

**Minutes of the Fourth meeting of the IQAC for the academic year 2018 – 2019
held on 05.03.2019 at 3.30 pm in the Board Room**

Members Present

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

Members Absent

1. Sr. Dr. Venissa	Vice Principal
2. Dr. Malini Hebbar	Guide
3. Dr. Shailaja H G	Dean Arts
4. Dr. Sapna	PG Representative

External Member

1. Dr. Vishalakshi B (Academics)	Absent
2. Mr. Michael Baptist (Industry)	Present
3. Dr. Rameela Shekar (Alumna)	Absent
4. Mrs. Blossom Rego (PTA)	Absent

Student Representatives

1. Ms. Ladline Monteiro	UG President
2. Ms. Danika Mistry	PG President

Office Staff

1. Mrs. Mallika Yashwanth
2. Ms. Shaila P Saldanha

AGENDA

1. Opening remarks by the Principal.
2. Minutes of the meeting held on 22.11.2018
3. Report by the student leaders.
4. Input/ Observations/ remarks by external members of IQAC.
5. Annual day run.
6. Any other matter.

Minutes of the meetings held on 05.03.2019 at 3.45 pm in Board Room.

1. The meeting began with a prayer lead by Sr Dr Jeswina after which she welcomed the members for the meeting. A warm welcome was specially accorded to Mr. Michael Baptist after which he was introduced to the members present as the recipient of national award on rain water harvesting.
2. The minutes of the meeting held on 22.11.2018 were read out by the Secretary Mrs. Marina Lobo. They were found to be in order with Mrs. Emima David proposing and Mrs. Vinatha seconding the minutes.
3. The Student leaders both from UG and PG presented their reports.

The PG student leader Ms. Danika Mistry highlighted the various curricular and extra-curricular activities that were organized for the students. She opined that the general assembly conducted once a month for the students was a learning experience. The papers presented by the students at different forums had won them prizes. It was also noted that the students of Psychology and Commerce had presented their projects to external members.

A special mention was done about AVISHKAR the intercollegiate fest which enhanced their organizational and communicational skills while working together in a team. The primary focus of the events of the fest was on academics alone.

The UG student leader Ms. Ladleen Monteiro reported the major activities that were conducted by the cabinet for the student body and mentioned that these activities help them to enhance their leadership skills. The various curricular activities hone their knowledge and improve their academic standards.

The Principal and the members of the IQAC suggested the student leaders to meet their respective cabinet members to give suggestions and feedback for the conducting of the activities during the coming academic year.
4. Mr. Michael Baptist the external member from industry gave very valuable suggestions. He said that innovative changes are very important and each step that one takes should be better than the previous one in terms of ideas and skills. He observed that the name 'Avishkar' given to the PG Fest was very pertinent which meant invention and should be a forum where new ideas and inventions should be incorporated. He felt that the present world is a very competitive one and students need to have quality. For this tie ups of the institution with banking sector and industry was important where the students could have firsthand information and hands on experience. He also said that as teachers we need to groom the students to become critical thinkers. It was also important to realise the need of rain water harvesting and waste management. As an expert in rain water harvesting, Mr. Michael strongly felt the need to preserve water and increase the ground water level which is fast depleting.
5. The annual dry run by the IQAC for the departments would be conducted on 28 & 29, March 2019. There would be a change in the way of conduction for this year where

the members of the IQAC would be in the NAAC room and the departments would come to show the relevant records. The criteria heads would visit the departments on 26 & 27 March 2019 to check the files and documents completion.

6. Any other matter

1. Dr. Ita D'Souza & Sr. Dr. Vinora had attended a one day seminar on 02.02.2019 on ' NAAC accreditation – New methodology' where Mr. B S Ponumudiraj was the resource person. Both the members shared the insights on NAAC documentation that they learnt during the seminar.

2. Sr. Dr. Jeswina opined that during the academic council meeting any activities related to academics had to shown by the departments in their presentation.

3. Suggestions on research and extension by Dr. Premanand

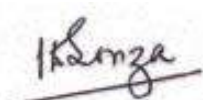
Dr. Premanand from the Dept of Psychology in the PG Centre gave insights into research and consultancy. He observed that society needs should be catered by enhancing our curriculum. The knowledge and skills that are developed by the students need to reach out to the community. A special reference was made to ATC where the college adopts a village and the concerned students through their curriculum can draw out programmes that will benefit the society.

The IQAC members felt that these suggestions were very valid and pertinent.

The meeting thus ended with Dr. Ita D'Souza thanking Mr. Michael Baptist for his valuable inputs and the other members for their participation and interaction.



Mrs. Marina Lobo
(Secretary)



Dr. Ita Dsouza
(Coordinator)



Sr Dr M. Jeswina A.C.
(Principal)