

## **Minutes of IQAC Meeting held on 12<sup>th</sup> June 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 Fernandes
17. MrVinayak
18. Mr Callen D'Souza
19. Mr Victor D'Souza
20. MrLaren D'Souza

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
- Action Plan for the academic year
- Innovative Outreach Programme
- Golden Jubilee Celebrations.
- Any other matter.

### **Proceedings:**

- The minutes of previous IQAC meeting held on 26<sup>th</sup> March 2015 was read and approved.
- It was decided to organize an Orientation Programme for I B.A, I B.Com & I BBM students with their parents on 15<sup>th</sup> June 2015.

- It was decided to conduct a Faculty Development Programme for the teaching staff on 12<sup>th</sup> June and invite CA Kiran Vasanth as the resource person. A Training Programme on 'Basic Computers' was also planned for the Administrative Staff of the College.
- It was decided to have the internal examinations in July and Sept. 2015. All the teachers were asked to earmark the portions and see that the necessary portions are completed in time.
- The Principal suggested that, the College start a new innovative outreach programme One Rupee Revolution wherein the staff & students contribute a rupee each every day and use the proceeds for outreach.
- It was decided to have formal inauguration of the Golden Jubilee Celebrations on 11<sup>th</sup> July 2015. It was also decided to invite Prof K. Byrappa, Vice Chancellor, Mangalore University, as the Chief Guest and Sri J. R. Lobo, MLA, Mangalore South Constituency & Rev. Fr Denzil Lobo SJ, Rector, St Aloysius College Institutions as Guests of Honour, Rev. Dr Stanislaus D'Souza SJ, Provincial, Karnataka Jesuit Province would preside over the programme.
- Dr Donald Lobo informed the members that two certificate courses would be offered for the general public. It was also decided to host a state level inter collegiate fest 'Kuruksheethra on 8<sup>th</sup> August. The Principal asked the Yoga Association to organize a Blood Donation camp on 25<sup>th</sup> August.
- The Principal solicited the support of all the staff members, members of Alumni and Parents Association to make the Golden Jubilee celebrations a memorable one. It was decided to bring out a special souvenir to commemorate the Golden Jubilee celebration. Dr Mahalinga Bhat was asked to take charge of the planning and execution of the souvenir.
- The Principal reminded the staff members to apply for the MRP in the correct format within the last date.
- The Organizing Secretary, Golden Jubilee celebrations, Dr Donald Lobo appealed to all the members to find necessary sponsors/donors for the various activities planned for the Golden Jubilee year.
- The staff were also asked to contact as many alumni/ae of the College & involve them in the celebrations.

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 7<sup>th</sup> October 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. MsSwathiBhat
13. MrUdaya
14. C A Venkatakrishna
15. Dr Denis Fernandes
16. MrVinayak
17. Mr Callen D'Souza
18. Mr Victor D'Souza
19. MrLaren D'Souza

Meeting began with a silent prayer and the Principal welcomed the members of IQAC present for the meeting. The Principal thanked 5 staff members for successfully applying online for the UGC sponsor MRP. He also thanked the staff for all the efforts in coordinating the various academic activities in spite of the busy schedule of Golden Jubilee Celebration.

### **Agenda:**

- Minutes of the previous meeting
- Report of action taken.
- Curricular and Co-curricular programmes.
- Review of the Golden Jubilee events of odd semester
- Planning for Golden Jubilee events of even semester
- Any other matter

### **Proceedings:**

- The minutes of previous IQAC meeting held on 12<sup>th</sup> June 2015 was read and approved.
- The Internal exams were conducted in July & Sept and the marks lists were submitted to the office. The consolidated Internal Assessment marks was displayed on the notice board.

- The Principal informed that the formal inauguration of Golden Jubilee celebrations held on 11<sup>th</sup> July was a grand success. The two certificate courses in Insurance Management & Basic & Advanced Communication Skills, inaugurated by Prof K. Byrappa were well appreciated and had many takers. He also congratulated the coordinator of the inter-collegiate fest Kurukshetra.
- The president of the Yoga Association was congratulated on successfully organizing the Blood Donation Camp in collaboration with Father Muller Medical College Hospital & Lions Club Metro Gold.
- It was decided to have a special workshop in Communicative English called 'Easy English' exclusively for B.A. students in December. It was decided to invite Dr T. K. Ravindran, HoD, English, SVS College, Bantwalas the resource person.
- It was also decided to conduct a National level symposium on the role of Yoga on National integration sometime in January 2016 as part of the Golden Jubilee celebrations. It was suggested that Padmabhushana Dr B.M. Hegde & Col. Mans Ranjan Chowdhury would be invited as the Chief Guest & Guest of Honour respectively.
- It was decided to inaugurate the newly introduced Certificate Course in Insurance Management on 1 February 2016 and invite Dr Sharanappa S.D. IPS, as the Chief Guest.
- The Golden Jubilee year alumni meet of the St Aloysius Evening College would be held on 5<sup>th</sup> March. Senior Civil Judge and First Class Judicial Magistrate Ms Reshma Rodrigues would be invited as the Chief Guest.

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 16<sup>th</sup> December 2015 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. Swathi Bhat
13. Mr Udaya
14. C A Venkatakrishna
15. Dr Denis Fernandes
16. Mr Vinayak
17. Mr Callen D'Souza
18. Mr Victor D'Souza
19. Mr Laren D'Souza

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

### **Agenda:**

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

### **Proceedings:**

- The minutes of previous IQAC meeting held on 7<sup>th</sup> October 2015 was read by the IQAC and approved.

- It was decided to have only one examination and one assignment to decide the internal assessment marks
- The dates for the Sports Day and Talents Day were fixed as 31<sup>st</sup> Jan and 3<sup>rd</sup> February respectively.
- It was decided to have the proposed National Level symposium on Role of Yoga in National Integration on 30<sup>th</sup> Jan in association with Avishkar Yoga, Bejai. It was suggested that Yogacharya V. L. Rego be invited as the Chief Guest for the valedictory.
- It was decided to visit De Mercede, an orphanage run by the Ursuline Franciscan Sisters on the 6<sup>th</sup> Feb. This would be a part of the One Rupee Revolution. It was also decided to donate Rs 10,000/- towards the construction of their new building and to extend financial help to 5 students belonging to the low income group to pay their tuition fee.
- It was decided to have the grand finale of the Golden Jubilee celebrations on 12<sup>th</sup> March with Sri T.B. Jayachandra, Minister of Higher Education, Govt. of Karnataka as the chief guest. It was decided to invite the local MLA, MLCs & other dignitaries to the valedictory. Rev. Fr Stanislaus D'Souza, Provincial, would proceed over the function. It was decided to honour former Principals, retired and present staff on the occasion and involve all the stakeholders of the College in the programme. A grand cultural extravaganza would follow the formal function.
- Dr Mahalinga Bhat suggested that the special souvenir would be named 'Suvarna Sandhya', and would carry articles by all the stakeholders of the Institution.
- It was decided to conduct an inter-collegiate Post Graduate Commerce Fest, Enthusia-2016 in March. Ms Swathi Bhat was appointed as co-ordinator of the fest.
- The Principal reminded all the committee heads to keep the requirements for the programmes ready well in advance.
- Sports Association President Mr Kishorechandra was asked to fix the dates & the referee for Inter Class Matches. It was also decided to conduct inter-class cricket matches on one of the Sundays in January.
- It was decided to organise a career guidance programme for the final year students on 21<sup>st</sup> April. Dr Norbert Lobo, Associate Professor of Economics, St Aloysius College (Autonomous) would be invited as the Resource Person.

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 April 1<sup>st</sup> 2016 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. MsSwathiBhat
13. MrUdaya
14. C A Venkatakrishna
15. Dr Denis Fernandes
16. MrVinayak
17. Mr Callen D'Souza
18. Mr Victor D'Souza
19. MrLaren D'Souza

Meeting began with a silent prayer and the Principal welcomed the members of IQAC present for the meeting. The Principal congratulated the members on the successful discharge of all their responsibilities in connection with the Golden Jubilee Celebration. He specially thanked the committee members for their support & cooperation especially in raising the finances for the Golden Jubilee celebration.

### **Agenda:**

- Reading the minutes
- Action taken
- Golden Jubilee Valedictory/College Day
- Any other matter.

**Proceedings:**

The minutes of previous meeting held on 23<sup>rd</sup> December 2015 was read and approved

- The internal assessment exam was conducted in February. The consolidated marks based on the exam and assignment were displayed on the notice board in March. Special classes were conducted for the students to train them for the examination.
- Many staff members felt that 'Essay English' was a grand success and could be continued as an annual event.
- The Principal congratulated the staff members who were sanctioned MRPs by the UGC. He also expressed his happiness that the M.Com course was doing well.
- The IQAC coordinator requested all the presidents and heads of department to submit their reports as soon as possible.
- It was decided to arrange a one day picnic for the teaching & support staff to the Summer Sands resort. Dr Charles Furtado was appointed as coordinator and was asked to conduct some games, quizzes etc.
- The PG coordinator informed the meeting that the M.Com course had entered its 3<sup>rd</sup> year.
- It was decided to have a get-together involving all the stakeholders of the college to celebrate the successful culmination of the Golden Jubilee Year.

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

IQAC Coordinator  
Dr Charles V. Furtado

Principal  
Dr Manohar V. Serrao



## IQAC Action Taken Report - 2015-16

S.N	Category	Description	Timeline	Responsible Division/Staff	Outcome
1	Meetings	IQAC	Once in 2-3 months	IQAC	4 meetings 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	Twice in a Semester	HOD of the concerned dept	4 meetings held
		Students' Council	Twice a semester	Council Director	4 meetings held
		Magazine Editorial Board	Once in a semester	Staff Editor	1 meeting held
		PTA	Once a year	Staff in charge	1 meeting held
		Alumni General Body	Once a year	Staff in charge	1 meeting held
2	Curricular Programmes	Internal Assessment Examinations	July & Sept 2015 Feb 2016	Examination Committee	3 Conducted
		Assignments	One in each semester	Staff in Charge	Given
		Publication of Internal Assessment Marks	October 2015 & March 2016	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	Discretion of staff in charge	Subject Teacher	Conducted

S.No	Category	Description	Timeline	Responsible Division/Staff	Outcome
3	Co-Curricular Programmes	Special Lectures	4	Staff in charge	Held
		Certificate Courses/Diploma	5	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 2015	Council Director	Conducted
		Inauguration	July 2015	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
		Sports Day	31 Jan 2016	Sports Coordinator	Conducted
		College Day	12 Mar 2016	Principal, Staff & Students	Conducted
	b) Auxiliary Associations	National Service Scheme	Throughout the year	Staff in charge	2 programmes held
		Commerce /AI.Com	-do-	-do-	4 programmes held
		Humanities Association	-do-	-do-	1 programme held
		Management Association	-do-	-do-	1 programme held
		AICUF/CLC Association	-do-	-do-	2 programmes held
		Fine Arts/Cultural club	-do-	-do-	2 programmes held
		Language & Wall Magazine	-do-	-do-	2 programmes held
		Yoga Club	-do-	-do-	2 programmes held

		Women's Forum	-do-	-do-	2 programmes held
		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 Programmes Conducted
	d) Conference & Workshops	Workshops	Planned	Research Cell/IQAC/Dept's Heads	1 Programme Conducted
	e) Certificate Courses	Investment Management	120 hrs	Diploma Coordinator	Conducted
		Labour Laws	20hrs	-do-	Conducted
		Photography	20 hrs	-do-	Conducted
		Insurance Management	10 hrs	-do-	Conducted
		Basic and Advanced Communication Skills	60 hrs	-do-	Conducted
	f) Counselling	Career and Personal Counselling	Throughout the year	Staff in charge	Conducted