

Minutes of IQAC Meeting held on 20th June 2016 at 3.30 p.m. in the Principal's Chamber.

Members Present:

1. FrSwebertD'SilvaSJ
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. Mr Henry D'Souza
20. MrJeevan Lobo

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

Agenda:

1. Reading the minutes
2. Plan of action
3. Curricular/Co-curricular/Extra-curricular
4. Any other matter

Proceedings:

- The minutes of previous IQAC meeting held on 1st April was read and approved.
- All the presidents of various associations and heads of department were asked to plan the activities and fix the dates of meetings for the semester and submit the list to the IQAC
- The Principal informed the members that two or more associations/departments could collaborate and conduct activities
- It was decided to have two internal exams, one in July and the other in September. All students would also be given an assignment in each of their subjects.

- The Class Guides / Mentors were asked to meet their wards individually and try to find out their personal details, family background, work particulars etc.
- It was decided that remedial classes for slow learners would be conducted on a regular basis along with peer group learning on designated days.
- It was decided to conduct the Students' Council election in July.
- It was decided to celebrate the 69th Independence day by arranging a talk by Dr Vishanz Pinto, St Aloysius College (Autonomous) on 'India: Freedom and Progress' on 13 August
- It was also decided to observe Teachers Day on 5th September under the auspices of the Students' Council
- It was decided to invite resources persons / professionals/ government officials to give talks on various topics of interest with special reference to environmental issues, women's rights, social priorities etc.
- The Principal informed the members that the subsidised evening snacks programme would be continued in the new academic year also. Deserving students would be provided the snacks free of cost
- All the class guides were asked to provide need-based counselling to the students.

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 1st October 2016 at 3.30 p.m. in the Principal's Chamber.

Members Present:

1. FrSwebertD'Dilva SJ
2. DrManohar V. Serrao
3. Mr Ravi Shetty
4. Dr Charles V. Furtado
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Meeting began with a silent prayer and the Principal welcomed the members of IQAC present for the meeting.

Agenda:

- Reading the minutes
- Action taken
- Curricular/Co-curricular/Extra-curricular
- Any other matter

Proceedings:

- The minutes of previous IQAC meeting held on 20th June 2016 was read and approved.
- The two internal assessment exams were conducted in July and September and the mark list submitted to the office Internal assessment marks were displayed on the notice board in September
- It was found that there was active student participation in most of the activities organised by the association / departments under the Students' Council. All the Presidents / HoDs were reminded to submit the reports within a week

- Mr Kishorechandra, the Coordinator of Associations reported that the special talks arranged by the Commerce Association and Women's Forum by Prof.Raghunandhan on 'Capital Market' and Ms Kala Nicholas on Legal Safeguards for Youth were well received by the students.
- The IQAC coordinator thanked all the presidents of associations for the efficient way in which the various extra-curricular activities were conducted during the semester. He requested for a brief feedback of the programmes along with suggestions for improvement.
- The Principal asked all the teachers to provide the students with study material and work out old question papers to prepare them for exams.
- The Principal informed that SAEC would join SAC (autonomous) in the SwachhaMangaluru Programme to be held on 18th December
- 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.

IQAC Coordinator
Dr Charles V. Furtado

Principal
DrManohar V. Serrao

Minutes of IQAC Meeting held on 20th December 2016 at 3.30 p.m. in the Principal's Chamber.

Members Present:

1. FrSwebertD'Dilva SJ
2. DrManohar V. Serrao
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4. Dr Charles V. Furtado
5. Dr Donald Lobo
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- Any other matter

Proceedings:

- The minutes of previous IQAC meeting held on 1st October 2016 was read and approved.
- Keeping in view the event filled semester all the Heads of the Department were asked to plan all the activities so that the syllabus can be completed in time.
- It was decided to conduct two internal assessment examinations one in January and the other in February. The students would also be given an assignment per subject.

- The Principal asked all the teaching staff to conduct remedial classes on a regular basis giving importance to writing
- All the Heads of Department and Presidents of associations were requested to organise talks related to the topics to be taught during the semester
- It was decided to have the College Day on 11 March
- It was decided to conduct the Talents Day, Sports Day and Blood Donation Camp in January
- All presidents of associations were asked to submit their respective calendar of activities to the IQAC.
- The staff members were requested to encourage more students to participate in the competitions organised by the associations.
- It was decided to visit an Orphanage sometime in March as part of the OneRupee Revolution outreach
- The Principal asked all the criteria heads to finalise their respective criteria documentation
- It was decided to conduct a career guidance programme for the final year students in March.
- The Principal asked all the Heads of the department to get students feedback in March and submit it to the IQAC.

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 3 April 2017 at 3.30 p.m. in the Principal's Chamber.

Members Present:

1. FrSwebertD'Silva SJ
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
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13. MrUdaya
14. C A Venkatakrishna
15. Dr Denis Fernandes
16. MrVinayak
17. Mr Callen D'Souza
18. Mr Victor D'Souza
19. Mr Henry D'Souza
20. MrHitheshMadivala

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

Agenda:

- Reading the minutes
- Action taken
- Curricular/Co-curricular/Extra-curricular
- Any other matter

Proceedings:

- The minutes of previous IQAC meeting held on 20th December 2016 was read and approved.
- Two internal assessment exams were conducted in January and February and the consolidated internal assessment marks were displayed on the notice board in April
- The Principal informed the members that the evening snacks programme was a success and benefitted many working students.
- All Presidents of association and Heads of the Departments were asked to submit their reports to the IQAC

- The Principal congratulated Mr Kishorechandra for conducting the inter-class volley ball and throw ball matches successfully
- It was decided to conduct a farewell for the final year students in March
- The Principal reminded all the teachers to give special interest and help the slow learners to do well in the University examinations so that the College results could be further improved.
- The dates for the staff picnic and staff get together were fixed for 6th and 8th April respectively
- It was decided to hold the annual evaluation meeting held on 10th April
- All the principal investigators of the Minor Research Projects were reminded to keep the first/annual report ready for submission

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

IQAC Coordinator
Dr Charles V. Furtado

Principal
DrManohar V. Serrao

IQAC Action Taken Report - 2016-17

S. No	Category	Description	Timeline	Responsible Division/Staff	Outcome
1	Meetings	IQAC	Twice in a semester	IQAC	4 meetings held
		Teaching Staff	Once in a month	Staff Council/IQAC	6 meetings held
		Non-teaching	Once in a semester	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 year	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 2016 Jan & Feb 2017	Examination Committee	4 Conducted
		Assignments	One in each semester	Staff in Charge	Given
		Publication of Internal Assessment Marks	October 2016 & March 2017	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	8 in two semesters	Staff in charge	Held
		Certificate Courses/Diploma	5 in a two semesters	Co-ordinator, Certificate Courses	Conducted
		Career Orientation Programmes	2 in a year	Staff in charge	Conducted
		Faculty Development Programmes	2 in a year	Staff in charge	Conducted
		Job Placement Support	Throughout the year	Placement Cell	Information is updated

4	Extra-Curricular a) Students' Council	Students' Council Election	July 2016	Council Director	Conducted
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		Inauguration	July 2016	Council Director	Held
		Independence Day	15 August	Council Director	Celebrated
		Teachers Day	5 September	Student President	Observed
		Foundation Day	12 Jan 2016	Staff in charge	Observed
		Sports Day	29 Jan 2016	Sports Coordinator	Conducted
		College Day	11 Mar 2017	Principal , Staff & Students	Conducted
	b) Auxiliary Associations	National Service Scheme	Throughout the year	Staff in charge	3 programmes held
		Commerce /AI.Com	-do-	-do-	9 programmes held
		Humanities Association	-do-	-do-	2 programme held
		Management Association	-do-	-do-	2 programme held
		AICUF/CLC Association	-do-	-do-	3 programmes held
		Fine Arts/Cultural club	-do-	-do-	3 programmes held
		Language & Wall Magazine	-do-	-do-	2 programmes held
		Yoga Club	-do-	-do-	2 programmes held
		Women's Forum	-do-	-do-	3 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	2 Programmes Conducted
	d)Diploma/Certificate Courses	Investment Management	120 hrs	Diploma Coordinator	Conducted
		Mathematics of Investments	10hrs	-do-	Conducted
		Photography	20 hrs	-do-	Conducted
		Insurance Management	10 hrs	-do-	Conducted
		Basic and Advanced Communication Skills	60 hrs	-do-	Conducted
	e) Counselling	Career and Personal Counselling	Throughout the year	Staff in charge	Conducted