

7/1

**MADRAS CHRISTIAN COLLEGE (Autonomous), CHENNAI – 600 059**  
**INTERNAL QUALITY ASSURANCE CELL (MCC-IQAC)**

**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 both the AQARs - 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 two 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 3<sup>rd</sup> National Water Award  
The IQAC Coordinator with able support from Dr. N. 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

### o API Score Calculator

Source Documents

1. UGC Notification, New Delhi, July 18, 2018
2. Proceedings of the Director of Collegiate Education, Chennai, Rc.No.283771J112o, dated May 4, 2021.

A workbook has been prepared by IQAC Coordinator, customizing it to the requirements of MCC. An online meeting with Dr. Ashik Bonofer and Dr. Vijay Solomon was conducted to identify admin processes and policies required for data collection, verification and scoring, for implementation of CAS.

- o 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.
- o 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 in Administrative Processes*”. Hence the IQAC agenda for the year 2021 – 2022 would be on the following:

### A. Structuring

- o 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)

## Action Plan List

- Academic and Administrative Audit in August 2021
  - Workshop for OBE implementation for syllabi of all courses
  - Question Banks for all courses in all Programmes
  - ASDP and FDP on “Drafting and Documentation skills”
  - Department Newsletters in printed and digital form for 2020-2021
  - Industry Alliance through Projects, Internship, Placement
  - Academic Alliance with other Institutions
  - Awards for Best Department/Unit
  - Distinguished Alumni Series by All departments
- 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.

## 4. 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. *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. To enable Faculty to perform, IQAC must *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. 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.
7. 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 think 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.
  - 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?
- 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.
  - 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:

- 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 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. 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. Miriam Samuel:

- For discarding the waste and the E-waste, a Scrap Committee is to be constituted.

G. Johanna Johnsi Rani:

- IQAC to be included in 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.

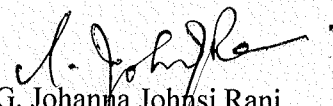
#### **ANY OTHER MATTER**

The Principal and the External members wholeheartedly appreciated the hard work, insight and the foresight of the IQAC team listed below, in working for the College, its accreditation and ranking.

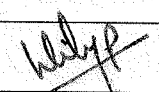

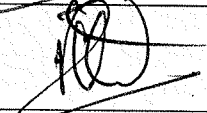
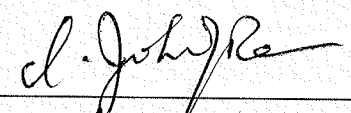
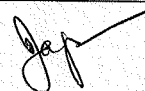
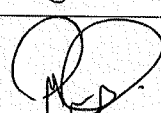
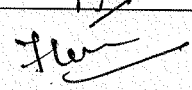
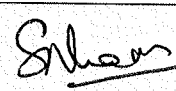
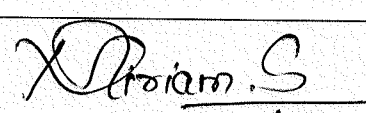
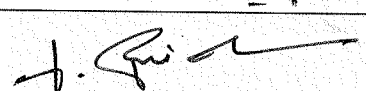
- Criterion I – Dr. Amirthavalli, Dr. Rajkumar, Dr. Annal Deva Priya Darshini, Mrs. Shimi  
Criterion II – Dr. Ashik Bonofer, Dr. Wilfred Prasanna, Dr. Anu Annamma Mammen, Mrs. K. Subaniya Sarah  
Criterion III – Dr. Vijay Solomon, Dr. Chinna Muthu, Dr. Milton, Dr. Hanumantha Rao  
Criterion IV – Dr. 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

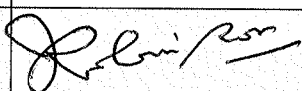
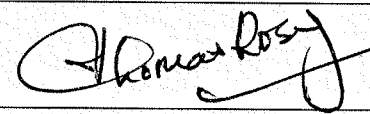
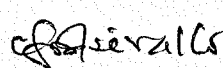
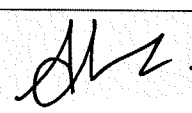
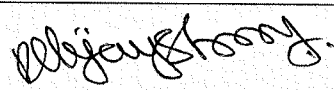
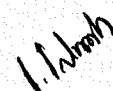
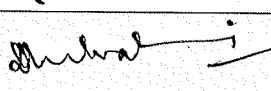
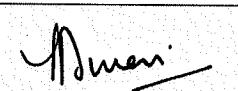
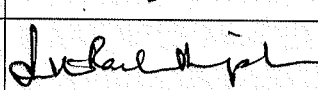
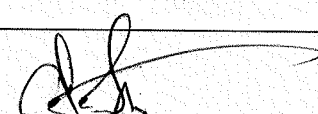
The IQAC Coordinator thanked the external nominees, the Principal, the Bursar, all the members of the faculty, with special thanks to the IQAC core team members for their enthusiastic and committed work and support throughout the year 2020 -2021.

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

  
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	Leave of Absence
5	Mr. Sundar Manohar, Director General, PDPU Ahmedabad, Industrialist	Leave of Absence
6	Dr. C. James, Associate Prof. SCH, Nagercoil, External Expert, Stakeholder	leave of absence
7	Mr. Vignesh Paramasivam, HR Manager, TCS Ltd, Employer	leave of absence
8	Mrs. Johanna Johnsi Rani IQAC Coordinator	
9	Dr. James Kurien Dean of Humanities	leave of absence
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	

S. No	Name	Signature
16	Dr. Roop Singh, Director, SFS	Leave of absence
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	leave of absence
27	Mr. Shanmukha Sai R Student Representative	
28	Mr. Samraj A Student Representative	