

# Christ Church College Kanpur

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## NOTICE DATED 10/12/2022

A meeting of the Internal Quality Assurance Cell (IQAC) with the NAAC Steering Committee will be held on 14<sup>th</sup> December 2022 at 12:00 noon in the IQAC Conference Room. All the IQAC and NAAC (AQAR) Steering Committee members are requested to be present in the meeting. All the IQAC student representatives are also informed to be present in the meeting.



**PRINCIPAL**

### Agenda:

1. Proposed plan of action for preparation of AQAR
2. Proposed action plan for quality assurance
3. Any other matter.

### Copy to:

1. Coordinator, IQAC
2. Coordinator, NAAC

T. Govindaraj

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

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**IQAC MEETING ON 14/12/2022**

<u>Name</u>	<u>Attendance</u> <u>Signature</u>
1. Prof. Joseph Daniel	<u>Daniel</u>
2. Dr. D C Srivastava	<u>DC</u>
3. Dr. S.P. Singh	<u>SP</u>
4. Dr. Sanjay Saksena	<u>Saksena</u>
5. Dr. Navin K. Ambasth	<u>Navin</u>
6. Dr. Avind Singh	<u>Avind</u>
7. Dr. R.K. Juneja	<u>RK</u>
8. Dr. A. Bhattacharya	<u>aps</u>
9. Soofia Shahab	<u>Shahab</u>
10. Dr. Sujata Chaturvedi	<u>Sujata</u>
11. Dr. Shweta Chand	<u>Shweta</u>
12. Dr. Sabina R. Boodra	<u>Sabina</u>
13. Dr. Meel Kamal	<u>Meel</u>
14. Mrs. Meidala Samson	<u>Meidala</u>
15. Dr. Anjali Srivastava	<u>Anjali</u>
16. Dr. Shalini Kapur Sheril	<u>Shalini</u>
17. Chahat Tuteja	<u>Chahat</u>
18. Vijay Narayan	<u>Vijay</u>

D. Srivastava

## MINUTES OF THE IQAC MEETING HELD ON 14/12/2022

The Internal Quality Assurance Cell (IQAC) meeting with the NAAC steering committee was held on 14/12/2022 at 12:00 noon in the IQAC conference room. Prof. Joseph Daniel, Principal & Secretary of the College Governing Body presided over the meeting (*Attendance sheet attached herewith*). The agenda of the meeting was: 1. Proposed plan of action for preparation of AQAR; 2. Proposed action plan for quality assurance; 3. any other matter with the permission of the chair.

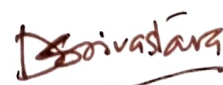
The IQAC Coordinator, Prof. D. C. Srivastava welcomed all the members present in the meeting. After the NAAC accreditation of the college for cycle-1 in November 2022, the steering committee was reconstituted (*copy attached*) by the college with 07 conveners and co-conveners of different criteria aspects with Dr. Satya Prakash Singh as coordinator for preparation and submission of AQAR by December 2023. As the college is now an accredited institution of Higher Education, we need to explore the possibilities and apply for funds from the statutory bodies for infrastructure and research projects for our institution's growth and development.

The NAAC Steering Committee Coordinator, Dr. Satya Prakash Singh requested the committee members to provide a blueprint of the proposed action plan for the preparation of the AQAR. He apprised the members that the IQAC is already working on the proforma of the appraisal forms for Individual teachers to get relevant information from them with the supporting documents as per NAAC SOP to streamline the process. All the programs being conducted in the college should be provided by the in-charges of cells/committees as per the format introduced by the IQAC.

Dr. Satya Prakash appealed to all the members of the steering committee to work on their respective criteria aspects and asked them to come up with some new ideas for a better presentation of AQAR to be submitted.

Following unanimous decisions were taken by the members present:

- The IQAC should develop the proforma for self-appraisal. for teachers
- Lesson plans should be developed by all the teachers for the courses being taught by them along with stating the course objectives and outcomes of the courses. These lesson plans should be circulated among students at the beginning of each semester for effective course delivery.
- Academic calendar should be prepared by the IQAC so that it gets circulated at the beginning of each academic session for both odd and even semesters.
- Academic audit should be initiated from the upcoming session.
- A comprehensive Internal Evaluation and Assessment policy and modalities for the semester system should be drafted and introduced at the college level.
- Even for external examination to be conducted under the semester system in the upcoming session, a smooth method should be adopted so that classes and other



regular activities are engaged and continue alongside the end-semester examination.

- Feedback system should be restructured and the Mentor-Mentee system is to be implemented as per the policy document.
- It was suggested by all the members present that the Career Guidance and Placement Cell (CGPC) should be renamed as *CAREER COUNSELING CELL* as we focus more on the soft skill development of students than going for the placement drive. All the programs related to job opportunities and career options should be conducted under the banner of this cell.
- Welfare measures for teaching and non-teaching staff should be explored and funds for the same should be earmarked.
- Optimum energy conservation measures should be explored and we should go for Energy Audit and Green Audit regularly.
- As an alternative to rainwater harvesting being installed in the college, we should explore other measures and initiatives for water conservation. It was felt that installation of rainwater harvesting will not be feasible in our college as the buildings are quite old and it would be a very costly affair.
- Policy on advanced and slow learners should be chalked out.
- The alumni engagement in the college should be improved and new initiatives by the Alumni Association should be brainstormed. The alumni contribution to the development of the college should be encouraged.
- In the age of the *new normal* post Covid-19 pandemic, a hybrid mode of teaching and learning is the need of the day. Hence Google Classrooms should be an ongoing process and mode of teaching and learning. The links to the Google classes should be maintained and let this be available on our website as a regular feature.

Principal, Prof. Joseph Daniel urged the faculty members to be more proactive and self-driven for the overall development of the college. The faculty members should come forward to apply for research projects and be more active in research and publication. He apprised the members that as per the mandate of UGC, New Delhi, a Research Development Cell (RDC) is to be reconstituted to develop a research ecosystem in the institution. As per the mandate of RDC, it will have a Research Advisory Council (RAC) with senior faculty members as advisors.

The meeting concluded with a vote of thanks to the chair and all the members present.

*D. C. Srivastava*  
(D. C. Srivastava)  
IQAC Coordinator  
Coordinator  
Internal Quality Assurance Cell  
Christ Church College, Kanpur