

**First meeting of the IQAC for the academic year 2024 – 2025**  
**22-07-2024 at 3.30 pm in IQAC room**

**Members Present**

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

**Members Absent**

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|-------------------|---------------|
| 1. Sr Carmel Rita | Administrator |
|-------------------|---------------|

**AGENDA**

1. Prayer and opening remarks by the Principal
2. Minutes of the previous meeting held on 20.02.2024
3. Endowment lecture
4. Action plan for the year
5. Any other matter

### **Minutes of the meeting held on 22-07-2024 at 3 pm in IOAC 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 20-02-2024 were read by the Secretary and was found to be in order. It was proposed by Dr Deviprabha and seconded by Mrs Shubharekha.
3. Endowment lecture – The tenth endowment lecture would be held on 31-07-2024 at 10.15 am in the Centenary auditorium. The speaker would be Ms Linda Fernandes famous Instagram blogger under the title ‘that quirky mamma’. She would speak on ‘The influencer’s guide binding long term success with consistency and resilience’. The coordinator assigned the various duties to be taken by the faculty for the endowment lecture.
4. The action plan for the academic year 2024-2025 was put forth to the members. The following points were discussed by the Principal and Coordinator
  - a) The value added courses conducted by the departments were to be reviewed as the NAAC did not consider a repeat count of the same courses for the consecutive academic years.
  - b) The capacity building programs had to be fitted into the timetable of the I and II semester classes. The programs were life skills /soft skills/ trends in technology / communicative English.
  - c) Proper documentation of all the programs was essential for NAAC and emphasis was laid by the coordinator that brochure, attendance of the students, report, details of the resource person and geotagged photos had to there for the programs.
  - d) One FDP per faculty was compulsory for the ensuing academic year
  - e) Under the new NAAC guidelines, the registration fees paid by the management per faculty for programs attended has been increased from ₹ 2000 to ₹ 3000.
  - f) The placement cell had to keep a record of the competitive exams conducted for the students.
  - g) The completion of one NPTEL course had to be made mandatory for the post graduate students.
5.
  - a) The dry run inspection of the departments would be conducted once the dates of the peer team visit were known.
  - b) The PPT’s of the departments were checked by the faculties in charge and the corrections wherever necessary has been mentioned to the department.
  - c) The AQAR for 2023-2024 had to be completed by the end of December 2024.

The meeting ended by the Principal thanking the members present for their presence and valuable suggestions

**(SECRETARY)**

**(COORDINATOR)**

**(PRINCIPAL)**