



**Internal Quality Assurance Cell**  
**CHRIST CHURCH COLLEGE, KANPUR**

**NOTICE DATED 08.04.2026**

A meeting of Internal Quality Assurance Cell (IQAC) will be held on **Friday, 10.04.2026** at **11.00 a.m.** in the **Chemistry Seminar Room**. The Hon'ble Principal Prof. Vinay John Sebastian has kindly consented to preside over the meeting.

All the members, including the student nominees are requested to kindly attend the meeting. The detailed agenda of the same is attached herewith for your perusal.

*Sujata Chaturvedi*

Prof. Sujata Chaturvedi  
IQAC Coordinator



## **AGENDA OF IQAC MEETING**

**10.04.2026**

- 1. Confirmation of the **minutes** of the previous IQAC meeting and review of the **Action Taken Report** on the previous meeting.**
- 2. Infrastructure Development**
  - Consideration of creation of a **lecture recording facility**.
  - Review and approval of **refurbishment of the IQAC Conference Room and Office**.
  - Deliberation on **repair and renovation of the Physics Department**.
  - Consideration of **installation of departmental name-boards and college glow board**.
  - Examination of feasibility of **rainwater harvesting system**.
- 3. Digital Infrastructure Enhancement**
  - Consideration of establishment of **two smart classrooms and LED display board**.
  - Deliberation on provision of **LAN-based internet connectivity** in all departments.
- 4. Academics and Research Initiatives**
  - Consideration of implementation of **departmental academic and activity calendars**.
  - Deliberation on procurement of **plagiarism detection software**.
  - Consideration of institution of **“Best Paper Award”** for faculty.
  - Mandating **submission of research publications and projects** to IQAC.
  - Deliberation on granting **duty leave** for conferences/seminars.
  - Consideration of institutional membership of DELNET.
  - Review and **revision of institutional best practices** with focus on sustainability.
- 5. Any other matter** with the permission of the Chair.



## **Christ Church College, Kanpur**

### **Internal Quality Assurance Cell (IQAC)**

## **MINUTES OF THE IQAC MEETING**

**Date: 10 April 2026**

**Time: 11:00 a.m.**

**Venue: Chemistry Seminar Room**

The meeting of the Internal Quality Assurance Cell (IQAC) was convened on **10<sup>th</sup> April 2026** under the chairmanship of the Head of the Institution and Chairperson IQAC. The meeting witnessed the presence of all key members, including the Principal & Chairperson Prof. Vinay John Sebastian, Secretary of the Governing Body Rev. Anil Gyan Prakash, Property Officer Mr. Vinay Dias, College Development Committee Director CSJMU Prof. R.K. Dwivedi, faculty members of IQAC, members of office administration and student nominees, thereby ensuring a complete quorum.

The meeting commenced with a **welcome address** by Prof. Sujata Chaturvedi, IQAC Coordinator, who welcomed the Hon'ble Chairperson, Secretary, members of the committee, faculty representatives and student nominees. She then placed the agenda before the House for consideration. She requested for active participation of all stakeholders that would contribute to meaningful deliberations and effective decision-making. The IQAC Coordinator, Prof. Sujata Chaturvedi made a comprehensive PowerPoint presentation covering all agenda items in detail.

### **Agenda of the Meeting**

1. Confirmation of the minutes of the previous IQAC meeting and review of the Action Taken Report.
2. Infrastructure Development.
3. Digital Infrastructure Enhancement.
4. Academics and Research Initiatives.
5. Any other matter with the permission of the Chair.

## **Proceedings of the Meeting**

### **1. Confirmation of Previous Minutes and Action Taken Report**

The minutes of the previous **IQAC meeting held on 30<sup>th</sup> August 2025** were circulated among the members and placed for confirmation. The minutes recorded proposed action plans as presented by coordinators of various cells/committees emphasizing strengthening of co-curricular engagement through clubs, competitions, and skill-based activities. The meeting concluded with a consensus to align all activities with NAAC requirements, integrate them into the academic calendar, and work collectively towards achieving accreditation goals.

The Action Taken Report on the resolutions of the previous meeting was also presented and reviewed. Subsequently, the **Action Taken Report (ATR)** on the resolutions of the previous meeting was presented. The Action Taken Report (ATR) based on the IQAC meeting held on 30th August 2025 reflected significant progress in aligning institutional practices with the upcoming NAAC Binary and Maturity Based Graded Level (MBGL) accreditation framework. The committee reviewed and appreciated the progress made on various initiatives. Out of 39 planned activities, 34 were successfully executed, achieving an implementation rate of 87.18%, thereby demonstrating the institution's strong commitment to quality assurance, systematic execution, and preparedness for the new NAAC accreditation framework. Members expressed satisfaction over the progress made on previously approved matters.

In addition to this IQAC also emphasised the compliance of NIRF, UP Praman and AISHE that was timely submitted and regularly routed under its supervision. Also, two MOUs with AIWC and MIT square Group London was also done and the cell is deeply focusing on student and institutional upliftment by organising various programs.

#### **Resolution:**

The members carefully reviewed the recorded minutes and were invited to offer observations or suggest modifications. The minutes of the previous meeting and the Action Taken Report were unanimously confirmed and formally approved by the committee.

### **2. Infrastructure Development**

The committee discussed various proposals related to strengthening and upgrading the physical infrastructure of the institution.

#### **2.1 Creation of a lecture recording facility**

Detailed deliberations were held regarding the **creation of a lecture recording facility / sound-proof recording room** to support blended learning, digital lectures, academic content creation and institutional documentation. The committee discussed the procurement of necessary equipment such as cameras, microphones, lighting systems, and software to support e-content creation, blended learning, and integration with Learning Management Systems, in alignment with digital education initiatives. It was also deliberated to take guidance and assistance of an experienced agency in this field.

During the discussion, the Secretary Revd. Anil Gyan Prakash and the Property Officer (P.O.) Mr. Vinay Dias observed that such facilities, including recording room, conference room modernization and related acoustic arrangements, should first be assessed by a competent technical evaluator. An estimated budget report should be prepared and then placed before the competent authority for administrative approval.

## **2.2 Refurbishment of the IQAC Conference Room**

Attention was also given to the **refurbishment of the IQAC conference room**. The committee reviewed the current limitations and approved modernization measures including improved furniture, ICT tools, and enhanced ambience to facilitate meetings, documentation, and accreditation work more effectively.

## **2.3 Refurbishment of the IQAC Office**

The proposal regarding **refurbishment of the IQAC Office** was also considered to improve administrative efficiency and create a better working environment for quality assurance activities. A functional and organized IQAC workspace is required to strengthen documentation, data and record management systems. This shall also ensure proper display of institutional quality parameters (vision, mission, organogram, IQAC functions, quality initiatives etc.). The refurbishment shall also create a professional environment for internal and external meetings, and peer team visits.

## **2.4 Repair and renovation of the Physics Department**

The House further discussed the need for **repair and renovation of the Physics Department**, with emphasis on improving classrooms, laboratories and internal maintenance wherever required. The present deteriorated condition of the Department was discussed in detail, particularly with regard to laboratory safety and infrastructure gaps. The committee approved necessary electrical repairs, upgrading of lab fittings, and replacement of outdated furniture to ensure compliance with safety standards and to support effective practical learning.

## **2.5 Departmental name boards and a 'College glow sign board'**

The installation of **departmental name boards and a 'College glow sign board'** was considered necessary for better visibility and campus identity systematic navigation. In order to improve campus navigation and institutional identity, the installation of standardized departmental name-boards and a prominent glow board at the college entrance was approved. The committee emphasized uniformity in design and alignment with institutional branding guidelines.

## **2.6 Rainwater Harvesting System**

The possibility of establishing a **Rainwater Harvesting System** was also deliberated. During the discussion, the Hon'ble Principal Prof. Vinay John Sebastian emphasized the importance of environmental sustainability and stated that such initiatives would strengthen the institution's commitment toward green campus practices. The committee discussed the

**implementation of retrofitting rainwater harvesting** as a step towards environmental sustainability. The feasibility of the project was considered in relation to campus layout and rainfall patterns, and it was resolved to develop an appropriate design and maintenance plan for a retrofitting rainwater harvesting system in line with green campus requirements.

### **Resolution:**

After detailed discussion and deep concern and suggestions from the Principal Prof. Vinay John Sebastian, the committee approved the proposals relating to refurbishment of the IQAC office and IQAC Conference room, renovation of the Physics Department, installation of departmental name boards and glow board, and principle-level approval for rainwater harvesting. The proposal for sound-proof lecture recording and conference facilities was approved in principle, subject to submission of technical feasibility and estimated budget by a proper evaluator.

## **3. Digital Infrastructure Enhancement**

The committee discussed measures for strengthening digital teaching-learning facilities across the college.

### **3.1 Smart Classrooms**

The proposal for establishing **two Smart Classrooms in Room No. 10 and Room No. 11** was taken up for consideration and also emphasised by Prof. Satya Prakash Singh, NAAC Co-ordinator who stated that as per NAAC requirement we need to upgrade our existing infrastructure. Members appreciated that these classrooms would promote ICT-enabled teaching, multimedia learning and student engagement. The smart classrooms equipped with modern ICT tools such as projectors, smart boards, audio systems, and internet connectivity shall encourage student-centric teaching with better comprehension through animations, videos, and simulations and enhance hybrid learning capability.

The Hon'ble Principal stressed that modern classrooms are essential to maintain academic competitiveness and to support outcome-based education. He encouraged timely implementation of smart classroom facilities.

### **3.2 LED Screen Display**

The proposal for installation of an **LED Display Board** was also discussed for dissemination of notices, achievements, events and student-related information. This proposal for LED screen display for announcements and academic updates was welcomed and approved to enhance communication and support interactive teaching-learning processes. This will also lessen reliance on printed materials such as banners, posters, and notices, thereby supporting green initiatives by reducing the use of flex and plastic.

### **3.3 LAN-based Internet Connectivity with Switch System**

Further, the committee deliberated on the provision of **LAN-based internet connectivity in all departments**, so that faculty members and students may access digital resources more

effectively. The provision of reliable, high-speed internet connectivity across all departments was discussed and approved. The committee recommended the installation of LAN connections and necessary networking infrastructure, including dedicated switches for each faculty, to support academic, research, and administrative activities, while also addressing existing connectivity issues.

#### **Resolution:**

All the proposals regarding establishment of Smart Classrooms in Room No. 10 and Room No. 11, installation of LED Display Board, and LAN-based internet connectivity in all departments were approved by the committee.

## **4. Academics and Research Initiatives**

The committee considered several academic and research-oriented initiatives to strengthen institutional quality standards.

### **4.1 Departmental Academic and Activity Calendars**

The implementation of **departmental academic calendars and activity calendars** was discussed to ensure timely planning of classes, seminars, outreach activities and internal assessments. The IQAC proposed that structured academic and activity calendars should be prepared on a semester basis by all the departments, incorporating teaching schedules, assessments, co-curricular activities, and extension programs with clearly defined outcomes. With enhanced transparency and communication, this will lead to better Inter and Intra departmental coordination and reduction of last-minute scheduling conflicts.

### **4.2 Plagiarism Detection Software**

The proposal for procurement of **Plagiarism Detection Software** was considered important for maintaining academic integrity in research publications, dissertations and assignments and this was approved. The IQAC proposed **Drillbit** as the plagiarism detection tool due to its robust database coverage, ease of use and proven reliability. It will strengthen institutional compliance with accreditation and quality standards.

### **4.3 Best Research Paper Award**

The committee also discussed institution of a "**Best Research Paper Award**" for **Faculty Members** in order to encourage research excellence and publication culture. The committee members agreed to this proposal to introduce a Best Paper Award for publications indexed in Scopus or Web of Science. This shall promote a culture of research, innovation, and academic excellence. The evaluation criteria shall be Quality of Research, Journal Ranking and Citation metrics or impact factor. A small yet prestigious recognition that aligns with the college's mission to foster research excellence.

### **4.4 Submission of Research Publications and Projects to IQAC**

It was proposed that all faculty members should submit copies/details of their **research publications, projects, seminars and academic achievements** to IQAC for record

maintenance and NAAC-related documentation. This shall assist in establishing a **centralized repository of research work**. This shall require the faculty members to submit copies of their **publications and approved projects to IQAC** for documentation and accreditation purposes. Submissions must first be forwarded/endorsed by the Principal to validate authenticity and relevance. This shall ensure accurate and updated institutional research records.

#### **4.5 Duty Leave to Faculty members (for presentation of research)**

The committee further discussed the **provision of duty leave** for faculty members to attend two offline national or international conferences, seminars, workshops per academic year, with an emphasis on knowledge sharing upon return. This shall be a progressive step towards fostering research excellence and academic recognition.

#### **4.6 Institutional Membership of DELNET**

The committee further discussed subscription to **Institutional Membership of DELNET**, enabling access to digital library resources, inter-library loan services and academic databases which was explained in detail by Prof. Satya Prakash Singh who also discussed its budget and usefulness for our institution. DELNET is a premier inter-library networking service in India promoting resource sharing among libraries through the development of a network of libraries. This shall enhance access to e-resources, journals, and inter-library loan services, thereby strengthening research support.

#### **4.7 Revision of Institutional Best Practices**

The existing **institutional best practices** were reviewed, which are - **Gender empowerment and Career counselling & placement**. It was resolved to update our best practice from gender empowerment to **environment and sustainability** which will align the college's initiatives with contemporary societal needs. Current global and national priorities have shifted toward environmental sustainability, climate action, and green initiatives. Hence transitioning the best practice focus broadens the college's strategic contribution to societal development. It was deliberated to introduce new environmentally sustainable initiatives such as waste management, energy conservation, and green campus drives in alignment with quality benchmarks and sustainability goals. So Best Practices hereafter shall be – **1. Environment and Sustainability** and **2. Career Counselling and Placement**.

#### **Resolution:**

All proposals under Academics and Research Initiatives were approved by the committee, including academic calendars, plagiarism software, Best Paper Award, submission of research records to IQAC, duty leave for conferences/seminars, DELNET membership, and revision of best practices with sustainability focus.

### **5. Any Other Matter with Permission of the Chair**

With the permission of the Chair, the following matters were taken up for discussion:

1. **Mr. Swami Nath, Office Superintendent**, raised the need for proper furniture for office staff, office working space and strengthening of the record room for safe

preservation of important college records and data. The committee appreciated the concern and agreed to consider the matter on priority.

2. The need for **refurbishment and improvement of the male toilet facilities** within the campus was discussed by committee members.
3. Members also proposed **improvement of the sound system in the college auditorium** for smooth conduct of academic, cultural and official programmes.
4. **Mr. Swami Nath, Office Superintendent**, further suggested construction/provision of a separate **toilet facility for gardeners and support staff outside the college gate**, which was considered a necessary welfare measure.

### **Resolution:**

The committee approved refurbishment of the male toilet facilities and improvement of the auditorium sound system. The matters regarding office furniture, office space, record room strengthening, and toilet facility for gardeners/support staff were agreed for consideration and necessary action.

### **Conclusion**

After the discussion followed by recommendations and approvals, the IQAC Coordinator thanked all members for their valuable participation and constructive suggestions. **Almost all agenda items were discussed in detail and approved by the committee.** The Hon'ble Principal emphasized timely execution, proper budgeting, transparency in implementation and continuous quality enhancement of the institution.

**Prepared by:**

*Sujata Chaturvedi*

**Prof. Sujata Chaturvedi**  
IQAC Coordinator

**Coordinator**  
Internal Quality Assurance Cell  
Christ Church College, Kanpur

**Approved by:**

*Sebastian*  
*05/11/2020*  
**Prof. Vinay John Sebastian**  
Principal & Chairperson, IQAC





**CHRIST CHURCH COLLEGE, KANPUR**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**ATTENDANCE**

**IQAC MEETING 10.04.2026**

S.NO.	NAME	SIGNATURE
1.	Mr. Vinay John Sebastian, Principal (Officiating) Chairperson	
2.	Dr. Sujata Chaturvedi, Coordinator	
3.	Dr. Satya Prakash Singh, Coordinator NAAC Steering Committee	
4.	Dr. Meetkamal	
5.	Dr. Shalini Kapur	
6.	Dr. Manish Kapoor	
7.	Dr. Himanshu Dixit	
8.	Dr. Ankita Jasmine Lall	
9.	Dr. Shubhi Tiwari	
10.	Dr. Shweta Chand, Vice Principal	
11.	Mr. Swaminath	
12.	Mr. Rishabh George	
13.	Mr. Sameer Emmanuel	
14.	Rev. Anil Gyan Prakash, Secretary, College Governing Body	
15.	Mr. Vinay Dias	
16.	Dr. Arti Saxena, Principal, A.N.D. College, Kanpur	
17.	Prof. Rajesh Kumar Dwivedi, Director, CDC, CSJMU, Kanpur	
18.	Mr. Roofi Waki	
19.	Smt. Pushpa Singh	
20.	Pragya Bhatia	
21.	Sakshi Singh	
22.	Shani Kushwaha	
23.	Rishi Bharadwaj	
24.	Mr. Sachin Kumar Singh	



# Christ Church College, Kanpur

## Internal Quality Assurance Cell (IQAC)

Photographs of the Meeting 10.04.2026



