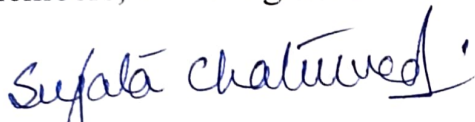




Internal Quality Assurance Cell
CHRIST CHURCH COLLEGE, KANPUR

NOTICE DATED 06.09.2024

A meeting of Internal Quality Assurance Cell (IQAC) will be held on **Wednesday 11.09.2024 at 11.30 a.m.** in the **IQAC Conference Room**. Hon'ble Principal and Secretary, College Governing Body shall preside over the meeting. All the members, including the student nominees are requested to kindly attend the same.


Prof. Sujata Chaturvedi

IQAC Coordinator

Coordinator
Internal Quality Assurance Cell
Christ Church College, Kanpur,

AGENDA

1. Preparation of submission of AQAR 2
2. Membership of DELNET
3. Child Care Centre in College
4. Upgradation of at least two classrooms to Smart classrooms.
5. Generation of institutional Email Id
6. Establishment of RTI Cell in College.
7. Conduct of Green Audit and Energy Audit
8. Workshop/Talk/Seminar on Ethics in Research or Plagiarism through IQAC
9. Workshop on "Karyalayi Hindi" for Non-teaching Staff of College.
10. College Directory



Christ Church College, Kanpur
Internal Quality Assurance Cell

Minutes of IQAC Meeting
11 September, 2024

Internal Quality Assurance Cell meeting was held on 11th September' 2024 in the IQAC Conference Room to discuss on the following agenda:

1. Preparation of AQAR II.
2. Membership of DELNET.
3. Child Care Centre in the College.
4. Upgradation of at least two classrooms to Smart Classes.
5. Generation of Institutional e-mail ID.
6. Establishment of RTI Cell in the college.
7. Conduct of Green Audit and Energy Audit.
8. Workshop/Talk/Seminar on Ethics in Research or Plagiarism through IQAC.
9. Workshop on 'Karyalayi Hindi' for Non-Teaching Staff.
10. College Directory.



The minutes of the meeting are as following:

1. The meeting started with the welcome address by Prof. Sujata Chaturvedi who also presented the minutes of the previous meeting held on 4/11/2023 and stipulated the completion of the following proposals:
 - a. *Skill Based Certificate Courses* - 'Certificate Programme in Banking, Finance and Insurance' in collaboration with Bajaj Finserv was implemented and has completed one semester and is proposed to implemented in this semester too. Value Added Course on 'Basics of Word and Excel' was ready for implementation and is proposed to be implemented in the even semester.
 - b. *BBA Course (Retail and Health Care)*- The course has been approved by AICTE and is ready for implementation.
 - c. *Subject Affiliation*- Two new courses have received subject affiliation in the college:
 - (i) Physical Education and sports which is functional from 2024-25.

- (ii) Library and Information Science (Vocational)- approval of which is under process.
 - d. *Infrastructure Development*: The following proposed work has been completed:
 - (i) A computer room with 20 computers is nearly completed.
 - (ii) Alumni Office is ready.
 - (iii) Extension of Administrative Office has been done and the new office building is functional and dealing with admission and enquiries.
 - (iv) The new block has been developed with 2 classrooms for BBA course.
 - e. *Research Focus*: RDC has been newly constituted and teachers are being motivated and informed about research grants, their avenues and procedures.
 - f. *Lending Library and Research Section*- It is reiterated and the work is going on.
 - g. *Policy for Continuous and Comprehensive Internal Evaluation*- It is implemented.
 - h. *Policy for Institutional Best Practices*- It is designed and implemented.
2. The main agendas of the current meeting were discussed:
- a. ***Preparation of submission of AQAR II*** - It was decided that as AQAR – II has to be submitted the timelines for it has been already discussed in the meeting held on 9th September’ 2024 that was steered by Prof. Satya Prakash Singh.
 - b. ***Membership of DELNET*** - It was decided that information sources are very important for diverse academic growth, so the college also needs to upgrade its resources. Keeping this in view Prof. S.P. Singh highlighted some softwares like DIOS, N-List and DELNET. He emphasised on the importance of DELNET and explicitly explained the use of DELNET that makes the user reach the library e-resources of a vast network of member libraries. The IQAC reiterated the proposal to take the access of DELNET that had earlier been recommended on 09.08.2024 and the management assured the subscription of the same.
 - c. ***Child Care Centre in College*** - The IQAC suggested a child care centre in the campus to provide safe and nurturing environment for children of faculty and staff of the college. An application for in-campus Child Care Centre addressed to the Principal and Secretary, College Governing Body had already been sent on 09.08.2024. The committee members welcomed the proposal. The management also agreed to the same.
 Along with this, a proposal for infrastructural upliftment of College was given to the Principal on 09.08.2024 by the IQAC, which was received very positively and congenially. This proposal was again discussed in the meeting and was given full support and agreement by all.
 - d. ***ICT Enabled Classrooms*** – An application suggesting the need for ICT enabled classrooms was addressed to the Principal and Secretary College Governing Body on 09.08.2024. The suggestion of upgradation of at least three classrooms to ICT enabled classrooms was discussed at length and approved.
 - e. ***Generation of Institutional Email ID*** - The IQAC proposed the generation of an institutional email ID. It was decided that an institutional ID shall be created soon.
 - f. ***Establishment of RTI Cell in College*** – The proposal of IQAC for establishment of RTI Cell in College was unanimously agreed upon.
 - g.

- h. **Conduct of Green Audit & Energy Audit** – The IQAC proposed the conduct of Green & Energy Audit in the College. Given the increasing importance of environmental sustainability and responsible resource management, a Green Audit would be helpful in assessing our current environmental practices, identify areas for improvement and work towards reducing the college's ecological footprint. Dr. Satya Prakash Singh elaborately explained the need for this Audit and mentioned a few external agencies through which this audit can be conducted. It was decided that Green Audit will be conducted in the college for which the management requested for a proposal from IQAC.
- i. **Talk on IPR** – A talk/seminar on Intellectual Property Rights to be conducted through IQAC was also proposed.
- j. **Workshop on “Karyalayi Hindi”**- A workshop on “Karyalayi Hindi” was also proposed for the non-teaching staff of college. Along with them students of B.A. Semester II Hindi shall also benefit from this workshop as it is part of their curriculum. This workshop shall be conducted through IQAC.
- k. **College Directory** – The IQAC proposed an initiative of publishing a College Directory that shall consist of address, contact numbers and email IDs of Teachers, Office staff, Class IV employees, Retired teachers and staff too. This was given as a suggestion earlier on 09.08.2024 too. It was also decided that a college directory will be compiled and published on the college website.

At the end the meeting concluded by an expression of gratitude extended to both Chair and the attending members by Prof. Sujata Chaturvedi, who also assured a successful adherence of the agendas.


PRINCIPAL



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



Internal Quality Assurance Cell

CHRIST CHURCH COLLEGE, KANPUR

IQAC Meeting

Date : 11.09.2024

In Attendance –

- ✓ 1. Prof. Joseph Daniel - Chairperson *Amid*
- ✓ 2. Prof. Shweta Chand - Vice Principal *Shweta*
- ✓ 3. Prof. Sujata Chaturvedi - IQAC Coordinator *Sujata*
- ✓ 4. Prof. Satya Prakash Singh – NAAC Coordinator *BS*
- ✓ 5. Dr. R. K. Juneja – Member *RK*
- ✓ 6. Dr. Sanjay Saksena – Member *S. Saksena*
- ✓ 7. Prof. Meet Kamal – Member *Meet*
- ✓ 8. Dr. Himanshu Dixit – Member *Himanshu*
- ✓ 9. Dr. Ankita Jasmine Lall – Member *Ankita*
- ✓ 10. Ms. Shubhi Tiwari – Member *Shubhi*
- ✓ 11. Dr. Parul Gupta – Librarian *Parul*
12. Rev. Fazal Masih – Management Nominee
- ✓ 13. Mr. Vinay Dias – Local Society Nominee *Vinay*
14. Prof. Arti Saxena – Alumni Representative *Arti*
15. Prof. R. K. Dwivedi – Employer's Nominee
16. Mr. Roofi Waki – Industrialist Nominee
17. Smt. Pushpa Singh – Stakeholder's Nominee *Pushpa*
18. Mr. Swaminath – Office Superintendent *Swaminath*

19. Mr. Sameer Emmanuel – Accountant Sameer
20. Mr. Rishabh George – Stenographer R
21. Mr. Amit Albert – Office Assistant A
22. Mr. Embrose Singh – Office Assistant Embrase
23. Pragya Bhatia – Student Nominee Bhatia
24. Sakshi Singh – Student Nominee Sakshi Singh
25. Karan Sonwani – Student Nominee Karan Sonwani
26. Anjali Sachan – Student Nominee Anjali Sachan