

MINUTES OF THE IQAC MEETING HELD ON 11/05/2022

The IQAC meeting with all the teaching staff members was held on 11/05/2022 in the Seminar Room of the Department of Mathematics. The meeting was presided over by the Principal, Dr. Joseph Daniel. All the staff members were present at the meeting (*Attendance sheet attached herewith*). The agenda of the meeting was (1) Preparation for Peer Team Visit of NAAC; (2) New Admission Policy for session 2022-23; (3) Any other matter with the permission of the chair.

Dr. Joseph Daniel, the Principal urged all teachers to maintain documents/files as per the information provided by them on their individual profiles through the departments to the NAAC steering committee for preparing the Self Study Report of the college. All the teachers and the Heads of the departments should maintain the attendance records, list of admitted students, teaching plans, and time-tables, particularly for all the five assessment years. He further asked the eligible teachers to submit their forms for Professor Grade under the Career Advancement Scheme of UGC as per revised regulations 2018 by 20th May 2022.

Dr. D. C. Srivastava, the IQAC Coordinator expressed satisfaction and appreciation for the collective efforts of all in the online submission of SSR to NAAC for accreditation and assessment. He invited Dr. Satya Prakash Singh, the convener of the NAAC steering committee to appraise the members about the task accomplished so far and the further steps to follow regarding the accreditation and assessment process of NAAC.

Dr. Satya Prakash Singh, the convener of the steering committee, apprised the members that the NAAC Accreditation and Assessment (A&A) is a five-stage process. The steering committee has already accomplished the first three stages i.e., Registration on the NAAC portal, IIQA, and SSR submission. After our successful submission of SSR, the Data Validation and Verification (DVV) process is underway along with the Student Satisfaction Survey (SSS) by sending survey links by NAAC on the emails of *bonafide* students of our college randomly. The DVV is done for all the Quantitative matrices of SSR, which is 70% weightage of the SSR. This stage is a qualifier stage. We need to score a minimum of 25% for qualifying at this stage. Once we are through with this stage, the Peer Team Visit (PTV) will be scheduled which is supposed to be completed within two months. Dr. S. P. Singh appealed to all the members to prepare well for the PTV.

Dr. D. C. Srivastava, the IQAC coordinator urged all the members to prepare well for the Peer Team Visit to be conducted by NAAC. As the peer team is going to verify the information provided by us under the 30% of qualitative matrices of our SSR, we

should all make systematic preparation for the same. The list of the tasks to be done in preparation for the Peer Team Visit was circulated among the teachers by the IQAC (*List attached herewith*). An appeal was made that we the faculty members should keep all our records ready and up to date at all levels and keep all the files and folders related to individual profiles and the departments in the college. The following points were elaborated and discussed with the members regarding our preparation for Peer Team Visit:

1. An awareness campaign should be made by the teachers in their respective classes regarding the Student Satisfaction Survey so that students submit their feedback to NAAC on the links provided to them on their registered e-mails;
2. Maintain attendance register/records class-wise and the individual time table for all the five assessment years;
3. Make a teaching plan and mode of evaluation and assessment for the classes;
4. Maintain the records of assignments and results of internal evaluation class-wise;
5. Maintain Mentor-Mentee logbook for the last two academic sessions for 2019-20 and 2020-21. Mentor mentee list class wise which is already available on the college website, will be provided to the teachers concerned by the college office for maintaining the logbooks;
6. Departmental Heads are supposed to maintain all files/records/library records/lab manuals/purchase registers/departmental time-tables/admission and result sheets/internal evaluation and assessment records.

Dr. D. C. Srivastava, IQAC coordinator and the convener of the admission committee, tabled the agenda regarding the policy of admission at the Under Graduate and Post Graduate levels to be undertaken from the new session 2022-2023 and it was unanimously resolved as under:

1. The process of ONLINE admission to the new session for UNDERGRADUATE (UG) CLASSES shall start from the first week of June 2022 for Semester-I. In the first stage of merit-based admission, students will be admitted to the college with their choices of Major subjects only. At the time of verification of the original documents, the choice of minor papers and vocational courses will be open to students. From this session, students will be asked to choose only one minor and vocational course from the list of courses available in the college and they will be locked on the computer system at this stage and no change will be allowed later on.
2. The process of admission to the UG Semester-III will start immediately after the declaration of results for the second semester. Students will be given the online choice of filling their major/minor and vocational courses together. Students will have to choose only one minor and vocational course from the list of courses available.

3. The time-table of the college will be finalized and uploaded on the college website for Under Graduate classes for the session 2022-2023 by the end of June 2022. The time slots for Vocational Courses will be shifted to the last two periods of the college time-table. For all the vocational courses of the college, the Memorandum of Understandings will be executed formally with the skill partners, and an online mode of teaching and learning through theory/practical/training will be preferred. The classes for such courses may be conducted by the skill partners in online mode even after college hours or on holidays with the prior approval of the college through course coordinators.

Finally, Dr. Joseph Daniel, the Principal, appealed to all the staff members to cooperate in the conduction of the university examination during summer vacation and perform the examination duties as assigned. The meeting concluded with a vote of thanks to the members present and the chair.



(Dr. D. C. Srivastava)
Coordinator, IQAC

Coordinator
Internal Quality Assurance Cell
Christ Church College, Kanpur



(Dr. Joseph Daniel)
Principal

