

MINUTES OF THE MEETING HELD ON 7 APRIL 2025 AT 3.30 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	Mr. Vincent Cutinho	Industry Representative	
18	Mrs. Shannu	Parent Representative	
19	Mrs. Vidya Shenoy	Alumni Representative	
20	Mr. Prathik Rai	Student President –Post graduate Studies	
21	Miss. Privy DSouza	Student President –Undergraduate Studies	
22	Ms. Shaila P. Saldanha	Office Representative	
23	Mrs. Mallika	Office Representative	
24	Mrs. Vidya Patali	IQAC - Secretary	

The fourth IQAC meeting for the academic year 2024-2025 was held on 7th April 2025 at 3.30 pm in the IQAC office. 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 11th March 2025 was read out by the Secretary Mrs. Vidya Patali and was found to be in order. It was proposed by Dr. Devi Prabha and seconded by Mrs. Helen Serrao.

The following Agenda was discussed during the meeting.

Agenda:

- 1. Evaluation of the academic year 2024-25.**
- 2. Annual Inspection of departments.**
- 3. Any other matter.**

1. Evaluation of the academic year 2024-25.

The Chairperson, Sr. Dr. Venissa A.C. briefed the IQAC members about different activities and programs conducted / organized by the both Post graduate studies & Under Graduate studies Student Council Body during the academic year 2024-2025, followed by a detailed feedback and some suggestions for improvement relating to these activities by the Student Presidents of both Under Graduate and Post graduate studies Miss. Privy DSouza and Mr. Prathik Rai respectively.

It was suggested by IQAC members that an Orientation program must be conducted for all the student council body members at the beginning of the academic year and all activities must be planned well in advance by the student council members in consultation with the faculty in charge of different cells, associations, departments and must be carried out as per the schedule only. It was also suggested by the IQAC members that the activities for the under graduate and Post graduate students should be conducted separately because of certain unavoidable circumstances like non matching time tables of regular classes, internships, projects and examinations. Both the student presidents suggested the appointment of one general student council secretary in the student council body in the next forth coming academic year 2025-2026, for the smooth functioning of the student council body and who can help the student president in coordinating & conducting all the planned activities as per the schedule.

IQAC members were of the opinion that while organizing Agno fest for UG students, some competitions must be organized exclusively for the PUC students and similarly while organizing Agno fest for PG students; some competitions must be organized exclusively for the UG students. Also on these days some power point presentations highlighting different programs of the college, achievements of different students and faculty and various facilities available within the campus must be displayed in different places for public viewing.

2. Annual Inspection of departments

IQAC Coordinator Dr. Sabina DSouza briefed the IQAC members about the annual inspection of documents of every department by the criteria heads and the power point presentations by every head of the department during the month of April 2025.

3. Any other matter

Alumni representative Mrs. Vidya Shenoy appreciated all the activities conducted by the student council body members, different cells, associations and various departments at both UG and PG level. She suggested organizing some training programs and workshops for all students at the college level to make the students more tech savvy and to prepare attractive CVs to improve the market value and also to increase the number of their opportunities for themselves in the job market.

The meeting ended at 4.55 pm with the Principal thanking Mrs. Vidya Shenoy for all the services rendered by her as she completed her 3 year term in the IQAC and also all the others IQAC members for their presence and valuable suggestions.

Secretary

Coordinator

Principal