

## **Minutes of IQAC Meeting held on 20<sup>th</sup> June 2014 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 Royson Anil Sequiera

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

### **Agenda:**

- Reading of the minutes of the previous meeting
- Action Plan for the academic year
- University level workshop in Commerce
- POs, PSOs and COs
- Curricular/co-curricular activities.
- Any other matter.

### **Proceedings:**

The minutes of previous IQAC meeting held on 4<sup>th</sup> April 2014 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 inviting Mr Venkatesh Amin, HRD trainer Sri Devi College of Management as the resource

person. It was also decided to conduct an orientation programme to M.Com students on 2<sup>nd</sup> August.

- All the Heads of Department were asked to prepare the POs, PSOs and COs of all the subjects and submit it to the IQAC within 15 days.
- It was decided to have the internal exams in July and September to decide internal assessment marks of 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 teaching staff through soft skills. The programme would be jointly organized by the Research Cell and IQAC of the College.
- 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 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 4<sup>th</sup> July 2014.
- Dr Donald Lobo told the meeting that the Commerce Department and Commerce Association would host a one day workshop on the revised Commerce syllabus in July. They would also arrange a study visit to the BASF industry in August to provide practical exposure to the B.Com students.
- All the staff members were asked to provide counseling to the students whenever there was a need.

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

IQAC Coordinator  
Dr Charles V. Furtado

Principal  
Dr Manohar V. Serrao

## **Minutes of IQAC Meeting held on 29<sup>th</sup> September 2014 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 Fernanades
17. Mr Vinayak
18. Mr Callen D'Souza
19. Mr Victor D'Souza
20. Mr Royson Anil Sequiera

Meeting began with a silent prayer and the Principal welcomed the members of IQAC present for the meeting. The Principal congratulated Dr Mahalinga Bhat and the editorial board on Sandhya Deepa winning the 2<sup>nd</sup> place in the College Annual competition conducted by the Mangalore University for the academic year 2013-14.

### **Agenda:**

- Minutes of the previous meeting
- Report of action taken.
- Curricular and Co-curricular programmes.
- Extra-curricular activities.
- Refreshment Counter
- Any other matter

**Proceedings:**

The minutes of previous IQAC meeting held on 20<sup>th</sup> June 2014 was read and approved.

- The two internal assessment exams were conducted in July and September and the respective mark lists were submitted to the College Office. The internal assessment marks were calculated and would be displayed on the notice board in October
- The Vice-Principal informed the members that the regular remedial classes and peer group learning sessions were conducted and that helped the students to improve their performance in the internal examinations.
- Dr Donald Lobo informed the members that SAEC had entered into MoUs with CREDAI, KCCI and DIC for conducting certificate courses in the College.
- The special lecture on Kannada Folklore in the Coastal belt by Mr Devu Hanhalli, programme executive, All India Radio on 2<sup>nd</sup> August was highly effective in increasing the interest of the students in Kannada folklore.
- All the Coordinators of the curricular programmes were asked to give a feedback of the programmes they conducted along with suggestions for improvements. They were also asked to submit their respective reports to the IQAC.
- The IQAC Coordinator expressed his happiness at the successful implementation of all the planned activities under the auspices of the Students' Council and different associations.
- The Principal asked all the teachers to train the students for the examination by providing them with study material and working out of previous years' question papers.

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  
Dr Charles V. Furtado

Principal  
Dr Manohar V. Serrao

## **Minutes of IQAC Meeting held on 19<sup>th</sup> December 2014 at 3.30 p.m. in the Principal's Chamber.**

### **Members Present:**

1. Fr Michael John
2. DrManohar 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 Venkatakrisna
16. Dr Denis Fernanades
17. MrVinayak
18. Mr Callen D'Souza
19. Mr Victor D'Souza
20. MrRoyson Anil Sequiera

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

### **Agenda:**

- Minutes of the previous meeting
- Plan of Action for the even semester
- Curricular/Co-curricular programmes
- Extracurricular activities
- Any other matter

### **Proceedings:**

The minutes of previous IQAC meetingheld on 29<sup>th</sup> September 2014 was readand approved.

- The IQAC coordinator informed the members to conduct the departmental and association meetings and to submit the minutes to the IQAC. They were also asked to plan the activities for the semester and inform the dates, resource persons and venues of the programmes within a fortnight to the IQAC.
- It was decided to invite DrRadhakrishnaBhat, Associate Professor of Economics, Pompei College to take a session on writing project proposals for minor and major research projects. It was also decided to invite MrRavindraSwamy, St Aloysius College Autonomous to conduct a training programme for the administrative staff.
- Dr Charles Furtado informed the members about the English workshop which would be held in the College on 19<sup>th</sup> January.
- Dr Donald Lobo informed the meeting that the annual Alumni Reunion would be held on 27<sup>th</sup> February.
- It was decided to have the two internal exams in January and February 2015 for UG students and PG students in the Month of February and March.
- The students were to be informed to take the exams very seriously without absenting themselves. It was also decided that all the students would be given atleast one assignment per subject.
- The consolidated Internal Assessment marks would be published on the students' notice board in the month of March.
- Going by the success of the remedial classes experiment, the staff members were asked to conduct regular classes and tests for the slow learners.
- It was decided to organize outreach programmes to sensitize the students to social issues. It was decided to conduct a blood donation camp sometime in the last week of January. It was also decided to visit Olavinahalli, an Ashram for the aged, disabled and destitute as part of outreach programme.
- It was decided to have the Annual Sports day on 1<sup>st</sup>February and Talents Day on 2<sup>nd</sup> February. The date of the 49<sup>th</sup> College Day was fixed as 7<sup>th</sup> March 2017.
- Dr Donald Lobo suggested to conduct a programme for the general public on the Union Budget 2015. It was decided to invite Mr Gerard Colaco, leading Investment Consultant as resource person.
- The Principal informed all the members that SAEC would complete 50 years and the Golden Jubilee Celebration of the College would be celebrated in the next academic year.
- He also informed the staff about the introduction of Biometric Attendance and the availability of the Minor Research Projects offered by UGC.
- 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 looks forward to a fruitful semester.

IQAC Coordinator

Principal

**Minutes of IQAC Meeting held on 26<sup>th</sup> March 2015 at 3.30 p.m. in the Principal's Chamber.**

**Members Present:**

1. Fr Michael John
2. DrManohar 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. MrRoyson Anil Sequiera

The meeting began with silent prayer and the Principal welcomed the IQAC members.

**Agenda:**

- Reading the minutes of last meeting
- Report of action taken
- Golden Jubilee
- Minor Research Project
- Any other matter.

**Proceedings:**

- The minutes of previous meeting held on 19<sup>th</sup> December 2014 was read and approved.
- The two internal assessment exams were conducted in January and February for the UG students and the respective mark listswere submitted to the office and displayed in the notice board.

- Dr Charles Furtado informed the members that the one day University level workshop on the revised English syllabus went on very well and more than 100 teachers participated in it.
- Student feedback was taken for all the teaching staff.
- The Principal congratulated the presidents of different associations on the successful completion of the various activities during the semester.
- The Principal also requested the teachers to take special interest in training the students for the university exams.
- A special committee and various sub committees were constituted to oversee the various programmes to be planned as a part of Golden Jubilee celebration of St Aloysius Evening College. A steering committee and subcommittees were formed.
- The steering committee would comprise of President-Rev. Fr Michael John SJ, Administrator, Vice President- DrManohar V.Serrao, Secretary-Dr Donald Lobo, and Treasurer-Mr Ravi Shetty. All the staff members would be members.
- The Research Cell Coordinator requested the staff members to get the proposals ready for applying for the Minor Research Projects which were likely to be announced within a few months. It was suggested that the topics be locally relevant and practicable.
- There was a brief discussion about selecting the chief guest for the inaugural and grand finale of the Golden Jubilee celebration. Since no names could be finalized in the meeting, the Principal asked the members to suggest names of luminaries as soon as possible.

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

IQAC Coordinator  
Dr Charles V. Furtado

Principal  
DrManohar V.Serrao



## IQAC Action Taken Report - 2014-15

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 27th of February 2015
2	Curricular Programmes	Internal Assessment Examination	July & Sept 2014 Jan & Feb 2015	Examination Committee	4 Conducted
		Assignments	One in each semester	Staff in Charge	Given
		Publication of Internal Assessment Marks	October 2014 & March 2015	HOD/ College Office	Published
		Remedial Classes for slow learners/Peer Group Learning	Regular classes as per the schedule/ /Library hours	Staff in Charge/ Librarian	Additional classes held for the slow learners on week days
		Class Tests	Sept 2014 January 2015	Subject Teacher	Conducted

Sl.No	Category	Description	Timeline	Responsible Division/Staff	Outcome
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3	Co-Curricular Programmes	Special Lecture's	One per Semester	HOD	Held
		Outreach activities	Four per year	HOD	Conceptualised
		Certificate Courses/Diploma	6 per year	Co-ordinator, Certificate Courses	Conducted
		Career Orientation Programmes	Career Guidance Programme	Staff in Charge	Conducted
		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> a) Students' Council	Students Council Election	July 2014	Council Director	Conducted
		Inauguration	July 2014	Council Director	Held
		Independence Day	15 August	Council Director	Celebrated
		Teachers Day	5 September	Student President	Observed
		Foundation Day	12 Jan 2015	Staff in charge	Observed
		Sport's Day	Feb 2015	Sports Coordinator	Conducted
		College Day	Mar 2015	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 Conducted
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 in two Semesters
	c)Out-reach Programmes	Awareness and Social Welfare programmes	Planned	Staff in charge	4 ProgrammesConducted
	d)Conference & Workshops	Workshop	Programmes Planned	Research Cell/IQAC/Dept's Heads	4 ProgrammesConducted
	e)Certificate Courses	Investment Management	60 hrs	Diploma Coordinator	Conducted
		Labour Laws	20hrs	-do-	Conducted
		Photography	20 hrs	-do-	Conducted
		Mathematics of Investment	10 hrs	-do-	Conducted
		Real Estate Management	40 hrs	-do-	Conducted
		Entrepreneurship Development	20 hrs	-do-	Conducted
	f) Counselling	Career and Personal Counselling	Throughout the year	Trained Counsellors	Conducted