



Christ Church College, Kanpur
INTERNAL QUALITY ASSURANCE CELL (IQAC)

11/7/2023

NOTICE

A meeting of the IQAC will be held on Thursday 13th July 2023 at 12:00 noon in the IQAC office. All the new faculty members are requested to attend the meeting.


(Prof. D. C. Srivastava)
IQAC Coordinator

Agenda:

1. Introduction of the newly joined faculty member
2. Plan of action for submission of AQAR by December 2023

IQAC Members:

1. Ms. Soofia Shahab – Off. Principal
2. Prof. Sabina Bodra – Vice Principal
3. Dr. R. K. Juneja
4. Prof. Sujata Chaturvedi
5. Dr. Sanjay Saksena
6. Prof. Satya P. Singh
7. Prof. Meet Kamal
8. Prof. Anindita Bhattacharya

New Faculty Members:

1. Dr. Himanshu Dixit
2. Dr. Ankita Jasmine Lal
3. Ms. Shubhi Tiwari
4. Mr. Arunesh Neeran Shukla
5. Dr. Shweta Mishra
6. Dr. Ashish Omar
7. Dr. Rameshwar Prasad Mishra
8. Dr. Ashutosh Kumar
9. Dr. Nazir Husain Khan
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11. Dr. Ashish Kumar Dubey



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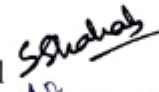



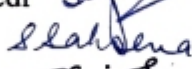
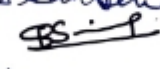
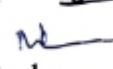

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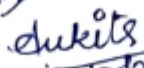
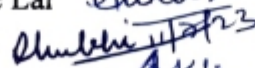

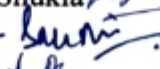
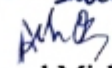
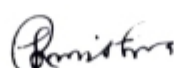



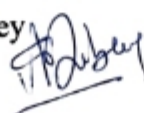
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1. Introduction of the newly joined faculty members
2. Plan of action for submission of AQAR by December 2023

IQAC Members:

1. Ms. Soofia Shahab – Off. Principal 
2. Prof. Sabina Bodra – Vice Principal 
- ✓ 3. Dr. R. K. Juneja 
- ✓ 4. Prof. Sujata Chaturvedi 
- ✓ 5. Dr. Sanjay Saksena 
- ✓ 6. Prof. Satya P. Singh 
- ✓ 7. Prof. Meet Kamal 
- ✓ 8. Prof. Anindita Bhattacharya 

New Faculty Members:

- ✓ 1. Dr. Himanshu Dixit 
- ✓ 2. Dr. Ankita Jasmine Lal 
- ✓ 3. Ms. Shubhi Tiwari 
- ✓ 4. Mr. Arunesh Neeran Shukla 
- ✓ 5. Dr. Shweta Mishra 
- ✓ 6. Dr. Ashish Omar 
- ✓ 7. Dr. Rameshwar Prasad Mishra 
- ✓ 8. Dr. Ashutosh Kumar 
- ✓ 9. Dr. Nazir Husain Khan 
- ✓ 10. Dr. Parul Gupta 
- ✓ 11. Dr. Ashish Kumar Dubey 



Christ Church College, Kanpur
INTERNAL QUALITY ASSURANCE CELL (IQAC)

MEETING ON 13/07/2023

1. Ms. Soofia Shahab *Ssoofia*
2. Prof. Sabina Bodra *Sabina*
3. Dr. R. K. Juneja *RK*
4. Prof. Sujata Chaturvedi *Sujata*
5. Dr. Sanjay Saksena *S. Saksena*
6. Prof. Satya P. Singh *SSP*
7. Prof. Meet Kamal *Meet*
8. Prof. Anindita Bhattacharya *anid*
9. Dr. Himanshu Dixit *Himanshu*
10. Dr. Ankita Jasmine Lall *Ankita*
11. Ms. Shubhi Tiwari *Shubhi*
12. Mr. Arunesh Neeran Shukla *Arunesh*
13. Dr. Shweta Mishra *Shweta*
14. Dr. Ashish Omar *Ashish*
15. Dr. Rameshwar Prasad Mishra *Rameshwar*
16. Dr. Ashutosh Kumar *Ashutosh*
17. Dr. Nazir Husain Khan *Nazir*
18. Dr. Parul Gupta *Parul*
19. Dr. Ashish Kumar Dubey *Ashish*

MINUTES OF THE IQAC MEETING HELD ON 13/07/2023

A meeting of the IQAC was held on Thursday, 13th July 2023 in the IQAC office. The agenda of the meeting was 1) Introduction of the newly joined faculty members. 2) Plan of action for submission of AQAR by December 2023. The members present were as follows:

IQAC Members

1. Prof. Sabina Bodra – Vice-Principal
2. Prof. D. C. Srivastava – IQAC Coordinator
3. Dr. R. K. Juneja
4. Prof. Sujata Chaturvedi
5. Dr. Sanjay Saksena
6. Prof. Satya P. Singh, NAAC Coordinator
7. Prof. Meet Kamal
8. Prof. Anindita Bhattacharya

New Faculty Members

1. Dr. Himanshu Dixit
2. Dr. Ankita Jasmine Lal
3. Ms. Shubhi Tiwari
4. Mr. Arunesh Neeran Shukla
5. Dr. Shweta Mishra
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The meeting was presided over by the Vice Principal, Dr. Sabina Ronica Bodra. Prof. D. C. Srivastava, IQAC Coordinator, extended a warm welcome to all newly appointed faculty members. In his opening remarks, he informed the new faculty members that the college had completed its long-due NAAC accreditation in the previous session, that is in November 2022. He gave an overview of the role of NAAC and explained the meaning and purpose of the Annual Quality Assurance Report (AQAR) and Self Study Report (SSR). After the first cycle of accreditation, the college has to submit its AQAR after November 2023 and before December 31, 2023. He asked the new members to come forward and participate in the upgrade of the quality standards of the institution.

He further informed the members present that as per the provisions of UGC guidelines, the IQAC completed the screening process of the application forms of the nine faculty members of the college for their promotion to Professor Grades under the Career

Advancement Scheme (CAS) of UGC Regulation 2019. The Hon'ble Principal and the college management initiated and conducted the selection/screening process for their promotion. All the nine faculty members concerned are now promoted to the Professor Grade.

Another uphill task that the college management undertook was to hold the faculty recruitment process, which has been overdue since 2005. The higher education department of UP sanctioned initiating the recruitment process of eleven (11) faculty members in various departments. The process was conducted as per provisions and finally, selection committee recommendations were approved by the Hon'ble Vice Chancellor of CSJM University Kanpur. The college is now enriched with the addition of these new faculty members.

He further communicated the role and mandatory existence of the IQAC in a higher educational institution. Some of the important components in the functioning of any higher educational institution as listed by Prof. D. C. Srivastava are curriculum, student intake, faculty count, and infrastructure. The desirability in terms of the functioning of these institutions is quality education. For this purpose, UGC, various universities and state governments have mandated NAAC assessment and accreditation.

Prof. D. C. Srivastava mentioned the presence of various cells and committees to run various college programs. The IQAC members and new faculty members introduced themselves to all present.

Prof. Satya P. Singh, coordinator of the NAAC steering committee, had in the beginning referred the attendees to the SSR which includes the data under seven-point criteria for the previous five years and is available on the college website. Prof. D. C. Srivastava explained to the members that after SSR, the AQAR needs to be prepared, which consists of newer initiatives adopted under all seven criteria. Depending upon the strengths and capabilities of individual faculty members be it teaching, research, or collaboration activities, the same may be incorporated into the AQAR as part of the endeavor to improve the score and NAAC grade of the institution. Prof. D. C. Srivastava briefly emphasized the importance of an improved score as it is connected to securing better grants offered by various bodies such as the UGC.

He also highlighted the inclusion of various Vocational courses under NEP 2020 and conveyed that the college is entering the third year of the implementation of NEP 2020. Prof. D. C. Srivastava invited Prof. Satya P. Singh to apprise the new members of the plan of action for the submission of AQAR in December 2023.

Prof. Satya P. Singh advised the new faculty members to refer to the SSR uploaded on the college website. Based on the understanding developed by a study of the SSR, new data in the AQAR needs to be filled in from July 2022 to October 2023. Secondly, he conveyed that once the work is distributed by the senior member in the respective criterion, the eleven new NAAC members are to compile the data under that criterion,

based on the SSR. Thirdly, for the next AQAR, for the period July 2023 – June 2024, the new members are to work on three aspects: compilation, contribution, and action plan for the enrichment of their own criteria.

In his fourth point, Prof. Satya P. Singh laid emphasis on the significance of maintaining records of all documents, both at the personal and the college level. Fifth, he elucidated the necessity of having lesson plans and specified the two main components to be clearly reflected in a lesson plan: the use of teaching methods and of learning resources. Sixth, for the AQAR submitted for the session ending June 2024, as far as possible, various departments should make efforts to introduce Certificate courses. These can be of thirty hours duration and would not be part of the curriculum. Seventh, Prof. Satya P. Singh communicated the requirement of having a minimum of one offline activity from every department in this session.

He further delineated the format requirements of the activity as per the SOP laid down by NAAC, which are as follows:

- 1) First-hand information about the program in the form of a poster/flyer.
- 2) Registration of participants, preferably through Google Forms.
- 3) Geotagged photograph of the event while it is happening.
- 4) Provision of certificates for the participating students (could be E-certificates).
- 5) Report within 10 days of the event.

Prof. D. C. Srivastava clarified that the AQAR is prepared based on the compilation, under the seven-point-criteria, of the data received at three levels: the individual performance appraisal proformas of faculty members, the departmental activity reports, and the reports of activities of various cells/committees.

Prof. Satya P. Singh proceeded to present the AQAR submission timeline. Till 15th August 2023, all faculty members are to fill out their individual performance appraisal proformas. By 20th August 2023, Prof. Satya P. Singh shall compile the received data under relevant criteria and send it to the faculty members by email. By 15th October, the aim is that all criteria be completed in ready-to-submit form. And by 30th October 2023, the plan is to submit the AQAR on the NAAC window. Till 15th August, the new faculty members are to study the SSR. The compilation work is intended to take place between 20th August and 15th October 2023.

Prof. Meet Kamal recommended that the new faculty members apply for projects under the CV Raman Minor Research Scheme of CSJMU, Kanpur. Prof. Sujata Chaturvedi urged the members to think of innovative projects that may be undertaken as interdisciplinary research. Prof. Satya P. Singh informed the members that Prof. Sujata Chaturvedi is the in-charge of criteria one, two, three, and four of the SSR. And Dr. Sanjay Saksena is in-charge of criteria five, six, and seven. Dr. Sanjay Saksena added that further inputs and plans shall be discussed in subsequent meetings once the new



members study the SSR. Finally, Prof. D. C. Srivastava mentioned the institution's best practices that can be reflected in AQAR.

The meeting concluded with a vote of thanks from the coordinator.


(Prof. Joseph Daniel)
PRINCIPAL


(Prof. D.C. Srivastava)
IQAC COORDINATOR