

**First meeting of the IQAC for the academic year 2021 – 2022  
7.10.2021 at 2.30pm in the IQAC room**

**Members Present**

1. Sr. Dr. Venissa
2. Sr. Clara
3. Dr. Ita Dsouza
4. Mr. Charles Pais
5. Mrs Shubharekha
6. Mrs Helen Serrao
7. Mrs Shanthi Nazareth
8. Mrs. Vinatha
9. Dr. Devi Prabha
10. Dr. Vishala
11. Sr Dr. Vinora
12. Mrs Deepa Kothari
13. Sr. Carmel Rita
14. Mrs. Marina Lobo

**AGENDA**

1. Prayer and opening remarks by the Principal.
2. Minutes of the previous meeting held on 18.6.21.
3. Planning for the academic year 2021-2022
4. Filling of the AQAR
5. Suggestions for the names for external members
6. Any other matter with the permission of the chair.

**Minutes of the meeting held on 7.10.2021 at 3 pm in the IQAC room**

1. The Principal Sr Dr Venissa started the meeting with a prayer after which she welcomed the members for the first meeting of IQAC for the year 2021-2022.
2. The minutes of the meeting held on 18.6.21 was read by the Secretary. It was proposed by Dr Vishala and Mrs Vinatha seconded them.
3. a) The online induction programme would be conducted from 11.10.2021 to 18.10.2021 for the first year students. As the syllabus in the subject of Kannada was ready, classes for the same would start from 21.10.21.  
b) The practical classes for the final year in the offline mode would start for 18.10.2021. c) The Principal suggested that the webinars and seminars held by the various departments could be monitored by the deans for quality measure. The IQAC coordinator suggested that it would be better for the departments to conduct programmes based on the categories needed for the AQAR. The invitations for such would be in the name of the department and in association with IQAC. The deans would then scrutinize the details for such events. Each programme would have the following: invite, report, geotagged photos and feedback from the participants  
d) The next endowment lecture would be conducted on 2.7.2022.
4. The IQAC coordinator observed that the questions for the AQAR for 2020 – 21 had changed. QI questions were introduced and many questions had links needed to be attached

to the website. She suggested that each criterion main questions needed to have a main folder under which further folders would be incorporated for the sub questions. This would help in the uploading and submission of the AQAR.

5. The following names were suggested for the external members

Alumni                      Ms Vidya Shenoy

Industry                    Mr Louis J Pinto / Vincent Cutinho

The parent member would be decided at the earliest.

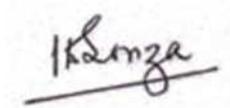
6. The demo for the work diary in the online mode would be given by the Registrar. The date was not finalized and when done would be intimated to the faculty.

Dr Deviprabha suggested that the website of the college should feature the various external resource persons who delivered lectures on the main page. Also documentation regarding the alumni with their achievements and the observations about the institution too should feature on the website.

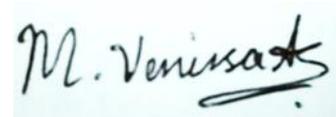
The meeting ended by the Principal thanking all the members for their presence and participation.



**(SECRETARY)**



**(COORDINATOR)**



**(PRINCIPAL)**