

**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

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