

Minutes of IQAC Meetings held on 10th June 2012 at 3.30 p.m. in the Principal's Chamber.

Members Present:

1. Fr Michael John
2. Mr Manohar V. Serrao
3. Mr Ravi Shetty
4. Dr Charles V. Furtado
5. Dr Donald Lobo
6. Dr V. B. Hans
7. Dr Mahalinga Bhat
8. Mr Kishorechandra
9. Ms Shakila Hegde
10. Ms Kavitha B. Avinash
11. Ms Sharolin Menezes
12. Ms Lavita Rodrigues
13. Ms Venolia Lobo
14. Mr Udaya
15. C A Venkatakrishna
16. Dr Denis Fernanades
17. Mr Vinayak
18. Mr Callen D'Souza
19. Mr Victor D'Souza
20. Mr Jeethan D'Cunha

Agenda:

- Reading of the minutes of the previous meeting
- Action Plan for the academic year
- Faculty Development Programmes
- University Level Workshop
- Diploma/Certificate/Add on courses
- Any other matter

Meeting began with a silent prayer and the Principal welcomed the members of the IQAC present in the meeting. The Principal informed the members that Dr Charles V. Furtado, Associate Professor of English, was appointed the new NAAC/IQAC Coordinator & Ms Sharolin Menezes was appointed as the Assistant Coordinator. He thanked Dr V.B. Hans, the former NAAC/IQAC Coordinator, for his leadership and efficient coordination.

Proceedings:

The minutes of previous IQAC meeting was read and approved.

- It was decided that the IQAC would meet twice in a semester.
- All the units were asked to prepare a comprehensive action plan for the academic year.

- It was decided to conduct an Orientation Programme for I BA, I B.Com. and I B.B.M. students with their parents on 13th June, 2012.
- The IQAC coordinator informed the meeting that the Joint Director of Collegiate Education had requested a brief power point presentation of the plan of action and activities of the College during the Odd semester to be presented in the SDM College of Business Management, Mangalore.
- It was decided to have the internal exams in July and September to decide the internal assessment marks of the students. The exams were mandatory for all the students. All students would be given an assignment in each subject. The internal assessment marks would be published on the student's notice board in October.
- All the staff members were asked to conduct remedial classes for slow learners. It was also decided to conduct class tests after the completion of major topics. Staff members were asked to encourage peer group learning.
- It was decided to organize special lectures and outreach activities for the benefit of the overall development of students. The Council Director Dr Donald Lobo was requested to conduct the Students' Council election and inauguration of activities in July
- It was decided to celebrate the Independence Day under the auspices of the Students' Council by conducting a patriotic singing competition on 14th August 2012. It was decided to observe Teachers Day on 5th September through the Students' Council.
- All the association presidents were asked to plan their activities for the semester and submit the dates to the IQAC by 30th July.
- The Commerce Department and Commerce Association was asked to plan a one day work shop on the revised Commerce syllabus in July.
- Dr Donald Lobo was requested to co-ordinate all the diploma and certificate courses open to general public to be held in the evenings. He was also asked to offer the same to the students of SAEC as a value-added course.
- All the teachers were directed to make use of the ICT facilities available in the College in their classroom teaching. They were also asked to apply for the Minor Research Projects offered by the UGC
- All the staff members were asked to provide counseling to the students whenever there was a need.
- It was decided to organize a Faculty Training Programme for the non-teaching staff. The programme would be jointly organized by the Research Cell and IQAC of the College.
- It was decided to host a One Day University Level Workshop on 'Incorporation of Recent Changes in Financial Accounting of the B.Com Curriculum' on 29 September, 2012 in association with MUCTA (Mangalore University Commerce Teachers Association)

The Principal thanked the staff members for their support and co-operation and told them that he looks forward to an effective semester.

IQAC Coordinator

Principal

Minutes of IQAC Meeting held on 4th October 2012 at 3.30 p.m. in the Principal's Chamber.

Members Present:

1. Fr Michael John
2. Mr Manohar V. Serrao
3. Mr Ravi Shetty
4. Dr Charles V. Furtado
5. Dr Donald Lobo
6. Dr V. B. Hans
7. Dr Mahalinga Bhat
8. Mr Kishorechandra
9. Ms Shakila Hegde
10. Ms Kavitha B. Avinash
11. Ms Sharolin Menezes
12. Ms Lavita Rodrigues
13. Ms Venolia Lobo
14. Mr Udaya
15. C A Venkatakrishna
16. Dr Denis Fernanades
17. Mr Vinayak
18. Mr Callen D'Souza
19. Mr Victor D'Souza
20. Mr Jeethan D'Cunha

Meeting began with a silent prayer and the Principal welcomed the members of IQAC present in the meeting.

Agenda:

- Reading of the minutes of the previous meeting
- Review of syllabus completion/internal assessment examination.
- Review of events conducted.
- Curricular/Co-Curricular/Extra Curricular activities.
- Any other matter.

Proceedings:

- The minutes of previous IQAC meeting held on 23rd July 2012 was read and approved.

- The Vice-Principal informed the members that the two internal assessment exams were held in July and August and the internal assessment marks were displayed on the notice board and that the practice of giving one assignment per subject was continued.
- The Principal expressed his happiness at the successful presentation of the plan of action of the College in the SDM College of Business Management, Mangalore.
- All the staff members felt that the remedial classes and peer group learning were very useful and would be reflected in the results of the odd semester.
- The Head of the Commerce Department reported that the one day work shop on the revised Commerce syllabus organized on 29th September was a grand success and informed the meeting that more than 75 lecturers from various colleges participated. He also briefed the meeting about the diploma and certificate courses which were conducted for the general public and students of SAEC.
- The Principal informed the members that the Faculty Training Programme for the non-teaching staff would be held in the next semester.
- Staff were reminded to make the necessary preparations for the Minor Research Projects.
- The staff were directed to ensure that all the portions were completed and model question papers were distributed to the students.
- The IQAC coordinator requested all the Heads of Departments and Presidents of Associations to submit their reports within a week.
- All the staff members were requested to come with concrete ideas for the effective implication of the outreach/extensions activities to be conducted in the second semester. The sports in-charge Mr Kishorechandra was asked to plan the schedule of the sports activities (indoor and outdoor) for the next semester.
- The IQAC coordinator asked all the criteria heads to submit the reports in order to facilitate the submission of the AQAR.

The Principal thanked the staff members for their support and co-operation.

IQAC Coordinator
Dr Charles V. Furtado

Principal
Dr Manohar V.Serrao

Minutes of IQAC Meeting held on 28th November 2012 at 3.30 p.m. in the Principal's Chamber.

Members Present:

21. Fr Michael John
22. Mr Manohar V. Serrao
23. Mr Ravi Shetty
24. Dr Charles V. Furtado
25. Dr Donald Lobo
26. Dr V. B. Hans
27. Dr Mahalinga Bhat
28. Mr Kishorechandra
29. Ms Shakila Hegde
30. Ms Kavitha B. Avinash
31. Ms Sharolin Menezes
32. Ms Lavita Rodrigues
33. Ms Venolia Lobo
34. Mr Udaya
35. C A Venkatakrishna
36. Dr Denis Fernanades
37. Mr Vinayak
38. Mr Callen D'Souza
39. Mr Victor D'Souza
40. Mr Jeethan D'Cunha

Agenda:

- Reading of the minutes of the previous meeting
- Action Plan for the Even Semester
- Curricular/Co-Curricular/Extra Curricular activities.
- Alumni Association Meet
- College Day
- Any other matter

Meeting began with a silent prayer and the Principal welcomed the members of the IQAC present for the meeting.

Proceedings:

The minutes of previous IQAC meeting was read and approved.

- At the outset the IQAC coordinator briefed the framework of the plan of action of the IQAC for the even semester. Dr V.B.Hans suggested some modifications in the proforma of the departmental and individual plans of action which were accepted unanimously. Staff members were asked to submit the plan of action of the even semester on or before 5th December 2012.

- The Principal expressed his happiness at the successful implementation of the plan of action in the odd semester. Association Presidents were also asked to submit the plan of action of extra-curricular activities for the semester
- All the staff members were asked to conduct remedial classes for slow learners especially students who were not able to perform up to the mark in the odd semester university examinations. It was decided to conduct periodical class tests to monitor student progress. The Principal asked all the staff members to identify advanced learners in their classes and guide them towards peer group learning.
- The Vice-Principal in charge of the internal and university exams informed the meeting the tentative dates of the internal exams and the dates to display internal assessment marks on the College notice board.
- It was decided to have the internal exams in January and February to decide the internal assessment marks of the students. The staff were asked to insist that the exams were mandatory and ensure 100% attendance of students during the exams. All students would be given an assignment in each subject. The internal assessment marks would be published on the student's notice board in March.
- It was decided to conduct the Talents Day and Sports Day in February
- It was decided to conduct the Alumni Reunion on 6th January
- The Principal suggested that the Association Presidents organize special lectures for the students through the associations which would facilitate personality development.
- The Council director/Student Welfare Officer Dr Donald Lobo asked the members to suggest new ideas to organize student council activities in an effective manner in the even semester. He also requested the members to bring forth all the grievances of the students they come across and requested the members to guide students to make use of the suggestion box and other available channels solve their grievances.
- It was decided to celebrate the College Day in the month of March and Students' Council Day before one week of the last working day of the even semester.
- All the teachers were directed to continue to make use of the ICT facilities available in the College in their classroom teaching.
- All the staff members were asked to provide counseling to the students whenever there was a need.
- The IQAC coordinator requested all the criteria heads to prepare the data/reports for the annual AQAR and submit to the IQAC.

The Principal thanked the staff members for their support and co-operation and told them that he looked forward to a good semester.

IQAC Coordinator
Dr Charles V. Furtado

Principal
Dr Manohar V. Serrao

Minutes of IQAC Meeting held on 23rd March 2013 at 3.30 p.m. in the Principal's Chamber.

Members Present:

21. Fr Michael John
22. Mr Manohar V. Serrao
23. Mr Ravi Shetty
24. Dr Charles V. Furtado
25. Dr Donald Lobo
26. Dr V. B. Hans
27. Dr Mahalinga Bhat
28. Mr Kishorechandra
29. Ms Shakila Hegde
30. Ms Kavitha B. Avinash
31. Ms Sharolin Menezes
32. Ms Lavita Rodrigues
33. Ms Venolia Lobo
34. Mr Udaya
35. C A Venkatakrishna
36. Dr Denis Fernanades
37. Mr Vinayak
38. Mr Callen D'Souza
39. Mr Victor D'Souza
40. Mr Jeethan D'Cunha

Agenda:

- Reading of the minutes of the previous meeting
- Syllabus completion/internal assessment examination.
- Review of events conducted in the even semester.
- Curricular/Co-Curricular/College Day.
- Fee concessions and counselling to deserving students
- Proposal to start M.Com course
- Any other matter.

Meeting began with a silent prayer and the Principal welcomed the members of IQAC present in the meeting.

Proceedings:

- The minutes of previous IQAC meeting held on 28th November 2012 was read and approved.
- All the staff members felt that the remedial classes and peer group learning were very useful.

- The Students' Council Director Dr Donald Lobo requested the members to suggest the names of the guests for the Sports Day and the College Day programmes. He also briefed the meeting the functioning of placement cell and the various forthcoming activities of the Students' Council.
- The members expressed happiness on the grand success of College Day celebrations and the Alumni Day
- Members expressed their happiness over the fee concessions and other facilities provided by the Management to the needy students and the Administrator Rev. Fr Michael John S J requested the members to report to him the cases of needy students whenever they come across in order to provided them financial assistance which is also a part of the option for the poor policy of the Management.
- The Principal informed the members that the college would be starting its first PG programme and that the Department of Commerce was in the process of conducting the feasibility study in this regard. He was confident that the actual course would begin in the next academic year.
- Staff were reminded by Dr V. B. Hans, the Research Cell Coordinator, to publish research articles in UGC notified journals and make necessary preparation for the Minor Research Projects.
- The staff were directed to ensure that all the portions were completed and model question papers were distributed to the students well in advance in order to make the slow learners more confident to write the end semester examination.
- The IQAC coordinator requested all the Heads of Department and Presidents of Associations to submit their reports on time.
- The sports in-charge Mr Kishorechandra and cultural coordinator Dr Mahalinga Bhat thanked the members for their support and cooperation during the Sports Day and Talents' Day.

The Principal thanked the staff members and IQAC coordinator for their support and co-operation.

IQAC Coordinator
Dr Charles V. Furtado

Principal
Dr Manohar V. Serrao

IQAC Action Taken Report - 2012-13

S.N	Category	Description	Timeline	Responsible Division/Staff	Outcome
1	Meetings	IQAC	Once in 2-3 months	IQAC	4 meeting held
		Teaching Staff	Once in a month	Staff Council/IQAC	6 meetings held
		Non-teaching	Once in 3 months	Office Head Clerk	2 meetings held
		Departments	Once a month	HOD of the concerned dept.	Held every month
		Students Council	Twice a semester	Council Director	4 meetings held
		Magazine Editorial Board	Once in Semester	Staff Editor	One meeting held
		PTA	Once a year	Staff in charge	One meeting held
		Alumni General Body	Once a year	Staff in charge	held on 6th of January 2014
2	Curricular Programmes	Internal Assessment Examination	July & Sept 2013 Jan & Feb 2014	Examination Committee	4 Conducted
		Assignments	One in each semester	Staff in Charge	Given
		Publication of Internal Assessment Marks	October 2013 & March 2014	HOD/ College Office	Published
		Remedial Classes for slow learners/Peer Group Learning	Regular classes as per the schedule/ Sunday class /Library hours	Staff in Charge/ Librarian	Additional classes held for the slow learners on week days
		Class Tests	July 2013 January 2014	Subject Teacher	Conducted
S.No	Category	Description	Timeline	Responsible Division/Staff	Outcome
3	Co-Curricular Programmes	Special Lecture's	One per Semester	HOD	Held
		Outreach activities	One per year	HOD	Conceptualised
		Certificate Courses/Diplom a	4 per year	Co-ordinator, Certificate Courses	Conducted
		Career Orientation	Career Guidance	Staff in Charge	Conducted

		Programmes	Programme		
		Faculty Development Programmes	2 in year	Staff in Charge	conducted
		Job Placement Support	Throughout the year	Placement Cell	Information is updated
4	<u>Extra-Curricular</u>	Students Council Election	July 2012	Council Director	Conducted
	a) Students' Council	Inauguration	July 2012	Council Director	Held
		Independence Day	15 August	Council Director	Celebrated
		Teachers Day	5 September	Student President	Observed
		Foundation Day	12 Jan 2012	Staff in charge	Observed
		Sport's Day	Feb 2013	Sports Coordinator	Conducted
		College Day	Mar 2013	Principal , Staff & Students	Conducted
	b) Auxiliary Associations	National Service Scheme	Throughout the year	Staff in charge	2 programmes conducted
		Commerce Association	-do-	-do-	2 programmes con
		Humanities Association	-do-	-do-	2 programmes conducted
		Management Association	-do-	-do-	2 programmes con
		AICUF/CLC Association	-do-	-do-	2 programmes conducted
		Fine Arts/Cultural club	-do-	-do-	2 programmes con
		Language & Wall Magazine	-do-	-do-	2 programmes conducted
		Yoga Club	-do-	-do-	2 programmes con
		Women's Forum	-do-	-do-	2 programmes conducted
		Sports Association	-do-	-do-	Inter-class matches held
	c) Out-reach Programmes	Awareness and Social Welfare programmes	Planned	Staff in charge	Conducted
	d) Conference & Workshops	Workshop	Planned	Research Cell/IQAC	Conducted
	e) Certificate Courses	Investment Management	60 hrs	Diploma Coordinator	Conducted
		Labour Laws	20hrs	-do-	Conducted
		Photography	20 hrs	-do-	Conducted
		Accounting and Taxation	20 hrs	-do-	Conducted

	f) Counselling	Career and Personal Counselling	Throughout the year	Trained Counsellors	Conducted
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