

Christ Church College, Kanpur
Internal Quality Assurance Cell

NOTICE

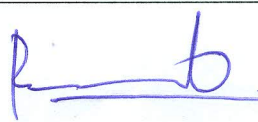
DATED: 10TH September, 2020

As per the NAAC guidelines the following members shall constitute
the Internal quality assurance of the College (IQAC) 2020-2021

Chairperson & Principal	Dr. Joseph Daniel
Members	1. Dr. Shipra Srivastava, Associate Professor of Commerce 2. Dr. D. C. Srivastava, Head, Department of Philosophy 3. Mr. V. J. Sabastian, Head, Department of Zoology 4. Dr. A. K. Misra, Associate Professor of Hindi 5. Dr. A. Bhattacharya, Associate Professor of Chemistry 6. Mr. Sunil Anderson, Office Superintendent
Management Representative	Rev. S. P. Lal, Secretary, College Governing Body
Local Society Nominee	Dr. John Jaswant, Associate Professor of Zoology (Retd.) Christ Church College, Kanpur
Student Nominee PG	1. Bhavya Bhatt, M. Sc. II, Physics, 73856 45639 2. Anamika Uttam, M. A. II, Hindi, 88875 10400
Student Nominee UG	✓ 1. Shivoy Shukla, B. Com III, 91692 82722 2. Swastik Agrawal, B. Sc. II, 63864 02981
Alumni Representative	1. Dr. Anurag Saxena, Associate Professor of Physics DAV College, Kanpur, 98399 40629 2. Dr. Himanshu Dixit, Guest Faculty, Zoology
Employers Nominee	1. Prof. Ram Naresh, H. B. T. U., Kanpur, 70813 00544 2. Prof. Sidhanshu Rai, C. S. J. M. University, Kanpur 82991 73086
Industrialist Nominee	Mr. Balram Kumar Narula, 96210 60606 Managing Director, Jet Knitwears Ltd., Kanpur
Stakeholders Nominee	Mr. B. P. Singh, ADGC, Kanpur Court, Kanpur Nagar, 9889621022
Coordinator, IQAC	Dr. R. K. Dwivedi, Head, Department of Physics


PRINCIPAL


SECRETARY


CO-ORDINATOR


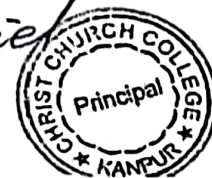
Minutes of the IQAC meeting held on 22-10-2020 in the Library at 11 am

1. The meeting started with the welcome address by the Principal and Chairperson of IQAC Dr. Joseph Daniel. All the Heads of the Department attended the meeting.
2. The meeting was convened by the Coordinator IQAC Dr. R. K. Dwivedi. He presented the recommendations of IQAC that was submitted by him to the Principal earlier.

He pointed out that as our college is preparing the SSR for submission to the NAAC for assessment and accreditation first cycle and as per the different criteria aspects of NAAC guidelines, all the faculty members and the respective departments can prepare a plan of action regarding the publication of research papers and conduction of minimum one Webinar/Seminar by each department by involving the students of each department. All the faculty members and the departments should prepare and document the activities to be conducted during the session 2020-21.

3. The Principal Dr. Daniel said that we have to go for NAAC assessment and accreditation this session. By conducting the activities on digital platform like online admission, online classroom conduction, conducting webinars etc., we can document all the activities as per NAAC requirements. The following discussions were made during the meeting.
 - (i) We should keep a record of live online classroom interaction and the contents uploaded on google classroom regularly. The meet attendance of live classroom interactions with the students must be recorded.
 - (ii) The college is developing internet platform to each department so that the conduction of online classes and webinars could be conducted from the departments itself.
 - (iii) Apart from teaching and evaluation, IQAC may monitor the teaching quality assessments and develop methodologies like students' feedback, teaching infrastructure assessment and upgradation.
 - (iv) He pointed out that apart from regular classroom activities, we should conduct other extracurricular cultural and literary activities by involving the students and encouraging them to come forward to take the lead in organizing such events.
 - (v) The faculty members should be available in the college campus to conduct teaching and other activities.
 - (vi) The sports committee should prepare a plan of action for the current session and record the activities of past and present. The committee should also prepare a schedule of the events to be conducted in the current session. We may invite the trainers to train our students for different sports activities.
 - (vii) We should publish our magazine (Christchurchian) online during January/February 2021. The editorial board should have minimum two student editors and take care of the quality contents of the articles to be published.
 - (viii) He emphasized on the need of making our college library digitalized and fully functional. We may develop E-resources in the library and go for at least partial automation this year. Library may be provided internet facility and


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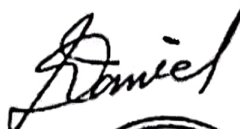



printers which the students and faculty can use. The departmental libraries should also be made functional. The postgraduate students may be allowed to be there in the library during the unavailability of the teacher.

- (ix) Regarding the green initiative in the college, we can go for the Solar power plant. To begin with, the solar panels may be installed on the library roof in collaboration with KESCO. A proposal to save energy and minimize our regular expenditure on electricity can be prepared.
 - (x) We can also make a proposal to take care of the waste management both solid as well as liquid waste.
 - (xi) The Botany/Zoology departments should make a proposal to manage plants and animals as per the course requirements.
 - (xii) We should prepare a schedule to carry out UG and PG practicals in science departments in the present condition. A proposal to manage students in physical classroom should be made. We may allow students in groups for the classes.
 - (xiii) Alumni association of the college should be made functional at the earliest.
 - (xiv) An information cell should be constituted to provide information related with the college.
 - (xv) We should make a proposal to manage physically disabled students. Library should be enabled with braille system. A software converting books into braille system may be made available in college library. A wheelchair should be arranged. Special toilets for boys and girls students should be made.
 - (xvi) A proposal for Water harvesting managements system should be made.
 - (xvii) A battery-operated vehicle inside the college campus for physical handicapped students should be arranged.
 - (xviii) Infrastructure committee should meet and make a proposal regarding infrastructural facilities to be made available in the college campus.
 - (xix) Women cell, NSS and ICC should be made functional. Each of these committees should prepare a plan of activities.
 - (xx) Guest faculty members should be provided as per the requirement of the department.
 - (xxi) Research scholars may be assigned classes for at least 02 hours per day as per the criteria.
 - (xxii) A proposal for new add-on certificate courses may be made.
4. The meeting concluded with vote of thanks by the Coordinator.



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MINUTES OF THE MEETING

SECOND MEETING OF IQAC HELD ON DECEMBER 5, 2020 AT 12:30 P. M.

ATTENDEES:

- Rev. Samuel Paul Lal, Patron & Secretary, College Governing Body
 - Dr. Joseph Daniel, Chairperson and Principal
 - Dr. R. K. Dwivedi, Coordinator
 - Mr. D. P. Singh, Stakeholder's Nominee
 - Dr. Sidhanshu Rai, Educationist, CSJM University Kanpur
 - Dr. Anurag Saxena, Alumnus
 - Mr. Vinay John Sebastian, Member
 - Dr. D. C. Srivastava, Member
 - Mr. Avadhesh Misra, Member
 - Dr. Anindita Bhattacharya, Member
 - Dr. Himanshu Dixit, Alumnus
 - Mr. Sunil Anderson, Office Staff
 - Ms. Bhavya Bhatt, Student
 - Ms. Anamika Uttam, Student
 - Mr. Swastik Agarwal, Student
 - Mr. Shivoy Shukla, Student
- Dr. Joseph Daniel welcomed all the members of IQAC and said that the cell has to identify the areas to improve the teaching-learning system in the college and formulate suggestions for them. He informed about various initiatives taken by him for the betterment of the college.
- Dr. R. K. Dwivedi apprised about the IQAC initiatives and briefed the members about the decisions taken in the first meeting held on October 22, 2020. He told that the SSR for NAAC is planned to be submitted by the end of March 2021. In the meantime, efforts have to be made to develop the necessary infrastructure and resources required for NAAC.
- The following discussions were held during the meeting:
1. Internet facility is available in the entire campus and both OFFLINE/ONLINE classes are being taken by faculty members following the SOP guidelines of COVID-19 of the government.
 2. Structured online Feedback Forms have been designed for students, teachers and alumni and will be floated on the website by next week to get their feedback.
 3. It was discussed that the Alumni Association of the college is undergoing the process of its registration and soon after the registration a link will be made available at the college website for new member to join the association. The students leaving the college after the completion of a program will be encouraged to join Alumni Association.
 4. Regarding MoUs, the possibilities have to be explored as how to initiate the process of signing of MoU with industries and academic institutions, like EICT Academy, IIT Kanpur. We should go ahead for signing MoUs soon.
 5. The central library Automation and digitalisation is the need of the hour. The possibility of partial automation of the library was discussed. It was suggested that the college should immediately procure library automation software and generate necessary computer infrastructure for the same.


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6. Apart from regular teaching, extension activities should be conducted beyond the regular class room activities for the all-round and holistic development of the students.
7. Green environmental audit needs to be initiated. An arrangement of rain water harvesting has to be done. It was suggested that the college should put few solar panels at 3-4 different places in the college.
8. The college should procure at least one wheelchair and arrange for special toilets for Divyang students. Brail-enabled software has to be procured and implemented for differently-abled students in the central library.
9. Dr. D. C. Srivastava elaborated on the seven Criteria Aspects of NAAC. He opined that a teacher has to make learning interesting for the students. Apart from regular teaching, the college has to stress on value education and add-on courses for students. Exchange programmes have to be promoted amongst teachers and students. He requested all the member of the college to encourage all research and PG students to avail INFLIBNET-NLIST facility in the college.
10. Dr. Sudhanshu Rai apprised us about the steps taken by the CSJM University, Kanpur. He told us about the Atmanirbhar Kanpur project in which they work with two segments, one for job-seekers, i.e., students, and the other for job-givers, i.e., companies. He suggested that the college should sign MoUs with various private and government organisations as well as business chambers to help their students.
11. Rev. S. P. Lal discussed about various initiatives taken by the college management to improve college infrastructure and other things on priority. He expressed his satisfaction about the organisation of various online academic programmes by the faculty members of the college for the welfare of students and teachers during this pandemic phase. He said that the college would like to collaborate with NGOs and industry to help the students and we are ready to take the responsibility of maintaining the green belt from Bada Chauraha to the Christ Church Inter College Gate if the opportunity is given.
12. Mr. Avadhesh Misra suggested the need of a Literary club in the college so as to involve the students in various activities.
13. Student Mr. Shivoy Shukla asked the college cell to update the books in the library and said that under the prevailing COVID situation, both online and offline modes of teaching should continue. He added that student monitors must be selected from each class and they should head teams of 30-40 students. This may improve teacher-student communication system.
14. Student Mr. Swastik Agarwal expressed the need of providing MCQ questions to the students so that they can prepare for objective type papers in the CSJMU examination.
15. Student Ms. Anamika Uttam emphasised that students must be motivated for attending webinars, conferences and competitive events for their overall development. She suggested that student's involvements should be more in these events.
16. Student Ms. Bhavya Bhatt expressed the need of having different events/competitions in college among the students of different faculties such as Arts, Science and Commerce rather than the houses. She suggested the need of taking PG students to nearby academic institutions such as IIT, DMSRDE, CDRI etc. to expose them with the recent advancements in research and also invite renowned experts to interact the students for their future endeavour.
17. Dr. Himanshu Dixit pointed out that the college has produced great alumni in the past. We can seek their help for the betterment of the college.
18. Dr. Anurag Saxena suggested that the publicity of all college activities must be done by an effective media cell in the college.
19. The meeting concluded with the proposal of vote of thanks.


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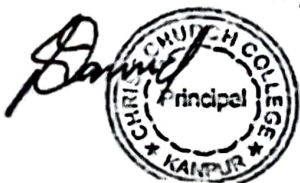
MINUTES OF THE THIRD IQAC MEETING

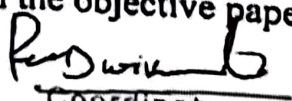
Held on February 10, 2021 at 11:30 AM

The third meeting of the IQAC of the college was held at 11:30 am on 10-02-2021 in IQAC office of the college. The meeting was presided over by Dr. Joseph Daniel, Principal and attended by the members of IQAC and all HOD's of the college. The following members were present during the meeting.

- Dr. Joseph Daniel, Chairperson and Principal
- Dr. R. K. Dwivedi, Coordinator, IQAC
- Dr. Shipra Srivastava, Member, IQAC
- Dr. D. C. Srivastava, Member, IQAC
- Mr. Avadhesh Misra, Member, IQAC
- Dr. Anindita Bhattacharya, Member, IQAC
- Mr. Nalin Kumar, HOD Commerce
- Dr. Dorothy Rai, HOD English
- Dr. Ashutosh Saxena, HOD Political Science
- Dr. Sudhir Gupta, HOD Chemistry
- Dr. R. K. Juneja, HOD Maths
- Dr. Arvind Singh, HOD Hindi
- Dr. Sabina Bodra, HOD Economics

- ❖ The meeting started with the opening remarks by Dr. Joseph Daniel that the college must maintain the standards to provide quality education. Despite the scarcity of staff, we are doing our best. There is always scope for betterment and we should take some concrete initiatives for improvement. He requested all HODs to submit a report regarding the suggestions, if any, for developing better teaching learning system in the college.
- ❖ IQAC Coordinator Dr. R. K. Dwivedi presented the report of the previous meeting and it was approved. He apprised all the members about the IQAC cell motto of quality enhancement activities i.e., Teaching, Learning and Evaluation of the college. He briefed them about the decisions taken in the 1st and 2nd meetings. He said that as per the change in the curriculum time to time by the university, there are certain topics which remain uncovered to the students due to non-availability of teaching staff of certain specialized areas. He urged all the HODs to prepare the details regarding requirement of additional teachers in their departments based on the specific areas as per the university syllabi. He also requested all the HOD's to provide at least 25 MCQ in the objective papers of the

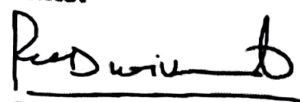



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university to the students as per the demand of a student representative of IQAC in the last meeting.

- ❖ Dr. Ashutosh Saxena emphasised that the HODs must be provided with the data related to student-teacher ratio as per norms, so that we could demand for additional teachers in the departments concerned accordingly.
- ❖ Dr. D. C. Srivastava welcomed this move of IQAC and said that it will definitely help us to get new specialised faculty members in future as per the requirement. He made it very clear that the classes should be managed by the already sanctioned posts to the college at the present time and we should give our best despite the shortage of faculty at present. He requested all the HOD's to cooperate in preparing the self-study report of the college as per new manual as the college is on its way to NAAC accreditation by the end of this session.
- ❖ Mr. Nalin Kumar emphasised that the existing vacancies must be filled by freshly passed-out candidates as a number of new courses have been introduced in the syllabi and the existing faculty is not too comfortable teaching them. He requested that the new appointments must be made from candidates proficient in operational research and computers.
- ❖ Dr. R. K. Juneja stated that department of mathematics requires at least one faculty member from the area of pure mathematics and another one from applied mathematics to take care of teaching in these areas to students.
- ❖ Dr. Sabina R. Bodra mentioned that her department requires a teacher from the field of econometrics who is also proficient in computers.
- ❖ Dr. Arvind Singh spelt out his requirement by specifying that a teacher with specialization of Indian languages such as Pali is very much needed.
- ❖ It was unanimously decided that the HODs will have a discussion with their other faculty members of their departments and later submit their requirements to Dr. R. K. Dwivedi.
- ❖ Dr. Joseph Daniel also mentioned that an Objective Question Bank, with limited number of quality questions, must be provided to the students for their preparation for the objective papers. In this respect, Dr. Ashutosh Saxena said that questions for every objective paper have already been submitted to the University Academic Resource Cell and students can get them from there.
- ❖ Dr. R. K. Dwivedi said that as all the HODs are NAAC members and hence every department must take steps to ensure academic excellence with all-round development of students.
- ❖ The meeting concluded with a proposal of a vote of thanks.




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