

Minutes of the Thirteenth meeting of the Internal Quality Assurance Cell (IQAC) Council held on Wednesday, 17 January 2018 at 3:30 p.m in the Board Room, Central Block, CHRIST (Deemed to be University)

In Chair: Dr Fr Thomas C Mathew, Vice Chancellor

Members Present

Members as per the attendance list were present.

Leave of Absence

Leave of absence was received from the absentee members

The meeting began with a silent prayer. The Chairperson welcomed the members and the invitees. Having confirmed the quorum he started the meeting. Prof. Joy Paulose, Director, IQAC presented the agenda of the meeting.

Matters on the Agenda

- 1. To consider and approve the minutes of the meeting held on 27 September 2017 and to consider matters arising thereon.**

The minutes of the meeting of the IQAC held on 27 September 2017 as circulated with the Notice as Annexure A (Page 3-4) was duly reviewed and approved by the Council. The committee constituted by the Vice Chancellor, to look into the agenda item No. 7, met at the office of the personnel officer at 11 AM on 4 January 2018 and discussed the proposal to grant Special Casual Leave (SCL) for the newly appointed faculty members. After due deliberations, the committee recommended to grant SCL for all the newly appointed faculty members from the academic year 2018-19.

- 2. To consider the report of Faculty Development Programme –II (FDP II)**

The Theme of FDP “Re-Assessing strategic Direction: Initiating strategic initiatives for 2018-23” was discussed at length. Dr.Kennedy Andrew Thomas, Director, CEDBEC briefed the programmes conducted during October 2017-January 2018.

He also presented the details of the three year united board project on “Creating an enabling environment to institutionalize student and research centered pedagogical practices” and proposed the upcoming programmes for the year 2018. The proposal was further discussed and then approved. The Chairperson asked for suggestions in order to improve participation by faculty members of the University in programmes organized by CEDBEC. In response, Dr John Joseph Kennedy, Dean, Humanities and Social Sciences suggested that it be mandatory for the each deanery to send at least 3 faculty members for the participation of CEDBEC programmes.

Prof. Joy Paulose, Director, IQAC presented programmes conducted by Academic Staff College during October 2017-January 2018 and also informed that QIP will be conducted once in a year.

3. To take note on the progress of strategic plan.

Prof. Joy Paulose, Director, IQAC presented the progress of strategic plan 2018-23. He informed that the strategic plan of 2015-18 will end on 31 March 2018 and also pointed that the part-1 strategic plan report 2018-23 has been submitted by all the departments and part-2 has been submitted by 24 departments. He went on to present the review of strategic plan (part-1) of the various deaneries to the committee, upon which the committee suggested in increasing the percentage of revision of the syllabus. Prof. Joy Paulose stated that more than 60% of data for the audit will be captured from knowledge pro.

The Chairperson asked Registrar and IQAC Director to schedule the general staff meeting to launch the strategic plan 2018-23.

4. To consider and approve the report of Holistic Education and Development cell (HED)

Mr. Muthu Ruben V, Coordinator, HED presented the activities held from October 2017 to January 2018. He informed that the HED training for the faculty was held on 31 October 2017. He briefed about the meeting which was conducted during December 2017 and January 2017 to finalize the HED trainers for the even semester. The schedule of HED for the even semester from January 2018 to May 2018 was also proposed and discussed by him. He confirmed that the HED training for the faculty members will be held on 16 May 2018 as per the schedule.

The committee enquired about the feedback of the HED programme which led to the Registrar's suggestion to look into the HED model of Bannerghatta campus. He informed that well defined guidelines are formulated towards HED programme in Bannerghatta campus. One of the practices, as mentioned by him, in Bannerghatta campus is the immediate feedback given by the final year students regarding the teacher's HED session. The chairperson suggested the implementation of the above as a trial in the main campus.

5. To consider the report for external audit for computer science department.

The external audit report for the Computer Science department was presented by Prof. Joy Paulose. He stated that the audit was conducted on the 4 and 5 of December 2017 and was based on seven NAAC criteria. The Director then laid out the recommendations as stated by the external auditor. The suggestion given by the external auditor was to define processes for each activity of the department and further map these processes to the seven NAAC criteria. It was also suggested to create ERP based on the effective process.

Mr. M S Vijayan, Industrialist appreciated the report of external audit and also mentioned the importance of effective documentation.

6. Any other matter with the permission of the Chair.

Mr. Jugunu Uberai, President, Alumni Association informed that the alumni meet will be held on January 26, 2018. He stressed upon the importance of alumni association in NAAC criteria and also asked the council to make the departments focus more on alumni activities. He also mentioned that each department has to submit the student profile to the alumni cell. The chairperson emphasized to all the Deans to contact alumni students constantly and to stay updated regarding their contribution towards the alumni cell. Another suggestion was to find alumni students from each department who have completed their course 10 years back.

At the end, the Chairperson adjourned the meeting thanking the Director of IQAC, the members and invitees for their presence in the meeting

Sd/-

Minutes of the Internal Quality Assurance Cell (IQAC) Council Meeting held on 11 April 2018 at 3 PM at the Board Room, Central Block, CHRIST (Deemed to be University), Bangalore.

In the Chair: Dr Fr Thomas C Mathew, Vice Chancellor

Members Present

Members as per the attendance list were present.

Leave of Absence

Leave of absence was received from the absentee members

The meeting began with a silent prayer. The Chairperson welcomed the members and the invitees. Having confirmed the quorum he started the meeting. Prof. Joy Paulose, Director, IQAC presented the agenda of the meeting.

Matters on the Agenda

1. To consider and approve the minutes of the meeting held on 17 January 2018 and to consider matters arising thereon.

The minutes of the meeting of the IQAC held on 17 January 2018 as circulated with the Notice as Annexure A (Page 3-4) was duly reviewed and approved by the Council. As there were no matters arising out of the minutes, the same was approved by the Council.

2. To consider and approve the proposal for Faculty Development Programme-I (FDP-I).

The Director of CEDBEC told the Council that the upcoming Faculty Development Programme - I will be held from May 14-17, 2018. The theme was chosen as “Towards Sustainable Research Funding and Grants”. The sub-themes for this were also presented. The idea was to learn how to build a grant seeking culture in the University.

The Council asked the FDP-I Committee to reconsider the theme. The Vice chancellor shared the need to build a culture of ‘Adhocracy’, where we encourage creativity rather than strong hierarchy. The FDP Committee consisting of the IQAC Director, CEDBEC Director, the Strategic Plan Director and the Registrar were asked to find a new theme or rework on the existing theme, to make it more creative and connect it to the Strategic Plan and the Organizational Culture, considering the Jubilee year.

3. To take note of the Programmes conducted by CEDBEC

The Council took note of the programmes conducted by CEDBEC following the previous IQAC Council meeting as well as the upcoming programmes, which was presented by the Director, CEDBEC. The Director sought the support of the University in conducting seminars for schools and colleges as CHRIST is looked upon as experts in leadership and training. The Vice Chancellor suggested that change is always from within and so we shouldn’t focus too much on

changing other institutions from the outside. However, he encouraged CEDBEC to join hands with the Registrar and Dr John Joseph Kennedy in developing a policy for the University for conducting such programmes at different levels using our facilities, personnel and resources.

4. To take note on the progress of Strategic plan 2015-18.

Dr Somu CS, the Director of the Strategic Planning Cell, shared the major findings after reviewing the Strategic Plan of 2015-18 and the Council took note of the same. He was appreciated by the Council for sharing the negatives openly, alongside the positives. He was asked to present the same progress report during the FDP Meeting on May 14, 2018.

5. To take note of the report of the Academic Audit for the year 2017-2018.

The report of the Academic Audit for the year 2017-18 was presented before the Council. It was noted that the Auditors need more training and briefing before the next exercise, as more standardization of the process is required.

6. To take note of the report of Holistic Education and Development Cell (HED).

The activities held from January 2018 to April 2018 by the HED were presented at the meeting. The Director of the Cell was appreciated for his efforts. The Chairperson spelled out that Holistic Education and Development is now a part of CHRIST history and needs to continue into the future as it brings life and harmony to the institution. He also urged the Cell to look at people specialized in this area to teach the specific subjects.

7. To consider and approve the proposal for Quality Improvement Programme (QIP).

The Council was informed that the Board of Studies meeting of Academic Staff College (ASC) was held on 5 March 2018. The meeting reviewed the activities of ASC. The modalities and theme for the QIPs (May 2018) were discussed. The QIPs of the departments are scheduled between 17 May 2018 to 26 May 2018. All departments have nominated coordinators. The schedule and budget reparations/approvals are still in process. The Council considered this and approved the proposal.

8. To elicit suggestions from the members regarding the presentation on IQAC in the Board of Management meeting.

The Council was asked to provide any suggestions regarding the IQAC presentation at the Board of Management meeting to be held in the coming month. A few suggestions pointed out by the IQAC Director were presented which were approved by the Council.

9. Any other matter with the permission of the chair.

With no other matter on the agenda, the Chairperson adjourned the meeting thanking the Director of IQAC, the members and invitees for their presence in the meeting.

Sd/-

Minutes of the Twelfth meeting of the Internal Quality Assurance Cell (IQAC) Council held on Wednesday, 27 September 2017 at 3 p.m in the Board Room, Central Block, Christ University

In Chair: Dr Fr Thomas C Mathew, Vice Chancellor

Members Present

Members as per the attendance list were present.

Leave of Absence

Leave of absence was received from the absentee members

The meeting began with a silent prayer. The Chairperson welcomed the members and the invitees. Having confirmed the quorum he started the meeting.

Matters on the Agenda

- 1. To consider and approve the minutes of the meeting held on 13 May 2017 and to consider matters arising thereon.**

The minutes of the meeting of the IQAC held on 13 May 2017 as circulated with the Notice as Annexure A (Page 3-4) was duly reviewed and approved by the Council.

- 2. To consider and approve the proposal for Faculty Development Programme –II (FDP II)**

The Theme of FDP “Re-Assessing strategic Direction: Initiating strategic initiatives for 2018-23” was discussed in length. Dr.Kennedy Andrew Thomas, Director, CEDBEC presented the schedule of FDP-II for approval. It was discussed and decided to change the schedule of FDP-II according to the convenience of the department’s activities (if necessary).

He also provided the details of the programmes conducted by CEDBEC during May 2017-till date. He proposed to conduct a workshop on “Setting Technological Standards and Strategy for Higher Education” in the month of January 2018.The proposal was discussed and approved.

The process of upcoming QIP was presented to the Council and Chairperson emphasized on the significance of QIP programme and also he enquired the feedback of QIP which was held in the month of May 2017. It was decided to conduct QIP as 3 days programme in odd and even semester before the end semester examination. The students would be given three days study leave and those three days the QIP could be conducted. The Chairperson suggested not to conduct QIP during holidays.

Prof Joy Paulose, Director, IQAC suggested to prepare QIP schedule well in advance to adjust with all other schedule.

The Chairperson suggested to conduct induction and orientation programme in the month of June and November.

3. To consider and approve the report of Holistic Education Development cell (HED)

Mr Muthu Ruben V, Coordinator, HED presented the HED process conducted for the odd semester. He proposed and discussed the schedule of HED for the even semester and mentioned that Question bank, Materials will be reviewed in January 2018. The Chairperson enquired about the feedback of the HED programme. The Council observed noticeable improvement in the interest of the students and faculty as well in Holistic Education. Prof Joy Paulose, Director, IQAC suggested to identify the best faculties in each deanery as HED trainers.

4. To take note on the progress of strategic plan.

Prof Somu CS, Associate Dean, School of Law presented the progress of strategic plan 2018-23. He mentioned that strategic plan 2018-23 divided into part1 and part2. He also informed that the template of part1, part2 has already been circulated to all the departments with timeline. The council discussed and confirmed that the strategic plan will be discussed during FDP-II.

The Chairperson suggested to finalize the strategic plan after FDP-II and he also expects to release strategic plan book in December 2017.

5. To consider the proposal for external auditing of selected departments.

Prof Joy Paulose, Director, IQAC presented the process of external auditing for selected departments. He also proposed and discussed about the external agency called TUV Rheinland. The Chairperson suggested to share the auditing template of the external agency to all the departments for clarifications.

6. To consider and recommend introduction of research inclusive curriculum in all the post-graduate courses.

The IQAC Director presented the proposal of research inclusive curriculum for all the post-graduate courses. He also suggested to the council that to convert dissertation to journal publications for improving the quality of research. He mentioned that 60% of the students from computer science department got placed because of their research publications. The Chairperson congratulated the department of computer science and commerce for the student research publications.

7. To consider grant of SCL for newly appointed faculty members during their probation period.

The IQAC Director presented the proposal to grant SCL for newly appointed faculty members with PhD during their probation period. Prof Chandrasekaran KA, Personnel Officer suggested to permit SCL for newly appointed faculty members with/without

PhD. The Chairperson suggested to discuss and decide the matter with Register and Personal Officer.

8. Any other matter with the permission of the Chair.

The Chairperson emphasized the council members to prepare for the upcoming UGC inspection during 14th, 15 and 16th December 2017. He also pointed that the evaluations are mainly based on research publications, research fund etc.,

The Chairperson adjourned the meeting thanking the Director of IQAC, the members and invitees for their presence in the meeting

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