



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)*

Post Box: 5

Aluva- 683 102

Ernakulam Dt. Kerala

Fax: 91-484- 2607534, 2609194

2603139, 2609194

Email: iqac@uccollege.edu.in

iqac.ucc@gmail.com

Minutes of the meeting held in Academic Year 2019-20

1. NOTICE

A meeting of the IQAC committee and Departmental coordinators was held on **01/07/2019**, 3.45 PM in OCL Class Room.

Agenda:

1. IQAC Committee
2. AQAR 2017-18, 2018-19
3. Action Plan- Monthly report of Departments
4. Bimonthly appraisal of teachers
5. Any other matter

Minutes of Meeting held on 01/07/2019

1. The Meeting decided to reconstitute the IQAC committee and Departmental coordinators. Dr.Tiju Thomas IRS from stake holder, Mr. Satyanarayana from PTA, Dr. Sunny Kuriakose from Alumni, Prabin Krishna V K from students are to be inducted in to the core committee. The List attached
2. The meeting decide also decided the following things:
 - i. Department should submit monthly reports of their activities
 - ii. Half yearly appraisal from all teachers in API UGC format
 - iii. Mentoring system
 - iv. AQAR submission on time
 - v. Updating of teachers individual pages in college website to be done within one month
 - vi. To conduct a training Programme to teachers on new RAF (Reaccreditation Frame Work of NAAC) by Dr. S V Sudheer, Director of UGC, HRDC, Kerala University.
 - vii. To conduct a workshop of UG V Semester common paper on Environmental Sciences and Human Rights.
 - viii. Preparation of Academic Calender
 - ix. To conduct an Environmental Audit
 - x. Student Feedback system. (SSS) to be conducted at the earliest

28 Members attended the meeting

IQAC Chairperson & Principal
Dr.David Saj Mathew P

IQAC Coordinator
Dr. Manju M George



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Composition of IQAC 2019-20

Chairperson

Dr. David Saj Mathew, Principal

Members

(a)Administrative officers

Dr. E I Anila, Dean -Academic

Dr. Anil Thomas Koshy, Dean -Administration

Dr. Vidhu Narayan, Dean -Students Affairs

Mr. Cherian K George, Librarian

Mr. C. Sivaraman, Administrative Assistant

(b)Teachers

Mr. Cheri Jacob K

Mr. Eldo Varghese

Dr. Sunil Abraham Thomas

Dr. Sebastian Joseph

Mr. Cijin K Paul

Dr. Seena M. Mathai

Dr. Ruby Elsa Jacob

Dr. Jenish Paul

(c)Management Nominee

Dr. M I Punnoose, Bursar

(d)Local society, Students and Alumni

Dr. A Sunny Kuriakose, Former Faculty & Alumnus

Mr. Satyanarayana, PTA Vice President

Mr. Prabin Krishna V K, PG Student, II M.Sc Botany

(e)Employers /Industrialists/stakeholders

Dr. Tiju Thomas IRS

(f)Coordinator

Dr. Manju M George

IQAC Chairperson & Principal
Dr.David Saj Mathew P

IQAC Coordinator
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Composition of Core Committee & Departmental Coordinators

IQAC 2019-20

- | | | |
|----------------------------|---|---|
| 1. Chairperson | - | Dr. David Saj Mathew |
| 2. Coordinator | - | Dr. Manju M George |
| 3. Joint Coordinator | - | Dr. Sunil Abraham Thomas (<i>Arts</i>) |
| 4. Joint Coordinator | - | Dr. Jenish Paul (<i>Sciences</i>) |
| 5. Joint Coordinator | - | Mr. Shyam Mohan (<i>Self-Financing Courses</i>) |
| 6. Dean, Administration- | | Dr. Anil Thomas Koshy |
| 7. Dean, Academic | - | Dr. Anila E.I |
| 8. Dean, Students affairs- | | Dr. Vidhu Narayan |
| 9. Bursar | - | Dr. M I Punnose |
| 10. Librarian | - | Mr. Cherian K George |
| 11. Teacher | | Mr. Cheri Jacob K |
| 12. Teacher | | Mr. Eldo Varghese |
| 13. Teacher | | Dr. Sebastian Joseph |
| 14. Teacher | | Dr. Seena M. Mathai |
| 15. Teacher | | Dr. Ruby Elsa Jacob |

Departments

- | | | |
|------------------------|---|---------------------------|
| 16. English | - | Mr. Allwin Alexander |
| 17. Malayalam | - | Dr. Shimi Paul Baby |
| 18. Hindi | - | Dr. Ruby Elsa Jacob |
| 19. Economics | - | Dr. Ann George |
| 20. History | - | Dr. Twincy Varghese |
| 21. Botany | - | Dr. Anilkumar M |
| 22. Zoology | - | Ms. Rima Joseph |
| 23. Chemistry | - | Dr. Simi Pushpan K |
| 24. Physics | - | Dr. Shinoj V K |
| 25. Mathematics | - | Ms. Mily Mary Sreeba |
| 26. Psychology | - | Dr. Vidhya Ravindranadan |
| 27. Computer Sciences | - | Ms. Elizabeth Thomas |
| 28. Physical Education | - | Dr. Bindu M |
| 29. Commerce | - | Ms. Sumitha Pankaj |
| 30. Biosciences | - | Dr. Sareen Sarah Varghese |
| 31. CM & E | - | Ms. Simi Varghese |
| 32. MCA | - | Ms. Sherna Mohan |
| 33. MBA | - | Ms. Renju Chandran |



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2.NOTICE

A meeting of the IQAC committee and Departmental coordinators was held on **22/07/2019**, 3.30 PM at OCL Class Room.

Agenda:

1. AQAR-Preparation
2. Orientation Class to teachers
3. Monthly Reports of Departments
3. Orientation to First Year Students on Schemes, Examination and Evaluation Process.
4. Class on Environmental Sciences-
5. Any other matter

Minutes of Meeting held on 22/07/2019

1. AQAR online submission has started, Departments should prepare accordingly
2. The Monthly report of Departments should be uploaded in IQAC web page and Hardcopy should be filed in IQAC.
3. Teaches appraisal format should be made available in IQAC page. Prepare from June to May every academic year and submit by October end of every year.
4. The training Programme to teachers on new RAF (Reaccreditation Frame Work of NAAC) by Dr. S V Sudheer, Director of UGC, HRDC, Kerala University on 27 July, 2019 from 9.30 AM onwards.
5. Orientation of First year UG and PG students will be done. Dr.Sebastian Joseph and Dr.Sunil Abraham Thomas will coordinate the same.
6. A class on new syllabus for Environmental Sciences will be conducted. The Coordinators are Dr.Sebastian Joseph and Mr. Eldo Varghese.

22 Members attended the meeting.

IQAC Chairperson & Principal
Dr.David Saj Mathew P

IQAC Coordinator
Dr. Manju M George



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3.NOTICE

A meeting of the IQAC committee was held on **25/07/2019**, 3.30 PM at Principals Office.

Agenda:

1. Academic Audit
2. Academic Calendar and Annual Plan
3. Orientation to teachers on 27/07/2019
3. Action plan and reports.
4. SSS- students satisfaction survey
5. Teachers appraisal
6. Monthly reports from departments
- 7.Green Audit
8. AQAR uploading
9. Any other matters.

Minutes of Meeting held on 25/07/2019

1. To conduct Internal and External academic audit as a part of AAA in AQAR. Dr.Anil Thomas Koshy will find suitable members for the same.
2. Academic calendar and Annual plan will be prepared by Dr.Anil Thomas Koshy, Dean Administration and Dr. EI Anila, Dean, Academic and Dr.Manju M George, IQAC Coordinator.
3. The training Programme to teachers on new RAF (Reaccreditation Frame Work of NAAC) by Dr. S V Sudheer, Director of UGC, HRDC, Kerala University on 27 July, 2019 from 9.30 AM onwards. Dr.Manju M George will coordinate the Programme.
4. Action plan and reports from all departments which was presented on 5/7/29 should be submitted to IQAC before month end.
5. SSS-in charge Dr.Manju M George and Mr.Cijin K Paul.
6. Teachers are advised to submit the self-appraisal format by August 30 every year of their previous academic year details.
7. Pending monthly reports to be submitted at the earliest.
8. Green Audit. Audit was done in 2017, next audit scheduled for September 2020.
9. Online submission of AQAR to be done at the earliest by the formation of different groups as per the criteria.

12 Members attended the meeting.

IQAC Chairperson & Principal

IQAC Coordinator



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Report of the Orientation Programme for faculty members on NAAC revised Accreditation
Frame Work (RAF) by Dr. S V Sudheer, Director, UGC HRDC, Kerala University
on 27 July, 2019, Saturday.

The Principal, Dr.David Saj Mathew inaugurated the meeting and Dr.SV Sudheer was welcomed to Union Christian College. He gave the new methodology and explained in detail the procedures and grading system adopted by NAAC. The workshop has two sessions started at 9.30 AM and ended by 4.00 PM.

IQAC Chairperson & Principal
Dr.David Saj Mathew P

IQAC Coordinator
Dr. Manju M George



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5.NOTICE

A meeting of the IQAC committee and Departmental coordinators was held on **25/09/2019**, 3.35 PM at OCL Class Room.

Agenda:

1. Mentorship Programme
2. Academic Audit
3. AQAR Criteria Committee
3. New broadband Connection for IQAC.
4. SSS- student's satisfaction survey-Comments
5. New IQAC Website
6. SAAC by KSHEC
7. Any other matters.

Minutes of Meeting held on 25/09/2019

1. Mentorship Programme - The list of students and teacher in charge will be prepared by concerned Heads. Equal students from all streams will be inducted in to each group. Decided to conduct a talk on Mentorship by Dr. Manoj Menon, Rajagiri Center for Business Studies on 30 September 2019. Dr. Anil Thomas Koshy and Dr.Manju M George will coordinate the Programme.
2. For uploading AQAR online various committees were selected criteria wise and they will work on it and will upload.
3. The Academic audit postponed to November. Departments were advised to keep documents ready.
4. Decided to get an high speed broadband connection for IQAC. 50mbps BSNL FTTH Connection.
5. New IQAC page will be made. It will be iqac.uccollege.edu.in. Dr.Vidu Narayan, Ms.Cijin K Paul and IQAC Coordinator Dr.Manju George will coordinate for its establishment.
6. SAAC (State Assessment and Accreditation Centre.) is proposed by KSHEC. Waiting for Government directions to proceed with its activities.
7. The SSS comments and data will be uploaded in IQAC page.

23 Members attended the meeting.

IQAC Chairperson & Principal

IQAC Coordinator



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6.NOTICE

A meeting of the IQAC committee was held on **20/11/2019**, 3.30 PM at Principals Office.

Agenda:

1. Academic Audit
2. AQAR uploading
3. Seminar on NAAC Online AQAR submission
4. Any other matter

Minutes of Meeting held on 20/11/2019

1. The Internal audit will be done before 15 Jan and external audit scheduled on 30 and 31 January, 2020. The External Memebhrs are Dr.Jacob Chacko, CUSAT, Dr. Mathew Kurien, MG University and Dr. A Sunny Kuriakose, FISAT.
2. The AQAR for 2017-18 will be submitted before December 15, 2019
3. Decided to conduct a seminar/talk on new online AQAR uploading process. The IQAC Coordinator will initiate the same
4. The Departments will ensure all documents are collected and submitted to IQAC

8 members attended the meeting.

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Dr.David Saj Mathew P

IQAC Coordinator
Dr. Manju M George



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7.NOTICE

A meeting of the IQAC committee and Departmental coordinators was held on **21/11/2019**, 3.35 PM at OCL Class Room.

Agenda:

1. Academic Audit
3. AQAR status of uploading
3. Seminar on quality education at CUSAT.
4. Any other matters.

Minutes of Meeting held on 25/09/2019

1. The internal Academic audit will be done The members for Science Department will be Dr.Anila E I and Dr.Manju M George and for other departments Dr.Muse Mary George and Mr.Churian K George. The external Audit will be on 30 and 31, January, 2020.
2. The AQAR for 2017-18 is ready and will be uploaded before 15 December and the AQAR for 2018-19 is preparing by criteria committee.
3. The IQAC coordinator will attend the IQAC seminar on Quality Education at CUSAT on 07/12/2019.

18 Members attended the meeting.

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IQAC Coordinator
Dr. Manju M George



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8.NOTICE

A meeting of the IQAC committee was held on **06/01/2020**, 3.35 PM at OCL Class Room.

Agenda:

1. TLEC-Christ University Request
2. Academic Audit
3. Any other matters.

Minutes of Meeting held on 25/09/2019

1. Request from The Teaching Learning Enhancement Cell (*TLEC*) at *CHRIST* (Deemed to be *University*) had given a request for visiting our campus to know about the teaching learning process. The IQAC coordinator was entrusted to talk further on the matter
2. The Internal audit will go as per schedule and finish by 15 january and the external Audit will be on 30, 31 January, 2020
3. Mr.Cijn K paul will attend seminar at Marian College, Kuttikanam on Outcome based education on 24, 26 January, 2020.
4. The AQAR for 2017-18 submitted online on 15/12/2019 and accepted by 17/12/2019 with few comments.
5. Decided to conduct a seminar on IPR by getting recourse persons from CUSAT.
6. The committee appreciated the members who worked on AQAR uploading.
7. IQAC will request the management for help in patent filing, funds for auditing and other purposes.

12 Members attended the meeting.

IQAC Chairperson & Principal
Dr.David Saj Mathew P

IQAC Coordinator
Dr. Manju M George



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9.NOTICE

A meeting of the IQAC committee was held on **11/02/2020**, 1.30 PM at Principals office.

Agenda:

1. AQAR status 2017-18, 2018-19
2. Academic Audit
3. TLEC. Christ University request.
4. IPR Seminar
5. deQ software – Demonstration request
6. IQAC budget for 2019-20
7. Any other matter

Minutes of Meeting held on 11/02/2020

1. The AQAR for 2017-18 submitted online on 15/12/2019 and accepted by 17/12/2019 with few comments and the comments were discussed and decided to work accordingly. AQAR for 2018-19 is ready and will be submitting before March 31 the deadline given by NAAC.
2. The Internal audit was done by 15 January and the external Audit on 30, 31 January, 2020. The external audit was done by Dr. Jacob Chacko, CUSAT, Dr. Mathew Kurien, MG University and Dr. A Sunny Kuriakose, FISAT
3. Request from The Teaching Learning Enhancement Cell (TLEC) at *CHRIST* (Deemed to be *University*) had given a request for visiting our campus to know about the teaching learning process. The committee decided to deny the request sine we are not autonomous and are following the syllabus and academic calendar given by the parent university. We may contact later in next academic year.
4. Decided to conduct a seminar on IPR by getting recourse persons from CUSAT by first week of March, 2020.
5. The deQ. software demonstration request was denied sine we already purchased similar software in connection with office Automation and decided to explore more on the existing TCS Meshilologic Solutions.
6. The IQAC budget for 2020-21 was passed. Details as follows.

| | |
|-------------------------------|------------|
| Advisory Board - Departments | 180,000.00 |
| To conduct Seminars/Workshops | 50,000.00 |
| Invited Talks | 20,000.00 |
| Office Stationary | 20,000.00 |
| Internet Charges | 12,000.00 |
| Awards-Paper Presentation | 10,000.00 |
| Other Expenses | 8,000.00 |
| Total | 300,000.00 |



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7. The Committee also proposed the management following things:

- Best paper awards to students Rs. 1000 with ISBN/ISSN
- Training for Non-teaching staff on KER and office Automation
- Feedback from students at the end of each semester apart from SSS. Google forms may be used. The teachers collect by the end of the semester and Submit to HOD for further steps.
- Committee recommended to start the Journal in Arts and Science with ISBN/ISSN. Librarian Mr.Cherian K George will coordinate.

14 Members attended the meeting.

IQAC Chairperson & Principal
Dr.David Saj Mathew P

IQAC Coordinator
Dr. Manju M George