



MEETING NOTICE

SPC/IQAC/2016-17/M.1

15/6/2016

Sirs/Madams

Sub: Regular IQAC Meeting Notice – Meeting No. 2016- 17/M.1

With reference to the subject cited above, a meeting of the IQAC is scheduled for **22, July, 2016** at 3:00pm, in the IQAC Office. Please make it convenient to attend the meeting with the most recent information on the topics that affect them as per the meeting agenda stated below.

Agenda

1. Evaluation of NAAC Visit to the college - Marks and Grading – Exit Report
2. Presenting the Annual Action Plan
3. Restructuring and functioning of Seven Criterion
4. Plan of Action for Research and Expert Committee
5. Introducing Online feedback system – e Governance strategy
6. Any other matter with the permission of the Chair

Dr AP Radhakrishna
Coordinator, IQAC



Leo Noronha
Principal

Copy to:

1. Very. Rev. Fr Alfred J Pinto, Correspondent, Managing Representative
2. Rev. Dr Antony Prakash Monteiro, Managing Representative
3. Prof Vishnu Bhat, Vice Principal
4. Prof Udaya K, Dean of Science
5. Prof. Maxim Carl, Dean of Commerce
6. Dr Herbert Nazareth, Dept. Of Commerce
7. Prof, Ganapathy S, Dean of Humanities
8. Prof Dinakara Rao, Dept. Of Economics
9. Prof Ganesh Bhat, Dept. Of Mathematics
10. Mr. Radhakrishna Gowda, Dept. Of Business Administration
11. Dr E Deepak D'Silva, Coordinator P.G. Studies in Physics
12. Mr. Praveen Prakash D'Souza, PG studies in Physics
13. Mr. Abdul Rahiman G, Administrative Staff
14. Mr. Victorian Fernandes, Administrative staff
15. Mr. Vinayachandra, Technical Staff
16. Mr. Jayaraj Bandari, Alumni President
17. Mr. Rakesh Rao – student representative
18. Mr. Jijo Joseph – Student Representative
19. Ms. Fathima Shyrin – Student Representative



RECORD OF THE MEETING

Meeting Type	Regular IQAC Meeting - Meeting No. 2016-17/M.1
Date & Time	22, July, 2016 at 3:00pm
Place	IQAC Office

ATTENDANCE

Sl No	Name of the Member	Designation	Signature
1.	Rev. Fr Alfred J Pinto,	Correspondent, Managing Representative	
2.	Rev. Dr Antony Prakash Monteiro	Campus Director, Managing Representative	
3.	Prof. Leo Noronha	Chairman	
4.	Prof Vishnu Bhat	Vice Principal	
5.	Dr AP Radhakrishna	IQAC Coordinator	
6.	Prof. Udaya K	Dean of Sciene	
7.	Prof. Maxim Carl	Dean of Commerce	
8.	Dr Herbert Nazareth	Dept. of Commerce	
9.	Prof. Ganapathy S	Dean of Humanities	
10.	Prof. Dinakara Rao	Dept. of Economics	
11.	Prof. Ganesh Bhat	Department of Mathematics	
12.	Mr. Radhakrishna Gowda,	Dept. of Business Administration	
13.	Dr E Deepak D'Silva	Coordinator P.G. Studies in Physics	
14.	Mr. Praveen Prakash D'Souza	PG studies in Physics	
15.	Mr. Abdul Rahiman G	Administrative Staff	
16.	Mr. Victorian Fernandes	Administrative staff	
17.	Mr. Vinayachandra	Dept. of Computer Science- Technical Staff	
18.	Mr. Jayaraj Bandary	Alumni - President	
19.	Mr. Rakesh Rao	Student Representative	
20.	Mr. Jijo Joseph	Student Representative	
21.	Mr. Fathima Shyrin	Student Representative	

Coordinator, IQAC

IQAC

St. Philomena College, Puttur

Principal
PRINCIPAL

ST PHILOMENA COLLEGE
PHILONAGAR, DARBE, PUTTUR - 574 202



MEETING MINUTES

Opening:

The IQAC Coordinator gave a warm welcome to everyone present before outlining the meeting's agenda.

Present:

1. Rev.Fr Alfred J Pinto,
2. Rev. Dr Antony Prakash Monteiro
3. Prof. Leo Noronha
4. Prof Vishnu Bhat
5. Dr AP Radhakrishna
6. Prof. Udaya,K
7. Prof.Maxim Carl
8. Dr Herbert Nazareth
9. Prof. Ganapathy S
10. Prof. Dinakara Rao
11. Prof. Ganesh Bhat
12. Mr.Radhakrishna Gowda,
13. Dr E Deepak D'Silva
14. Mr. Praveen Prakash D'Souza
15. Mr. Abdul Rahiman G
16. Mr. Victorian Fernandes
17. Mr. Vinayachandra
18. Mr. Jayaraj Bandary
19. Mr. Rakesh Rao

Absent:

1. Mr. Jijo Joseph
2. Mr. Fathima Shyrin





Approval of Agenda:

1. Evaluation of NAAC Visit to the college - Marks and Grading – Exit Report
2. Presenting the Annual Action Plan
3. Restructuring and functioning of Seven Criterion
4. Plan of Action for Research and Expert Committee
5. Introducing Online feedback system – e Governance strategy
6. Innovative teaching methods
7. Any other matter with the permission of the Chair

Approval of Minutes of Meeting of IQAC held on 8, February 2016

The Minutes of the IQAC meeting held on **8, February 2016** was placed for approval

Approval of Action Taken Report based on recommendations of the IQAC at the meeting held on 8, February 2016

S.N.	Resolution / Recommendation	Action Taken
1	Resolved to have the second Mock NAAC peer team visit	The mock peer team consisted of the Deans was set up and visited each Department to see their work
2	The evaluation of the Mock Team visits and points to be noted	Evaluation was done and the inputs were given for Departments
3	Suggested for the committees during the NAAC peer team visit.	Committees were prepared
4	Suggested for the Campus cleaning	Campus cleaning drive was done using NSS, NCC, Rovers and Rangers, Student Union members in the last week of February
5	Suggested to have the Laboratory maintenance to up to the mark	All Science Laboratory were cleaned and set up orderly
6	Resolved to adopt innovative teaching techniques in curriculum delivery	Action taken

The Action taken Report on the recommendations of the previous IQAC meeting was placed for approval. Action taken Report was approved by the house.





Proceedings of the Meeting:

- IQAC Coordinator, welcomed the members and presented the minutes of the previous meeting held on **8, February, 2016**. The minutes were passed by the members.
- Principal thanked the Conveners and coordinators of the different criterion for their full support during the NAAC peer team visited the College on April, 4-6, 2016. The Principal lauded the Collective efforts of Teaching and Non-Teaching staff in the whole NAAC evaluation process.
- Principal said, NAAC peer team has fully satisfied by SSR presentation and expressed their satisfaction and gave the good score resulted in A Grade with a score of **3.19**. At same time, he cautioned, efforts should be made to further improvement.
- IQAC coordinator reviewed the entire proceedings of NAAC peer team visit.

Presenting the Annual Action Plan

- In the meeting the draft copy of Annual Action plan prepared by IQAC was presented. Members discussed events outlined in the Action Plan. Few changes were suggested, especially the date of examination and the College Annual day, the sports and Games day related.
- In the meeting, decided to make Departmental Action plan by individual Department on line with IQAC Action Plan.
- Members discussed about the Certificate Courses and decided to give a slot in the Time Table for the Certificate Course.
- The discussion are done on the feedback mechanism and decided in the meeting to initiate the online feedback system which is a part of e- Governance. Mr. Victorian Fernandes, Dr Deepak E D'Silva and Mr. Praveen Prakash D'Souza were entrusted the responsibility to introduce the system at the earliest.
- Members favored for plan of action by the Research Committee.
- Members discussed about the suggestions given by the NAAC peer team. NAAC peer team observed that the consultancy in the College has to be strengthened. It was decided to explore for MOU and linkage with external agency by different Departments. Dr Deepak D'Silva, Coordinator of PG Physics and Mr. Vinayachandra , HOD of Computer were given the responsibility to guide the Departments in this regard. Possibility of MOU with industries, Institutes were also discussed in the meeting.
- Dr Antony Prakash Monteiro and other members have expressed their view about the Career Guidance activities in the College.





- Prof. Udaya, Dean of Science said that the idea of Annual Plan of Action is an excellent initiative by IQAC and the copy of the same should be given to all Departments so that each Department can frame their Plan of Action so that activities conducted in the College will be streamlined.
- Prof. Ganesh Bhat, said that re-structuring of the different Criterion is needed. After the discussion it was decided to have the coordinators for different criterion to help the Convener so that function of the criteria becomes smooth.

Resolution:

- The Minutes of Meeting was confirmed and approved.
- The IQAC's annual action plan was presented, discussed.
- Resolved for the Annual Action Plan by Departments
- Resolved to convene IQAC meeting on third week of Friday every month.
- Resolved to have convener for each criterion to help the coordinator so that criterion work becomes easier.

With the vote of thanks by IQAC coordinator, the meeting was adjourned at 5:00PM.

Minutes submitted by: Dr A. P. Radhakrishna, Coordinator, IQAC

Minutes approved by: Prof Udaya K, Member, IQAC.

Date: 22/7/16

Coordinator

IQAC

St. Philomena College, Puttur

PRINCIPAL

ST PHILOMENA COLLEGE

PHILONAGAR, DARBE, PUTTUR - 574 202



MEETING NOTICE

SPC/IQAC/2016-17/M.2

20/7/2016

Sirs/Madams

Sub: Regular IQAC Meeting Notice – Meeting No. 2016- 17/M.2

With reference to the subject cited above, a meeting of the IQAC is scheduled for **12, August, 2016** at 3:00pm, in the IQAC Office. Please Attend the meeting.

Agenda:

1. Finalizing the action plan for the year 2016-17
2. The review of activities held in the College
3. The discussion on the proposed activities by Departments
4. Internal Examination.
5. Any other matter with the permission of the Chair

AP Radh

Dr AP Radhakrishna
Coordinator, IQAC



Leo Noronha

Leo Noronha
Principal

Copy to :

1. Very. Rev. Fr Alfred J Pinto, Correspondent, Managing Representative
2. Rev. Dr Antony Prakash Monteiro, Managing Representative
3. Prof Vishnu Bhat, Vice Principal
4. Prof Udaya K, Dean of Science
5. Prof. Maxim Carl, Dean of Commerce
6. Dr Herbert Nazareth, Dept. Of Commerce
7. Prof, Ganapathy S, Dean of Humanities
8. Prof Dinakara Rao, Dept. Of Economics
9. Prof Ganesh Bhat, Dept. Of Mathematics
10. Mr. Radhakrishna Gowda, Dept. Of Business Administration
11. Dr E Deepak D'Silva, Coordinator P.G. Studies in Physics
12. Mr. Praveen Prakash D'Souza, PG studies in Physics
13. Mr. Abdul Rahiman G, Administrative Staff
14. Mr. Victoriano Fernandes, Administrative staff
15. Mr. Vinayachandra, Technical Staff
16. Mr. Jayaraj Bandari, Alumni President
17. Mr. Rakesh Rao – student representative
18. Mr. Jijo Joseph – Student Representative
19. Ms. Fathima Shyrin – Student Representative



RECORD OF THE MEETING

Meeting Type	Regular IQAC Meeting - Meeting No. 2016-17/M.2
Date & Time	12, August, 2016 3:00pm
Place	IQAC Office

ATTENDANCE

Sl No	Name of the Member	Designation	Signature
1.	Rev.Fr Alfred J Pinto,	Correspondent, Managing Representative	
2.	Rev. Dr Antony Prakash Monteiro	Campus Director, Managing Representative	
3.	Prof. Leo Noronha	Chairman	
4.	Prof Vishnu Bhat	Vice Principal	
5.	Dr AP Radhakrishna	IQAC Coordinator	
6.	Prof. Udaya K	Dean of Scienc	
7.	Prof. Maxim Carl	Dean of Commerce	
8.	Dr Herbert Nazareth	Dept. of Commerce	
9.	Prof. Ganapathy S	Dean of Humanities	
10.	Prof. Dinakara Rao	Dept. of Economics	
11.	Prof. Ganesh Bhat	Department of Mathematics	
12.	Mr. Radhakrishna Gowda,	Dept. of Business Administration	
13.	Dr E Deepak D'Silva	Coordinator P.G. Studies in Physics	
14.	Mr. Praveen Prakash	PG studies in Physics	
15.	Mr. Abdul Rahiman G	Administrative Staff	
16.	Mr. Victorian Fernandes	Administrative staff	
17.	Mr. Vinayachandra	Dept. of Computer Science- Technical Staff	
18.	Mr. Jayaraj Bandary	Alumni - President	
19.	Mr. Rakesh Rao	Student Representative	
20.	Mr. Jijo Joseph	Student Representative	
21.	Mr. Fathima Shyrin	Student Representative	

Coordinator, IQAC
Coordinator
IQAC

St. Philomena College, Puttur

Principal

PRINCIPAL
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iqac@spcputtur.ac.in



MEETING MINUTES

Opening:

The IQAC Coordinator gave a warm welcome to everyone present before outlining the meeting's agenda.

Present:

1. Rev.Fr Alfred J Pinto,
2. Rev. Dr Antony Prakash Monteiro
3. Prof. Leo Noronha
4. Prof Vishnu Bhat
5. Dr AP Radhakrishna
6. Prof. Udaya K
7. Prof.Maxim Carl
8. Dr Herbert Nazareth
9. Prof. Ganapathy S
10. Prof. Dinakara Rao
11. Prof. Ganesh Bhat
12. Mr.Radhakrishna Gowda,
13. Dr E Deepak D'Silva
14. Mr. Praveen Prakash D'Souza
15. Mr. Abdul Rahiman G
16. Mr. Vinayachandra
17. Mr. Jayaraj Bandary
18. Mr. Rakesh Rao

Absent:

1. Mr. Victorian Fernandes
2. Mr. Jijo Joseph
3. Mr. Fathima Shyrin





Approval of Agenda:

1. Finalizing the action plan for the year 2016-17
2. The review of activities held in the College
3. The discussion on the proposed activities by Departments
4. Internal Examination
5. Formation of students' council
6. Any other matter

Approval of Minutes of Meeting of IQAC held on 22, July, 2016

The Minutes of the previous IQAC meeting held on **22, July, 2016** was placed for approval.

Resolution: The minutes of the meeting were confirmed and approved.

Approval of Action Taken Report based on recommendations of the IQAC at the meeting held on 21.6.2016

The Action taken Report on the recommendations of the previous IQAC meeting was placed for approval.

S.N.	Resolution / Recommendation	Action Taken
1	Resolved to have the Departments and functional units action plan	Plan of actions prepared and submitted to the IQAC
2	Online feedback initiation	The work is in progress.
3	Plan of Action for the Research committee	A plan of action prepared
4	Suggestion for supplying Annual plan of Action to all Departments	Supplied to all departments
5	Resolved to have a convener and coordinators for the different criterion.	Criterion conveners and coordinators with team made
6	Resolved to have IQAC meeting on the third week of Friday every month	Action taken.
7	Resolved to form the students' council in most democratic way	Action taken
8	Resolved to chalk-out plan to enhance a greater number of skill development programs	Action taken

Resolution: The Action taken Report was confirmed and approved.





Proceedings of the Meeting:

- IQAC coordinator, presented the minutes of the previous meeting held on **22/07/2016**, and the minutes of the meeting were approved.
- The Principal said, that functional units and Subject Associations have already begun their activities. The orientation program for fresher's was conducted, and students were briefed about the dress code, the discipline, and other matters related to code of conduct.
- IQAC coordinator presented the Composition of IQAC for the year 2016-17.
- Rev. Dr Antony Prakash Monteiro expressed his views on the Campus cleanliness and the measures taken by the Management by installing dust bins at various locations in the Campus.
- IQAC Coordinator presented the revised list of the Composition of various committees - criterion - of IQAC for the academic year 2016-17.
- It was decided in the meeting to have quality enhancement activities to the faculty members.
- Dr Deepak E D'Silva said, the action plan was prepared for the Research and Consultancy committee as proposed by the last meeting.
 - Prof. Udaya, said that the Departments had taken the initiative to begin the Certificate courses.
 - Members discussed the first IA examination.
 - Members also discussed the NAAC-related activities.

Resolution:

- The minutes of the previous meeting and the Action taken Report of the meeting were approved.
- Resolved to approve the Composition of IQAC for 2016-17.
- Resolved to conduct the second IA examination third week of August.

Any other matter:

- Discussed the General discipline issue. The Principal said that maintaining discipline is not the responsibility of the Principal only; it is the collective effort of all Teachers.
- Members also discussed the celebration of Independence Day and the Environment awareness program on the occasion.

With the vote of thanks by IQAC coordinator, the meeting was adjourned at 5:00 PM

Minutes submitted by: Dr A. P. Radhakrishna, Coordinator, IQAC

Minutes approved by: Prof Udaya K, Member, IQAC member


IQAC
St. Philomena College, Puttur


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MEETING NOTICE

SPC/IQAC/2016-17/M.3

Sirs/Madams

05/9/2016

Sub: Regular IQAC Meeting Notice – Meeting No. 2016- 17/M3

With reference to the subject cited above, a meeting of the IQAC is scheduled for **16 September 2016** at 3:00 pm in the IQAC Office. Please make it convenient to attend the meeting with the most recent information on the topics that affect them as per the meeting agenda stated below.

Agenda

1. Review of the activities held
2. Online feedback mechanism and implementation
3. Approval for the expert member of IQAC Committee
4. Discussion on Certificate courses
5. Dates of University examination and IA marks
6. Preparation of AQAR
7. Any other matter with the permission of the Chair

AP Radh
Dr AP Radhakrishna
Coordinator, IQAC



Leo Noronha
Leo Noronha
Principal

Copy to :

1. Very. Rev. Fr Alfred J Pinto, Correspondent, Managing Representative
2. Rev. Dr Antony Prakash Monteiro, Managing Representative
3. Prof Vishnu Bhat, Vice Principal
4. Prof Udaya K, Dean of Science
5. Prof. Maxim Carl, Dean of Commerce
6. Dr Herbert Nazareth, Dept. Of Commerce
7. Prof, Ganapathy S, Dean of Humanities
8. Prof Dinakara Rao, Dept. Of Economics
9. Prof Ganesh Bhat, Dept. Of Mathematics
10. Mr. Radhakrishna Gowda, Dept. Of Business Administration
11. Dr E Deepak D'Silva, Coordinator P.G. Studies in Physics
12. Mr. Praveen Prakash D'Souza, PG studies in Physics
13. Mr. Abdul Rahiman G, Administrative Staff
14. Mr. Victorian Fernandes, Administrative staff
15. Mr. Vinayachandra, Technical Staff
16. Mr. Jayaraj Bandari, Alumni President
17. Mr. Rakesh Rao – student representative
18. Mr. Jijo Joseph – Student Representative
19. Ms. Fathima Shyrin – Student Representative



RECORD OF THE MEETING

Meeting Type	Regular IQAC Meeting - Meeting No. 2016-17/M3
Date & Time	16, September, 2016 3:00pm
Place	IQAC Office

ATTENDANCE

Sl No	Name of the Member	Designation	Signature
1.	Rev.Fr Alfred J Pinto,	Correspondent, Managing Representative	
2.	Rev. Dr Antony Prakash Monteiro	Campus Director, Managing Representative	
3.	Prof. Leo Noronha	Chairman	
4.	Prof Vishnu Bhat	Vice Principal	
5.	Dr AP Radhakrishna	IQAC Coordinator	
6.	Prof. Udaya K	Dean of Science	
7.	Prof. Maxim Carl	Dean of Commerce	
8.	Dr Herbert Nazareth	Dept. of Commerce	
9.	Prof. Ganapathy S	Dean of Humanities	
10.	Prof. Dinakara Rao	Dept. of Economics	
11.	Prof. Ganesh Bhat	Department of Mathematics	
12.	Mr. Radhakrishna Gowda,	Dept. of Business Administration	
13.	Dr E Deepak D'Silva	Coordinator P.G. Studies in Physics	
14.	Mr. Praveen Prakash D'Souza	PG studies in Physics	
15.	Mr. Abdul Rahiman G	Administrative Staff	
16.	Mr. Victorian Fernandes	Administrative staff	
17.	Mr. Vinayachandra	Dept. of Computer Science- Technical Staff	
18.	Mr. Jayaraj Bandary	Alumni - President	
19.	Mr. Rakesh Rao	Student Representative	
20.	Mr. Jijo Joseph	Student Representative	
21.	Mr. Fathima Shyrin	Student Representative	

Coordinator, IQAC
IQAC

St. Philomena College, Puttur

Philonagar, Darbe - 574202, Puttur, D.K., Karnataka

PRINCIPAL
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PHILONAGAR, DARBE, PUTTUR - 574 202

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● www.spcputtur.ac.in

● iqac@spcputtur.ac.in



MEETING MINUTES

Opening:

The IQAC Coordinator warmly welcomed everyone present before outlining the meeting's agenda.

Present:

1. Rev.Fr Alfred J Pinto,
2. Rev. Dr Antony Prakash Monteiro
3. Prof. Leo Noronha
4. Prof Vishnu Bhat
5. Dr AP Radhakrishna
6. Prof. Udaya K
7. Prof. Maxim Carl
8. Dr Herbert Nazareth
9. Prof. Ganapathy S
10. Prof. Dinakara Rao
11. Prof. Ganesh Bhat
12. Mr.Radhakrishna Gowda,
13. Dr E Deepak D'Silva
14. Mr. Praveen Prakash D'Souza
15. Mr. Abdul Rahiman G
16. Mr. Victorian Fernandes
17. Mr. Vinayachandra
18. Mr. Jayaraj Bandary

Absent:

1. Mr. Rakesh Rao
2. Mr. Jijo Joseph
3. Mr. Fathima Shyrin





Approval of Agenda:

1. Review of the activities held
2. Online feedback mechanism and implementation
3. Approval for the expert member of IQAC Committee
4. Discussion on Certificate courses
5. Dates of University examination and IA marks
6. Preparation of AQAR
7. Any other matter with the permission of the Chair

Approval of Minutes of Meeting of IQAC held on 12, August, 2016

The Minutes of the previous IQAC meeting held on **12, August, 2016** was placed for approval.

Resolution: The minutes of the meeting were confirmed and approved.

Approval of Action Taken Report based on recommendations of the IQAC at the meeting held on 12.8.2016

The Action taken Report on the recommendations of the previous IQAC meeting was placed for approval.

S.N.	Resolution / Recommendation	Action Taken
1	Adding new members to IQAC	Added
2	Independence Day celebration and Environment awareness program	Conducted
3	Certificate courses to be conducted	Certificate courses launched by different Departments
4	To conduct II IA examination in the second week of September	Conducted
5	Research Committee meeting	Conducted
6	Online Feedback mechanism	Work is in progress
7	Orientation program for PG studies	Organized

Resolution: The Action taken Report was confirmed and approved.

Proceedings of the Meeting:

- IQAC Coordinator, welcomed the members and presented the minutes of the previous meeting held on August 12, 2016. The minutes were approved.
- Principal briefed the members about the various activities organized in the three months of period and expressed his satisfaction. He stressed the need to strengthening various committee formed in connection with NAAC process.
- Dr Deepak E D'Silva convener of the Research Committee lauded the initiative taken by the management to provide the seed money for the Research Activities by the faculty. He told the members that in the meeting of the Research Committee it was decided to implement BSNL free





data terminals in PG Departments. He also gave the detailed account of the internship program available for the young faculty in various National Institutes.

- Replying to the observation on Research, Rev. Dr Antony Prakash Monteiro said that the all teachers in the College should engage themselves in Research which ultimately transform the academic quality of an institution. He also informed the members about the Journal PEARL and requested them to contribute the articles.
- Principal said, the online feedback system has been introduced in the College as a part of e-governance.
- Decided in the meeting to publish "Philo Kali" a online magazine.
- Members discussed about the Certificate Courses.
- Principal said, as the odd semester is nearing the end, teachers have to complete the portion in time so that students will get enough time to prepare. Also, he informed, IA marks to be finalized by each Department in priority basis with care and transparent manner.
- Decided in the meeting to have Science Practical examination in the second week of September.
- Decided to have IQAC meeting at the beginning of the next semester.

Resolution:

- Resolved to convene the staff meeting to discuss on the exit Report of NAAC.
- Resolved to publish online magazine to highlight the various activities conducted.
- Resolved to conduct University Practical examination in the second week of September.

Any other matter:

- Discussed about the linkage and MOU.
- Discussed on the General discipline issue.
- Members also discussed the celebration of Independence Day.
- Librarian informed the members about the new Books arrival to the Library.

With a vote of thanks by Dr AP Radhakrishna, Coordinator of IQAC, the meeting was concluded. 5:00 pm. With the vote of thanks by IQAC coordinator, the meeting was adjourned at

Minutes submitted by: Dr A. P. Radhakrishna, Coordinator, IQAC

Minutes approved by: Prof Udaya K, Member, IQAC.


Coordinator
IQAC
St. Philomena College, Puttur


PRINCIPAL
ST PHILOMENA COLLEGE
PHILONAGAR, DARBE, PUTTUR - 574 202



MEETING NOTICE

SPC/IQAC/2016-17/M.4

10/12/2016

Sirs/Madams

Sub: Regular IQAC Meeting Notice – Meeting No. 2016- 17/M.4


With reference to the subject cited above, a meeting of the IQAC is scheduled for **21, December, 2016** at 3:00 pm in the IQAC Office. Please make it convenient to attend the meeting with the most recent information on the topics that affect them as per the meeting agenda stated below.

Agenda

1. Plan of Action for odd semester
2. Discussion on activities of functional units
3. Research initiative – discussion
4. AQAR Preparation
5. Any other matter




Leo Noronha
Principal


Dr AP Radhakrishna
Coordinator, IQAC

Copy to :

1. Very. Rev. Fr Alfred J Pinto, Correspondent, Managing Representative
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3. Prof Vishnu Bhat, Vice Principal
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8. Prof Dinakara Rao, Dept. Of Economics
9. Prof Ganesh Bhat, Dept. Of Mathematics
10. Mr. Radhakrishna Gowda, Dept. Of Business Administration
11. Dr E Deepak D'Silva, Coordinator P.G. Studies in Physics
12. Mr. Praveen Prakash D'Souza, PG studies in Physics
13. Mr. Abdul Rahiman G, Administrative Staff
14. Mr. Victorian Fernandes, Administrative staff
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16. Mr. Jayaraj Bandari, Alumni President
17. Mr. Rakesh Rao – student representative
18. Mr. Jijo Joseph – Student Representative
19. Ms. Fathima Shyrin – Student Representative



RECORD OF THE MEETING

Meeting Type	Regular IQAC Meeting - Meeting No. 2016-17/M.4
Date & Time	21, December, 2016 3:00pm
Place	IQAC Office

ATTENDANCE

Sl No	Name of the Member	Designation	Signature
1.	Rev.Fr Alfred J Pinto,	Correspondent, Managing Representative	
2.	Rev. Dr Antony Prakash Monteiro	Campus Director, Managing Representative	
3.	Prof. Leo Noronha	Chairman	
4.	Prof Vishnu Bhat	Vice Principal	
5.	Dr AP Radhakrishna	IQAC Coordinator	
6.	Prof. Udaya K	Dean of Sciene	
7.	Prof. Maxim Carl	Dean of Commerce	
8.	Dr Herbert Nazareth	Dept. of Commerce	
9.	Prof. Ganapathy S	Dean of Humanities	
10.	Prof. Dinakara Rao	Dept. of Economics	
11.	Prof. Ganesh Bhat	Department of Mathematics	
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15.	Mr. Abdul Rahiman G	Administrative Staff	
16.	Mr. Victorian Fernandes	Administrative staff	
17.	Mr. Vinayachandra	Dept. of Computer Science- Technical Staff	
18.	Mr. Jayaraj Bandary	Alumni - President	
19.	Mr. Rakesh Rao	Student Representative	
20.	Mr. Jijo Joseph	Student Representative	
21.	Mr. Fathima Shyrin	Student Representative	

Coordinator, IQAC
IQAC

Principal



MEETING MINUTES

Opening:

The IQAC Coordinator warmly welcomed everyone present before outlining the meeting's agenda.

Present:

1. Rev.Fr Alfred J Pinto,
2. Rev. Dr Antony Prakash Monteiro
3. Prof. Leo Noronha
4. Prof Vishnu Bhat
5. Dr AP Radhakrishna
6. Prof. Udaya K
7. Prof.Maxim Carl
8. Dr Herbert Nazareth
9. Prof. Ganapathy S
10. Prof. Dinakara Rao
11. Prof. Ganesh Bhat
12. Mr.Radhakrishna Gowda,
13. Dr E Deepak D'Silva
14. Mr. Praveen Prakash D'Souza
15. Mr. Victorian Fernandes
16. Mr. Abdul Rahiman G
17. Mr. Vinayachandra
18. Mr. Jayaraj Bandary
19. Mr. Rakesh Rao

Absent:

1. Mr. Jijo Joseph
2. Mr. Fathima Shyrin





Approval of Agenda:

1. Plan of Action for odd semester
2. Discussion on activities of functional units
3. Research initiative - discussion
4. AQAR Submission
5. Any other matter

Approval of Minutes of Meeting of IQAC held on , 21, December, 2016.

The Minutes of the previous IQAC meeting held on 21, December, 2016 was placed for approval.

Resolution: The minutes of the meeting were confirmed and approved.

Approval of Action Taken Report based on recommendations of the IQAC at the meeting held on 21.12.2016

The Action taken Report on the recommendations of the previous IQAC meeting was placed for approval.

S.N.	Resolution / Recommendation	Action Taken
1	Implementing BSNL data plan to PG Departments	The Action was taken and BSNL free data plan was implemented.
2	Publication of PEARL journal	Review of articles for the journals received are going on
3	Implementation of Online feedback system as E-governance initiative	Implemented and feed back from stakeholders are taken
4	Conductiong Certifiacte programmes	In progress
5	Resolved to motivate staff members to publish articles in journals	Action taken
6	Resolved to organize professional development programs for both taching and non-teaching staff	Actio taken
7	resolved to identify the institution's best business practices and streamline them	Action taken

Resolution: The Action taken Report was confirmed and approved.





Proceedings of the Meeting :

- IQAC Coordinator, welcomed and read the previous meeting held on **16.9 2016**. The committee approved the minutes of the meeting with a few changes related to the Practical examination dates.
- Members discussed the activities that can be conducted in the semester.
- Members discussed and resolved that for any fest, the Principal should approve the budget to stop unnecessary expenditure.
- IQAC coordinator informed the house that preparation of AQAR of 2016-17 in progress. He thanked the members for their cooperation.
- Rev. Dr Antony Prakash mentioned the research work in the College is going on. Using BRNS grant, the research work is being carried out. The observational Astronomy – data analysis Technique was organized on 5th November, and another one on Research will be organized in the month of January or February 2017.
- IQAC coordinator said, Five minor Research Projects are ongoing. He requested the members to motivate the young faculty to take up Research.
- Decided in the meeting on the tentative dates for the First and the second internal examination in the second week of January and the second or third week of February.
- Decided in the meeting to have the College Annual day in the last week of February.
- Discussed in the meeting to fix the date for the Sports day.
- Resolved in the meeting to take up the necessary steps for online feedback by students in the month of January – February.

With the vote of thanks by the IQAC coordinator, the meeting was adjourned at 5 PM

Resolution :

- Resolved to have Annual College day in the third week of February
- Resolved to conduct first IA examination in the first week of January and second IA examination in the second week of February.
- Fest and Intercollegiate competitions to be conducted by Departments in the period January – March
- Resolved to Campus clean drive.
- Celebration of Republic day as a mega event.

Any other matter :

- Discussed Campus beautification.
- Green initiative in the campus

Minutes submitted by: Dr A. P. Radhakrishna, Coordinator, IQAC

Minutes approved by: Prof Udaya K, Member, IQAC.

Coordinator
IQAC

St. Philomena College, Puttur

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MEETING NOTICE

SPC/IQAC/2016-17/M.5

15/03/2017

Sirs/Madams

Sub: Regular IQAC Meeting Notice – Meeting No. 2016- 17/M.5

With reference to the subject cited above, a meeting of the IQAC is scheduled for **March 24, 2017** at 3:00 pm in the IQAC Office. Please make it convenient to attend the meeting with the most recent information on the topics that affect them as per the meeting agenda stated below.

Agenda

1. Review of the activities held
2. Annual stock verification
3. Dates of University examination and IA marks
4. Preparation of AQAR
5. Infrastructure augmentation
6. Annual IQAC Report
7. Any other matter

AP Radh

Dr AP Radhakrishna
Coordinator, IQAC



Leo Noronha
Leo Noronha
Principal

Copy to :

1. Very. Rev. Fr Alfred J Pinto, Correspondent, Managing Representative
2. Rev. Dr Antony Prakash Monteiro, Managing Representative
3. Prof Vishnu Bhat, Vice Principal
4. Prof Udaya K, Dean of Science
5. Prof. Maxim Carl, Dean of Commerce
6. Dr Herbert Nazareth, Dept. Of Commerce
7. Prof, Ganapathy S, Dean of Humanities
8. Prof Dinakara Rao, Dept. Of Economics
9. Prof Ganesh Bhat, Dept. Of Mathematics
10. Mr. Radhakrishna Gowda, Dept. Of Business Administration
11. Dr E Deepak D'Silva, Coordinator P.G. Studies in Physics
12. Mr. Praveen Prakash D'Souza, PG studies in Physics
13. Mr. Abdul Rahiman G, Administrative Staff
14. Mr. Victorian Fernandes, Administrative staff
15. Mr. Vinayachandra, Technical Staff
16. Mr. Jayaraj Bandari, Alumni President
17. Mr. Rakesh Rao – student representative
18. Mr. Jijo Joseph – Student Representative
19. Ms. Fathima Shyrin – Student Representative
20. Fathima Shyrin – Student Representative



RECORD OF THE MEETING

Meeting Type	Regular IQAC Meeting - Meeting No. 2016-17/M.5
Date & Time	24, March, 2017 3:00pm
Place	IQAC Office

ATTENDANCE

Sl No	Name of the Member	Designation	Signature
1.	Rev.Fr Alfred J Pinto,	Correspondent, Managing Representative	
2.	Rev. Dr Antony Prakash Monteiro	Campus Director, Managing Representative	
3.	Prof. Leo Noronha	Chairman	
4.	Prof Vishnu Bhat	Vice Principal	
5.	Dr AP Radhakrishna	IQAC Coordinator	
6.	Prof. Udaya K	Dean of Sciene	
7.	Prof.Maxim Carl	Dean of Commerce	
8.	Dr Herbert Nazareth	Dept. of Commerce	
9.	Prof. Ganapathy S	Dean of Humanities	
10.	Prof. Dinakara Rao	Dept. of Economics	
11.	Prof. Ganesh Bhat	Department of Mathematics	
12.	Mr.Radhakrishna Gowda,	Dept. of Business Administration	
13.	Dr E Deepak D'Silva	Coordinator P.G. Studies in Physics	
14.	Mr. Praveen Prakash D'Souza	PG studies in Physics	
15.	Mr. Abdul Rahiman G	Administrative Staff	
16.	Mr. Victorian Fernandes	Administrative staff	
17.	Mr. Vinayachandra	Dept. of Computer Science- Technical Staff	
18.	Mr. Jayaraj Bandary	Alumni - President	
19.	Mr. Rakesh Rao	Student Representative	
20.	Mr. Jijo Joseph	Student Representative	
21.	Mr. Fathima Shyrin	Student Representative	

Coordinator, IQAC
Coordinator
IQAC

St. Philomena College, Puttur

Principal
PRINCIPAL
ST PHILOMENA COLLEGE
PHILONAGAR, DARBE, PUTTUR - 574 202



MEETING MINUTES

Opening:

The IQAC Coordinator warmly welcomed everyone present before outlining the meeting's agenda.

Present:

1. Rev.Fr Alfred J Pinto,
2. Rev. Dr Antony Prakash Monteiro
3. Prof. Leo Noronha
4. Prof Vishnu Bhat
5. Dr AP Radhakrishna
6. Prof. Udaya K
7. Prof.Maxim Carl
8. Dr Herbert Nazareth
9. Prof. Ganapathy S
10. Prof. Dinakara Rao
11. Prof. Ganesh Bhat
12. Mr.Radhakrishna Gowda,
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14. Mr. Praveen Prakash D'Souza
15. Mr. Abdul Rahiman G
16. Mr. Vinayachandra
17. Mr. Jayaraj Bandary
18. Mr. Rakesh Rao

Absent:

1. Mr. Victorian Fernandes
2. Mr. Jijo Joseph
3. Mr. Fathima Shyrin





Approval of Agenda:

1. Review of the activities held
2. Annual stock verification
3. Dates of University examination and IA marks
4. Preparation of AQAR
5. Infrastructure augmentation
6. Annual IQAC Report
7. Any other matter

Approval of Minutes of Meeting of IQAC held on , 21, December, 2016.

The Minutes of the previous IQAC meeting held on **21, December, 2016** was placed for approval.

Resolution: The minutes of the meeting were confirmed and approved.

Approval of Action Taken Report based on recommendations of the IQAC at the meeting held on 21.12.2016

The Action taken Report on the recommendations of the previous IQAC meeting held on was placed for approval.

S.N.	Resolution / Recommendation	Action Taken
1	Conducting of the first and second IA examinations	Examinations were held
2	Conducting the Annual College day in the last week of February	College day was conducted
3	Fest and inter collegiate competitions to be organized.	Fests were conducted.
4	Celebration of the Republic day	Republic day was celebrated
5	Campus clean drive to be organized	During Republic day students did the service.
6	Resolved to obtain interim action taken reports for departments and functional units	Received
7	Resolved to increase the number of titles in the library's collection.	Action taken
8	Resolved to get feedback on certificate programs from coordinators	Received mid-ter feedback from coordinators

Resolution: The Action taken Report was confirmed and approved.





Proceedings of the Meeting :

- IQAC Coordinator welcomed and read the previous meeting held on **21.12 2017**.
- Prof. Udaya said that IA marks should be displayed on the Notice Board.
- Members discussed about the College day celebration.
- Prof. Maxim Carl stressed, Hall tickets should not be given to students who have attended less than the university minimum percentage of attendance.
- In replying to Maxim Carl, the Principal said that he will take strict measures in this regard, and if students have valid reasons and explanations for their absentee, then only will give the Hall Ticket.
- Discussions were also made on the strategies to be followed for the next year's admissions.
- IQAC coordinator said the self-appraisal by all teachers should be submitted on March 30
- He also requested the coordinators of different criteria to submit their annual Reports to IQAC so that the compilation would become smooth.
- Decided to conduct April 14, Dr.BR Ambedkar's Birth anniversary day at the College.
- Mr.Abdul Rahiman requested to add a new PC to Library and also UPS Backup for the Library.
- IQAC coordinator requested annual reports from different criteria and also functional units. These reports are essential to preparing the IQAC Annual Report.
- Prof.Vinayachandra was entrusted with the responsibility of framing the College Annual as well as the College Prospectus.
- The Principal informed the members that on March 31, he would call a staff meeting.

Resolution :

- Resolved to prepare the Annual IQAC Report.
- Resolved to submit the Self Appraisal at the March-end.
- Resolved to submit annual Reports of functional units and criteria to IQAC in the month of March.
- Availability of the College Annual and Prospectus on time.
- Resolved to add Computers and UPS backup to Library.

Any other matter :

- Members have discussed on the admission strategies.
- Possibility of new programs in UG and PG.


With the vote of thanks by the IQAC coordinator, the meeting was adjourned at 5:00 PM

- **Minutes submitted by:** Dr A. P. Radhakrishna, Coordinator, IQAC
- **Minutes approved by:** Prof Ganesh Bhat, Member, IQAC.


Coordinator
IQAC

St. Philomena College, Puttur

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