

# **BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE**

## **MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL HELD ON 16.10.2014 AT 2.30 P.M. IN THE PRINCIPAL'S CHAMBER**

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The first IQAC meeting after the re-accreditation in March 2014 was conducted on 16.10.2014. The meeting began with prayer by the Principal-in-charge Prof. Esther Prasanakumar. She welcomed the new members on to the IQAC team. She talked about the importance of IQAC and a state of being prepared through a parable from the Bible.

Dr. Grace Premila, Head, Department of Home Science was unanimously selected to be the Co-ordinator of IQAC team.

The Principal read out the Vision and Mission of NAAC to the IQAC team and she introduced the objectives, strategies and functions of the IQAC. She stressed on the development of quality culture in the institution with quality bench marks as parameters for academic and administrative activities of the institution.

### **Annual Quality Assurance Reports:**

The IQAC team were asked to get ready with the AQAR by November 2014. Dr. Manonmani and Mrs. Prathiba David were given charge along with Mrs. Sujaya from the Office staff to send the progress report to NAAC for the year 2013-2014.

### **Reviewing 2<sup>nd</sup> Cycle Re-Accreditation:**

The IQAC team reviewed the Certificate of Accreditation and the Quality Profile. They identified the areas where the CGPA grades were below 3.01 and suggestions were made to increase research, innovations, best practices and curricular aspects.

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**Identifying major areas of development:**

The committee also reviewed the major areas of development as specified by the Peer Team to:

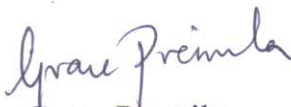
- start more PG courses
- expand the infrastructure to create a research climate through inter-departmental knowledge sharing
- strengthen the IQAC by allotting different areas to the team
- sincerely inspect the progress
- remedial classes to be instituted on a regular basis


The committee suggested that remedial classes can be taken on Saturdays or even crash course remedial classes in the last one or two weeks of the semester.

**Suggestions towards new strategies:**

- To introduce green audit
- Conduct state level and national level seminars by setting target dates
- Try for affiliation of new courses in PG level including MBA
- Regular meetings with Heads of Departments
- Self Appraisal should be taken seriously
- PTA meetings to be conducted more regularly with special focus on weaker students
- Tap UGC grants for research and lab equipments
- Tap resource from alumni and other philanthropists

The meetings came to an end with prayer by Dr. Grace Premila.

  
Dr. Grace Premila  
Co-ordinator

  
Prof. Esther Prasanakumar  
Principal-in-charge

## **BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE**

### **MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL HELD ON 08.10.2015 AT 11.00 P.M. IN THE PRINCIPAL'S CHAMBER**

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The meeting started with prayer by Mrs. Suvina Benjamin. The roll call was taken.

The Principal discussed the incident of the fig tree (Mark 11:12-14) which was cursed by Jesus because it did not bear fruit. She reminded the staff not to rest on the past victories alone but to work towards new achievements.

#### **Confirmation of the Minutes:**

The minutes of the meeting held on 6<sup>th</sup> October 2014 was read and confirmed.

#### **Matters arising out of the minutes:**

- Regarding starting of more P.G. Courses the Principal discussed that she was planning to start MCA, M.Sc. Clinical Psychology and MBA programmes once the infrastructure is ready during the next academic year.
- The Principal allotted the work of getting grant for minor research projects to Dr. Jacqueline, Dr. Susanna and Mrs. Leena Raymond.

#### **To plan a National Level UGC Sponsored Seminar/Conference**

The Principal suggested that it was appropriate to plan a National Level UGC sponsored conference for the next semester. The committee decided the date as 26<sup>th</sup> February 2016 as the right time. Mrs. Suvina Benjamin, Mr. Praveen Kumar and Dr. Renuka Paul were chosen to finalise on the topic for the conference. The staff were also asked to apply for the UGC grants for the same.

**Remedial Courses during holidays:**

The suggestion for the Remedial Course during the holidays was not feasible because the staff felt that remedial classes would be better during the working days to sort out difficulties faced in any subject applicable to that semester. The staff reported that remedial classes were going on regularly.

**Departmental Reports:**

The Principal reminded the staff that their departmental activities should be uploaded in their departmental computers with photographs.

**Highlights about the infrastructure:**

As far as extension of infrastructure is concerned the Principal reported that new additions like 13 LCD projectors have been installed in 13 classrooms and 11 digital cameras for a closer vigilance have been installed in the campus. The classrooms have been painted, more chairs were added in the Seminar Hall, stage was widened, more teachers' table and chairs for staff were provided.

**New Initiatives in Departments:**

New initiatives in departments were highlighted. Certificate Courses were conducted by Psychology, Computer Science and Management Department. Suggestions were made towards making the college centre for CA/ICS/CS coaching classes which would also help to increase admissions for the college if the courses can be conducted in the morning before the college classes commence.

Dr. Vinay Kumar Yadav encouraged the students of the college towards reviving of the age old house of the Hindi Writer Munshi Premchand and with the efforts of the UP government they have renovated the house as a museum and library in Varnasi. This work has been appreciated and has appeared in all the state news papers in UP about the initiative of the Bishop Cotton Women's Christian College.

