at 11.30 am on Wednesday, 20th March 2024 in the IQAC Conference Hall.

Agenda

1. Action taken report of previous meeting
2. NEP Implementation Initiatives
3. Multi-disciplinary Research Projects
4. Pearson Language Training Evaluation
5. OBE Consultancy
6. AAA Audit Evaluation
7. Any other matter

Members present

1. Dr. Fr. Jolly Andrews
2. Dr. Shinto K G
3. Dr. Robinson P Ponminiessary
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IQAC Coordinator Dr. Shinto K G welcomed the gathering. Principal in Charge, Dr. Fr. Jolly Andrews addressed the meeting by specially mentioning the contributions of IQAC of the college. He congratulated all members for their active involvement and creative suggestions. He also pointed out the importance of IQAC in the implementation of Four Year UG Programs in the campus. IQAC Coordinator introduced the agenda and discussion followed. Following decisions were taken against each item.

AGENDA	DECISIONS
<i>Action taken Report</i>	IQAC Coordinator presented the minutes of the previous meeting. IQAC committee conducted a detailed discussion on the actions taken on each agenda
<i>NEP implementation initiatives</i>	Vice Principal Dr. Xavier Joseph explained the initiatives taken by the college for the introduction of NEP 2020 based curriculum in the campus. He suggested each member to familiarize the Calicut University regulations for the implementation of FYUGP. IQAC decided to suggest each BoS to identify pre-requisite courses for minor courses and multidisciplinary courses and suggested to upload these course materials in christopencourseware and Christ Moodle LMS. The meeting also decided to take leadership to identify double major program combinations and the Honors with research requirements of each department for the implementation of NEP based FYUGP. Principal informed the meeting that Dr. K J Varghese, Dean of International relations, and educational outreach is appointed as the academic coordinator of FYUGP of the college.
<i>Multi-disciplinary research projects</i>	IQAC suggested to give priority for multi-disciplinary research proposals for grant of seed money for the academic year. Principal Fr. Dr. Jolly Andrews informed the meeting about the approval of the establishment of The Chair of Sangama Grama Madhava for the promotion of multi-disciplinary research on Indian Knowledge System. He also mentioned the possibility of submitting project proposals utilizing the Chair to various funding agencies.
<i>Pearson Language Training evaluation</i>	Dean of Academic Affairs Dr. Robinson P presented the result of Pearson level identification test conducted for first year UG students. IQAC decided to suggest a minimum level for the participation in placement training offered by the college. It is also decided to suggest a class level monitoring for the active participation of the students and suggested to establish special gifts for top performing batches. IQAC team also suggested to establish earn while learn projects for highest level achieving students.



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<i>OBE Consultancy</i>	OBE Committee member of the college Teena Thomas presented the OBE attainment status of various UG and PG batches of the College. Principal Fr. Dr. Jolly Andrews appreciated the OBE committee for the efforts for the OBE attainment calculation. He also appreciated the committee members for providing OBE consultancy for other colleges of the University of Calicut.
<i>AAA Audit evaluation</i>	IQAC coordinator informed the meeting that the second phase internal AAA audit under the supervision of Principal, Vice principals and Deans completed for all aided departments of the college. AAA audit for unaided departments is scheduled to conduct during the month of April.
<i>Any other matter</i>	<ul style="list-style-type: none">Principal Fr. Dr. Jolly Andrews invited suggestion from each member of the committee for the transformation of the institution to a top performing institution of international standard. He also seeks suggestion for the improvement of research publications and funded research projects.Dean of Academic affairs Dr. Robinson P suggested to start new academic programs on consultation with industry. Industry is expecting new generation courses from our campus. So, it is very important to give priority for new generation programs than conventional programsIQAC committee suggested to collect project details, student progression details, internship details etc. using Linways ERP system.IQAC Coordinator informed the meeting that it is scheduled to organize the one-week FDP for the newly elected teachers for the next academic year during the month of May 2024. It is also scheduled to conduct an Orientation Program on FYUGP for administrative staff and an orientation program on Professional integrity and devotion for educators during the months of April and May 2024.

Dr. Josheena Jose, IQAC Joint Coordinator proposed the Vote of Thanks. Meeting came to an end by 1:30 pm.

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