

**Second meeting of the IQAC for the academic year 2023 – 2024
21.08.2023 at 3.15 pm in IQAC room**

Members Present

1. Sr Dr Venissa	Principal
2. Sr Clara Rodrigues	Vice Principal
3. Dr Ita Dsouza	IQAC Coordinator
4. Dr Nancy Vaz	Registrar
5. Mrs Shubharekha	Dean Administration
6. Mrs Helen Serrao	Dean Science
7. Mrs Nimitha	Dean Commerce & Mgt
8. Dr Nagesh	Dean Arts
9. Mrs Vinatha	SG Librarian
10. Dr Devi Prabha	Senior Faculty
11. Dr Vishala	SG Librarian
12. Sr Dr Vinora	PG Coordinator
13. Mrs Hannabel	PG Representative
14. Sr Carmel Rita	Administrator
15. Mrs Marina Lobo	Secretary

AGENDA

1. Prayer and opening remarks by the Principal
2. Minutes of the previous meeting held on 17-03-2023
3. Academic and Administrative Audit
4. Any other matter

Minutes of the meeting held on 21.08.2023 at 3.15 pm in IQAC room

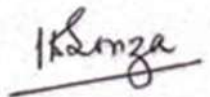
1. The Principal Sr Dr Venissa started the meeting with a prayer after which she welcomed the members for the meeting.

2. The minutes of the previous meeting conducted on 13-7-2023 was read by the secretary and was found to be in order. It was proposed by Mrs Shubharekha and seconded by Dr Deviprabha.
3. The Academic and Administrative Audit would be held on 31.8.2023 and 1.9.2023. as decided earlier the three members would be Dr Aloysius Edward, Dr Richard Gonsalves and Dr Ordetta Mendonca.
Dr Aloysius Edward would be present only on 31.8.2023.
The following schedule was decided for the two days
31.8.2023 – The seven criteria heads would present their presentation. The answers to the Q1 questions will not be read out but the supportive documents needs to be shown by the members. The Qn questions need to be shown by the criteria heads. After the presentation the student representatives would meet the team for an interactive session.
1.9.2023- The team would go around and see the various facilities of the college. After which they would visit the departments and ask for any departments to present their PPT. the day would end by the members addressing the staff members.
4. The Principal, Vice Principal, PG Coordinator, IQAC Coordinator, Dr Deviprabha and Mrs Vinatha would visit Providence College Calicut to see their documentation and infrastructure as they had an A+ grade.


The meeting then ended with the Principal thanking the members for their support and cooperation.



(SECRETARY)



(COORDINATOR)



(PRINCIPAL)