

INTERNAL QUALITY ASSURANCE CELL (MCC-IQAC)
MADRAS CHRISTIAN COLLEGE (Autonomous), CHENNAI – 600 059
UGC-College with Potential for Excellence

MINUTES OF MEETING II – SEPTEMBER 16, 2020

The Second Online Zoom meeting of IQAC – Q2 (*September 2020 to November 2020*) for the Academic Year 2020 – 2021 was conducted on September 16, 2020 (Wednesday).

Agenda

1. Opening Prayer
2. IQAC Roadmap – Presentation by IQAC Coordinator
3. Presentation on Criterion I – Dr. Amirthavalli
4. Presentation on Criterion II – Dr. Ashik Bonofer
5. Presentation on Criterion III – Dr. Vijay Solomon
6. Presentation on Criterion IV – Dr. Padmamala
7. Presentation on Criterion V – Dr. Selvakumari
8. Presentation on Criterion VI – Dr. Tabitha
9. Presentation on Criterion VII – Dr. Ananthi Rachel Livingstone
10. Action Plan Based on the Presentations – Principal Dr. P. Wilson
11. Any other matter
12. Closing Prayer

Members

1. Dr. P. Wilson, Principal
2. Mr. Cyrus Kallupurackal, Bursar
3. Mr. P.W.C. Davidar, I.A.S.(Retd.)
4. Dr. D. Roop Singh, Director, SFS
5. Dr. S. Ravi Shankar, Controller of Examinations i/c
6. Dr. T. Robinson, Dean, Research & Development
7. Dr. (Mrs.) Thomas Rosy
8. Dr. James Kurian, Dean of Humanities
9. Dr. (Mrs.) Joyce Sudandara Priya, Dean of Sciences
10. Dr. B. Prince Solomon, Dean of Student Affairs
11. Dr. Florence John, Dean of Women Students
12. Dr. (Mrs.) Miriam Samuel, HOD of Social Work (Aided)
13. Mrs. Miriam Kalpana Simon, Asst. prof, Dept. of Statistics
14. Mrs. G. Johanna Johnsi Rani, IQAC Coordinator
15. Dr. Amirthavalli, Assistant Prof. Dept. of Chemistry
16. Dr. Ashik Bonofer, Assistant Professor, Dept. of Political Science
17. Dr. Tabitha Durai, Assistant Professor, Department of Commerce
18. Dr. Ananthi Rachel Livingstone, Assistant Professor, Dept. of Zoology
19. Dr. Selvakumari, Assistant Professor, Dept. of Physics
20. Dr. Vijay Solomon, Assistant Professor, Dept. of Chemistry
21. Dr. Padmamala, Assistant Professor, Dept. of Computer Applications

The meeting started with prayer by Dr. (Mrs.) Miriam Samuel, Head of Social Work (Aided) and former IQAC Coordinator.

The IQAC Coordinator Mrs. G. Johanna Johnsi Rani and the Criterion Heads presented the NAAC details through Power-Point Presentations. This enabled the Principal and all the team members to brainstorm and enumerate the possible steps to be taken to realize the requirements for NAAC.

IQAC Roadmap – Presentation by IQAC Coordinator

The IQAC coordinator, Mrs. G. Johanna Johnsi Rani presented a Roadmap for IQAC for the current Academic year 2020 - 2021. A summary of the presentation details is given below.

- A Vision statement for IQAC at Madras Christian College was proposed, as given below.

IQAC of MCC aims to be an advocate of Value-driven and Technology-driven practices in Administrative and Academic processes, leading to Transformation of work culture and Excellence.

- Three prime objectives of IQAC for the year 2020-2021 were stated, namely
 - Completing the submission of AQAR for 2018 – 2019 and 2019 – 2020 and data collection for AQAR 2020 – 2021.
 - Conduct of Development Programs – Institution Development Programs (IDPs), Faculty Development Programs (FDPs), Administrative Staff Development Programs (ASDPs) and Student Development Programs (SDPs).
 - A thorough study of the existing ERP and propose a robust Digital infrastructure for seamless flow of normalized information across the Institution.

Criterion I

- Write POs, PSOs and COs for all Programmes and Courses and bring them to the OBE framework by all the Depts.
- Preparation of Question Banks for all courses in the current syllabus, by all the Departments
- Preparation of a Directory of Internship cum Placement Patrons of our College
- Employers' Meet on Campus
- Entrepreneurship Workshop(s)
- MCC Alumni collaboration for Placement and Internship
- Brainstorming sessions for Interdisciplinary and Internship-embedded courses
- Frame Interdisciplinary courses.
- Participatory learning of skills in MEPZ units and Contribution through services /innovative ideas
- Mandatory Summer Internships in I and II Yr. (Min 15 days)
- Common templates to be developed by IQAC for Student feedback with special sections including unique aspects of the Department, Faculty Feedback, The Employers Feedback template to be developed by the Placement Officer, the Alumni Feedback to be developed by the APRO, the Parents to be developed by the DSA, DWS

- Conceptualize and bring-in New courses that have Locational relevance and employability
- Recognition for Best Arts & Science Departments in the College, in a year, based on NAAC criteria

Criterion II

- Convert all classrooms to Smart rooms (College, Alumni contributions in kind)
- Workshops for E-content development
- Devise a uniform mentoring system for the college accommodating aspects that are unique to individual departments
- Collaborative Mentoring between Mentor and Counsellor for special cases
- Honour Faculty once a year in a special function (Management and IQAC)
- Annals of Action and Achievement (Compiled and Published by IQAC with all event summaries, analysis reports and photographs –2 volumes – i. Arts and ii. Science by i. Faculty and ii. Students)
- Maintenance of a Logbook of complaints by EO
- Syllabi of all courses in all Departments to be converted to OBE Framework and posted in College Website by Web Master (After completion of 1.1.1)
- Graphical summary of Pass percentage of students: Arts Vs Science (Aided and SFS), UG Vs PG (Aided and SFS) (Examinations Office)
- Conduct Online survey (IQAC)
- “Point of Focus” Workshop based on Survey analysis
- Faculty Achievements Recognitions / Awards under various categories

Criterion III

- Devise Policy for Seed-money
- Faculty Academic Milestone (FAME) Award (for Fellowships, research grants, patents)
- “Innovation Hub” (by College), “Innovation Workshops” for Faculty - Students collaboration (by RC), “Innovation Challenge” for students (by RC)
- “Spotlight”, An annual event by IQAC to showcase achievements by Faculty and Students (Exhibitions, presentations)
- Form “Special Interest Groups”, Interdisciplinary in nature for incubation and start-ups
- Consultancy Workshop by an Expert
- Alumni Collaborations and Contributions (For NCC, NSS programs)
- Recognitions (Annals of Actions and Achievements by Faculty)
- Industry Partnership League: Training Programmes, Offer of Projects/Internships based skill Profile
- Academic Partnership League: MCC and Colleges in Chennai

Criterion IV

- Indoor auditorium of capacity of 5,000
- Automation of Library services
- Need for E-content Development centre

Criterion V

- Increase the number of Scholarships through Corpus fund (Alumni, Former Faculty, Current Faculty) donations to bring 10% of the deserving student population to be benefitted through Scholarships from MCC.
- Perform *Student Skill profiling* at the entry level and devise a learning path that would lead to academic focus, capability enhancement and enhancement of campus placement for the students
- Organize *Academic counselling at the entry level* (one on one – first by the Department and forwarded to Placement for Skill profiling (5.1.2) and proposing a career path.
- Joint programs, initiatives by Grievance Cell for students, DWS, ARC, Committee for prevention of Sexual harassment, Centre for women studies
- *Campus Placement drive / Job Fair* for 2 days in a Year (after Academic counselling and Skill profiling of candidates)
- *Systematic collection of Alumni data* by the departments especially for two years after passing out (Departments, Records Office (Transcripts), APRO)
- Recognition of Student Achievements
- *Organogram of various units / Committees / Boards*, highlighting student Participation
- Increase Alumni involvement in Institution building through expertise sharing, Contributions in cash / kind
- *Distinguished Alumni Series* , once a year by all departments

Criterion VI

- Organogram of different Administrative units of the College
- ERP at MCC to be modularized for effective use. New modules can be added after data normalization and Classification
- Institutional Study for Remedial Action (ISRA)
- IQAC to perform an Annual study at the beginning of every year to document the administrative, academic, human resource, infrastructure and technical support difficulties through face-to-face (online as of now) discussion with every Department and Unit. (Use the aspects listed in AQAR guidelines in 6.2.1)
- True e-Governance is possible only when the Digital Infrastructure is established
- Faculty can progressively prepare a PPT every semester with their activities in the following areas
 - Research (First Page of Publication, Conference proceeding, photographs of presentations, ...), Academic progression (Image of Certificates of new courses completed)
 - Professional development programmes (FDPs,STCs, Orientations, with certificates)
 - Resource persons (Invitations, Photographs of presentations)
 - Achievements (Proof of Patents, Recognitions..., photographs)
 - Awards (Photographs)
- Academic and Administrative Audit –During **March of every year** (to check if the Objectives for that year have been achieved)
- PTA to be constituted and meetings to be conducted

Criterion VII

- Programs with Experts from locality as resource persons
- Neighbourhood Connect – Programs to contribute to the neighbours

- College Handbook (Android Application)
- Collect Best practices from all Departments
- Collect Events in the year from all Departments and map them to the NAAC requirements; Determine the percentage of events that contribute to NAAC ranking.
- Map every event to college's vision, priority and thrust and document the same every semester based on data collected

This was followed by presentation by the Criterion Heads on their respective Criterion, that raised questions, clarified doubts and brought-out action plans

Presentation on NAAC Criterion I – Dr. Amirthavalli and Action Plan by Principal

Dr. Amirthavalli brought valuable insights into the aspects of Criterion I, "Curriculum Design and Development" as enumerated below.

- Need for Academic flexibility; Multidisciplinary courses
- Define: Value added courses
- Outside the curriculum Courses (MOOC, SWAYAM) (transferable and life skills)
- We can provide option for students to submit credited courses in line with the course offered and get marks. This would automatically curate the required documents. Nodal officer will be collecting such certificates to be submitted to IQAC or upload from the department centrally.
- Can we integrate SCE for NAAC? If Departments offer value added courses through SCE, administration will be done by SCE and only intellectual expertise will be needed from the department.
- NIRF, NAAC, India Today uses different terms for the same data. We need to designate with the generic name and save it
- Feed back system; How to execute in the system? Stake holder: Parents, Teachers and Students – Online Feed back system
 - Dr. Jemimah and Dr. Amirthavalli working on Criterion I
- Syllabus revision frequency is already dealt with through a system - Centralization

Presentation on NAAC Criterion II – Dr. Ashik Bonofer and Action Plan by Principal

Dr. Ashik Bonofer presented an overview of the aspects of Criterion II, "" as enumerated below.

- Student Enrolment data required
- Admissions: Christian quota and reserved quota. Admissions Officer to clarify
- Categorisation of students from other states, cities and countries - ERP (DSA)
- Mechanism to capture Drop-out students from Records office by DSA
- Differently abled students: Prof. David needs to work to create evidences.
- Is Data capturing by ERP dependable?
- Avid needs to work on creating evidences: We collect the details during admissions itself and what is the problem in curating the data
- Student-Teacher ratio: Making efforts to fill the vacancy of permanent staff; Appointment order if the permanency is reflected will that be adequate?
- College calendar does not serve the purpose. Digital calendar?

Teaching Learning Process

- ICT enabled classes - issue in documenting
- Mentoring: Why can not we provide a template for documenting and curate the nominations from the department and create programmes for mentoring system
- ***Teacher's Profile and Quality***
Joining day, Promotion day
We have self appraisals and then protocol for promotion
- NAAC template for appointment and promotion order to be followed
- Honors and Recognition: Define the guidelines as Government of Tamilnadu, India or academic Bodies. Bring the specific issue and then we will work it out

Evaluation Process and reforms

Normalization of the process to some extent to be documented uniformly (CoE)

- III CA can be defined and documented properly by Deans
- Complaints: A box can be placed with "student grievance cell" (DSA to document)

Student Performance and Learning Outcomes

- Website can project it clearly
- Academic council Subcommittee is working on it now
- Long Absentees: Appeared and passed out students, discontinued students (DSA office)

Presentation on Criterion III – Dr. Vijay Solomon and Action Plan by Principal

- Define: Seed Money; Evolve policy stating qualification for granting Seed Money.
- Research Fellowships: Faculty can be hired on hourly basis from among research scholars (Dean R &D can work-out the nuances)
- Letters for documenting to be uploaded
- “Earn while you learn” can be introduced as one of the Student support services
- Define: Innovation Ecosystem
- Preplacement talk can be included in the Industry-Academia TIE UP
- Awards can be given for Innovation through competitions
- Awards: Giving the “Best researcher Award” is in practice from last year
- Define: Start up; Proposal can be obtained from departments for micro projects within a budget of Rs 10,000 from each department, as competition
- Research Publication Incentives can be given.
- Ph.D: Recruitment should be done based on both NET and Ph.D
- Publications: Curate from SCOPUS, PUBLON, ORCID alone to solve this issue
- Conferences: Participation and presentation certificates are to be considered
- A system must be implemented to insist faculty to present papers, etc with awards or TA and DA. In the current system, it was not done meaningfully. Only at the end of the academic year they would invite and provide.
- Revenue Generation must be : I have been insisting on this from every department. Dean academics and Dean R & D to work in these lines
- Awards for extension activities: Service learning to be included
- Collaboration research: Papers

Presentation on Criterion 4 – Dr. Padmamala and Action Plan by Principal

- Classrooms, laboratories, library, sports facilities, Water management
- CUS is planning to bring out Campus map (College map)
- Designation of class rooms and laboratories to be made (Bursar office and Estate office)
- Maintenance of Equipment: Estate Office to undertake
- Department of Maintenance under Estate office
- NPTEL usage can be extracted from the departments themselves if III CA is conceptualized with few models in line with NAAC and NIRF
- Bandwidth data to be specified by IKON system
- Department library maintenance is a big issue, Computer based maintenance to be insisted and the information to be curated periodically
- Quantification under criterion: Estate office to provide
- Sports: Gymnasium and Sports Complex is under planning
- Expenditure on book purchase can be obtained from Library and departments and mapped

Criteria 5 Student support – Presentation by Dr. Selvakumari and Action Plan by Principal

- Scholarships: Letters (Bursar) Bursar office to create a system and provide the data
- Remedial Course: Micro learning has been designed. If taken meaningfully through Google class room data curation would not be a problem
- Bridge course: English language learning SCE, Department can also develop E content and create assessment patterns for the students to go through the course and rewarding them through marks for III CA for those who attended
- Students' guidance for competitive examinations and career counselling
- All webinars in these lines to be documented with screenshots of photographs of participants
- Digital flyers for all webinars during lockdown period to be collected from webinar committee

Campus placement

- Placement cell officer can create a cloud curation
- Student progression through "Advisory for Higher education" and protocol to be provided by IQAC

Criteria 6 Governance, Leadership and Management – Presentation by Dr. Tabitha and Action Plan by Principal

- Decentralization: Participatory governance is functional but we need to document
- Minutes of the meetings conducted should be filed
- Endowment funds and other sources to be documented (Bursar office to look into)
- Support staff: I have already been appealing to units about upskilling and reskilling programmes from CWS and SWASA
- Counselling cell already directed to document and personality assessment of non-teaching staff and then suggest upskilling and reskilling measures
- E governance: This is the opportunity to develop
- Welfare measures for non-teaching staff: Through school partial fee waiver has not been documented

Criteria 7 Institutional Values and Social Responsibilities – Presentation by Dr. Ananthi Rachel and Action Plan by Principal

- First generation learners admitted has been documented. Collect it from Admissions office at the earliest
- CWS to be offered programmes in line with
- Green audit for Farm and Scrub society
- Rest rooms are constructed How to document rest rooms goes

Action Plan based on the Presentations – Principal Dr. P. Wilson

The Principal appreciated the timely conduct of FDPs on “E-Content Development”, which enabled the Faculty to shift to the new normal of 100% Online teaching and evaluation. The FDP on “Outcome-based Education” he said was useful in writing the POs, COs and PSOs, by the Departments in their Syllabus Revision and implementation of OBE must be don’t in totality in the future.

The Principal listed additional key areas of focus for the IQAC, in line with the 7 NAAC Criteria, to work in the current academic year, that would establish a “System” in the College.

- Data Capturing system through standard templates and cloud curation
- Identify lack of activities under a category, to address the same and create a system
- Awards for research to be conceptualized through curation of publications from IDs
- Definitions of terms in NAAC guidelines to be compiled and sent to departments
- Systems for realizing Criteria 1 to 7 to be designed
- Department Profiling with nominations and systems to be done
- E-Monthly Newsletter from the College, from Departments to be got periodically adding visibility and rewards, value addition as per NAAC template)
- Academic Audit every year
- Identify Best Departments as per NAAC and NIRF protocol and Awards to be given
- Syllabus revision to be done by CoE and Dean of Sciences hereafter
- Inclusion of Dates of BoS, Academic Council meeting and Annual Academic Audit in the College Calendar
- All Criterion Heads to be part of design of College website to check if the details for their Criterion are present in the right form
- Bring out the Peer Counselling Organogram in NAAC
- Policy for Seed money grant
- Innovation competition to be conducted by Dean R&D and prizes to be awarded
- Proposals to be solicited from the Departments for Incubation centres and start-ups.
- Definition of Consultancy
- Define Industry partnership
- Document Industry partnerships
- Academic partnerships with other Colleges: Mentor – Mentee
- Policy and protocol for Awards to be conceptualized
- Automation of Library
- MOOC invitations to be sent to the departments by IQAC
- Converting all classrooms to Smart class rooms
- Efforts to be taken to create Scholarship Corpus Fund for Student support
- Making the Language lab to be made functional

- Skill profiling of students (Integrate Personality Development, Placement Cell and Counselling Centre); Projects in these lines to be written to UBCHEA
- Advisory for Higher Education is not present in MCC
- PRO Office to accelerate Alumni Data
- Units to submit Organogram
- Distinguished Alumni Series conducted by the Departments to be documented
- Institutions' MIS to be documented
- E-Governance and Digital Infrastructure to be designed
- AQAR report curation as a life style
- PTA: DSA to meet parents during CA week when teachers will be relatively free
- Best practices are unique practices apart from NAAC template
- Book of Protocols and Practices to be documented

The above observations were made immediately by the Principal, which serves as the guideline to formulate the Action Plan for IQAC, for the academic year 2020 – 2021 and 2021 – 2022.

Any other matter

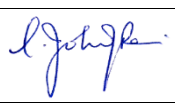
After every presentation, the members raised questions that clarified many aspects of the College's plan for the future. They also gave valuable suggestions that have been documented under the respective Criterion headings.

Dr. Robinson, Dean, R&D reported that the Online meetings of MCCRC were well-attended by the Faculty of the College and in addition to the 42 Online meetings conducted from May 2020 – August 2020, additional meetings were planned to benefit the research community of the College.

Closing Prayer

The meeting ended with prayer by Dr. Robinson, Dean R& D and former Coordinator of IQAC

Members Present in the IQAC Meeting on September 16, 2020

S. No.	Name	Signature
1	Dr. P. Wilson, Principal & Secretary	
2	Mr. Cyrus Kallapurackal, Bursar	
3	Mr. P.W.C. Davidar, I.A.S.(Retd.)	
4	Dr. D. Roop Singh, Director, SFS	
5	Dr. S. Ravi Shankar, Controller of Examinations i/c	
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7	Dr. (Mrs.) Thomas Rosy, Dean, International Programmes	
8	Dr. James Kurien, Dean of Humanities	
9	Dr. (Mrs.) Joyce Sudandara Priya, Dean of Sciences	
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12	Dr. (Mrs.) Miriam Samuel, HOD of Social Work (Aided)	
13	Mrs. Miriam Kalpana Simon, Asst. prof, Dept. of Statistics	
15	Mrs. G. Johanna Johnsi Rani, IQAC Coordinator	
16	Dr. Amirthavalli, Asst. Prof. Dept. of Chemistry	
17	Dr. Ashik Bonofer, Assistant Prof., Dept. of Political Sc.	
18	Dr. Tabitha Durai, Asst. Prof., Dept. of Commerce (Aided)	
19	Dr. Ananthi Rachel Livingstone, Asst. Prof., Dept. of Zoology	
20	Dr. Selvakumari, Asst. Professor, Dept. of Physics	
21	Dr. Vijay Solomon, Asst. Professor, Dept. of Chemistry	
22	Dr. Padmamala, Asst. Professor, Dept. of Comp. Applns.	

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ACTION TAKEN REPORT (Q2: September 2020 to November 2020)

The IQAC and the various Units of the College conducted the following events, based on the deliberations in the IQAC meeting held on September 16, 2020.

- MCCRC Meetings conducted from September 2020 – November 2020

Meeting Number	Date	Topic	Speaker	Nature of Speaker	Number of participants
1	07.09.2020	Deployment of six sigma in Higher Education Institutions	Mrs. Subaniya Sarah	Mid-level faculty	54
2	14.09.2020	Integration of Academics into Research – Journey of My Online Teaching Experience Turning into a Publication	Dr. C. Amirthavalli, Danita, Mystica, Georege Samuel, Riya Reji	Senior Faculty + Students	66
3	18.09.2020	Leveraging Artificial Intelligence in Business and Educational Institutions	Dr. T. Sharmila	Senior Faculty	38
4	25.09.2020	Towards restructuring educational governance framework	Dr. P. Wilson	Administrator	57
5	05.10.2020	Redeeming co-curricular activities towards publications	David SM and Smriti Mukherjee	Students	47
6	09.10.2020	First Steps in Research Workflow - How to Read Papers and Take Notes	Dr. N. Nirmal Thyagu	Young Faculty	52

7	12.10.2020	Corporate Social Responsibility	Dr. Florence John	Senior Faculty	46
8	20.10.2020	Discussion on drafting Research Proposal	Dr. P. Wilson	Administrator	58
9	23.10.2020	Formative assessments as tools for nurturing higher order thinking skills	Mr. David S.M & Mr. Midhun George Thomas	Students	36
10	02.11.2020	Misleading Metrics – Beware of Fake Impact Factors	Dr. R. Vijay Solomon	Young Faculty	38
11	06.11.2020	Implications of Outcome Based Education	Dr. Mahalakshmi	Senior Faculty	35
12	11.11.2020	Food goals : connecting nutrition and community	Mr. Mugil Vanjinath, Mr. Gurukalyan and Ms. Anusha Sreekant	Students	25
13	24.11.2020	Funding Agencies and Opportunities	Dr. C. RamehKumar	Young Faculty	24

- It was proposed to bring the “*MCC Ideation Club*” under the Deanery, Research & Development for the benefit of the Faculty and the Students.
- A unanimous decision was made at the meeting held on 22nd of October, to bring MCCRC under the umbrella of Deanery of Research & Development, MCC, headed by Dr. T. Robinson.
- It was decided to conduct an “Innovation Contest” (IC2020-21) for UG and PG students of the College by the Ideation Club of the College.