



UNION CHRISTIAN COLLEGE

(Affiliated to Mahatma Gandhi University, Kottayam)

www.uccollege.edu.in

Re-accredited by NAAC with 'A' Grade, *Cycle – 4 (CGPA 3.45)*

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Ernakulam Dt. Kerala

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Minutes of the meeting held in Academic Year 2017-18

1. NOTICE

A meeting of the IQAC committee and Departmental coordinators will be held on **01/06/2017**, 3.30 PM in Mathematics Computer Lab.

Agenda:

1. SSR Submission Details
2. Mock Visit
3. Any other matters

Minutes of Meeting.

The meeting of the IQAC committee and Departmental coordinators were held on 01/06/2017. Eighteen members were present. The following decisions were taken:

1. The SSR submission details was explained.
2. NAAC Mock Visit by Dr.M O Koshy, Former Pro Vice Chancellor, Kannur University and Dr.John Abraham, Former principal, Scottish College, Culcultta as the members.
3. The mock visit will be held on 5th, 6th and 7th June, 2017.
4. Directed all departments to prepare Power Point for the presentation on 5-7, June.
5. The Departments are directed to submit the PPT by 4th June.



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2. NOTICE

A meeting of the IQAC committee and Departmental coordinators will be held on **29/06/2017**, 3.30 PM in Mathematics Computer Lab.

Agenda:

1. Final preparation of power point presentation and other records
2. Benchmark of academic standards in each department
3. Academic advisory board in each department
4. Any other matter

Minutes of Meeting

The meeting of the IQAC committee was held on 29/06/2017. Eight members were present. The following decisions were taken:

1. Decided to form a Consultation Policy for the College. Dr.Jacob George was given the charge to frame the policy.
2. Initiated to start skill based programmes of Kerala Government
3. Decided to form an environment Policy. Dr.Muse Mary George in charge.
4. To formulate a Bench mark for Academic Standards for each department
5. Formation of Academic Advisory board for each department



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3. NOTICE

A meeting of the IQAC committee and Departmental coordinators will be held on **06/07/2017**, 3.30 PM in Mathematics Computer Lab.

Agenda:

1. SSR Departmental Presentations
2. Academic standards for each department
3. Advisory boards for departments
4. Any other matters

Minutes of Meeting

The meeting of the IQAC committee and Departmental coordinators were held on 06/07/2017. Nineteen members were present. The following decisions were taken:

1. Presentation of final PPT by each department at TB Ninan Seminar hall on July
2. Benchmark of academic standards in each department before 20th Sept, 2017
3. To speed up the Formation of departmental advisory Boards
4. Encourage PG students to enroll in SWAYAM portal



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4.NOTICE

A meeting of the IQAC committee will be held on **16/08/2017**, 3.30 PM in Mathematics Computer Lab.

Agenda:

1. Peer Team Visit -Schedule
2. Visit of Dr.S V Sudheer, Director of ASC, Kerala University
3. Selection of conveners for various committees in connection with Peer Team visit
4. Any other matters

Minutes of Meeting held on 16/08/2017

1. The Peer Team visit and schedule was discussed and accepted by members.
2. Approved the visit of Dr.S V Sudheer, Director, UGC HRDC, Kerala University for a visit and to take class on peer team visit and preparations
3. Duty list of Different committees were approved regarding the peer team visit



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5.NOTICE

A meeting of the IQAC committee and Departmental coordinators will be held on **17/08/2017**, 3.30 PM in Mathematics Computer Lab.

Agenda:

1. SSR preparation
2. Collection of documents
3. Any other matters

Minutes of Meeting held on 17/08/2017

1. The Principal Congratulated all members for the preparation of SSR
2. Decided to collect all documents from department before 08/09/2017



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6.NOTICE

A meeting of the IQAC committee and Departmental coordinators will be held on **19/10/2017**, 3.30 PM in Mathematics Computer Lab.

Agenda:

1. Mahatma Gandhi University new Regulations
2. Departmental Activities
3. Workshop for teaching staff
4. IT enabled class rooms in each department
5. Future plans of service learning

Minutes of Meeting

1. To conduct a seminar for teachers on the new MG University regulations on 25/10/2017
2. Authorized all departmental coordinators to inform the mandates for seminar
3. Decided to conduct orientation class to I UG and PG students
4. Decide to conduct a workshop for teaching staff on 21/10/17
5. Authorized the coordinators for the installation of ICT enabled class rooms in each department