

## INTERNAL QUALITY ASSURANCE CELL (MCC-IQAC)

MADRAS CHRISTIAN COLLEGE (Autonomous), CHENNAI – 600 059

### 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 Durai
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 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
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 welcomed the members for the meeting.

### **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 is given below.

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

*IQAC of MCC aims to facilitate Value-driven and Technology-driven practices in Administrative and Academic processes, leading to 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.

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

- Need for Academic flexibility; Multidisciplinary courses
- Bring-in Value added courses through School of Continuing Education
- Feedback from Parents, Teachers, Employers and Students to be collected through online mode

Dr. Ashik Bonofer presented an overview of the aspects of Criterion II

- 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 and the differently abled students from Records office by DSA
- Differently abled students to provide support documents.

Dr. Vijay Solomon presented an overview of the aspects of Criterion III

- Seed money Policy to be framed.
- Awards can be given for Innovation through competitions
- Proposal can be obtained from departments for micro projects within a budget of Rs 10,000 from each department
- Research Publication Incentives can be given.
- Encourage & support faculty to publish in scopus WOs journal
- Collaborative research can be carried out with articles published in indexed journals as outcome

#### **Presentation on Criterion 4 - Dr. Padmamala and Action Plan by Principal**

- Designation of class rooms and laboratories to be made
- Bandwidth data to be specified.

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

- Departments can also develop E-content and create assessment patterns for the students to go through the course and rewarding them through marks for innovative ICA.
- Students' guidance for competitive examinations and career counselling
- Placement cell officer to collect placement details of passed-out students through cloud curation

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

- Decentralization: Participatory governance is functional. Documentation of the same is required
- Minutes of the meetings conducted should be filed
- Support staff: Upskilling and reskilling programmes from CWS and SWASA
- Counselling cell is involved in personality assessment of non-teaching staff and support staff and suggest upskilling and reskilling measures
- E governance: to be developed

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

- First generation learners admitted has been documented.
- Centre for Women studies to offer programmes on gender sensitivity
- Green & energy audit to be conducted.

#### **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” was useful in writing the POs, COs and PSOs, by the Departments in their Syllabus Revision.

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.

- 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
- Academic partnerships with other Colleges: Mentor – Mentee
- Automation of Library
- MOOC invitations to be sent to the departments by IQAC
- Efforts to be taken to create Scholarship Corpus Fund for Student support

- Distinguished Alumni Series conducted by the Departments to be documented
- E-Governance and Digital Infrastructure to be designed
- PTA: DSA to meet parents during CA week when teachers will be relatively free

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**


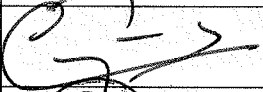


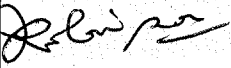
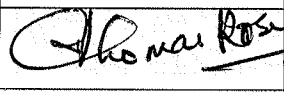


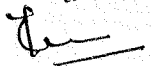
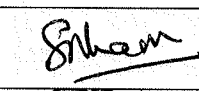
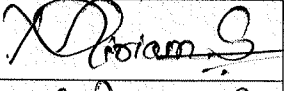
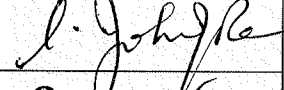
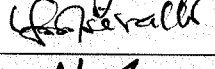
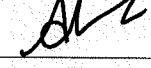
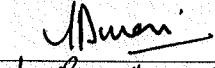
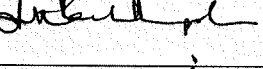
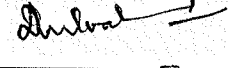
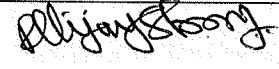
After every presentation, the members raised questions that clarified many aspects of the College's plan for the future. They also gave valuable suggestions that have been documented under the respective Criterion headings.

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	Leave of Absence
5	Dr. S, Ravi Shankar, Controller of Examinations i/c	
6	Dr. T. Robinson, Dean, Research & Development	
7	Dr. (Mrs.) Thomas Rosy, Dean, International Programmes	
8	Dr. James Kurien, Dean of Humanities	Leave of Absence
9	Dr. (Mrs.) Joyce Sudandara Priya, Dean of Sciences	
10	Dr. B. Prince Solomon, Dean of Student Affairs	
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