



UNION CHRISTIAN COLLEGE

(Affiliated to Mahatma Gandhi University, Kottayam)

www.uccollege.edu.in

Re-accredited by NAAC with 'A' Grade, Cycle – 4 (CGPA 3.45)

Post Box: 5

Aluva- 683 102

Ernakulam Dt. Kerala

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Email: iqac@uccollege.edu.in

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2022-2023

Report and Minutes of the IQAC meeting held on 25/07/2022, Monday 11:30 am at principal's office

Agenda: -

1. New IQAC committee for 2022-23
2. Report of IQAC 2021-22
3. NAAC Steering Committee
4. AQAR 2021-22
5. Training classes
6. SSS, ENV Audit, Energy Audit
7. Any other matter

Members present: -

1. Dr. M. I punnoose
2. Dr. Alex Mathew
3. Dr. Ruby Elsa Jacob
4. Mr. Cherian k. George
5. Dr. Vidu Narayan
6. Mr. Eldo Varghese
7. Dr. Sunil Abraham Thomas
8. Dr. Jenish Paul
9. Dr. Seena M. Mathai
10. Mr. Cijin k. Paul
11. Dr.Sibu m.Eapen
12. Mr.Soni Varghese
13. Dr. Manju George

Dr. Mini Alice, Dr. Sunny kuriakose, Mr. Satyanarayan, Ms. Rinnu Jose, Dr. Tiya Thomas were absent.

Decisions/reporting

1. As per NAAC guideline the IQAC cell for the academic year 2022-23 was reconstituted with the following members –
 - a) Chairperson – Dr. M.I Punnose, Principal
 - b) Administrative officer – Dr. Mini Alice, Dean Administration



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Mr. Cherian k. George, Library
Mr. Soni Varghese, Superintendent

- c) Teachers –
- Dr. Vidu Narayan
 - Mr. Eldo Varghese
 - Dr. Sunil Abraham Thomas
 - Dr. Seena M. Mathai
 - Dr. Jenish Paul
 - Dr. Ruby Elsa Jacob
 - Mr. Cijin k. Paul
 - Dr. Alex Mathew

- d) Management Nominee – Dr. Sibu M. Eapen, Bursar
e) Local society, Alumni and Students

Dr. A Sunny Kuriakose
Mr. Satyanarayana P.S
Ms. Rinnu Jose

- f) Employers/Industrialists/Stakeholders
Dr. Tiju Thomas, IRS
g) Co-ordinator - Dr. Manju M. George

The Committee was approved by GB and accepted by the committee. The committee expressed thanks to former retired teachers Dr. Reena Rachel, Dr. Sebastian Joseph, Mr. Asokan Sr. Superintendent for their service to IQAC.

2. Pending work for academic year 2021-22. The student satisfaction survey, Academic Audit, Environmental audit to be completed before August 30, 2022 we may approach external approved agencies for the auditing purpose quotations can be invited for the same.
Academic audit: - Internal and External Audit to be done.
3. NIRF Ranking – 97th position. The committee congratulated the people behind NIRF data collection and preparation. Special thanks to Dr. Rachel Reena Philip, Ms. Sheethal, Mr. Cherian K. George and IQAC Coordinator Dr. Manju M. George. The coordinator explained the score in details and compared with other colleges and will be studied further for improving the score next time. The Detail of the score attached here with



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1. TLR (SS)	13.55/20	60.40
FSR	25.79/30	
FQE	11.55/20	
FRU	9.51/30	
2. RPU		
PU	19.40/70	32.04
QP	12.64/30	
3. GO		
GPH	24.17/40	70.59
GUE	38.66/40	
MS	7.76/20	
4. OI		
RD	0.38/30	53.53
WD	30/30	
ESCS	3.14/20	
PCS	20/20	
5. PR		
PR	3.07/100	3.07
Total Score – 52.28/100		

4. NAAC Preparation for 5th cycle.

The NAAC Accreditation will end by October 2022. we need to go for 5th cycle accreditation process.

Different Criteria Committee will be selected by Principal and IQAC Coordinator which includes all teachers in the college (Aided & SF) 8 main Committees will be there. The committee will be approved by Governing Body and will be executes and all days from 3:30 to 4:30 the committee will be working.

5. AQAR for 2021-22 to be submitted by sept 30 before apply to the 5th cycle. HoD'S should give the Dept. coordinator name as early as possible.

6. To improve the quality of research and publication the college w3ill give prize money Rs.2000 for best publication with good impact factor and Rs. 500 for research students. (First authors only) care to be taken to give institution name as union Christian college instead by UC college.

7. Training classes on revised accreditation framework.



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Dr. Sony. V, Nirmala College & Dr. Rajan Trichur, NAAC Peer Team Expert, Data will be announced later after confirming with them (before Aug 15 be it)

8. All Teachers must submit their credentials in the individual files kept in IQAC Room before August 15.
 - a. The Committee expressed the concern of not having a good seminar hall in the campus. The principal assured to construct new class room above AB Block and Seminar Hall in AB 1 Class room. The principal entrusted bursar and Cherian sir along with Dr. Sunil Abraham Thomas and Manju George to follow up the care.

IQAC Co-ordinator



IQAC Chairman



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2022-23

Report and Minutes of the IQAC Core Committee Meeting held On 13/09/2022, Tuesday at 11: 30 am at Principals Office

Agenda: -

- i. Minutes of the previous meeting
- ii. Finalize the quotations received for Environment/Green Audit.
- iii. AAA – Academic audit – Internal & External
- iv. Training classes
- v. NAAC Steering Committee
- vi. AQAR 2021-22
- vii. Any Other matters

Members present: -

1. Dr.M. I Punnoose,
2. Dr. Jenish Paul
3. Dr. Sabu.M. Eapen
4. Mr. Cherian k. George
5. Mr. Eldo Varghese
6. Mr. Cijin K. Paul
7. Dr. Sunil Abraham Thomas
8. Dr. Alex Mathew
9. Dr. Mini Alice
10. Dr. Vidhu Narayan
11. Mr. Sony Varghese
12. Dr. Manju.M. George

Members Absent

Dr. Ruby Elsa, Dr. seena Mathai

Decision taken: -

- A. Minutes was read by coordinator and it was passed.
- B. The quotation of NSF, Bangalore found to be lowest they were further contacted for final prize and to know the procedure for the same. The Environment and Green Audit only to be done – The charge was 25000*2+gst.



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C. AAA – Academic audit – the internal academic audit to be done by sept 26th & 27th and external audit by September 29th & 30th or October 6th & 7th.

D. Training classes – 22/9/2022, Thursday 2;30 pm (CKP & MMG) PPT on AAA & NAAC Accreditation process. 3:00 to 4:30 on RAF- Revised Accreditation by Dr. Soni Kuriakose, Nirmala College, Muvattupuzha.

24/4/2022 by Dr. Rajan M.P on Procedure and analyzing in 5th cycle NAAC Accreditation. The Sub Committee to audit is Cijin K Paul, Sunil Abraham, Cherian. George, Manju.m. George.

E. Two Joint Coordinators for IQAC was selected to help the IQAC Coordinator for NAAC Preparation. Dr. Shimi Paul Baby and Dr. Simi Pushpan.

F. Documentation assistance – A new step to be recruited for 6-12 moths to assist in accreditation process for data collection of documentation. A monthly salary of 12-15k –Preferred.

G. Revised time line for Accreditation process

AQAR 2021-22 – Nov 30,2022

IIQA Jan/Feb 2023\

SSR March/April 2023 (March 31)

Visit Expecting by Nov/Dec 2023

H. IQAC room to be modified (old room) – New Cupboard, Computer, Table & Chair to be Installed- Request to be given to MANAGEMENT. Meeting Ended by 12:30 pm.

IQAC – Co-ordinator



IQAC Chairman



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2022-23

Report and Minutes of the NAAC Steering Committee held along with IQAC Member on 7/12/2022, Wednesday 2:30 pm.

Agenda: -

1. NAAC Steering Committee work
2. Swoc analysis
3. AAA
4. Environmental Audit / ISO Certification
5. Any other Matters

Members Present: -

1. Dr. Simi pushpan K
2. Mr. Eldo Varghese
3. Dr. Sibu M.Eapen
4. Mr. Soni Varghese
5. Mr. Cherian K.George
6. Dr. Alex Mathew
7. Dr. Ruby Elsa Jacob
8. Dr. Mini Alice
9. Dr. Shimi Paul Baby
10. Dr. Bindhu M
11. Dr. Vidhu Narayanan
12. Dr. Manju M George
13. Dr. Malini R
14. Dr. Sonia Chacko

Decisions taken:

1. IQAC Assistant Interview is over and the new staff is expected to join by June 1, 2023. The committee approved the same.
2. SWOC – Analysis – A Swoc analysis to be conducted for incorporating in SSR. Psychology Department and IQAC will do the survey and submit the report at the earliest



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3. AAA to be done at the earliest. IQAC Coordinator entrusted with calling the experts.
4. ISO Certification for the Environment audit as per new direction as NAAC to be conducted at the earliest.
5. All criteria subcommittee to start data collection from the academic year 2017-18 till 2021-22 all committees can in corporate student members also for data collection
6. Deadlines for IIQA & SSR Submission (Revised)

IIQA – April first week

SSR– may second or Third week

IQAC Co-ordinator

IQAC Chairman





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2022-23

Report and Minutes of the IQAC Committee along with NAAC Steering Committee Members held on 23/12/2022, Friday at 2:00 pm in principal's office.

Agenda: -

- I. Criteria Committee Meeting –Reporting
- II. Any other Matters.

Members Present: -

1. Dr. Ruby Elsa Jacob
2. Dr. Shimi Paul Baby
3. Dr. Jenish Paul
4. Mr. Cijin K. Paul
5. Dr. Rekha Nair
6. Dr. Sonia Chacko
7. Dr. Simi Pushpan. K
8. Dr. Vidhu Narayan
9. Dr. Alex Mathew
10. Dr. M.I Punnoose
11. Dr. Manju M. George

Decision Taken:

- 1) Criteria Leaders updated the activities done so far.
Criteria 1: - Feedback taken, pending to be taken from all stakeholders both online and offline, Academic calendar prepared should be uploaded in the website of college. Value added courses can be started by department minimum 2 courses can be conducted in each department – syllabus more than 36 hours

Criteria 2: - Po's and Co'S to be prepared and displayed. old Po and Co to be edited as per new syllabus

Criteria 3: - incubation center, IEDC, Startup- more enough data needed.

Criteria 4: - Improve the infrastructure facilities
Repair all computers



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LCD Projector to be installed
Network and Wi-Fi facilities to be improved

Criteria 5: More Documentation needed, Scholarships, student programs all departments should take initiative to reduce the benchmarks setup by NAAC.

Criteria 6: IQAC activities – enough documentation needed

Criteria 7: Identify 2 best practices and distinctiveness – more discussions needed in this criteria.

The Meeting Come to an end by 3:30 pm

IQAC Co-ordinator



IQAC Chairman



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2022-23

Report and Minutes of the IQAC Committee meeting held on 11/01/2023, Wednesday at 3:30pm at principal's office.

Agenda: -

1. Minutes of the previous meeting
2. NAAC Preparation – reporting
3. AAA External
4. Environmental Energy auditing
5. IQAC Request – Seminar Hall, Repair works
6. Value added courses – introduction
7. NAAC RAF Classes
8. Website updation – Dept. and Faculty wise
9. AQAR 2021-22 Preparation & upload
10. Files updation by Faculty Members
11. Any other Matters

Members Present: -

1. Dr. M.I Punnose
2. Dr. Mini Alice
3. Dr. Seena Mathai
4. Dr. Simi Pushpan K
5. Dr. Sunil Abraham Thomas
6. Dr. Manju M. George
7. Dr. Jenish Paul
8. Dr. Shimi Paul Baby
9. Mr. Eldo Varghese
10. Mr. Cijin K. paul
11. Dr. Ruby Elsa Jacob

Report & Decisions: -

1. Minutes of the previous meeting was read by the IQAC co-ordinator and it was accepted.
2. NAAC Preparation – Principal and IQAC Co-ordinator, NAAC coordinator explained the preparation. Decided to speed up the document collection process and start to write the QLM parts in 500 words preferably.



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3. AAA External audit for academic year 2021-22 and 2022-23 to be conducted on 20/01/2023
Dr. Soni Kuriakose, IQAC Coordinator & Dr. Sunny Kuriakose, Former Principal Will Lead along with IQAC Coordinator.
4. Environmental Audit to be conducted by External agency who fulfills the NAAC Direction/advisory Dept. of Environmental Science Mahatma Gandhi to be consulted
5. IQAC request for a Seminar Hall – IQAC Committee requested the management to repair the TBN Hall and iqac Room. Also Requested to repair the computers in department s.
6. NAAC – Revised Accreditation Framework Class by Experts.
 - a. Dr. Sudheer, Former Vice Chairperson SNOU Kollam
 - b. Dr. T.C Rajan, Trichur
 - c. Dr. Sony Kuriakose, Nirmala College
7. IQAC will direct all departments to update the Dept./Faculty Webpages, Assistance Can be given to needed persons.
8. Also Updation of files kept in IQAC room to be DONE BEFORE NEXT ACADEMIC YEAR.
9. Decided to take a class of OBE on 12/01/2023 Ms. Sonia, Guest Faculty in BSM will engage.
10. AQAR 2021-22 Pending to be uploaded by July 31st. The Meeting come to an end by 4:45 pm.

IQAC Co-ordinator



IQAC Chairman



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2022-23

Report and Minutes of the IQAC Committee along with NAAC Steering Committee on 16/01/2023, Wednesday at 3:30 pm in IQAC Room.

Agenda: -

- I. AQAR 2021-22
- II. SSP Preparation
- III. Any other matters

Members Present: -

1. Dr. Vidhu Narayan
2. Dr. Bindu .M
3. Dr. Mini Alice
4. Dr. Sonia Chacko
5. Dr. Malini. R
6. Dr. Sunil Abraham Thomas
7. Mr. Cijin K Paul
8. Ms. Shema Elizabeth
9. Dr. Rekha Nair
10. Dr. Alex Mathew
11. Dr. Ruby Elsa Jacob
12. Dr. Jenish Paul
13. Dr. M.I Punnose
14. Dr. Manju M. George

Decision Taken: -

- Minutes were read and accepted
- AQAR 2021-22 to be uploaded in time. Criteria wise heads should take initiative to collect data and submit to IQAC.
- SSR Preparation – all criteria heads are requested to give the tentative data for QNM before the class on 21/01/2023 by Dr. Binu Thomas.


IQAC Co-ordinator




IQAC Chairman



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2022-23

Report and Minutes of the IQAC Committee meeting held on 6/02/2023, Monday 3:30pm at IQAC Room.

Agenda: -

- AQAR 2021-22
- NAAC 5th Cycle Preparation
- Any other matters

Members present: -

- 1) Dr. M.I Punnose
- 2) Dr. Sunil Abraham Thomas
- 3) Mr. Cherian K. George
- 4) Dr. Seena M Mathai
- 5) Dr. Shimi Paul Baby
- 6) Ms. Rinnu Jose
- 7) Mr. Soni Varghese
- 8) Mr. Cijin k. Paul
- 9) Dr. Simi Pushpan
- 10) Dr. Jenish Paul
- 11) Dr. Mini Alice
- 12) Dr. T TIJI

Decision Taken: -

1. Minutes of the earlier meeting were read by IQAC Co-ordinator and accepted.
2. NAAC Preparation

Criteria Leaders explained the progress of the work done till now

Criteria 1: -

- More Value added courses to be started. Presently we have 35 numbers for past 5 years.
- All department should collect the student's attendance
- IPR, RM Seminars to be conducted department wise.
- Report on feedback is under preparation for 5 years



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Criteria 2: -

- CO/PO documents to be prepared. CO attainment for last 2 years to be prepared 2021-22 & 2022-2023.
- Pass percentage to be collected from university with supplementary results incorporated. Present pass percentage for last 5 years is 82%, PG results of 2023 is awaiting.
- For SSS- Data for present students to be collected – Second & Third year are ready. First Year data after the admission is closed.

Criteria 3: -

- Funding – we have enough data crossed the benchmark. 15 lakhs for benchmark we have 512 lakhs.
- More documents needed in 3.2.1 (IKS)
- Workshops/Seminar/Conferences data being collected.
- Research Paper & Book Publication – benchmark can be achieved. The ratio will be 1:1.8 only in both cases.
- Extension activities – data collection in progress
- MOU's & Collaboration are good, enough reached the benchmark. But activity report to be collected.

Criteria 4: -

- Infrastructure documentation in progress
- Expenditure statement as per NAAC format to be certified by auditors. it's in progress.
- Library data not enough.
- Students computer ratio not up to benchmark we have 1:72 instead of 1:5, more investment needed in this area.

Criteria 5: -

- Progression – higher education and placement not yet reached the benchmark. More data to be collected from department.
- More involvement from individual departments needed in this criteria.

Criteria 6: -

- Data almost Collected some matrix have no enough data – we can't achieve the benchmark.
- IQAC documents are getting ready. Minutes already uploaded.



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Criteria 7: -

- Best practices, Institute distinctiveness is getting ready.
1. AQAR for uploading is also getting ready side by side.
 2. ISO Certification – the procedures still going as hope to receive the certificate within 30-40 days as per the consultant.

IQAC Co-ordinator



IQAC Chairman & Principal



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2022-23

Report and Minutes of the IQAC Committee Meeting held on 19/04/2023, Wednesday 10:00 am at IQAC room.

Agenda: -

- NAAC Preparation & Updation
- ISO Certification
- Any other matters

Members Present: -

1. Dr. Mini Alice
2. Dr. Shimi Paul Baby
3. Dr. Vidhu Narayan
4. Dr. Seena Mathai
5. Dr. Alex Mathew
6. Dr. Sunil Abraham Thomas
7. Mr. Cijin k. Paul
8. Dr. Manju M. George
9. Dr. M.I. Punnoose

Decisions Taken: -

- Minutes read by IQAC Co-ordinator and was accepted.
- AQAR 2021-22 under Preparation. Hope to submit by next month end.
- A review meeting of IQAC Department representatives and steering committee members to be called immediately to update the file preparation in departments criteria wise.
- An IQAC Assistant post to be created for IQAC office. Requested to be given to the management again during SSR Uploading a technical assistant is also needed.
- ISO certification not yet over.

IQAC Co-ordinator



IQAC Chairman