

Madras Christian College (Autonomous)

Minutes of the Meeting

Title of the meeting	IQAC Review Meeting with external members
Department / Unit name	Internal Quality Assurance Cell
Date & Time	November 30, 2022 at 10.30 am
Venue	Zoom platform
Agenda	<ol style="list-style-type: none">1. Prayer2. Opening remarks by the Vice - Principal (Administration) and welcoming the new members to the IQAC3. Business arising from the previous meeting<ol style="list-style-type: none">a. Status of AAAb. The takeaway from the Peer Team:c. Students' grievances redressal model adopted in the Exams officed. Wide circulation of the link for filing grievancese. Gender awareness programmef. Facilitation of admission to International Students by the Dean-IPg. Data capturing system for AAA.h. Coffee with the Principal - A developmental intervention strategy4. Update on the NIRF 2022 and preparation for the NIRF 20235. Update on the AISHE 2021-20226. Update on AQAR7. Feedback system - MCC8. Preparation for NAAC 20249. Update on Green Audit
Resolutions	<ol style="list-style-type: none">1. The meeting started with the Prayer by Dr Johanna Jhansi Rani.2. The Vice Principal welcomed the members of the IQAC. A particular word of welcome for the newly joined external team members. The Vice – Principal provided an overview of IQAC's work since its inception in 2004. He emphasised the importance of the current IQAC composition as the team will guide the College through the fourth cycle of the NAAC reaccreditation. During the next two years, the College will apply for two cycles of NIRF Ranking.3. Business arising from the previous meeting<ol style="list-style-type: none">a. The New AAA template, which the administration of the College approved, will be shared with the departments within a week, and the departments will have to submit the filled-in templates by the end of December 2022.b. Template for Administrative Audit will be submitted for approval by the administrative committee by mid–December 2022.c. Alumni feedback: The IQAC has conducted Alumni feedback by the students who completed the programme during 2019- 2020 and

2020 – 2021. The results are being analysed, which will be uploaded on the website during the third week of December 2022.

d. The Controller of Examination presented a proposal to address the students' grievances relating to examinations. A template for the same has been prepared for this purpose. Two mail ids will be created for students to submit their grievances. This proposal will be submitted to the academic council for approval.

e. Coffee with Principal:

The Coffee with Principal is an initiative to facilitate the percolation of the vision of the College to all stakeholders while simultaneously curating their needs and concerns in a bottom-up approach followed by a top-down redressal system. This engagement initiative has five components: Students, Faculty, Non-teaching Staff, Parents and Alumni. The Season I of the Coffee with the Principal was held on November 19th 2022, with the Students and on November 23rd 2022, with the Faculty. A meeting with the other stakeholders will be held by January 2023.

5. NIRF / AISHE / AQAR updates were presented to the members.

a. NIRF 2023 portal is open. The College will submit the data by the first week of January 2023.

b. AISHE portal for the year 2021-2022 is open. The College will submit the data by mid-January 2023.

c. AQAR for the year 2020 – 2021 is being finalised, and the same will be submitted by the third week of December 2022

6. NAAC 2024. The third cycle of accreditation will end by October 2024. The following timeline is proposed for preparation for the fourth cycle of NAAC reaccreditation in 2024:

a. January 2024 – Submission of IIQA

b. March 2024 – Expected approval of IIQA

c. April / May 2024 – Mock SSR on the NAAC Portal

d. June 2024 – Submission of SSR

e. July/August 2024 – Department and units mock visits.

6. Green and Energy Audit

a. Green Audit: Dr Richard is working on the Green Audit. By January 2023, the internal audit will be completed.

b. Energy Audit: Dr Wilfred Prassna and Dr Nirmal Tiyagu are working on the energy audit. The internal process is expected to be completed by January 2023.

c. Feedback system: General feedback for the odd semester 2022- 2023 from the students was received during November 2022, and the same is being analysed. The IQAC is preparing a new 360 feedback form that would include Students Feedback on the Course and Faculty, Faculty Feedback on Programme and Administration, Alumni Feedback on Programme, Employers' feedback on programme and Parent's feedback on the institutions being

	<p>designed. The templates for these will be submitted for approval by mid-January 2023.</p> <p>7. Any other business</p> <p>The IQAC has been facilitating the College's LOCF (Learning Outcome Based Curriculum Framework). The initial task included the preparation of Graduate Attributes and Programme Outcomes for all the programmes in the College. This process has been completed, and the Graduate Attributes and the Programme Outcomes were uploaded to the website and shared with the departments.</p>
Any other remarks	<p>Recommendations by the members:</p> <ol style="list-style-type: none"> 1. Mr. Samer Nagarajan Appreciated the initiatives of the IQAC. There is a need for the IQAC team to visit other top-ranked NIRF colleges to understand the best practices. The value system of MCC should not be compromised. Official Facebook page for the Alumni should be widely disseminated. 2. Mr. Thomas A. Thomas raised the question as to whether the size of the college influence NIRF. Prof. Sridhar responded that the institution's size influences the ranks as the NIRF tries to assess all the colleges on the same level despite the vast difference in the number of students admitted, the number of programmes offered and the institution's location. 3. Dr. Ravi Shankar: The College should reach out to the community and neighbouring schools through the MCC outreach programmes. <p>The meeting ended with a vote of thanks by Prof. R. Sridhar.</p>

Members attended:

Composition	S. No.	Designation	Name	Signature
Chairperson	1.	Principal & Secretary	Dr. P. Wilson	Leave of Absence
Senior Administrative Officers	2.	Vice Principal, Administration	Mr. R. Sridhar	R. Sridhar
	3.	Vice Principal SFS	Dr. J. Jannet Vennila	
	4.	Controller of Examinations i/c	Dr. S. Ravi Shankar	S. Ravi Shankar
	5.	Dean, Humanities	Dr. Nirmala Mohan	
	6.	Dean, Sciences	Dr. C. Joyce Priyakumari	C. Joyce Priyakumari
	7.	Dean, Students Affairs	Dr. Annet Pearl	Annet Pearl
	8.	Dean, Research and Development	Dr. Tabitha Durai	Tabitha Durai
	9.	Dean, International Programmes	Dr. Thomas Rosy	Leave of Absence
	10.	Dean, Women students	Dr. Huldah Samuel	Huldah Samuel
Teachers to represent all level (Three to eight)	11.	HOD, Social Work (Aided)	Dr. Miriam Samuel	Miriam Samuel
	12.	HOD, Mathematics (Aided)	Dr. T. Robinson	T. Robinson
	13.	Assistant Professor In-Charge, Department of Statistics	Mrs. Miriam Kalpana Simon	Miriam Kalpana Simon
	14.	Associate Professor, Department of Pol.Science	Dr. S. Sudha	S. Sudha
	15.	Assistant Professor, Department of BBA	Dr. K. Ganesan	K. Ganesan
	16.	Assistant Professor, Department of Philosophy	Mr. Sam Pravin Kumar	Sam Pravin Kumar
	17.	Assistant Professor, Department of Microbiology	Dr. P. Hanumantha Rao	P. Hanumantha Rao
	18.	Assistant Professor, Department of History	Dr. Marilyn Gracey Augustine	Marilyn Gracey Augustine
One member from Management	19.	Bursar	Mr. Cyrus Kallapurackal	
One nominee each from local society, students and Alumni	20.	Local society	Dr. Ravi Shankar	
	21.	Alumnus	Ms. F. Deborah Initha	Leave of Absence
	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	Thomas A. Thomas
	25.	Industrialist	Mr. Sameer Nagarajan	
	26.	Stakeholders	Dr. S. Niren Andrew	
Senior teachers as the Coordinator/ Director of the IQAC	27.	Coordinator, IQAC	Dr.G.Johanna Johnsni Rani	G. Johanna Johnsni Rani
	28.	Associate Coordinator, IQAC	Dr. Amirthavalli	Amirthavalli
	29.	Associate Coordinator, IQAC	Dr. Ashik J. Bonofer	Ashik J. Bonofer