



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

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Email: iqac@uccollege.edu.in

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Minutes of the meetings held in the Academic Year 2020-21

1. NOTICE

A meeting of the IQAC committee was held on **29/07/2020**, 3.00 PM through Google Meet Platform.

Minutes of the meeting held on 29/07/2020 through Google Meet.

Agenda:

- I. AQAR 2019 – 20
- II. Academic Audit Report
- III. Annual Plan
- IV. NIRF Ranking
- V. College Academic Calendar
- VI. Any other matter

Members Present

1. Rev Thomas John, Manager as special invitee
2. Dr. David Saj Mathew, Chairman, IQAC
3. Dr. Anil Thomas Koshy
4. Dr. Muse Mary George
5. Dr. Vidhu Narayan
6. Dr. Sunil Abraham Thomas
7. Dr. Seena Mathai
8. Dr. Sebastian Joseph
9. Mr. Cijin K Paul
10. Dr. Jenish Paul
11. Dr. Ruby Elsa Jacob
12. Dr. Alex Mathew
13. Mr. Kurien C Soman
14. Mr. Cherian K George
15. Dr. Manju M George – Co-ordinator

Dr. MI Punnoose Could not attend the meeting.

Decisions taken:

1. NIRF – the college did not appear in the NIRF ranking. To study the matter, a sub-committee has been formed with following members: Dr. David Saj Mathew, Dr. Anil Thomas Koshy, Dr. M I Punnoose, Dr. Manju M George, Mr Cherian K George. Mr. Varghese Paul and Ms. Sheethal Nidhin will give technical and documentation help.
2. AQAR for 2019-20 to be submitted on time (before Sept. 20, 2020). The criteria committee chosen will be working as per the list published. The departments still pending were advised to submit the data as early as possible.



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3. All departments were directed to submit monthly reports in the prescribed form before 10th of every succeeding month.
4. Hard copy of self-appraisal also to be submitted along with supporting documents.
5. All faculties must update their individual web pages.
6. The college calendar with activities for 2020-21 will be prepared by Dean's council and will be circulated soon.
7. E-journals to be started at the earliest, separate for Science, Arts and humanities. A Sub-committee will be constituted soon.
8. A logo contest for centenary celebration – from college community. Attractive prizes will be given. Mr Kurien C Soman, Ms Divya S will be the conveners. The last date is 14/08/2020.
9. SSS. 2020 has been done. Around 500 students participated. The results were analyzed and uploaded in the IQAC Website.
10. Dept. should update the results. Supplementary cleared with in the 3 years of UG and 2 years of PG should be updated.
11. Documentation – department activities - as staff should be entitled for this.
12. Documents related to previous AQAR will be collected by Mr. Varghese Paul.
13. Management will install a personal Bureau for filling the personal documents. It should be maintained by IQAC.
14. All departments should take feedbacks from the students, Parents, employees and Alumni and ATR action taken. Reports should be published in department web pages and IQAC page.
15. Dept. encouraged to conduct webinar in IPR and RM.
16. Dept. extension activities – with neighborhood community. The students enrolment date should be kept in the dept.'s.
17. The AAA – academic audit to be done this year.
18. Environmental audit to be done this year.
19. Incentives to teachers and students to be given for academic achievements.
20. Discussion on NEP 2020 to be arranged.

The meeting came to an end by 4.40 pm.

IQAC Chairperson & Principal
Dr. David Saj Mathew P

IQAC Coordinator
Dr. Manju M George



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2. NOTICE

A meeting of the Department IQAC committee was held on **30th July, Thursday 03.00 PM** through **google meet**. <https://meet.google.com/jow-cqqm-zqi>

IQAC Coordinator

Principal

Agenda:

- i. AQAR Submission 2019-20
- ii. NIRF Ranking
- iii. Academic Calendar 2020-21
- iv. This year Programs-Seminar, Webinar etc
- v. Self-Appraisal from teachers
- vi. Items for reporting
- vii. Any Other matters

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Members Present

Dr. David Saj Mathew,
Dr. Shimi Paul Baby,
Dr. Ruby Elsa Jacob,
Dr. Ann George,
Dr. Anilkumar M
Dr. Elizabeth V Mathew,
Dr. Simi Pushpan K,
Ms. Susmi Skaria
Dr. Vidhya Ravindranadan,
Ms. Elizabeth Thomas,
Dr. Bindu M
Ms. Sumitha Pankaj,
Dr. Sareen Sarah Varghese,
Mr. Ajan P.J
Ms. Sherna Mohan,
Ms. Greeni Thankachan,
Dr. Manju M George

Members Absent

Mr. Alwin Alexander, Dr. Twincy Varghese

The meeting started at 3.30 PM

Minutes of the meeting:



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1. NIRF- The College didn't appear in NIRF Rank list published for this year. To study further on the matter and for applying to next year ranking procedures, a sub-committee was formed by IQAC committee held on 29/07/2020
The members are Dr.David Saj Mathew, Dr.Anil Thomas Koshy, Dr.M I Punnoose, Dr.Manju M George, Mr.Cherian K George, and Mr. Varghese Paul & Ms.Sheethal Nidhin for technical and documentation assistance.
2. AQAR for 2019-20 to be submitted before September 20, 2020. The Criterion committee was formed and the Member list will be published soon. The various committee will work immediately after the curfew is released. So far, 11 departments submitted. Pending departments should submit at the earliest.
3. All departments are requested to send the Monthly reports. Submit before 10th of every succeeding month. The supporting documents also should be submitted in hard copies, if any.
4. Hard copy of Self-appraisal should be submitted along with supporting documents after college reopens.
5. All faculties are requested to update the individual web pages.
6. The Academic/College calendar for 2020-21 will be prepared by Dean's council and will be ready soon.
7. The college is planning to start an e-journal. It will be separately for Science and Humanities. The details will be circulated soon. The teachers can start writing.
8. A contest for LOGO creation in connection with the centenary celebrations will be held. The college community can take part in the contest. Attractive prizes will be given to winners. Mr. Kurien C Soman and Ms.Divya S, will be the conveners and the last date is August 14, 2020. The brochure will be released soon.
9. SSS-2020. The Student Satisfaction Survey for AQAR 2019-20 ready and the details after analysis is uploaded in IQAC web site.
10. All departments are requested to update the results. A follow up needed for students who fails in First or second year and the result should be updated and kept in department.
11. Department activities- Documentation is must.
12. If departments are conducting seminars / webinars it will be good if you associate with IQAC.
13. The supporting Documents for previous AQAR's will be collected and it should be kept ready. Mr.Varghese Paul will come and collect and will be filed in IQAC records.
14. The Management is planning to have Bureaus for each department/faculty so that all personal documents related to academic activities can be filed. It will be maintained by IQAC
15. All departments should take Feedback from Students, Parents, Employers and Alumni, and ATR (Action Taken Report) should be published in IQAC site.
16. Departments are encouraged to conduct seminar/webinar on Research Methodology and IPR
17. All departments should undertake extension activity for the neighbourhood community. The percentage of students enrolments should be recorded and kept in departments.



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18. The report for Academic Audit done for last 2 years is incomplete; the work is still in progress. After finishing, it will be uploaded in IQAC site. Next Academic and Environmental Audit will be held tentatively during January 2021.
19. The management will give Incentive to the teachers who receive recognition/awards. Also to students who publish research papers. A request will be given by IQAC Committee.
20. A discussion on New Education Policy should be conducted as early as possible.

The meeting finished by 4.40 PM

IQAC Chairperson & Principal
Dr. David Saj Mathew P

IQAC Coordinator
Dr. Manju M George



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3. Notice

Minutes of the IQAC meeting held on **18/8/2020, Tuesday 3.30 PM** through Google meet platform. **Meeting link: meet.google.com/kbe-fpyg-fab**

Agenda:

- I. Webinar on
 - a. IPR
 - b. Class room recording
 - c. MHRD-PNTMMNMTT
- II. Formation of Sub-committee for CAS to teachers
- III. CUASt VR Krishna Iyer chair – MOU
- IV. Any other matters

Members Present

1. David Saj Mathew
2. Anil Thomas Koshy
3. Vidhu Narayan
4. Cherian K George
5. R Ashokan
6. Sunil Abraham Thomas
7. Seena M Mathai
8. Jenish Paul
9. Ruby Elsa Jacob
10. Alex Mathew
11. Cijin K Paul
12. Kurien C Soman
13. MI Punnoose
14. Sunny Kuriakose
15. Manju M George

Members Absent

1. Muse Mary George
2. Sebastian Joseph
3. Padmanabhan Nair
4. Sathyanarayana
5. Rose Mary Paul



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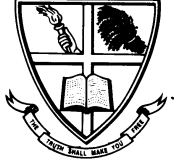
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Decisions taken

1. The committee decided to conduct 3 webinars as this month's IQAC activities.
 - a. A webinar on "Tools for recording and Editing of videos for online teaching" with two sessions. The first session on "Tools for screen recording" will be held on 20/08/2020, 2.30 pm through google meet. The resource person will be Dr. KS Sajan, NSS college Ottapalam, Thrissur. Mr Cherian K George will be the coordinator.
2. Webinar on "Overview of Intellectual Property Right" will be held on 26-08-2020, Wednesday 3.00 – 4.30 pm through google meet. The resource person is Dr I.G Rathish, Asst Professor & Coordinator, IPR facilitation cell, Inter University Centre for IPR studies (IUCIPRS) CUSAT. The coordinator is IQAC Coordinator.
3. National Webinar – "Towards Excellence in Higher Education in India for 21st Century" will be held on 28/08/2021 from 10.30 – 2.00 pm by the dept. of chemistry in association with UCC, IQAC and in collaboration with Guru Angad Dev Teaching Learning Centre (GAD-TLC) of MHRD (PMMMNMTH), SGTB Khaho College, Delhi University. Chemistry dept will coordinate the webinar along with IQAC. Technical assistance will be provided by the college.
4. A webinar on career advancement scheme for teachers who are due for promotion will be scheduled soon by IQAC.
5. Promotion of teachers to various stages – Asst Prof to Asso to Prof to Principal CAS to teachers – IQAC subcommittee – functions with reference to the UGC directions from its secretary – DO f No. 18-33 (Kerala)/ 2018(L) dated 12/03/2019 to ensure all affiliated colleges to maintain IQAC in the light of the stipulations under clause 6.0.11 at UGC regulation – to ensure this a subcommittee was selected after discussions. "The committee will assist the screening cum evaluation committee, the IQAC shall let the applications submitted by the eligible candidates and verify the supporting documents in accordance with regulation and assist the screening cum committees. The IQAC shall verify the API scores claimed and to write it in pro forma with necessary changes if any. The IQAC shall ensure verification of eligibility criteria and CAS criteria of all candidates. The committee can take opinion from external experts as and when it is needed. (Asst Prof - stage 1 to 2, 2 to 3, 3 to Assoc. Prof. and Assoc. Prof to Prof). The committee proposed the names of the following IQAC members from various subject backgrounds – Dr. Vidhu Narayan, Languages – Malayalam Dept., Dr. Sunil Abraham Thomas, Humanities, Dept. of Economics, Dr. Manju M George, Science – Dept. of Botany & IQAC coordinator, Mr. Cherian K George, Librarian. The IQAC chairman and Principal, Dr. David Saj Mathew will be the ex-officio chairman of the committee.
6. MOU with Justice VR Krishna Iyer chair on human rights for conducting short term courses for UG 5th sem students. They had agreed to conduct short term courses in human rights – duration of 5 days. Resource persons will be from school of legal studies, CUSAT. The students from 5th sem UG programs can join the course. No fee for students or college. 50 students can join and it is open to all disciplines. The committee decided to go ahead with the MOU – between the college and CUSAT. The



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IQAC will give a letter to GB of college for further actions. The dept. of Economics will coordinate the program. The committee also discussed to cooperate more students or even all 5th sem students. The feasibility will be discussed with them. The final mode of operation will be presented in next meeting.

7. Felicitation to students who cleared civil service exams. – The list of students who cleared civil service exams for the past years should be collected and displayed in college website. Dr Seena Mathai will coordinate the collection of names. Felicitation will be given to Mr Shiyaz, Psychology student, Civil Services 464 Rank, 2020, and Ms Arya Physics student IFS, 54th Rank – Principal will talk with them and felicitate in a simple function at Principal's room.

The meeting came to an end by 4.45 PM.

IQAC Chairperson & Principal
Dr.David Saj Mathew P

IQAC Coordinator
Dr. Manju M George



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4. Minutes of the IQAC committee meeting held on 28/01/2021, Monday 3.35 pm at Principal's office.

Agenda:

- I. Centenary Committee – Academic innovation – Planning
- II. AQAR 2019-20
- III. Self- appraisal – cupboard – files
- IV. New committee for next academic year
- V. Environmental audit, academic audit
- VI. NIRF data submission
- VII. Any other matter

Members present

1. Dr Alex Mathew
2. Mr. Cijin K Paul
3. Dr. Rachel Reena Philip
4. Dr. Ruby Elsa Jacob
5. Dr. Anil Thomas Koshy
6. Dr. David Saj Mathew
7. Dr. Sunil Abraham Thomas
8. Dr. Seena M Mathai
9. Mr. Cherian K George
10. Dr. Jenish Paul
11. Dr. MI Punnoose
12. Dr. Manju M George

Decisions Taken:

- I. The following decisions were taken regarding the academic innovation committee in connection with the centenary celebrations of the college.
 - a. Introduction of new courses in UG and PG level especially new generation courses as and when university and government notifies.
 - b. Applying to B.Voc courses to UGC by all departments.
 - c. Training programs for local self group – like kudumbasree, residents association etc. – Agricultural and nursery practices like budding, grafting and layering.
 - d. Teaching and research – The college should apply for CPE, college with potential for excellence, Autonomy and Deemed to be university as and when it is advertised by the UGC and Government for application.



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- e. IQAC recommends for an examination wing exclusively for conducting university examinations.
 - f. Room for a thought – A knowledge production centre – an incubation centre for creative thinking and policy decisions.
 - g. To proceed with combined PG dissertation work by Arts, Science and Humanities departments.
 - h. A print cell for publications of student research articles, especially from PG students.
 - i. To conduct seminars, conferences, webinars in recent advances in all areas by all departments.
- II. The AQAR for 2019-20 is ready. 80% date is uploaded waiting for PG results. The deadline extended to 30/03/2021 by NAAC due to Covid-19 reasons.
- III. As proposed earlier, the management had purchased a cupboard for keeping individual files of all faculty members. Data needed from 2017 onwards. The self-appraisal for all teachers to be kept in the cupboard/ bureau kept at placement cell.
- IV. The new IQAC committee will be selected in the meeting to be held in March 2021. A new committee to department representatives also to be taken in the view of the centenary year and year 2022 for next accreditation. The coordinator requested the Principal for identifying faculty members rather than nominations from departments.
- V. Environmental audit to be done with the help of SCMS institute, Kalamassery.
- VI. Academic audit to be done by the first week of March 2021. The IQAC Coordinator will identify the experts.
- VII. NIRF data is getting ready and will be uploaded before the due date.
- VIII. The IQAC recommended all the departments to apply for projects – individual and for departments.
- IX. Campus Flora and Fauna to be conducted. Botany and Zoology departments should take the lead.

The meeting thanked Dr David Saj Mathew for being the IQAC chairman from March 2019 to January 2021. The committee expressed sincere thanks and gratitude and also welcomed the new chairperson, Dr Rachel Reena Philip.

The meeting came to an end by 5.15 pm.

IQAC Chairperson & Principal
Dr. David Saj Mathew P

IQAC Coordinator
Dr. Manju M George



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5. Minutes of the IQAC meeting held on 30/03/2021, Tuesday, 2.30 pm at Principals office.

Agenda:

- I. Academic Administrative Audit.
- II. Re-accreditation
- III. NAAC steering committee
- IV. Academic Innovation
- V. AQAR 2019-20 submission
- VI. Any other matter

Members present

1. Dr Rachel Reena Philip
2. Dr Vidhu Narayan
3. Mr Kurien C Soman
4. Mr Cherian K George
5. Dr Anil Thomas Koshy
6. Mr Cijin K Paul
7. Dr Seena M Mathai
8. Dr T Tiju IRS
9. Dr Jenish Paul
10. Dr Sebastian Joseph
11. Dr David Saj Mathew
12. Dr MI Punnoose
13. Dr Sunil Abraham Thomas
14. Dr Sunny Kuriakose
15. Dr Ruby Elsa Jacob
16. Dr Manju M George

Decisions Taken

- I. The committee decided to conduct the Academic and administrative audits on 20 & 21 April 2021. Dr Harry Cletus, former principal, St Alberts college and NAAC peer team members will conduct the audit along with other members from the area of Arts/Humanities. A mock audit will be done by senior IQAC members before 15th April. The format will be circulated to HOD's.
- II. Reaccreditation, 5th cycle 2022. 4th cycle till 20/10/2022 (oct 2017 to oct 2022). NAAC intimated that the validity is only for 5 years. The NAAC steering committee



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should be constituted accordingly. The coordinator circulated the Criteria groups. The committee list attached.

- a. The NAAC steering committee
 - i. Chairperson – Principal – Dr Rachel Reena Philip
 - ii. NAAC coordinator – Dr Mini Alice
- b. Criteria committee members – coordinators
 - i. Curricular Aspects – Dr. Sonia Chacko
 - ii. Teaching, Learning and Evaluation – Dr Bindu M
 - iii. Research, innovation and extension – De Anil Kumar M
 - iv. Infrastructure and Learning resource – Dr Sunil Abraham Thomas
 - v. Student Support and progression – Dr Vidhu Narayan
 - vi. Governance, leadership and management – Dr Sibu M Eapen
 - vii. Institutional values and best practices – Dr Malini R
 - viii. Future plans of action IQA, SSR & Accreditation process – Principal, Dr Manju M George – detailed list with committee members attached next page
- III. Academic innovation committee met twice in connection with the centenary celebrations. Next meeting will be planned soon for the plan of action.
- IV. The AQAR for 2019-20 will be ready by 31/3/2021 and will be uploaded on time.
- V. Dr Sunny Kuriakose has agreed to take a class on the new accreditation process when college reopens.
- VI. The committee appreciated the service given by retiring senior teachers in 2021. Dr Muse Mary George, Dr David Saj Mathew and Dr Anil Thomas Koshy. All are presently IQAC members since 3 years. The committee thanked all the members. Dr David Saj was the IQAC coordinator and chairman, Dr Anil Thomas Koshy was the IQAC coordinator, Dr Muse Mary George was the administrative dean. Sincerely thank all the members and conveyed our best wishes for a happy retired life.
- VII. The present IQAC committee term will end this year. The committee entrusted Dr Rachel Reena Philip, Principal and Dr Manju M George to find the new members and inform the governing body for approval.
- VIII. The work for 5th cycle of NAAC accreditation has to be started immediately.

The meeting came to an end by 3.40 pm.

Sd/-

IQAC Chairperson & Principal
Dr. Rachel Reena Philip

IQAC Coordinator
Dr. Manju M George