

**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

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Lilian Jasper
Principal & Secretary

Members	Signature
Dr Lilian I Jasper	<i>Lilian Jasper</i>
Dr A Mary Pramela	<i>Mary Pramela A</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> 29/06/2018
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</i>
Dr Veena Easvaradoss	<i>APOLogy</i>
Ms Shoba Leslie	<i>Shoba</i>
Dr Jeba Jesintha	<i>Jeba Jesintha</i> 29/6/18
Ms Jemima Farfar	<i>Jemima</i>
Ms Sneha James Cherian	<i>Sneha</i>
Ms Salome Isac	<i>Salome</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

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Dr A Mary Pramela – Co-ordinator

Faculty Representatives

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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
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Ms Shoba Leslie
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Ms Jemima Farrar

Student Representatives

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

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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

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INTERNAL QUALITY ASSURANCE CELL (IQAC)**

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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