

EWING CHRISTIAN COLLEGE, ALLAHABAD

(An Autonomous Constituent PG College of Allahabad University)

Minutes of IQAC meeting held on 20th September 2019, at 1:00 P.M. in the Committee Room of the Administrative Block

ECC/IQAC/2019/01-01:

DEVOTION

Lead by Dr. A.S. Moses (Principal & Chairperson of IQAC, ECC, Allahabad)

ROLL CALL

The following members was present

1. Dr. A.S. Moses – Chairman
2. Dr. L.C.T. Eusebius
3. Dr. A.D.M. David
4. Dr. E.J. David
5. Dr. S.B. Singh
6. Dr. (Mrs.) P.S. Massey
7. Dr. Ashutosh Kumar Shukla – Coordinator
8. Dr. Justin Masih – Assistant Coordinator
9. Dr. Ashima Ghosh
10. Dr. Vineeta John
11. Dr. Ashok Kumar Pathak
12. Dr. Anil Kumar Shukla
13. Mr. Jijo C. George
14. Mr. Xavier Kuncheria
15. Dr. Kranthi Kumar Tungla
16. Adv. Ashok Srivastava
17. Dr. Sanjay Mishra
18. Mr. Rajkumar Massey
19. Mr. Rohit Austin
20. Ms. Sakshi Awasthi

(Attendance taken in meeting is enclosed as Annexure-1)

BRIEFING THE ACTION PLANS OF THE IQAC

Dr. Ashutosh Kumar Shukla (Coordinator, IQAC) explained the Plan in Details.

PROCEEDINGS: 1 (ACTION PLAN)

1. Action Plan for the current academic session (2019-20)
2. Assigning responsibilities to IQAC members for preparation of AQAR for 2016-17, 2017-18, 2018-19 in new format and other quality related measures.

A. Action Plan (2019-20)- Academic

1. Restructuring of the e-content facility to include media centre for developing e-content modules in all four quadrants as per local need and dissemination through college website.
2. Subject Specific Skill Enhancement courses-
 - (i) Providing a choice for any one of the SEC for semester V students from Research Methodology/Tourism and Travel / Health management administration.
 - (ii) Providing a choice (in lieu of subject specific skill enhancement course) for interested VI semester students to carry out a mini research project work
3. Opening the Central Library doors for all (Remove the restriction for PG students) through Library Secretary/In-charge, Journal subscription.
4. Journal subscription, e-Library section to be activated (Infrastructural facilities including 17 existing computers to be made in working order with accessibility)

B. Action Plan (2019-20) -Administrative

1. Improvement of Infrastructure/ICT facilities in IQAC
2. Periodic change of coordinators of Self - financed programs/SECs

3. Regular update of the website on formal requests (in digital format) from the concerned authorities (Heads/Coordinators/In-charges). Request to be executed by Mr. Rajkumar in the college documentation centre (CDC).
4. Strengthening internal communication through institutional e-mail id for all faculty and staff members.
5. Clean campus and Green Campus - Effecting waste management and Ban of plastic use as per UGC guidelines.
6. Campus security and safety-Identity cards for Faculty and staff members to be made/renewed.
7. Optical Mark reader /device for the examination cell
8. Organizing Scholarship/Awards distribution functions
9. Functional Carrier guidance and Placement Cell
10. Functional Central Cultural Committee.

C. Action Plan (2019-20) –Financial

1. Provision of departmental purchase committee for purchase above a threshold

PROCEEDINGS - 2

- 1. Preparing AQAR for 2016-17, 2017-18, 2018-19 in new format as per the following assignment.**

Criterion – I: Curricular Aspects	Dr. Vineeta John, Dr. K. K. Tungala
Criterion – II: Teaching, Learning and Evaluation	Dr. Anil Kumar Shukla, Dr. Sanjai Mishra, Mr. Vijay Anoop
Criterion – III: Research, Innovations and Extension	Dr. Ashok Kumar Pathak, Mr. S.K. Chirra

Criterion – IV: Infrastructure and learning resources	Dr. K.K. Tungala, Mr. Xavier Kuncheria, Mr. Varun Upadhyay
Criterion – V: Student Support and Progression	Dr. Ashima Ghosh, Mr. Jijo George, Vijay Anoop
Criterion – VI: Governance, Leadership and Management	Kind guidance of Principal Sir & Bursar Sir, Dr. Justin Masih, Mr. Varun Upadhyay
Criterion – VII: Institutional Values and Best Practices	Dr. Anil Kumar Shukla, Mr. Xavier Kuncheria, Mr. Rajkumar Massey.

2. NAAC guidelines for Academic and Administrative Audit (Criteria, Periodicity, Process & Outcome) to be studied and guidelines to be prepared and presented in the next IQAC meeting by Dean Academic Affairs, Dr. Ashima Ghosh.
3. Developing structured Feedback format/ online Feedback format by 21st October 2019 - Dr. Vineeta John and Mr. Jijo George.
4. Drafting/submitting a proposal (to NAAC) for organizing a workshop on quality related aspects-Dr. Ashok Kumar Pathak and Mr. Sai Kumar Chirra

RESOLUTIONS

- a) Restructuring of the e-content facility to include media centre for developing e-content modules in all four quadrants as per local need and dissemination through college website.
- b) Improvement of infrastructural / ICT facilities in IQAC
- c) Periodic change of coordinators of Self - financed programs/SECs
- d) Clean campus and Green Campus-Effective waste management and Ban of plastic use as per UGC guidelines
- e) Optical Mark reader /device for the examination cell
- f) Organizing Scholarship/Awards distribution functions
- g) Functional Carrier guidance and Placement Cell.
- h) Providing a choice from any one of the SECs on Research Methodology, Tourism & Travel and health Management administration for SEM V students.

- i) Providing a choice from subject specific SEC and mini research project work for semester VI students.
- j) Library hours for book issue for departmental libraries for P.G. students to be increased.
- k) A part of Gandhi Library should be renamed as PG Library for PG students with necessary arrangements.
- l) Each PG department will be provided JIO modem for the better and smooth internet facility.
- m) Website will have to be upgraded on regular basis.
- n) Dr. (Miss) Vineeta John has been given a charge to look after the website fireballs.
- o) Departments organizing various activities, should give information to Mr. Rajkumar Massey, Computation and Documentation Centre, and that has to be uploaded on the website.
- p) Standard library software has to be purchased.
- q) First drafted AQARs for the past years to be prepared as per assigned responsibilities by 21st October 2019.
- r) Institutional E-Mail ID for faculty members & staff to be made / renewed.
- s) Private professionals may be involved for NAAC related work as per need.