

## **Minutes of the Meeting held in 17-06-2019**

Agenda:

- 1.Submition of AQAR Report
- 2.Calender of events and Teaching Plan
- 3.M.Com Students' Uniform
- 4.Induction Programme to the staff and Students.
5. Cell/ Committees In-charge.

It is decided to submit AQAR in time after obtaining information from criterion heads and decided to place the AQAR before IQAC for scrutiny.

Decided to revise the calendar of events and same to be printed in the college calendar.

It is decided to have Induction program both teaching and administrative staff and also the first year degree students at the beginning of the first year.

It is decided to change M.Com students' uniform of first year.

The IQAC requested the coordinators of various committees and cells to prepare the documents and keep it ready.

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## **Minutes of IQAC Meeting held on 5<sup>th</sup> Spet 2019**

Agenda:

- 1.Revision of the Activities
- 2.2<sup>nd</sup> Internal Examination and Re-examination
- 3.ECA Activities
- 4.Criterion wise documentation
- 5.Mentoring Classes

Proceeding: The principal reviewed the activities held in the college after beginning of the college. It was decided to conduct 2<sup>nd</sup> Internal and re-examination for absentees on genuine grounds.

The IQAC reviewed the activities of the departments, cells & committees and urged to conduct the programmes for all round development of student community.

It is decided to conduct criterion wise meetings for planning the activities of the college.

Decided to conduct mentoring/ value added class batch wise.

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## **Minutes of IQAC Meeting held on 15<sup>th</sup> oct 2019**

Agenda:

1. I, III and V semester Examinations.
2. Paper Presentation/ Publications
3. EResource development
4. Alumni Registration
5. Any other matter-Safety Railings

Proceedings:

It is decided to conduct semester exams as per the university guidelines. Strict vigilance by the Room invigilators for avoiding malpractices by the students emphasized.

It is decided to give incentives to the teachers who have presented the paper and published in the journals notified on UGC website.

Discussion was made on the E-Resource development particulars the availability of study materials to the students on the college website.

The coordinator of Alumni Association was asked to study the procedural details for its registration.

On any other matter principal proposed the meeting of fixing railings on the 1<sup>st</sup> and 2<sup>nd</sup> floor for the safety side of the students. The estimated cost is Rs.75000/-

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## Minutes of IQAC Meeting held on 6<sup>th</sup> Jan 2020

Agenda:

- 1.Review of Activities
- 2.Certificate Courses /Departmental Activities/ Internships.
- 3.Internal test/ sports/cultural activities
- 4.Action plan to the absentees
- 5.Extension of college office accommodation.
- 6.Any other matter

Proceedings:

Principal briefly reviewed the activities held after the end of odd semester: university examination, fixing the railings and shifting the power generator to a separate place.

It is insisted to conduct atleast one certificate course of 30 hours duration from each faculty.

Principal also requested the departmental heads to conduct atleast one activities/fests in the even semester.

It is decided to motivate the students to go for internships.

It is decided to conduct Internal test sports and cultural activities in the month of January. It is also decided to send messages to the mobile number of parents if they are absent to the classes.

Principal briefed the management committee, decision regarding the extension of office accommodation at a cost of RS 5,00,000/-

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## **Minutes of IQAC Meeting held on 17<sup>th</sup> Feb 2020**

Agenda:

1. Review of Activities.
2. UGC Revised NAAC Accreditation guidelines
3. AGM of PTA /Alumni Association
4. Digital form of attendance
5. Vehicle parking extension
6. College day celebration
7. Any other Matter.

The meeting commence with a silent prayer to the departed soul of Late. Kamil D'Souza the administrative staff who served the institution for 30 years.

Principal reviewed all the activities and programmes held in the campus

IQAC coordinator narrated the revised guidelines for the accreditation of the college from the NAAC.

It is decided to hold PTA AGM on 22<sup>nd</sup> Feb and Alumni AGM on 1<sup>st</sup> March 2020.

It is decided to record attendance of students in digital form from next academic year.

It is decided to extended vehicle parking facility as per the decision in the management committee at a cost of Rs 4,00,000/-

It was also decided to Conduct college Day on 24<sup>th</sup> March 2020.

## **Minutes of IQAC ZOOM Meeting held on 14<sup>th</sup> April 2020**

Agenda;

1. COVID -19 Awareness
2. Arogya Settu App
3. Plan of action to complete the syllabus
4. Supply of study material and Video clippings
5. Whatsapp admins responsibilities

## 6. Any other matter

Proceedings: Corona virus ( COVID -19)awareness: stay home, stay safe, Don't panic, wash hands , use hand sanitizer, wear mask, keep social distance etc. are discussed in the meeting and approved to send these thinks to the students through the whatsapp group. It is also decided to download arogya sethu app and inform the students accordingly.

It is decided to prepare plan of action to complete the syllabus through online mode. It is also decided send the study material and video clipping to the students, so that they will be engaged in academic matters. Principal strictly informed the faculties not to share anything through whatsapp and it is the responsibility of admins if anything goes wrong . It is decided to pass the same message to the students.

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