

**Fourth meeting of the IQAC for the academic year 2021 – 2022
12.7.2022 at 3 pm in the Board room**

Members Present

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

External members

- | | |
|-----------------------|---------------------------|
| 1. Mrs Shanu Karun | (Academic) |
| 2. Mr Vincent Cutinha | (Industry representative) |
| 3. Ms Vidya Shenoy | (Alumni) |

Student representative

- | | |
|---------------------|----------------|
| 1. Ms Sharon Shibu | (PG President) |
| 2. Ms Rhea Sequeira | (UG President) |

Office Staff

1. Ms Shaila Saldanha
2. Mrs Mallika

AGENDA

1. Prayer and opening remarks by the Principal
2. Evaluation / feedback by the student leaders
3. Input / observations / remarks by external members of the IQAC
4. Annual dry run
5. Any other matter

Minutes of the meeting held on 12.7.2022 at 3 pm in the Board room

1. The meeting started with the Principal invoking God's blessings after which she welcomed the members present. Words of welcome were accorded to the external members Mrs Shanu Karun, Mr Vincent Cutinha and Ms Vidya Shenoy.
2. The student leaders from the UG and PG gave their evaluation for the academic year 2021-2022.

The PG leader mentioned about the various events, departmental activities and fest that was organized. She also highlighted about a student clearing NET and one being selected for the pre-PhD program at IAAM Sweden. She added that several students had presented papers in international and national conferences. A common lunch break for the PG students would be good as they could have more activities in common. She also opined that a separate placement office would help the PG students in getting employment in better companies. She observed that faculty are very supportive and various internships and industrial visits have given opportunities for a better exposure.

The UG leader felt that the various events like the intradepartmental fest helped many to exhibit their talents. She observed that the resource persons who were invited on various occasions were very effective with good seminars being organized. She felt that the mentoring system was good. She suggested that a separate discussion room would help the students to have a better study environment.

3. The external members had the following suggestions
 - a) A mobile library and a mobile laboratory would help the rural students to enhance their knowledge and skills.
 - b) Parents of the special school could be given counselling from the college.
 - c) Students have to be trained for career counselling in the Arts stream.
 - d) Students should be trained for entrepreneurship.
 - e) Career guidance should be started from the first year of the entry of the students to the college and training should be given in writing their resumes. A LinkedIn profile can also be built from their first year itself.
4. The dates for the annual dry run were mentioned by the Principal. The PG departments would have it on 28 July 2022 and the UG departments on 26 and 27 July 2022.
5. The Registrar gave a suggestion that internship for students under the chamber of commerce could be introduced for the students.

With the meeting thus concluded the IQAC coordinator thanked all the members for their active participation, specially thanking the external members for their valuable suggestions.

(SECRETARY)

(COORDINATOR)

(PRINCIPAL)