

Minutes of the Internal Quality Assurance Cell (IQAC) Meeting held on 19th September 2019 at 3.30 pm at the Board Room, Central Block, CHRIST (Deemed to be University), Bangalore.

In the Chair: Dr Fr Jose CC, Pro Vice Chancellor

Members Present

Members as per the attendance list were present.

Leave of Absence

Leave of absence was received from the absentee members.

The meeting began with a silent prayer. The Chairperson welcomed all the members and the invitees. In his introductory remarks, Fr. Pro Vice Chancellor conveyed his regards on the steady efforts of IQAC towards forthcoming NAAC assessment. He expressed his satisfaction on the four hours training on 27.08.2019 for Deans and Heads on the NAAC Manual that set an ambience to generate new ideas towards NAAC preparation. Having confirmed the quorum, he started the meeting. Prof. Joy Paulose, Director, IQAC presented the agenda of the meeting.

Matters on the Agenda

1. To consider and approve the minutes of the meeting held on ^{28th June} ~~22 March~~ 2019

The minutes of the meeting of the IQAC held on 28th June 2019 as circulated with the Notice as Annexure A was duly reviewed and unanimously approved.

2. To consider the report and the follow-up action on NAAC Core Committee meetings.

Prof. Joy Paulose, Director, IQAC informed that the NAAC Core Committee met multiple times during the period between 18.07.2019 to 31.07.2019, had discussions metric by metric for all seven criteria for a good understanding on the NAAC Manual.

As a follow-up, IQAC met the Management on 09.08.2019 and presented a list of recommendations to promote professional excellence in CHRIST (Deemed to be University). Fr Vice Chancellor acknowledged the recommendations and the Management committee approved the same.

IQAC met Dr. Anil Joseph Pinto, Registrar twice on 14.08.2019 and 31.08.2019, had discussion on how Registrar and his Office could help IQAC on various metrics. IQAC held a meeting with the Chief Finance Officer and the team of Accounts Office on 19.08.2019, discussed and requested the team to work on the metrics that involve accounts, audit and infrastructure facility management.

On 27.08.2019, IQAC conducted a training for the Deans and Heads on NAAC Assessment. This intense training resulted in a good understanding on the NAAC Manual for the leadership of the University.



Further, Prof. Joy Paulose informed that the task ahead IQAC is data collection. He insisted the need for filling the correct data in Annual Quality Assessment Report as it will be submitted online from this year onwards. He also indicated the possibilities of cross verification of AQAR data at the time of NAAC Assessment.

Prof. Joy Paulose informed the cell that Heads of the departments are collecting data on three parameters Placement, Progression and Students who passed Career Guidance Exams for the year 2017-18. Mr. Jugnu Uberoi, President, Alumni Association expressed his concern on the seriousness with which the data is collected and requested Registrar to inform the departments to check and correct their webpages for what is uploaded in the past years. Mr. Vijayan, Industrialist suggested the required details can be collected by the departments through the contact details available for the students.

3. To take note of the programmes conducted by CEDBEC

Dr. Kennedy Andrew Thomas, Director of CEDBEC presented the report on the programmes conducted by CEDBEC between June to September 2019. He informed the members that this time CEDBEC focused on raising the programmes to the consultancy level. He also informed that CEDBEC received Rs.92,320/- as consultancy revenue for conducting an academic retreat for Kongu Arts & Science College, Erode. CEDBEC also conducted a National Seminar on Education: Systems, Practices and Research on 22-24, August 2019 and plan to go for publication.

4. To consider the Strategic Action Plan Report (2018-19)

Prof. Joy Paulose, Director, IQAC presented the schedule of presentation of Audit and Strategic Action Plan Report of all the departments to Fr. Vice Chancellor and Fr. Pro Vice Chancellor. The presentations took place between 05.08.2019 to 23.09.2019. Entire faculty of the departments attended the presentations. The Heads of the departments highlighted the need serious attention points in Audit Analysis, not achieved or partially achieved points for the year 2018-19 and the progress plans for 2019-20 in the Strategic Action Plan.

5. To take note of the report of Holistic Education and Development Cell (HED).

Mr. Ruben, Co-ordinator, HED presented the activities of the Holistic Education cell from July to September 2019. He also presented the roadmap ahead for HED from October 2019 to January 2020. He said the Trainers Training is fixed on 9th October 2019.

Fr. Pro Vice Chancellor wished to know the difference HED plans to bring in the proposed training on teaching methodology. He requested Mr. Ruben to relook into the content given to the faculty in the training. Registrar also requested for a change in the pedagogy. Fr. Pro Vice Chancellor insisted to arrange for activity-based hands on training.



Dr. Jyothi Kumar, Dean, Business Studies and Social Sciences informed that at BGR they follow activity based workshop model for training the HED Trainers. Fr. Pro Vice Chancellor concerned that it is time to look at the quality of what is delivered in HED.

Dr. Suniti Phadke, Dean, International Relations suggested that HED exams should be made challenging for the students as they take it uncaringly. Dr. Iven Jose said HED is in practice for more than a decade and it is time to go for an evaluation on what is exactly required for an effective HED. Mr. Vijayan enquired whether assessment other than student's feedback is followed for HED.

Dr. Jyothi Kumar mentioned about the MRP on assessment of HED and informed that at BGR outgoing UG students help the teachers in conducting HED activity based assessment for juniors. Mr. Ruben said Commerce and Engineering departments plan to adopt BGR model. He spoke about Hong Kong model emphasizing that every course has HED module for whole person development.

Prof. Joy Paulose explained that the huge number of students is the main constrain in adopting BGR model in the main campus. Dr. Anil Joseph Pinto, Registrar requested not to allow guest faculty and faculty who have not undergone the training to teach HED.

6. To take note on the activities of Academic Staff College.

The Orientation and Induction programmes organized by the Academic Staff College between 28th June till 19th September 2019 was presented by Dr. Louis George, Associate Director of Academic Staff College. He also informed that for the first time orientation was conducted for five days including one day CSA Visit. Fr. Pro Vice Chancellor asked about the impact of this extended five days orientation. Dr. Suniti Phadke asked about the need for continuous five days orientation. Dr. Louis George said that it permitted restructuring of the orientation, improved inter personal relations, gelling with the team, gave space to know the goals of the participants, discussion of their goals with respective Deans and Vice Chancellor. He added that the five days program helped the participants to work on course plan and learning objectives. He concluded by saying that the orientation helped him identify participants who can be resource people for the next orientation.

7. Recommendations by IQAC.

Prof. Joy Paulose, Director IQAC, requested Dr. Anil Joseph Pinto, Registrar to present the following recommendations forwarded by IQAC to the Management.

- Recruitment of more teachers for identified departments with the differential workload pattern to improve Student-Full time Teacher ratio.
- Recruitment of senior teachers with 15 years and more experience to increase the teaching experience of full time teachers in number of years.
- Appointment of an Institutional Director with supporting staff for Consultancy, Incubation and Patents.
- Representation of Final year PG students as Special Invitees in Board of Studies Meetings of the respective departments.

- An increase in the financial incentive provided to teachers as registration fee and travel expenses for attending workshop / conference.
- Reimbursing 70% of the Registration Fee and airfare towards attending International Seminars/Conferences to faculty members with two journal publications in Scopus/Web of Science indexed journals.
- Reimbursing 50% of Professional Membership Fee or Rs.5000/- whichever is less to faculty members.
- Conducting Administrative Audit for all the Offices.

Registrar informed that teacher student ratio has to be improved in Commerce, Business Studies and Social Sciences, Management Studies, Professional Studies and Computer Science departments by recruiting new faculty members. He also recommended bringing down the workload and insisted maximum workload should not exceed 14 hours per week. Fr. Pro Vice Chancellor recommended one-hour reduction of workload for faculty guiding two Ph.D scholars. Registrar recommended a one-window clearance for Consultancy, Patent and Incubation and requested Fr. Benny to be the Director of that office. Mr. Anirudh Kulkarni, the Student representative recommended representation of final year UG and PG students in the Board of Studies of all the departments. Registrar recommended that the data of the centers should be connected with the academic departments for the annual audit purpose. He suggested the connection of CEDBEC with Education, CAPS with Psychology, CSA with Social Works, CDI with Computer Science and Engineering and COPE with Social Sciences. Prof. Chandrasekaran, Personnel Officer suggested Administrative Audit for all the offices every year by IQAC and once in three years by external audit experts.

8. Any other matter with the permission of the chair.

Prof. Joy Paulose informed that IQAC is planning to organise a NAAC Sponsored IQAC National Seminar on NAAC Assessment and Accreditation – Building Institutional Competencies.

Dr. Iven Jose, Dean, faculty of Engineering informed the progress of NBA Accreditation preparation. He explained the three-tier accreditation process, Pre-qualifier submission, SAR submission and formal visit by NBA team. He said 30th October 2019 is the timeline set for SAR submission and the committee may visit in December 2019 or January 2020.

Registrar insisted that the MCA and Hotel Management departments should start preparation towards AICTE assessment in 2022. He also informed that the International Office has compiled a report on the Internationalization of CHRIST (Deemed to be University).

Fr. Pro Vice Chancellor informed about the 20 years completion celebration of CSA. Registrar explained the Swachh Bharat Assessment and informed that both AICTE and UGC teams were very impressed with the maintenance of Kengeri and Main campuses. He also informed the launching of one semester Teacher Certification Course for the newly recruited faculty members.



Mr. Anirudh Kulkarni, the Student representative requested the update of details in IQAC website. Mr. Jugnu Uberoi, President, Alumni Association inquired the Ph.D status of full time teachers including off-campuses. Prof. Chandrasekaran, Personnel Officer provided the details that at present there are 515 Ph.D holders, 196 pursuing Ph.D and 145 without Ph.D out of 856 faculty members. Mr. Jugnu Uberoi suggested motivating the remaining 145 to register for Ph.D.

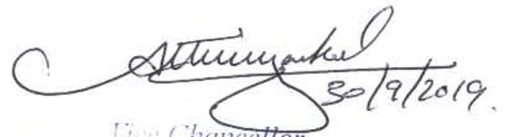
Dr. Suniti Phadke requested clarification on the position of CHRIST (Deemed to be University) in KSURF-ICARE ranking of Karnataka Universities. Prof. Joy Paulose informed CHRIST (Deemed to be University) was awarded 5 stars for Knowledge Dissemination and Social Inclusion, 4 stars for Innovation, 3 stars for Research Excellence and Overall Four Stars. Registrar informed that ICARE carried out the assessment without our consent for participation. Mr. Vijayan suggested lodging a complaint in this regard.

With no other matter, the Chairperson Fr. Pro Vice Chancellor adjourned the meeting thanking the Director of IQAC, the members and invitees for their participation in the meeting. Prof. Joy Paulose, Director, IQAC thanked Fr. Pro Vice Chancellor and the members of the meeting for their constructive suggestions and active participation.

It has been decided to conduct the next IQAC Council Meeting during the month of December 2019. Registrar requested to circulate the minutes of the meeting within a week for corrections.



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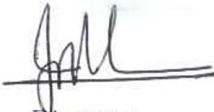
Vice Chancellor
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CHRIST (DEEMED TO BE UNIVERSITY), BANGALORE
MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

19 September 2019

ACTION TAKEN REPORT

Proposal/Suggestion	Action taken
<p>Prof. Joy Paulose, Director IQAC, presented the following recommendations by IQAC to the Management.</p> <ol style="list-style-type: none">1. Recruitment of more teachers for identified departments with the differential workload pattern to improve Student-Full time Teacher ratio.2. Recruitment of senior teachers with 15 years and more experience to increase the teaching experience of full time teachers in number of years.3. Representation of Final year PG students as Special Invitees in Board of Studies Meetings of the respective departments.4. An increase in the financial incentive provided to teachers as registration fee and travel expenses for attending workshop / conference.5. Registration Fee and airfare incentive towards attending International Seminars/Conferences to faculty members with two journal publications in Scopus/Web of Science indexed journals.6. Reimbursing 50% of Professional Membership Fee or Rs.5000/- whichever is less to faculty members.7. Conducting Administrative Audit for all the Offices.	<p>Fr. Vice Chancellor approved the following recommendations of IQAC.</p> <ol style="list-style-type: none">1. Identified departments can recruit more teachers with the differential workload pattern to improve Student-Full time Teacher ratio.2. Senior teachers with more number of 15 years of experience may be recruited on contract basis to increase the teaching experience of full time teachers.3. Final year UG and PG students will have representation as Special Invitees in Board of Studies Meetings of the respective departments.4. Teachers will be provided with financial support to attend workshop / conference as registration fee and travel allowance up to Rs.5000/-5. Reimbursing 70% of the Registration Fee and airfare towards attending International Seminars/Conferences to faculty members with two journal publications in Scopus/Web of Science indexed journals.6. 50% of Professional Membership Fee or Rs.5000/- whichever is less will be reimbursed to faculty members.7. Administrative Audit to be conducted for all the Offices by IQAC.


Director

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