

**Second meeting of the IQAC held on Monday, 12 October 2020 at 2.30 pm in the IQAC room**

**Members Present**

1. Sr Dr Vennisa AC	Principal
2. Sr Roopa Rodrigues AC	Vice Principal
3. Dr Ita D'Souza	Coordinator
4. Mr Charles Pais	Registrar
5. Mrs Shubharekha	Dean Administration
6. Mrs Shanthi Nazereth	Dean Arts
7. Mrs Helen Serrao	Dean Science
8. Dr Neethu Suraj	Dean Commerce and Management
9. Dr Devi Prabha	Senior Faculty
10. Mrs Vinatha	IDBOS Chairperson
11. Dr Vishala B K	Chief Librarian
12. Sr Dr.Vinora AC	PG Coordinator
13. Mrs Deepa Kothari	PG representative
14. Sr Carmel Rita AC	Administrator
15. Mrs Marina Lobo	Secretary

**Special invitee**

1. Mrs Emima David
2. Mrs Geethanjali Prabhu

**Agenda**

1. Prayer and opening remarks by the Principal
2. Reading of the minutes of the meeting held on 1-09-2020
3. Discussion of the farewell programme to the former Principal Sr Dr Jeswina AC
4. Farewell programme to other retired staff
5. Centenary programmes
6. Endowment lecture

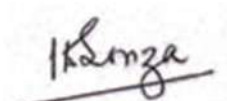
7. Any other matter

**Minutes of the meeting**

1. Sr Dr Vennisa started the meeting by invoking God's blessings and thereafter she welcomed the members.
  2. The minutes of the previous meeting held on 1-09-2020 was read out by the Secretary Mrs Marina Lobo. They were found in order with Mrs Helen proposing and Dr Vishala seconding them.
  3. The tentative date for the farewell programme for Sr Dr Jeswina was planned for 3 November 2020. The programme was finalized and duties were allotted to various staff members
  4. The tentative date for the farewell for the retired staff was decided to be on 30 October 2020. The list of staff and the programme schedule would be finalized in a week.
  5. Due to COVID 19, the major programmes planned for the centenary celebrations could not be conducted. However, it was decided that departments through the class representatives could organise online programmes of academic nature.
  6. The date for Mother Aloysia endowment lecture was to be finalized after the IQAC coordinator would speak to the resource person Dr Geralyn Pinto.
  7. a) The student council election was slated to be on 16-10-2020 through online process. The department of BCA would look into the process. Some of the students had not paid their fees and it was felt such students should not be allowed to cast their vote. The Principal stated she would look into the matter alongside the department of BCA.  
b) 19 November being Founder's day, there would be webinar on the founding mother's of Apostolic Carmel. The resource persons would be Sr Pearl Annie and Sr Nirmalini.
- The meeting then ended with the IQAC Coordinator thanking all the members.



Mrs. MARINA LOBO  
Secretary



Dr. ITA D'SOUZA  
Coordinator



Sr Dr. M VENNISA A C  
Principal