

**WOMEN'S CHRISTIAN COLLEGE
INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Minutes of the meeting held on **Friday, 23rd September 2016** at the Marjorie Sykes Conference Hall.

The meeting of the Internal Quality Assurance Cell of Women's Christian College was held on Friday, 23rd September 2016 at 10 a.m. in the Marjorie Sykes Conference Hall.

Members Present

Dr Ridling Margaret Waller – Principal and Chairperson

Dr A Mary Pramela – Co-ordinator

Industry Expert

Mr Kiran Waddiparthi

Mr Srinath Narayan M

}

Faculty Representatives

Dr Ranjini Christopher – Vice-Principal

Ms Margaret Alexander – Dean - Shift II

Dr Nancy Angeline Rani R - Dean of Academic Affairs - Shift I

Deans of Research

Dr Annie Kuriachan – Shift I

Dr Priya Iyer – Shift II

Dr Lilian I Jasper

Ms Priya C – NSS Program Officer

Dr Vanitha Williams – Chaplain

Dr Veena Easvaradoss

Dr Anita Rajendran

Dr Jeba Jesintha

Ms Jessilla Malarvizhi

Student Representatives

Ms Sushma Sarah Mathen (II MA Comm.)

Ms Deepika Lakshmi Ganesan (II NUC)

The meeting commenced with prayer by the Vice-Principal, Dr Ranjini Christopher.

student enrolment rise to 3577. A 100 percent pass percentage in five departments, and more students clearing GATE, NET and Ph.D was a positive sign of Student progression. Faculty presented and published research articles, two deputed as visiting scholars at universities abroad, six received Doctorate Degrees and eight of them authored five centenary publications. Infrastructure on campus was enhanced through the installation of WiFi technology and a 200 KVA generator on campus, addition of computers and laptops, Reverse Osmosis Plant, renovation & air conditioning of the 1000 seater Auditorium and restoration of the 93 year old Science Block.

The Deans of Research Dr Annie Kuriachan and Dr Priya Iyer appreciated the Management's initiative of providing a seed grant for encouraging research at the undergraduate and postgraduate levels and that 12 students received the grant amounting to Rs.94,000/-. Students who received funding for research were called to present their research findings to the College community, thus encouraging others to pursue research. They reported that the focus would be on intervention-based and community-oriented research. The Deans of Research also spoke about problems in receiving funding for research from state and national level funding agencies. 32 proposals were submitted to the TNSCST in addition to one each submitted to CSIR, DBT and DST. A workshop on 'Writing Project Proposals' was conducted for faculty to enhance the quality of the research proposals and presentation skills of faculty. Mr Kiran Waddiparthi from CTS said that the IT industries have their own Research & Development units that fostered Academia-Industry partnership and other conventional industries, Biotechnology and Pharma industries could be tapped for research funding and collaboration. Since corporate houses placed a major emphasis on Corporate Social responsibility (CSR), themes related to CSR initiatives of companies may have a better scope of receiving funding.

Action Plan for the year 2016-17

The IQAC Coordinator presented the plans for the coming year. An orientation program for young faculty in October, a need based faculty development program / conferences in February/March, a program for non-teaching staff to enhance competence and efficiency, a soft skill program for students with poor communication skills to improve language proficiency and formation of Quality circles to involve the College community in enhancing the work and learning environment on campus were plans proposed for the coming year.

Mr Srinath Narayan from TCS and Mr Kiran Waddiparthi from CTS congratulated the Principal on the achievements of the College and the meticulous manner in which the events have been captured and documented. They remarked that they were proud to be associated with the College at such an important time in her history.

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Suggestions & Recommendations from External Members

Mr Srinath Narayan stated that he would help link WCC with Tata Institute of Social Sciences and Tata Institute of Fundamental Research and continue to help the underprivileged students find employment in the hospitality, medicare and other IT enabled services (ITES Sectors) through the TCS's CSR - 'Affirmative action for employability of the underprivileged' by offering soft skills for our students. Around 45 students who received training under this program have already been placed in TCS last year.

TCS also offers an elective course on Banking services for students of B.COM, BBA and BBM. Student representatives Ms Sushma and Ms Deepika Lakshmi appreciated the initiatives of the college to enhance the learning environment. Ms Deepika Lakshmi suggested that we have MOUs with government companies to train students in English speaking skills as enhancing the English communication skills of students can improve their academic performance and widen scope for employability.

As there was no other business the meeting was adjourned.

Mary Pramela A

IQAC Coordinator
Dr A Mary Pramela

Rubaker

Chairperson
Principal & Secretary
Dr Ridling Margaret Waller

Women's Christian College
Internal Quality Assurance Cell

Meeting of the Internal Quality Assurance Cell of the Women's Christian College held on Saturday, 11th February 2017 at 10.00 a.m. in the Marjorie Sykes Conference Hall.

Agenda

Prayer

Welcome

Apologies for absence

Minutes of the previous meeting held on 23rd September 2016

Business of the Day

- AQAR for 2015-16.
- Update on activities for 2016-17.
- Suggestions & Recommendations from External Members.

Any other Business

Date: 11.02.2017



Principal & Secretary

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Any other Business

Date: 11.02.2017

Principal & Secretary



Members	Signature
Dr Ridling Margaret Waller	
Dr A Mary Pramela	
Ms Mythili K Rajendran	Apologies
Rev Dr Felix Wilfred	
Mr Kiran Waddiparthi	Apologies
Mr Srinath Narayan M	
Dr Susan George	Susan George
Dr Mary Jayanthi Arulsingh	
Dr Ranjini Christopher	
Ms Margaret Alexander	
Dr Nancy Angeline Rani R	
Dr Annie Abraham S	
Dr Annie Kuriachan	-
Dr Priya Iyer	
Dr Lilian I Jasper	Lilian Jasper
Dr Jayanthi Richard	
Ms Priya C	
Dr Vanitha Williams	Janika Williams
Dr Veena Easvaradoss	
Dr Anita Rajendran	
Dr Jeba Jesintha	Jebe Jesintha
Ms Jessilla Malarvizhi	
Ms Sushma Sarah Mathen	-
Ms Deepika Lakshmi Ganesan	

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Management Representative

Rev Dr Felix Wilfred

Industry Expert

Mr Srinath Narayan M

Alumnae Representatives

Dr Mary Jayanthi Arulsingh

Dr Susan George

Faculty Representatives

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Ms Margaret Alexander – Dean, Shift II

Dr Nancy Angeline Rani R - Dean of Academic Affairs, Shift I

Dr Priya Iyer – Dean of Research, Shift II

Dr Lilian I Jasper

Dr Jayanthi Richard

Ms Priya C

Dr Vanitha Williams – Chaplain

Dr Veena Easvaradoss

Dr Anita Rajendran

Dr Jeba Jesintha

Ms Jessilla Malarvizhi

} NSS Program Officers

Student Representative

Ms Deepika Lakshmi Ganesan (II NUC)

The meeting commenced with prayer by the Chaplain, Dr Vanitha Williams.

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The meeting commenced with prayer by the Chaplain, Dr Vanitha Williams.

Welcome

The Principal welcomed the members and introduced the external members Dr Susan George former Head of the Department of Chemistry and Dr Mary Jayanthi Arulsingh, former Head of the Department of Advanced Zoology and Biotechnology, Rev Fr Felix Wilfred, Founder & Director, Centre for Cross Cultural Studies and Mr Srinath Narayan, Associate Vice-President, TCS.

Apologies for Absence

Apologies for absence were received from Mr Kiran Waddiparthi, Industry Expert, Ms Mythili Rajendran, IAS, State Govt. Representative and Dr Annie Kuriachan, Staff representative.

Minutes of the previous meeting

The minutes of the previous meeting held on September 23rd 2016 was presented by the IQAC Coordinator and passed.

Business of the Day

AQAR for 2015-16.

The Annual Quality Assurance Report (AQAR) for 2015-16 was presented.

Update on the activities for 2016-17

The Principal presented a report on the grants released till date under the UGC - CPE (Rs.80,96,000), FIST (Rs.52,50,000), UGC Grant for Sports Infrastructure (Rs.28,00,000) and the Annual Autonomy Grant (Rs. 20,00,000).

The IQAC coordinator presented an update on the activities for 2016-17. She stated that the final year undergraduate students from the Fundamental Level General English class of shift I and students of Shift II with poor English proficiency would benefit greatly from soft skill training to enhance employability and improve communication skills. She reported that Mr Srinath Narayan, Associate Vice President, TCS, had graciously agreed to include sixty such students in the training being offered by TCS as part of their CSR. This training also provides them the opportunity to be recruited in the IT Enabled Service Sector of TCS.

Soft skill training for rural youth was organized on January 23rd-27th 2017 by the Department of Commerce in collaboration with the Rajiv Gandhi National Institute for Youth Development. The annual International conference on Expressive Art Therapy 'Expressions of the Soul' was organized by the Department of Psychology in association with the East-West Center for Counselling and Training on 16th and 17th of February 2017.

A workshop on the theme 'Women's rights is Human rights', funded by the National Human Rights Commission will be organized by the Department of History on March 6th 2017.

An Orientation program for professional development of young faculty was organized by the IQAC on 3rd October 2016, 94 faculty from Shifts I and II participated.

Two Faculty Development Programs were organized:

1. 'Enhancing teaching-learning using multimedia and e-resources' on 3rd February 2017, 60 faculty participated.
2. 'How to increase learner engagement' was conducted with Mr Michael Schlabra, Concordia College, New York as resource person on 8th and 9th February 2017 for 30 faculty of Shift I and on 14th & 16th February 2017 for 30 faculty of Shift II.

Project proposals have been submitted to funding agencies and 11 faculty have applied for Ph.D. guideship. Every Department has been encouraged to develop and formalize industry linkages with MOUs. Students and faculty from each Department have been visiting Thirukandalam village offering extension and community development programs. The Greenbox is a new initiative to promote income generation among Departments through sale of products to the College Community.

As the first part of the Environment Audit, an environmental footprint study for WCC Campus has been initiated through VNV Advisory Services, Bangalore with mapping and scoping to quantify baseline data; Green House Gas (GHG), water and waste inventory; Strategy appraisal and GHG, water footprint report. The second phase will involve Footprint Report, developing an Environment management System and an Environment policy.

Five areas have been identified for Quality Circles (QC) and each of the QCs have suggested recommendations for implementation. The **QC on Environmental Issues** has identified solutions for solid waste management, specifically paper and plastic waste. The **QC on Food and Hygiene** has identified methods to ensure hygiene at the canteen, the food and food handler and identified solutions to enhance the quality of food. The **QC on Community & Extension services** has monitored traffic on campus and are coordinating with the Extension Activity Clubs for an action plan. The **QC on Library Services** has suggested measures to minimize mutilation of books and optimal utilization of library resources. The **QC for physical facilities** on campus has offered suggestions for a facelift of facilities on canteen.

Other plans to be implemented include:

1. A study on the Incremental Academic Growth of students of the 2014-17 batch.
2. Training Program on 'Effective Business Communication for staff in the administrative offices'.

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Other plans to be implemented include:

1. A study on the Incremental Academic Growth of students of the 2014-17 batch.
2. Training Program on 'Effective Business Communication for staff in the administrative offices'.

3. Comprehensive IT policy.
4. Food Policy.
5. Introducing Massive Open Courseware (MOOC) and Blended learning.

Suggestions & Recommendations from External Members

Responding to the issues faced by faculty of Undergraduate Departments in getting Ph.D. guideship, Dr Felix Wilfred suggested that WCC along with other colleges with similar problem could make a representation to the syndicate of the University of Madras for recognition of undergraduate departments for Ph.D programs. He also suggested that we continue to have the quest for research as research defines quality of education.

In response to the report on skill development training for students, Dr Susan George, a certified trainer in Transactional Analysis, would offer free life skills training for a small group of students who have the necessary skills but do not show any progress. Mr Srinath Narayan suggested small scale sale endeavours by students to mobilize funding. Sharing personal experiences, he explained the potential of such activities in developing qualities and skills that would be valuable for life and at the work environment. Recognizing students with the highest sales could also improve their marketing skills.

Ms Deepika Lakshmi, student representative recommended that as part of the Quality Circle on environmental issues segregation of waste and recycling of paper can be undertaken on campus. Dr Felix Wilfred stated that this could be a means of creating social awareness among students, since ecological issues are often linked to social issues like poverty; and ecological consciousness is linked to social consciousness. Training the special children at the Child Development Centre on campus for vocational skills, such as making paper cups & bags could be a sustained source of income for the centre. Dr Lilian Jasper suggested that as part of the Institutional Social Responsibility (ISR) of our College women at Thirukandalam village could be trained in such eco-friendly vocations.

Dr Ranjini Christopher, the vice principal proposed the vote of thanks.

As there was no other business the meeting was adjourned.



IQAC Coordinator
Dr A Mary Pramela



Chairperson
Principal & Secretary
Dr Ridling Margaret Waller

Women's Christian College
Internal Quality Assurance Cell

Meeting of the Internal Quality Assurance Cell of the Women's Christian College held on Friday, 21st April 2017 at 10.00 a.m. in the Marjorie Sykes Conference Hall.

Agenda

Prayer

Apologies for absence

Minutes of the previous meeting held on 11th February 2017

Business of the Day

- Principal's remarks.
- Annual Report 2016-17 – IQAC Coordinator.
- Plans for June 2017.
- Suggestions & Recommendations.

Any other Business

Mary Premela

Date: 21.04.2017

R. Swalla
Principal & Secretary

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Business of the Day

- > Principal's remarks.
- > Annual Report 2016-17 – IQAC Coordinator.
- > Plans for June 2017.
- > Suggestions & Recommendations.

Any other Business

Mary Pramela

Date: 21.04.2017

R. Waller
Principal & Secretary

Members	Signature
Dr Ridling Margaret Waller	<i>R. Waller</i>
Dr A Mary Pramela	<i>Mary Pramela</i>
Dr Ranjini Christopher	<i>R. Christopher</i>
Ms Margaret Alexander	Apology
Dr Nancy Angeline Rani R	<i>Nancy Rani R</i>
Dr Annie Abraham S	Apology
Dr Annie Kuriachan	Apology
Dr Priya Iyer	<i>Priya</i>
Dr Lilian I Jasper	Apology
Dr Jayanthi Richard	<i>Jayanthi Richard</i>
Ms Priya C	<i>Priya C</i>
Dr Vanitha Williams	<i>Vanitha Williams</i>
Dr Veena Easvaradoss	<i>Veena Easvaradoss</i>
Dr Anita Rajendran	<i>Anita Rajendran</i>
Dr Jeba Jesintha	<i>Jeba Jesintha</i>
Ms Jessilla Malarvizhi	<i>Ms Jessilla Malarvizhi</i>
Ms Sushma Sarah Mathen	-
Ms Deepika Lakshmi Ganesan	<i>Deepika</i>

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Dr. Priya Iyer - Dean of Research, Shift II
Dr. Jayanthi Richard } NSS Program Officers
Ms. Priya C }
Dr. Vanitha Williams - Chaplain
Dr. Veena Easvaradoss
Dr. Anita Rajendran
Dr. Jeba Jesintha
Ms. Jessilla Malarvizhi

Student Representative

Ms. Deepika Lakshmi Ganesan (II NUC)

The meeting began with prayer by the chaplain, Dr. Vanitha Williams.

Apologies for Absence

Apologies for absence were received from Ms. Margaret Alexander, Dr. Lilian I Jasper, Dr. Annie Kuriachan and Dr. Annie Abraham.

Welcome

The Principal welcomed the members and briefed them of the purpose of this meeting-to take stock of the activities and achievements of the past year.

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Minutes of the previous meeting

The minutes of the previous meeting held on February 11th 2017 was presented by the IQAC Coordinator and passed.

Business of the Day

Principal's remarks

The Principal reported that on April 3rd 2017, Women's Christian College had been ranked 10th in the National Institute for Ranking Framework (NIRF) list of best colleges in India. The Principal and Dr. Lilian I Jasper were invited to attend a special felicitation for 100 Principals and senior faculty representing the best colleges in Science, Liberal arts, Pharmacy, Engineering and Management Studies at the Rashtrapathi Bhavan where the President of India addressed the delegates. She recorded appreciation to the Dean of Academic Affairs, Dr. Nancy Angeline Rani for her meticulous compilation of data for the NIRF rating. The Principal while placing on record this prestigious recognition that the college had received, encouraged the members to maintain the momentum to take the college forward. She reiterated the important role of the IQAC in monitoring quality. She said each member had the responsibility to ensure that the academic programs were vibrant, that infrastructure was strengthened, technology was constantly upgraded, research output was enhanced, our commitment and responsibility to society is strengthened and that we continue to grow and enhance our capabilities. She said that we need to constantly evolve as an institution, seeking innovations in curriculum, teaching learning and assessments. She suggested that we assess ourselves midterm, ie.at the end of one semester to enable us to take stock and make necessary changes. The Principal said we need to take responsibility to conserve the biodiversity (253 species of shrubs and herbs and 110 varieties of trees) and natural resources on campus. She reported that there was a write up on Environmental consciousness and ground water management at WCC in the National daily "The Hindu" that day. She encouraged members to take stock of their individual roles as members of the IQAC and encouraged them to work towards personal development as well as development of their respective departments and the college community.

Responding to the previous minutes, the Principal reported that Rs. 80,96,000 under the CPE grant and 50,52,000 under the FIST grant had been utilized by March 2017. She presented details of the grant utilization which are appended.

Annual Report 2016-17

The IQAC coordinator presented a report of activities for the year 2016-17. She presented the objectives and functions of the IQAC as specified under the UGC XII plan guidelines. She reported on activities relating to the seven evaluative criteria.

Curricular Aspects: Departments have been encouraged to include learning outcomes in syllabi being revamped this year and include Massive Online Open Courseware (MOOC) modules in at least one unit of each course as a step towards adopting blended learning. The college is now a local chapter of the National program in Technology Enhanced Learning (NPTEL) which provides a platform for free courseware and online testing. The principal reported that this has been initiated by the Department of Computer Science with Dr V Narmadha as the Co-ordinator.

Departments were encouraged to explore links with National Skill Development Council and other agencies for training programs in areas relevant to their courses.

Teaching, Learning and Evaluation: Activities conducted to enhance teaching and learning included an Orientation program for professional development of young faculty, organized on 3rd October 2016, in which 94 faculty from shifts I and II participated. Around 60 faculty from shifts I and II participated in the Faculty Development Program on 'Enhancing teaching -learning using multimedia and e-resources' organized on 3rd February 2017. Mr. Michael Schlabra, Concordia College, NY, USA was the resource person at the two day workshop on 'How to Increase Learner Engagement' organized on 8th and 9th February 2017 for Shift I faculty and on 14th and 16th February 2017 for faculty of Shift II. Around 65 faculty attended this Faculty Development Program. Workshops, seminars and endowment lectures were held to enrich the learning experience of students. Reforms in examinations and evaluation made it possible for students to access CIA marks online, Course registration, exam fee payment and issue of hall tickets was also entirely online for the first time.

Research, Consultancy and Extension: WCC research cell facilitated process of applying for research grants through DBT (3 proposals), DST (1 proposal), TNSCST (32 proposals) and other Government and United Board programs. Rs.15,000 each was given as Management seed grant for research for two Ph.D scholars. Management also provided Research grants for eleven UG and PG research students amounting to Rs.90,000. Women's studies research cell granted research grants amounting to USD 1500 to six UG and PG students Dr. Priya Iyer that one PhD Scholar, Ms. Kamalapriya of the Department of Biotechnology had received the Research fellowship for Research Scholars (RFRS)

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Research, Consultancy and Extension: WCC research cell facilitated process of applying for research grants through DBT (3 proposals), DST (1 proposal), TNSCST (32 proposals) and other Government and United Board programs. Rs.15,000 each was given as Management seed grant for research for two Ph.D scholars. Management also provided Research grants for eleven UG and PG research students amounting to Rs.90,000. Women's studies research cell granted research grants amounting to USD 1500 to six UG and PG students Dr. Priya Iyer that one PhD Scholar, Ms. Kamalpriya of the Department of Biotechnology had received the Research fellowship for Research Scholars (RFRS)

amounting to Rs.10,000 per month. Four students had received the TNSCST funding of Rs.10,000 each and this was released the previous day. The Principal encouraged the student representative to also apply for research funding. 2 of the 11 faculty who have applied for Ph.D guideship, Dr. Lilian Jasper (English) and Dr. Usha Rani (Psychology) have received permission to guide Ph.D from the University of Madras. Departments were asked to formalize linkages with industries and research institutions with MOUs. The final tally of MOUs that have been finalized is thirty. Students and faculty from fourteen Departments namely Departments of History, Maths, Plant Biology and Plant Biotechnology, Advanced Zoology and Biotechnology, Home Science, Computer Science and Psychology (Shift I) and BCOM (General and CA), BCA, Corporate Economics, Tamil, Languages, Viscom, (Shift II) have conducted classes and programs for school children in Thirukandalam village.

Infrastructure and Learning Resources: The new Centenary block has added to the infrastructure on campus through enhanced IT labs with facility for online testing for placements, Smart classrooms with facility for teleconference, language lab software and Wi-Fi to encourage use of ICT in teaching- learning. New computers for Departments, e-learning classroom; New software Satvat ERP to integrate all data pertaining to a student from the time of admission until she leaves college; Ebscohost and NList-National library Information services for scholarly content giving access to over 60,000 e resources and the anti plagiarism software Urkund are other additions.

Student Support and Progression: In keeping with the with this year's objective - 'increase and diversify' the career guidance cell has facilitated 21 companies for campus recruitments resulting in more than 460 placements this year.

Training in soft skills, online testing has been offered to students in addition to leadership development training provided by the YI. Around 87 students are currently undergoing training in soft skills and skills for employability offered by TCS CSR Initiative. Of these students 39 are students of Fundamental English or poor communication skills who have been, identified by IQAC and accepted for training by TCS. Study on the incremental academic growth of students of the 2014-17 batch is being conducted.

Governance, Leadership and Management

Two new student leadership positions-chairperson for Environmental Stewardship and Chairperson for NCC have been included in the senate. A Comprehensive IT Policy and a Food Policy that takes into consideration the UGC guidelines (2016) is being drafted by the senior faculty of the Computer Science (Shifts I and II) and Home Science Departments respectively.

Best Practices

Environmental Audit - Stage I is in progress with VNV advisory services, Bangalore, conducting the audit. There have been three meetings with the Vice principal, Dean of student services, PRO, Campus Supervisor and administrative staff. Environmental footprint study for WCC Campus includes mapping and scoping to quantify baseline data, Green House Gas (GHG), water and waste inventory, Strategy appraisal and GHG, water footprint report is expected to be completed by first week of May.

Green Box -is an initiative launched by the principal to encourage Departments to mobilize Funds, wherein a Seed grant of Rs.10,000 may be received by each Department and used as capital in income generation ventures. Department of Physics has raised Rs.22,400 from sale of desk calendars with photographs of campus flora. Departments of PBPB, AZBT, Chemistry and PG Chemistry have raised Rs.2220-3250 through sale of batik fabrics, candles, compost, bio-pesticides and garden fresh produce.

Reporting on the **Quality Circles (QC)** on environmental issues, food hygiene and quality, community and extension services, library services and physical facilities on campus ,the IQAC coordinator reported that there were two QCs ,one each from Shifts I and II for every aspect (except Physical infrastructure)that met to identify problems and suggest solutions and strategies for implementation.

The **QC on environmental issues recommended plastic and paper waste management** as the major problem. It was suggested that Plastic and Styrofoam plates and cups be replaced by steel/paper plates & students bringing their own cups. Ban on use of plastic bags on campus and fines for those who bring them, Paper bags to be provided in restrooms to dispose sanitary napkins without plastic wrap. Separate bins for collecting plastic waste which can then be recycled were solutions suggested.

To manage paper waste, the solutions recommended were to segregate waste at source, provide bins for segregation in resident halls, offices and photocopying centre; delegate support staff to collect and store paper waste in central storage allotted by college, with regular disposal every 10 days to NGO. Volunteers from Extension Activity clubs could create awareness to reduce use and reuse paper, circulars could be put on notice board/ intranet/ whatsapp; Assignments/seminar notes to be posted on common mail Id; Double side printing could be encouraged. Reused paper could be used to make paper bags. Food service staff and students to be oriented on segregation and proper disposal of waste.

Food hygiene and quality committee identified poor hygiene of food handlers and poor quality food as problems. The suggestions were to provide covered, colour coded bins for segregation at source and use of vermin compost pit for vegetable/fruit waste which can be

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sold as compost. Dish washing area could be provided, relaying of tiles in work counters and redoing of flooring with proper drainage, periodic cleaning of hand wash areas and preventing feeding and entry of cats and dogs were the strategies recommended.

To ensure food hygiene, use of transparent food covers for all cooked foods at all times and storing food in freezers maintained at the correct temperature was suggested. To ensure hygiene of food handlers, it was recommended that they be sensitized on personal hygiene and hygienic work habits and have a supervisor exclusively to monitor hygiene of food outlets on campus

The **QC on Library services** identified poor usage of e-resources by students and mutilation of books as the key problems. Linking library e resources and subscribed databases to college website, Sending e-resource links to students through whatsapp messages, faculty insisting on use of e-resources for assignments and conduct of user education programs were the recommendations

To handle the problem of book mutilation, senators and EA club coordinators could conduct competitions on video making or essay writing on joys of book reading, value of library and consequences of book mutilation. The best video could be projected during assembly hour every semester. The Principal suggested that this could be screened at the start of every assembly program to create awareness and involve students in upkeep of library, 5 students from each class/Department may be involved in library activities like shelving of books from 1:30-2:30 p.m. for shift I and 11:30-12:30 p.m. for shift II. Ms Priya, NSS coordinator of shift II said that NSS volunteers from every Department were already doing this.

The **QC on Physical facilities on campus** identified **improvement of Canteen Infrastructure** as the priority. To decongest canteen, the QC recommended that the store room space behind chat counter may be used as dining hall for non teaching staff. Faculty dining area may be provided with benches and narrower tables to accommodate more people. All counters for outlets can be of uniform size, be provided with a sink and 2 power outlets and be placed along eastern side of canteen. Counters could have covered glass display racks. A chute can be provided on the north western end of canteen for disposal of dirty plates. The recommendations were to have the walls tiled to a height of 5 feet, flooring to be changed and walls to be repainted. Window grills may be changed, wooden tables varnished, chairs may be replaced by stools to increase seating capacity and extra stools may be stacked to cater to additional requirements.

Presenting plans for June 2017 the IQAC coordinator presented Orientation program for new faculty; Comprehensive IT Policy to address standards on IT Service Management,

Information Security, Network Security, Risk Management and Software Asset Management and Food Policy as priorities for action.

Suggestions and recommendations from members:

- Paper can be recycled and used to make paper bags and made into handmade paper for printing invitations, conference folders etc. We could apply for funding to set up a recycled paper making unit. The extension activity clubs, children from the Child Development Centre and students of environmental studies can be involved in making paper bags.
- Leftover food may be given to NGOs. Students (Past students with entrepreneurial skills) could be encouraged to take charge of running the canteen.
- Programs could be planned in keeping with government programs like Swach Bharat and National Literacy Mission (Dr Jayanthi clarified that NSS was already involved in Swach bharat programs). We could have formal MOUs to facilitate this.
- Solar panels can be repaired and revived. Signage for Laboratories and RO plant for the canteen.
- Bridge course may be offered in the summer to students of the second year to improve English communication skills which is a priority during placements.
- Ms Jessila Malarvizhi, Placement officer requested facility to conduct online testing for 150 or more students at one time and space for one on one interviews. The Principal said there would be a new IT lab in the Centenary block with facility for online testing for 70 students. She suggested that an additional floor could be built in Riverlands. This could be a multipurpose hall with facility for 150-200 computers, common room for students etc.
- Ms Jessila Malarvizhi requested software for maintaining a database of all students registering with the career guidance cell, in order to generate a list of eligible students based on criteria of each recruiting company. The Principal suggested that Computer Science students may take this up as a software development project. Incentives can be given for successful development and implementation.
- Departments can network with National Entrepreneurship Network (NEN), National Institute for Entrepreneurship and small business development (NIESBD) to enhance skill development and entrepreneurial skills of students. Principal reported that ten MOUs had been signed this year and five more were also likely to be

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finalized. She encouraged Departments to explore partnerships with such skill development networks.

- In addition to the orientation program for new faculty, it was suggested that all faculty including senior faculty be given orientation to attendance, procedure for students rejoining courses and general rules and understanding on all academic activities under the ERP.

The IQAC committee, placed on record its gratitude and appreciation to the Principal for her vision, inspiring leadership and support.

As there was no other business the meeting was adjourned.

Mary Pramela A

**IQAC Coordinator
Dr A Mary Pramela**

M. Waller

**Chairperson
Principal & Secretary
Dr Ridling Margaret Waller**

Women's Christian College
Internal Quality Assurance Cell

Meeting of the Internal Quality Assurance Cell of the Women's Christian College held on Wednesday, 16th August 2017 at 2 p.m. in the Marjorie Sykes Conference Hall.

Agenda

Prayer

Welcome

Minutes of the previous meeting held on 21st April 2017

Business of the Day

- Principal's remarks.
- Plans for academic year 2017 - 2018.
- Suggestions & Recommendations.

Any other Business

Date: 16.08.2017



Lilani Jayar
Principal & Secretary

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Any other Business

Date: 16.08.2017



Lilian Jasper
Principal & Secretary

Members	Signature
Dr Lilian I Jasper	<i>Lilian Jasper</i>
Dr A Mary Pramela	<i>Mary Pramela</i>
Dr Mathivanan	-
Rev Dr Felix Wilfred	-
Mr Kiran Waddiparthi	<i>Kiran</i>
Mr Srinath Narayan M	<i>Srinath</i>
Dr Susan George	<i>Sy G.S.</i>
Dr Mary Jayanthi Arulsingh	<i>Mary Jayanthi Arulsingh</i>
Dr Ranjini Christopher	<i>Ranjini Christopher</i>
Ms Margaret Alexander	<i>Margaret</i>
Dr Vanitha Williams	<i>Vanitha Williams</i>
Dr Annie Abraham S	<i>Annie</i>
Dr Annie Kuriachan	<i>Annie</i>
Dr Priya Iyer	<i>Priya</i>
Ms Titty Elizabeth Philips	<i>Titty</i>
Ms Sweetlyn Moses	<i>Sweetlyn Moses</i>
Ms Priya C	<i>Priya</i>
Dr Veena Easvaradoss	<i>On Medical Leave</i>
Dr Anita Rajendran	<i>Anita</i>
Dr Jeba Jesintha	-
Dr Hannah Ruben	<i>Hannah</i>
Ms Jeevlin Abraham	<i>Jeevlin</i>
Ms Helan Jenifer P	<i>Helan</i>

**WOMEN'S CHRISTIAN COLLEGE
INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Minutes of the meeting held on Wednesday, 16th August 2017 at the Marjorie Sykes Conference Hall.

The meeting of the IQAC, WCC was held on Wednesday, 16th August 2017 at 2 p.m. in the Marjorie Sykes Conference Hall.

Members Present

Dr Lilian I Jasper – Principal and Chairperson

Dr A Mary Pramela – Co-ordinator

Industry Experts

Mr Kiran Waddiparthi

Mr Srinath Narayan M

Alumnae Representatives

Dr Mary Jayanthi Arulsingh

Dr Susan George

Faculty Representatives

Dr Ranjini Christopher – Vice-Principal

Ms Margaret Alexander – Dean, Shift II

Deans of Academic Affairs

Dr Vanitha Williams - Shift I

Dr Annie Abraham S - Shift II

Deans of Research

Dr Annie Kuriachan – Shift I

Dr Priya Iyer – Shift II

Ms Titty Elizabeth Philips – Dean, Centre for Women's Studies

NSS Program Officers

Ms Sweetlyn Moses – Shift I

Ms Priya C – Shift II

Dr Anita Rajendran

Dr Hannah Ruben

Student Representative

Ms Jeevlin Abraham (II MA Eng)

Ms Helan Jenifer P (II CHE)

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Mr Srinath Narayan M

Alumnae Representatives

Dr Mary Jayanthi Arulsingh
Dr Susan George

Faculty Representatives

Dr Ranjini Christopher – Vice-Principal
Ms Margaret Alexander – Dean, Shift II
Deans of Academic Affairs
Dr Vanitha Williams - Shift I
Dr Annie Abraham S - Shift II
Deans of Research
Dr Annie Kuriachan – Shift I
Dr Priya Iyer – Shift II
Ms Titty Elizabeth Philips – Dean, Centre for Women's Studies
NSS Program Officers
Ms Sweetlyn Moses – Shift I
Ms Priya C – Shift II
Dr Anita Rajendran
Dr Hannah Ruben

Student Representative

Ms Jeevlin Abraham (II MA Eng)
Ms Helan Jenifer P (II CHE)

The meeting commenced with prayer by the Vice-Principal, Dr Ranjini Christopher.

Welcome

The Principal, Dr Lilian Jasper welcomed the members and reported about the admissions for 2017-18 (Details appended). She also briefed the members about the focus areas for action this year namely introduction of new skill based courses, bringing international guest faculty to our campus, exploring avenues for increasing consultancy as well as student exchange programs.

Minutes of the previous meeting

The Coordinator of the IQAC presented the minutes of the previous meeting held on 21st April 2017 which was approved by the members.

Plans for the academic year 2017-18

The primary objectives of the IQAC as proposed by the UGC 12th Plan Guidelines is to develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the College and also to promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices.

Presenting the action plan for 2017-18 the IQAC coordinator spoke about:

Curricular Aspects: introduction of new courses M.Phil in Computer Science and Physics. Additional seats have been sanctioned for M.Phil Biotechnology. Career oriented non major elective (NME) courses like Herbal medicine & cosmetics and Event Management have been introduced. Syllabi being revised have included MOOC courses and spoken tutorial in at least one unit. Students are also encouraged to take up NPTEL courses for extra credits. Quantitative Aptitude & Logical Reasoning, Workshop Practice and R Programming are some of the new certificate courses to be introduced.

Teaching Learning and Evaluation: We plan to enrich the learning environment by inviting faculty working in Universities within and outside India as adjunct faculty, visiting scholar or scholar in residence. Student centric learning environment will be ensured through service learning programs, projects, assignments to encourage experiential learning, learner designed courses, certificate courses and project.

Student project evaluation by Industry experts (Commerce), online tests, assignments based on NPTEL courses (PG CST) and Viva voce for Practical Courses (PG Physics) are some changes being introduced this year. Evaluation of learning outcomes will be done for newly introduced /revamped courses.

A training in Business Communication has been planned for administrative staff and a training for support staff has been planned for August/September 2017). Orientation program for new faculty and guest faculty was organized on August 3rd 2017 with sessions on the ethos of the college; teaching and research; attendance, evaluation and feedback; formal student activities and campus life and importance of ensuring quality and maintaining standards. Around 30 faculty from shifts I and II participated.

The CST Department organized a state level FDP on 21st July 2017. A Faculty Development Program (FDP) in Journalism and Communication will be organized in February 2018 by the MA communication Department while the Computer Science Department will organize a faculty development workshop in R programming. A FDP program will also be organized by the IQAC on a need based theme.

Some of the workshops planned for students by Departments include Workshop on Research Techniques for PG students of CST in November 2017, Workshop on Data Analysis using Excel (IT), workshop on Financial Analysis using Excel (B.Com), Workshop on Python Analysis using Programming (CSC) and Workshop on Terrarium for Horticulture (PBPB).

Other workshops and seminars planned for 2017-18 include Workshop on Graph Theory (UG & PG Mathematics), Employment & Entrepreneurship-changing paradigm (B.Com), GST- Implications for Indian Economy (Corp Econ), Cash to Cashless Economy-Challenges & Opportunities (B.Com), Traditional Medicine and Tribal Therapeutic Practices (PBPB) and a National Workshop on Data Analysis Tools & Bioinformatics (CST).

Five Endowment lectures/workshops will be organized by various Departments this year. National Conferences will be organized by the Department of Mathematics and Centre for Women's Studies. Department of Home Science will organize a Platinum Jubilee commemorative Conference and the MA Communication Department will organize a twentieth Anniversary Commemorative Conference.

Some of the co curricular activities planned include Training in Experimental physics for school teachers and students (August 11th 2017) and training for English Teachers organized by the English Department under Sarva Shiksha Abhiyan (SSA) and Rashtriya Avishkar Abhiyan (RAA) of the government (July 2017).

In addition to the HR meet, a Mock United Nations (MUN), Youth Summit, ten Intra department and Inter college Department fests, Moth week, Wildlife week, Nutrition week, Science day celebrations and Department Club Activities will be organized by the Departments.

Research, Consultancy and Extension: A workshop on Writing Research Proposals will be organized by the Research Cell. Research proposals will be submitted for Atal Incubation Centre, TNSCST, DBT, DST and the UBCHEA. Another edition of the WCC

Research Journal 'Eleanor' will be released this year. A Committee will be formed to set standard guidelines for research publications. Departments will be encouraged to use Urkund software to detect plagiarism in dissertations and project reports. A seed grant for Research for Ph.D scholars and research grant for UG and PG Research will be given by the Management this year as well to encourage student research projects.

Each Department will explore and try to initiate consultancy services in their areas of expertise. Outcomes of MOUs signed in this past year will be evaluated at the end of the academic year. Ten new MOUs have been signed by the Departments of Home Science, Mathematics, Computer Science, Plant Biology and Plant Biotechnology, Corporate Economics, BCA and PG Departments of Mathematics and Communication. University of Madras has offered Ph.D. Guideship for five more faculty- Dr Lilian Jasper, Dr Usha Rani, Dr Nancy Angeline, Dr Annette Beatrice and Dr Gowri Ramesh.

As part of the Institutional Social Responsibility, WCC has collaborated with the Rashtriya Avishkar Abhiyan program of the government in mentoring children from Government schools in the neighbourhood. The Mathematics and Science Departments will be involved in this program.

Extension Activity Clubs like the YI, Rotaract, NSS and NCC as well as the Outreach Centre-Chetpet are involved in a number of programs and outreach activities that foster social responsibility in students. Ms Sweetlyn Moses, Co-ordinator for Extension Activities reported on the activities of the Young Indian's Club and spoke about programs like game changers that raises funds for scholarships for disadvantaged students. She reported that the 'Tangled' campaign to raise funds to support cancer patients and 'Eudora' to create awareness on breast cancer and raise funds for mastectomy survivors are signature campaigns of WCC, initiated by students. Student member Jeevlin spoke about the activities of the Enviro Club and the campaigns initiated by students to encourage environmental stewardship. Department of Physical education has organized an intercollegiate sports meet- The WCC Trophy.

Physical Infrastructure and Learning Resources

Some of the additions in physical infrastructure include a Central Instrumentation Centre with HPLC, UV spectrophotometer, sonicator and electro chemical work station; Material Science Research Laboratory (PG Physics), solar power for hostels, steam kitchen for hostel mess, renovation of canteen kitchen, e-learning centre and Urkund anti plagiarism software

Governance, Leadership and Management

Orientation Program for undergraduate students was organized on June 19th 2017. An orientation program for postgraduate students was organized on July 14th 2017. A Women's Studies Centre and a Centre for Environmental Studies have been newly established. Anti sexual Harassment Cell has been set up under the purview of the

Women's studies Centre. The focus of the Career Guidance Cell this year is to diversify to offer more options for students from different disciplines and also to orient and empower students for employability. A study will be done to chart the Incremental academic growth of students of the 2015-18. Feedback from graduates is being collected for the first time through a formal mechanism. Academic and Administrative Audit will be organized in November 2017 and Evaluative Report of Department will be based on AQAR and API.

The newly developed Food Policy will be implemented through the extension activity clubs and the Departments of Home Science and Physical Education. Students will be sensitized on the ill effects of Junk Food Health awareness will be created in the college community through orientation programs and posters with Health Messages. An IT Policy has been drafted to address standards on IT Service Management, Information security, network security, risk management and software asset management .Environmental policy will help implement segregation of waste, banning of plastics at the food outlets on campus, mapping energy and water utilization, responsible waste management vermi composting and reducing use of paper

The Quality Circles have given recommendations on usage of e-resources at the library, strategies for preventing mutilation of books, hygiene of food Service outlets, food quality at the food service outlets on campus ,segregation of waste, plastic and paper waste management, and methods to coordinate Extension Activity clubs and increase student involvement .

Innovations and best practices: Introduction of a Butterfly garden, Mushroom house, Upcycling and Environmental audit are some of our best practices.

Suggestions and recommendations:

Dr Kiran Waddiparthi suggested that involvement of students in planning and initiating extension activities and outreach programs can help foster, in students the ability to empathize with others. External members suggested that in addition to student exchange programs, faculty exchange programs may also be explored. Mr Srinath Narayan said that an Entrepreneurship Development Cell can encourage students to become entrepreneurs. He also said he was proud to be associated with WCC in offering the soft skill training for employability for underprivileged students as part of the CSR initiative of TCS. Around 60 students were trained last year and most were offered placements in TCS. The IQAC Coordinator thanked Mr Srinath for readily acquiescing to our request and additionally accommodating students with poor English proficiency for the training. Dr Susan George said that students may be encouraged to undertake research projects as they imbibe skills that add value. She also suggested that Departments explore avenues for generating funds from consultancy by being resource persons and offering programs and certificate courses. A fixed proportion of the consultancy fee (eg.80:20) received by faculty may be given to college A Material science lab could be set up and analysis and certification of materials and identification

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of plant species may be taken up. The Dean of Research Dr Annie Kuriachan felt that sharing of expertise by faculty may be termed consultancy as long as it is not part of the job requirement.

The Principal thanked the members for their presence and valuable suggestions.

As there was no other business the meeting was adjourned.

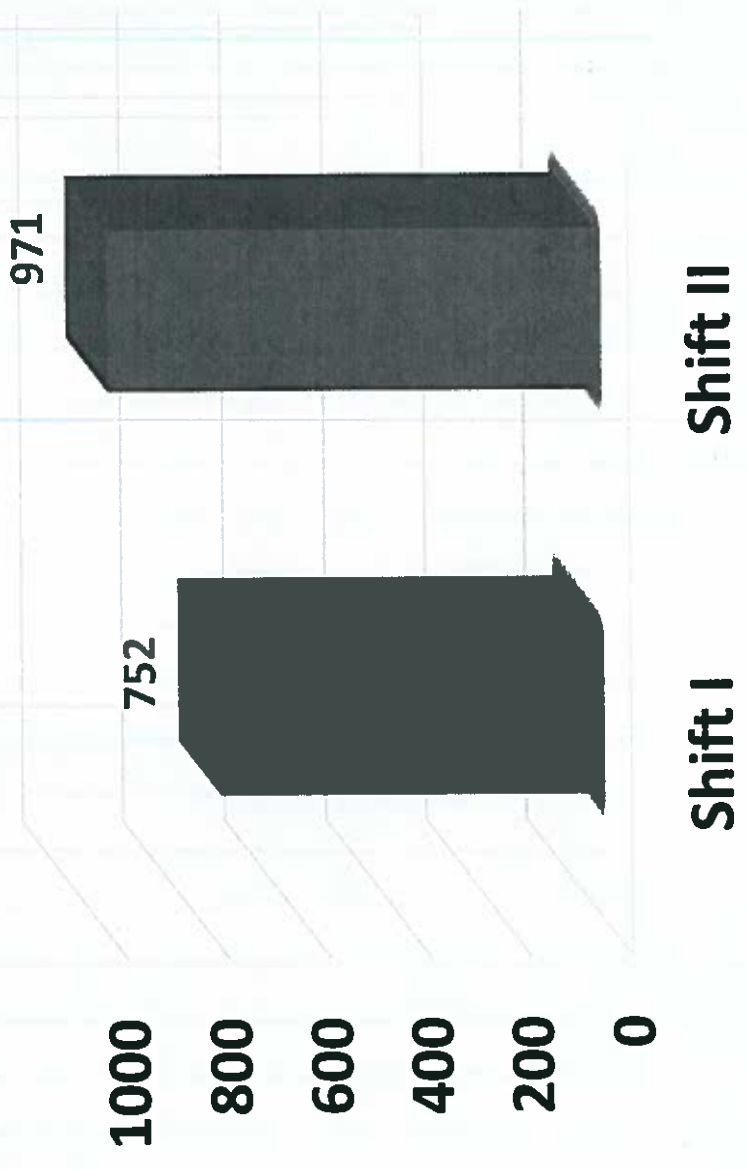
Mary Pramela A

**IQAC Coordinator
Dr A Mary Pramela**

Lilian Jasper

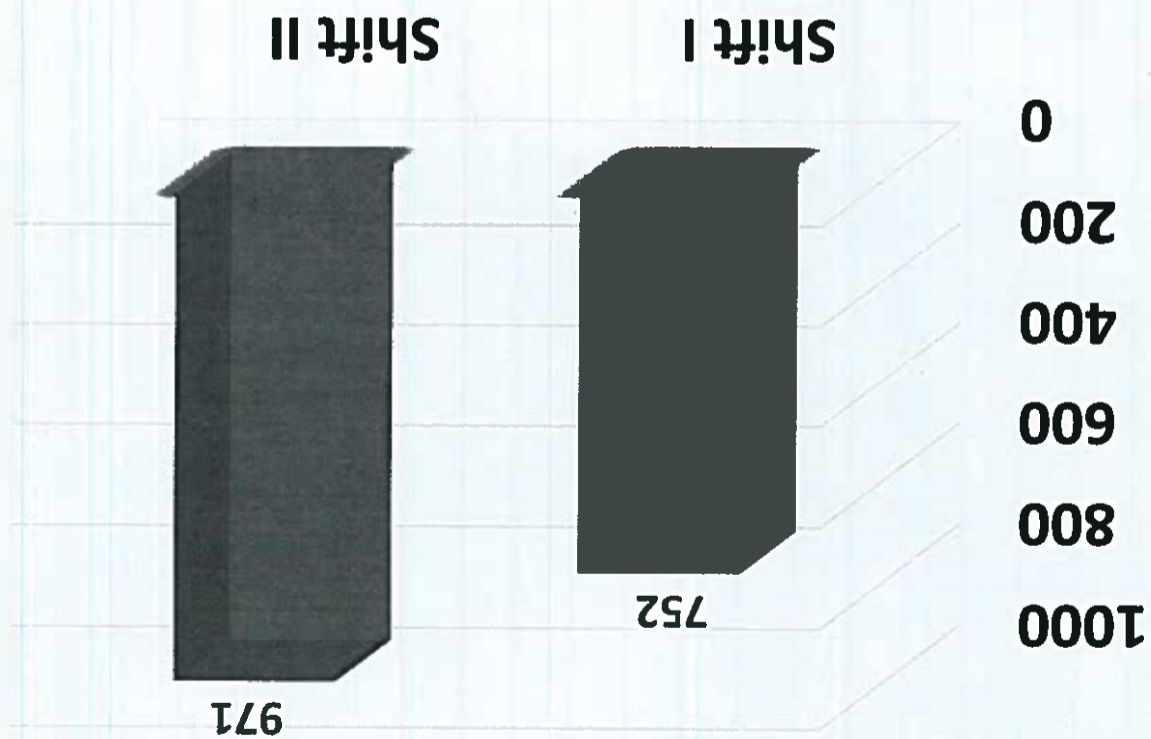
**Chairperson
Principal & Secretary
Dr Lilian I Jasper**

UG & PG Admissions 2017-18



Total - 4097

UG & PG Admissions 2017-18



Total - 4097

Women's Christian College Internal Quality Assurance Cell

Meeting of the Internal Quality Assurance Cell of the Women's Christian College held on Tuesday, 19th December 2017 at 9 a.m. in the Marjorie Sykes Conference Hall.

Agenda

Prayer

Welcome

Minutes of the previous meeting held on 16th August 2017

Business of the Day

- Planning for the Academic & Administrative Audit.
- Mid-term review of plans for 2017-18.
- Suggestions & Recommendations.

Any other Business

Date: 14.12.2017

Khan Tajan
Principal & Secretary

Members	Signature
Dr Lilian I Jasper	<i>Lilian Jasper</i>
Dr A Mary Pramela	<i>Mary Pramela</i>
Dr Ranjini Christopher	<i>Ranjini Christopher</i>
Ms Margaret Alexander	<i>Margaret Alexander</i>
Dr Vanitha Williams	<i>Vanitha Williams</i>
Dr Annie Abraham S	<i>Annie Abraham S</i>
Dr Annie Kuriachan	<i>Annie Kuriachan</i>
Dr Priya Iyer	<i>Priya Iyer</i>
Ms Titty Elizabeth Philips	<i>Titty Elizabeth Philips</i>
Ms Sweetlyn Moses	<i>Sweetlyn Moses</i>
Ms Priya C	<i>Priya C</i>
Dr Veena Easvaradoss	APOLOGY FOR ABSENCE
Dr Anita Rajendran	<i>Anita Rajendran</i>
Dr Jeba Jesintha	<i>Jeba Jesintha</i>
Dr Hannah Ruben	<i>Hannah Ruben</i>

**WOMEN'S CHRISTIAN COLLEGE
INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Minutes of the meeting held on **Tuesday, 19th December 2017** at the
Marjorie Sykes Conference Hall.

The meeting of the IQAC, WCC was held on Tuesday, 19th December 2017 at 9 a.m. in the Marjorie Sykes Conference Hall.

Members Present

Dr Lillian I Jasper – Principal and Chairperson
Dr A Mary Pramela – Co-ordinator

Faculty Representatives

Dr Ranjini Christopher – Vice-Principal
Ms Margaret Alexander – Dean, Shift II
Deans of Academic Affairs
Dr Vanitha Williams - Shift I
Dr Annie Abraham S - Shift II
Deans of Research
Dr Annie Kuriachan – Shift I
Dr Priya Iyer – Shift II

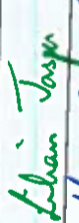










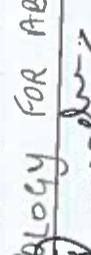



Ms Titty Elizabeth Phillips – Dean, Centre for Women's Studies

NSS Program Officers Faculty Coordinators for Extension Activities

Ms Sweetlyn Moses – Shift I
Ms Priya C – Shift II
Dr Anita Rajendran
Dr Jeba Jesintha
Dr Hannah Ruben

The meeting commenced with prayer by the Vice-Principal, Dr Ranjini Christopher.

Apologies for absence was received from Dr Veena Easvaradoss.

Members	Signature
Dr Lillian I Jasper	
Dr A Mary Pramela	
Dr Ranjini Christopher	
Ms Margaret Alexander	
Dr Vanitha Williams	
Dr Annie Abraham S	
Dr Annie Kuriachan	
Dr Priya Iyer	
Ms Titty Elizabeth Phillips	
Ms Sweetlyn Moses	
Ms Priya C	
Dr Veena Easvaradoss	Apology for Absence 
Dr Anita Rajendran	
Dr Jeba Jesintha	
Dr Hannah Ruben	

Minutes of the previous meeting held on 16th August 2017

Minutes of the previous meeting was read by Dr Mary Pramela. Dr Annie Kuriachan proposed that the minutes be approved and passed. Ms Titty Philips seconded the proposal.

Planning for the Academic & Administrative Audit

The Principal said we will need to conduct the academic audit for the college. She suggested that each Department give a panel of five members who are keyed in to global trends and changes in their respective disciplines and with genuine interest in the growth of the Department. Two of these members will be shortlisted as members for the academic audit. The academic audit will be based on the first three criteria of NAAC revised in July 2017, namely Curricular Aspects; Teaching - Learning and Evaluation and Research, Innovations and Extension. Departments can submit evaluative self study reports for the academic audit by the 30th of January. The academic audit can be organised in February 2018. The administrative audit and the SWOC Analysis may be conducted in the following academic year.

Midterm Review of Plans for 2017-18

The IQAC coordinator presented a review of the plans for 2017-18. Departments have been encouraged to offer NPTEL /MOOC Courses for extra credit. Principal also spoke about outcome based education and the need to write program objectives and outcomes. Principal has already written program outcomes for each course last year. Shift II programs also have outcomes listed but objectives have to be listed. Learning Outcomes for new courses/revised courses introduced this year may be evaluated by Departments.

The Principal said we need to benchmark our syllabi with syllabus from the UGC and well known western universities, Asian universities and partner universities. We could also send syllabus for review to friends and alumna who are academics in Universities in India and across the world. Some Departments have already been following this practice.

Faculty Development Programs: The PG Department of Communication is planning a FDP on 'Journalism and Communication' in Feb 2018. The Department of CST will be organising a FDP on 'R programming' after approval from ICT ACT on January 18th & 19th 2018. The IQAC will organise a Special Lecture on February 5th on 'Technology enhanced Teaching and Learning' by Dr Ken Rouse, Le Tourneau University, USA , a FDP on Student Centric Learning by Fulbright Scholar Ms Cynthia Dettman on February 22nd -24th.

Development Programs for non teaching staff: A lecture and practical training session on segregation of waste was organised in October 2017 for the maintenance and housekeeping staff and gardeners. The session was conducted by Ms Benitha Golda. A Workshop on Communication and Management skills was organised for non-teaching administrative staff on 5th, 7th & 8th December 2018. Ms Sweetlyn Moses, Dr Anita Rajendran and Dr Veena Easvaradoss were the resource persons.

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Conferences and Seminars: The UG & PG Dept of Mathematics is organising a National Conference on 24th January 2018. The Department of Home science is planning a 'National symposium on Frontiers in Home Science: Emerging Trends on February 16th to commemorate its 75th year. The PG Department of Communication is planning a 20th Anniversary Commemorative Conference. The Department of CST will organise a seminar on 'Data Analysis Tools and Bioinformatics' once notification from UGC is received.

A seminar or workshop on intellectual property rights may be organised by the Deans of Research and Dr Anita Singh in March/April 2018. The Psychology Department along with the English Department will organise the second 'International Conference on Expressive Art Therapy' in February 2018. The newly established Centre for Women's studies will organise a conference on 'Women in the Armed forces' on the 8th of March. The PG Department of Communication and the Centre for Women's studies will organise a seminar on 'Women and the Media'. The PG Department of English Plans to organise a workshop on 'Gender sensitization'. The Department of English is organising a Conference on 'Peace Amidst Conflict in Stage and Theatre Productions' on the 30th and 31st of January 2018.

Workshops and Endowment lectures

Of the six workshops planned for the year, the Workshop on Graph Theory (UG & PG Mathematics) has been completed and five are yet to be organised. Five student workshops have been planned and are yet to be conducted. Five Endowment Lectures/workshops have been planned for this academic year.

Extension Activities

The School Mentoring Program of the Rashtriya Avishkar Abhiyan (RAA) was inaugurated on 10th October 2017 at WCC. The program involved giving the school students an exposure to laboratories with demonstration of experiments relevant to their courses. Campus visit of school students to the Departments of Physics, Chemistry, PBPB, AZBT, Home Science and Computer Science was organized on 4th, 5th & 6th December 2017. 150 children of classes IX and X, from three schools (Presidency Girls School, Egmore; Chennai High School, McNicholls road and Chennai Girls Higher Secondary School, Nungambakkam) participated.

Sarva Siksha Abhiyan (SSA) program for training School teachers in MS Office, Excel, Power point presentations, Internet basics including creating mail ID, sending mail, Internet searches, use of web resources for English Language teaching, use of online courses was organised by the Departments of English, CSC, IT and CST. One hundred teachers were trained in English teaching skills by the Department of English (shift I), 92 participants underwent the training offered by the Computer Science Department (Shift I) on November 28th & 29th. The CST Department trained 198 school teachers on December 7th & 8th and the IT Department trained 110 school teachers on December 12th & 13th 2018.

Research: A Workshop on writing research proposals was organised by the WCC research cell. The Management Seed grant for student research has provided impetus to student research and students can be encouraged to avail of this. Research papers may be published in the WCC research journal 'Eleanor'. The Urkund software to detect plagiarism may be used by the PG Departments. Dr Mary Pramela suggested that a Committee be set up to formulate guidelines for Research publications. A committee may be formulated with two to three members from the IQAC core committee to draft a policy on consultancy for the college with guidelines for proportion of the consultancy to be given to the college. The CNCREA of the Home Science Department and the VIKAAS of the Psychology Department could develop programs for consultancy. Collaborations with partnering institutions could also be explored for consultancies.

Other Initiatives and Plans:

Anti sexual harassment cell has been set up with mechanism for grievance redressal. A black box will be available for reporting grievances. A Grievance Redressal Cell with the Principal, Deans and IQAC coordinator as members will address grievances relating to the academic environment. An open forum may also be organised for students to air grievances relating to academics.

Other plans include an Orientation Program to orient all faculty to ERP and an IQAC Conference/Workshop on Intellectual property rights. Environment Policy, Food Policy, IT policy and QC recommendations will be implemented wherever possible.

Student skills can be enhanced in keeping with market trends by offering certificate courses/courses for extra credit or courses through NSDC, NIESBD, NPTEL. Departments will be encouraged to mobilize funds through greenbox initiative while also encouraging creativity, skill development and entrepreneurship in students.

Departments will be encouraged to increase links with Industries and Premier Academic Institutions including Universities like Gungling University, Sacred Heart Holy Cross College, Agarthala, Tripura with whom we have linkages. Impact of MOUs signed last year will be assessed at the end of this academic year. Graduate feedback will be analysed and used to make changes where necessary. Course and teacher evaluation will be analysed and used to make relevant improvements.

Suggestions from Members:

Dr Annie Kuriachan suggested that Department Associations could link up with Professional bodies at the National level. The Principal suggested that the Centre for Nutrition Counselling, Research and Extension Activities be developed to be an incubation centre for fostering innovation and entrepreneurship. Entrepreneurship and entrepreneurial skills in students can be developed by encouraging sale of products developed by students.

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The Tamil Department could offer Tamil classes for Faculty who need to pass the Tamil exam. The Languages Department is planning Hindi classes for interested faculty and this can also be a source of income generating consultancy.

In connection with Infrastructure, there was a suggestion that both Indian and Western toilets be planned when building new toilets. More toilets are required in every block. It was suggested that a block of toilets be constructed along the wall of the Meteorological office.

Members suggested that we hold an open forum with representatives from the National Small Industries Corporation (NSIC), Guindy. Dr Mary Pramela said a workshop on creating proposals for developing Consultancies could be organised for interested faculty. Dr Anita Rajendran suggested that the Centre for Women's studies could organise an FDP on 'Know your rights'.

As there was no other business the meeting was adjourned.

Mary Pramela

**IQAC Coordinator
Dr A Mary Pramela**

Lilian Jasper

**Chairperson
Principal & Secretary
Dr Lilian I Jasper**

Women's Christian College
Internal Quality Assurance Cell

Meeting of the Internal Quality Assurance Cell of the Women's Christian College held on Thursday, 12th April 2018 at 9 a.m. in the Marjorie Sykes Conference Hall.

Agenda

Prayer

Welcome

Minutes of the previous meeting held on 19th December 2017

Business of the Day

- Report of action taken on plans for 2017-18.
- Suggestions & Recommendations.
- Plans for the next academic year 2018-19.

Any other Business

Date: 11.04.2018

Lilian Taylor
Principal & Secretary

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- Report of action taken on plans for 2017-18.
- Suggestions & Recommendations.
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Any other Business

Date: 11.04.2018

Lilian Jasper
Principal & Secretary

Members	Signature
Dr Lilian I Jasper	<i>Lilian Jasper</i>
Dr A Mary Pramela	<i>Mary Pramela A</i>
Dr M Mathivanan	<i>APology</i>
Ms Daphne Martin	<i>Daphne Martin -granadator</i>
Mr Kiran Waddiparthi	<i>APology</i>
Mr Srinath Narayan M	<i>M. Srinath</i>
Dr Susan George	<i>Susan George</i>
Dr Mary Jayanthi Arulsingh	<i>APology</i>
Dr Ranjini Christopher	<i>Ranjini Christopher</i>
Ms Margaret Alexander	<i>M. Alexander</i>
Dr Vanitha Williams	<i>Vanitha Williams</i>
Dr Annie Abraham S	<i>Annie</i>
Dr Annie Kuriachan	<i>Annie</i>
Dr Priya Iyer	<i>Priya</i>
Ms Titty Elizabeth Philips	<i>T. Philips</i>
Ms Sweetlyn Moses	<i>Sweetlyn Moses</i>
Ms Priya C	<i>Priya C</i>
Dr Veena Easvaradoss	<i>Veena Easvaradoss</i>
Dr Anita Rajendran	<i>Anita Rajendran</i>
Dr Jeba Jesintha	<i>Jeba Jesintha</i>
Dr Hannah Ruben	<i>H. Hannah</i>

**WOMEN'S CHRISTIAN COLLEGE
INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Minutes of the meeting held on **Thursday, 12th April 2018** at the
Marjorie Sykes Conference Hall.

The meeting of the IQAC, WCC was held on Thursday, 12th April 2018 at 9 a.m. in the Marjorie Sykes Conference Hall.

Members Present

Dr Lilian I Jasper – Principal and Chairperson
Dr A Mary Pramela – Co-ordinator

Management Representative

Ms Daphne Martin

Industry Expert

Mr Srinath Narayan

Alumnae

Dr Susan George

Faculty Representatives

Dr Ranjini Christopher – Vice-Principal
Ms Margaret Alexander – Dean, Shift II
Deans of Academic Affairs
Dr Vanitha Williams – Shift I
Dr Annie Abraham S – Shift II
Deans of Research
Dr Annie Kuriachan – Shift I
Dr Priyalyer – Shift II
Ms Titty Elizabeth Philips – Dean, Centre for Women's Studies
Staff Representatives for Extension Activities
Ms Sweetlyn Moses – Shift I
Ms Priya C – Shift II
Dr Anita Rajendran
Dr Jeba Jesintha
Dr Hannah Ruben

The meeting commenced with prayer by the Dean of Academic Affairs, Dr Vanitha Williams.

Welcome

The Principal, Dr Lilian I Jasper welcomed the members and briefed the new members of the role of the IQAC with reference to the requirements of NAAC.

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Apologies for absence were received from Mr KiranWadiparthi, Mr Mathivanan IAS, Dr Mary Jayanthi Arulsingh and Ms Jeevin Abraham.

Minutes of the previous meeting held on 12th December 2017

Minutes of the previous meeting was circulated and approved by the members.

Report of action taken on of plans for 2017-18.

The IQAC Co-ordinator presented the action taken report based on the plans and goals set at the beginning of the academic year.

S.No	Plans for 2017-18	Action Taken
1.	Conduct Academic Audit	Conducted on February 27 th 2018
2.	Include MOOC / NPTEL courses	Introduced as component of a course for 2016 and 2017 batch and as a separate course for the 2018 batch
3.	Evaluate achievement of Learning outcomes in courses where it was included (Courses that underwent syl	Will be done when the course is offered to new batch of students
4.	Enlarge the learning process through Adjunct faculty, Visiting scholars, Scholar in residence-Faculty working in Universities within & outside India	<ul style="list-style-type: none"> • United Board Visiting Scholar from Gining College, China • Dr. Ken Rouse, Le Tourneau University, USA invited to give special lecture on 'Technology Enhanced teaching and Learning' • Ms. Cynthia Dettman, Fulbright - Nehru Scholar-FDP on SCL-basic and advanced levels • Special Lectures organised by Departments of PPBPB, AZBTCST, PG Maths
5.	Facilitate Student centric learning environment	Service learning programs, Learner designed courses projects assignments to encourage experiential learning. Training in Student Centric learning for faculty
6.	Assess outcome of MOUs signed last year	Being done
7.	Add on Certificate courses	<ul style="list-style-type: none"> • Certificate course in App development using MIT app inventor (CSc-20 hrs) • Certificate course on Data Analysis using python (CSc-30 hrs)

		<ul style="list-style-type: none"> • Certificate Course in Quantitative aptitude (UG Math-25 Hrs) • Certificate course in web design using Joomla (IT &CST 15 hrs) • 3 level certificate course in Fundamentals of Capital Market,Securities operations& risk management;Mutual funds leading to Diploma in Financial & Capital Market (B.Com Gen) • Online Certificate course in Business Process Accounting (BCom Gen-15 hrs) • Certificate course in accountancy(BCom Gen-120 hrs) • Certificate Course in Quantitative aptitude (PG Math-25 Hrs) • Payroll certification (MA HRM 7 days)
8.	<p>MOUs -College</p> <p>MOUs -Departments</p>	<ul style="list-style-type: none"> • Ginling College,China • Nanjing Normal University ,China • Holy Cross College,Agartala • Le Tourneau University • Apollo Shine • Association of Certified Chartered Accountants (ACCA) (Commerce Dept) • ANSA India Pvt Ltd (Commerce Dept) • Stone Bench Creations (PG Comm) • Inaword ,Chennai
9.	Orientation program for new faculty	<ul style="list-style-type: none"> • Faculty development programs • Workshop on Student Centric Teaching Learning (Basic Level) by Ms.Cynthia Dettman, Fulbright - Nehru Scholar on 24th and 25th January • SCL Train the Trainers workshop-level 2 by Ms.Cynthia Dettman on 26th and 27th March 2018 • Workshop on 'Intellectual Property Rights and Innovations' by

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		<p>Dr. Kantha Babu, Director, CPR on 26th January</p> <ul style="list-style-type: none"> • FDP in Journalism and Communication postponed to July 2018 • FDP in R programming (Feb 2018) CST Dept • A Workshop on Communication and Management skills was organised for non-teaching administrative staff on 5th, 7th & 8th December 2018. Ms Sweetlyn Moses, Dr. Anitha Rajendran and Dr. Veena Easwaradoss were the resource persons. • A lecture and practical training session on segregation of waste was organized in October 2017 (Ms. Benitha Golda)
10.	<p>Training for non-teaching staff</p> <ul style="list-style-type: none"> • Training in Business Communication for administrative staff (August/September 2017) • Training for support staff (September 2017) 	
11.	<ul style="list-style-type: none"> • Impetus for Research - Management Seed grant for student research • WCC peer reviewed research journal 'Eleanor Journal'-ISSN No • Urkund software to be used by PG Departments 	<ul style="list-style-type: none"> • Seed grant for student research • Seed grant for Faculty research • Eleanor received ISSN No and 2nd issue ready for publication • Encourage Research papers and thesis to be screened using Urkund
14	<ul style="list-style-type: none"> • Study of incremental academic Progress of 2015-18 batch 	<ul style="list-style-type: none"> • Will be conducted once final semester mark sheets are released for 2015-18 batch
15.	Implementing the Comprehensive IT Policy to address standards on IT Service Management, Information security, Network Security, risk management and software asset management	Standard Operating Procedure set up for purchase, repair and disposal of computers, accessories and peripherals
16.	Implementing Food Policy	Being implemented in a phased manner
17.	Implement Environmental policy	Being implemented in a phased manner

Teaching, Learning & Evaluation

The academic audit by external experts was conducted on 27th February 2018. Three Conferences (1 International & 2 National), one symposium, three seminars (1 National & 2 regional) four Endowment lectures, one Endowment workshop, six workshops, five Faculty Development Programs/workshops were organised in addition to workshops for school teachers and students this year.

Welfare Programs

A health screening camp was organised for students, faculty and non-teaching staff by Apollo Shine. Two investment advisory sessions were organised by the Department of Commerce in association with finmark.

'No flats just heels'-A tyre safety initiative for women drivers was organised by the International Club of Chennai in association with XL tyre point

Research, Innovations & Extension

Code of Ethics in Research

The code of ethics in research is designed to foster and uphold high standards of scientific integrity and social responsibility. Research at Women's Christian College has at its core a respect for the autonomy, dignity and privacy of individuals and the community. Research carried out at and by the staff and students of Women's Christian College, Chennai-6 should be aligned to the institutional policy for research.

The purpose of the code is to streamline all research activities and safeguard all stakeholders of Women's Christian College.

The board for monitoring the code of ethics in research at WCC comprises:

- Deans of Research
- Heads of PG Departments
- One Ph.D. research scholar from WCC

The board will monitor:

- Ethical practices in research and publication
- Misrepresentation of data
- Misconduct in academic research
- Procedures involved in screening research reports and publications and certification
- The safeguarding of intellectual property rights for research undertaken in WCC

Policy on Consultancy and Resource Sharing

Consultancy is defined as professional affiliation and expertise offered to any third party that seeks such expertise. Consultancy will not include mandatory academic duties.

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Ten percent of the total income earned as a result of such consultancy should be deposited into the college account and will be considered as consultancy generated by the respective Departments

The Departments of Physics, Chemistry, Computer Science, PBPB, AZBT & Home Science participated in Rashtriya Avishkar Abhiyan- a program for mentoring children from government schools in the neighbourhood. The Department of Physics, conducted training in experimental physics for school teachers and students on August 11th 2017 with funds from the DBT Star College Scheme)

A workshop for school French teachers (Dept of Languages and French Embassy and IATF) was organized by the Department of languages.

Training for English Teachers of government schools was organized on July 2017 by the English Department, Shift I under the Sarva Shiksha Abhiyan Scheme.

Training in basic computer skills was offered to 92 teachers by the Computer science Department (Shift I) on November 28th & 29th and for 198 school teachers on December 7th & 8th by CST Department and training of 110 school teachers on December 12th & 13th 2018 by the IT Department (Shift II) also under the Sarva Shiksha Abhiyan and Rashtriya Avishkar Abhiyan schemes.

Infrastructure & Learning resources

New infrastructure added during the past academic year include:

The Bertha Corfield conference hall in the Centenary block with a seating capacity of 500.

A Central Instrumentation Centre with HPLC, UV spectrophotometer, sonicator and electro chemical work station. A material Science Research Laboratory (PG Physics). Surveillance cameras in the Library and RFID Tagging of books. Ramp access in Library and CB Solar power for hostels, steam kitchen for hostel mess. Renovation of canteen. Infirmary set up under the Apollo Shine scheme. The ELS Bookshop that sells stationery, books, CDs etc.

Student Support & Progression

Orientation Program for undergraduate students was organized on June 19th 2017 while orientation program for post graduate students was conducted on July 14th 2017.

More than 435 students placed in over 20 companies through campus recruitments organised by the Career Guidance Cell of the College. Seventy students from socially and economically deprived backgrounds and/or poor communication skills (Fundamental Level General English class) have registered to undergo training in soft skills and skills for employability offered by TCS CSR Initiative.

Governance and Leadership

Two new administrative posts have been created with faculty being given responsibility to head the newly created Centre for Women's studies and Centre for Environmental Studies as dean and coordinator respectively. The anti-sexual harassment cell and a streamlined mechanism for Grievance redressal have been initiated. Nalam Psychological Counseling

70
Centre, a project of the Department of Psychology as inaugurated this year and will offer counseling services for the community.

Suggestions and recommendations from members

In a discussion on strategies to improve research and consultancy Dr Annie Kuriachan suggested that the amount dedicated for funding research each year be increased. The principal said we could tap sources like DBT, ICSSR as well as corporates as attracting such funding for research could increase the credibility of the Department and the College.

Members suggested that alumna as well as the organisations they hold influential positions in, could support student research. A specific day each year could be fixed for an alumnae get together and alumna could be honoured for their contributions. Alumnae celebrating 25th year reunions could also be encouraged to contribute towards a research seed grant. Similarly a proportion of the consultancies earned by the Departments may be earmarked for research. Even a small grant of Rs. 1000 to 3000 per student can give impetus to a culture of research on campus. Mr Srinath Narayan suggested that research being pivotal to education, the college prioritise on mobilising funds for research.

Ms Daphne suggested that estimates be made for the needs of each Department. The Principal said a wish list of the College needs may be placed on the college website and alumna may be encouraged to contribute to the cause of their choice

Mr Srinath Narayan, suggested that a person be designated to be in charge of fundraising. Alumna and their families holding key senior positions in Industrial houses could be encouraged to make contributions. The Principal reported that alumnae had contributed Rs. 43 lakhs for the centenary project. Ms Mallika Srinivasan of TAFE and an alumna of the college had also made a generous contribution to the project.

Dr Susan George, who is also the president of the South Asian Association on Transactional Analysis offered to fund student research on effectiveness of transactional analysis. Departments may also apply or seek to raise funds for research through this.

Principal areas of funding are research, improvement of infrastructure and new equipment. PG departments can collaborate with reputed laboratories and develop links with the industry. The Principal said we were hoping to set up a tissue culture lab at the common examination centre which is no longer being used as the venue for examinations. Refurbishing existing facilities is essential as permission for construction of new buildings is difficult.

Ms Sweetlyn Moses, Coordinator of Extension Activities reported that all students' registration for extension education is online. Students are permitted to take extension activities additionally if they wish to in the first and third year of study.

Centre, a project of the Department of Psychology as inaugurated this year and will offer counseling services for the community.

Suggestions and recommendations from members

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Ms Sweetlyn Moses, Coordinator of Extension Activities reported that all students' registration for extension education is online. Students are permitted to take extension activities additionally if they wish to in the first and third year of study.

Plans for 2018-19

- SWOC Analysis and administrative audit
- Prepare for NAAC accreditation
- Peer review of lesson plan at beginning of course
- Introduction of more add on certificate courses and skill development courses as value addition to the major courses (at least one per Department)
- Prepare for introduction of online testing as one component in the CIA
- Explore use of LMS in teaching -learning
- Organize Seminar on Intellectual property rights
- Conduct two need based Faculty Development Programs
- Strengthen Institutional Social Responsibility-activities
- Encourage every Department to have at least two consultancies
- Develop mechanism to receive structured feedback from recruiters/employers and peers

The Principal thanked members for their inputs, ideas and creative solutions. As there was no other business the meeting was adjourned.

**IQAC Coordinator
Dr A Mary Pramela**


**Chairperson
Principal & Secretary
Dr Lillian I Jasper**

**Women's Christian College
Internal Quality Assurance Cell**

Meeting of the Internal Quality Assurance Cell of the Women's Christian College held on Friday, 29th June 2018 at 1.30 p.m. in the Marjorie Sykes Conference Hall.

Agenda

Prayer

Welcome

Minutes of the previous meeting held on 12th April 2018

Business of the Day

- Principal's remarks.
- Plans for academic year 2018 - 2019.
- Suggestions & Recommendations.

Any other Business

Date: 29.06.2018

Lilian Tayer
Principal & Secretary

Women's Christian College Internal Quality Assurance Cell

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Agenda

Prayer

Welcome

Minutes of the previous meeting held on 12th April 2018

Business of the Day

- > Principal's remarks.
- > Plans for academic year 2018 - 2019.
- > Suggestions & Recommendations.

Any other Business

Date: 29.06.2018

Lilian Jasper
Principal & Secretary

Members	Signature
Dr Lilian I Jasper	<i>Lilian Jasper</i>
Dr A Mary Pramela	<i>A Mary Pramela</i>
Dr Betsy Selvakumar	<i>Betsy</i>
Ms Preeti Anand	<i>Preeti Anand</i> 29/6/18
Dr Vanitha Williams	<i>Vanitha Williams</i>
Dr C Ramalechume	<i>C Ramalechume</i> 29/6/18
Dr Banani Mukhopadhyay	<i>Banani Mukhopadhyay</i>
Dr Anita R J Singh	<i>Anita R J Singh</i> 29/6/18
Ms Titty Elizabeth Philips	<i>Titty Elizabeth Philips</i> 29/6/18
Ms Sweetlyn Moses	<i>Sweetlyn Moses</i>
Dr Ethen Malar J	<i>Ethen Malar J</i>
Dr Veena Easvaradoss	<i>Dr Veena Easvaradoss</i>
Ms Shoba Leslie	<i>Ms Shoba Leslie</i>
Dr Jeba Jesintha	<i>Jeba Jesintha</i> 29/6/18
Ms Jemima Fafar	<i>Jemima</i>
Ms Sneha James Cherian	<i>Sneha James Cherian</i>
Ms Salome Isac	<i>Ms Salome Isac</i>

**WOMEN'S CHRISTIAN COLLEGE
INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Minutes of the meeting held on **Friday, 29th June 2018** at the
Marjorie Sykes Conference Hall.

The meeting of the IQAC, WCC was held on Friday, 29th June 2018 at 1.30 p.m. in the Marjorie Sykes Conference Hall.

Members Present

Dr Lilian I Jasper – Principal and Chairperson
Dr A Mary Pramela – Co-ordinator

Faculty Representatives

Dr Betsy Selvakumar – Vice-Principal
Ms Preeti Anand – Dean, Shift II
Deans of Academic Affairs
Dr Vanitha Williams - Shift I
Dr C Ramalechume - Shift II
Deans of Research
Dr Banani Mukhopadhyay – Shift I
Dr Anita R J Singh – Shift II
Ms Titty Elizabeth Philips – Dean, Centre for Women's Studies
Staff Representatives for Extension Activities
Ms Sweetlyn Moses – Shift I
Ms Ethen Malar J – Shift II
Ms Shoba Leslie
Dr Jeba Jesintha
Ms Jemima Farrar

Student Representatives

Ms Sneha James Cherian
Ms Salome Isac

The meeting commenced with prayer by the Dean of Academic Affairs, Dr Vanitha Williams.

Apologies for absence was received from Dr Veena Easwaradoss.

Welcome

The Principal welcomed the members and said the SWOC analysis may be conducted with a team consisting of representatives from Management institutes as well as academicians representing the faculty of arts, humanities and science from other universities /institutions like IIT, Anna University, SRM etc.

The IQAC coordinator said the minutes of the meeting held on 12th April 2018 had been circulated and asked members if there were any changes to be made. As there were no

**WOMEN'S CHRISTIAN COLLEGE
INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Minutes of the meeting held on Friday, 29th June 2018 at the Marjorie Sykes Conference Hall.

The meeting of the IQAC, WCC was held on Friday, 29th June 2018 at 1.30 p.m. in the Marjorie Sykes Conference Hall.

Members Present

Dr Lillian I Jasper – Principal and Chairperson
Dr A Mary Pramela – Co-ordinator

Faculty Representatives

Dr Betsy Selvakumar – Vice-Principal
Ms Preeti Anand – Dean, Shift II
Deans of Academic Affairs
Dr Vanitha Williams - Shift I
Dr C Ramalechume - Shift II
Deans of Research
Dr Banani Mukhopadhyay – Shift I
Dr Anita R J Singh – Shift II
Ms Titty Elizabeth Phillips – Dean, Centre for Women's Studies
Staff Representatives for Extension Activities
Ms Sweetlyn Moses – Shift I
Ms Ethen Malar J – Shift II
Ms Shoba Leslie
Dr Jeba Jesintha
Ms Jemima Farrar

Student Representatives

Ms Sneha James Cherian
Ms Salome Isac

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changes, the Principal proposed that the minutes be passed. This was seconded by Ms. Titty Philips.

Planning for 2018-19

The IQAC coordinator said this meeting was called to discuss plans for the academic year 2018-19. SWOC analysis would be conducted for all academic and administrative departments of the college. We also will need to formulate or revise the existing

- Code of conduct for faculty, students, administrative staff, governing body etc.
 - Systems, procedures for various activities/functions
 - Vision statement of the College
 - Strategic Action Plan for the College and Departments
- We will also be preparing for NAAC reaccreditation this year.

Introduction of more add on certificate courses and skill development courses as value addition to the major courses, service learning, peer review of lesson plan at beginning of course, making preparations for introduction of online testing as one component in the CIA and introducing use of LMS in teaching –learning are some of the proposed plans to enhance the learning environment.

Plans for capacity building of faculty include a conference on Intellectual property rights ,at least two need based Faculty Development Programs, orientation program for new faculty, annual Refresher training for all teachers*, Leadership/management training for all educational administrators* . At least one development program for non teaching and support staff and one welfare program for faculty and non teaching staff

Plans for research and consultancy include encouraging more research publications in 'Eleanor' and journals recognized by the UGC and use of the Urkund anti plagiarism software for M.Phil. dissertations and all papers published by faculty and students. Interdisciplinary and interdepartmental research and resource sharing will be encouraged. Details of research activities, PhD students enrolled, date of enrolment, topics and supervisor will be posted on the college website. Outreach programs in collaboration with the Industry/NGOs and extension activities in the neighbourhood community will be undertaken and Institutional Social Responsibility activities will be strengthened. Every Department will be encouraged to have at least two consultancies.

We plan to develop a mechanism to receive structured feedback from recruiters/employers and peers and track student progression on completion of course. Remedial classes for students, special skill development for differently abled, disabled friendly campus, set up Quality Circles for Library and canteen are some of the plans meant to facilitate student support and progression.

Plans for infrastructure development include setting up archives for the college and enhancing /providing facilities for ICT like LMS smart classrooms, seminar halls with ICT facilities and facilities for e-content development. Departments will prepare material on activities, unique practices, facilities, achievements to be displayed on the college website.

The Centre for Women's studies will organise Gender equity and gender sensitisation programs.

Centre for environmental studies will organise the second phase of green audit on campus.

Suggestions from members

Dr Anita Singh said that the conference on Intellectual Property Rights would be organised by the IQAC and the WCC research cell in collaboration with the Anna University, Centre for Intellectual Property rights and the Tamil Nadu State Council for Science and Technology tentatively on January 10th and 11th, 2019.

Ms Titty Philips, the Dean, Centre for Women's studies reported that a Gender Champions club had been inaugurated. She said a gender sensitisation program would be conducted during assembly hour. Ms. Philips will also coordinate the student grievance redressal cell and cell to address sexual harassment. Ms Jemima Farrar said that a course - Gender Studies was being offered for M.A. English Students and students of General English Shift II also did content on gender issues, as did students of several departments of Shift I. This could be another means to increase gender sensitisation.

The Principal said that we would be starting an archives to preserve precious material relating to the college. Regarding resource mobilisation it was suggested that alumna could contribute towards specific projects, programs or infrastructure facilities, requirements for which could be posted on the college website. It was suggested that the college have an annual alumnae get together on a public holiday like January 26th.

As there was no other business, the meeting was adjourned

**IQAC Coordinator
Dr A Mary Pramela**

**Chairperson
Principal & Secretary
Dr Lillian I Jasper**

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IQAC Coordinator
Dr A Mary Pramela



Chairperson
Principal & Secretary
Dr Lillian I Jasper

Women's Christian College

Internal Quality Assurance Cell

Meeting of the Internal Quality Assurance Cell of the Women's Christian College held on Tuesday, 18th September 2018 at 10 a.m. in the Marjorie Sykes Conference Hall.

Agenda

Prayer

Welcome

Minutes of the previous meeting held on 29th June 2018

Business of the Day

- > Plans for academic year 2018 - 2019.
- > Suggestions & Recommendations.

Any other Business

Date: 17.09.2018



Principal & Secretary

Members	Signature
Dr Lilian I Jasper	Lilian Jasper
Dr A Mary Pramela	
Ms Pearline Roopkumar	Pearline Roopkumar
Ms Daphne Martin	Daphne M-G
Mr Srinath Narayan M	M Srinath
Mr Vikram Reddi	Reddi
Dr Pamela Sahayadas	Apology
Dr Jannet Jeyasingh	Jannet Jey
Dr Betsy Selvakumar	Betsy
Ms Preeti Anand	Preeti Anand 18/9/18
Dr Vanitha Williams	Apology
Dr C Ramalechume	C. Ramalechume 18/9/18
Dr Banani Mukhopadhyay	Banani Mukhopadhyay
Dr Anita R J Singh	Anita R J Singh 18/9/2018
Ms Titty Elizabeth Philips	Titty Philips 18/9/18
Ms Sweetlyn Moses	Sweetlyn Moses
Dr J Ethen Malar	J Ethen Malar 18/9/18
Dr Veena Easvaradoss	Veena Easvaradoss 18/9/18
Ms Shoba Leslie	Apology
Dr Jeba Jesintha	Jeba Jesintha 18/9/18
Ms Jemima Farrar	Jemima 18/9/18
Ms Sneha James Cherian	Apology
Ms Salome Isac	Salome

**WOMEN'S CHRISTIAN COLLEGE
INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Minutes of the meeting held on **Tuesday, 18th September 2018** at the
Marjorie Sykes Conference Hall.

The meeting of the IQAC, WCC was held on Tuesday, 18th September 2018 at 10 a.m. in the Marjorie Sykes Conference Hall.

Members Present

Dr Lilian I Jasper – Principal and Chairperson
Dr A Mary Pramela – Co-ordinator

State Govt. Representative

Ms Pearline Roopkumar

Management Representative

Ms Daphne Martin

Industry Expert

Mr Srinath Narayan
Mr Vikram Reddi

Alumnae

Dr Jannet Jeyasingh

Faculty Representatives

Dr Betsy Selvakumar – Vice-Principal
Ms Preeti Anand – Dean, Shift II
Dr C Ramalechume – Dean of Academic Affairs Shift II
Deans of Research
Dr Banani Mukhopadhyay – Shift I
Dr Anita R J Singh – Shift II
Ms Titty Elizabeth Philips – Dean, Centre for Women's Studies
Staff Representatives for Extension Activities
Ms Sweetlyn Moses – Shift I
Ms Ethen Malar J – Shift II
Dr Jeba Jesintha
Ms Jemima Farrar

Student Representative

Ms Salome Isac

The meeting commenced with prayer by the Dean, Shift II, Ms Preeti Anand.

Apologies for absence was received from Dr Pamela Sahayadas, Dr Vanitha Williams, Ms Shoba Leslie and Ms Sneha James Cherian.

Welcome

The Principal welcomed the members of the IQAC and introduced the external members.

The minutes of the previous meeting held on 29th June 2018 was circulated and approved by the members.

Plans for the Academic Year 2018-2019

The IQAC coordinator presented the action plan for 2018-19.

Curricular Aspects: Introduction of more add on certificate courses and skill development courses as value addition to the major courses. Around 30 Diploma, Certificate courses are being offered this year and include certificate courses in Mandarin, Spanish and German, Printing and Dyeing, Natural Dyes and Tourism Management to name a few. Inclusion of MOOC components have been included in courses and students have been encouraged to take up NPTEL courses as value additions. The Learner Designed Courses offered this year include courses like Bioethics, Bio nanotechnology, Hydroponics and Principalities and Legalities in Agriculture.

More students will be encouraged to benefit from the semester abroad program, ATP and certificate programs/internships offered by foreign universities. The Principal reported that two postgraduate students of Chemistry have gone to Taiwan on a full scholarship. Students have also been selected for the Scranton Scholarship.

New programs introduced in 2018-19 include M.Com. and M.Phil. IT. New program to be introduced in the academic year 2019-20 will be M.A. International Relations.

Teaching, Learning and Evaluation: Plans include revised format and peer review of lesson plan at beginning of the course, Introduction of Student Centred Learning and preparation for introduction of online testing as one component in the CIA. Scholar in residence, visiting faculty, faculty and student exchange will be facilitated through MoU's. A National Conference on Intellectual Property Rights will be organized in January 2019 and at least two need based Faculty Development Programs will be conducted.

Orientation program for new faculty was organized on 14th August 2018, Orientation program for Undergraduate students was held on 20th June and on 4th August for Postgraduate students. A Leadership / Management training for educational administrators, Development Programs for non-teaching and support staff and Welfare programs for faculty & non-teaching faculty are also planned.

Some of the workshops and conferences planned for the year / organised include:

- National Workshop on Social Network Analysis – 10th & 11th August 2019 (Department of Computer Science).
- Dr Shoba Ramakrishnan Endowment Lecture on ‘Nanomaterials – Challenges at the Energy Environment Nexus: New Directions’ – Prof Tiju Thomas on 19th September 2018 (Department of Chemistry).
- International Conference on Expressive Art Therapy – February 2019 (Department of Psychology)
- National Conference on Cosmology & Particle Physics – October 1 & 2, 2019 (Department of Physics)
- National Seminar on Intellectual Property Rights – January 2019 (IQAC, WCC Research Cell & Department of Biotechnology)
- Youth Summit on Harmony and Diversity – 24th & 25th January 2019 (Department of Commerce)
- MUN – January 2019 (Department of Corporate Economics)
- HR Conference – January 2019 (Department of Management Studies – M.A. HRM)
- Workshop on Gender Sensitisation – Centre for Women’s Studies
- 12 Workshops, 2 seminars (Departments of PG Mathematics and English), 3 Faculty Development Programs (Departments of PG English, Mathematics and Chemistry), 4 Endowment Lectures and 1 Endowment Workshop (Department of Advanced Zoology & Biotechnology) have been planned for the year.

Three MoU’s have been signed by the Departments of Chemistry, Psychology and Languages.

Research, Innovation, Consultancy and Extension: Student and faculty research will be encouraged with seed grant from the management. More departments will be encouraged to apply for recognition as research departments. Steps will be explored to make the peer reviewed journal ‘Eleanor’ an open access journal.

Anti-plagiarism software will be used for M.Phil. and Ph.D. dissertations and papers sent for publication. Departments will be encouraged to have consultancies and MoU’s for research, internships and OJT. Nalam counselling centre, will be started by the Department of Psychology.

A forum will be created for students with innovative ideas and/or interest in entrepreneurship to meet periodically to share ideas. Student innovations will be supported through mentoring, guidance in patenting, linkages with industry.

Institutional Social Responsibility: Activities conducted through the extension activity clubs will be strengthened. At least 5 villages will be adopted for outreach programs. Linkages will be forged with the Industry/NGOs/Government for outreach programs. Extension activities will be carried out in the neighbourhood community and in villages adopted by the NSS and YI.

Ms. Sweetlyn Moses, the Co-ordinator for Extension Activities reported that a three day camp had been organised by the YI (Shifts I & II) at Padikuppam, where cleaning had been carried out as part of the College's Swacch Bharat program. Three other Swacch Bharat programs – beach cleanup, campus cleanup and awareness program in the College Assembly were organised by the other extension activity clubs.

Departments take turns to visit the Outreach centre of the College at Chetpet and offer their expertise in training the women. MoU with Confederation of Indian Industry (CII) and NGOs have been instrumental in organising various outreach activities of the extension activity clubs including a tree planting drive on campus.

Infrastructure and Learning resources: Archives will be established for preserving our collection of rare books and manuscripts. Rare books over a hundred years old have been preserved and kept in the archives section of the library.

The Chapel has been renovated. Stone Benches have been installed near Centenary Block and the gallery near main hostel. Hostel common rooms have been renovated and refurbished. Facilities will be provided for Lecture Capturing System for e-content development, campus will be more disabled friendly with additional ramps in buildings and additional toilets will be built.

Eco friendly initiatives planned include greening of campus, gradual replacement of fluorescent bulbs with LED lights, vermicomposting, segregation of waste, solar panels and steam cooking for hostel mess and banning of plastics in stages.

Governance and Leadership: SWOC Analysis will be conducted in October 2018. The College will also prepare for NAAC reaccreditation this academic year. The newly instituted administrative positions include Ms Titty Elizabeth Philips, Dean, Centre for Women's Studies and Convenor, Grievance Redressal Cell and Harassment Complaints Committee; Dr Sherrie Jesulyn David for Environmental Studies and Dr Shajini Judith Diana, Coordinator for International Programs.

Student Support and Progression: The Career Guidance Cell will obtain feedback from recruiters and potential employers and diversity-type of companies coming for recruitment. The process of preparing a manual with Standard Operational Procedures will be initiated. A Fire safety training will be organised for the College Community.

Ms Titty Elizabeth Philips, Dean of the Centre for Women's Studies and Chairperson of the Harassment Complaints committee reported that an awareness program on harassment at the workplace with special reference to College was conducted for students, faculty and non-teaching staff. The Centre for Women's Studies will organise gender equity and gender sensitisation programs. The Centre for environmental studies will initiate Green audit Phase II. Quality circles will be set up for the Library and Canteen.

As there was no other business, the meeting was adjourned

**IQAC Coordinator
Dr A Mary Pramela**

**Chairperson
Principal & Secretary
Dr Lilian I Jasper**

WOMEN'S CHRISTIAN COLLEGE
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting held on **Tuesday, 26th March 2019** at the
Staff Lounge.

The meeting of the IQAC, WCC was held on Tuesday, 26th March 2019 at 12.30 p.m. in the Staff Lounge.

Members Present

Dr A Mary Pramela – Co-ordinator

Faculty Representatives

Dr Betsy Selvakumar – Vice-Principal

Ms Preeti Anand – Dean, Shift II

Dr C Ramalechume – Dean of Academic Affairs, Shift II

Deans of Research

Dr Banani Mukhopadhyay – Shift I

Dr Anita R J Singh – Shift II

Ms Sweetlyn Moses – Staff Representative for Extension Activities, Shift I

Ms Shoba Leslie

Dr Jeba Jesintha

Ms Jemima Farrar

Student Representatives

Ms Sneha James Cherian

Ms Salome Isac

The meeting commenced with prayer by Ms Preeti Anand, Dean, Shift II.

Apologies for absence was received from the Principal (Vice-Principal was requested to chair the meeting).

Review of Action Plan for 2018-19

The SWOC Analysis was initiated in July 2018 with preparation of a Self-study report by all Departments followed by the SWOC analysis by the Christian Institution of Management in October – November 2018. The issues raised and suggestions offered by the SWOC analysis have been addressed/implemented. The Administrative audit was conducted by Chrystal Crowne Consulting and Solutions Pvt. Ltd. in December 2018. A training for professional development was organised for the staff of the administrative offices in February 2019 as an outcome of the administrative audit.

Lesson plans have been prepared in the revised format and reviewed by peers. As preparation for introduction of online testing as one component in the CIA, a faculty

development program on use of Google Forms for testing was organised by the Department of Computer Science (Shift I) and 55 faculty were trained.

The National Conference on Intellectual Property Rights originally scheduled for January 2019 has been postponed to July 2019. It was not possible to train all faculty through one annual refresher training. Instead most faculty were trained through several need based faculty development workshops. A FDP workshop on Student centred learning organised by the Teaching Learning Centre, WCC and the IQAC and a Faculty Development Program organised by the Centre for Research and IQAC, WCC on 'Effective Research proposal and manuscript writing' will be conducted on 2nd April 2019.

A program for Professional Development of Staff of Administrative offices was organised on 14th & 15th of February 2019, with Mr Subramanian, Corporate Trainer, Bangalore as the Resource Person. A training in Housekeeping and waste management will be organised for support staff in April 2019.

The use of Urkund software to detect plagiarism has been implemented for post graduate dissertations. The problems and issues faced in the use of this software were discussed at length. Some postgraduate science Departments of Shift II said that permission for plagiarism check was not easily obtainable for projects with external co guides as the dissertations were part of a larger project and it was felt that it could affect future publications. The Research Deans could study this issue and suggest solutions.

A number of activities that demonstrate Institutional Social Responsibility have been initiated and carried out by the various extension activity clubs of the college and include Swachh Bharat programs, training for empowerment of women, programs to inculcate and promote environmental consciousness, civic and social responsibility. The College has been selected as a partner for the Unnath Bharat Abhiyan with Ms Catherine B S as the Coordinator. Needs assessment will be conducted to facilitate community development of 5 villages under this program. There are a number of consultancies offered by Departments. However there is a need for more consultancies from corporate training. There is also a need to mobilize funds for research from sources like the alumnae, industry, government and NGO's.

Structured feedback is now being received from potential Employers. Although feedback is received from alumnae, obtaining information on achievements of alumnae like passing of competitive exams, NET/SLET, civil service exams etc. is a challenge. The members suggested that a separate mail ID be created for alumna to send details of achievements and awards won.

Several courses and add on certificate courses offered to students during this academic year are designed to develop soft skills in addition to the online courses offered by NPTEL.

Ms Jemima Farrar reported that based on feedback from the Industry expert on the IQAC committee Mr Vikram Reddi, two course titled 'English for Communication at the work place, Papers I and II' were being introduced instead of the earlier courses that have become redundant after the introduction of streaming for the General English Course.

Quality Circles (QC) have been initiated for the canteen, library, infrastructure and facilities on campus. The QC teams will after several brainstorming sessions present suggestions and solutions that can improve the facilities or functioning of these areas.

Standard Operating Procedure Manual

The IQAC coordinator reported that a manual of Standard Operating Procedures would be prepared for the College. Faculty representatives on IQAC and Deans would prepare the content for the SOP.

Suggestions and Recommendations for 2019-20

Plans for the academic year 2019-20 were discussed. Plans included Orientation Program for new faculty, need based Faculty Development Programs, plans of the Extension Activity Clubs and Teaching Learning Centre.

Ms Sweetlyn Moses, Coordinator of Extension Activities reported that a pre and post assessment would be done for all outreach programs of the extension activity clubs to assess the impact. Outreach programs will focus on teaching underprivileged children and the visually impaired, empowerment of women, community development, initiatives for sustainability and protection of the environment and development of empathy, social and civic responsibility.

A discussion on issues to be addressed led to the suggestion that a centre for documentation be set up to provide support in preparation of official reports, collection and collation of data and supporting evidence in the form of certificates etc. There could be a separate mail ID to receive feedback from alumnae and information on achievements and awards of alumnae, students and faculty.

As there was no other business, the meeting was adjourned

IQAC Coordinator
Dr A Mary Pramela

Chairperson
Principal & Secretary
Dr Lilian I Jasper

**WOMEN'S CHRISTIAN COLLEGE
INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Minutes of the meeting held on **Thursday, 25th April 2019** at the
Marjorie Sykes Conference Hall.

The meeting of the IQAC, WCC was held on Thursday, 25th April 2019 at 9.30 a.m. in the Marjorie Sykes Conference Hall.

Members Present

Dr Lilian I Jasper – Principal and Chairperson
Dr A Mary Pramela – Co-ordinator

Faculty Representatives

Dr Betsy Selvakumar – Vice-Principal
Ms Preeti Anand – Dean, Shift II
Deans of Academic Affairs
Dr Vanitha Williams – Shift I
Dr C Ramalechume – Shift II
Deans of Research
Dr Banani Mukhopadhyay – Shift I
Dr Anita R J Singh – Shift II
Ms Titty Elizabeth Philips – Dean, Centre for Women's Studies
Staff Representatives for Extension Activities
Ms Sweetlyn Moses – Shift I
Dr Ethen Malar J – Shift II
Dr Veena Easvaradoss
Dr Shoba Leslie
Dr Jeba Jesintha

The meeting commenced with prayer by Ms.Preeti Anand.

Minutes of the previous meetings held on 18th September 2018 and 26th March 2019 were circulated and ratified.

Action Taken Report

The Action Taken report based on plans for 2018-19 was presented by the IQAC coordinator.

Plan	Action Taken
Curricular Aspects	
Introduce Certificate courses as value additions and enhance skill	Courses introduced include Spanish, Mandarin, German, Tourism Mgmt etc
Include MOOC /NPTEL Courses	MOOC included as one component in

	courses .NPTEL 1961 have registered and 211 have received certifications ,37 faculty have registered as mentors
Peer review of lesson plan at beginning of Course	Done
Teaching, Learning and Evaluation	
Prepare for introduction of online testing as one component in the CIA	FDP on google forms organised by Dept of Computer Science, Shift I
Introduce Student Centric Learning (SCL)	Faculty Development workshop on SCL on 2nd April 2019 organised by the Centre for Women's Studies
Explore and initiate use of LMS in teaching –learning	FDP on Lecture capturing (Organised by Dept of CST and IT) Faculty from various disciplines recorded short lectures which were uploaded on youtube
International Conference-1, National Conference-2, Workshops-12, Endowment lectures-4, endowment workshop-1, seminars-2, others 3, Dept FDP-3	Organised as planned except for National Conference on IPR postponed to August 2019. Workshops -14, Dept FDP -5
Research, Innovation and Consultancy	
Encourage student and faculty research –seed grant from management	Rs.100,000 seed grant for 35 students
Increase Departments recognised as research departments	IT Department received recognition for M.Phil & now applying for PhD
Make' Eleanor' journal-open access	Under process
Use of anti-plagiarism software for M.Phil and Ph.D dissertations and papers sent for publication	Used for M.Sc dissertation and will be used for M.Phil. Not used for PhD due to procedural problems
MOUs	3-Chemistry, 2-Psychology , 2-AZBT, PBPB-1, History-1, CST-1 and Languages-2
Nalam Counselling Centre, Dept of Psychology	Inaugurated and functioning
Refine the policy on Consultancy and resource sharing	To be done
Innovation & Entrepreneurship	

Forum for students with innovative ideas and/or interest in entrepreneurship to meet periodically to share ideas	E-cell inaugurated in January.2 lectures,1 conference ,2 workshops ,1 FDP on Entrepreneurship and 3 activities have been conducted.
Support student innovations through mentoring, guidance in patenting ,linkages with industry	This Activity will be taken up in the new academic year Webinar on IPR on 10th January
Extension Activities	
Adopt at least 5 villages	Adopted 5 villages under the Unnat Bharath Abhiyan for needs assessment & Community Development
Create linkages with Industry/NGOs/ Government for outreach programs	MOU with CII for YI programs. Linkages with NGOs for tree planting etc and linkage with state Govt for Unnat Bharat Abhiyan
Extension activities in the neighbourhood community and in villages adopted by the NSS and YI	Training for empowerment of women at Outreach Centre at Chetpet by Departments and at Padikuppam
Coordinate activities by extension activity clubs for Swacch Bharat	Coordinated to ensure there is no overlap of activities
Infrastructure and Learning Resources	
Provide Facility for Lecture Capturing	Available
Make campus Disabled Friendly	Additional ramps placed in buildings
Additional Toilets	Provided
Set up Archives for rare books and manuscripts	Rockefeller archives and heritage centre set up in the Library
Student Support & Progression	
Career guidance cell to obtain feedback from recruiters and potential employers	Being done
Diversify- type of companies coming for recruitment	Done
Every Department to also receive structured feedback from industry experts and employers	To be done
Analyse feedback from students, parents and alumni and report on changes made in the curriculum, teaching learning environment as a consequence of the feedback	Feedback analysed and changes made-need documentation

Governance and Leadership	
SWOC Analysis	Conducted in October 2018
Centre For Women's Studies-	Dean-Ms.Titty Elizabeth Philips
Centre For Environmental Studies	Dr.Sherrie Jesulyn David
Coordinator for International Programs	Dr.Shajini Judith Diana
Grievance Redressal Cell and Harassment Complaints Committee	Chairperson-Ms Titty Philips
Leadership/management training for educational administrators*	FDP on Enhancing Quality in Higher Education Organised on 9th February 2019 for Deans and administrators and IQAC coordinators from 3 other city colleges
Best Practices	
Manual of Standard operating procedures	Initiated
Fire safety training	Basic fire safety training provided to 40 faculty, non-teaching staff and students by Usha Fire Safety Services on 7th March 2019
Training in self-defence for students	Training in self defence organised for students of BA Corporate Economics and for NCC cadets. Fire safety training for women organised by Centre for Women's studies. Training to be provided to all students.
Develop alumnae linkages, google forums, create data base of alumnae and have an annual alumnae meet on a public holiday like January 26th every year	To be done
Organise Gender sensitisation programs	Intricacies of Gender Equality-spl talk
Eco friendly Initiatives	
Greening of campus LED lights to replace fluorescent bulbs Vermicomposting Segregation of waste Solar panels and steam cooking for mess Banning of plastics in stages	Being done
Green Audit -Phase II	Initiated

Report of Activities

- Orientation program for new faculty on 14th August 2018 where 30 new faculty attended the program
- SWOC Analysis by CMA in November 2018
- Administrative audit by Chrystal Crowne in December 2018.
- Training for Professional Development of Administrative Staff of the offices of the Principal, Bursar and CoE on 14th and 15th February 2019.
- Basic Fire safety Training for 40 Members of the College Community on 7th March 2019
- Training in Housekeeping and Waste Management for 25 support staff on 17th April 2019
- FDP workshop on google forms 30th November 2018.(55 faculty attended)
- Two day workshop on 'Documentation and Presentation Tools 'on 6th and 7th December 2018.
- Faculty Development Workshop on 'Lecture capturing System' on 13th December 2018.
- FDP on 'Ensuring quality in Higher Education' led by Dr.M.Spurgeon, Executive Consultant, Asia Pacific Region, UBCHEA, organised for the deans and administrators and faculty from colleges we have chosen to mentor for NAAC accreditation, organised on 9th February 2019 (25 faculty attended the program).
- FDP on 'Critical Thinking and Collaboration' by Dr.Michael Schlabra, Executive Director of Global Initiatives, Concordia College New York. Organised on 15th February 2019 (34 faculty of shifts I and II attended the workshop).
- FDP on Entrepreneurship organised on 23rd March 2019 in Association with Blaze the e-cell of WCC.
- Faculty Development workshop on 'Student Centred Learning' organised by IQAC with 16 trainers drawn from our own faculty who attended the train the trainers workshop last year. (120 faculty were trained in SCL) April 2nd 2019
- FDP on 'Effective Project proposal and journal manuscript writing' organised by the IQAC and the Centre for Research, WCC, on April 2nd 2019. (55 faculty and research scholars)

Quality Circles

- **Library QC-** Delay in return of library books .Number of days for which a student is allowed to borrow a library book to be extended. The QC suggested that a SMS package be added to the Library database software that will enable SMS alerts to students on return of books, remind students of non-return of books and also permit students who reserve a book to be intimated of its availability. This will also spare valuable human resources for more productive work in the library
- **Canteen QC-** Hygiene of the food outlets and sale of junk foods were the primary problems discussed and a list of solutions have been suggested. It was suggested that a list of healthy options be given to the food outlets to replace the junk foods. Another solution to the problem of delay in the juice counter due to non-availability of glasses was that students bring their own glasses as paper and plastic cups are not permitted
- **QC on Infrastructure-** Identified problems like maintaining hygiene in the rest rooms and decongesting the parking area opposite the auditorium. The QC suggested that students be permitted to raise concerns and register complaints pertaining to infrastructure through their student log in.

Plans for 2019-20

- Prepare for NAAC Peer Team Visit in the new academic year
- Organise National Seminar on Intellectual property rights in July 2019.in association with the Deans of Research and Department of Biotechnology
- Organise a Seminar on Entrepreneurship in association with the E-cell, Women's Christian College.
- Fire Safety Training and evacuation drill
- Encourage every Department to have at least one or two consultancies with institutions, corporate bodies etc and also explore collective initiatives for Consultancies
- Conduct at least two need based Faculty Development Programs through the newly initiated Teaching Learning Centre of Women's Christian College.
- A workshop for research guides and Research scholars on use of Mendeley software for references and anti-plagiarism software in association with the WCC Centre for Research and IRC,WCC
- Workshop on Outcome based education
- Introduce Value added courses-at least one per Department
- Introduce at least 5 MOOC courses from Shifts 1 and II
- Departments to draft Strategic Action plans and proposed Budget for the academic year

As there was no other business, the meeting was adjourned

IQAC Coordinator
Dr A Mary Pramela

Chairperson
Principal & Secretary
Dr Lilian I Jasper