

**Third meeting of the IQAC held on Saturday, 24 April 2021 at 9.30 pm in the IQAC room**

**Members Present**

- |                          |                              |
|--------------------------|------------------------------|
| 1. Sr Roopa Rodrigues AC | Vice Principal               |
| 2. Dr Ita D'Souza        | Coordinator                  |
| 3. Mr Charles Pais       | Registrar                    |
| 4. Mrs Shubharekha       | Dean Administration          |
| 5. Mrs Shanthi Nazereth  | Dean Arts                    |
| 6. Mrs Helen Serrao      | Dean Science                 |
| 7. Dr Neethu Suraj       | Dean Commerce and Management |
| 8. Dr Devi Prabha        | Senior Faculty               |
| 9. Mrs Vinatha           | IDBOS Chairperson            |
| 10. Sr Carmel Rita AC    | Administrator                |
| 11. Mrs Marina Lobo      | Secretary                    |

**Members Absent**

- |                      |                   |
|----------------------|-------------------|
| 1. Sr Dr Vennisa AC  | Principal         |
| 2. Dr Vishala B K    | Chief Librarian   |
| 3. Sr Dr.Vinora AC   | PG Coordinator    |
| 4. Mrs Deepa Kothari | PG representative |

**Agenda**

- 1) Prayer and opening remarks by the administrator
- 2) Minutes of the previous meeting held on 12.10.2020
- 3) AQAR feedback for 2019 – 2020
- 4) New AQAR format for 2020 – 2021
- 5) Preparation of various Policies of the College
- 6) Any other matter

**Minutes**

- 1) After a silent prayer the administrator Sr Carmel Rita welcomed all the members and initiated the meeting.
- 2) The secretary Mrs Marina Lobo read the minutes of the previous meeting held on 12.10.2020. It was found in order with Mrs Shanthi Nazareth proposing and Dr Neethu seconding it.
- 3) The IQAC Coordinator read the feedback for the AQAR for the year 2019 -2020. The points which needed to be looked at were upgradation of SMART classrooms, sanctioning of research

funds, to increase the number of staff attending professional development programmes, to tap funds for research from various agencies.

4) The new AQAR format for 2020 -2021 was presented by the IQAC Coordinator. She highlighted the fact that the present AQAR was like the SSR to be uploaded.

She made the members realise that there are 34 qualitative questions and 39 quantitative questions which needed to be addressed in the AQAR. Policies had to be drafted and new data had to be uploaded. Various staff members from the IQAC were given responsibilities to look into the following policies.

Code of ethics – Mrs Helen Serrao

Disability and green campus – Mrs. Vinatha

Strategies plan and deployment – Dr Ita and Mrs Marina

Organogram – Dr Deviprabha

IT – Mrs Shubha Rekha

Promotion of research – Dr Neethu

Institutional strategies for mobilisation of funds – Sr Roopa

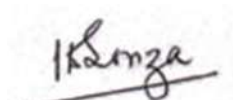
5) The coordinator and secretary would meet the convenors of the seven criteria along with the members to appraise them of the questions that need to be answered.

The members also suggested that a documentation centre needed to be kept with a full-time support staff in the IQAC room.

The meeting then ended with the coordinator thanking all the members present.



Mrs. MARINA LOBO  
Secretary



Dr. ITA D'SOUZA  
Coordinator

Sr. ROOPA RODRIGUES  
Vice Principal