

Third meeting of the IQAC held on 16 January 2020 at 4 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 Malini Hebbar	IQAC guide
6. Mrs Shanthi Nazereth	Dean Arts
7. Mrs Emima David	Dean Science
8. Mrs Sheryl Preethika Management	Dean Commerce and
9. Dr. Devi Prabha	Senior Faculty
10. Mrs Vinatha	IDBOS Chairperson
11. Dr Vishala B K	Chief Librarian
12. Sr Carmel Rita AC	Administrator
13. Mrs Marina Lobo	IQAC Secretary

Members Absent:

1. Mrs Shubharekha	Dean Administration
2. Sr Dr Vinora AC	PG Coordinator
3. Dr Catherine Nirmala	PG representative

Agenda

1. Prayer and opening remarks by the Principal
2. Minutes of the previous meeting
3. Conducting academic audit
4. Feedback of the stakeholders
5. Progress on the Paramarsh scheme

6. Meeting of the IQAC with external members

7. Any other matter

Minutes of the meeting

1. The Principal led the members with a prayer after which she welcomed all the members present

2. The minutes of the previous meeting held on 16 August 2019 was read by the Secretary Mrs Marina Lobo. Mrs Emima David proposed and Dr Devi Prabha seconded the minutes

3. The coordinator mentioned that the academic audit was mandatory. It was felt that an audit by external members would be good and the following names were suggested for the same. These members would look into the various streams of the college

Commerce and BBA	Sr Dr Clare AC
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Arts	Dr Rameela Shekar
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Science and BCA	Dr Vishalakshi
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The dates and venue would be decided at a later date.

4. The feedback from the respective stakeholders would be collected during the BOS meeting in a hard copy.

Feedback of Criteria I and Criteria II would be done in google form by the respective criteria heads.

Dr Ita and Dr Vishala would prepare the google format on student satisfaction survey. This would be put on the college website for any student to fill in the required details

5. Mrs Vinatha and Dr Uday Kumar have visited Ramakrishna College and helped put in Criteria I. Mrs Vinatha would also take the staff in charge for the remaining Criteria to the said college.

The Vice Principal mentioned that GFGC Punjalkatte wanted their documents to be verified and give suggestions for the same. As the NAAC manual has once again undergone a few changes the mentee colleges needed to be aware of them and incorporate them in their self-study report.

Mrs Emima David would get in touch with Padua College.

6. the tentative date for a meeting with external members was decided as 11 March 2020

7. Any other matter

a) Discipline in the classrooms during the first hour class was a matter of concern as the staff itself were late to their respective classes. This would be followed by the Principal, Vice Principal and Dean Administration.

b) The IQAC Coordinator mentioned that the NIRF 2020 results are awaited

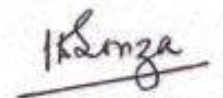
c) The Controller Mr Charles Pais wanted an evaluation of the question papers to be prepared using the new software. The IQAC members gave a positive feedback and mentioned that many departments had used the software for preparing the mid semester exam.

d) The Principal wanted an evaluation of the inaugural programme of the centenary celebration conducted on 3 January 2020. Certain observations were pointed out by the members for rectification in future for the Valedictory programme. The members on the whole felt that the entire programme was of a good standard.

The meeting then ended with Principal thanking the members for their presence and participation.



Mrs. MARINA LOBO
Secretary



Dr. ITA D'SOUZA
Coordinator



Sr. Dr. JESWINA A C
Principal