

Third meeting of the IQAC for the academic year 2022 – 2023
6.2.2023 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. Dr Nagesh
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

Members Absent

1. Mrs Nimitha

AGENDA

1. Prayer and opening remarks by the Principal.
2. Minutes of the previous meeting held on 16.12.2023
3. Preparation of SSR

Minutes of the meeting held on 6.2.2023 at 3 pm in the IQAC room

1. The meeting started with the Principal invoking God's blessings on the meeting and the task of preparation for NAAC.
2. The minutes of the previous meeting held on 16.12.2022 were read by the Secretary. It was proposed by Sr Vinora and seconded by Dr Vishala.
3. A thorough discussion was held for the preparation of the SSR. At the outset the Principal appreciated the efforts put by the Coordinator and Secretary for conducting meetings with the Seven Criteria leaders and their teams. The following points were then put forward
 - a) The teaching plan of all the departments would be submitted for formatting by 28 February 2023.

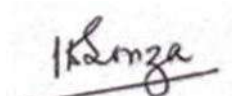
- b) The Course outcomes and the Programme outcomes would be submitted by 10 March 2023.
- c) Ipsr solutions would be asked to check out a formula for the attainment levels under OBE. In the mean time Mrs Hannabel from the PG department of Big data analytics along with the Coordinator and Secretary would look into the details of attainment under OBE.
- d) Brochures, attendance sheet, completion certificate and photos were necessary to document the certificate courses. For the other activities brochure, attendance sheet, report and photos were compulsorily needed. A format to submit the same would be looked into by the Coordinator.
- e) The Green audit had to be done by the college and the Principal assured that it would be looked into with the concerned authorities.
- f) The files for documentation for the various criteria would be kept ready by the technical staff in the IQAC room.
- g) The various facilities in the college would be checked for improvement and maintenance done wherever necessary.

The Coordinator mentioned that more meetings with the faculty in the various criteria would be conducted and guidance would be given wherever it was deemed necessary.

The meeting then ended by the Principal thanking all the members for their suggestions and inputs.



(SECRETARY)



(COORDINATOR)



(PRINCIPAL)