

MADRAS CHRISTIAN COLLEGE (Autonomous), CHENNAI – 600 059

INTERNAL QUALITY ASSURANCE CELL (MCC-IQAC)

MINUTES OF MEETING III – 8th February 2022

The Third Meeting of IQAC – Q3 (December 2021 to February 2022) for the Academic Year 2021-2022 was conducted on 8th February 2022.

Agenda

1. Opening prayer
2. Activities of IQAC in Q3
3. AQAR / AISHE / NIRF – Status
4. Plans for Q4
5. Principal's remarks
6. Any other matter
7. Closing prayer

1. Opening prayer by Dr P. Wilson
2. Activities of IQAC in Q3 are presented by Dr C. Amirthavalli and Dr Ashik J Bonofer on the following:

- **AQAR / AISHE / NIRF:**

The timeline for the submission of AQAR and AISHE

The first week of January : Data Submission by the Departments

The second week of January : Uploading of the Data Template and Evidence in AISHE and AQAR portal

Third week of January : Review of the Data by Principal and other higher bodies; Corrections / Suggestions to be incorporated

Last week of January : Submission of Data in AQAR and AISHE portal

- **Status of Academic and Administrative Audit (AAA)**

IQAC team consisting of the Coordinator, Associate Coordinators Criterion Heads & Team Members finalised the templates for AAA by the third week of January 2022

AAA templates will be circulated to the Departments in the first week of February 2022.

The data capture and validation will be completed by the end of February 2022

Internal and External Audits will be conducted in Mid-March 2022

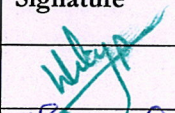
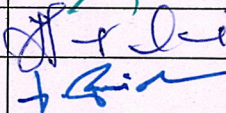
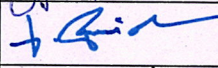
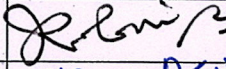
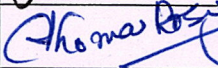

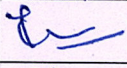
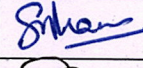
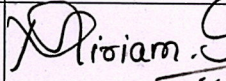
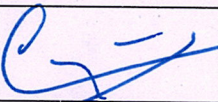

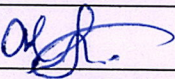
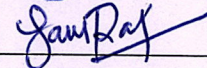
- **Status of Green and Energy Audit:** Dr Richard, Assistant Professor, Department of Botany is working on the Green Audit. Template for energy audit would be given to the Bursar on 5th January 2022 and the team to be formed by mid-January 2022

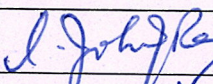
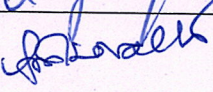
- **Budget 2022 – 23**

The Budget (as attached herewith) has the following features:

- Faculty Development Programmes / Workshops – 4
 - Stakeholders meeting – Students and Alumni meet
 - Green and Energy External Audit
 - Internal Academic and Administrative Audit
 - Feedback / Status Report end of the academic year 2023
 - AQAR / AISHE / NIRF: Expenses involved in Printing and Documentation
 - Monthly contingency amount
3. Plans for Q4: Conduct of AAA (details mentioned above), Submission of AQAR (Details discussed above) and External review meeting
 4. Principal's remarks: Principal expressed his concerns about the upcoming hectic schedules of IQAC and wished the team success.
 5. Any other matter:
 - a) Dr C. Amirthavalli and Dr Ashik J Bonofer were nominated as Associate Coordinators, IQAC—appointment Orders with effect from 22nd December 2021.
 - b) There was a discussion with the Student leaders for IQAC as Quality council members. The IQAC was asked prepare a proposal in this regard.
 - c) Online publication policy to be drafted as there are many social media accounts in the name of MCC, and some also have their websites, and blogs. It was proposed that College related information in social media must be restrained through a policy.
 - d) School of Continuing Education is offering New Diploma courses that has been approved by the University and offered by MCC. There is a need for Franchising for their courses and the Board of Studies to be formed for School of Continuing Education
 - e) Is there a need for value-added courses to be approved by the Board of Studies? The IQAC was asked to verify the condition.
 - f) The Principal reported that the College is looking at Skill development courses under the NSDC. Also, the College plans to develop employability skill courses with the support of TCS.
 6. Closing prayer by Dr Johanna, IQAC Coordinator

Members Present

Composition	S. No.	Designation	Name	Signature
Chairperson	1	Principal & Secretary	Dr. P. Wilson	
Senior Administrative Officers	2	Director, SFS	Dr. J. Jannet Vennila	
	3	Controller of Examinations i/c.	Dr. S. Ravi Shankar	
	4	HOD, Mathematics	Dr. T. Robinson	
	5	Dean, International Programmes	Dr. Thomas Rosy	
	6	Estate Manager	-	-
Teachers to represent all level (Three to eight)	7	Dean of Humanities	Dr. James Kurian	Leave of Absence
	8	Dean of Sciences	Dr. (Mrs.) E. Joyce Sundandara Priya	
	9	Dean of Students Affairs	Dr. B. Prince Solomon	Leave of Absence
	10	Dean of women Students	Dr. (Mrs.) Florence John	
	11	HOD, Social Work	Dr. Miriam Samuel	
	12	Asst. Professor Department of Statistics	Mrs. Miriam Kalpana Simon	
One member from Management	13	Bursar	Mr. Cyrus Kallapurackal	
One nominee each from Local Society, Students and Alumni	14	Alumnus & Local Society	Mr. P.W.C. Davidar, I.A.S (Retd.)	
		Alumnus	Dr. Alex Pulikottil Indian Oil Corporation	Leave of Absence
	15	Student Representative 1	Mr. Shanmukha Sai (III MCA)	
	16	Student Representative 2	Mr. A. Samraj (III BCA)	
One nominee each from Employers/ Industrialists/ Stakeholders	18	Employer/ Industrialist	Mr. Vignesh paramasivam Assistant Manger - HR (Lead Campus Recruitment - Tamil Nadu & Pondicherry), TCS Ltd.	Leave of Absence
	19	Stakeholders	Mr. Sundar Manohar Director General, PDEU Ahmedabad	Leave of Absence
	20	Stakeholders	Dr. C. James, Associate Professor, Department of Physics, Scott Christian College (Autonomous), Nagercoil	Leave of Absence

Composition	S. No.	Designation	Name	Signature
One of the Senior teachers as the Coordinator/Director of the IQAC	21	Coordinator, IQAC	Mrs. G. Johanna Johnsi Rani	
	22	Head, Criterion - I	Dr. C. Amirthavalli Assistant Professor Department of Chemistry	
	23	Head, Criterion II	Dr. Ashik J. Bonofer Assistant Professor Department of Political Science	