

**INTERNAL QUALITY ASSURANCE CELL (MCC-IQAC)**  
**MADRAS CHRISTIAN COLLEGE (Autonomous), CHENNAI – 600 059**  
**MINUTES OF MEETING II – November 12, 2021**

The IQAC meeting for Q2 (September 2021 to November 2021) for the Academic Year 2021-2022 was conducted on 12<sup>th</sup> November 2021.

**Agenda**

1. Opening prayer
2. Activities of IQAC in Q2
3. Significant activities during Q3
4. Principal's remarks
5. Any other matter
6. Closing prayer

1. The meeting started with a Prayer by Dr P. Wilson, Principal and Secretary.
2. The activities of IQAC from September 2021 to November 2021 were presented by Dr Johanna Jhansi Rani, Coordinator, IQAC.

- **Faculty Development Programme on Data Analysis using SPSS**

The IQAC, in collaboration with the Department of Statistics, organised FDP on Data Analysis using SPSS from September 1-3, 2021. Faculty representatives from all departments in both Aided and Self-financed streams attended the programme. Mrs Miriam Kalpana Simon, Head In-charge, Dr E. Joanna Kezia, Dr S. Joshua David, Dr G. Kumarapandiyam, and Dr A. Jabarali from the Department of Statistics, MCC, were the resource persons for the programme conducted in the Computer Laboratory of the Department of Statistics. The objective of the FDP was to enable the Faculty to analyse their Departments' IQAC data. Eighteen faculty members from Aided and Self-financed Streams benefitted through this programme.

- IQAC Coordinators and Associate Coordinators served as **Resource Persons** in the in-house workshop on 'National Institutional Ranking Framework - Analysis and Strengthening of Quality Parameters of HEIs' on 29 October 2021, Sacred Heart College (Autonomous), Tirupattur. The exercise was also mutually beneficial by sharing expertise on NIRF-related aspects by Faculty in MCC and learning the Best practices from Sacred Heart College.
- IQAC **review meeting** was conducted on 12 November 2021 with the NAAC Criterion Heads and IQAC Nodal officers. The following aspects were discussed with immediate feedback/suggestions from the Principal.

- Academic audit: To conduct academic audit for 2019-20 and 2020-21 during January 2022 and Dr. Tabitha will be in-charge for the conduct of audit.
  - Status of Green Audit: Dr. G. Johanna mentioned that the planning for Green Audit is completed and Dr Richard is in charge for Green Audit. Principal required the details of Team composition, student composition, date of start of the audit and equipment requirement within a week
  - Implementation of OBE in phases: Dr. G. Johanna Johnsni Rani remarked that as a first phase in the implementation of OBE, Graduate Attributes and Programme Outcomes need to be drafted aligning with the core foundational principles of the College and will be carried out by series of meeting with Deans, CoEs and Senior Faculty of the institute.
  - Dr Ashik Bonofer mentioned that adequate washrooms for differently abled students are required and Dr Miriam Samuel mentioned the need for separate washrooms for third gender.
  - IQAC has registered for NIRF 2022 and submission deadline December 5,2021
  - by Dr. Amirthavalli presented on improving NIRF scores through efficient Data Capture on Expenditures, Graduate Outcomes and Faculty Details.
- **Faculty Development Programme on ‘Publish and Flourish’** was jointly conducted by IQAC and MCCRC on November 19 & 20, 2021. The main objectives of the FDP are: (i) To educate the Faculty Research Scholars to choose correct journals for publications and stay away from predatory journals and (ii) To equip the Faculty Research Scholars to write research articles for publication in Web of Science / Scopus indexed journals. The target audience were the Faculty members of the Aided and SFS streams who are currently pursuing Ph.D. The Resource Persons for the FDP were Dr. R. Vijay Solomon, Dr. Tabitha Durai, Ms. Feminna Sheeba, Dr. B. Chinnamuthu, Dr. V. Muthukuar, Dr. Vasupradha Srikrishna, Dr. Nirmal Thyagu and Dr. Hanumantha Rao. The topics presented on 19 November, 2021 was Journal Selection & Databases with Hands on training on the same. On 20 November, 2021 the Faculty were given practical guidance on writing a Research article with talks on Structure of a manuscript –I (Title, Abstract, Introduction) and Structure of a manuscript – II (Methodology, Results & Discussion, Conclusion). 40 Faculty from the Aided stream and 71 from the SFS stream (Total: 111) attended the FDP and benefitted from the same.
3. Significant activities during Q3: Conduct of AAA and Green Audit; AQAR, AISHE and NIRF submission and drafting Graduate Attributes and Programme Outcomes.

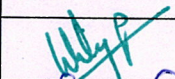
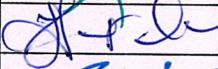
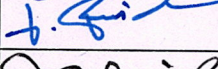
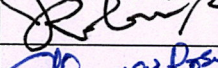
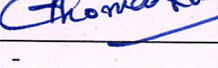

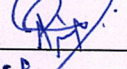
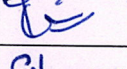
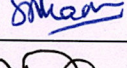
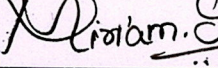

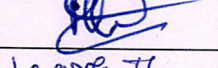

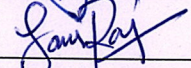
4. Principal's remarks

Principal appreciated IQAC for conducting faculty development programmes that would support the Faculty in their career development. He also appreciated the efforts of IQAC and the team members in the conduct of two FDPs in Q2. He remarked that these activities raised the standards of the institute. He also mentioned that IQAC needs to focus on submission of data to various accreditation and ranking agencies in Q3 and wished the team for the same.

5. Any other matter: NIL

6. Dr. Johanna, IQAC Coordinator ended the meeting with closing prayer.

## 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	
	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 Mangaer - 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
One of the Senior teachers as the Coordinator/ Director of the IQAC	21	Coordinator, IQAC	Mrs. G. Johanna Johnsi Rani	