

**Minutes of the First meeting of the IQAC for the academic year 2018-2019  
held on 27.06.18 at 3:45 pm in the IQAC room**

**Members Present**

1. Sr. Dr. Jeswina AC	Principal & Chairperson
2. Sr. Dr. Venissa AC	Vice Principal
3. Dr. Ita Dsouza	Coordinator
4. Mr. Charles Pais	Registrar
5. Dr. Malini Hebbar	Guide
6. Mrs. Malavika Shetty	Dean Administration
7. Mrs. Emima David	Dean Science
8. Dr. Shailaja HG	Dean Arts
9. Mrs. Sheryl Preethika	Dean Commerce & Management
10. Dr. Devi Prabha	Senior Faculty
11. Mrs. Vinatha	IDBOS Chairperson
12. Dr. Vishala	Librarian
13. Dr. Noeline Pinto	PG Coordinator
14. Dr. Sapna	PG Representative
15. Sr. Vinora	PG Representative
16. Mrs. Marina Lobo	IQAC Secretary

**AGENDA**

1. Opening remarks by the principal
2. Minutes of the last meeting
3. AQAR report 17-18
4. Reports of the quality circles for 17-18
5. Approval of action plan for the academic year 2018-19
6. Mother Aloysia endowment lecture
7. Any other matter with the permission of the chair
8. Vote of thanks by the IQAC co-ordinator

**Minutes of the meeting held on 27<sup>th</sup> June 2018 at 3:45 pm in the IQAC room.**

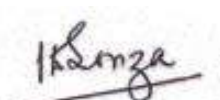
1. Opening remarks by the Principal – The principal Sr. Dr. Jeswina chaired the meeting which began with a silent prayer. She then welcomed the members for the first IQAC meeting of the academic year 2018-2019.
2. Minutes of the previous meeting held on 09.03.18 were read out by the secretary Mrs. Marina Lobo. The minutes were found in order with Dr. Devi Prabha proposing and Dr. Ita Dsouza seconding the minutes.
3. The co-ordinator Dr. Ita Dsouza briefed the members that the AQAR was ready. She felt that the feedback taken from the stake holders had to be redone which has to be analysed and uploaded on the website.

The student satisfaction survey is a component in criteria II which had to be done from this year. She further stated that the AQAR of 2018-19 is online and compliments the SSR.

4. Reports on the quality circles – The co-ordinator stated that she had gone through the reports and felt that there was an overlap in certain areas. The reports were not maintained well and further read out the suggestions from the three quality circles.
5. Approval of action plan for 2018-2019
  - A research committee was formed so the co-ordinator felt that there was no need to have a centre of research as a quality circle. Hence there would be only two quality circles from this academic year.
  - Under the NAAC guidelines the value added courses should be of 30 hrs and not 15 hrs duration and this would be implemented from the coming academic year.
  - A new tab IQAC has been created on the College website to update data of the IQAC. This information was given by the co-ordinator.
6. Mother Aloysia endowment lecture – The vice principal Sr. Dr. Venessa gave the details of the endowment lecture. The speaker would be Ms. Aparna Jain (author and CEO of Zebraa works). The Ethel Prabhu foundation would be joining hands with the institution in hosting this event. An entrepreneur would be felicitated with a cash prize of Rs.50000. The audience would be the staff of UG, PG, Cabinet, alumni and other invitees.
7. The principal shared with the members regarding the disciplinary action against the students involved in the protest pertaining to the wearing of head scarf. She apprised the members that the parents have been called and the matter has been dealt with.
8. The meeting thus ended with the co-ordinator thanking the members for their presence and participation.



Marina Lobo  
IQAC Secretary



Dr. Ita DSouza  
IQAC co-ordinator



Sr. Dr. Jeswina  
Principal