

**Minutes of the Fourth meeting of the IQAC for the academic year 2023 – 2024
20.02.2024 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. Mrs Shubharekha	Dean Administration
5. Mrs Helen Serrao	Dean Science
6. Mrs Nimitha	Dean Commerce & Mgt
7. Dr Nagesh	Dean Arts
8. Mrs Vinatha	IDBOS Chairperson
9. Dr Vishala	SG Librarian
10. Sr Dr Vinora	PG Coordinator
11. Mrs Hannabel	PG Representative
12. Sr Carmel Rita	Administrator
13. Marina Lobo	Secretary

Members Absent

1. Dr Nancy Vaz	Registrar
2. Dr Devi Prabha	Senior Faculty

AGENDA

1. Prayer and opening remarks by the Principal
2. Minutes of the previous meeting held on 30.10.2023
3. SSR submission
4. SS Survey
5. AQAR
6. Any other matter

Minutes of the meeting held on 20.02.2024 at 3 pm in IQAC room

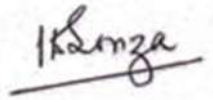
1. The Principal Sr Dr Venissa started the meeting with a prayer after which she welcomed the members for the meeting.

2. The minutes of the previous meeting held on 30.10.2023 were read by the Secretary and was found to be in order. It was proposed by Sr Clara and seconded by Mrs Hannabel.
3. The Coordinator displayed the SSR from the NAAC portal and was viewed by the IQAC members in detail. There were certain mistakes which were pointed out by various members. It was decided to rectify the errors as soon as possible. It was decided to submit the SSR on 28 February 2024.
4. The Coordinator briefed the members that as soon as the SSR would be submitted the SS Survey would start. The members felt that the students need to be oriented by their respective mentors about answering the SS Survey. The Principal told that the mentors would be told about this matter as soon as possible.
5. The AQAR for 2022-2023 was pending and would be looked into by the Coordinator and Secretary.
6. With the SSR reaching its completion state there had to be a change in guard with a new Coordinator and Secretary taking over. The same was discussed and the Principal told that the next Coordinator and Secretary would be designated for the coming academic year 2024-2025.

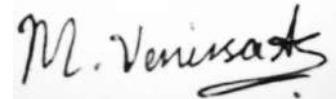
The meeting then ended with the Principal thanking the Coordinator, Secretary, the Criteria in charge (in their absence) and the IT team for the work and efforts that had been put into the completion of the SSR.



(SECRETARY)



(COORDINATOR)



(PRINCIPAL)