

## MINUTES OF THE MEETING HELD ON 11 MARCH 2025 AT 3.00 PM IN IQAC ROOM.

### Members List:

Sl. No.	Name	Designation	Signature
1	Sr. Dr. M Venissa A.C.	Principal	
2	Sr. Dr. Roopa Rodrigues	Vice Principal	
3	Dr. Sabina DSouza	IQAC Coordinator	
4	Mrs. Shubharekha	Registrar	
5	Mrs. Shanthi Nazareth	Dean Administration	
6	Mrs. Helen Serrao	Dean Science	
7	Mrs. Nimitha	Dean- Commerce & Management	
8	Dr. R. Nagesh	Dean- Arts	
9	Dr. Kavyashree	Dean-Post Graduate Studies	
10	Mrs. Anitha S	IDBOS Chairperson	
11	Dr. Ita Dsouza	Senior Faculty	
12	Dr. Devi Prabha	Senior Faculty	
13	Dr. Vishala	Librarian	
14	Sr. Dr. Vinora	Coordinator- Post Graduate Studies	
15	Mrs. Hannabel	Post Graduate Studies Representative	
16	Sr. Carmel Rita A.C.	Administrator	
17	Mrs. Vidya Patali	Secretary	

The third IQAC meeting for the academic year 2024-25 was held on 11 March 2025 at 3.00 pm in the IQAC office. The Principal Sr. Dr. Venissa A.C. started the meeting with a prayer and then welcomed all the IQAC members. The minutes of the previous meeting held on 23 October 2024 was read out by the secretary Mrs. Vidya Patali and was found to be in order. It was proposed by Mrs. Shubharekha and seconded by Sr. Dr. Vinora A.C.

The following Agenda was discussed during the meeting.

### Agenda:

1. Evaluation of the NAAC reaccreditation appeal outcome.
2. Review of the programmes conducted in the college.
3. Department profiles and documents Inspection for the academic year 2024-2025
4. Any other matter.

### **1. Evaluation of the NAAC reaccreditation appeal outcome.**

The Chairperson, Sr. Dr. Venissa A.C. briefed the IQAC members about the entire NAAC appeal procedure for reaccreditation and informed that the college was reaccredited with **grade A** with a CGPA of **3.02 /4** score during the **fifth cycle of NAAC reaccreditation**, which can be considered valid from September 2024 onwards for all official purpose. She also informed the members that the NAAC team thoroughly scrutinized all official documents online.

Principal requested all the members to make a thorough study of all the key indicators of criteria, other official NAAC documents and prepare a checklist of the activities /programmes to be organized /conducted under various categories giving more emphasis to activities according to the NAAC requirements. She also requested the members to give their valuable suggestions and opinions for better performance during the next reaccreditation cycle.

### **2. Review of the programmes conducted in the college.**

The IQAC coordinator Dr. Sabina DSouza requested the members to give their feedback and suggestions (if any) regarding all the major programmes conducted at the college level like Agno Carnival, Sports day, Students day, College Day, International Conference and Women's Day.

Principal briefed the members about the amount collected during the Agno carnival and the beneficiaries of the same.

It was suggested by IQAC members that more time be allotted for the practice of March Past and other events during the Sports day and the theme for the sports day should be planned & decided well in advance. Most of the members felt that time schedule needs to be followed strictly during the Student's day to avoid unnecessary delay.

Other suggestions given by the members included time management, maintaining all official documents according to the prescribed formats along with geotagged photographs and submission of the same to the IQAC Office as early as possible after the programme.

### **3. Department profiles and documents Inspection for the academic year 2024-2025**

IQAC Coordinator Dr. Sabina Dsouza explained in detail the procedure to be followed for the annual department documents verification by the members of the IQAC during the month of April 2025. She briefed the members about dates finalized for the submission of department profiles, keeping the documents ready for inspection by the Criteria members and the PowerPoint presentations by department heads.

Dr. Sabina DSouza also informed the members that the format & the templates needed for the department profile, checklist of the documents to be kept ready for inspection and the list of contents to be included in the PowerPoint presentations will be sent to the heads of all departments by 13 March 2025 from the IQAC office. It was decided that the heads of the departments would keep the official department documents ready for scrutiny by criteria members during the second week of April 2025, PowerPoint presentations by 12 April 2025 and submit the department profile to the IQAC office by June 2025.

It was also decided that the heads of various departments will present the Power point presentation slides of their respective department during the third week of April 2025 in the IQAC room according to the schedule put up on the staff notice board by the IQAC Office. The presentations will be scrutinized by IQAC faculty members in-charge for the respective

department, Principal, Vice Principal, PG Coordinator, IQAC Coordinator and IQAC Secretary.

It was also decided that one team comprising of the Principal, Vice Principal, Deans, IQAC Coordinator will visit and inspect various physical infrastructure facilities available within the college campus like Physical Education Department, Gymnasium, Science laboratories, Computer laboratories, Research centre, Library, Botanical Garden, Mushroom House, Vermicompost Unit, Butterfly zone and Canteen on 22nd April 2025.

#### **4. Any other matter**

Registrar Mrs. Shubhrekha, briefed the members about the End Even semester examinations to be held during the months of April and May 2025.

Principal informed the members that the last working day for the UG students with practical subjects will be 9<sup>th</sup> April 2025 and Non-practical subjects 17<sup>th</sup> April 2025 respectively.

The last working day for all students of Second year Post graduation Class and the students of First year MBA & MCA Class will be 26<sup>th</sup> April 2025.

The last working day for all First year Class students of M.A., M.Com and M.Sc. will be 15<sup>th</sup> May 2025.

PG Coordinator, Sr. Dr. Vinora A.C. informed the members about the intercollegiate fests **Vistara** and Technova to be held in the first week of April 2025 by the PG departments of Clinical Psychology, Psychology and Department of Big Data Analytics respectively.

IQAC coordinator Dr. Sabina DSouza informed the members that the annual evaluation meeting of all the IQAC members including other stake holders of IQAC will be held on 7<sup>th</sup> April 2025.

The meeting ended at 4.40 pm with the Principal thanking all the members for their presence and valuable suggestions.

**Secretary**

**Coordinator**

**Principal**