

# **BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE**

## **MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL HELD ON 23.10.2018 AT 10.30 A.M. IN THE IQAC ROOM**

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The meeting started with a word of prayer by Dr. Grace Premila.

Roll call was taken.

The minutes of the meeting held on 15.05.2018 was read and confirmed.

### **Matters arising out of the minutes (Action taken Report):**

The Principal, Prof. Esther Prasanakumar reported that:

- The Language Lab work is completed and 32 computers are installed. UPS to be installed. The lab can be used for conducting IELTS in the evening and it is open for outsiders too.
- Advance Diploma in Accounting and Business offered by ACCA, UK”, could not be introduced as the subjects are repetitive and cost is on the higher side.
- MBA – Mr. Praveenkumar was asked to follow up with KCD for documents required.
- Departmental Reports – Presented before the Principal in the seminar hall
- Infrastructure: Most of the work is completed except the approval of plan for the 3<sup>rd</sup> floor by BBMP.
- Some quotations have been received with regard to Sanitary pad vending machine and the same will be installed by November 2018.
- One general test and one class test were conducted.
- International Symposium was held instead of national conference.
- Board highlighting the activities of the college is not yet ready.

- Composition of IQAC- in place of Ms. Roopa of Alphatech Mr. Antony will be inducted.
- Mentors list for the academic year has to be prepared.
- Suggestion box at the canteen – Dr. Manonmani to look into the same.

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## NEW AGENDA

The following matters were discussed:

1. Mentors to meet students twice a month during lunch time

The Principal reiterated the need of mentors meeting their wards during lunch time anywhere in the campus. She instructed the members that proper planning should be done so as to enable the mentors to have meeting with their wards continuously for 3 years of their studies in the college.

2. The Principal requested the members to encourage the 1<sup>st</sup> year students to take part in any one of NCC, NSS, NEN, Sports and Club activities.
3. The following dates were ear marked to have meetings of staff members - criterion wise to analyse the progress of SSR. All the related documents to be scanned and links to be created in the SSR to view them.

Criteria 1 & 2	November 14 <sup>th</sup> 2018	10.30 a.m onwards
Criteria 3 & 4	November 15 <sup>th</sup> 2018	
Criteria 5 & 6	November 16 <sup>th</sup> 2018	
Criteria 7 &	November 24 <sup>th</sup> 2018	
Review of all the 7 Criteria	November 24 <sup>th</sup> 2018	

Dr. Susanna was asked to see the availability of NAAC personnel to visit our campus and go through our SSR.

4. The Principal informed the members that name plates for plants and tress in the campus will be ready during Nov/Dec 2018.
5. She said that quotations have been received for installation of sanitary pad vending machine and the same will be installed in November 2018.

6. She further informed the members that AQAR for 2017-18 was submitted to NAAC in October 2018.

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7. Any other matter

- The Principal stated that the Karnataka Central Diocese, the Management of the college has provided 13 rooms in HRD centre to house BBA, M.Com. and the newly started M.Sc. and required furniture and lab equipments have been provided.
- The Principal informed the members that the college has been ranked 9<sup>th</sup> in the city and 55<sup>th</sup> in the country among the best Arts, Science and Commerce colleges for the year 2018.
- She stated that the Presidency College has selected her as the best Principal and has asked to nominate 3 professors for the 2018 award under Guru Samarpan programme.
- The Principal reported that the following Programmes/Activities were conducted:

International Multi-Disciplinary Symposium on 23.7.2018 Topic: Systems Management – An Overview
M.Sc. Psychology inauguration 16.8.2018
Nishka – Management Fest 18.8.2018
Disha – Annual Cultural Programme
Hindi Play – as a National Workshop
State Level seminar on “Media and Kannada Literature” in association with Karnataka Sahitya Academy on 29.8.2018

8. Future Plans:

- a. Digital notice Board
- b. Installation of Monitors with moving pictures in the campus
- c. More computers for Commerce Lab
- d. Rain water harvesting to be done after construction of the 3<sup>rd</sup> floor
- e. Mrs. Ann Kuruvilla and Mrs. Reeja Esther to develop a format for departmental reports

Prof. Esther Prasanakumar  
Principal

Dr. Grace Premila  
Convenor

**BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE**  
**MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE**  
**CELL HELD ON 5.2.2019 AT 11.00 A.M. IN THE IQAC ROOM**

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Roll call was taken.

The minutes of the meeting held on 23.10.2018 was read and confirmed.

**Matters arising out of the minutes (Action taken Report):**

The Principal, Prof. Esther Prasanakumar reported that:

- Sanitary pad vending machine and incinerators have been installed and are functioning.
- MBA – documents to be procured from KCD.
- Follow-up is on with regard to sanction of plan by BBMP for the construction 3<sup>rd</sup> floor.
- The Principal informed the members that the Best Principal Award was awarded to her by the Presidency University and the three nominees for the outstanding teachers according to academic performance, out-reach performance and college contributions. On these criteria Dr. Renuka Paul, Dr. Vinay Kumar Yadav and Ms. Marie Kavitha were awarded the Outstanding award.

New Agenda

- The Principal informed that the Board of Management has agreed to give cash award of Rs.5,000/- in recognition of achievements of teaching staff, one time in a year in case of accepted publication, UGC journal or international journal or award given by accredited organisation.
- Rs.25,000/- has been sanctioned by the Management for each staff that can be used for Darjeeling trip or Europe trip in 2019.
- The Principal informed the departments to be ready with PPT in a common format/templates.
- Name plates to be done for the new rooms/labs
- The Principal reminded the departments to keep ready their records for NAAC Peer team visit.
- Students should be briefed about their part with regard to Student Survey by NAAC.
- Mentors to meet students thrice a semester and prepare reports.

Future Plans: 2019-20

- To apply for M.A. English
- To apply for two new combinations in Bachelor of Arts:
  - i. History, Journalism, Travel & Tourism
  - ii. Journalism, Political Science, Sociology
  - iii. Journalism, Political Science, Psychology

The meeting came to an end with prayer by the Principal

Prof. Esther Prasanakumar  
Principal

Dr. Grace Premila  
Convener