

**First meeting of the IQAC for the academic year 2022 – 2023**  
**14.10.2022 at 3 pm in the IQAC room**

**Members Present**

1. Sr. Dr. Venissa
2. Sr. Clara
3. Dr. Ita Dsouza
4. Dr Nancy Vaz
5. Mrs. Shubharekha
6. Mrs. Helen Serrao
7. Mrs. Nimitha
8. Dr Nagesh
9. Mrs. Vinatha
10. Dr. Devi Prabha
11. Dr. Vishala B K
12. Sr Dr. Vinora
13. Mrs. Deepa Kothari
14. Sr. Carmel Rita
15. Mrs. Marina Lobo

**AGENDA**

1. Prayer and opening remarks by the Principal
2. Minutes of the previous meeting held on 27-5-22
3. Action plan for the academic year
4. Filling of the AQAR
5. Accreditation - SSR
6. Any other matter with the permission of the chair.

**Minutes of the meeting held on 14.10.2022 at 3 pm in the IQAC room**

1. The Principal Sr Dr Vennisa began the meeting with a prayer after which she welcomed the members for the first meeting of IQAC for the year 2022-2023.
2. The minutes of the meeting held on 27-5-2022 was read by the Secretary. It was proposed by Mrs Helen Serrao and Mrs Vinatha seconded them.
3. Action plan for the academic year  
The coordinator gave an overview of the action plan for the academic year 2022-23. Some of the programs were already conducted for the month of August and September

**August**

Session on Documentation for NAAC

**September**

Orientation for the new faculty

Session on Experiential Learning

National workshop on e-content by library

**October**

Draft AQAR

Teaching plan of 2022-23

### **November- March**

Faculty will work in criteria groups to collate data of 5 years. One key indicator per month.

#### **4. Filling of the AQAR**

The filling of the AQAR was being done where in the following details had to be looked into

- College profile
- Institutional Preparedness for implementing NEP – 6 Questions
- Extended Profile
- Qualitative indicator framework (QIF)

The Administrator's help was sought in the 6 questions that came under Institutional preparedness for NEP.

The Coordinator appraised the members that the extended profile was extensive with numerous information about students to be filled up.

#### **5. Accreditation – SSR**

The following points were to be looked into when filling the SSR

- a. Suggestions given by NAAC 4<sup>th</sup> cycle
- b. Policies to be ready & updated and be available as a book
- c. Financial statements with proof - old bills
- d. Strategic plan of the college for the next 5 years (2022 onwards)
- e. All the pertaining data has to be uploaded on the college website

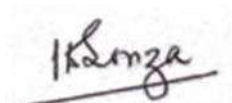
#### **6. Any other matter with the permission of the chair.**

- a) The members suggested to postpone the end semester practical exams from 14 December 2022 to January 2023 as it was difficult to complete the portions due to many holidays having come in the month of October. The Principal said that the practical exams could be conducted after the theory end semester exams
- b) The members felt the need to appoint a full-time counselor for the students of the college. The Principal suggested that the PG department of Psychology would cater to the needs by them taking turns to be present in the Navachetana counseling centre.
- c) The coordinator appraised the members of the following details which NAAC had given
  - i. Feedback called for Metric-Wise Review of NAAC Autonomous College and University Manual 30 September 2022 to 7 October 2022.
  - ii. Reimagining assessment & accreditation in Higher education in India

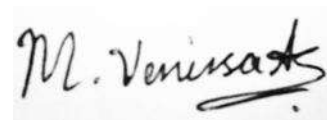
The meeting then ended by the Principal thanking all the members for their presence and active participation.



**(SECRETARY)**



**(COORDINATOR)**



**(PRINCIPAL)**