

**First meeting of the IQAC held on 14 June 2017 Wednesday at 3.30 pm in the IQAC room**

**Members Present:**

1. Sr. Dr. Jeswina AC	Principal
2. Sr. Dr. Vennisa AC	Vice Principal
3. Dr. Ita D'Souza	Coordinator
4. Dr. Malina Hebbar	IQAC guide
5. Dr. Nancy Vaz	Dean Arts
6. Mrs. Emima David	Dean Science
7. Mrs. Sheryl Preethika	Dean Commerce and Management
8. Dr. Devi Prabha	Senior Faculty
9. Dr. Noeline Pinto	PG Coordinator
10. Mr. Charles Pais	Registrar
11. Mrs. Marina Lobo	IQAC Secretary

**Members Absent:**

1. Sr. Vinora	PG representative
2. Dr. Sapna	PG representative
3. Dr. Vishala B K	Chief Librarian
4. Mrs. Malavika Shetty	Dean Administration

**Agenda:**

1. Opening remarks by the Principal
2. Action plan for the academic year 17-18
3. Endowment lecture
4. Any other matter with the permission of the chair
5. Vote of thanks

**Minutes of the meeting**

1. Sr. Dr. Jeswina AC, the Principal chaired the meeting. She began the meeting with a prayer. She warmly welcomed all the members to the first IQAC meeting of the year. She then nominated Mrs. Marina Lobo as the IQAC Secretary.
2. The action plan for the academic year 2017-2018 was placed by the Coordinator before the members

Orientation of new recruits- this was conducted on 5 June 2017

Input session for the faculty which was organized on 3, 4 and 7 June 2017

Orientation of newly inducted student cabinet which is to be held on 24 and 25 June 2017

Preparation of AQAR

Annual dry run

Work out with departments to plan to conduct seminars/conferences/workshops viz library, PG English, PG Chemistry, Kannada, Political Science and Statistics

Bring out the Echo Research Journal

To give agenda points for the next meeting

To make changes in the departmental profile and criteria when new guidelines are given

To organize endowment lecture

To publish IQAC newsletter half yearly

To revise the syllabus for the next academic year

To update documents

The following points were discussed in detail

To take up revision of syllabus as the University does not permit changes in the curriculum

Document files kept in the department should be updated regularly and criterion heads would check them

3. Dr. Nancy Vaz the coordinator for the endowment lecture placed the programme and various duties to be carried out before the members and it was decided to invite Mrs. Giselle Mehta, former IRS and alumna to deliver the lecture. The topic selected was 'Women and

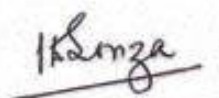
Environment' It was also decided to have a press release. The programme is scheduled to be held on 1 July 2017

4. One member suggested that Mrs. Vinatha be asked to join the IQAC as she was in charge of IDBOS

The meeting ended at 5 pm with vote of thanks proposed by the IQAC Coordinator



Mrs. MARINA LOBO  
Secretary



Dr. ITA D'SOUZA  
Coordinator



Sr. Dr. JESWINA  
Principal