

### **Third meeting of the IQAC held on 12 December 2017 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. Mr. Charles Pais	Registrar
5. Dr. Malina Hebbar	IQAC guide
6. Mrs. Malavika Shetty	Dean Administration
7. Mrs. Sheryl Preethika	Dean Commerce and Management
8. Dr. Devi Prabha	Senior Faculty
9. Mrs. Vinatha	IDBOS Chairperson
10. Dr. Vishala B K	Chief Librarian
11. Dr. Noeline Pinto	PG Coordinator
12. Dr. Sapna	PG representative
13. Sr. Vinora	PG representative
14. Mrs. Marina Lobo	IQAC Secretary

#### **Members Absent**

1. Dr. Nancy Vaz	Dean Arts
2. Mrs. Emima David	Dean Science

#### **Agenda**

1. Opening remarks by the Principal
2. Minutes of the previous meeting
3. Departmental profile- NAAC criteria
4. External members for the IQAC
5. UGC autonomy review visit
6. Any other matter

## Minutes of the meeting

1. The principal Sr. Dr. Jeswina chaired the meeting and began with a prayer after which she welcomed the members for the meeting.

2. The minutes of the previous meeting held on 5 August 2017 were read by the Secretary. Mrs. Malavika proposed the minutes which were seconded by Dr. Sapna.

3. Dr. Ita has modified the departmental profile according to the NAAC criteria. She informed that it would be soon sent to the HOD's. She also informed that she had met the various criteria heads to discuss about the details where the data had to be collected from the college office

The tentative date for the submission of the departmental profile and NAAC criteria would be 15 March 2018

4. As the previous external members of the IQAC had completed their tenure the following names were suggested

Alumni- Dr. Ramila Shekar, School of Social Work

Academics- Dr. Vishalakshi B, Dept of Chemistry Mangala Gangotri Konaje

Industry- Mr. Michael Sadananda / Mr. GiridharPrabhu

It was decided to have the student President from both UG and PG along with the four Vice Presidents from UG for the meeting that would be conducted along with the external members.

5. The Principal informed the IQAC that the dates for the UGC autonomy review were not finalized. She however gave the tentative dates as 10 January and 11 January or 16 January and 17 January 2018.

She told the members that the staff of the UG and PG departments would have to keep the information needed by the review team laying emphasis on the curriculum of the departments. She further informed that a staff council meeting would be called for in view of the review team visit.

6. Any other matter

a) Important events for the month of January and February were given by the Principal

January 12- Launching of centenary celebration in the college

January 14 – Launching of centenary celebration in two malls

January 19-23 – Mid semester exams

February 1 and February 2 – Hand ball matches (intercollegiate level)

February 6 – College day

b) The Principal took the opportunity of thanking Dr. Ita and Dr. Vishala for the uploading of data for NIRF ranking. She appreciated the hard work that was put in by these two members.

c) Following suggestions were given to improve quality initiatives.

(i) Dr. Noeline would meet all the members of quality centers and guide them about the tasks which has to be done by the various centres

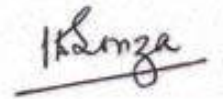
(ii) The details of all the programmes conducted have to be given on time to upload in the college website.

(iii) The department of Computer Applications along with Dr. Vishala would see on the collection of feedback for various criteria

After these deliberations the meeting ended with the coordinator thanking the members for their participation and presence.



Mrs. MARINA LOBO  
Secretary



Dr. ITA D'SOUZA  
Coordinator



Sr. Dr. JESWINA  
Principal