

**Internal Quality Assurance Cell
CHRIST (Deemed to be University), Bangalore**

Minutes of the 27th Meeting of the Internal Quality Assurance Cell (IQAC) Council, held on 1st June 2022, Wednesday at 10.30 am in the Board Room and Webex Meet Platform.

In the Chair: Dr Fr Abraham V M, Vice-Chancellor.

Members Present

Dr Fr Abraham V M - Vice Chancellor
 Dr Fr Jose C C - Pro-Vice Chancellor
 Prof. Chandrasekharan K A - Secretary and Director, IQAC
 Dr Charles J A - Associate Director, IQAC
 Dr Anil Joseph Pinto - Registrar
 Dr Johny Joseph - Controller of Examinations
 Dr Kennedy Andrew Thomas - Professor, School of Education
 Dr Balachandran K - Professor, Computer Science and Engineering (Online)
 Dr Veerta Tantia - Assistant Professor, Department of Commerce
 Mr Vijayan M S - Joint Managing Director, RESIL Chemicals Pvt Ltd (Online)
 Mr Jugnu Uberoi - President, Alumni Association
 Mr Arya Dilip Shirke – Student Representative, Business Administration (Online)

Invitees Present

Dr Fr Joseph Varghese, Personnel Officer
 Dr John Joseph Kennedy - Dean, School of Arts and Humanities
 Dr Tomy K Kallarakal - Dean, School of Commerce, Finance and Accountancy
 Dr Jayadevan Nair - Dean, School of Law
 Dr Iven Jose - Dean, School of Engineering (Online)
 Dr Joby Thomas – Dean, Bangalore Yeshwanthpur Campus

Leave of Absence

Dr Fr Benny Thomas - Director, Admissions
 Dr Fr Viju P D - Professor, Department of Psychology, Director NCR Campus
 Dr Kavitha D - Associate Professor, Department of Professional Studies
 Dr Fr Jossy P George - Associate Professor, Department of Data Science, Director Lavasa Campus
 Dr Somu C S - Director, Strategic and Audit Cell
 Dr Biju Toms (Invitee) - Director, School of Commerce, Finance and Accountancy
 Dr Tony Sam George - Dean, School of Social Sciences
 Dr George Thomas C - Dean, School of Sciences
 Dr Jain Mathew - Dean, School of Business and Management
 Dr Jyothi Kumar – Dean, Bangalore Bannerghata Road Campus



Dr. Fr Abraham V M, the Vice-Chancellor, started the meeting with a silent prayer. He welcomed the newly appointed IQAC Council Members Dr. Veerta Tantia and Mr Arya Dilip Shirke (Students Representative) and thanked the outgoing members Dr. Sweta Mukherjee and Mr. Sanveer Singh (Students Representative). He welcomed all the Council members and invitees present in the meeting.

Fr Vice Chancellor informed the council that SSR was submitted to NAAC portal on 6th May 2022. He expressed his satisfaction on the current score of 3.73 for the Student Satisfaction Survey. He thanked Fr Dr Joseph Varghese on the good results received for citation and h-index from the inflienet. He conveyed his regards to the IQAC and documentation team for the successful completion of Self Study Report. He appreciated the Controller of Examinations, Deans, Heads, Faculty members and Students for extending their cooperation in completing the academic year 2021-22 on time.

Prof. Chandrasekharan K A, Director, IQAC welcomed the new members and said that he is interested in meeting the Student Representative regarding a Student Quality Assurance Cell under the Student Council. He presented the agenda of the meeting. He informed that as per NAAC regulations, a plan of action must be drafted at the beginning of every academic year in the IQAC meeting.

Matters on the Agenda

1. To consider and approve the minutes of the meeting held on 22nd March 2022 and to consider matters arising thereon.

Mr Jugnu Uberoi, President of Alumni Association, congratulated for improving the minutes, especially adding the names of the members who attend the meeting and mentioning even the negative points of the discussion.

The minutes of the meeting of the IQAC held on 22nd March 2022 as circulated with the Notice as 'Annexure A' was duly reviewed and approved.

As a follow up, Prof. Chandrasekharan presented the action taken on the suggestions proposed in the 26th IQAC Council Meeting.

S.No	Proposal/Suggestion	Action taken
1	Mr Jugnu Uberoi, President of the Alumni Association, requested to mention in the minutes, the names of the members who attend the meeting.	Suggestion incorporated in the minutes of the 26th IQAC Council Meeting.
2	Dr. Fr Abraham V M said the NEP Committee already formed to guide on the implementation of National Education Policy can be renamed as NEP Cell.	NEP cell formed via notification dated 3 Dec 2021



3	Prof. Chandrasekharan K A informed that submission of SSR target date has been fixed as 25th April 2022.	SSR has been submitted in the NAAC portal on 6th May 2022.
4	Dr Jain Mathew, Dean of Business and Management requested to develop a full-fledged data collection system for capturing the data daily in ERP.	ERP team has started working on the suggestion.

Prof. Chandrasekharan said that Dr Ivan Jose will be continuing as the head of the NEP cell and an advisory committee will help him to oversee the implementation of the National Education Policy. He informed that the ERP team is working on a full-fledged data management system.

2. To take note of the status of AQAR (2020-21)

Prof. Chandrasekharan informed that NAAC has given time for submission of AQAR up to 31st July 2022. But AQAR 2020-21 will be submitted to the portal as early as possible on getting pending data for eight metrics.

3. To take note of the status of SSR

Prof. Chandrasekharan K A informed that IIQA was submitted to NAAC portal on 16th February 2022. SSR was successfully submitted on 6th May 2022. The Student Satisfaction Survey started on 11th May 2022. Within three days, on receipt of responses from more than 500 students NAAC gave 3.73, a good score. The citation index 4.6 and h-index 41.5 are also good results observed in the inflibnet.

He said that data validation and verification is in process and queries are expected within a week. The queries will be on quantitative metrics and the clarifications must be submitted within 15 days. He explained the preparation needed for the Peer Team visit. He expected the Peer Team to visit the locations of Bangalore Campus and not to the NCR and Lavasa off-campuses as they are only two years old.

Discussion highlights on Peer Team Visit

1. Committees for Campus preparation - Welcome banners, General upkeep
2. Committees for Hospitality Management - Reception, Logistics, Memento
3. Criteria-wise Display and Exhibition on the Qualitative Metrics
4. Presentation by VC, IQAC Director
5. Training on the presentation by Department HoDs
6. Interaction with Board of Management particularly with the External Members - Lunch
7. Interaction with stakeholders - Students; Faculty; Staff; Alumni; Parents; IQAC members excluding IQAC Director, Officials and Deans.
8. Visit to Centres, Offices - Select as per QIM
9. Cultural programme by students - 30-45 minutes
10. Report preparation – One room with admin assistant and arrangement for Exit meeting.



4. To take note of the status of Student Satisfaction Survey 2021-22 (Internal)

Prof. Chandrasekharan K A presented the Internal Satisfaction Survey report for the year 2021-22. He informed that the survey was conducted online from 4th to 9th May 2022 and the questionnaire having 151 questions covering demographic characteristics, academic, campus life and other student support facilities, was mailed to all the UG and PG students. He expressed his opinion that more weightages may be given for academics than other areas as per NAAC requirements.

He informed the council that the overall student satisfaction survey score obtained from 2684 responses is 4.01 out of 5, the highest score in the last 10 years. Dr Fr Abraham V M, the Vice-Chancellor, said that everything was vibrant from day one of this academic year and that has reflected in this impressive score.

Dr John Joseph Kennedy requested to know the ways of reducing the number of questions. Mr. Vijayan appreciated the increase of the score in all the areas of the survey and requested to know whether the survey was anonymous or with the details of the respondents. Fr. Joseph Varghese replied that the user-friendly online survey was conducted for all the campuses and completely anonymous. He said a short cross-sectional survey at the end of the odd semester and an extensive survey at the end of even semester may help in reducing the number of questions. Dr Kennedy Andrew Thomas recommended to include the research component in the survey category for getting interpretation on institutional publication.

Mr Jugnu Uberoi said that the survey result is mind blowing and wished to know any issues students encounter in Computer Networking area. Dr Anil Joseph Pinto, Registrar replied that the Wi-Fi issues were cleared by rewiring the entire networking in the campus. He admitted that the mobile connectivity on the campus is extremely poor, but steps were taken for improvement by installing mobile towers in all the campuses. Mr Arya Dilip Shirke, Students Representative said the fall in the result during 2019-20 is due to pandemic and currently the campus has revived by giving back the spirit and life to the students' activities.

5. To propose the Plan of Action for 2022-23

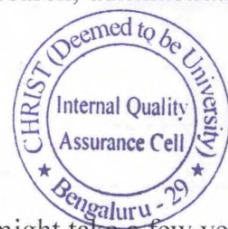
Prof. Chandrasekharan K A explained the need for preparing a short-term institutional action plan as per NAAC guidelines for the next academic year 2022-23. He requested the members to give very specific proposals to improve the quality of academic, research, administration, infrastructure, and in any other relevant area.

The following plans were proposed and discussed

1. Implementing NEP guidelines through the NEP Cell.
2. Strengthening the Data Management System

Mr. Vijayan suggested to make a digitization road map, which might take a few years, but will help in the integration of the common areas. Dr Anil Joseph Pinto replied that strengthening the ERP is in progress with coding happening step by step and everything will be set right in a couple of years.

3. Redefining the role of Teaching and Learning Enhancement Cell.



TLEC should have full time staff with an independent office. It should be strengthened and empowered to train the Heads and Coordinators of the departments on how to focus on the quality of the curriculum and keep the data and documents for curriculum design and Teaching-Learning process.

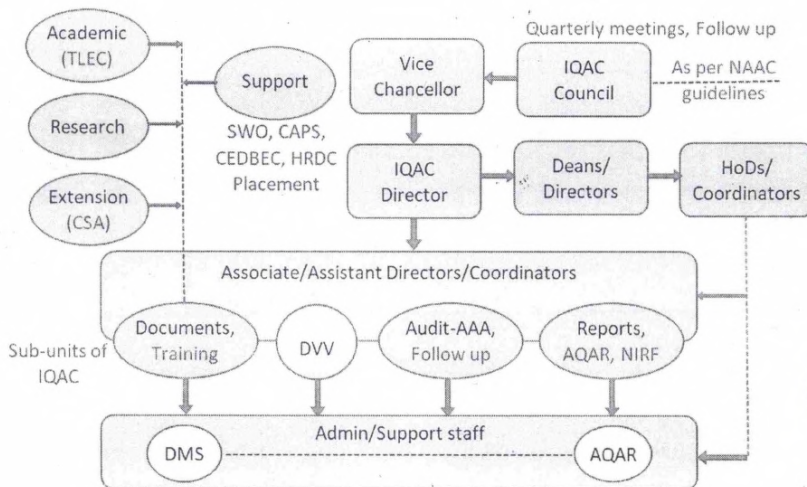
4. Redefining the role of IQAC for effective implementation of quality initiatives.

Fr Dr Jose CC requested to focus on the action plan for the next cycle and emphasised on the role of IQAC in giving training to the departments and centres through several workshops. Dr John Joseph Kennedy suggested that IQAC can collaborate with HRDC and Academic Staff College in giving required training to the faculty. Fr Dr Jose CC opined that role of IQAC is different from the role of HRDC and ASC. He said documentation needs briefing on proper way of approaching digitisation.

Dr Anil Joseph Pinto suggested that all departments, offices, and centres should submit the yearly action plan to IQAC and IQAC has to monitor, evaluate and give guidance to all with reference to different criteria. Fr Joseph Varghese said IQAC must instruct the departments, offices, and centres on the number of conferences, seminars, workshops, training programs, feedback surveys they have to conduct in the NAAC expected areas.

Prof. Chandrasekharan said that when he took charge of the IQAC, he observed that IQAC was regularly conducting the Council Meetings, but the other functions of IQAC as per regulations and NAAC guidelines were done independently by different centres/persons and the reports and documents were not shared/submitted to the IQAC office. He said as directed by Fr Vice Chancellor, he focussed his attention only in the preparation of SSR and did not do any other functions of IQAC.

After accepting the charge as Director of IQAC, he took the initiative for preparing an administrative manual for the office. He explained the proposed organogram defining the role of IQAC as per NAAC guidelines, for drafting the administrative manual.

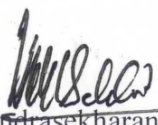


He insisted on the necessity of a good data management system, especially considering the institution with 25,000 students, more than 1,500 faculty members and staff. He requested to identify the institutional drawbacks, shortcomings and recommended effective systems in place for documentation, verification and validation of data conducting internal and external audits and preparation of various reports. He suggested to bring all these subunits under one umbrella with only one Director. He said, there can be assistant directors or coordinators for each of the subunits who function under the guidance of the Director. This will facilitate coordination between all the subunits and ensure availability of data and documents at a central place for use in various reports. Mr Jugnu Uberoi applauded Prof. Chandrasekharan for his outstanding talk. He thanked him for the wakeup call given on the roles of different units.

6. Any other Matter

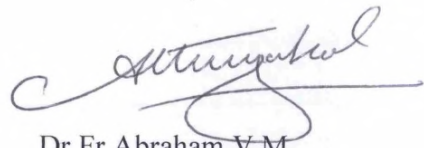
Mr Jugnu Uberoi expressed his concern on the use of unapproved emblems by some departments/centres in the official posters and requested uniformity in using only the University emblem in all the posters and documents. Dr Anil Joseph Pinto, Registrar accepted his request and said that a few years back he had sent a note to all departments not to use any emblem other than the approved CHRIST (Deemed to be University) Emblem and added that he will once again send a reminder to all the departments/centres.

Prof. Chandrasekharan informed that the next IQAC Council Meeting will be held in September 2022. Dr Fr. Abraham V M, the Vice-Chancellor, thanked Prof Chandrasekharan for his hard work and planning and fully approved the IQAC organogram. He appreciated the School of Architecture for organising NASA, National Association of Student Architecture get together of 4600 students from all over India. He congratulated Fr Joseph Varghese for his initiatives and training imparted to faculty resulting in crossing the milestone of 3000 publications in SCOPUS. He thanked all the council members and invitees for their valuable suggestions and adjourned the meeting.


Prof. Chandrasekharan K A
Secretary

Director
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Bengaluru - 560 029, Karnataka




Dr Fr Abraham V M
Chairperson
Vice Chancellor
CHRIST (Deemed to be University)
Bengaluru - 560 029

CHRIST (DEEMED TO BE UNIVERSITY), BANGALORE
27th MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)
ACTION TAKEN REPORT

S.No	Proposal/Suggestion (22.03.2022)	Action taken (01.06.2022)
1	Mr Jugnu Uberoi, President of Alumni Association, requested to mention in the minutes, the names of the members who attend the meeting.	Suggestion incorporated in the minutes of the 26 th IQAC Council Meeting.
2	Dr. Fr Abraham V M said the NEP Committee already formed to guide on the implementation of National Education Policy can be renamed as NEP Cell.	NEP cell formed via notification dated 3 Dec 2021
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