



BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

Minutes of the NAAC Criteria Convenors held on 26th July 2022 at 12.00 Noon in the Principal's Chamber

Members Present

Dr. D Revina Rebecca	Principal
Mrs. Prathiba David	Co-ordinator
Mrs. Ann Kuruvilla	Co-coordinator
Dr. Manonmani	
Dr. Marie Kavitha	
Dr. Jacqueline	
Mrs. Suvina Benjamin	
Dr. Praveen Kumar	
Dr. Vijayashri R	
Dr. Amitha Santiago	
Mrs. Shruthi Nagaiah	
Mrs. Sujaya	

Action Taken Report

- Submitted AQAR for the year 2020-2021 on 30th March 2022.
- Departments conducted activities as planned for the Academic Year
- External Practical Audit and Internal audit conducted for the year 2021-2022.
- Timetable for all classes mapped with IOLITE to enable entry of students' attendance.

The meeting was convened to discuss on the following:

1. a) Suggestions to improve the criterion wise weightage
b) Activities that have to be conducted under each criterion
2. Based on the previous SSR submitted for the last NAAC, analyse where criteria weightage points were low
3. "Institutional preparedness for NEP" Strategies which can be implemented.

Criterion I Curricular Aspects

It was noted that the Criterion I has scored 3.44 out of 4 and the following points to be given importance to improve further.

- Course File to be maintained by each faculty subject-wise. The format will be prepared by the Principal.
- Internal Assessment record to be maintained by the departments. 3 or 4 sample questions can be given.
- Certificate Course: Brochure, MoU, Certificates to be maintained as a proof.
- Mrs. Shruthi Nagaiah to identify suitable Certificate Courses available on MOOC, UDEMY and SWAYAM platforms – Title of the course, Date of commencement etc.

Criterion II Teaching, Learning & Evaluation

Areas of focus should be: Course for Advance Learners

Following the same format for Remedial classes

Identifying slow learners after Internal Test 1 and giving them assignments.

Experiential Learning: Departmental wise input - Industrial visit, Workshops etc. Company letter acknowledging our visit, students' feedback and photographs to be maintained.

Proposed Continual assessment of students – weekly/fortnightly assessments/projects to be given.

IA 1 and IA2 marks to be put up the students' group for their information before it goes to the University.

Programme outcome & Course outcome to be sent to the Website Committee from each department.

Criterion III Research, Innovation and Extension

Low weightage – Resource Mobilisation, Publication

Computer Innovation Cell by Computer Science Department is inaugurated & will conducted IT related courses.

IPR programme with the help of Dr. Indirani KS, Principal in charge, Law College.

Each faculty should publish one paper in a year in UGC recognised journal

To check with Ms. Supriya, PT Lecturer, Journalism as she is trying to get UGC recognition for her Journal.

All the Ph.D. holders should start apply for grants

Research papers, Innovations, Publications, Workshops conducted should follow the methodology.

Criterion IV Infrastructure and Learning Processes.

Low weightage: Sports and games infrastructure to be improved.

Library budget

e-source to be improved. Remote access library facility to be provided in the website.

Every department should submit e-book to the library to put up in the website and also e journals.

Biometric machine will be installed in the library entrance to record entry of staff and students so that visibility of every staff and students entering will be increased.

Media Centre (LMS) – proposal to get

Wi-fi in classrooms – quotations taken, will be implemented shortly.

3rd floor – projectors for classrooms.

Leakage in PG block classrooms

Criterion V Students Support, progression and participation

What is existent is the scholarship facility for all students. Right now, fee concessions are also being given. However, institution scholarship is also required. Capability, skill development schemes and guidance for competitive exams is required. Right now, the college is down on Placements and the focus has to be on this.

Soft skill programmes, courses which require computer knowledge, life skill programmes have to increase and student enrollment to be encouraged. ICT/ computing skill programmes to be organized. Every department to involve in career counseling. All activities to be given a website link and a report of the same to be uploaded.

Having an in-house counselor has been a great advantage. The anti-ragging, sexual harassment awareness committees have been active at all time. However, the college has to take up initiatives with outside agencies also.

One of concerns is the Alumni Association of the college. The Principal suggested to create a network for all students who have passed out from the college from 1990 onwards, take their help in sponsorship of development initiatives of the college.

VI Leadership Governance and Management

The vision and mission statement of the college has to be implemented. A leadership training programme for student council members on Ethics to be conducted. A training and orientation programme for all faculty to be conducted. A Think Tank to be instituted wherein senior faculty can assign programmes and head academic planning. HR Planning for all to be implemented for students and teaching faculty. A staff welfare training programme – at least 01 hour per month can be initiated. Skill enhancement through best practices to be continued.

E Governance – academic related agenda from the meetings of the Board of Management can be shared. FDPs of a long duration which are conducted by the University should be attended by the staff at least 01 faculty per faculty.

Performance Appraisal of all staff is to be taken into account and what action has been taken by the Board of Management has to be documented.

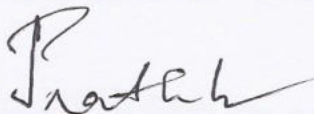
Students to be supported by the Management for participation in inter collegiate programmes.

The Principal informed that a PR from St. Joseph's University will be visiting the college in January 2023 to help in the preparation of the External Audit of the College. Implementation of the Best practices will require training and expertise, not just documentation. Staff to work on obtaining ISSN for conference publications.

Criterion VII Best Practices

Presently, green audit and no recycling of green waste is taking place in the college. Club activities, physical challenges for the restroom, railings, rain water harvesting – staff were requested to give solutions and suggestions for the same.

Towards the end of the meeting the Principal requested the cooperation of all staff in implementing all the suggestions put forth at the meeting. She requested the criteria groups to keep deadlines for the same and report back to her at the earliest.



Ms. Prathiba David
Coordinator



Dr. D Revina Rebecca
Principal



BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

Minutes of the IQAC meeting held on 4th May 2023 at 2.00 pm in the Board Room

Members Present

Dr. D Revina Rebecca	Principal
Mrs. Prathiba David	Co-ordinator
Mrs. Ann Kuruvilla	Co-coordinator
Dr. Manonmani	
Dr. Marie Kavitha	
Dr. Praveen Kumar	
Dr. Vijayashri R	
Dr. Chaya Anilkumar	
Mrs. Leena Raymond	
Mrs. Manjula	
Mrs. Sujaya	

Matters discussed:

1. External Audit

Mrs. Ann Kuruvilla briefed the members that the existing accreditation is valid till 31st March 2024 and SSR should be ready by January 2024. The members suggested that one or two resource persons should be invited to conduct a session on NAAC Accreditation procedure, external audit and preparation of SSR. After discussion, it was decided to invite Dr. Raja Jebasingh, Vice Principal, St. Joseph's College of Commerce.

2. Green Audit/Recycling

The Principal informed the members that two agencies have submitted quotation for green audit and one more can be obtained and finalized.

3. Mentoring

The Principal asked the staff to submit a list of final year degree students absent since the reopening of even semester. The staff stated that more students were absent for IA. Principal asked the members to bring this to the notice of the parents and an action taken report can be submitted month-wise. In order to curtail absenteeism, the Principal requested Dr.Vijayashri to include Attendance and IA marks in the format prepared by her for mentoring so that some marks can be allotted for it. Dr. Manonmani was asked to follow up.

4. Multi-disciplinary Activities for departments

- Guest lectures, IPR formulation
- A google sheet can be prepared to know the aspiration of I year students
- The college has signed an MoU with NAASCOM for Certification Courses free of cost to provide additional skills to our students.
- HoDs to identify NASSCOM courses for their departments.
- HoDs to come up with multi-disciplinary activities

5. Students Support Activities

- Gender Equity Programme
- NAASCOM – a session to be organized for students on ‘ How to do online courses by students’.
- Pre-placement training, mock interview and placement drive will be conducted.
- Placement Officer, Mrs. Soundarya has to organise a separate placement for Post Graduate students in August 2023.

6. Website Upgradation

The Principal informed the members that the existing website is static in nature and steps are being taken to upgrade to a dynamic one with social media handles and Mrs. Soundarya and Mrs. Arul to be trained. The members suggested that a IT person should be appointed to take care of the website and other online entries.

The members stated that they are finding it difficult to manage UUCMS portal data entry and a training session will help them. The IQAC team recommended a training programme from Mrs. Sheetal, Administrative staff.

7. SSR Preparation

Mrs. Ann Kuruvilla said that IIQA has to be submitted in November 2023 and SSR to be ready by January 2024.

Action to be taken in respect of Internal Complaints Committee for which the Bishop Cotton Women's Christian Law College has agreed to extend a service of a lawyer. Media Lab, Computers, Ramp, Wheel Chair, Projectors, Black boards to be procured.

Having a registered Alumni Association is not possible as the college is already under the CSITA. A separate head of accounts can be maintained.



Prof. Prathiba David
Coordinator



Dr. D Revina Rebecca
Principal