

**Third meeting of the IQAC for the academic year 2023 – 2024**  
**30.10.2023 at 3.00 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 Nimitha        | Dean Commerce & Mgt |
| 7. Mrs Vinatha        | IDBOS Chairperson   |
| 8. Dr Devi Prabha     | Senior Faculty      |
| 9. Sr Dr Vinora       | PG Coordinator      |
| 10. Mrs Hannabel      | PG Representative   |
| 11. Sr Carmel Rita    | Administrator       |
| 12. Marina Lobo       | Secretary           |

**Members Absent**

- |                     |              |
|---------------------|--------------|
| 1. Mrs Helen Serrao | Dean Science |
| 2. Dr Nagesh        | Dean Arts    |
| 3. Dr Vishala       | SG Librarian |

**AGENDA**

1. Prayer and opening remarks by the Principal
2. Minutes of the previous meeting held on 21.08.2023
3. Review of Academic and Administrative Audit
4. Finalise the perspective plan from 2023-2033
5. Any other matter

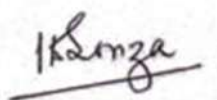
**Minutes of the meeting held on 30.10.2023 at 3 pm in IQAC room**

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 held on 21.08.2023 were read by the Secretary and was found to be in order. It was proposed by Mrs Hannabel and seconded by Mrs Nimitha.
3. The Academic and Administrative Audit conducted on 31.8.2023 and 1.9.2023 by the three external members Dr Aloysius Edward, Dr Richard Gonsalves and Dr Ordetta Mendonca was reviewed. The members along with the criteria heads felt that it was good and the suggestions given by them were worth taking into account. Some of the suggestions were already implemented by the Criteria heads.
4. The perspective plan of the institution was seen and reviewed by the IQAC members and suggestions were given for fine tuning the details. The following areas were taken into account in the perspective plan
  - a) Organisation and Governance
  - b) Student Enrollment
  - c) Teaching, Learning and Evaluation
  - d) Human Resource Management
  - e) Infrastructure and Facilities
  - f) Research and consultancy
5. It was decided that the Criteria heads would be given the dead line till 4.11.2023 to submit all the required documents. The IT team would look into the uploading of the files under the guidance of the Coordinator and Secretary.

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



**(SECRETARY)**



**(COORDINATOR)**



**(PRINCIPAL)**