

## IQAC MINUTES OF 2017-18

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### Minutes:1

#### Minutes of the IQAC Minutes of the Meeting held on 15 July 2017

Minutes of the IQAC meeting on 15 July 2017, at 11.00 a.m. in the Principal's Office. The following members were present

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|-------------------------|--------------------------------|
| 1. Dr. Cecelia Carvalho | (Chair person)                 |
| 2. Fr. Rajesh Lopes     | Management representative      |
| 3. Mr. George Jacob     | Industry representative        |
| 4. Dr, Cynthia D'costa  | Local community representative |
| 5. Mr. Richard Vaz      | Management representative      |
| 6. Prof. Jose George    | Coordinator                    |
| 7. Prof. Indira Kutty   | Teacher Representative         |
| 8. Prof. Rooma Moulik   | Teacher Representative         |
| 9. Prof. Saritha Kurien | Teacher Representative         |
| 10. Prof. Gatting Koli  | Teacher Representative         |
| 11. Mrs Vimla Rebello   | Registrar                      |
| 12. Mr. Chaitanya Veer  | Librarian                      |

1. The Meeting began by welcoming the members and the coordinator reading the minutes of the last meeting. The co-ordinator read out the minutes of the previous meeting and the minutes was approved.
2. The committee evaluated plan for 2017-18 and decided to work on the following:-
  - a. N-list introduction – The committee decided to go ahead with the N-List subscription in order to support the users and faculty with e resources.
  - b. Improved library services to students through OPAC .
  - c. Departments to organize programmes, seminars for students on career guidance, personality development, gender equality, soft skill department
  - d. Sports committee - To support the sports and gymkhana activities to appoint a sports caretaker who can facilitate participation, training, organizing of college and university events.
  - e. Cultural Committee – To organize programmes taking into account the university cultural schedule and the exam schedule. Encourage students to participate in inter-collegiate, district, state level etc.
  - f. NCC – To encourage more girl students to enroll into NCC, and pass their 'B' and 'C' certificate examinations.
  - g. To encourage faculty to involve in research through paper presentations. Minor research , registering for Ph.D.
  - h. To organise parent interactions with regards to results, attendance.
3. The meeting analysed the feedback collected from different stake holders  
The meeting ended at 12.45 with a vote of thanks by the Chairperson.

Jose George  
IQAC Secretary

Dr. Cecilia Carvalho  
Principal – Chair person

## Minutes: 2

### Minutes of the IQAC Minutes of the Meeting held on 23 Feb. 2018

Minutes of the IQAC meeting on 23 Feb. 2018 at 11.00 a.m. in the Principal's Office. The following members were present.

Dr. Cecelia Carvalho	( Chair person)
Fr. Rajesh Lopes	Management representative
Mr. George Jacob	Industry representative
Dr, Cynthia D'costa	Local community representative
Mr. Richard Vaz	Management representative
Prof. Jose George	Coordinator
Prof. Indira Kutty	Teacher Representative
Prof. Saritha Kurien	Teacher Representative
Prof. Gatting Koli	Teacher Representative
Mrs Vimla Rebello	Registrar
Mr. Chaitanya Veer	Librarian

1. The Meeting began by welcoming the members and the IQAC coordinator read the minutes of the previous meeting. The co-ordinator read out the minutes of the previous meeting and the minutes was approved by the members present.
2. The revised scheme of reaccreditation was discussed to analyse the status quo of the criteria and come up with the suggestions to improve the score in the concerned areas.
  - Principal Dr. Cecelia Carvalho raised the point about filling Prof. Rooma's place in the IQAC; who retired from service.
  - Coordinator proposed that the next senior faculty member can fill the position.
  - Prof Jose George gave a presentation on the revised scheme of reaccreditation.

The following suggestions were made after the discussion:

- Committee to be formed for each criteria under the leadership of IQAC members.
- The sub committees will analyse the status quo of the criteria and come up with the suggestions to improve the score in the concerned areas.
- Students response to be collected and the same to be analysed
- peer team report should be looked into and to focus on suggestions not implemented.
- To increase the score of Research criteria, it was suggested that faculties should be encouraged to publish their research work in approved journals with impact factor.

The criteria were assigned as follows:

1. Curricular Aspects: Prof. Indira P.
  2. Teaching learning and Evaluation: Prof. Saritha Kurien
  3. Research, Innovation, and Extension: Prof. Gattling Koli
  4. Infrastructure & learning resources: Mr. Chaitanya Veer
  5. Student Support & Progression: Prof. Sebastian Rebello
  6. Governance, Leadership & Management: Mrs. Vimla Rebello
  7. Institutional values & Best Practices: Prof. Jose George
- Coordinator Prof. Jose George appreciated the innovative ventures in Library automation and developing E-Resources.
  - It was reported that last year AQAR is not yet completed the committee authorised Mrs. Saritha Kurien and Jose George to up load the same as early as possible.
  - The meeting came to an end at 1.30 pm with a vote of thanks by the chairperson.

Sd/-  
Jose George  
IQAC Secretary

Sd/-  
Dr. Cecilia Carvalho  
Principal – Chair person