

MADRAS CHRISTIAN COLLEGE (Autonomous), CHENNAI – 600 059
INTERNAL QUALITY ASSURANCE CELL (MCC-IQAC)
MINUTES OF MEETING III and IV – APRIL 13, 2023

The Third and Fourth meeting of IQAC – Q3 and Q4 (December 2022 to April 2023) for the Academic Year 2022-2023 was conducted on April 13, 2023 in online mode via Zoom (5.00 pm to 6.00 pm)

The agenda for the meeting was as listed below:

1. Opening Prayer
 2. Business arising from the previous meeting
 3. Presentation of activities of IQAC during December 2022 – April 2023
 4. Interaction with External Members
 5. Any other matters
 6. Vice-Principal (Admin)'s remarks
 7. Closing Prayer
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1. The meeting started with an opening prayer by Dr Ashik J Bonofer, Associate Coordinator, IQAC
 2. Business arising from the previous meeting was presented by Dr. C. Amirthavalli, Associate Coordinator, IQAC
 - a. AQARs from 2015-16 to 2018-19 were entered into the NAAC portal and submitted.
 - b. NIRF 2023 data consolidation was carried out and presented for review in the HODs meeting in January 2023.
 - c. AAA templates were finalized based on the suggestions and recommendations of Vice-Principals, Academic Deans, Dean R & D, Dean of Student Affairs, Dean of Women Students, Controller of Examinations and Representative Senior Heads of the Departments from Aided and Self-Financed Streams.
 3. Presentation of IQAC during December 2022 – April 2023
Dr C Amirthavalli and Dr Ashik J Bonofer, Associate Coordinators of IQAC, presented the activities of IQAC from December 2022 to April 2023.
 - a. The HODs meeting to review NIRF 2023 data was convened by Dr. P. Wilson, Principal & Secretary, on January 4 2023. Dr. C. Amirthavalli and Dr. Ashik Bonofer, Associate Coordinators of IQAC, MCC, did the presentation. Five different parameters in NIRF and their corresponding weightages were presented initially. This was followed by the

presentation of data captured and projected scores for different metrics. The Heads of Departments (Aided & SFS) confirmed the data presented and projected scores.

Dr P. Wilson, Principal, remarked that the parameter Graduate Outcomes (Placement & Higher Education) carries 25% of total weightage, so it is crucial to capture students' placement and higher education data. He said that the College has taken the initiative to collect this information during Graduation Day registration. He also mentioned that the Departments need to cooperate to efficiently capture this data along with valid evidence like offer letters, admit cards, etc.

After the approval from the Heads of the Departments, NIRF 2023 data was submitted on January 19 2023.

- b. Dr. C. Amirthavalli, Associate Coordinator, IQAC, delivered a lecture on 'Content Led Pedagogy: Understanding the four-quadrant approach' as a part of 'Pedagogical Quicky' on January 30 2023.
- c. IQAC completed Data Capture for 2021-22 in the AISHE portal and submitted the same on February 15 2023.
- d. IQAC conducted a workshop for Department IQAC nodal officers on the Data capture of the AAA template on March 9 2023, in Martin Hall Auditorium. During this meeting, the criterion team members interacted with Department nodal officers and facilitated the capture of department data using the AAA template.
- e. IQAC attended the online workshop on Curriculum design and framework organized by the Institute of Academic Excellence from 17th to 18th March 2023.
- f. IQAC organized and conducted a discussion meeting on 'Measurement of Attainment of Outcomes' between Vice-Principals, Academic Deans, Dean R & D, Dean of Student Affairs, Dean of Women Students, Controller of Examinations and Dr. Mercy Pushpalatha, MCC Board Member. Dr. Mercy chaired the session and clarified the doubts about drafting course and programme-specific outcomes. The discussions facilitated the College to understand the LOCF model of curriculum. Action plans were initiated by the Academic Deans and Controller of Examinations to introduce the LOCF curriculum model from 2023-24.
- g. IQAC conducted a series of AAA template discussions and finalization meetings with
- h. An external Academic Audit was conducted on April 5 2023.

Thirty-five departments (Aided and SFS) were categorised into seven verticals according to the subjects as follows:

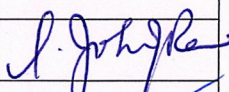
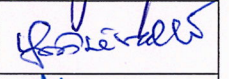
- I. Humanities and Social Sciences: Aided – History, Economics, Political Science, Public Administration, Philosophy, Social Work; SFS: Psychology and Social Work
- II. Media and Communication: SFS – Journalism, Communication and Visual Communication
- III. Languages: Aided – Tamil, English, Languages; SFS – English, Tamil and Languages
- IV. Pure Sciences: Aided – Physics and Chemistry; SFS – Physics and Chemistry
- V. Sciences: Aided – Mathematics and Statistics; SFS – Mathematics, Computer Applications and Computer Science
- VI. Commerce and Administration: Aided – Commerce; SFS – Commerce and Business Administration
- VII. Geography and Physical Education: SFS – Geography, Tourism and Travel Management & Physical Education, Health Education and Sports

Dr. P. Wilson, Principal welcomed the experts and presented the highlights of the College. Later, twenty-five external experts audited the Departments based on the criteria provided by IQAC during the pre-lunch session. Post lunch, the experts prepared the consolidated reports and recorded their suggestions and recommendations.

- i. A review of the Academic Audit was conducted on April 12 2023, with Criterion team members. The criteria team members discussed the suggestions on metrics to be included or modified based on the revised Self-Study Report of NAAC. The final recommendations were presented to IQAC to be included in the unit and revised Department templates.
4. Interaction with External Members: The external members appreciated the efforts of IQAC in conducting an External Academic Audit and wished the team a good NIRF 2023 score. The members also expressed concerns about preparing for SSR and NAAC visits during 2024.
5. Any other matter: Since Dr Johanna Jhansi Rani, Coordinator, IQAC, was retiring in June 2023, the IQAC team thanked her for her sincere and dedicated efforts for IQAC during the difficult pandemic period and wished her a happy retired life.
6. Prof. R. Sridhar, Vice-Principal (Administration), extended his appreciation to the IQAC team and thanked all the members for their suggestions to improve IQAC activities.
7. The meeting ended with a closing prayer by Dr. Obed Jackson, Assistant Professor, Department of Geography, Tourism and Travel Management.

Members attended:

Composition	S. No.	Designation	Name	Signature
Chairperson	1.	Principal & Secretary	Dr. P. Wilson	
Senior Administrative Officers	2.	Vice Principal, Administration	Mr. R. Sridhar	<i>A. Sridhar</i>
	3.	Vice Principal SFS	Dr. J. Jannet Vennila	
	4.	Controller of Examinations i/c	Dr. S. Ravi Shankar	<i>S. Ravi Shankar</i>
	5.	Dean, Humanities	Dr. Nirmala Mohan	<i>Nirmala Mohan</i>
	6.	Dean, Sciences	Dr. C. Joyce Priyakumari	<i>C. Joyce Priyakumari</i>
	7.	Dean, Students Affairs	Dr. Annet Pearl	<i>Annet Pearl</i>
	8.	Dean, Research and Development	Dr. Tabitha Durai	<i>Tabitha Durai</i>
	9.	Dean, International Programmes	Dr. Thomas Rosy	
	10.	Dean, Women students	Dr. Huldah Samuel	<i>Huldah Samuel</i>
	Teachers to represent all level (Three to eight)	11.	HOD, Social Work (Aided)	Dr. Miriam Samuel
12.		HOD, Mathematics (Aided)	Dr. T. Robinson	<i>T. Robinson</i>
13.		Assistant Professor In-Charge, Department of Statistics	Mrs. Miriam Kalpana Simon	<i>Miriam Kalpana Simon</i>
14.		Associate Professor, Department of Pol.Science	Dr. S. Sudha	<i>S. Sudha</i>
15.		Assistant Professor, Department of BBA	Dr. K. Ganesan	<i>K. Ganesan</i>
16.		Assistant Professor, Department of Philosophy	Mr. Sam Pravin Kumar	<i>Sam Pravin Kumar</i>
17.		Assistant Professor, Department of Microbiology	Dr. P. Hanumantha Rao	<i>P. Hanumantha Rao</i>
18.		Assistant Professor, Department of History	Dr. Marilyn Gracey Augustine	<i>Marilyn Gracey Augustine</i>
One member from Management	19.	Bursar	Mr. Cyrus Kallupurackal	
One nominee each from local society, students and Alumni	20.	Local society	Dr. Ravi Shankar	<i>Leave of absence</i>
	21.	Alumnus	Ms. F. Deborah Initha	
	22.	Chairman, CUS	Mr. Monish Daniel	
	23.	General Secretary, CUS	Mr. Deepak, S	
One nominee each from Employers/ Industrialists/ Stakeholders	24.	Employers	Mr. Thomas A. Thomas	<i>Thomas A. Thomas</i>
	25.	Industrialist	Mr. Sameer Nagarajan	
	26.	Stakeholders	Dr. S. Niren Andrew	

Composition	S. No.	Designation	Name	Signature
Senior teachers as the Coordinator/ Director of the IQAC	27.	Coordinator, IQAC	Dr.G.Johanna Johnsani Rani	
	28.	Associate Coordinator, IQAC	Dr. Amirthavalli	
	29.	Associate Coordinator, IQAC	Dr. Ashik J. Bonofer	