

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

MINUTES OF MEETING IV (Q4: March 2021 – May 2021)

The Fourth Online Zoom meeting of IQAC – Q4 (*March 2021 to May 2021*) for the Academic Year 2020 – 2021 was conducted on May 28, 2021 (Friday).

Agenda

1. Opening Prayer
2. Opening Remarks by the Principal
3. Report of Work done in 2020 -2021 by IQAC Coordinator
4. IQAC Work appraisal
5. Proposals for 2021 – 2022 by IQAC Coordinator
6. Any other matter
7. Closing Prayer

Members

1. Dr. P. Wilson, Principal
2. Mr. Cyrus Kallapurackal, Bursar
3. Mr. P.W.C. Davidar, I.A.S.(Retd.)
4. Dr. Alex Pulikottil, Research Manager, IOCL
5. Mr. Sundar Manohar, Director General, PDPU Ahmedabad
6. Dr. C. James, Associate Prof. Scott Christian College
7. Mr. Vignesh Paramasivam, HR Manager, TCS Ltd.
8. Dr. D. Roop Singh, Director, SFS
9. Dr. S. Ravi Shankar, Controller of Examinations i/c
10. Dr. T. Robinson, Dean, Research & Development
11. Dr. (Mrs.) Thomas Rosy, Assistant Professor, Department of Mathematics
12. Dr. James Kurian, Dean of Humanities
13. Dr. (Mrs.) Joyce Sudandara Priya, Dean of Sciences
14. Dr. B. Prince Solomon, Dean of Student Affairs
15. Dr. Florence John, Dean of Women Students
16. Dr. (Mrs.) Miriam Samuel, Head, Department of Social Work (Aided)
17. Mrs. Miriam Kalpana Simon, Asst. prof, Dept. of Statistics
18. Mrs. G. Johanna Johnsi Rani, IQAC Coordinator
19. Dr. Amirthavalli, Assistant Prof. Dept. of Chemistry
20. Dr. Ashik Bonofer, Assistant Professor, Dept. of Political Science
21. Dr. Tabitha Durai, Assistant Professor, Department of Commerce
22. Dr. Ananthi Rachel Livingstone, Assistant Professor, Dept. of Zoology
23. Dr. Selvakumari, Assistant Professor, Dept. of Physics
24. Dr. Vijay Solomon, Assistant Professor, Dept. of Chemistry
25. Dr. Padmamala, Assistant Professor, Dept. of Computer Applications
26. Mr. Cherian Raju, Estate Manager
27. Mr. Shanmukha Sai R, III MCA, Student Representative
28. Mr. A. Samraj, III BCA, Student Representative

1. Opening Prayer

The Fourth Online Meeting through Zoom on May 28, 2021 started with prayer by Mr. P.W.C. Davidar I.A.S (Retd.)

2. Initial Remarks by the Principal

The Principal Dr. P. Wilson welcomed the members, especially the external nominees, Mr. P.W.C. Davidar, I.A.S.(Retd.), Dr. Alex Pulikottil, Mr. Sundar Manohar, Dr. C. James, Associate Prof. Scott Christian College, and Mr. Vignesh Paramasivam.

3. Report for 2020-2021 by the IQAC Coordinator

The IQAC Coordinator presented the activities and initiatives of IQAC in the Academic year 2020 – 2021 till date. She thanked the Principal, the Bursar, Director of SFS, Heads of Departments of Aided and SFS stream, Administrative Offices and Units of the College for their support that led to successful completion of mandatory activities of IQAC listed below:

- Template-based online Data Collection Mechanism for AQAR 2018-19 & 2019- 20; Collected and compiled data for both and will be submitted by end of June 2021 (Deadline: August 31, 2021. For AQAR 2021 – 2022 data collection, it is planned to get mandatory and monthly / semester wise submission of data to IQAC
- Conducted 2 FDPs in August 2020, one on “E-content Development” by Dr. Vimal Jerald and another FDP on “Training of Trainers on Outcome-based Education by Dr. C. James.
- Submission of data for NIRF 2021
NIRF 2021 data was successfully uploaded on **February 19, 2021** by the team comprising of Dr. C. Amirthavalli, Dr. Ashik Bonofer, Prof. Vidhya, Prof. Adarsh, Prof. Kiran Raghul, Dr. Wilfred Prasanna, Mrs. Jayalakshmi (Staff at IQAC) and the IQAC coordinator.
- Submission of data for 3rd National Water Award
The IQAC Coordinator with able support from Dr. Prabhu, Assistant Prof. of Chemistry, Dr. Sheeba, NSS Coordinator, the faculty of Social Work (Aided) and Dr. Tilak, Asst. prof. Dept. of Zoology, collected the data relating to conservation of water on campus. The Principal Dr. P. Wilson presented the Water resources and the water conservation mechanisms on campus in a video shoot done by Mr. Balamanikandan, Asst. Prof. from the Dept. of Visual Communication (SFS), assisted by Dr. Prabhu. The IQAC successfully compiled the data and uploaded the details with the video, for the award on *March 10, 2021*.

Work in Progress

○ API Score Calculator

Source Documents

1. UGC Notification, New Delhi, July 18, 2018

2. Proceedings of the Director of Collegiate Education, Chennai, Rc.No.28377IJ112o, dated May 4, 2021.

MS Excel worksheet is prepared by IQAC Coordinator, customizing it to the requirements of MCC. Had discussion and Online meeting with Dr. Ashik Bonofer and Dr. Vijay Solomon to identify admin processes and policies required for data collection, verification and scoring, for implementation of CAS.

- Data Collection for AQAR 2020-2021
The Templates for Data Collection (2020 – 2021) have been sent to the Criterion Heads. The data collection process had been initiated.
- Initiation of Data collection for AQAR 2020 – 2021 on March 26, 2021.

IQAC Plan 2021-2022

The IQAC Coordinator said that since AQAR submission and data for the current year 2020 – 2021 was already in progress, the prime focus of IQAC in the forthcoming Academic year 2021 – 2022 would be on “**Structuring and Standardization**”. Hence the IQAC agenda for the year 2021 – 2022 would be on the following:

A. Structuring

- Structuring of Real-time Data
Identify the processes in College / Department / Unit for unstructured / undocumented data (Manual data, Undocumented - projects done by students). Identify and freeze data to be generated by each unit; Ensure handing-over of data (manual and / or Digital) by all units during leadership change. Create data templates for structured data collection and provide input to ERP.

B. Validation of Existing ERP data

Is there an ERP module for all mandatory annual processes in all the Offices and Units of the College? If there is an existing Module, validate the ERP data structure and normalize the existing database and verify if it adequately meets the functional requirements.

C. Structuring Real-time Data flow

Identify the data flow across processes in a Dept/Unit and across Depts/Units

- Create the Organogram of College and Units
- Draw the DFD and PFD for each mandatory annual processes
- Identify and eliminate redundant processes and data flows in the system

D. Software development in IQAC on the same platform as the ERP in order to add new modules and / or rectify the existing modules to the requirement of NAAC. Two Projects were done under the guidance of the Coordinator by the III MCA students

1. Faculty Data Capturing System and Appraisal System (Candidate selection, API score calculator (Category 1 to 4))

2. Student Data Capturing System and Survey System Screen-captured video of the applications were presented to the members

B. Standardization

The IQAC coordinator, Mrs. Johanna proposed that policies be drafted and procedure and protocols of processes be compiled and a “*Book of Policies and Procedures*” be brought at the end of 2021 – 2022. This exercise would bring to light the existing administrative procedures, Supplement them in areas where there is a lack and also standardize the Institutional practices. Such a document would propagate The College’s mission and practices to the younger generation of Teaching Faculty and Administrative staff. In addition to this, it would help the Institution to fulfil the requirements for the submission of SSR for the next Accreditation cycle.

The Policies identified are listed below:

- 3.1.1 Well defined **policy** for promotion of research which is uploaded on the institutional website(Data Template for AQAR 2020–2021)
- 3.1.2 **Policy** document for sanction of seed money / grants for research from the institution (NAAC Accredn. Manual, March 1, 2021)
- 4.3.1 **IT policy** covering wi-fi, cyber security, etc., and allocated budget for updating its IT facilities (NAAC Accredn. Manual, March 1, 2021)
- 4.4.2 Policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities (NAAC Accredn. Manual, March 1, 2021)
- 5.1.5 Grievance redressal policy document with reference to prevention of sexual harassment committee and anti ragging committee (NAAC Accredn. Manual, March 1, 2021)
- 6.4.3 Resource mobilization policy and procedures of the Institution (NAAC Accredn. Manual, March 1, 2021)
- 7.1.5 Policy documents for Green campus initiatives (NAAC Accredn. Manual, March 1, 2021)
- 7.1.7 Policy documents and information brochures for disabled-friendly, barrier free environment (NAAC Accredn. Manual, March 1, 2021)
- 7.1.10 Code of ethics policy document (NAAC Accredn. Manual, March 1, 2021)

Policy Documents - 1

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|--|--|
| 1. Admission policy | 11. Examination policy |
| 2. Student attendance policy | 12. <u>Policy</u> to conduct national /International seminars/conf./events |
| 3. Examinations policy | 13. Policy on campus placement |
| 4. Policy on campus discipline | 14. Policy on digital infrastructure |
| 5. Policy on career advancement (SFS) | 15. Policy for academic resources (library books, lab <u>equipments</u>) |
| 6. Policy on consultancy | 16. Policy on projects |
| 7. Policy on seed money | 17. Policy on sports & games |
| 8. Policy on IPR | 18. Policy for green campus |
| 9. Policy for incubation <u>centre</u> | 19. Policy for College Union Society |
| 10. Policy for Awards & Incentives | 20. <u>Policy</u> for leave |

G. Johanna Johnsi Rani, IQAC Coordinator

2020 - 2021

IQAC Meeting May 28, 2021 @ 10.45 am

Policy Documents- 2

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|--|---|
| 21. Policy for cultural activities | 31. Policy for services on campus |
| 22. Policy for job outsourcing | 32. Policy for campus ministries |
| 23. Policy for residence on campus | 33. Policy on recruitment and promotion (SFS) |
| 24. Staff policy | 34. Policy on retirement benefits (SFS) |
| 25. Policy for campus accommodation & rental | 35. Policy for social outreach activities |
| 26. Policy for availing leave (SFS, Students) | 36. Policy on stock management |
| 27. Policy for hall residents | 37. Policy on stock maintenance |
| 28. Policy for software purchase/development | 38. Policy on campus services |
| 29. Policy for capital purchases | 39. Policy for campus safety and security |
| 30. Policy for utilizing academic support facilities (classrooms, seminar halls) | 40. Policy for collaborations |
| | 41. policy for fund-raising and donations |

G. Johanna Johnsi Rani, IQAC Coordinator

2020 - 2021

IQAC Meeting May 28, 2021 @ 10.45 am

Policy Documents- 3

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|--|
| 42. Policy for corpus fund, scholarships |
| 43. <u>Policy for academic excellence</u> |
| 44. Policy for budget allocation (NAAC parameters) |
| 45. Policy for budget allocation for units |
| 46. Policy for internships /fieldwork |
| 47. Policy for credit transfer |
| 48. Policy for PTA / parent collaboration with institution (PCI) |
| 49. Policy for crisis management |
| 50. Policy for social media interactions |
| 51. Policy for handling violations |

G. Johanna Johnsi Rani, IQAC Coordinator

2020 - 2021

IQAC Meeting May 28, 2021 @ 10.45 am

Action Plan List

1. *Academic and Administrative Audit in August 2021*
2. *Workshop for OBE implementation for syllabi of all courses*
3. *Question Banks for all courses in all Programmes*
4. *ASDP and FDP on “Drafting and Documentation skills”*
5. *Department Newsletters in printed and digital form for 2020-2021*
6. Directory of Internship cum Placement patrons of our College
7. Annals of Action and Achievement (Compiled from all Departments as booklet and published by IQAC with all event summaries, analysis reports and photographs–2 volumes – i. Arts and ii. Science)
8. Maintenance of Logbook (for Exam-related grievances, services to equipment)
9. Annual Data Analysis Reports (7 criteria)
10. Survey analysis and Plan of Action
11. Converting all classes to Smart classes
12. Faculty Academic Milestone (FAMe) Award
13. “Spotlight”, An annual event by IQAC to showcase achievements by Faculty and Students (Exhibitions, presentations)
14. Industry Alliance (Projects, Internship, Placement)
15. Academic Alliance with other Institutions
16. Awards for Best Department/Unit
17. Distinguished Alumni Series by All departments

Note: 1-5 would be high priority task considered for 2021 -2022

- Proposal for Annual Data Collection for AQAR submission (starting from 2021 – 2022)

The IQAC Coordinator proposed a regulatory procedure for collection and compilation of data for AQAR submission done annually. She presented a mechanism which would serve many purposes and also streamline this annual exercise for the benefit of all stakeholders of the College, as given below. The AQAR data collection for 2021 – 2022 could be the prototype to become an Institutional practice for the future.

Academic Calendar Plan for AQAR and AAA

Academic Calendar Plan for AQAR and AAA		
Month	IQAC Work Target	Dept./ Unit Work Target
May	Upload AQAR Data collection templates in website	Data collection for AQAR
June		Data Collection for AQAR Preparation for Printing Dept / Unit Newsletter
July	Send AAA preparation Guidelines to Departments & Units Guidance and Assistance to Depts. / Units for AAA	Submission of Digital copy and printed copy of Newsletter to IQAC Preparation for AAA as per guidelines
August -Week 2	<i>Internal Academic Audit (Aided Stream)</i> by IQAC (for the previous Academic year)	
August - Week 2	<i>Internal Academic Audit (SFS)</i> by IQAC (for the previous Academic year)	
September- Week 1	<i>External Academic Audit</i> (for the previous year)	
September- Week 2	<i>Administrative Audit</i>	
September -Week 3	<i>Green Audit</i>	

If done annually in this format, in this timeframe, this would become one of the best practices of the College. The data collected could be used for AAA in August / September and also to make decisions to give away awards for Best Department and Best Faculty.

IQAC Core Team

Criterion I – Dr. Amirthavalli, Dr. Rajkumar, Dr. Annal Deva Priya Darshini, Mrs. Shimi

Criterion II – Dr. Ashik Bonofer, Dr. Wilfred Prasanna, Dr. Anu Annamma Mammen, Mrs. K. Subaniya Sarah

Criterion III – Dr. Vijay Solomon, Dr. Chinna Muthu, Dr. Milton, Dr. Hanumantha Rao

Criterion IV – Dr. Padmamala, Dr. Persis Glory, Dr. Meera Rajiv, Dr. Ganesan

Criterion V – Dr. D. Selvakumari, Dr. Stelin Peter, Dr. Freney Joy, Dr. Obed Jackson

Criterion VI – Dr. Tabitha Durai, Mr. Joshua Solomon, Dr. R. Vidya

Criterion VII – Dr. Ananthi Rachel Livingstone, Dr. Vijay Sarathi, Mrs. Shiny Priyadarshini

4. DATA ANALYSIS AND ACTION PLAN 2021 – 2022 BY THE CRITERION HEADS

Criterion I: Curricular Aspects by Dr. Amirthavalli

- 1.1.1 Programmes for which syllabus revision was carried out during the Academic year
Support Document: Academic Council minutes
- 1.1.2 Programmes / courses focused on employability/ entrepreneurship/ skill development during the Academic year
Course Codes were obtained from CoE
- 1.2.1 New programmes/courses introduced during the Academic year
Applicable only for departments where syllabus revision was carried out
Academic council minutes

Syllabus book from department

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Already Implemented

UG: 2003

PG: 2004

1.3.1 Value-added courses imparting transferable and life skills offered during the year
Data collected from school of continuing education

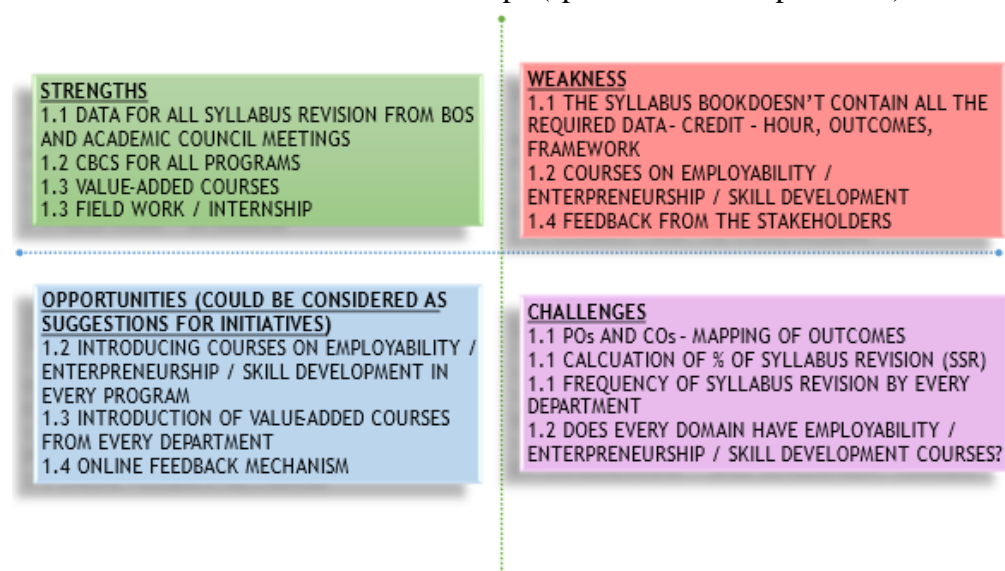
SCE brochure for every academic year

1.3.2 Field Projects / Internships under taken during the year

Internship mandatory for all PG programs

Some UG programs have internships in their curriculum

Some UG students undertake internships (sponsored / non-sponsored)



Criterion II: Teaching, Learning and Evaluation by Dr. Ashik Bonofer

Student Enrolment and Profile

Seats Available	Application Received	Students Enrolled
2019: 2496	2019: 32784	2019: 2407
2020: 2496	2020: 31061	2020: 2455

- This data is sent to the university, but number decreases as months go
- Suggestion: Can there be meeting by September to confirm the numbers as it would also help in finalising the data for NIRF as well.

- Like NAAC, AQAR we need to submit the names of students and details – hence need for a clear number

Teacher Profile and Quality

Student - Full time teacher ratio: 1 - 21

Students mentoring system available in the institution: Limited Evidence

Total Faculty: 329

Faculty with Ph.D.: 171

Honours and recognition received by teachers: Need more clarity

Evaluation Process and reforms

- Number of days from the date of semester-end/ year- end examination till the declaration of results during the year
- Average percentage of student complaints/grievances
- Pass percentage of students

Areas of concern

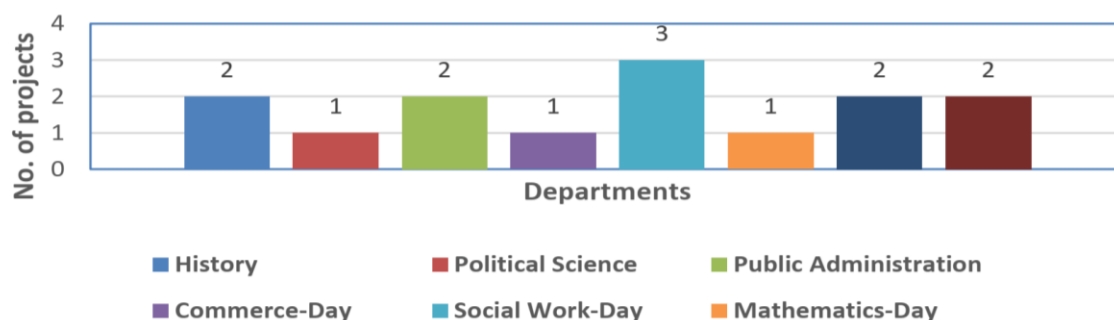
- Programme outcomes, programme specific outcomes and course outcomes – Needs to be done ASAP

Criterion III: Research, Innovations and Extension by Dr. Vijay Solomon

* We need to define Seed Money

3.1.2 <i>The institution provides seed money to its teachers for research</i> <i>(Average per year)</i>	<ul style="list-style-type: none"> • List of faculty who have been awarded seed money for research along with the title of the project, duration and amount year-wise. • Sanction letters of award of seed money to the teachers is mandatory. • Audited Income-Expenditure statement highlighting the relevant expenditure counter signed by the Principal indicating seed money provided and utilized. 	<ul style="list-style-type: none"> • In case of large data, the DVV will ask for valid document for specific list of teachers • Only formal research project seed money will be considered 	<ul style="list-style-type: none"> • Grants for other than research projects need to be avoided • Sponsorship to conferences / seminars etc to be avoided. • Grants received from outside agencies for research not to be included.
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3.2.2 Number of ongoing research projects funded by Government and Non-Government agencies 2018-19 (Department wise)

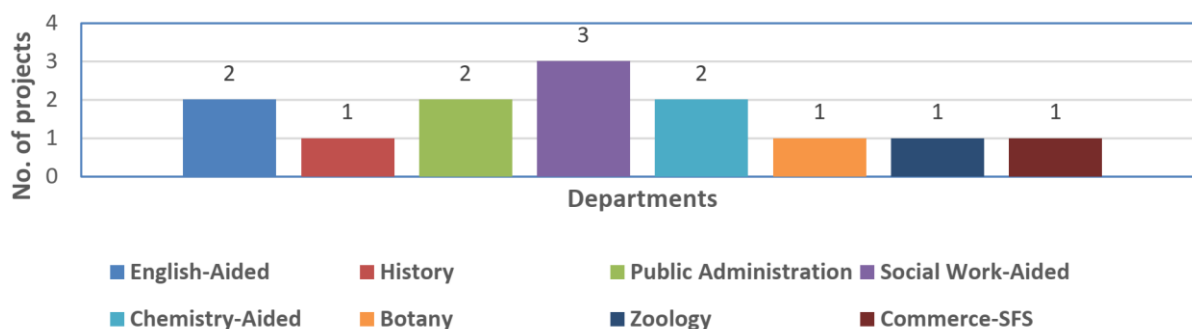


* Hereafter, awards should have financial support (Major Research Projects/Cash Awards)

3.1.3 <i>Percentage of teachers awarded national / international fellowship for advanced studies/research during the last five years</i>	<ul style="list-style-type: none"> e-copies of the award letters of the teachers. List of teachers who have received the awards along with the nature of award, the awarding agency etc. 	<ul style="list-style-type: none"> Documents for all awards are compulsory 	<ul style="list-style-type: none"> Awards without any financial support not to be included (E.g: Best Teacher Award, Certificate of Appreciation).
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* Unfortunately we do not have many programs on Research Methodology, IPR & Skill Development

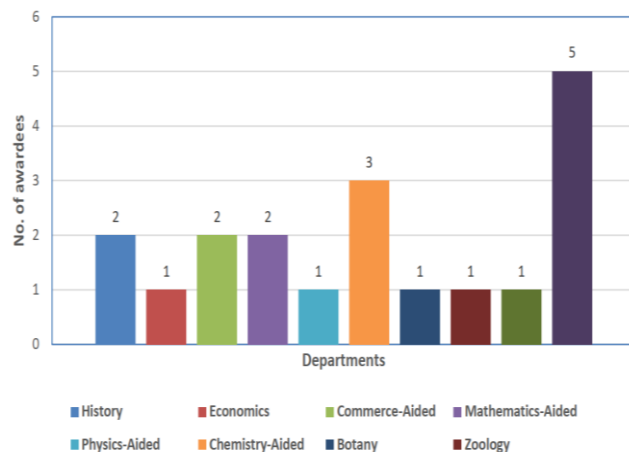
3.2.2 Number of ongoing research projects funded by Government and Non-Government agencies 2019-20 (Department wise)



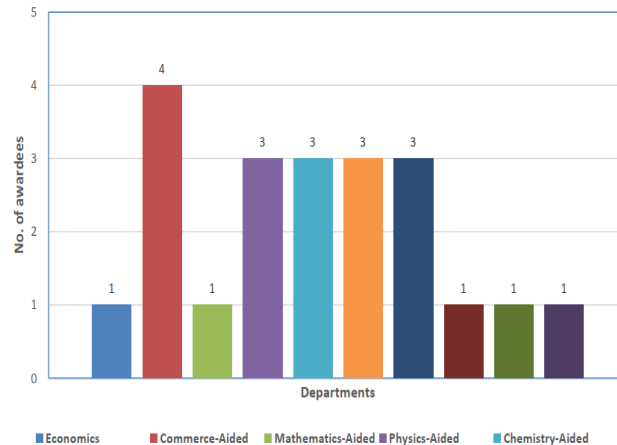
* Number of PhDs awarded

3.3.2 <i>Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), entrepreneurship and skills development during the last five years</i>	<ul style="list-style-type: none"> Detailed report for each program. Brochure/Geo tagged Photograph with date and captions; title of the workshops / seminars conducted. Details of resource persons. 	<ul style="list-style-type: none"> Only activities with a bearing on Research Methodology, Intellectual Property Rights (IPR), entrepreneurship and skills development to be considered here.
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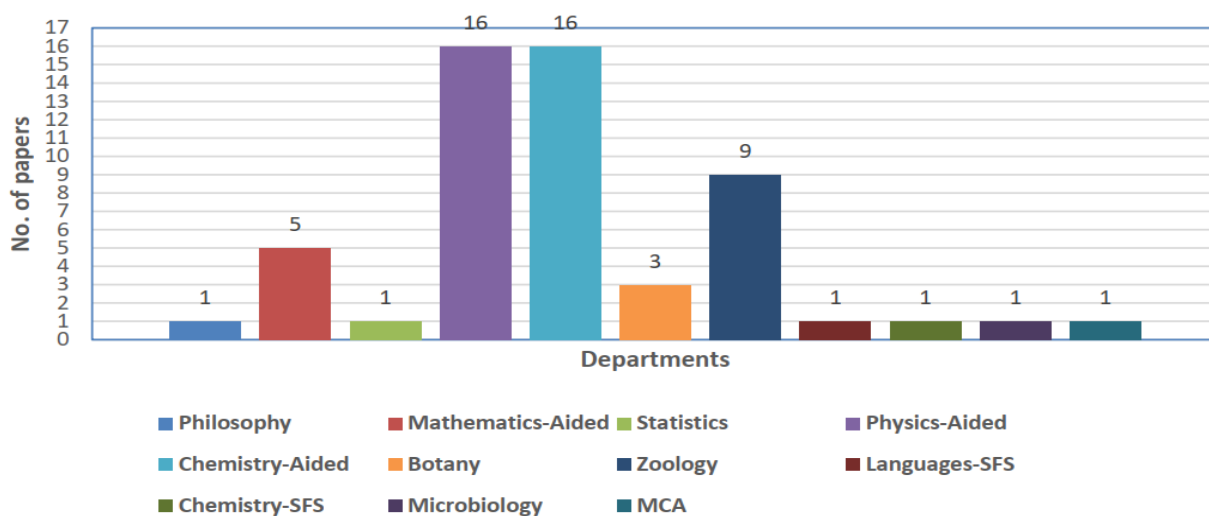
3.4.1 Ph.Ds AWARDED DURING 2018-19
(Department wise)



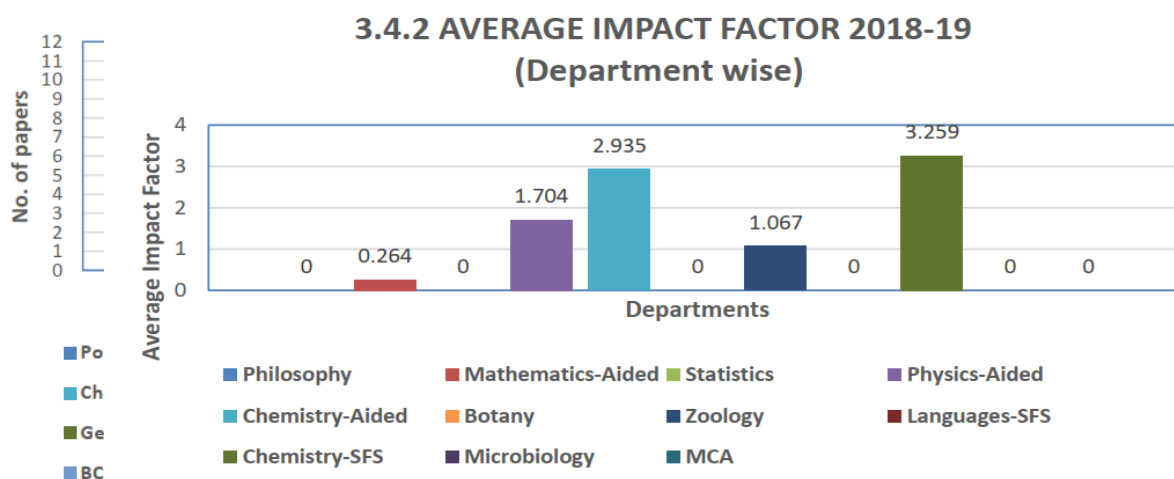
3.4.1 Ph.Ds AWARDED DURING 2019-20
(Department wise)



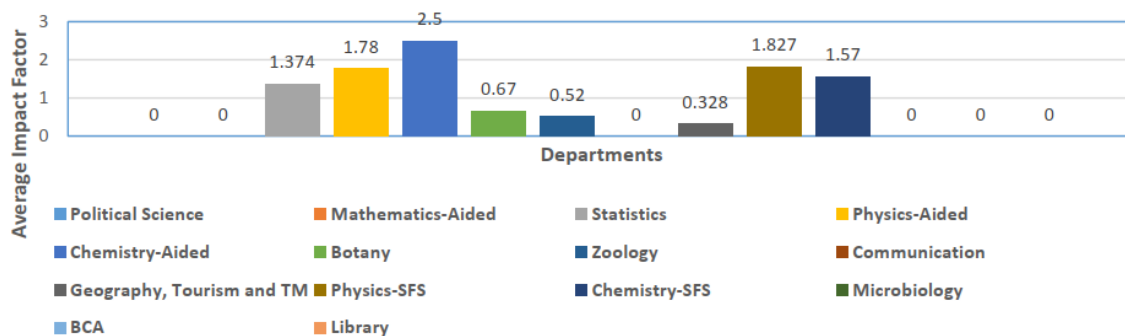
3.4.2 RESEARCH PUBLICATIONS IN JOURNALS (UGC-CARE/SCOPUS/WEB OF SCIENCE) 2018-19
(Department wise)



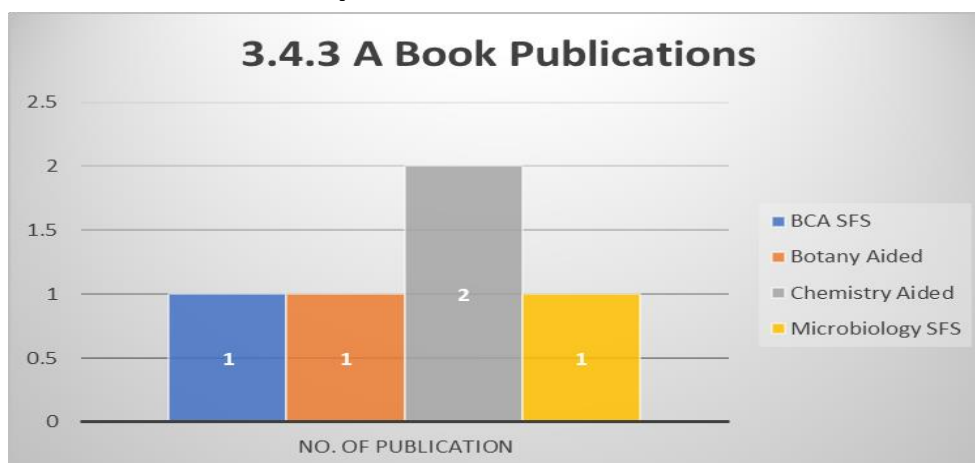
3.4.2 RESEARCH PUBLICATIONS IN JOURNALS (UGC-CARE/SCOPUS/WEB OF SCIENCE) 2019-20
(Department wise)



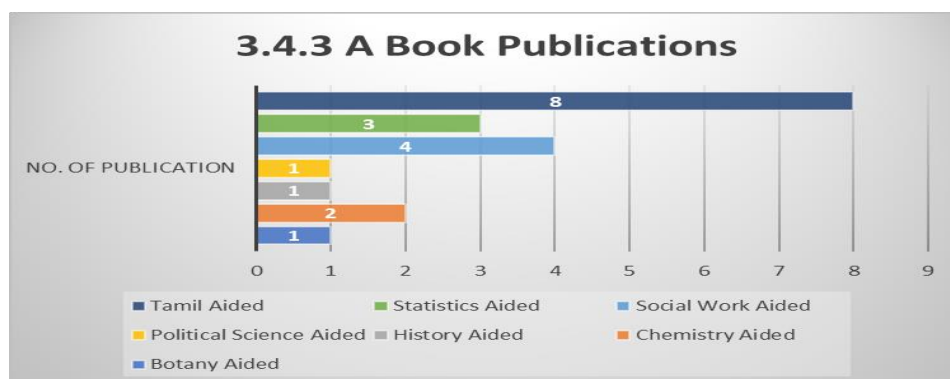
3.4.2 AVERAGE IMPACT FACTOR 2019-20 (Department wise)



Book publications: 2018-2019

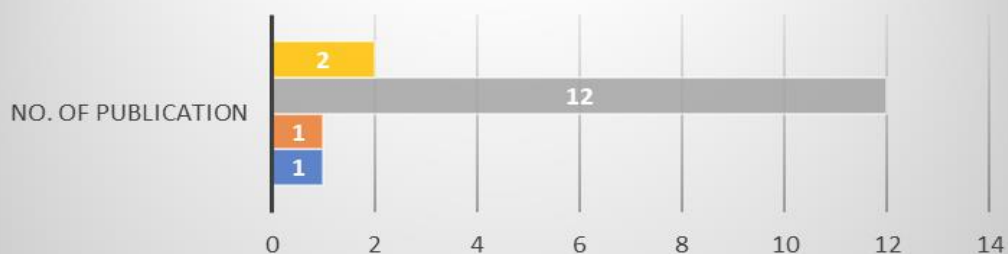


Book publications: 2019-2020



2018-2019

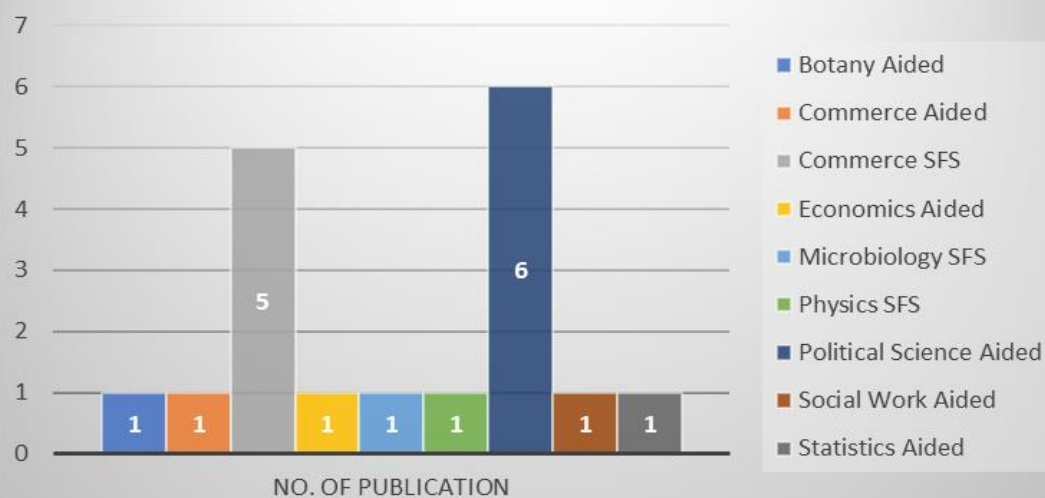
3.4.3 B Chapters in Edited Books



	No. of Publication
Tamil Aided	2
Political Science Aided	12
English SFS	1
Commerce Aided	1

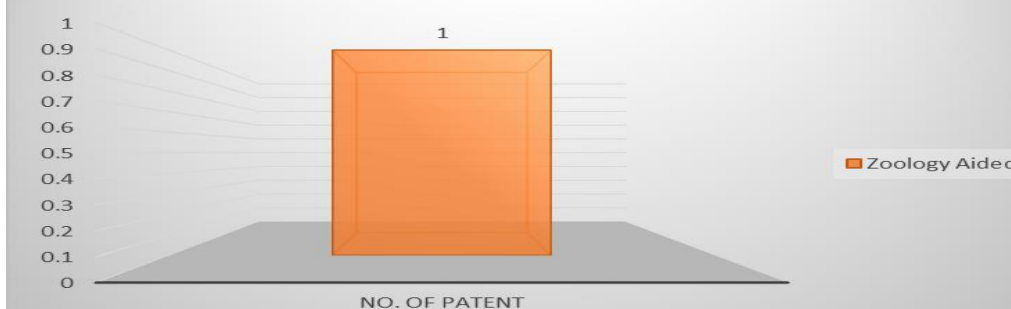
2019-2020

3.4.3 B Chapters in Edited Book



2018-2019

3.4.4 Patent



38.	<p>The Institution ensures implementation of its stated Code of Ethics for research through the following:</p> <ol style="list-style-type: none"> 1. Inclusion of research ethics in the research methodology course work 2. Presence of Ethics committee 3. Plagiarism check through software 4. Research Advisory Committee <p>Options:</p> <ol style="list-style-type: none"> A. All of the above B. 3 of the above C. 2 of the above D. 1 of the above E. None of the above 	<ul style="list-style-type: none"> • Copy of the syllabus of the research methodology course work. • Constitution of the ethics committee and its proceedings approved by the appropriate body. • Constitution of research advisory committee and its proceedings approved by the appropriate body. • Bills of purchase of plagiarism check software in the name of the HEI. 	<ul style="list-style-type: none"> • Provide web link on the institutional website which should lead to the landing page where Code of Ethics for research is hosted. • Report of research content checked through licensed plagiarism check software. 	<ul style="list-style-type: none"> • If the link leads only to the home page, the claim will not be considered.
39.	<p>3.4.2 Number of Ph.D's registered per teacher (as per the data given w.r.t recognized Ph.D guides/ supervisors provided at 3.2.3 metric) during the last five years</p>	<ul style="list-style-type: none"> • List of faculty along with the names of the research scholars during the assessment period. • Copy of the letter received / sent to the affiliating University regarding registration of students in the institution. • Copy of the joining letter(s) of Ph.D. students joining in the institution along with the copy of the proceedings of Vice Chancellor for admission into Ph.D. 	<ul style="list-style-type: none"> • Document of registration of the research scholar indicating the guide's name from the HEI. • If data is large, randomly selected research scholars document from the HEI will be sought during the DVV process. Copies of all students are mandatory. 	<ul style="list-style-type: none"> • Registrations outside the assessment period not to be included.

Number of PhD Research Scholars

Profile	DAY	SFS	Total
Existing Guides	42	9	51
Number of faculty with eligibility	44	30	74
Number of faculty will be due in 1 year	34	11	45

Departments	No of PhD guides	No. of PhD scholars
History	1	3
Political Science	3	12
Public Administration	3	7
Economics	4	11
Philosophy	1	2
Tamil	7	13
English	4	16
Commerce	10	39
Maths	2	3
Physics	2	5
Chemistry	5	8
Botany	2	7
Zoology	4	15
Social Work	1	5
Microbiology	1	1
Statistics	2	5
Languages	1	4
Total	53*	156

*Including Retired Faculty

* We need to have policies in this regard

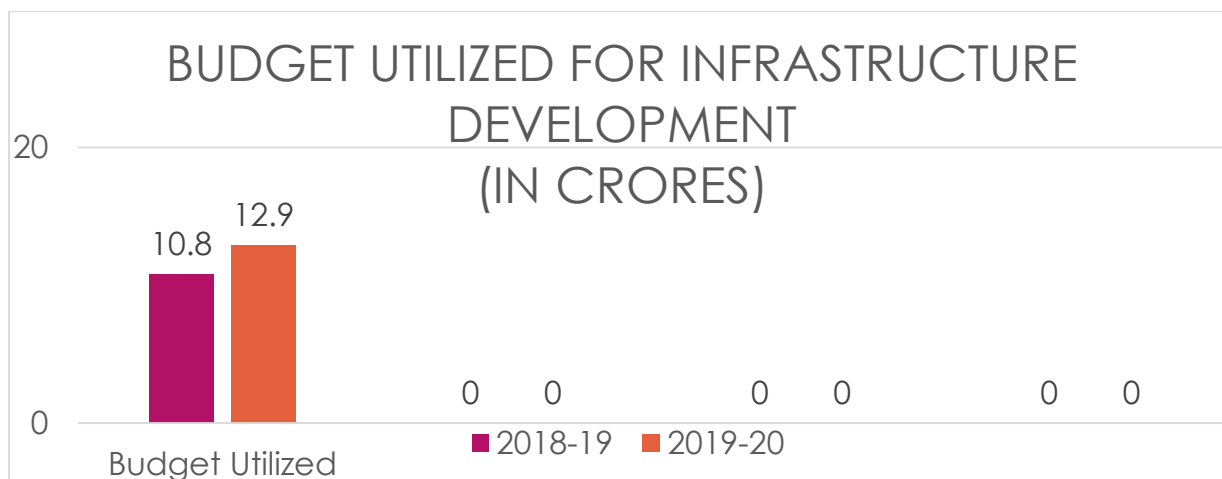
3.5.1 <i>Revenue generated from consultancy and corporate training during the last five years (INR in Lakhs)</i>	<ul style="list-style-type: none"> Audited statements of accounts indicating the revenue generated through consultancy and corporate training. CA certified copy attested by head of the institute Letter from the beneficiary of consultancy/corporate training along with details of the consultancy fee. 	<ul style="list-style-type: none"> Amount generated through consultancy/corporate training work alone has to be considered here. Revenue generated by testing services / for use of facilities of the institution not to be included. 	<ul style="list-style-type: none"> Grants received for research projects not to be included. Consultancy fee from any sister institution / same trust not to be considered.
3.5.2 <i>Total amount spent on developing facilities, training teachers and staff for undertaking consultancy during the last five years</i>	<ul style="list-style-type: none"> Audited statement highlighting the items on expenditure on developing facilities, training teachers and staff for undertaking consultancy year wise. CA certified copy attested by the Head of the Institution for all the years during the assessment period. 		<ul style="list-style-type: none"> Training of teachers other than the consultancy /corporate training are not to be considered.

* We need to concentrate on documenting our events.

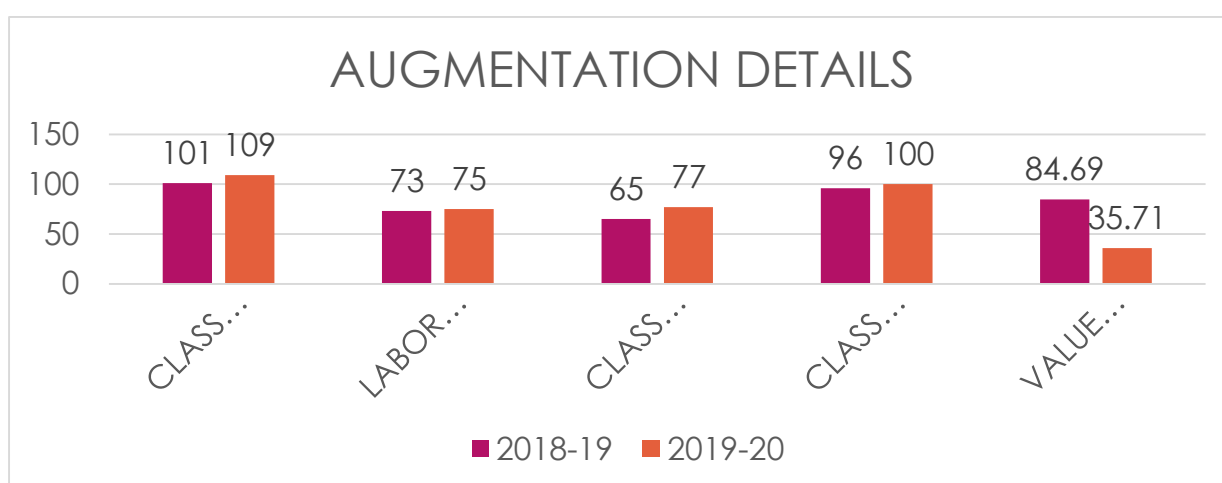
52.	3.7.1 <i>Number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work</i>	<ul style="list-style-type: none"> Copies of collaboration/related documents indicating the nature of collaboration and activities year-wise The HEI should provide the summary of the collaboration indicating start date, end date, nature of collaboration etc. List of year wise activities and exchange should be provided. 	<ul style="list-style-type: none"> The Collaboration should be valid for the assessment period. The collaboration activities of research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work should be facilitated through the mentioned Collaboration only. 	<ul style="list-style-type: none"> Activities mentioned under 3.6.3 and 3.7.2 not to be included here. Collaborations with the sister institutions under the same Trust not to be included.
53.	3.7.2 <i>Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)</i>	<ul style="list-style-type: none"> List of activities conducted under each MoU along with dates of starting and completion year-wise signed by both parties. e-copy of the MOUs with other institutions. The HEI should provide the summary of the collaboration indicating start date, end date, nature of collaboration etc. List of year wise activities and exchange should be provided 	<ul style="list-style-type: none"> The MoU should be functional during the assessment period If the MoU is for three years viz 2011-2013, it shall be counted only once. At least one activity should have been conducted under an MOU during the assessment period to qualify as a functional MOU with institutions. 	MOUs with the sister institutions under the same Trust not to be included.

Criterion IV by Dr. Padmamala

Budget for Infrastructure Augmentation

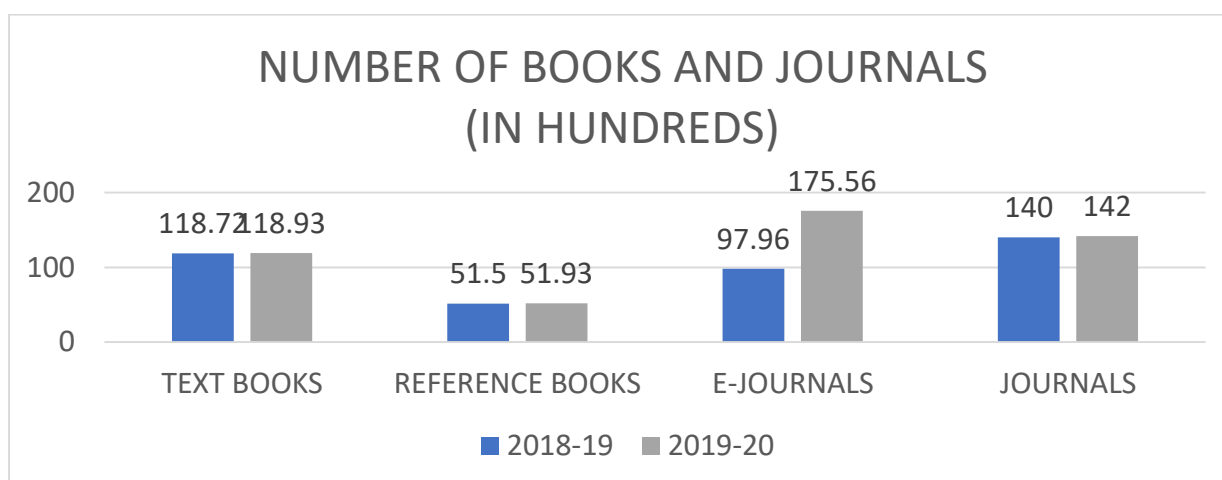


Details of Augmentation in Infrastructure Facilities

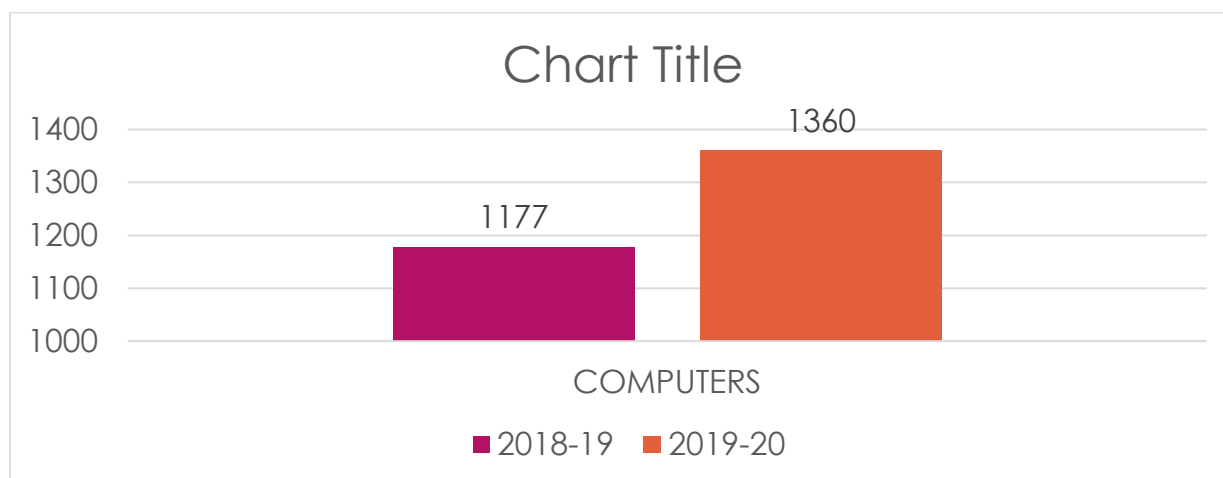


- 2018-19: Augmentation of Anderson Hall
- 2019-20: Addition of QSC Building

4.2.1 Library as Learning Resource



4.3.1 Technology Upgradation

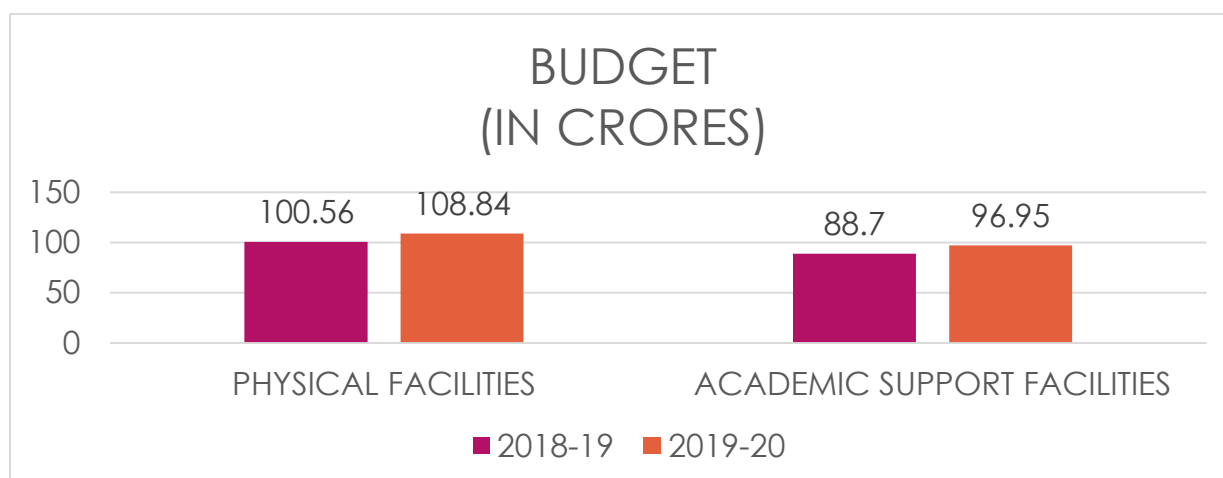


No. of computer labs, browsing centres, computer centres, offices, departments remain the same

4.3.2 Internet Connection

New 150 MBPS ACT dedicated line added in the year 2019-20 to the 2 existing lines

4.4 Maintenance of Campus Infrastructure



Remarks

- Steady progress in all the aspects
- To focus on 4.2.2: E-content development; Presently Bandicam software used
- In need of dedicated: Audio video recording theatre. Editing lab, Multimedia lab
- MCC-MRF Innovation Park

A value added addition to the infrastructure

Media science lab will facilitate e-content development

In the next academic year, to add on, there will be data science lab, computational sciences lab, instrumentation lab and psychometric lab

Plan for 2021-2022

- Workshops/training sessions can be conducted for faculty members in e-content development
- Data collection drive can be organized for various units of the college (Bursar office, library, estate office). This will facilitate the data collection process

Criterion V by Dr. Selvakumari

- **Data Collection** - B.O. Staff prefer hard copies submission over soft copies
- **Scholarships and Financial Support:** To increase the number of Scholarships: B.O/ MFA can give inputs on number of students annually struggling to pay their fees and additional scholarship support can be given. One staff/alumni – one student scheme can be initiated
- **Workshops/ Training:** Training for non- teaching support staff periodically on computer basics would be helpful in streamlining data collection
- A generalized system on remedial class application & attendance would be helpful in monitoring / streamlining data collection. Monetary benefits for teachers can be considered
- **Bridge courses:** Student enrolment in SCE have to be computerized and a generalized system on class attendance would be helpful in monitoring/ streamlining data collection
- **Soft skill Development:** External Agencies can be used for Placement/ Soft skill training for final years (Dr. Devanesen Centre for Human Resource Development)
- **Campus Placement details:** Alumni staff representative for Placement in every department.

External Agencies can be used for Placement/ Soft skill training for final years
An official/ computer -based registration of candidates attending placement cell interviews must be initiated (Placement Cell)
An annual/ semester wise report submission by various units would help in documentation & updating of data

- Student progression to higher education: Alumni staff representative per department
- Students qualifying in state/ national/ international level examinations:
Alumni staff representative per department
External Agencies can be used for competitive exams training (IASC)

Criterion VI Governance, Leadership and Management by Dr. Tabitha Durai

Institutional Vision and Leadership

Vision and Mission of the Institution with regard to governance, perspective plans and participation of the teachers in the decision making bodies of the institution

Effective leadership in various practices such as decentralization and participative management

Strategy Development and Deployment

- Activity or practice successfully implemented based on the institutions strategic plan
- Organogram of the institution
- E-governance in areas of operations

Faculty Empowerment Strategies

- Welfare measures for teaching and non-teaching staff
- Financial support to teachers to attend conferences / workshops/etc.
- Professional development / administrative programs organized by the institution for teaching and non-teaching staff
- Teachers who have undergone faculty development programs

Financial Management and Resource Mobilization

- Internal and External financial audits
- Funds received from non-governmental bodies
- Strategies for mobilization of funds and optimal utilization of resources

Internal Quality Assurance System

- Post Accreditation quality initiatives
- Institutional reviews and implementation of teaching learning reforms facilitated by the IQAC
- Quality Assurance Initiatives

Areas of Development

- Organogram to reflect the administrative set up
- Welfare Measures for teaching and non-teaching staff
- Financial support for teachers to attend conferences
- Development / training programs for staff
- Practices that are institutionalized as a result of IQAC initiatives
- Institutional reviews and teaching-learning reforms facilitated by IQAC
- Collaborative quality initiatives with other institutions

Criterion VII Institutional Values and Best Practices

Gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc.,

Provide Web link to:

1. Annual gender sensitization action plan

2. Specific facilities provided for women in terms of:
 - a. Safety and security
 - b. Counselling
 - c. Common Rooms
 - d. Day care center for young children

Environmental Consciousness and Sustainability

1. Solar energy
2. Sensor-based energy conservation
3. Use of LED bulbs/ power efficient equipment (Biogas and Wheeling to the grid)

Management of Waste

Solid waste management

Liquid waste management- Sewage Treatment Plant

E-waste managementWaste recycling system- Sewage Treatment Plant

Hazardous chemicals and radioactive waste management

Water Conservation facilities available

1. Rain water harvesting
2. Borewell /Open well recharge
3. Waste water recycling
4. Maintenance of water bodies and distribution system in the campus

Green Campus Initiatives

Restricted entry of automobiles

Use of Bicycles/ Battery powered vehicles

Pedestrian Friendly pathways

Ban on use of Plastic

landscaping with trees and plants

Quality Audits on Environment and Energy

- 1.Green audit
2. Energy audit
- 3.Environment audit
- 4.Clean and green campus recognitions/awards
5. Beyond the campus environmental promotional activities

Green Audit

Solar power plants

Sewage Treatment Plant

Usage of LED Bulbs

Recycling biodegradable

waste from Halls -vermicompost

Rainwater harvesting

Bamboo plantation- sustainability and carbon fixing ability
Green Trees
Pits dug for dumping biodegradable waste from the homes of residents.

The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Disabled-friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies of reading material, screen reading

Code of Conduct

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Institution celebrates / organizes national and international commemorative days, events and festivals

Two best practices successfully implemented by the Institution
MCCRC
EDC

5. DISCUSSION ON THE PRESENTATIONS

SUGGESTIONS AND ACTION PLAN BY EXTERNAL NOMINEES

Dr. Sundar Manoharan

The presentation is a good awakening call in line with the vision of the Principal.

1. The proposed ideas cannot be done by the IQAC Coordinator as it will be overwhelming, but the ERP solution can be stitched into bigger picture. IQAC and ERP are two big oceans. IQAC and ERP must not be mixed but IQAC must focus on events relating to Faculty and Students

A separate Task Force / ERP team has to be set up by the Principal for ERP Solutions, that would have an allotted budget and external support.

2. The IQAC must look for ways by which they encourage Faculty to perform without they feeling strangled by the API Score and other demands for career advancement.

IQAC must serve as a **Health Clinic for Faculty**, an encouraging platform to give Fatherly and motherly care. Keep the Emotional Quotient of the Faculty in mind so that they will feel that IQAC is place they will run to for their survival.

To enable Faculty to perform, **concentrate on the 4 Development programs** proposed, IDP, FDP, SDP and ASDP.

3. **IQAC must shoulder the development of the Innovation Centre** – in its Infrastructure development, how to bring students into it, events to be conducted and the Incubation Centre – what start-up modules can be identified.
4. Take initiatives to **conduct all Audits required by NAAC and NIRF**. Conduct Energy audit because MCC is a model campus. Not only counting the trees, Number them. Do Green audit, AAA.
5. C1: In Curriculum design, do the **syllabus revision in block years i.e. for 3 years** for an entire batch, the syllabus will not have any modification.
6. C1: Have you considered the NEP2020 and thought of **curriculum development for 4-years UG programs**. Have you thought of solutions to have **Honours programmes** in all disciplines? When we consider changes in UG programmes to four years, Criterion 2 will also be affected. Example: Curriculum 2020 means Curriculum for 2020 – 2023. Have a separate SOP for Curriculum that includes Examinations, Evaluation and will be helpful in Audit
7. For **Research publications** 70 marks is given, hence that should be the main focus. UGC Care List of Journals are important for NAAC and Scopus indexed journals are important for NIRF. Do not insist only on Scopus journals. Faculty who struggle to publish papers must be made to focus on Outreach programmes, so that they can score and things will be in balance. The Ph.D. Guides can be encouraged to publish a minimum of 2 or 3 papers in Scopus indexed Journals. It is to be remembered that NIRF does not include count of external registrations but only the count of Full-time scholars.
8. If the details of the HT lines are mentioned under Criterion 4, include the length it runs through the campus. When the **Network lines** are laid, do it slow and with latest so that it can adapt to 5G.

Mr. P.W.C. Davidar, I.A.S (Retd.)

I am glad that you are on the right track; that you are starting with a full-scale evaluation of where you are and what you want to be. The presentation was an acid study.

1. Regarding ERP, we outsource the work because it is easy to throw your requirement at someone and you polish it. This will lessen the burden. **ERP development is not about the capacity to develop but prioritization.**

2. It is good to have thought about the Policy needs of the College. Not having Policies in place is itself a hindrance to growth. The Policies will help the young faculty to know what is the expectation by the Management and what path will lead to their success. It was good to have identified and presented a list of policies after checking the works of several renowned educational Institutions. Form teams of young faculty who have 10 years' experience or less to work on *drafting / compiling policies*.
3. *API scoring mechanism* is good to follow, but customize it to MCC and also have *separate scoring mechanisms for Humanities and Sciences*. The two disciplines are very different. Check for the outliers and work in those areas. The Humanities will not have many research publications but would contribute on Policy affairs, writing journal and newspaper articles in addition to online journals and Scopus journals. Do not rely only on research in the scoring mechanism.
4. Devise a *Ranking mechanism for the Departments*, so that they will have a healthy competition to perform and reach higher standards.
5. A request to the Principal to *mobilize Alumni contribution to institute Scholarships* to the student community affected due to the pandemic, to pay for the Tuition fee / Research fee.
6. *Prioritize the proposals* and move towards the target.

Dr. Alex Pulikottil

1. A Structured Mentoring System is needed where a Student would be mentored by a faculty allotted to him, from entry to exit from College.

Dr. P. Wilson

Responses to suggestions by the External Nominees / Presentation by Criterion Heads

1. We will develop an *integrated, inclusive scoring mechanism for the College*. He clarified that API is mandatory for promotion as per UGC directives, yet the API scoring mechanism would be customized as per suggestions for Humanities and Sciences separately. With the commencement of MCC Research Colloquium (MCCRC), the publications in Scopus indexed journals by Faculty in Humanities have seen tremendous improvement.
2. IQAC can send a note to the Controller of Examinations and CoE to the Departments as per NAAC requirements to have a course in '*Research Ethics*' and also CoE to check if all the PG courses and Ph.D.

Request to CoE to check if all the departments have the Research Ethics / Research Methodology Course for their PG.

3. For Revenue generation, Dean R&D to send letter to Departments asking for proposals for **Consultancy**. We do consultancy and may be we are not using the term. The proposal will give us pointers to write our policy which can be approved.

Dr. Robinson: Regrading Consultancy, a policy was drafted in 2019. Now it is getting revised and the draft must be approved by the Legal Advisor later to be approved by the Board / Senatus.

4. Departments must **conduct programmes and designate them under the following themes** in line with the requirements of NAAC and NIRF.
 - a. Skill Development (Including Soft skill development)
 - b. Entrepreneurship development
 - c. Research methodology
 - d. Intellectual property rights
 - e. E-Content development
5. Should we conduct FDP on E-Content management separately? We are now tuning ourselves to SWAYAM. Recently two Lectures are given by Dr. Amirthavalli and Dr. Rajkumar. Can these and other Lectures in MCCRC corresponding to Criterion 4 be included?
6. An **Upskilling programme** with 10 modules were conducted by Centre for Women Studies by Dr. Anne Thomas. Can the programmes conducted by the School of Continuing Education be included under Criterion 5 requirements?
7. There is no module for **School of Continuing Education** in the existing ERP. Admission to the SCE and its function must be included into the ERP.
8. Criterion 5: Conventional Remedial Courses were not successful. Hence we are moving to **Micro Learning Modules** using which the student can be tested as earn marks for CA3. Applications developed Centre for Teaching & Learning can activate Remedial classes.
9. Placement is not part of ERP. Student and Department reports must be uploaded in Placement ERP module. Student **registration to Placement programmes must be done through ERP** and the report must be sent to IQAC.
10. We must establish a **Higher Education Bureau** to encourage students for progression to Higher Education. Students focus only on IASC and UGC-CSIR.
11. Request to Dr. Tabitha to check the **Organogram** and redesigned to show participatory Governance.
12. Request to IQAC to work towards identifying Colleges in remote places which not linked to any other College, in order to bring them under **Cluster Colleges of MCC**. We have enough content and Online resources to contribute to them.

13. The Concept of Institutional Review has to be understood to determine what action is expected under Criterion 6. Is the IQAC meeting an Institutional Review? Institutional reforms for Teaching-Learning can be documented.
14. Under Criterion 7, the need for **Day Care Centre** was mentioned. Request to Bursar to talk to Campus School Principal to dedicate a room to serve as Day care centre, as they can do it without any legal implications.
15. **E-Waste management**: Does E-waste management include conservation?
 - a. Currently E-waste is collected by the Estate Office and the disposal is done by the Bursar Office. If the Electronic items are >10 years, they can be listed and accounted for in the Stock register and disposed.
 - b. The students of the Innovation Club can collect the E-waste, use them for their innovative creations and the remaining ones can be disposed.
16. In response to Dr. Robinson on **Old documents** to be shredded: The Archives must first check the value of the documents and several documents that are valuable must be added to the Archives.
17. Request to Dr. Ananthi to Collect the various drafts on rules for Conduct that are in the College Calendar and other official documents of various forums and compile them as "**Code of Conduct**". With regard to addressing Faculty grievances / breach of conduct, we have handled the situations effectively in the past. Code of Conduct can be derived and formulated from such earlier cases.
18. Regarding **Energy Audit**, Architect Mrs. Jerusha has agreed to get it done through her husband who is qualified for the same. Dr. Richard, Assistant Prof. of Botany has agreed to do the **Green Audit**.

Suggestions / Points raised by the Faculty

During the course of discussion, the following members of the faculty shared their concerns / raised question / gave clarifications for questions as follows:

Dr. Vijay Solomon:

- Do all Departments have the course on Research Ethics?
- There is no clarity regarding 'Seed money'. We get a list of people who received the Seed money. Tracking and validating the detail must be done by BO
- The College Programme Committee must make sure that the Events are named using Keywords that are in line with NAAC and NIRF requirements. The keywords are Skill Development, Entrepreneurship Development, Research Methodology, Intellectual Property Rights and Patents.
- We have 156 Ph.D. scholars. So we must on the Research publications.
- How to address the Problem of collecting Offer letters from passed-out students?
- We must collect all details about Higher Education and Placement, as it affects our score in Graduation Outcome and Perception for NIRF.

- We can have one week drive to discard E-waste.

Dr. Ravishankar: All PG courses have a course on Research Methodology. The University of Madras has given a common syllabus.

Dr. Selvakumari:

- Out of 30 passed-out students in a class, we are able to contact only 20. Out of 20 only 10 give the details. We must provide ways by which students can upload the details.
- Data regarding Training programmes must be collected.

Dr. Robinson:

- Regarding the course on Research Ethics and Practices, University of Madras has given the Syllabus, which has been sent to CoE and the Department Heads. It will soon be posted in the website and will be passed in the Academic Council.
- Last year, the students had to submit the offer letters and details of Higher Education, when they registered online for Convocation.
- There is scope for students of Innovation Club to use E-waste and create artwork

Dr. Amirthavalli:

- With the help of Dr. Ashik Bonofer, work is being done to have a Drop-down menu for the students to Register Online for Campus Recruitment.
- For 2020-2021, Data collection regarding Placement as and when done, from various departments have been initiated already.

Dr. Ananthi Rachel

- Can Computers bought for a project be discarded if old?

Dr. Miriam Samuel:

- For discarding the waste and the E-waste, a Scrap Committee was constituted.

G. Johanna Johnsi Rani:

- IQAC not part of the existing Organogram.
- Dr. Selvakumari has requested for being relieved from being the Criterion Head. Dr. Obed Jackson or Dr. Caroline Victoria may be included in the IQAC team in her place.
- The proposed Student representatives for the year 2021-2022 are as follows
 1. Mr. Wesley Wilson, III MCA
 2. Ms. Sharen, II MSW (Aided)

ANY OTHER MATTER

Criterion I – Dr. Amirthavalli, Dr. Rajkumar, Dr. Annal Deva Priya Darshini, Mrs. Shimi

Criterion II – Dr. Ashik Bonofer, Dr. Wilfred Prasanna, Dr. Anu Annamma Mammen, Mrs. K. Subaniya Sarah

Criterion III – Dr. Vijay Solomon, Dr. Chinna Muthu, Dr. Milton, Dr. Hanumantha Rao

Criterion IV – Dr. Padmamala, Dr. Persis Glory, Dr. Meera Rajiv, Dr. Ganesan
Criterion V – Dr. D. Selvakumari, Dr. Stelin Peter, Dr. Freny Joy, Dr. Obed Jackson
Criterion VI – Dr. Tabitha Durai, Mr. Joshua Solomon, Dr. R. Vidya
Criterion VII – Dr. Ananthi Rachel Livingstone, Dr. Vijay Sarathi, Mrs. Shiny Priyadarshini

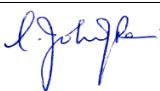
The IQAC Coordinator thanked the external nominees, the Principal, the Bursar, all the members of the faculty, with special thanks to the IQAC core team members for their enthusiastic and committed work and support throughout the year 2020 -2021.

The meeting ended with prayer by Dr. Miriam Samuel and benediction by the Bursar Mr. Cyrus Kallupurackal.

G. Johanna Johnsi Rani
IQAC Coordinator

May 31, 2021

Members present in the IQAC Meeting on May 28, 2021

S. No	Name	Signature
1	Dr. P. Wilson, Principal	
2	Mr. Cyrus Kallupurackal, Bursar	
3	Mr. P.W.C Davidar, I.A.S (Retd.), Alumni and Stakeholder from Community	
4	Dr. Alex Pulikottil, Research Manager, IOCL, Alumni	
5	Mr. Sundar Manohar, Director General, PDPU Ahmedabad, Industrialist	
6	Dr. C. James, Associate Prof. SCH, Nagercoil, External Expert, Stakeholder	
7	Mr. Vignesh Paramasivam, HR Manager, TCS Ltd, Employer	
8	Mrs. Johanna Johnsi Rani IQAC Coordinator	
9	Dr. James Kurien Dean of Humanities	
10	Dr. (Mrs.) E. Joyce Sudandara Priya Dean of Sciences	
11	Mr. B. Prince Solomon Devadass Dean of Student Affairs	
12	Dr. Florence John Dean of Women Students	
13	Dr. (Mrs.) K. Miriam Samuel Head, Department of Social Work	
14	Mrs. Miriam Kalpana Simon Assistant Prof. Dept. of Statistics	
15	Dr. S. Ravi Shankar Controller of Examinations i/c	
16	Dr. Roop Singh, Director, SFS	

17	Dr. T. Robinson Dean of R&D	
18	Dr. (Mrs.) Thomas Rosy, Dean of International Programmes	
19	Dr. C. Amirthavalli Assistant Prof. Dept. of Chemistry	
20	Dr. Ashik Bonofer Assistant Prof., Dept. of Political Science	
21	Dr. Vijay Solomon Assistant Prof., Dept. of Chemistry	
22	Dr. R. Padmamala Assistant Prof., Dept. of Computer Applns(SFS)	
23	Dr. D. Selvakumari Assistant Prof., Dept. of Physics	
24	Dr. (Mrs.) Tabitha Durai Assistant Prof. Dept. of Commerce	
25	Dr (Mrs) Ananthi Rachel Livingstone Assistant Prof., Dept. of Zoology	
26	Mr. M. Cherian Raju Estate Manager	
27	Mr. Shanmukha Sai R Student Representative	
28	Mr. Samraj A Student Representative	

INTERNAL QUALITY ASSURANCE CELL (MCC-IQAC)
MADRAS CHRISTIAN COLLEGE (Autonomous), CHENNAI – 600 059
UGC-College with Potential for Excellence
ACTION TAKEN REPORT (Q4: March 2021 to May 2021)

The landmark event in MCC was the inauguration of “MCC-MRF Innovation Park”, an Academic and research initiative due to the generous donation of Rs. 26.09 Crores by Mr. Mammen, Chairman of MRF. Ltd., and Director of the Board, Madras Christian College. This is a pioneering step in establishing the first of its kind facility in a Liberal Arts and Science College in the Country. The inaugural of the Park held on March 17, 2021 at 11.30 am at the Anderson Hall.

The nearly 69,000 Sq.ft. Innovation Park will enable the Faculty and the student community to take step-up their contributions to put the College on the Global map. The facility will comprise of the following:

- o Data Science Laboratory
- o Computational Science Laboratory
- o Psychometric Laboratory
- o Design Studio / Media Science Laboratory
- o Instrumentation Laboratory
- o Writer’s Café
- o Entrepreneur’s Café