

## **MIMUTES OF THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL HELD ON 23.9.2019 AT 2.30 P.M. IN THE BOARD ROOM**

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### Members present

- |                              |                |
|------------------------------|----------------|
| 1. Prof. Esther Prasanakumar | Principal      |
| 2. Ms. Prathiba David        | Coordinator    |
| 3. Ms. Ann Kuruvilla         | Co-coordinator |
| 4. Dr. Manonmani S           |                |
| 5. Ms. Jyothi B.G.           |                |
| 6. Dr. Jacqueline T R        |                |
| 7. Ms. Suvina Benjamin       |                |
| 8. Mr. Praveen Kumar         |                |
| 9. Dr. Vijayashri R          |                |
| 10. Dr. Sharmila Wesley      |                |
| 11. Dr. Marie Kavitha        |                |
| 12. Ms. Esther Watson        |                |
| 13. Ms. Manjula M            |                |
| 14. Dr. Vinay Kumar Yadav    |                |
| 15. Dr. Amitha Santiago      |                |
| 16. Ms. Sujaya               |                |

### Member not present

1. Dr. Grace Premila

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

The minutes of the meeting held on 5.2.2019 was confirmed.

### Action Taken Report

- The Principal informed the members that the starting of MBA has been put on hold.
- The Principal informed the committee that there is a proposal to build a separate block adjacent to library instead of 3<sup>rd</sup> floor construction. The construction would start once the tax payment matter is resolved and the plan for the construction of classroom is approved by the BBMP.

### NEW MATTER

#### **IQAC-01/2019-20: WEBSITE UPDATION**

- It was decided that each and every department should send report of activities conducted along with photos to the Website Committee to upload the same in the college website the very next day and the same has to be sent to email ID: [iqacbcwcc@gmail.com](mailto:iqacbcwcc@gmail.com) Upcoming programmes should be displayed. A camera will be purchased and Mr. John Peter and Mr. Johnson can be given in charge of photography.



- The Principal further stated that reports of the college programmes like Investiture, Disha, Christmas Carols and Valedictory are to be sent to Karnataka Central Diocese to be uploaded in the KCD website.
- Staff profile to be updated once in 6 months. The next updation in December 2019.
- Mobile App for students – the Principal informed that the matter will be discussed with the Treasurer.
- When some of the staff expressed their concern over leakage in the HRD block, the Principal said the same will be looked into shortly.

#### **IQAC-02/2019-20: ADMISSION STRATEGY**

The members suggested the following strategies to improve the admission of UG courses.

- Each department has to interact with PU students of our college. They can go as guest lecturers and highlight the courses offered in degree, demand for pure science, infrastructure facilities, teaching methods and job opportunity. This can be done from the last week of October 2019.
- PU students can be included in some of the activities conducted by the departments like exhibitions etc.
- Staff can address the students of St. John's High School, Mitralaya PU College, Goodwill PU College and Cathedral Composite PU College.
- To participate in Education fairs organised in Bengaluru and in other parts of the country to attract North East and foreign students.

#### **IQAC-03/2019-20: AUDITING OF THE DEPARTMENTAL/COMMITTEES ACTIVITIES**

- Internal Auditing: It was decided that Dr. Amitha Santiago, Dr. Manonmani, Ms.Suvina Benjamin, Dr. Marie Kavitha and Dr. Jacqueline are to visit departments and verify the documents for the activities conducted and write their remarks. Date and time of visit (preferably end of semesters) to be informed to the departments in advance by the committee. Format has to be formulated.
- External Auditing: Experts can be requested to conduct the external auditing once a year and records to be maintained.

#### **IQAC-04/2019-20: FEEDBACK– ALUMNI, STUDENTS, STAFF & MANAGEMENT**

- Staff appraisal will be done according to the format give by the Education Committee and the action taken report for the same will be documented.
- Contribution by alumni: The amount has to be collected from the final year students in the months of January, February and March. The Principal said she will look into the possibility of including this fee in the college fee structure for final year students in consultation with the Treasurer and Accounts Department.



#### **IQAC-05/2019-20: ALUMNI MEET AND REGISTRATION**

- Alumni meet to be conducted every academic year and a register has to be maintained where they write their remarks/comments.
- The Alumni Association has to be registered and Dr. Vinay Kumar Yadav was asked to find out the formalities.

#### **IQAC-06/2019-20: DONGLE FOR WI-FI ACCESS**

- The Principal said that she will look into the Wi-Fi connection for students in the classrooms.
- She asked the members to list out the classroom where wi-fi and mini speakers are required.

#### **IQAC-07/2019-20: STUDENT SATISFACTION SURVEY FOR 2019-20 - FIRST YEAR STUDENTS**

- It was mentioned that Student Satisfaction Survey for 2019-20 has to be done for the current I year students of UG and PG, if possible online feedback can be tried.

#### **IQAC-08/2019-20: INCENTIVES FOR LECTURERS FOR PUBLICATION IN INTERNATIONAL JOURNALS**

The Principal quoted the approval of the Board of Management in its meeting held on 5<sup>th</sup> December 2018. The same is given below.

(REF: BCWCC/BCWCLC/166/2015-18: STAFF MATTERS)

1. The Principal informed that award, incentives need to be given to teaching staff one time in a year in case of accepted publication, UGC journal or international journal or award given by accredited organisation. The Board agreed to give cash award of Rs.5,000/- in recognition of achievement.

#### **IQAC-09/2019-20: PARTICIPATION IN CONFERENCES/FDP BY FACULTY**

- It was decided that every faculty should attend minimum one conference and one FDP every academic year.
- Longer duration conferences/seminars/FDPs can be attended during vacation.
- The institution will pay for only two programmes in a year. More than that staff have to pay and attend.
- The Principal encouraged the staff to conduct FDP in the college. She asked the Commerce and Management to conduct one in the next semester and asked them to finalise date at the earliest. It was reported that Computer Science department is also planning to conduct a FDP.



- Science Departments reported that they were jointly planning a FDP on Intellectual Property Right (IPR).
- Dr. Vijayashri R, was asked to conduct FDP for our staff on Mentoring/Remedial Class when the college reopens in January 2020.

#### **IQAC-10/2019-20: INTRODUCING YOGA**

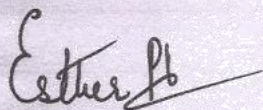
- The Principal informed the committee that Ms. Nirmal Gowda, PED will be in charge of starting yoga in the college.

#### **IQAC-11/2019-20: ONLINE DATA OF STUDENTS**

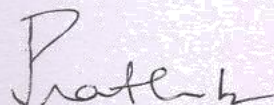
- The members proposed that students' details starting from admission, exam, results, progression, and placement all should be available online instead of searching records, which consume a lot of time. The Principal asked Ms. Manjula, Computer Science Department to look into the matter.

#### **IQAC-12/2019-20: CLARIFICATION ON AQAR**

- It was decided that Eco-watch and Rotaract Club activities will be considered for Best Practices of the college



Prof. Esther Prasanakumar  
Principal



Ms. Prathiba David  
Coordinator

Confirmed !



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

### **MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL HELD ON 29.1.2020 AT 11.00 A.M. IN THE BOARD ROOM**

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#### Members present

- |                              |                |
|------------------------------|----------------|
| 1. Prof. Esther Prasanakumar | Principal      |
| 2. Ms. Prathiba David        | Coordinator    |
| 3. Ms. Ann Kuruvilla         | Co-coordinator |
| 4. Dr. Manonmani S           |                |
| 5. Ms. Jyothi B.G.           |                |
| 6. Dr. Jacqueline T R        |                |
| 7. Ms. Suvina Benjamin       |                |
| 8. Mr. Praveen Kumar         |                |
| 9. Dr. Grace Premila         |                |
| 10. Dr. Sharmila Wesley      |                |
| 11. Dr. Marie Kavitha        |                |
| 12. Ms. Esther Watson        |                |
| 13. Ms. Manjula M            |                |
| 14. Dr. Vinay Kumar Yadav    |                |
| 15. Dr. Amitha Santiago      |                |
| 16. Ms. Sujaya               |                |

#### Member not present

- |                     |        |
|---------------------|--------|
| 1. Dr. Vijayashri R | Absent |
|---------------------|--------|

The meeting began with a word of prayer by Mr. Praveen Kumar.

The minutes of the meeting held on 23.9.2019 was confirmed.

#### **Action taken report**

- Camera is purchased by the college and Mr. John and Mr. Babu are given charge of taking photos of activities.
- The lecturers went to the PUC classes and briefed them about the courses offered in degree.
- Internal audit format was formulated and the internal auditors did the internal auditing by the end of October 2019. There was a review meeting with the internal auditors called by the Principal on the 4<sup>th</sup> of November and the suggestions by the internal auditors were discussed
- Departments of Commerce, Management, Science and Computer Science have decided on the FDP/seminar to be conducted for this semester



## NEW MATTER

### **IQAC-13/2019-20: FDP/SEMINARS/CONFERENCES**

It was decided to have the following FDP/Seminars/Symposium:

- a. FDP on IPR on 8<sup>th</sup> February 2020 by the departments of Chemistry, Botany, Zoology and Biotechnology.
- b. Inter collegiate Seminar on 'Contemporary issues of Corporate Governance in Indian Corporate Sectors' by department of Commerce on 26<sup>th</sup> February 2020.
- c. Inter Collegiate Seminar by the Department of Management Studies on India: A trillion dollar economy – challenges ahead on 3<sup>rd</sup> March 2020.
- d. Multi Disciplinary Symposium by the departments of Home Science, Physical Education and Psychology on 25<sup>th</sup> February 2020.
- e. Faculty Development Programme by the department of Computer Science on Blockchain Revolution on 27<sup>th</sup> February 2020.
- f. The Department of Humanities was asked to take up some activity for the semester.

It was informed that the Department of Commerce has scheduled a workshop on 'Corporate Grooming and Etiquette' on 3<sup>rd</sup>, 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> February for all the final year students.

### **IQAC-14/2019-20: ACTIVITIES CONDUCTED BY DEPARTMENTS (JULY-NOV 2019) ACTIVITIES PLANNED BY DEPARTMENTS (JAN-APRIL 2020)**

The Principal stated that all the departments have submitted details on activities conducted and activities planned and a meeting of the HoDs will be conducted in this regard.

### **IQAC-15/2019-20: STUDENT SATISFACTION SURVEY (SSS) FOR 2019-20 FOR I YEAR STUDENTS (UG&PG)**

The Principal informed that Commerce and Management Studies will be taken care by Ms. Manjula and Arts and Science by Ms. Porkodi and the same will have to be completed by end of February 2020.

### **IQAC-16/2019-20: FACULTY FEEDBACK – IOLITE**

The Principal informed that the Faculty Feedback for Commerce and Management Studies will be taken care by Ms. Manjula and Arts and Science by Ms. Porkodi and the same will have to be completed by end of February 2020.

### **IQAC-17/2019-20: FACULTY TO ATTEND ONE CONFERENCE AND ONE FDP EVERY YEAR**

The Principal encouraged the staff to attend at least one FDP and conference annually for which the college will bear the expenses, other than the conferences and seminars which they are invited to attend.



**IQAC-18/2019-20: ALUMNI MEET – CONTRIBUTION AND ALUMNI ID CARDS**

It was decided to have Alumni Meet on April 18, 2020 and nominate the office bearers for the Alumni Association. It was also decided to issue alumni ID cards to the final year students by the end of the semester.

The final year students have to contribute Rs.500/- towards the Alumni Association by the 1<sup>st</sup> week of March 2020.

**IQAC-19/2019-20: FEEDBACK OF INTERNAL AUDIT (MEETING OF HODS)**

**The Principal will discuss the feedback of internal audit during the HoDs meeting.**

**IQAC-20/2019-20: EXTERNAL AUDIT**

It was decided to conduct the External Audit in the year 2021-22.

**IQAC-21/2019-20: WEBSITE UPDATION – DEPARTMENTAL ACTIVITIES AND PHOTOS TO BE UPLOADED**

Website updation to be done by Ms. Manjula and Ms. Reeja Esther. It was suggested to select responsible student co-ordinators from each department and be given charge of reporting the activities of the departments within 3 days of the programme.

The following faculty are in-charge for updation in the IQAC system.

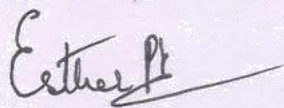
Ms. Ann Kuruvilla	- Languages and BCA
Ms. Jaya Kiruba	- B.A. & B.Sc.
Ms. Vandana	- B.Com., BBA, & PG

**IQAC-22/2019-20: ONLINE STUDENT DATA**

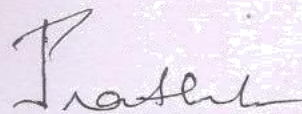
Online Student Data will be maintained by IOLITE co-ordinated by Ms. Manjula.

**IQAC-23/2019-20: PHYSICAL FITNESS TO BE INTRODUCED**

The Principal informed that a FDP on physical fitness programme for staff will be conducted on 2<sup>nd</sup> February 2020.



Prof. Esther Prasanakumar  
Principal



Ms. Prathiba David  
Coordinator



**MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL  
HELD ON 03.06.2020 AT 11.00 A.M. IN THE BOARD ROOM**

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Members present

- |                           |                |
|---------------------------|----------------|
| 1. Ms. Prathiba David     | Coordinator    |
| 2. Ms. Ann Kuruvilla      | Co-coordinator |
| 3. Dr. Manonmani S        |                |
| 4. Ms. Jyothi B.G.        |                |
| 5. Dr. Jacqueline T R     |                |
| 6. Ms. Suvina Benjamin    |                |
| 7. Mr. Praveen Kumar      |                |
| 8. Dr. Grace Premila      |                |
| 9. Dr. Sharmila Wesley    |                |
| 10. Dr. Marie Kavitha     |                |
| 11. Ms. Esther Watson     |                |
| 12. Ms. Manjula M         |                |
| 13. Dr. Vinay Kumar Yadav |                |
| 14. Dr. Amitha Santiago   |                |
| 15. Ms. Chaya Anilkumar   |                |
| 16. Ms. Sujaya            |                |

Member not present

- |                     |         |
|---------------------|---------|
| 1. Dr. Vijayashri R | Apology |
| 2. Ms. Manjula M    | Apology |

In the absence of the Principal Prof. Esther Prasanakumar, Mrs. Prathiba David, Coordinator, IQAC was authorised to conduct the meeting.

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

The minutes of the meeting held on 23.9.2019 was confirmed.

**Action taken report**

- The departments of Chemistry, Botany, Zoology and Biotech conducted FDP on IPR on 8<sup>th</sup> February 2020.
- The Department of Commerce conducted Inter-Collegiate seminar on Contemporary Issues of Corporate Governance in Indian Corporate Sector on 26<sup>th</sup> February 2020.
- The Departments of Home Science, Physical Education and Psychology conducted a multi disciplinary symposium SWASTHYA Way to Wellness on 25<sup>th</sup> February 2020.
- The Department of Commerce conducted a workshop on Corporate Grooming and Etiquette for all the final year B.Com. students and faculty.
- Students and Faculty Feedback was collected for the year 2019-20.
- Principal discussed the feedback of the Internal Audit with the HoDs.



### **IQAC-24/2019-20: CONDUCTING WEBINARS**

Every department was instructed to conduct Inter-collegiate/Intra-collegiate FDP /Webinars/ Workshops/Symposium online and document the same

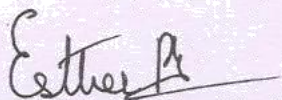
### **IQAC-25/2019-20: AQAR 2019 - 2020**

The criteria convenors were informed to compile the data for AQAR 2019-2020 and submit the filled in criteria answers along with documentation.

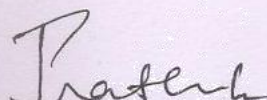
### **IQAC-26/2019-20: DETAILS ON ONLINE CLASSES**

The faculty was given a format to record the details of online classes and activities conducted and participated during the period from March- 30<sup>th</sup> June 2020, the Heads of the Department were asked to compile the same and submit it.

It was decided that Dr. Marie Kavitha will be the convenor for Criteria II and Dr. Grace Premila will be the convenor for Criteria VII.



Prof. Esther Prasanakumar  
Principal



Ms. Prathiba David  
Coordinator