

# **BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE**

## **MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL HELD ON 16.10.2014 AT 2.30 P.M. IN THE PRINCIPAL'S CHAMBER**

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The first IQAC meeting after the re-accreditation in March 2014 was conducted on 16.10.2014. The meeting began with prayer by the Principal-in-charge Prof. Esther Prasanakumar. She welcomed the new members on to the IQAC team. She talked about the importance of IQAC and a state of being prepared through a parable from the Bible.

Dr. Grace Premila, Head, Department of Home Science was unanimously selected to be the Co-ordinator of IQAC team.

The Principal read out the Vision and Mission of NAAC to the IQAC team and she introduced the objectives, strategies and functions of the IQAC. She stressed on the development of quality culture in the institution with quality bench marks as parameters for academic and administrative activities of the institution.

### **Annual Quality Assurance Reports:**

The IQAC team were asked to get ready with the AQAR by November 2014. Dr. Manonmani and Mrs. Prathiba David were given charge along with Mrs. Sujaya from the Office staff to send the progress report to NAAC for the year 2013-2014.

### **Reviewing 2<sup>nd</sup> Cycle Re-Accreditation:**

The IQAC team reviewed the Certificate of Accreditation and the Quality Profile. They identified the areas where the CGPA grades were below 3.01 and suggestions were made to increase research, innovations, best practices and curricular aspects.

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### Identifying major areas of development:

The committee also reviewed the major areas of development as specified by the Peer Team to:

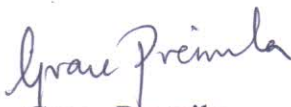
- start more PG courses
- expand the infrastructure to create a research climate through inter-departmental knowledge sharing
- strengthen the IQAC by allotting different areas to the team
- sincerely inspect the progress
- remedial classes to be instituted on a regular basis


The committee suggested that remedial classes can be taken on Saturdays or even crash course remedial classes in the last one or two weeks of the semester.

### Suggestions towards new strategies:

- To introduce green audit
- Conduct state level and national level seminars by setting target dates
- Try for affiliation of new courses in PG level including MBA
- Regular meetings with Heads of Departments
- Self Appraisal should be taken seriously
- PTA meetings to be conducted more regularly with special focus on weaker students
- Tap UGC grants for research and lab equipments
- Tap resource from alumni and other philanthropists

The meetings came to an end with prayer by Dr. Grace Premila.

  
Dr. Grace Premila  
Co-ordinator

  
Prof. Esther Prasanakumar  
Principal-in-charge



## **BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE**

### **MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL HELD ON 08.10.2015 AT 11.00 P.M. IN THE PRINCIPAL'S CHAMBER**

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The meeting started with prayer by Mrs. Suvina Benjamin. The roll call was taken.

The Principal discussed the incident of the fig tree (Mark 11:12-14) which was cursed by Jesus because it did not bear fruit. She reminded the staff not to rest on the past victories alone but to work towards new achievements.

#### **Confirmation of the Minutes:**

The minutes of the meeting held on 6<sup>th</sup> October 2014 was read and confirmed.

#### **Matters arising out of the minutes:**

- Regarding starting of more P.G. Courses the Principal discussed that she was planning to start MCA, M.Sc. Clinical Psychology and MBA programmes once the infrastructure is ready during the next academic year.
- The Principal allotted the work of getting grant for minor research projects to Dr. Jacqueline, Dr. Susanna and Mrs. Leena Raymond.

#### **To plan a National Level UGC Sponsored Seminar/Conference**

The Principal suggested that it was appropriate to plan a National Level UGC sponsored conference for the next semester. The committee decided the date as 26<sup>th</sup> February 2016 as the right time. Mrs. Suvina Benjamin, Mr. Praveen Kumar and Dr. Renuka Paul were chosen to finalise on the topic for the conference. The staff were also asked to apply for the UGC grants for the same.

### **Remedial Courses during holidays:**

The suggestion for the Remedial Course during the holidays was not feasible because the staff felt that remedial classes would be better during the working days to sort out difficulties faced in any subject applicable to that semester. The staff reported that remedial classes were going on regularly.

### **Departmental Reports:**

The Principal reminded the staff that their departmental activities should be uploaded in their departmental computers with photographs.

### **Highlights about the infrastructure:**

As far as extension of infrastructure is concerned the Principal reported that new additions like 13 LCD projectors have been installed in 13 classrooms and 11 digital cameras for a closer vigilance have been installed in the campus. The classrooms have been painted, more chairs were added in the Seminar Hall, stage was widened, more teachers' table and chairs for staff were provided.

### **New Initiatives in Departments:**

New initiatives in departments were highlighted. Certificate Courses were conducted by Psychology, Computer Science and Management Department. Suggestions were made towards making the college centre for CA/ICS/CS coaching classes which would also help to increase admissions for the college if the courses can be conducted in the morning before the college classes commence.


Dr. Vinay Kumar Yadav encouraged the students of the college towards reviving of the age old house of the Hindi Writer Munshi Premchand and with the efforts of the UP government they have renovated the house as a museum and library in Varnasi. This work has been appreciated and has appeared in all the state news papers in UP about the initiative of the Bishop Cotton Women's Christian College.




Mr. Praveen Kumar reported that the Management Department conducted a free Medical Check up for the staff of the college on the campus during the Management Fest.

Dr. Susanna and Dr. Sharmila from Biotech Department have made achievements towards green audit. They attended the Ecological Concern workshop at Channai conducted by SYNOD. It was the recognition for the good ecological work going on in the campus. They have also initiated a waste paper management through which we can recycle the used papers and bring out finished products like files, paper bags etc., which are being used in the college for various purposes. Waste plastic bottle are recycled for gardening.

The meeting came to a close with a word of prayer by the Principal.

  
Dr. Grace Premila  
Co-ordinator

  
Prof. Esther Prasanakumar  
Principal  
**PRINCIPAL**  
Bishop Cotton Women's Christian College  
No. 19, IIIrd Cross, C.S.I. Compound  
Bangalore - 560 027

# **BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE**

## **MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL HELD ON 29.10.2015 AT 11.00 P.M. IN THE COLLEGE CAMPUS**

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The meeting started with prayer by Dr. Grace Premila. The roll call was taken.

In the absence of the Principal Dr. Grace Premila, Convenor chaired the meeting.

As the instruction of the Principal the meeting was scheduled mainly to discuss about the conduct of a National Level Seminar in February 2016.

### **Topic for the Conference:**

After much deliberation the following titles were suggested by Mr. Praveen Kumar:

- Higher Education of Women in India – Opportunities and Challenges
- Managerial Autonomy of Women Leaders in Higher Education
- Bridging Gender and Social gaps in Higher Education
- Quality Assurance and Accountability of Women Leaders in Higher Education

The members unanimously selected the topic “**Higher Education of Women in India – Opportunities and Challenges**” and the same will be placed before the Principal for approval.

### **Sub-Topics:**

It was further decided to have sub topics under:

- Science and Technology
- Commerce and Management Studies
- Humanities and Languages

The members were asked to submit the sub-topics by 31<sup>st</sup> October 2015.

### **Abstract:**

It was decided to call for abstract from the Research Scholars, Academicians and participants. The modalities for the abstract will be decided in the next meeting.

### **Guest Speakers:**

The committee decided to invite two personalities to deliver key note address at the inauguration session, who have made a mark in their respective field and whose expertise can contribute to the conference. The following names were suggested:



- ❖ Mrs. Sudha Murthy *Chairperson Infosys*
- ❖ Mrs. Kiran Mazumdar *Founder Biocon*
- ❖ Ms. Sonia Narang IPS *Belgaum IPS*
- ❖ Ms. Nemi Chandra, Chief DRDO *Poet & writer*

#### **Panellists and Moderator:**

It was decided to have one panellist for each of:

- Science and Technology
- Commerce and Management Studies
- Humanities and Languages

Apart from the panellists, one Moderator has to be invited. Each panellist will be given 5 minutes and the Moderator 10 minutes to speak.

#### **Budget:**

It was decided to apply for UGC grants for organising the conference. However, because of the time constraint it was decided to go ahead with the conference, pending UGC grants for the same.

It was opined that an amount of Rs.1 lakh would be needed to meet the expenses of the conference which includes: stationery, printing, mementos, travel allowance, food, boarding & lodging, photos, furniture etc.

#### **Registration Fee:**

It was decided to collect a registration fee as under:

Corporates/Academicians	Rs.1,000/- per head
Research Scholars/Panellists	Rs. 500/- per head

#### **Programme Schedule:**

The committee worked upon the tentative programme schedule as under:

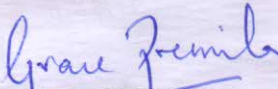
Registration	8.30 – 9.00 a.m.
Inauguration	9.00 – 10.00 a.m.
Session 1: Key Note Address	10.00 – 10.30 a.m.
Session 2: Key Note Address	10.30 – 11.00 a.m.
Tea Break	11.00 – 11.15 a.m.
Presentation	11.15 a.m.–1.30 p.m.
Lunch Break	1.30 – 2.30 p.m.
Panel Discussion	2.30 – 4.00 p.m.
Valedictory	4.00 – 5.00 p.m.
Tea Break & Distribution of Certificates	5.00 – 5.30 p.m.

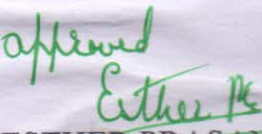


**Committees:**

The following committees were formed to facilitate the conference:

<b>Funds:</b> Mr. Praveen Kumar - C Dr. Jacqueline T R Dr. Susanna Mrs. Sujaya		<b>Brochure:</b> Mrs. Suvina Benjamin - C Ms. Jyothi B G Dr. Grace Premila Mrs. Prathiba David Mrs. Sujaya
<b>Abstract and Selection of Panellist</b>		
<b><u>Science &amp; Technology</u></b>  Dr. Jacqueline T R - C Dr. Susanna Mrs. Ann Kuruvilla Dr. Grace Premila	<b><u>Commerce &amp; Management</u></b>  Mr. Khaleel Ahmed - C Mrs. Leena Raymond Mrs. Prathiba David	<b><u>Humanities &amp; Language</u></b>  Dr. Manonmani - C Dr. Vinay Kumar Ms. Jyothi Dr. Renuka Paul
<b>Printing &amp; Stationery</b>  Mr. Prathiba David - C Dr. Manonmani Mrs. Suvina Benjamin Dr. Grace Premila Dr. Narasimhan Mrs. Sujaya  (Invitation/Programme Sheet, Badges, Journal)		<b>Guest Speakers to be arranged</b>  Dr. Esther Prasanakumar Dr. Vinay Kumar Yadav - C Mr. Praveen Kumar Dr. Susanna Dr. Narasimhan
<b>Invitation to Colleges</b>  Dr. Renuka Paul - C Mrs. Leena Raymond Mrs. Ann Kuruvilla		

  
**DR. GRACE PREMILA**  
 CONVENOR

  
**PROF. ESTHER PRASANAKUMAR**  
 PRINCIPAL



## **BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE**

### **MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL HELD ON 6.11.2015 AT 2.30 P.M. IN THE COLLEGE CAMPUS**

Roll call was taken and the minutes of the earlier meeting held on 28<sup>th</sup> October 2015 was read and confirmed.

After discussion the following decisions were made unanimously.

#### **Sub-themes:**

##### **Science & Technology**

- Connect India – Women Empowerment in Higher Education in the Digital Era.
- Women in Science and Information Technology sector in India.
- Challenges and opportunities for women in science & technology.
- Taking scientific education issues forward – prospects for the 21<sup>st</sup> century.

##### **Commerce & Management Studies**

- Management autonomy of women leaders in higher education.
- Is current higher education research and training relevant to women's current problems.
- Higher education environment and women's need – legislative and infrastructure support.
- Quality assurance and Accountability of women leaders.

##### **Humanities**

- Is gender an issue in higher education?
- Cultural conditioning: a challenge for Higher Education.



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## Participants

Research Scholars and Academicians are invited to present original Research Papers on the sub themes of the conference.

## Call for Papers

Guidelines for submission of abstract and papers:

- ❖ Abstract should not be of more than 300 words.
- ❖ A hard and soft copy of the full paper of maximum 3000 words types in MS Word with 1.5 indent line spacing and font Times New Roman, size 12 point with one inch margin on all four sides should be sent by e-mail to:  
[bcwcc123@gmail.com](mailto:bcwcc123@gmail.com)
- ❖ The paper should include the title, author, name, mailing address, telephone number and email-address.
- ❖ The abstract and full paper should be submitted on or before 15<sup>th</sup> January 2016.
- ❖ The completed registration form along with registration fee should reach the Conference Co-ordinator by 16<sup>th</sup> February 2016.
- ❖ Paper presentation in absentia will not be allowed.
- ❖ The selected papers will be reviewed and evaluated and published in the 'Journal of Women's Studies' with ISSN No. 2278-9367.

It was decided to include other members of the staff in the paper selection committee. Dr. Renuka Paul, Mrs. Ann Kuruvilla and Mrs. Leena Reymond were asked to send letters to colleges in various state of the country.

- Certificates will be issued after the Valedictory Ceremony.

Registration Fee:

Local Participant	Rs.1,000/-
Outstation Participant	Rs.1,500/-
Research Scholar	RS. 500/-



**Accommodation:**

Outstation participants will be provided accommodation with a prior request. No TA/DA will be paid to participants.

The following persons were suggested as Panellists:

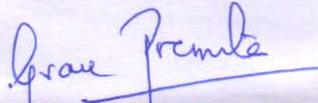
Humanities & Languages: Dr. Shantha of Jyothi Nivas College

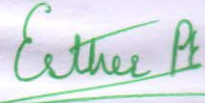
Science & Technology: Dr. Michael Rajarathnam, St. Joseph's College

Commerce & Management: HoD of Commerce, Bangalore University.

It was also suggested to invite an Officer from NAAC office, Bengaluru as Moderator and Dr. Seethamma, Registrar, Bangalore University as the Chief Guest for the Valedictory Ceremony.

It was decided to have a Mime show by the students based on Women's issues at the Valedictory.

  
DR. GRACE PREMILA  
CONVENOR

  
PROF. ESTHER PRASANAKUMAR  
PRINCIPAL



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## BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

### MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL HELD ON 18.11.2015 AT 10.30 A.M. IN THE COLLEGE CAMPUS

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The meeting started with a word of prayer by the Convenor, Dr. Grace Premila.

Roll call was taken and the minutes of the earlier meeting held on 6<sup>th</sup> November 2015 was read and confirmed.

The following matters were discussed:

#### Sub Topics under Humanities:

As there were only 2 sub topics, it was decided to add the following 2 topics:

- Cultural conditioning: a challenge for Higher Education.
- Women's education – an instrument of social change.

#### Paper presentation:


Number of participants who will be presenting the papers will depend on number of participants who register. The notification of paper acceptance should be done by 20.1.2016.

#### Panelist:

Humanities: Dr. Roopa Ravi, Head, Department of Sociology, Lady Doak College, Madurai was suggested.

- It was decided to submit the proposal seeking financial assistance for the conference on 25<sup>th</sup> November 2015 to the NAAC office.
- Printing of the brochure by 1<sup>st</sup> week of December 2015.
- The last date to get the request for accommodation from outstation participants is 30.01.2016
- To create a new email ID for the purpose of the conference as under:  
bcwccconference@gmail.com
- Mrs. Manjula, faculty, Department of Computer Science has to upload the details of the conference in the college website.

  
DR. GRACE PREMILA  
CONVENOR

  
PROF. ESTHER PRASANAKUMAR  
PRINCIPAL



## **BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE**

### **MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL HELD ON 8.1.2016 AT 2.30 P.M. IN THE COLLEGE CAMPUS**

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The meeting started with a word of prayer by the Principal, Prof. Esther Prasanakumar.

Roll call was taken and the minutes of the earlier meeting held on 18<sup>th</sup> November 2015 was read and confirmed.

The following matters were discussed.

- The Principal informed the committee that the NAAC office has written a letter informing that our proposal for financial assistance could not be considered due to paucity of time. She told that in future any proposal for financial assistance should be submitted 6-7 months in advance and topics should be selected from the list of topics enlisted by NAAC.
- The Principal informed the members that Dr. Roopa Ravi, Head, Department of Sociology, Lady Doak College, Madurai has expressed her inability to accept our invitation as a panellist for humanities.
- The Principal informed the members that Mr. PWC Davidar IAS, Principal Secretary, Personnel and Administrative Reforms, Government of Tamil Nadu has consented to be the Chief Guest.
- Dr. Shanthi Davidar, Consultant Psychiatrist, Rainy Hospital and Madras Medical Mission will be Guest of Honour and the panellist for humanities.
- The Principal said that she had requested Dr. Susheela Kaushik, Former Co-chair Person, UGC National Consultative Committee on Capacity Building of Women Managers in Higher Education in India and former Professor, Delhi University and Dr. Susheela Kaushik has agreed to deliver the keynote address.
- Dr. Latha Christie, Scientist 'G'- Associate Director, Microwave Tube Research and Development Centre, Bengaluru has agreed to be the Chief Guest at the Valedictory of the conference.
- Dr. Susanna informed the committee that Dr. Asftab Hussain, Professor, Department of Physiology, GKVK, Bengaluru has been invited to be the Panelist for Science and Technology.
- Mr. Khaleel Ahmed said that Dr. S. Ramesh, Professor and Dean, Faculty of Commerce and Management, Mount Carmel College, Bengaluru will be the Panelist for Commerce.

- Dr. Grance Premila, Convenor informed that a new email ID [bcwccconference@gmail.com](mailto:bcwccconference@gmail.com) was been created and brochures of conference were sent to various colleges in the country. As a result, academicians and research scholar are sending abstracts and the same are passed on to the Abstract Committee for their remark on acceptance.
- It was informed that invitations for the conference is under printing and the same will be sent to the invitees, participants and principals of the colleges shortly.
- Orders for stationery items and printing of certificate have been placed.
- The accommodation arrangements have been made for the dignitaries and out station participants.



DR. GRACE PREMILA  
CONVENOR



PROF. ESTHER PRASANAKUMAR  
PRINCIPAL



# **BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE**

## **MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL HELD ON 5.3.2016 AT 11.00 A.M. IN THE COLLEGE CAMPUS**

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Roll call was taken and the minutes of the earlier meeting held on 8<sup>th</sup> January 2016 was read and confirmed.

Prof. Esther Prasanakumar, Principal stated that the meeting was called to review the conference proceedings.

The Principal thanked the IQAC members for their effort in conducting the National Level Conference on 26<sup>th</sup> February 2016 and she congratulated them for its success.

Dr. Vijayashri Ravi and Mrs. Vasudha Pansare were invited for the meeting and the Principal thanked them and appreciated their co-operation.

The Principal read out the remarks by the dignitaries presided over the conference:

We had a great time at Bishop Cotton Women's Christian College on the occasion of the National Conference on Higher Education of Women – Challenges & Opportunities. We like the warmth on your campus and the audience. It can be seen and is very evident that all of you – staff and students are enjoying life. – P.W.C. Davidar IAS

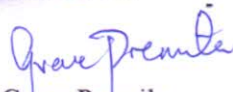
I enjoyed the workshop which was very useful, informative and participatory. It was nice to see the sustained interest of the students and faculty throughout the day. The presentations by the students and teachers were well worked out and showed the interest and commitment. I am happy to be back again. The Bishop Cotton College has showed its commitment towards studies and cause of women's education. - Dr. Susheela Kaushik


I am really privileged to be here for the valedictory function of National IQAC Conference on Higher Education of Women. The Principal and staff are very loving and the environment is so beautiful. - Dr. Latha Christie

- An amount of Rs.42,700/- has been collected as registration fees.
- The conference was covered by Kasturi TV channel and News papers – Deccan Herald, Hindu, Prajavaani, Vijaya Karnataka.
- Some of the remarks by the paper presenters/participants:
  - Well organized
  - Eminent resource persons
  - Time allotted for paper presentation was inadequate
  - Panel discussion should be more
  - Paper presentation not up to the mark



- The principal said that the IAQC has set an example for conduct of seminars/conference/workshop. The other departments can follow and conduct activities.
- It was informed that the departments of Chemistry, Botany and Biotechnology have organized an inter disciplinary workshop on "Advances in Plant and Biomedical Sciences" in collaboration with Indian Academy of Sciences - Bangalore, Indian National Science Academy – New Delhi and the National Academy of Sciences, India – Allahabad on the 10<sup>th</sup> and 11<sup>th</sup> of March 2016 in the college campus. The Indian Academy of Sciences, Bangalore has sanctioned a grant of Rs.90,000/- for the workshop.
- The Commerce Department is planning to conduct a seminar/ workshop in August 2016 and has decided to apply NAAC office for grants.
- The college is planning to tie up with other universities/colleges for twinning programme, transfer programme, provided the Bangalore University grants its permission to the college. Concordia College, New York has approached the college for an American Transfer Programme. In the transfer program, the credits that are earned from the Bishop Cotton College will be transferred to Concordia College and degree will be granted by it. Students need not come back to Bishop Cotton College for an award of a degree.
- Another Canadian university has come forward to offer a course. Students have to study 1 year here and 2 years in Canada. It offers scholarships, education loans, summer camps, employment opportunities and special training for professors.
- The members felt that if the Bangalore University gives its approval for such programs, the college can go ahead, which will improve the admission for various courses of the college.
- The members requested the Principal to put teaching staff on designations like Assistant Professor, Associate Professor and Professor. The Principal said that the Board of Management is of the opinion that placing staff on designation may pave way for staff to claim pay as per designation. The members felt that since ours is a private Management, the management can evolve some criteria, incentive system and introduce this system. The Principal said she will convey the request to the Management.
- The tentative date for degree Thanksgiving and Valedictory – 6<sup>th</sup> April 2016.
- Photo session for staff, IQAC members and students – last week of March 2016.
- Class teachers, departments can conduct education tours/one day excursion in March 2016.

  
Dr. Grace Premila  
Convenor

  
Prof. Esther Prasanakumar  
Principal



## **BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE**

### **MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL HELD ON 8.11.2016 AT 10.30 A.M. IN THE COLLEGE CAMPUS**

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The meeting started with a word of prayer by Prof. Esther Prasanakumar, Principal.

Roll call was taken and the minutes of the earlier meeting held on 5<sup>th</sup> March 2016 was read and confirmed.

The following matters were discussed:

- The Principal, Prof. Esther Prasanakumar informed the members that steps are being taken to introduce new courses both in UG and PG. She said that a representation has been made to the Bangalore University seeking their permission to introduce M.Sc. Psychology and also 3 new combinations in B.Sc. –
  - a. Nutrition & Dietetics, Chemistry, Zoology
  - b. Chemistry, Zoology, Biotechnology
  - c. Chemistry, Botany, Zoology

The Principal further stated that an amount of Rs.6 lacs has been earmarked for upgradation of Zoology lab, Rs.50,000/- for Home Science lab. Since the Management has given its consent, affiliation fee for the new courses has been paid to the University. She asked the concerned departments to be ready as the inspection team may visit the college anytime.

- As far as the infrastructure is concerned, the Principal said that the present bank extension counter will be relocated in the campus along with ATM machine and the bank room will be converted into M.Sc. Psychology lab, classroom. Cafeteria is under construction and the present canteen space will be used on priority basis – PUC library or classroom. She said that she also has a plan to have one full-fledged computer lab.
- The Principal informed the members that an extra room from the law college block in the first floor will be occupied by the commerce students during next academic year and if classrooms are ready and sufficient, there is a proposal to cancel the shift system in B.Com. The committee welcomed the proposal.
- Regarding strategy for new admissions the Principal said that the present day IT technology like facebook, website, whatsapp etc. should be used for promotional activities of our college. She asked the members to facilitate an interaction with our own II PUC students and give them input about the courses, add-on courses, and placement facilities offered by the college so as to retain them in the college for degree courses.

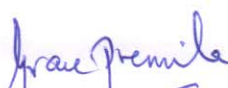



- New initiatives in the Departments: The Principal asked all the departments to conduct state/national level seminars, workshops, symposiums, faculty development programmes, panel discussion. She asked them to target 10-15 colleges and invite them personally so that there is good participation.
- Mr. Khaleel Ahmed informed the members that the Commerce Department is organising a panel discussion in the last week of January 2017. The Principal insisted that the Commerce department get NAAC sponsorship for their departmental programme.
- The Principal proposed introducing Diploma/Certificate courses for a duration of one or one and a half year, which are listed by the Bangalore University, from 3.00 to 6.00 p.m. in the college campus. The members informed that the Bangalore University offers Diploma in Women's Studies and Kannada language. The Principal asked Dr. Manonmani S, Head, Department of Kannada to see the possibility of having a PG diploma programme in Kannada. She requested Mrs. Ann Kuruvilla and Mrs. Leena Raymond to get more information on Diploma/Certificate courses that can be introduced by the college.
- The committee felt that Nursery/Montessori school and a B.Ed. college can be thought off to facilitate generation of income to the college. The Principal informed that Nursery and Montessori schools can be a feeder institutions to Bishop Cotton Boys' School and Bishop Cotton Girls' School and an agreement can be arrived at with these institutions. The committee requested the Principal to place this proposal before the Board and do the needful. In the meantime, the Principal asked the Home Science department to study the pattern to be followed for starting Nursery/Montessori school.
- The Principal expressed the need for conducting Remedial Classes in a systematic way. Each department/lecturer should identify one free hour per week and take remedial class by rotation. Some departments are already following the system and other departments to work on it and put into action in the coming semester. Dr. Grace Premila was asked to co-ordinate with Mrs. Chaya Anilkumar and Ms. Suriya Naaz, staff in-charge of Remedial classes and send a circular to all the Teaching Staff to that effect.
- The Principal informed that the Heads of Departments should conduct departmental meetings and records should be maintained. She asked the HoDs to submit a timetable for their departments with date of meeting, once the college re-opens in January 2017.
- PTA Meeting: Since-students are facing relationship problems, Principal said that there is a need to have an orientation for the parents. It was decided to have an orientation on a Saturday for the parents of first degree students in the 2<sup>nd</sup> or 3<sup>rd</sup> week of January 2017. Staff in-charge of PTA meetings to make necessary arrangements.



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- Alumni Meet: Principal asked Dr. Vinay Kumar Yadav, in-charge of Alumni Meetings to conduct it in March 2017 and collect the data of the alumni. She said the Alumni can address our degree students, share their experience in the college, the benefits they received etc. and later continue the Alumni meet. She also asked him to look into the possibility of a donation from the alumni towards solar panels for the college, which requires a huge sum.
- Inter-disciplinary Programme: The Principal proposed a visit to Kidwai Cancer Hospital by the students and blood donation camp in association with Kidwai in order to help poor patients who cannot afford to pay for the blood.
- Innovation/Best Practices: The following programme were suggested:
  - Earn while you learn ✓
  - Wealth from waste ✓
  - Vehicle free day in January 2017
  - Handful of Rice – to be collected over a period of time and give to slum dwellers
  - Drilling Bore wells – 2 nos.
  - Solar Panels
  - Medical check up for staff once a year at CSI Hospital on 50:50 sharing

  
Dr. Grace Premila  
Convenor

  
Prof. Esther Prasanakumar  
Principal

## **BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE**

### **MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL HELD ON 25.3.2017 AT 10.30 A.M. IN THE COLLEGE CAMPUS**

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The meeting started with a word of prayer by Prof. Esther Prasanakumar, Principal.

Roll call was taken and the minutes of the earlier meeting held on 8<sup>th</sup> November 2016 was read and confirmed.

The following matters were discussed:

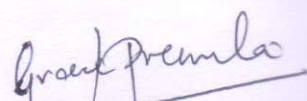
- The Principal, Prof. Esther Prasanakumar said that the college is waiting for LIC visit to get the permission for new courses from the Bangalore University.
- The Principal informed the members that shifting of bank is under process and once the room is vacated, it will be used for M.Sc. Psychology lab and classroom.
- Principal told that extra classrooms will be made available for the next semester.
- The Principal informed the committee that the B.Com. classes will work from 9.00 a.m. to 1.00 p.m. and foundation courses/certificate courses will be conducted in the afternoon.
- It was informed to the members that Commerce, Management Studies and Home Science departments have addressed the PUC students and briefed them about the courses keeping the forthcoming admission for 2017-18.
- Regarding starting of nursery/Montessori, Principal said that the same is kept in abeyance because of the space constraint. Lot of procedure is involved for starting a B.Ed. college and the Management has appreciated the proposal.
- The Principal stated that the Heads of the Departments are yet to conduct the departmental meetings in consultation with her and she insisted that they should do so before the close of the semester.
- The Principal stated that a Blood donation camp was held on 14<sup>th</sup> March 2017 in collaboration with Kidwai Hospital, who in turn distributes the blood collected to the poor, needy patients. She said that as planned in the earlier meeting, students should pay visit to Kidwai.
- The Principal discussed about the innovation/best practices listed in the last meeting and said that not much has done in this direction.



- Dr. Vinay Kumar Yadav said that the Alumni Meet could not be held in March 2017 and steps are being taken to have it on 8<sup>th</sup> April 2017.
- The Principal stated that the college is paying a huge amount on water bills and it is time that technicians are asked to come and inspect the campus for availability of water points to drill bore wells.
- The Principal informed the members that the college has applied for new combinations in B.Sc. and new course in M.Sc. Psychology. The required payment of fees has been done and the college is waiting for the LIC visit based on which the Bangalore University will sanction the order to start the new course/combinations.
- The Principal asked the departments to prepare a detailed report of their activities with PPT which can be used in the preparation of SSR for NAAC accreditation.
- The Principal spoke about the need for starting an Internal Complaints Committee (ICC) in the college which can maintain the records of any complaints of sexual harassment to staff or students. She stated that programmes/workshop/seminar can be conducted on Gender Equity issues to create a space for healthy understanding of each other and not to debate. The committee suggested that a programme of such nature can be had in July 2017.
- The Principal suggested that Kannada Learning classes can be conducted for non-kannadiga students which will help them to communicate in the local language in their day to day life. Dr. Manonmani was asked to come up with a proposal.
- Foundation Courses: The Principal informed the members that the College has signed a MoU with Siddhanth Learning Solutions Pvt. Ltd. for foundation course in CPT-CS. The College is expecting that 30 students each will be opting for CPT and CS. The members suggested that the college can see the viability of starting new courses in Fashion Designing, Interior designing.
- The Principal reported that the departments (Commerce, BBA, CBBT, Kannada, Hindi) have completed their trips for the academic year.
- Green Audit Committee: The Principal stated that steps should be taken to form a Green Audit Committee and to make the campus eco friendly, a green cafeteria. A seminar on environment consciousness to be conducted in August 2017.
- NAAC Recommendations: The members asked the Principal to see that:
  - Use of chalk board to be phased out introducing modern teaching aids,
  - Cables to be changed for LCD projectors installed
  - New LCD projector for Botany/Biotech Lab.
  - To start M.B.A. from 2018-19
  - Awards for Teachers – Diocesan Education Committee to think of awarding staff
  - Provision for seed money for research tie-up with IIM, IBM etc. – Staff have to visit other established institutions and see how they are doing.
  - The college is registered with Google Add World for advertisement for admission. To look for other advertising means like Radio Mirchi etc.



Prof. Esther Prasanakumar  
Principal



Dr. Grace Premila  
Convenor



# **BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE**

## **MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL HELD ON 15.11.2017 AT 10.30 A.M. IN THE COLLEGE CAMPUS**

The meeting started with a word of prayer by Prof. Esther Prasanakumar, Principal.

Roll call was taken and the minutes of the earlier meeting held on 25<sup>th</sup> March 2017 was read and confirmed.

### **Matters arising out of the minutes:**

- The Principal informed the members that the Bangalore University has given its consent to start M.Sc. Psychology from the year 2017-18. However, since the permission was granted late, admissions could not be done for the said year and efforts will be made to advertise for admission for 2018-19.
- The Principal also informed the members that permission has been given by the University to start the new combinations in B.Sc. - Chemistry, Zoology, Biotech, Nutrition & Dietetics, Chemistry, Zoology and Chemistry, Botany, Zoology. She stated that there was good response for the courses in 2017018.
- The Principal briefed the members about the Internal Complaints Committee. She said that an agreement has been made with 'Harassment at bay' for a period of 3 years.

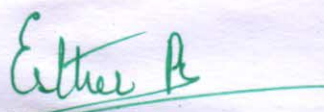
### **The following matters were discussed in the meeting:**

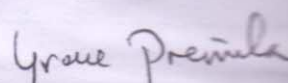
- The Principal, Prof. Esther Prasanakumar named Dr. Grance Premila, Dr. Renuka Paul and Mrs. Prathiba David as Convenors of IQAC.
- The Principal read out the names of the staff members criteria-wise and the members have been asked to meet on 23<sup>rd</sup> November 2017 to chalk out their duties for NAAC re-accreditation.
- The Principal informed the members that an email has been sent by the Principal of Madras Christian College on behalf of United Board extending their assistance in preparing SSR report. It was decided to invite the board in February 2018.
- It was decided to find out the diploma courses offered by Bangalore University and see the feasibility of introducing some relevant courses in our college.
- It was recommended to start "Advance Diploma in Accounting and Business offered by ACCA, UK". It was also proposed to start Travel and Tourism with History combination under B.A. The Principal asked Mr. Praveen Kumar to follow up with regard to starting of M.B.A. course.
- The departments were asked to prepare PPT on their activities from 2014 onwards and it should be screened in January/February 2018.



-2-

- The Principal asked the departments to conduct seminars, workshops regularly. She insisted that a seminar on Gender Equity should be conducted.
- Seminar on Green Audit to be conducted in January/February 2018. Dr. Sharmila, HoD, Department of Biotechnology to initiate the work.
- The committee recommended for the following Infra Structure Improvement and requested the Principal to place it before the Management.
  - a. New Block – Commerce Lab, Language Lab, Medical Room, PG Library
  - b. Lights for Library
  - c. Seminar Hall Stage
  - d. New IQAC Room
  - e. Reception Counter and Office
  - f. Toilet Doors
  - g. Solar Panels
  - h. Rain Water Harvesting
  - i. Sanitary pad vending machine
- Any other matters:
  - Advertisement for admission to degree courses: It was decided that the degree staff members would address the PUC students and brief them about the courses offered. It was also suggested that a list of courses offered in Degree be printed in PUC calendars and SMS be sent to II PUC students' parents regarding reservation of seats for degree courses on payment of Rs.5,000/- by 15<sup>th</sup> February 2018. Banners to be put in schools and colleges, fliers should be distributed in CSI institutions.
  - It was decided to have Model Exam for 3 days instead of open book exam and encourage all the students to take up without fail.
  - The Principal proposed to have Convocation instead of Graduation Ceremony and suggested that the students can have College Day/Valedictory with some cultural programmes.

  
Prof. Esther Prasanakumar  
Principal

  
Dr. Grace Premila  
Convenor



# BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

## MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL HELD ON 15.5.2018 AT 11.00 A.M. IN THE COLLEGE CAMPUS

The meeting started with a word of prayer by Mrs. Suvina Benjamin.

Roll call was taken and the minutes of the earlier meeting held on 15.11.2017 was read and confirmed.

### Matters arising out of the minutes:

- Regarding starting "Advance Diploma in Accounting and Business offered by ACCA, UK", the Principal asked Mr. Khaleel Ahmed to follow up.
- The Principal asked Mr. Praveen Kumar to get in touch with the Secretary, KCC and get the documents required for MBA course.
- It was decided to have one common format for the departmental reports which have to be prepared for the academic year 2013-14 to 2017-18. A target date to be fixed to submit the reports
- It was noted that the following conference/seminars were held:

12.09.2017	Inter Collegiate Panel Discussion on "Skilled India, Make in India" Panelists: Prof. Archana Krishnamurthy, Founder Management Consulting and Event Management Firm Ms. Usha Mohan Iyer, Educational Consultant Founder, Bangalore School Ms. Vandana Suri, Founder, Taxshe; Investment Banker Ms. Vasuki, Jewellery Artist Mr. Gaurav Singh, Educationalist and Evangelist
08.03.2018	The Speaker Series Program 2018-04-06 Women Empowerment – Empowering Women through knowledge, skill development or entrepreneurship  Speaker: Dr. Vijila Kennedy, Fulbright Alumni, USIEF.
21.03.2018	Humanities Department organized One Day National Conference on "Becoming Woman: Crafting the Female Self in the Private and Public Spheres Chief Guest: Sri Acharya Ajit Kumar, Founder Chairman of VDM-India on the move NGO
22.03.2018	Placement Cell organized "Disha Hackathon to promote Women in Entrepreneurship" by UNDP, Karnataka
24.03.2018	Placement Cell: A Workshop in collaboration with UNDP, the Entrepreneurship Cell 'The Disha Dialogue' was an Entrepreneurship Awareness Programme.



03.04.2018	<p>Political Science in collaboration with G2 India Charitable Trust ®  Panel Discussion on 'Youth Reservation Bill'  Panelist 1: Mrs. Roopa D (IPS)  Panelist 2: Mr. Raghava K.K.  World Renowned Contemporary Artist  Panelist 3: Mr. Anil Shetty, Lead Campaigner,  Youth Reservation Bill</p>
04.04.2018	<p>Department of CBBT and ZOOLOGY organized  National Conference on 'Redefining Globalisation'  Inaugural Address: Dr. Krishna Ra,  Prof. of Economics, Institute for Social &amp; Economic Change,  Bengaluru</p> <p>Dr. Vishnukant Chatpalli, Advisor, NAAC</p> <p>Speakers: Dr. Ramachandra Shetty  Dean, Department of Pharmacy, RGUHS, Bengaluru</p> <p>Dr. Ashwani Mahajan  Associate Professor, PGDAV College, Delhi.</p> <p>Dr. Sreevalsa Kolathyar  Assistant Professor, Amrita Vishwa Vidyapeetham University,  Coimbatore</p>

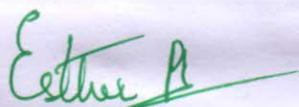
- Infrastructure: The Principal reported that Language Lab will be moved to G2, medical room to be provided for students, lights for library are being fixed, IQAC room on the list. She also said that the plan for the construction of 3<sup>rd</sup> floor has been submitted to BBMP for its approval and Toilet doors work is in progress.
- The Principal asked Dr. Sharmila to get information on Sanitary pad vending machine.
- It was decided to give two tests in a semester to improve the quality of results.
- Mrs. Leena Raymond was asked to get a suitable person to go through our SSR report and to guide us improve it further.
- It was decided to have a National Seminar in the 3<sup>rd</sup> week of August 2018 by the Commerce, Management and Economics departments jointly.
- The Principal ask the members to look for a possibility to conduct an International Seminar in any subjects offered by the college. She also encouraged to have Panel Discussions/Small Workshops by departments.
- Possibility of putting up a board highlighting the activities of the departments (week-wise) was discussed.



- Composition of IQAC: It was decided to have the following members on the IQAC for 2018-19:

Co-ordinator	Dr. Grace Premila
Management Representative	Mr. Victor Daniel, Treasurer, Board of Management
Administrative Representative	Mrs. Leena Wesley, Superintendent, Accounts Mrs. Sheetal, SDA
Alumni	Mrs. Prathiba David Ms. Rita,
Nominee from the Local Society	Mrs. Suvina Benjamin
Student Representative	Ms. Pooja
Employer/Industrialist/Stake Holders	Ms. Roopa Alphatech Pvt. Ltd.

- It was decided that the Mentors have to meet their students allotted to them, twice a month during lunch time anywhere feasible to them in the campus.
- Mentors to encourage the students to take part in NCC, NSS, NEN, Sports, and Club Activities.
- To install suggestion boxes at Canteen and Library and Dr. Susanna and Dr. Manonmani will be in charge of them respectively.



Prof. Esther Prasanakumar  
Principal



Dr. Grace Premila  
Convenor

# **BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE**

## **MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL HELD ON 23.10.2018 AT 10.30 A.M. IN THE IQAC ROOM**

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The meeting started with a word of prayer by Dr. Grace Premila.

Roll call was taken.

The minutes of the meeting held on 15.05.2018 was read and confirmed.

### **Matters arising out of the minutes (Action taken Report):**

The Principal, Prof. Esther Prasanakumar reported that:

- The Language Lab work is completed and 32 computers are installed. UPS to be installed. The lab can be used for conducting IELTS in the evening and it is open for outsiders too.
- Advance Diploma in Accounting and Business offered by ACCA, UK", could not be introduced as the subjects are repetitive and cost is on the higher side.
- MBA – Mr. Praveenkumar was asked to follow up with KCD for documents required.
- Departmental Reports – Presented before the Principal in the seminar hall
- Infrastructure: Most of the work is completed except the approval of plan for the 3<sup>rd</sup> floor by BBMP.
- Some quotations have been received with regard to Sanitary pad vending machine and the same will be installed by November 2018.
- One general test and one class test were conducted.
- International Symposium was held instead of national conference.
- Board highlighting the activities of the college is not yet ready.
- Composition of IQAC- in place of Ms. Roopa of Alphatech Mr. Antony will be inducted.
- Mentors list for the academic year has to be prepared.
- Suggestion box at the canteen – Dr. Manonmani to look into the same.



## NEW AGENDA

The following matters were discussed:

1. Mentors to meet students twice a month during lunch time

The Principal reiterated the need of mentors meeting their wards during lunch time anywhere in the campus. She instructed the members that proper planning should be done so as to enable the mentors to have meeting with their wards continuously for 3 years of their studies in the college.

2. The Principal requested the members to encourage the 1<sup>st</sup> year students to take part in any one of NCC, NSS, NEN, Sports and Club activities.
3. The following dates were ear marked to have meetings of staff members - criterion wise to analyse the progress of SSR. All the related documents to be scanned and links to be created in the SSR to view them.

Criteria 1 & 2	November 14 <sup>th</sup> 2018	10.30 a.m onwards
Criteria 3 & 4	November 15 <sup>th</sup> 2018	
Criteria 5 & 6	November 16 <sup>th</sup> 2018	
Criteria 7 &	November 24 <sup>th</sup> 2018	
Review of all the 7 Criteria	November 24 <sup>th</sup> 2018	

Dr. Susanna was asked to see the availability of NAAC personnel to visit our campus and go through our SSR.

4. The Principal informed the members that name plates for plants and tress in the campus will be ready during Nov/Dec 2018.
5. She said that quotations have been received for installation of sanitary pad vending machine and the same will be installed in November 2018.
6. She further informed the members that AQAR for 2017-18 was submitted to NAAC in October 2018.



7. Any other matter

- The Principal stated that the Karnataka Central Diocese, the Management of the college has provided 13 rooms in HRD centre to house BBA, M.Com. and the newly started M.Sc. and required furniture and lab equipments have been provided.
- The Principal informed the members that the college has been ranked 9<sup>th</sup> in the city and 55<sup>th</sup> in the country among the best Arts, Science and Commerce colleges for the year 2018.
- She stated that the Presidency College has selected her as the best Principal and has asked to nominate 3 professors for the 2018 award under Guru Samarpan programme.
- The Principal reported that the following Programmes/Activities were conducted:

International Multi-Disciplinary Symposium on 23.7.2018
Topic: Systems Management – An Overview
M.Sc. Psychology inauguration 16.8.2018
Nishka – Management Fest 18.8.2018
Disha – Annual Cultural Programme
Hindi Play – as a National Workshop
State Level seminar on “Media and Kannada Literature” in association with Karnataka Sahitya Academy on 29.8.2018

8. Future Plans:

- a. Digital notice Board
- b. Installation of Monitors with moving pictures in the campus
- c. More computers for Commerce Lab
- d. Rain water harvesting to be done after construction of the 3<sup>rd</sup> floor
- e. Mrs. Ann Kuruvilla and Mrs. Reeja Esther to develop a format for departmental reports



Prof. Esther Prasanakumar  
Principal



Dr. Grace Premila  
Convenor