

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

Minutes of the Twenty third Meeting of the Internal Quality Assurance Cell (IQAC) Council, held on 19th February 2021 at 10.30 am on Google Meeting Platform.

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

Members Present

Members as per the attendance list were present.

Leave of Absence

Dr Kennedy Andrew Thomas, School of Education

Dr Amalanathan S, School of Business and Management

Dr Gaana, English and Cultural Studies (BGR)

Dr Fr Abraham V M, Vice Chancellor, started the meeting with a silent prayer. He welcomed the Registrar, Director of IQAC, Fathers and Council members present in the meeting. He thanked the Director of IQAC and his team for seriously preparing the institution for the NAAC assessment to be held in December, 2021.

Prof. Chandrasekharan K A, Director, IQAC presented the agenda of the meeting.

Matters on the Agenda

1. To consider and approve the minutes of the meeting held on 24th October, 2020 and to consider the matters arising thereon.

Prof. Chandrasekharan K A, invited the attention of the members to the minutes of the meeting of IQAC held on 24th October 2020 as circulated with the notice as Annexure A. Mr. Jugnu Uberoi, President, Alumni Association, said that the minutes reveal the true facts of the IQAC meeting discussion. He expressed his satisfaction for including the critical comments as well. The minutes of the meeting was duly reviewed and approved.

2. To take note of the status of SSR preparation

Prof. Chandrasekharan K A, presented the status of online and offline NAAC preparation for the past six months. He said the process was started in the month of September, 2020 by sharing the NAAC templates with the offices and academic departments. Out of the 115 SSR metrics 32 metrics were assigned to the academic departments and the remaining to the Offices and Centres. After their entry of the data in the templates, IQAC office reviewed the data. Individual online meetings had been arranged during September to November with Coordinators of the Offices and Centres, explaining what is expected in the NAAC metric and what data and documents they were supposed to provide.



Meeting the HoDs and Coordinators of the Academic Departments took place online during December 2020 to February 2021, explaining the review of the data they submitted and the remaining information required for the past five years.

It was also noted that 80% numerical data and 60% corresponding documents had been collected and the remaining data and documents would be collected in due time. It was informed that the deficiency report was prepared and given to each department to help them to update the required information. Prof. Chandrasekharan K A, pointed out that wrong data entered for some metrics like courses having focus on employability is due to lack of clarity and misinterpretation of the metrics.

Dr Somu C S, clarified that for a professional program like Law, the courses provided are employable hence the term employability requires more deliberation and interpretation. He suggested the IQAC to educate the departments with a comprehensive quality policy on collecting the data, giving more emphasis to quality rather than numerical quantity.

Mr Jugnu Uberoi, expressed his concern over the data and documents to be collected. He suggested that the Deans, HoDs and Coordinators should seriously attend to the current requirements for improving the present score to a higher grade in the forthcoming NAAC assessment.

Mr Vijayan, said the lack of data culture is a genuine problem observed in all institutions. He suggested that the data collection should become part of the day-to-day process of an office or department for addressing this big challenge.

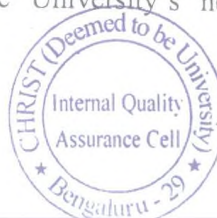
Prof. Chandrasekharan K A, presented the report of the meetings organized with the offices, centres and departments. He also briefed his observations and comments on the data submitted in the templates. He said that out of 89 metrics, the offices and centres have provided data for only 42 metrics. Regarding the academic departments, he requested the Deans to go through the data provided by the departments and guide the HoDs to improve the information.

Prof. Chandrasekharan K A, presented the following observations on the data collected from the departments for the attention of University Administration.

1.1.2 Percentage of content added/replaced in syllabus - At present the syllabus revision is individually done by the departments of UG triple major programmes. There is no coordination between the three departments related to syllabus revision hence there should be an institutional level body to coordinate curriculum revision, reporting BoS minutes and follow up.

1.1.3 Contents having direct bearing on employability - Identifying and mapping of courses to employability, entrepreneurship or skill development should be done at the curriculum development stage.

1.2.2 Choice based credit system: Clarity required on CBCS implementation - Dr Anil Joseph Pinto, informed that the resolution to implement CBCS and Open Elective System was passed in Academic Council & BoM to meet the University's needs and students'



requirements. Nearly 200 courses were offered under CBCS structure for UG by different Schools. This has been tried in few PG programmes also like International Studies, Journalism and Media Studies offering common electives for students across disciplines. Social Work, Sociology and Psychology are also trying to implement CBCS for PG programmes. The School of Law has not implemented CBCS for its programmes as it is governed by Bar Council of India regulations.

1.3.2 Value added courses: NAAC expects certificates to be provided to the students for the add on courses - Dr Anil Joseph Pinto, said, certificates are given for a few courses like Peer Teaching and Peer Counseling. Prof. Chandrasekharan K A, recommended to issue online certificates to the students who complete the value-added courses.

1.3.4 Field projects, Internships: NAAC expects completion certificates from the organization - Prof. Chandrasekharan K A, suggested, whenever the students are sent for internship, the organisations should give certificates on completion of the activity. In case of group internship, a single certificate with the list of all the students will help as a document for NAAC. Dr Anil Joseph Pinto, recommended to issue a sample for the certificate that can be used by the departments during internship.

1.4.1 Feedback for design and review of syllabus: As per NAAC guidelines the department wise Feedback Analysis report is to be uploaded on the institutional website - Prof. Johny Joseph, informed that in the updated ERP there is a provision for uploading the content added or replaced in the curriculum and for employers and alumni to give their feedback on the curriculum in KP.

2.1.2 Seats reserved: Policy for reservation to minorities and the actual seats filled – Prof. Chandrasekharan K A, requested to provide details of the seats reserved to minorities and seats filled out of that to get the score for this metric. Dr. Anil Joseph Pinto said, because of the variations in minorities, the governments are not able to set any percentage to the reservation by institutions. Dr. Somu C S, said that Christ Deemed to be University (being a minority institution) has a policy adopting inclusive education with the privilege to decide what percentage of reservation has to be given. It is not mandatory to provide a reservation of 50%, but some percentage of seats may be reserved. Certain percentage was given to the discretion of the Vice Chancellor, which may be considered as reservation. Dr Fr Abraham V M, Vice Chancellor requested Dr Anil Joseph Pinto to have a separate meeting with Prof. Chandrasekharan, Dr. Somu and Fr. Benny to make a resolution in this issue.

3.1.2 Seed Money: Research Promotion Policy and Policy document for sanction of Seed Money - Prof. Chandrasekharan K A, recommended that the funding given to the teachers in the name of MRP, Monograph, WP, RDC may be renamed as seed money in the Research Policy with retrospective effect to enable them to be included under seed money.

3.3.2 Workshops, Seminars: To be categorised clearly under Research Methodology, Intellectual property Rights, Entrepreneurship, Skill Development – Prof. Chandrasekharan K A, recommended that some guidelines should be given to the departments on how to prepare a brief report on workshops or seminars covering the date, number of



participants, resource persons, the discussion and follow-up with a photograph. List of participants can be given separately. The department has to upload the report in KP within three days, after the program.

3.4.2 Incentives to teachers for awards/recognitions - Prof. Chandrasekharan K A, suggested to have a policy to incentivize teachers who are getting awards and recognitions from the State, National or International level bodies.

5.1.2 Career Counselling and Guidance for Competitive Examinations: To have a dedicated Center/Office for coordination, training and follow up - Dr Anil Joseph Pinto, informed that UGC regulations require 50% of the students to take competitive examinations and out of that 50% should pass. As suggested by Deans, this cannot be done unless it is integrated in the curriculum. He added that the requirement for training NCC students will include writing Defence Examinations. This will be applicable for the students who will be admitted from the next academic year. Dr Iven Jose, informed that in Kengeri campus this is part of the programmes under the category called mandatory courses as directed by AICTE. Students at Kengeri campus have to qualify for GATE, GRE or CAT along with their curriculum.

5.2.3 Students progressed to higher studies: To have a dedicated Center/Office for coordination, and follow up of recently graduated alumni - Prof. Chandrasekharan K A, informed that the departments could not provide either the admission letter or id card documents though they have an alumni coordinator. Alumni Office may be entrusted to collect the data with the support of the departments. Dr Anil Joseph Pinto, informed that establishment of an office of Alumni Engagement has been approved to get internships for the students along with maintaining alumni database, placements and collecting progression data in coordination with the departments.

6.3.4 Teachers undergoing faculty development programmes: Programs of duration less than those stipulated by UGC/AICTE or one week will not be considered. Change policy for FDP, QIP - Dr Anil Joseph Pinto, informed that HRDC has been requested to conduct hybrid training programs keeping NAAC requirement of five days giving importance to the outcome.

7.1.4 Water conservation: Need Policy document on Green Campus, Arrange Green Audit, Environment and Energy Audit by recognised bodies - Prof. Johny Joseph, said that he has informed the Facility Management to contact NGOs for Green and Environment audits. Dr. Iven Jose, informed that the trained and qualified faculty of Electrical Engineering can help in conducting the Energy Audit.

7.1.10 Code of Conduct: Policy document and Constitution of Monitoring Committee - Dr Fr Abraham V M, wished to know whether anti-ragging committee, and sexual harassment committee activities can be considered as function of the monitoring committee. Dr. Iven Jose, informed that similar code of conduct has been requested by NBA regarding the details on how the student stakeholders are informed about their futuristic progression as per the graduate



attributes. Dr Anil Joseph Pinto, Registrar, assured that he will look into the policy and work on the constitution of the monitoring committee.

3. To take note of the implementation of NAAC module in KP

Prof. Chandrasekharan K A, informed that the ERP team has been requested to prepare a data collection module with the provision to upload the documents along with the data. This module will enable the departments and offices to enter the data and documents by themselves on a regular basis. This will be helpful in the preparation of AQAR and SSR in future leaving no conflict in the data of various reports.

The software part is over but 50% of the data entered or captured by KP is not correct. To set it right, the testing process is going on with real time data entered by the IQAC office. Prof. Chandrasekharan K A, thanked the ERP team for their involvement and cooperation in implementing this module which will be fully utilized for the subsequent SSR.

4. To take note of the status of the Academic and Administrative Audit

Dr Somu, Director of Strategic Plan and Audit, informed that due to lockdown and restrictions of movement, the academic audit 2019-20 could not be completed. The last stage of the Academic Audit 2019-20, visit to the departments for physical verification of the documents for the Bangalore campuses will be conducted between 9th to 13th March, 2021. The Academic Audit for the NCR and Lavasa campuses will be conducted between 18th to 27th March, 2021. The core audit committee will facilitate the entire audit process. The comparative chart for 2018-19 and 2019-20 with SP 2018-23 will be presented to Fr. Vice Chancellor on 31st March, 2021.

5. To take note of the status of AQAR (2016-17) and AQAR (2019-20)

Prof. Chandrasekharan K A, informed that AQAR (2016-17) is getting completed and will be submitted by the end of February 2021. The AQAR (2019-20) will be submitted before May, 2021. As per NAAC regulations, four AQAR, i.e., 2016-17, 2017-18, 2018-19 and 2019-20 will be submitted before the submission of the present SSR.

Prof. Chandrasekharan K A, expressed uncertainty on submission requirement of AQAR (2015-16). Dr Anil Joseph Pinto, suggested to get it clarified with the Director of NAAC.

6. Any other matter with the permission of the Chair

Mr. Anirudh Kulkarni, Student Representative for IQAC Council, expressed his concern on the proposal to have compulsory guidance examinations as a part of the curriculum. He opined that many students may not be interested in taking the competitive exams. He requested to know the possibilities of internal internships for PG students in the Offices and Centres of the University. Dr Anil Joseph Pinto, informed that the proposal for competitive examination, at present, is not for every single programme of the University. He assured to look into the



guidelines and possibilities for incorporating students into administrative works through internships.

Dr Anil Joseph Pinto, recommended the need of enhancing the Teaching Learning Cell to a Teaching Learning Centre to ensure quality and review of curriculum of the entire institution. Dr.Fr. Jose CC, recommended to employ some senior faculty members in the Teaching Learning Centre. Prof. Johny Joseph, Controller of Examinations, seconded the suggestion and said more training and empowerment has to happen in the TLEC.

Mr. Vijayan, wished to know any major initiative or one area that the IQAC can get involved in improving our ranking. Prof. Chandrasekharan K A, said that the funding received from outside for research needs improvement as it also improves the number of publications.

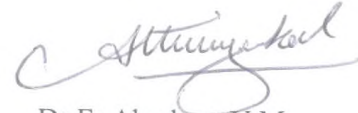
Dr Anil Joseph Pinto, requested IQAC to prepare an action taken report based on the IQAC recommendations presented in this meeting.

Mr. Jugnu Uberoi, appealed to Fr Vice Chancellor to make it mandatory for the Deans to be present in IQAC Council meetings. Dr Fr Abraham V M, approved and said the suggestions and recommendations of IQAC should reach the HoDs through the Deans.

Dr Fr Abraham V M, Vice Chancellor, thanked Prof. Chandrasekharan, for his observations, suggestions and recommendations. He thanked all the council members for their valuable interactions and adjourned the meeting.

Prof. Chandrasekharan K A
Secretary

Director 
Internal Quality Assurance Cell
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Bengaluru - 560 029, Karnataka, India



Dr Fr Abraham V M
Chairperson

Vice Chancellor
CHRIST (Deemed to be University)
Bengaluru - 560 029

CHRIST (DEEMED TO BE UNIVERSITY), BANGALORE
23rd MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

19 February 2021

ACTION TAKEN REPORT

S.No	Proposal/Suggestion	Action taken
1	Dr Fr Abraham V M, Vice Chancellor requested Dr Anil Joseph Pinto to have a meeting with Prof. Chandrasekharan, Dr Somu and Fr Benny to make a Policy for reservation to minorities and the actual seats filled.	Draft Policy for reservation to minorities and the actual seats filled, has been prepared for approval by the Board of Management.
2	Prof. Chandrasekharan K A, recommended that the funding given to the teachers in the name of MRP, Monograph, WP, RDC may be renamed as seed money in the Research Policy.	Draft Seed Money Policy, has been prepared for approval by the Board of Management.
3	Prof. Chandrasekharan K A, recommended that guidelines should be given to the departments on how to prepare a brief report on workshops or seminars.	The template for reporting the activities was shared with the departments. Implementation in KP is in progress.
4	Prof. Johny Joseph requested the Facility Management to contact NGOs for Green, Energy and Environmental Audits.	Conducted Energy Audit of the Central Campus by the department of Electrical and Electronics Engineering.
5	Prof. Chandrasekharan K A informed that AQAR (2016-17) is getting completed and will be submitted by the end of February 2021. The AQAR (2019-20) will be submitted before May 2021.	Annual Quality Assurance Reports for the years 2016-17, 2017-18, 2018-19 and 2019-20 have been submitted.


Director

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