

Minutes of IQAC Meeting held on 10th June 2013 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 Swathi Bhat
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 Mohith Bhagath

Agenda:

- Reading of the minutes of the previous meeting
- Action Plan for the academic year/IQAC
- M.Com Inauguration
- Faculty Development Programmes
- Diploma/Certificate/Add on courses
- Ecological Awareness Programme
- Any other matter

In the meeting began with a silent prayer and the Principal welcomed the members of IQAC present for the meeting. He also informed the members that Mr Udaya, the librarian, had qualified in the National Eligibility Test for Lectureship conducted by the UGC on 25 March 2013.

Proceedings:

The minutes of previous IQAC meeting was read and approved.

- 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 one day prior to the reopening of the College
- All the members expressed happiness about the initiative to start the first PG programme (M.Com) in SAEC and appreciated the role played by the IQAC in this regard. It was also decided to have the formal inaugural of the M.Com course on 27th July.
- It was decided to have the internal exams in July and September to decide 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.
- It was decided to organize faculty development programme for the personal and professional development through soft skills. The programme would be jointly organized by the Research Cell and IQAC of the College.
- It was decided to celebrate Independence Day and Teachers Day under the auspices of the Students' Council by conducting relevant programmes.
- All the committee heads were asked to conduct at least 2 meetings in a semester and to keep a record of all the meetings conducted.
- All the association presidents were asked to plan their activities for the semester and submit the dates to the IQAC by 30th June 2013.
- The IQAC suggested that the Yoga Association plan a workshop on Yoga in the month of July or December 2013.
- Dr Donald Lobo was requested to co-ordinate all the diploma/certificate/add on courses open to general public/students of SAEC
- Dr Mahalinga Bhat informed the IQAC that Shree Harekala Hajabba, the CNN-IBN Person of the Year Award and the Indian Express Group Man of the Year Winner would be invited to visit the College during the semester
- Dr Donald Lobo, Director of SABI announced his plans to introduce two new certificate courses in Real Estate Management and Mathematics of Investment
- The President of the Humanities Association informed the meeting about their plans to invite Mr Pusrushothama K.V., Associate Professor of Economics, Pompei College, Aikala, to give a talk on 'Himalayan Trekking Experience and Eco-tourism' in August as a part of the exercise to sensitize the students to ecological concerns .

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 30th September 2013 at 3.30 p.m. in the Principal's Chamber.

Members Present:

1. Fr Michael John
2. Dr 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 Swathi Bhat
14. Mr Udaya
15. C A Venkatakrishna
16. Dr Denis Fernandes
17. Mr Vinayak
18. Mr Callen D'Souza
19. Mr Victor D'Souza
20. Mr Mohith Bhagath

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.

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 10th June 2013 was read and approved. The Principal congratulated the IQAC coordinator Dr Charles Furtado on being elected President of AET, Mangalore University.
- The two internal assessment exams were held in July and August and the internal assessment marks were displayed on the notice board.

- The members felt that the faculty improvement programme organised by the IQAC held on 14th June with Rev. Fr Pradeep Sequeira, Administrator, AIMIT, Beeri, on 'Personal and Professional Advancement through Soft Skills Development' was useful.
- The Principal congratulated many members who were invited as resource persons to other colleges.
- The IQAC coordinator informed the members that the students were very happy about the remedial classes conducted and it was heartening to note that the attendance of the students in the remedial classes had improved.
- Dr V.B. Hans Coordinator, M.Com, reported that MrPrabhakarNeermarga, Assistant Registrar (Administration), Mangalore University formally inaugurated the M.Com Course
- The President of the Humanities Association reported that there was the good response to the patriotic singing competition conducted on the occasion of Independence Day.
- All the Association Presidents were asked to submit their reports to the IQAC by 5th October.
- Dr Charles Furtado, HoD, English, reported that the meeting of the Association of English Teachers, Mangalore University was held in the College on 12th June and that the members deliberated upon the proposed uniform text for languages.
- Dr Donald Lobo informed the meeting that the Diploma/Certificate courses offered by the College had attracted many students/general public this year also and that many luminaries drawn from the industry lent their invaluable expertise to the students by way of resource sharing.
- The IQAC coordinator requested all the Heads of Departments and Presidents of Associations to submit the minutes/reports at the earliest.
- MrsKavitha B. Avinash, President, Yoga Association informed the meeting that the Yoga workshop conducted by MrKushalappa, eminent Alumni, was well-attended.

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

IQAC Coordinator
Dr Charles V. Furtado

Principal
DrManohar V.Serrao

Minutes of IQAC Meeting held on 10th December 2013 at 3.30 p.m. in the Principal's Chamber.

Members Present:

1. Fr Michael John
2. MrManohar V. Serrao
3. Mr Ravi Shetty
4. Dr Charles V. Furtado
5. Dr Donald Lobo
6. Dr V. B. Hans
7. DrMahalingaBhat
8. MrKishorechandra
9. MsShakilaHegde
10. MsKavitha B.Avinash
11. MsSharolinMenezes
12. MsLavita Rodrigues
13. MsSwathiBhat
14. MrUdaya
15. C A Venkatakrishna
16. Dr Denis Fernanades
17. MrVinayak
18. Mr Callen D'Souza
19. Mr Victor D'Souza
20. MrMohithBhagath

Agenda:

- Reading of the minutes of the previous meeting
- Action Plan
- 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 IQAC present in the meeting.

Proceedings:

- The minutes of previous IQAC meeting held on 30th September was read and approved.
- The IQAC coordinator briefed the meeting about the framework of the plan of action of the IQAC for the even semester. Staff members were asked to submit the plan of action of the even semester on or before 18thDecember.

- The Principal asked the Association Presidents to submit the plan of action of extra-curricular activities for the semester
- It was decided to have the internal exams in January and February to decide the internal assessment marks of the students. All students would also 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 invite Rev. Dr John Sequeira, Director, Rishivana, as the resource person for the faculty development programme for the teaching staff in February.
- The Director of the Alumni Association informed the meeting that the alumni reunion would be held on 4th January and MrGopalkrishna Shetty, Branch Manager, Canara Bank would be felicitated during the programme.
- 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. 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.
- The Vice-Principal informed the members that 7 students had successfully completed the CPT exam conducted by the institute of Chartered Accountants of India.
- All the staff members were asked to provide counseling to the students whenever there was a need.
- In the meeting it was decided to update all the departmental files and keep everything ready before the next IQAC meeting.
- Rev Fr. Michael John SJ, Administrator, SAEC, gave a pep talk and motivated all the members to continue to serve the student fraternity to the best of their abilities.
- 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 an effective semester.

IQAC Coordinator
Dr Charles V. Furtado

Principal
DrManohar V.Serrao

Minutes of IQAC Meeting held on 4th April 2014 at 3.30 p.m. in the Principal's Chamber.

Members Present:

1. Fr Michael John
2. MrManohar V. Serrao
3. Mr Ravi Shetty
4. Dr Charles V. Furtado
5. Dr Donald Lobo
6. Dr V. B. Hans
7. DrMahalingaBhat
8. MrKishorechandra
9. MsShakilaHegde
10. MsKavitha B.Avinash
11. MsSharolinMenezes
12. MsLavita Rodrigues
13. MsSwathiBhat
14. MrUdaya
15. C A Venkatakrishna
16. Dr Denis Fernanades
17. MrVinayak
18. Mr Callen D'Souza
19. Mr Victor D'Souza
20. MrMohithBhagath

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
- Any other matter.

Meeting began with a silent prayer and the Principal welcomed the members of IQAC present in the meeting. He also congratulated Dr V. B. Hans on his paper on Microfinance being selected for the M.B.A. syllabus of Sprott Business School, Canada and Mr Ravi Shetty, vice principal for registering for the PhD programme in the Bharatiar University, Coimbatore.

Proceedings:

- The minutes of previous IQAC meeting held on 10th December 2013 was read and approved.
- Dr Charles Furtado, IQAC Coordinator congratulated the Principal DrManohar V. Serrao on his being awarded the Ph.D. degree by the University of Manipal
- All the staff members felt that the remedial classes and peer group learning were very useful for the students who seemed to be faring much better in the class tests.
- Dr Donald Lobo briefed the meeting about the functioning of placement cell and the various forthcoming activities of the Students' Council.
- The Principal congratulated the staff on the grand success of the College Day celebrations and the Alumni Day.
- The Administrator informed the members that the Management had disbursed nearly Rs 2,00,000/- as scholarship during the academic year and had also supported a differently abled student to continue education. Members expressed their happiness over the extension of the fee concessions and other facilities provided by the Management to the needy students to this academic year also.
- Dr V. B. Hans, the Research Cell Coordinator, asked the staff membersto publish research articles in UGC notified journals.
- The staff were reminded to ensure that all the portions were completed and model question papers were distributed to the students well in advance.
- The IQAC Coordinator requested all the Heads of Departments and Presidents of Associations to submit their reports on time.
- It was placed on record that many of the staff members had attended State & National level Seminars and workshops during the academic year.Many had lent their services as resource persons, judges of competitions, etc.

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

IQAC Coordinator
Dr Charles V. Furtado

Principal
DrManohar V.Serrao

IQAC Action Taken Report - 2013-14

| 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 |

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|---|---------------------------|---|---------------------|------------------------------|--------------------------|
| | | 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 2013 | Council Director | Conducted |
| | a) Students' Council | Inauguration | July 2013 | Council Director | Held |
| | | Independence Day | 15 August | Council Director | Celebrated |
| | | Teachers Day | 5 September | Student President | Observed |
| | | Foundation Day | 12 Jan 2013 | Staff in charge | Observed |
| | | Sport's Day | Feb 2014 | Sports Coordinator | Conducted |
| | | College Day | Mar 2014 | 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 |

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