

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

Minutes of the meeting held on **Tuesday, 13<sup>th</sup> October, 2020** at 4:30 p.m via Zoom  
platform

The virtual meeting of the IQAC was held on **Tuesday, 13<sup>th</sup> October, 2020** at 4:30 p.m via  
Zoom platform

**Members Present:**

Dr Lilian I Jasper – Principal and Chairperson

Dr Shoba Leslie – Co-coordinator

**Faculty Representatives**

Dr Sheila John – Vice-Principal

Ms Preeti Anand–Dean- Shift II

**Dean of Academic Affairs**

Dr Lily Margaret Priya W – Shift I

**Deans of Research**

Dr Banani Mukhopadhyay – Shift I

Dr Anita R J Singh – Shift II

**Dean, Centre for Women's Studies**

Dr Cynthia Jemima Swarnavalli G

**Dean, Centre for Environmental Studies**

Dr Sherrie Jesulyn David

**Controller of Examinations Shift II**

Ms Serin J

**Staff Representatives for Extension Activities**

Dr Christina Nancy A – Shift I

Ms Janet Glory – Shift II

**Other Faculty representatives**

Dr Elizabeth N

Dr Punitha D

Dr J Margaret Marie

## **Student Representatives**

Ms Kripa Saira Jacob–President

Ms Joanna Krisha Anand– PG Rep

The meeting commenced with prayer by Dr Sheila John, Vice Principal.

An apology of absence was received from Dr Ramalechchume.

The Principal Dr Lilian I Jasper welcomed the IQAC members and in her address to the members briefed about the challenges the institution had to face during the lockdown period with regard to conducting online classes, examinations and organizing various programs. She appreciated the college community at large for their willingness to adapt to the current scenario and also thanked the IQAC for equipping the faculty for the same. She further stated that quality education has not been compromised by the institution during this period.

Minutes of the previous meeting held on 19<sup>th</sup> August 2020 were sent by e-mail. It was approved and passed.

The newly inducted internal IQAC members Dr Sheila John, Dr Lily Margaret Priya, Dr Cynthia Jemima Swarnavalli, Ms Serin, Dr Christina Nancy A, Ms Janet Glory, Dr Elizabeth N and Dr D Punitha were introduced by the IQAC Coordinator Dr Shoba Leslie.

The IQAC coordinator revisited the plans put forth for this academic year. She reported the following:

- AQAR 2018-19 was uploaded on the NAAC site on 7<sup>th</sup> October 2020.
- To support the continuation of Teaching-Learning and Evaluation during the lockdown period, FDPs were organized to equip the faculty to adapt to technology.
- An FDP was organized to orient the faculty on the OBE evaluation process
- To promote research culture in the institution, we need to obtain more government funded major/minor Research projects
- Total number of online activities conducted by the various departments/Cells/Centres in June and July 2020 are 60. These include FDPs, workshops, webinars, E-quizzes and Talks

Dr. Sherrie David, Dean, **Centre for Environmental Studies outlined the activities of the Centre**

- Organized a National level Quiz competition to commemorate World Environment Day 2020, a webinar to celebrate Wildlife week 2020 and a national level workshop.
- Coordinated two online courses in collaboration with ISRO-IIRS.
- Sent a proposal to Ministry of Environment for SWACHHTA ACTION PLAN (SAP) and WCC is now recognized as a Social Entrepreneurship, Swachhta & Rural Engagement Cell (SES REC) Institution.
- An LoU has been signed with WWF, India on 1<sup>st</sup> Oct 2020 to ideate, design, develop and implement projects to address the Environmental Issues.

Dr Cynthia, Dean of Women's studies stated that two awareness programs on the topics "**Gender equality- from transition to transformation**" and "**Women's safety in the digital world**" were organized by the centre. She further mentioned that the centre's future plans include conducting Legal literacy for women and introducing certificate courses on Gender Studies and NGO Management. She also emphasized the need to collaborate with all the departments to conduct awareness and developmental programs.

Dr Margaret Marie presented the activities of the Institution's Innovation council comprising of the Entrepreneur Cell and the Innovation Club. These activities organized would embrace the students to take their ideas into visions. She reported the following:

- Online Quizzes were conducted to commemorate the Yoga day and on the topics Entrepreneurship and Digital marketing
- Organized Webinars on the topics **Decision Making with Moral Dilemmas, Igniting your minds , Entrepreneurship: Start-up to build your dream career, Developing Innovative Ideas into Reality,**
- Workshop on **Design Thinking: A Problem Solving Approach**

### **Suggestions and Recommendations from the members:**

The Principal suggested having a library started by the Centre for Women's Studies housing books exclusively related to women issues that will be useful to write project proposals and initiate research projects in collaborations with other departments such as Home Science, English, Psychology etc. She further emphasised that more avenues need to be explored to have projects related to women for the benefit of the institution and the society at large. Ms Preeti Anand suggested that the newly introduced activity based component in EVS syllabus can be converted as projects for students and the outcome measured.

The Principal also mentioned that the departments who have received FIST/DBT scheme grants should quantitatively and qualitatively measure the outcomes for the financial grant received and should give credit to the funding agencies in all their publications of the work carried out using the equipments purchased from these schemes. She further emphasized that the Institution's Innovation Council should evaluate the outcomes of the cell in terms of patents and reiterated that possibilities need to be explored.

Dr Anita Singh reported that the Department of Biotechnology has received three patents and one more is in the pipeline. She also said that obtaining patents is a time consuming process, but applying under women inventor category takes on an average six months and that it is very expensive and hence the possibility of getting multiple patents in a short time is not feasible. The Principal responded that she would look into the possibility of budgeting an amount for this purpose by the institution.

The IQAC coordinator reported that the postponed Internal Academic Audit for the year 2019-20 that was earlier scheduled to be held in April 2020 was conducted in September 2020. The outcome of the audit was presented to the members.

The Principal mentioned that each Department should upload at least five E-content modules / videos for the courses taught and upload the same in the institution's LMS or other on-line portals. The IQAC coordinator stated that a committee has been formed for this purpose and guidelines will be formulated and sent to the Heads of the departments.

Dr Shoba Leslie reported that to encourage faculty and students to use Government on-line repositories for E-learning, an FDP will be organized by the Information Resource Centre to orient the faculty on the various online portals that are part of IRC, WCC.

The coordinator thanked the members and as there was no other business the meeting was adjourned.

**Sd/-**  
**IQAC Coordinator**  
**Dr Shoba Leslie**

**Sd/-**  
**Chairperson**  
**Principal & Secretary**  
**Dr Lilian I Jasper**

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

Minutes of the meeting held on **Tuesday, 15<sup>th</sup> December, 2020** at 9.30 am in a blended mode at Marjorie Sykes Conference hall and Zoom platform

The meeting of the IQAC was held on **Tuesday, 15<sup>th</sup> December, 2020** at 9:30 am

**Members Present:**

Dr Lilian I Jasper – **Principal and Chairperson**

Dr Shoba Leslie – **Co-coordinator**

**State Govt. Representative**

Ms Pearline Roopkumar

**Management Representative**

Ms Lita Srinivasan

**Industry Expert**

Mr K Moses

Dr Robinson Thamburaj

**Alumnae**

Dr Mary Pearl Ravikumar

Dr Jannet Jeyasingh

**Faculty Representatives**

Dr Sheila John – Vice-Principal

**Dean of Academic Affairs**

Dr Lily Margaret Priya W – Shift I

**Deans of Research**

Dr Banani Mukhopadhyay – Shift I

Dr Anita R J Singh – Shift II

**Dean, Centre for Women's Studies**

Dr Cynthia Jemima Swarnavalli G

**Dean, Centre for Environmental Studies**

Dr Sherrie Jesulyn David

## **Controller of Examinations Shift II**

Ms Serin J

## **Staff Representatives for Extension Activities**

Dr Christina Nancy A – Shift I

Ms Janet Glory – Shift II

## **Other Faculty representatives**

Dr Punitha D

Dr J Margaret Marie

The meeting commenced with prayer by the Dean, Centre for Women's Studies Dr Cynthia Jemima Swarnavalli G.

Apologies for absence were received from Ms Preeti Anand and Dr N Elizabeth.

## **Welcome**

The Principal Dr Lilian I Jasper welcomed the internal and external IQAC members and in her address informed that the college has reopened for the final year UG and PG students since December 14<sup>th</sup> 2020 after COVID-19 lockdown. She further stated that the quality of education has not been compromised with regard to conducting On-line classes, assessments and also organizing various curricular, co-curricular and extracurricular programs by the academic departments, Centres/Cells during the lockdown period.

The newly inducted external members Mr K Moses, Managing Director, Allison Transmission India Pvt. Ltd and Dr Robinson Thamburaj, Head, Department of Mathematics, Madras Christian College were welcomed.

## **Minutes of the previous meeting**

The IQAC coordinator Dr Shoba Leslie said the minutes of the previous meeting held on 15<sup>th</sup> December, 2020 has been sent by e-mail to all the members. It was approved and passed.

## **Midterm Review and update of the plans for 2020-21**

The IQAC coordinator presented a review of the various activities

## **Curriculum Aspects**

A need based FDP was organized by the IQAC to orient the faculty on OBE Assessment and Evaluation. Learning Outcomes based Curriculum Framework has been implemented for 2020 batch students. Calculation of Course Outcome (CO) attainment is in progress. A

value-added course “HR Analytics, Payroll & Statutory Compliance” is offered by MA HRM department.

### **Teaching-Learning**

To promote E-learning the faculty and students were encouraged to enroll for Online MOOC courses offered by SWAYAM. For the period June-December 2020, the number of students and faculty who have enrolled for NPTEL online courses are 1271 of which 70 have registered for the certification exam and 11 faculty members are designated as mentors.

All the academic departments have been requested to submit at least five E-content modules/videos for the courses taught by the faculty members to promote ICT enabled teaching-learning and have them uploaded in institutional LMS or other Online portals such as YouTube etc. Guidelines for development of e-content modules/videos have been formulated by the committee constituted and forwarded to all the departments.

### **Initiatives taken by Information Resource Centre (IRC) to enhance the usage of e-Resources**

- Orientation programs on ‘Accessing NLIST Resources’ was organized for the students.
- Availability of e-books, e-journals in our college's subscribed databases were well presented during Students’ Induction Program and also to faculty members through an FDP
- Webinar series on ‘EBSCO host Database – an Online Research Platform Effective Search Techniques’ were hosted by IRC. WCC faculty members, Research Scholars and Students participated and learnt the nuances of effective database searching.

By October 2020, individual active users of National Library and Information Services (NLIST) increased from 163 in the previous year to **2025** this academic year.

### **Research, Innovation and Consultancy**

The Deans of Research elaborated on the research activities. Thirty Five students (both UG and PG) who were awarded the Management seed grant for pursuing research during the academic year 2019-20 had completed the research work successfully. Four patents and one copyright were obtained by the faculty. The number of papers published in UGC Care Journals is 57. One PG student has been granted a fund of Rs. 7500/- by TNSCST and one research scholar has been awarded Senior Research Fellowship (SRF) by Council of Scientific and Industrial Research (CSIR) for pursuing research. The third volume of Eleanor WCC Journal in Multidisciplinary research is in the process of printing.

Dr. Shoba Leslie reported that the Institution’s Innovation Council (IIC) comprising of the Entrepreneur Cell and the Innovation Club **has been awarded a star rating of 4.5 / 5 star**

**rating** for undertaking various activities prescribed by **Innovation Cell, Ministry of Education, and Govt. of India** for the academic year 2019-20. The rating was released in 15th October 2020. The activities of the IIC include conducting On-line Quizzes on Yoga, Entrepreneurship and Digital Marketing, and organizing six Workshops to promote Innovation and Entrepreneurship. Innovation Day celebrations were held from 1<sup>st</sup> October to 7<sup>th</sup> October 2020. IIC have proposed to conduct a FDP on National Innovation and Start-Up Policy (NISIP) and also to have a Project idea competition as part of science day celebrations.

### **Extension Activities**

Dr Christina Nancy reported that various workshops were conducted on Mask Making, Paper bag making, Fitness awareness, creating e-content and Yoga. Students have developed Videos, posters and social media posts to spread awareness on various socially relevant current issues such as mental health, COVID 19, physical fitness, drug abuse, tree plantation, cyber security and child sex abuse. NSS volunteers had collaborated with Greater Chennai Corporation and Chennai Volunteers (NGO) to provide mental support to COVID-19 infected people. The Young Indians club joined forces with AID INDIA- a Chennai based Non-Governmental Organisation working for village development and rural education. The Rotaract club conducted on-line sessions for the under-privileged children of a school to enhance their spoken-English skills.

### **Centre for Environmental Studies**

A Webinar was organized to celebrate Wildlife Week 2020 on 8th October 2020. A National Level Workshop in collaboration with OISCA Women's Chapter, Chennai and an Energy Audit workshop was conducted for students. A LoU has been signed with WWF based on a proposal sent by four students to implement projects to address Environmental Issues. WCC has acquired the status of Social Entrepreneurship, Swachhta & Rural Engagement Cell (SES REC) Institution based on a proposal sent for SWACHHTA ACTION PLAN (SAP) to MoE.

### **Centre for Women's Studies**

Dr. Cynthia Jemima stated that a Series of Webinars have been organized in collaboration with various departments on topics relating to women such as "Gender equality- from transition to transformation", "Women's safety in the digital world", and "Awareness on Alcohol, Drug Addiction & Capacity Building"



### **Initiatives of IQAC in Collaboration with various departments:**

- Conducted seven need-based Faculty Development Programs
- Orientation program and workshop on Student Centric Learning was conducted for new faculty on 29/10/20
- Coordinating the implementation and CO attainment of OBE for 2020 batch students
- Preparation of Standard Operating Procedures Manual
- Coordinating E-Content development by Faculty members

### **Suggestions and recommendations of the members**

Dr Anita R J Singh, Dean of Research stated that patent registration is done through attorneys and drafting a patent application is cumbersome and finance is also a challenging factor. Ms Lita Srinivasan said that as she had earlier worked in a trademark patent office and being aware of the procedures, she could help out with the patent registration. She further stated that it is a complicated process and the patent office needs constant monitoring and follow up on a daily basis.

Dr Robinson congratulated the Principal, faculty and IQAC for the considerable number of activities organized during the academic year and further suggested to compile and document them as it is very essential for submission to accreditation bodies. As the institution had missed applying for UGC sponsored skilled-based courses, he recommended applying for those certificate/diploma courses when it is open next for applying. Dr Robinson also emphasized on having collaboration/linkages with local research laboratories, institutions and universities for research activities and said that the institution should also focus on patenting and consultancy. The Principal stated that every department signs MOUs and have collaborations with the institutions/industries specific to their needs and requirements but providing consultancy to the Industry and mobilizing resources is a challenge for the faculty. To a question raised by Dr. Robinson regarding student feedback, the IQAC coordinator replied that it is a routine process obtained at the end of every semester, collated, analysed and uploaded in the WCC web site. He appreciated the planning made for obtaining e-content modules from faculty members for the courses taught and also suggested that focus can be more on developing e-content modules for courses with more student arrears.

Mr K R Moses said that his organization Allison Transmissions can support the institution on various aspects as part of Corporate Social responsibility and encouraged the institution to reach out for support with regard to student internships, On-the-job training, e-learning, environmental sustainability, research, analysis, guest lecturers etc.

Dr Mary Pearl Ravikumar congratulated the institution for all the curricular and co-curricular activities that happened during the lockdown period and appreciated the

extension activity units for rising up to the occasion and rendering help during the COVID-19 lockdown. She was pleased to add that patents which was once a dream of the institution has now become a reality.

The Principal concluded by stating that in all aspects the institution has been striving hard and doing its best to keep up the vision in mind to offer wholesome and holistic education to the students even during COVID lockdown.

The Principal thanked the members and as there was no other business the meeting was adjourned.

**Sd/-**  
**IQAC Coordinator**  
**Dr Shoba Leslie**

**Sd/-**  
**Chairperson**  
**Principal & Secretary**  
**Dr Lilian I Jasper**

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

Minutes of the internal meeting held on **Monday, 15<sup>th</sup> March, 2021** at 1.00 pm at Marjorie Sykes Conference hall

The Internal meeting of the IQAC was held on **Monday, 15<sup>th</sup> March, 2021** at 1.00 pm

**Members Present:**

Dr Sheila John – **Vice-Principal**

Dr Shoba Leslie – **Co-coordinator**

**Faculty Representatives**

Ms Preeti Anand – **Dean, Shift II**

**Dean of Academic Affairs**

Dr Lily Margaret Priya W – Shift I

Dr C Ramalechume – Shift II

**Deans of Research**

Dr Banani Mukhopadhyay – Shift I

Dr Anita R J Singh – Shift II

**Dean, Centre for Women's Studies**

Dr Cynthia Jemima Swarnavalli G

**Dean, Centre for Environmental Studies**

Dr Sherrie Jesulyn David

**Controller of Examinations Shift II**

Ms Serin J

**Staff Representatives for Extension Activities**

Dr Christina Nancy A – Shift I

Ms Janet Glory – Shift II

**Other Faculty representatives**

Dr Elizabeth N

Dr Punitha D

Dr J Margaret Marie

**Student Representatives**

Ms Vyshnavi T S

Ms Johana Mary Anand

The meeting commenced with prayer by the Dean, Centre for Research Dr Anita R J Singh.

An apology of absence was received from the Principal Dr Lilian I Jasper.

The IQAC coordinator Dr Shoba Leslie welcomed the IQAC members and introduced the student representatives Ms Vyshnavi T S and Ms Johana Mary Anand. She further stated that this meeting has been convened to review and update on the activities since the previous meeting held on December 15<sup>th</sup>, 2020.

### **Minutes of the previous meeting**

Dr Shoba Leslie said the minutes of the previous meeting held on 15<sup>th</sup> December, 2020 have been sent by e-mail to all the members. It was approved and passed.

### **Review of the activities**

On **Curriculum aspects**, the IQAC coordinator reported that Curriculum revision has been done based on Learning Outcome Based Curriculum Framework (LOCF) for 2021 batch students and amendments have been made in the Program Outcomes (POs), Program Specific Outcomes (PSOs) for 2020 batch. She also said that the mapping of COs with POs/PSOs have been completed for the courses offered under LOCF and the procedures for calculating CO attainment is yet to be finalized and that the OBE core committee formed by the Principal will decide on that aspect taking into account the diversity of courses offered by the various programmes in the institution. With regard to the value-added certificate and skill development courses offered by the departments, the IQAC coordinator reported that only one certificate course has been offered by the MA HRM during the academic year.

The IQAC coordinator announced that 785 students and faculty have enrolled for online web and video courses offered by SWAYAM-NPTEL, out of which twenty six have registered for exam. She also announced that the faculty were encouraged to develop e-content that would enhance the teaching-learning process. Fifty one e-content modules/videos developed by faculty have been received from various disciplines and that they are in the editing process.

The Dean of Research Dr Banani Mukhopadhyay declared that the third volume of the In-house journal "Eleanor" has been published with 18 research articles. With regard to the fourth volume of the journal the Dean said that original research articles are invited for publications and the last date for submission of manuscripts is 31-03-2021

The programs organized by the IQAC in association with various departments were presented by the Coordinator. An FDP on "MOODLE – Learning Management System" was organized on 11<sup>th</sup> and 12<sup>th</sup> January, 2021" by the Department of Computer Science & IQAC. Three developmental/training programs were organized for the non-teaching faculty- "First-Aid Awareness Program" on 5<sup>th</sup> March, 2021 for teaching, non-teaching and maintenance staff, "Advanced Excel on 10<sup>th</sup>, 11<sup>th</sup> and 15<sup>th</sup> March 2021 for Non-teaching

faculty (IQAC, CST and IT departments) and a program for the Administrative faculty on 10<sup>th</sup> March, 2021 (IQAC and Human Resource Office) on the topic “Inform, Transform, Perform: Work and People Management”

The activities of the Centre for Women’s Studies since January 2021 were presented by the Dean, Dr Cynthia Jemima. They include a logo contest, a digital youth summit on the topic “My Voice our Future”, a debate jointly organized with the Department of Tamil on the theme “Is Liberation of women leading them to success or failure” and a webinar titled “Women’s Narratives : Facing the Blank Page” to celebrate International Women’s day on 8<sup>th</sup> March , 2021.

Dr Christina Nancy presented the combined list of activities conducted by NCC, NSS, Rotaract, Young Indian Club and Eco Club of both shifts. Around 100 notable activities such as workshops, webinars, panel discussions, documentary screenings, online quizzes, poster making competitions, poetry competition, singing competition, photography contest, etc. were organized for students by the various clubs since December 2020. She further highlighted that Arpitha Muralidharan from II Psychology won the All-India Best Cadet-Senior Wing Navy at the Republic Day Camp 2021 and was awarded the coveted baton and gold medal by the Hon. Prime minister of India.

Dr J Margaret Marie reported that Atal Ranking of Institution Innovation Achievements data has been uploaded. During this academic year WCC National Innovation and Startup policy (NISP) has been framed and an awareness Program on NISP was conducted for the faculty on 19<sup>th</sup> of February 2021.

### **Suggestions and recommendations from the members**

The IQAC coordinator stated that after obtaining feedbacks from various departments in the institution, the OBE core committee can decide on the modules to be included in the CO attainment calculation for courses offered under LOCF. She further suggested including both internal and external assessment components for the calculation process that would best suit our institution taking into consideration the UGC guidelines as well. The members emphasized that each component included in the CO attainment calculation should have the same CO/COs assessed and be of the same level for all the students.

The IQAC coordinator emphasized that each department should offer at least one value added certificate course with minimum 30 hours in online/offline or blended mode and that these courses should not be part of the student profile. Dr. Anita Singh suggested that the syllabus for value added courses can also be approved during the Boards of Studies meeting to maintain standards. The Deans of Academics said that they would coordinate the certificate courses offered and funded by the UGC.

Dr Sherrie David mentioned that second phase of tagging our campus tree with QR code is nearing completion and due to COVID lockdown it has been delayed. Dr J Margaret Marie

informed the members that as part of NISP policy the departments have been asked to include one unit on IPR/ Entrepreneurship in their curriculum.

Dr Shoba Leslie informed the members that on-line submission of AQAR 2019-20 has to be completed on or before 31<sup>st</sup> May, 2021 and the Academic and Administrative audit will be conducted in April 2021. She also suggested having Parents' feedback on Curriculum and other aspects to be obtained through Google forms. A recommendation to modify the department profile template was made by Dr Lily Margaret Priya and Dr Ramalechume so as to collate data pertaining to NIRF and India Today National ranking as well.

The IQAC Coordinator thanked the members and as there was no other business the meeting was adjourned

**Sd/-**

**IQAC Coordinator  
Dr Shoba Leslie**

**Sd/-**

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

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

Minutes of the meeting held on **Monday, 26<sup>th</sup> April, 2021** at 9.00 am via Zoom platform

The meeting of the IQAC was held on **Monday, 26<sup>th</sup> April, 2021** at 9:00 am

**Members Present:**

Dr Lilian I Jasper – **Principal and Chairperson**

Dr Shoba Leslie – **Co-ordinator**

**State Govt. Representative**

Ms Pearline Roopkumar

**Management Representative**

Ms Lita Srinivasan

**Industry Expert**

Dr Robinson Thamburaj

**Alumnae**

Dr Mary Pearl Ravikumar

**Faculty Representatives**

Dr Sheila John – Vice-Principal

Ms Preeti Anand – Dean, Shift II

**Dean of Academic Affairs**

Dr Lily Margaret Priya W – Shift I

Dr C Ramalechume – Shift II

**Deans of Research**

Dr Banani Mukhopadhyay – Shift I

Dr Anita R J Singh – Shift II

**Dean, Centre for Women's Studies**

Dr Cynthia Jemima Swarnavalli G

**Dean, Centre for Environmental Studies**

Dr Sherrie Jesulyn David

**Controller of Examinations Shift II**

Ms Serin J

### **Staff Representatives for Extension Activities**

Dr Christina Nancy A – Shift I

Ms Janet Glory – Shift II

### **Other Faculty representatives**

Dr Punitha D

Dr J Margaret Marie

Dr Elizabeth N

### **Student representative**

Ms Kezia James – president

The meeting commenced with prayer by the Vice Principal Dr Sheila John.

An apology of absence was received from Mr K Moses

### **Address by the Principal**

The Principal welcomed the External and Internal IQAC members. As it has been an unprecedented year due to the pandemic situation, she expressed her gratitude to God for His abounding grace in helping the institution move forward with almost all the usual activities. She further stated that the institution had not even compromised on conducting physical education sessions and extension activities as these were organized in the online mode and apart from these the student senate elections and installation were also held in February when the final years were on campus for a brief period. She expressed her concern about the campus placements during the academic year and added that strategies need to be adopted to improve the same. The Principal concluded by thanking the IQAC for organizing various FDPs cum workshops to enhance and hone the teaching skills of the faculty and also for providing an insight on various Learning Management Systems such as Google Classroom and MOODLE to aid on-line teaching.

### **Minutes of the Previous Meeting**

Minutes of the previous meeting held on 26<sup>th</sup> April 2021 were sent by e-mail. It was approved and passed.

### **Report of action taken on the plans for 2020-21**

The IQAC coordinator presented the action taken report based on the plans set at the beginning of the academic year

<b>ACTION PLAN REPORT – 2020-21</b>	
<b>Plan of Action</b>	<b>Achievements/Outcomes</b>
<b>Curricular Aspects</b>	
<ul style="list-style-type: none"><li>• Learning Outcomes based Curriculum Framework</li></ul>	<ul style="list-style-type: none"><li>➤ A virtual FDP on “<i>Outcome Based Education-Design &amp; Implementation</i>” was</li></ul>



<ul style="list-style-type: none"> <li>Value added/ Certificate courses that would enhance the skills of the students to be conducted</li> </ul>	<p>conducted.</p> <ul style="list-style-type: none"> <li>Curriculum revision has been done based on Learning Outcome Based Curriculum Framework (LOCF) for 2021 batch students.</li> <li>Amendments have been made in the Program Outcomes (POs), Program Specific Outcomes (PSOs). Mapping of COs with POs/PSOs</li> <li>Calculation of CO attainment to include the external examination for 2020 batch</li> </ul> <ol style="list-style-type: none"> <li>Certificate Value added course offered by MA HRM - HR Analytics, Payroll &amp; Statutory Compliance</li> <li>Introduction to Dyslexia and Remedial teaching methods – Certificate Course offered by the Department of Psychology-Shift II</li> </ol>
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**Teaching -Learning and Evaluation**

<p><b>Facilitating the creation of a learner-centric environment</b></p> <ul style="list-style-type: none"> <li>Enhance the usage of ICT tools in teaching learning and evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>Faculty Development programs have been conducted on the topics “<b>Online Teaching and Assessment Tools</b>”, “<b>Academic Assessment Using Google Forms</b>”.</li> <li>Encouraged E-learning through Swayam e-learning platform NPTEL On-line Courses</li> </ul> <table border="1" data-bbox="792 1381 1318 1906"> <thead> <tr> <th colspan="2"><b>Swayam Certification January - December 2020</b></th> </tr> <tr> <th><b>Certification Type</b></th> <th><b>Count</b></th> </tr> </thead> <tbody> <tr> <td>Elite</td> <td>16</td> </tr> <tr> <td>Silver</td> <td>12</td> </tr> <tr> <td>Gold</td> <td>4</td> </tr> <tr> <td>Completed</td> <td>6</td> </tr> <tr> <td>Topper</td> <td>3</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>Mentor</td> <td>2</td> </tr> <tr> <td>FDP Certificate</td> <td>3</td> </tr> <tr> <td colspan="2"><b>January - April 2021 till date</b></td> </tr> </tbody> </table>	<b>Swayam Certification January - December 2020</b>		<b>Certification Type</b>	<b>Count</b>	Elite	16	Silver	12	Gold	4	Completed	6	Topper	3			Mentor	2	FDP Certificate	3	<b>January - April 2021 till date</b>	
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Registration for exam	26												
To encourage development of e-content/online courseware by faculty for courses taught	➤ <b>No of E-content modules/Videos developed by the faculty - 82</b>												
Awards received by Faculty members	<ul style="list-style-type: none"> <li>➤ <b>Dr Jeyasanthi, Associate Professor</b> <ul style="list-style-type: none"> <li>▪ Perasiriyar Semmal Award – 2020</li> <li>▪ Kalam Arivu Maamani Award</li> <li>▪ Perasiriyar Sigaram Award - 2020</li> </ul> </li> <li>➤ <b>Dr Stella Parvatham, Assistant Professor</b> <ul style="list-style-type: none"> <li>▪ Perasiriyar Emayam Award - 2020</li> </ul> </li> <li>➤ <b>Dr Esther Arul Mary, Assistant Professor</b> <ul style="list-style-type: none"> <li>▪ Kalvi Rathna Award</li> <li>▪ Nallaasiriyar Maamani Award</li> <li>▪ Bharathi Mani Award</li> </ul> </li> </ul>												
<b>Research and Consultancy</b>													
Ph.d Degree	➤ 7 Faculty												
Publication	<ul style="list-style-type: none"> <li>➤ In UGC CARE journals – 78</li> <li>➤ Books and chapters in edited volumes / books : 18</li> </ul>												
Faculty Development program	➤ Innovation and Research Opportunities for Faculty in the New Normal												
Management Research seed grant	<ul style="list-style-type: none"> <li>➤ 35 students have been granted Management Thirty five students and two faculty members who received the research seed</li> </ul>												
Patents	4 Patents ( <i>Three patents from PG &amp; Research Department of Biotechnology and one patent from Department of Computer Science and Technology have been granted this year</i> )												
Research Projects	➤ One PG Student awarded TNSCST fund of Rs.												

<p>WCC Journal</p>	<p>7500/- completed the project during this year</p> <ul style="list-style-type: none"> <li>➤ One Research Scholar awarded CSIR SRF for a period of two years</li> <li>➤ Dr Anita R J Singh, Department of Biotechnology received a grant of Rs.3,20,000/- for two years from TNSCST for the Science and Technology Research project</li> <li>➤ Thirty five students and two faculty members who received the research seed grant in the academic year 2019-2020 successfully completed their project work this academic year.</li> <li>➤ A Phd Research Scholar in the department of Home Science was Selected for the <b>2021 International Life Science Institute (ILSI) India Research Scholar Award</b> for Outstanding Contributions for Improving Public Health in the areas of Food Safety, Nutrition and Wellbeing. Received a cash award of <b>Rs. 30,000/-</b></li> <li>➤ Third volume of ELEANOR, WCC Journal of Multidisciplinary Research has been published this academic year. It contains 18 research articles.</li> <li>➤ Total 22 manuscripts based on original research work have been received for publication in the fourth volume of ELEANOR.</li> </ul>
<p>Incubation and Innovation Cell: To initiate and strengthen the activities of the cell</p>	<ul style="list-style-type: none"> <li>➤ Innovation Club has conducted 2 workshop and 3 webinars and E-cell has conducted 16 webinars and a Business plan competition</li> <li>➤ Celebrated innovation day on 10<sup>th</sup> October 2020.</li> <li>➤ Idea Generation competition was conducted</li> <li>➤ Rural Entrepreneurship development cell has started functioning in our campus from October 2020.</li> <li>➤ WCC National Institution startup policy has been framed. As a part of this policy the departments have been asked include one unit on IPR/ Entrepreneurship in their curriculum</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Atal Ranking of Institution Innovation Achievements data has been uploaded</li> <li>➤ Institution's Innovation Council had received 4.5/5 stars for the year 19-20.</li> </ul>
Consultancy	<ul style="list-style-type: none"> <li>➤ Through Nalam Psychological Counselling Centre Telephonic counselling offered to the public</li> <li>➤ Dr Jasmine Jennifer from the department of Home Science did a series of program on Nutrition "Unnave Marundhu" in Nambikai TV.</li> </ul>
Linkages with other Institutions/Industries	<ol style="list-style-type: none"> <li>1. Madras Literary Society</li> <li>2. World Vision, Chennai</li> <li>3. The New Indian Express, Chennai</li> <li>4. International Justice Mission, Chennai</li> <li>5. Teach for India, Chennai</li> <li>6. JCK group of companies</li> <li>7. Digiplus pvt ltd, Kolkata</li> <li>8. Shens Speciality Hospital, Chennai</li> <li>9. Fortis Healthcare.</li> <li>10. TTK Healthcare</li> <li>11. Synergy Maritime Private Limited</li> <li>12. Sri Ramachandra Institute of Higher Education and Research</li> <li>13. Biozone Research Technologies Pvt. Ltd</li> <li>14. CapStone Mark</li> <li>15. National Institute of Advance Studies</li> <li>16. Amity soft Technologies. Pvt. Ltd</li> <li>17. DLK Technologies. Pvt. Ltd</li> </ol>
MOUs signed – College (Active)	<ol style="list-style-type: none"> <li>1. Liverpool Hope University, UK</li> <li>2. ICT Academy of Tamil Nadu</li> <li>3. Letourneau University, Texas</li> <li>4. Concordia College, US</li> <li>5. Binary University, Malaysia</li> </ol>
Departments(Active)	<ol style="list-style-type: none"> <li>1. National Taiwan University of Science and Technology, Taipei(PG Chemistry)</li> <li>2. eNTrust Pvt Ltd (CSC shift I)</li> <li>3. ICT Academy of Tamil Nadu (Computer Science Depts)</li> <li>4. Floranix , Adyar Chennai(PG Physics)</li> <li>5. INaWORD (Languages)</li> </ol>

	6. Synthia Research Labs Private Ltd, Pondicherry 7. Tamil Nadu Science and Technology Centre, 8. Talking Yak English Learning Private Limited 9. Karadi Path Education Company
<p>Extension Activities: To strengthen Extension activities/Outreach programmes by increasing linkages and collaborations with the Industry/NGOs/Government.</p>	<ul style="list-style-type: none"> <li>➤ All the clubs were active throughout the academic year and conducted nearly 350 online and offline events such as workshops, webinars, panel discussions, documentary screenings, online quizzes, poster making competitions, poetry competition, singing competition, photography contest, etc to educate and discover the talents and skills of students</li> <li>➤ Collaborated with NGOs to provide Tele-counselling for Covid'19 patients with Greater Chennai Corporation and Chennai Volunteers</li> <li>➤ Virtual visit to the home for HIV positive children at Shelter Home&amp; Anbagam,</li> <li>➤ Donation of masks to Children's hospital,</li> <li>➤ Helping school children with spoken English through tele-calling</li> </ul> <p><b>Highlights:</b></p> <ul style="list-style-type: none"> <li>➤ The Rotaract club of WCC won the best presentation award for the year at the district level.</li> <li>➤ The Young Indians club of WCC was awarded for conducting more number events and the most self-sustained college at the regional level.</li> <li>➤ Arpitha Muralidharan from II Psychology won the All-India Best Cadet-Senior Wing Navy at the Republic Day Camp 2021. She was awarded with the coveted baton and gold medal by the Hon. Prime minister of India.</li> </ul>
<b>Centre For Women's Studies</b>	
Enhance activities of the Centre for	➤ Awareness on Alcohol, Drug addiction &

Women's Studies	<p>Capacity building Webinar series TTK Hospital counselors</p> <ul style="list-style-type: none"> <li>➤ Logo contest for Centre for Women's Studies</li> <li>➤ Digital Youth Summit - My Voice our Future organised by Department of Commerce</li> <li>➤ Women's Narratives: Facing the Blank Page - Webinar jointly organized with IRC Resource Person - Cynthia Chirinda. Author, Zimbabwe</li> <li>➤ Debate -Title "Is Liberation of women leading them to success or failure jointly organized with Department of Tamil</li> </ul>
<b>Centre for Environmental Studies</b>	
Green Initiatives – Eco club and CES	<ul style="list-style-type: none"> <li>➤ Framed the proposal for SWACHHTA ACTION PLAN (SAP) and submitted to the MoE on 29<sup>th</sup> Aug and through this Women's Christian College is now a Recognised Social Entrepreneurship, Swachhta &amp; Rural Engagement Cell (SES REC) Institution</li> <li>➤ Two National level online programs, A Quiz towards celebrating World Environment Day 2020 on the theme Time for Nature and a workshop on The Nutrition Powerhouse – Microgreens in collaboration with OISCA Women's Chapter, Chennai were organized</li> <li>➤ An interactive session for students highlighting the Importance of Solid Waste Management was organized</li> <li>➤ Celebrated Wildlife Week 2020.</li> <li>➤ Organized a trip to Parambikulam for a Faculty Development Program on the theme "Enhancing Environmental Awareness: Parambikulam and its Sustainable Eco-Tourism</li> </ul>
<b>IQAC Initiatives</b>	
New faculty Orientation	<p>Orientation Programme was organized for the newly appointed faculty on October 29<sup>th</sup> 2020. Workshop on Student Centric Learning methodologies was also conducted</p>
FDPs Organized	<ol style="list-style-type: none"> <li>1. Online FDP on "<b><i>Innovation and research Opportunities for Faculty in the New Normal</i></b>" organized by Research and Development Cell in association with IQAC on 5<sup>th</sup> June 2020</li> <li>2. Online FDP on "<b><i>Online Teaching and Assessment Tools</i></b>" conducted by the</li> </ol>

	<p>Department of Computer Applications in Collaborations with IQAC on 6<sup>th</sup> July 2020</p> <ol style="list-style-type: none"> <li>3. Online FDP on “<b>Academic Assessment Using Google Forms</b>” conducted by the CST and IT Departments in association with IQAC on 7<sup>th</sup> September 2020</li> <li>4. IQAC and COE organized an Online FDP “<b>Outcome Based Education-Design &amp; Implementation</b>” on 25<sup>th</sup> &amp; 27<sup>th</sup> August 2020.</li> <li>5. Online FDP “<b>Optimizing Student Test taking from Home</b>” organized by Department of Commerce(General) in association with IQAC on 12<sup>th</sup> September 2020</li> <li>6. Virtual FDP on ‘<b>E-Books and E-Journals: An Effective Tools for Teaching and Learning</b>’ was Organized on 25/11/20 by the Information Resource Centre in association with IQAC</li> <li>7. “<b>Moodle Management System</b>” organized on 11<sup>th</sup> and 12<sup>th</sup> January, 2021 (IQAC &amp; Department of Computer Science)</li> <li>8. FDP <b>Enhancing Environmental Awareness: Parambikulam and its Sustainable Eco-Tourism</b> (CES &amp; IQAC) <b>February 13 &amp; 14, 2021</b></li> </ol>
<b>Developmental Programs</b>	<ol style="list-style-type: none"> <li>1. “First-aid Awareness Program on 5<sup>th</sup> March, 2021 for teaching, Non-teaching and Maintenance staff</li> <li>2. “Advanced Excel” on 10<sup>th</sup> , 11<sup>th</sup> and 15<sup>th</sup> March 2021 for Non-teaching faculty(CST,IT &amp; IQAC)</li> <li>3. “Inform, Transform, Perform: Work and People Management” for the Admin faculty on 10<sup>th</sup> March, 2021 (HR Office and IQAC)</li> </ol>
<b>Other Initiatives</b>	<ol style="list-style-type: none"> <li>1. Orientation program for new faculty - 29/10/20</li> <li>2. Workshop on Facilitating Student Centric Learning for the New faculty</li> <li>3. Coordinating the implementation and CO attainment of OBE for 2020 batch students. Amendments made in POs and PSOs</li> <li>4. Preparation of Standard Operating</li> </ol>

	Procedures Manual- Phase I 5. Coordinating E-Content development by Faculty members 6. Feedbacks obtained from Students, Parents, Employers. 7. Academic and Administrative Audit in process and will be completed in May 8. Submission of AQAR 20-21 to NAAC to be done before May 31st
<b>Infrastructure and Learning Resources</b>	
Infrastructure and Facilities added on Campus	<ul style="list-style-type: none"> <li>➤ Pavers</li> <li>➤ Arrowsmith Indoor Sports Training Facility</li> <li>➤ Buck Physical Education Building</li> </ul>

Dr J Margaret Marie, the coordinator for National Innovation and Startup Policy (NISP), emphasized the need to incorporate IPR and entrepreneurship into the curriculum of every programme offered as WCC is one of the institutions across the country to adopt NISP and has published its Innovation and Startup Policy that conforms with the NISP initiated by MHRD's Innovation Cell and AICTE. She further stated this would orient towards start-ups and entrepreneurship opportunities for student and faculty and thereby initiate or enhance a culture of innovation on campus.

Based on the feedbacks and suggestions received from the faculty, stakeholders and IQAC members, the following plans proposed for the academic year 2021-22 was presented by the IQAC coordinator with the aim to steer the institution towards ensuring quality enhancement and sustenance.

### **Future Plans 2021-22**

1. Every department to conduct at least one value-added certificate course to enhance employability and skills in online/offline/blended mode
2. To evaluate the Course Outcome attainment for courses under Learning Outcome Base Curriculum Framework.
3. Creation of teaching modules/videos by the faculty.
4. To collaborate with research institutes/ organizations to enhance and support research culture among the students and faculty.
5. To formalize remedial teaching for challenged learners.



6. Facilitate collection and compilation of data required for environmental impact assessment on campus.
7. Centre for Women and Environmental Studies to collaborate with the academic departments to promote and support research in the field of Environment and Women's Studies respectively.
8. To organize need-based intra and inter-institutional developmental and training programs
9. To conduct FDPs to augment online teaching skills and on quality- related themes.
10. To obtain Government and Non-government Funded Projects

**Suggestions and Recommendations from the members:**

Dr Robinson suggested adopting a revenue generation policy for consultation by the institution as the NAAC requires data pertaining to the same by HE institutions. The IQAC coordinator replied that more often free consultation is being offered and that measures would be taken as per the suggestion provided. Dr Robinson also proposed to give incentives to teachers who apply and obtain government/non-government funded projects so as encourage faculty members indulging in research activities that would assist in enhancing the research culture on campus.

Replying to a suggestion and query raised by Dr Robinson regarding conducting events to observe National days by the institution, Dr Margaret Marie said that the institution's Innovation Cell(IIC) commemorates National Science Day by conducting Idea Generation Competition. Dr Christina Nancy added that most of the events/competitions held this year were to commemorate days of significance and based on the notifications received by the MHRD and UGC, Dr Annette, Dean of Student Services had been uploading to their websites reports of events and competitions organized.

The IQAC coordinator informed that the Academic and Administrative Audit 2020-21 would be held in the month of May and that compilation of data pertaining to the audit has been completed. She further reported that feedbacks have been obtained from the students, parents and employers through online mode that would be analyzed to aid in the quality enhancement of the institution.

Ms Lita Srinivasan, Dr Mary Pearl and Ms Pearline Roopkumar congratulated WCC team and IQAC for the efforts taken in organizing various programs during this pandemic so as not to compromise on the standard of the institution and providing a wholesome education. Dr Mary Pearl complimented the IQAC for initiating the process of developing a Standard Operating Procedure (SOP) manual and Dr Shoba leslie reported that Phase I compilation of the same for all the functional departments is in its completion stage.

The IQAC Coordinator thanked the members and as there was no other business the meeting was adjourned.

**Sd/-**

**IQAC Coordinator  
Dr Shoba Leslie**

**Sd/-**

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