



MEETING NOTICE

SPC/IQAC/2017-18/M.2

10/08/2017

Sirs/Madams

Sub: Regular IQAC Meeting Notice – Meeting No. 2017- 18/M.2

With reference to the subject cited above, a meeting of the IQAC is scheduled for **18, August, 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

- New Composition of IQAC – 2017-18
- Discussion on the new scheme of Evaluation introduced by NAAC
- Online Feedback from students
- Research initiative
- Community programs discussion
- Infrastructure augmentation
- Review of activities conducted
- Activities in connection with the Diamond Jubilee
- 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. Udaya K, Dean of Science
4. Prof. Maxim Carl, Dean of Commerce
5. Dr Herbert Nazareth, Dept. Of Commerce
6. Prof, Ganapathy S, Dean of Humanities
7. Prof. Dinakara Rao, Dept.of Economics
8. Prof. Ganesh Bhat, Dept. Of Mathematics
9. Mr. Radhakrishna Gowda, Dept. of Business Administration
10. Dr E Deepak D'Silva, Coordinator P.G. Studies in Physics
11. Mr. Praveen Praksh D'Souza, PG studies in Physics
12. Mr.Abdul Rahiman G, Administrative Staff
13. Mr. Victorian Fernandes, Administrative staff
14. Mr.Vinayachandra, Technical Staff
15. Jayaraj Bandari, Alumni President
16. Mr. Nixon Joseph NA – student representative
17. Mr. Mahammaed Ashiq – Student Representative
18. Ms. Swedal Lobo – Student Representative



RECORD OF THE MEETING

Meeting Type	Regular IQAC Meeting - Meeting No. 2017-18/M.2
Date & Time	21, July, 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.	Dr AP Radhakrishna	IQAC Coordinator	
5.	Prof. Udaya K	Dean of Sciene	
6.	Prof. Maxim Carl	Dean of Commerce	
7.	Dr Herbert Nazareth	Dept.of Commerce	
8.	Prof. Ganapathy S	Dean of Humanities	
9.	Prof. Dinakara Rao	Dept.of Economics	
10.	Prof. Ganesh Bhat	Department of Mathematics	
11.	Mr. Radhakrishna Gowda,	Dept. of Business Administration	
12.	Dr E Deepak D'Silva	Coordinator P.G. Studies in Physics	
13.	Mr. Praveen Prakash D'Souza	PG studies in Physics	
14.	Mr. Abdul Rahiman G	Administrative Staff	
15.	Mr. Victorian Fernandes	Administrative staff	
16.	Mr. Vinayachandra	Dept. of Computer Science- Technical Staff	
17.	Mr. Jayaraj Bandary	Alumni - President	
18.	Mr. Nixon Joseph	Student Representative	
19.	Mr. Mahammaed Ashiq	Student Representative	
20.	Ms. Swedel Lobo	Student Representative	

Coordinator, IQAC

Coordinator

IQAC

St. Philomena College, Puttur

Principal

ST PHILOMENA COLLEGE
PHILONAGAR, DARBE, PUTTUR - 574 202

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MEETING MINUTES

Opening:

The IQAC Coordinator warmly welcomed the members 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. Dr AP Radhakrishna
5. Prof. Udaya K
6. Prof. Maxim Carl
7. Dr Herbert Nazareth
8. Prof. Ganapathy S
9. Prof.Dinakara Rao
10. Prof. Ganesh Bhat
11. Mr.Radhakrishna Gowda,
12. Dr E Deepak D'Silva
13. Mr.Praveen Prakash D'Souza
14. Mr.Abdul Rahiman G
15. Mr. Victorian Fernandes
16. Mr. Vinayachandra
17. Mr. Jayaraj Bandary

Absent:

1. Mr. Nixon Joseph
2. Mr. Mahammaed Ashiq
3. Ms. Swedel Lobo





Approval of Agenda:

- New Composition of IQAC – 2017-18
- Discussion on the new scheme of Evaluation introduced by NAAC
- Online Feedback from students
- Research initiative
- Community programs discussion
- Infrastructure augmentation
- Review of activities conducted
- Activities in connection with the Diamond Jubilee
- Any other matter

Approval of Minutes of Meeting of IQAC held on , 21 July, 2017

The Minutes of the previous IQAC meeting held on 21 July, 2017 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 July, 2017

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 conduct the Faculty Development program for newly appointed staff members (less than three years of experience) in the month of August.	One day workshop on Effective Teaching was conducted on 29.7.2017
2	Resolved to organize staff development program for Non- Teaching staff.	Action taken
3	Innauguration of Dimaond Jubilee year programs	Work is in progress and in September first week the program will be innaugured
4	AQAR preparation	Work is in progress – criteria meetings are conducted.
5	IQAC coordinator presented the Annual Report of IQAC for the year 2016-17	Report approved
6	New IQAC composition proposed	Composition accepted
7	Resolved to give more thrust to arranging the community-oriented programs	Action taken
8	Resolved to train staff on in-house ERP software of the Institution	Action taken

Resolution: The action taken report was confirmed and approved.





Proceedings of the Meeting

- IQAC Coordinator, read the minutes of the meeting held on 21.07.2017. The committee has approved the minutes of the meeting.
- Adding Mr. Michel D'Souza, the prominent Industrialist, and three student representatives, the new composition was presented by IQAC coordinator for the house's approval. House approved.
- Suggested Online feedback from students in a phased manner.
- Discussed the research work going on in the College. Members expressed their opinion that the Management should give more thrust to the research.
- MSW department has been doing lot of community-oriented programs. In the same line, other Departments can plan their program, said Prof. Ganesh Bhat, IQAC member.
- Members discussed infrastructure augmentation for the growth of the College.
- Members discussed and decided to conduct the first I.A. examination on the last week of August and the second one on the second week of September.
- Mr. Victorian Fernandes briefed about the proposed training program for the non-teaching staff, which will be held during the last week of November 2017.
- The Principal briefed the members about the new guidelines of NAAC regarding the AQAR submission as well as the evaluation process. He opined that this new guideline is drastically different compared to that of previous years, and hence all should be well aware of the new guidelines released by NAAC.
- Prof. Ganapathy enumerated the salient features of the new guidelines of NAAC.
- Members expressed that the senior staff can brief on new guidelines set by NAAC evaluation process.
- Prof. Ganesh Bhat said there is a need for a water cooler facility. In replying, the Principal assured that he would consult with the Management.

Any other matter:

- AQAR preparation
- Problems of Internet connection
- Linkage and MOU initiatives

Resolution:

- Resolved to take the online Feedback from students
- Resolved to organize state level seminar for non-Teaching staff in the month of November.
- Resolved to bring out the online e-magazine at the earliest.

The meeting was concluded with the vote of thanks proposed by Dr AP Radhakrishna, IQAC coordinator.

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 Ganesh Bhat, Member, IQAC.


Coordinator

IQAC

St. Philomena College, Puttur

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


PRINCIPAL

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MEETING NOTICE

SPC/IQAC/2017-18/M.1

15/07/2017

Sirs/Madams

Sub: Regular IQAC Meeting Notice – Meeting No. 2017- 18/M.1

With reference to the subject cited above, a meeting of the IQAC is scheduled for **21 July, 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. Calendar of events and Academic activities – Plan of Action
2. Preparing AQAR Report of 2016-17
3. Department Activities
4. Activities of Functional Units
5. NAAC related work
6. Diamond Jubilee activities
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. Udaya K, Dean of Science
4. Prof. Maxim Carl, Dean of Commerce
5. Dr Herbert Nazareth, Dept. Of Commerce
6. Prof, Ganapathy S, Dean of Humanities
7. Prof. Dinakara Rao, Dept.of Economics
8. Prof. Ganesh Bhat, Dept. Of Mathematics
9. Mr. Radhakrishna Gowda, Dept. of Business Administration
10. Dr E Deepak D'Silva, Coordinator P.G. Studies in Physics
11. Mr. Praveen Praksh D'Souza, PG studies in Physics
12. Mr. Abdul Rahiman G, Administrative Staff
13. Mr. Victorian Fernandes, Administrative staff
14. Mr. Vinayachandra, Technical Staff
15. Mr. Jayaraj Bandari, Alumni President



RECORD OF THE MEETING

Meeting Type	Regular IQAC Meeting - Meeting No. 2017-18/M.1
Date & Time	21, July, 2017 3:00pm
Place	IQAC Office

ATTENDANCE

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

AP Radhakrishna
Coordinator, IQAC
 Coordinator
 IQAC

St. Philomena College, Puttur

Leo
Principal

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



MEETING MINUTES

Opening:

The IQAC Coordinator warmly welcomed the members 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. Dr AP Radhakrishna
5. Prof.Udaya K
6. Prof. Maxim Carl
7. Dr Herbert Nazareth
8. Prof. Ganapathy S
9. Prof.Dinakara Rao
10. Prof. Ganesh Bhat
11. Mr.Radhakrishna Gowda,
12. Dr E Deepak D'Silva
13. Mr.Praveen Prakash D'Souza
14. Mr.Abdul Rahiman G
15. Mr. Victorian Fernandes
16. Mr. Vinayachandra
17. Mr. Jayaraj Bandary





Approval of Agenda:

1. Calendar of events and Academic activities – Plan of Action
2. Preparing AQAR Report 2016-17
3. Department Activities
4. Activities of Functional Units
5. NAAC-related work
6. Diamond Jubilee activities
7. Any other matter

Members have approved the following agenda of the meeting. Approval of Minutes of Meeting of IQAC held on , 24 March 2017

The Minutes of the previous IQAC meeting held on 24 March 2017 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 24 March, 2017

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

S.N.	Resolution / Recommendation	Action Taken
1	The Annual IQAC Report presented	Approved by the members
2	The deadline given for the self-appraisal submission.	Self-Appraisal submitted.
3	Review of the self-Appraisal and Report generation	Action was taken.
4	The feedback analysis	Feedback analysis was done and reports generated
5	Submission of Annual reports by criteria and functional Units	Submitted
6	Annual IQAC Report	The annual IQAC Report was prepared and submitted on time.
7	Resolved to request management for PCs to Library and also UPS Backup for the Library	Action taken
8	Finalized the structure of College Annual as well as the College Prospectus	Action taken
9	Decided to organize commemorative days in a meaningful manner	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 24.03. 2017. The members approved the minutes of the meeting.
- Principal wished the members a fruitful new academic year. He thanked the members for their cooperation in the previous year so that the whole academic year went on smoothly and the College could conduct a large number of activities – curricular and cocurricular.
- IQAC coordinator presented the Annual Report of IQAC for the year 2016-17, which gives a glimpse of the activities conducted in the College under the supervision and Guidance of IQAC.
- Members approved the Annual IQAC Report for the year 2016-17.
- Members discussed the IQAC composition for 2017-28. Decided to continue all members except student representatives until the new Office bearers are selected for Student Union.
- Decided that IQAC should give more thrust to arranging the community-oriented programs.
- Rev.Dr Antony Prakash Monteiro suggested the name of Mr.Michel D'Souza to be induced in to IQAC for the academic year 2017-18. The suggestion was approved.
- IQAC coordinator presented the annual action plan of IQAC and the same was approved.
- Prof. Udaya suggested to stick on to the Action Plan prepared by IQAC in conducting the activities.
- Principal informed the members that ERP solution has been introduced for Office work as a part of the E-Governance initiative of the Management. .
- Discussed about the Faculty development program – especially for the newly recruited staff members.
- Rev. Dr Antony Prakash Monteiro briefed the members about the Diamond Jubilee celebrations as well as the proposed building project. He requested the members to give the innovative suggestions and their cooperation.

Resolution:

- Resolved to conduct the Faculty Development program for newly appointed staff members (less than three years of experience) in the month of August.
- Resolved to organize staff development program for Non- Teaching staff.
- Resolved to have the inaugural function of the Diamond Jubilee program in the Third week of September.
- Resolved to organize all activities under the banner of the Diamond Jubilee year.
- Decided to conduct the next IQAC meeting on 18th August 2017.

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 Ganesh Bhat, Member, IQAC.


Coordinator
IQAC

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



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MEETING NOTICE

SPC/IQAC/2017-18/M.3

15/09/2017

Sirs/Madams

Sub: Regular IQAC Meeting Notice – Meeting No. 2017- 18/M.3

With reference to the subject cited above, a meeting of the IQAC is scheduled for **25, September, 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

- Review of activities conducted
- Progress of Certificate courses
- Review of Activities in connection with the Diamond Jubilee
- Feed back process
- PTA meeting
- IA marks consolidation
- NAAC related points
- 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. Udaya K, Dean of Science
4. Prof. Maxim Carl, Dean of Commerce
5. Dr Herbert Nazareth, Dept. Of Commerce
6. Prof, Ganapathy S, Dean of Humanities
7. Prof. Dinakara Rao, Dept.of Economics
8. Prof. Ganesh Bhat, Dept. Of Mathematics
9. Mr. Radhakrishna Gowda, Dept. of Business Administration
10. Dr E Deepak D'Silva, Coordinator P.G. Studies in Physics
11. Mr. Praveen Praksh D'Souza, PG studies in Physics
12. Mr.Abdul Rahiman G, Administrative Staff
13. Mr. Victorian Fernandes, Administrative staff
14. Mr.Vinayachandra, Technical Staff
15. Mr. Jayaraj Bandari, Alumni President
16. Mr. Nixon Joseph NA – student representative
17. Mr. Mahammaed Ashiq – Student Representative
18. Ms. Swedal Lobo – Student Representative



RECORD OF THE MEETING

Meeting Type	Regular IQAC Meeting - Meeting No.2017-18/M3
Date & Time	25, September, 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.	Dr AP Radhakrishna	IQAC Coordinator	
5.	Prof. Udaya K	Dean of Science	
6.	Prof. Maxim Carl	Dean of Commerce	
7.	Dr Herbert Nazareth	Dept. of Commerce	
8.	Prof. Ganapathy S	Dean of Humanities	
9.	Prof. Dinakara Rao	Dept. of Economics	
10.	Prof. Ganesh Bhat	Department of Mathematics	
11.	Mr. Radhakrishna Gowda,	Dept. of Business Administration	
12.	Dr E Deepak D'Silva	Coordinator P.G. Studies in Physics	
13.	Mr. Praveen Prakash D'Souza	PG studies in Physics	
14.	Mr. Abdul Rahiman G	Administrative Staff	
15.	Mr. Victorian Fernandes	Administrative staff	
16.	Mr. Vinayachandra	Dept. of Computer Science- Technical Staff	
17.	Mr. Jayaraj Bandary	Alumni - President	
18.	Mr. Nixon Joseph	Student Representative	
19.	Mr. Mahammaed Ashiq	Student Representative	
20.	Ms. Swedel Lobo	Student Representative	

Coordinator, IQAC
Coordinator
IQAC

St. Philomena College, Puttur

Principal
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●iqac@spcputtur.ac.in



MEETING MINUTES

Opening:

The IQAC Coordinator warmly welcomed the members 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. Dr AP Radhakrishna
5. Prof. Udaya K
6. Prof. Maxim Carl
7. Dr Herbert Nazareth
8. Prof. Dinakara Rao
9. Prof. Ganesh Bhat
10. Mr. Radhakrishna Gowda,
11. Dr E Deepak D'Silva
12. Mr. Praveen Prakash D'Souza
13. Mr. Abdul Rahiman G
14. Mr. Victorian Fernandes
15. Mr. Vinayachandra
16. Mr. Jayaraj Bandary

Absent:

1. Prof. Ganapathy S
2. Mr. Nixon Joseph
3. Mr. Mahammed Ashiq
4. Ms. Swedel Lobo





Approval of Agenda:

- Review of activities conducted
- Progress of Certificate courses
- Review of Activities in connection with the Diamond Jubilee
- Feedback process
- PTA meeting
- IA marks consolidation
- NAAC related points
- Any other matter

Approval of Minutes of Meeting of IQAC held on , 18, August, 2017

The Minutes of the previous IQAC meeting held on 18, August, 2017 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 18, August, 2017

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 take online feedback from students	The feedback was taken in batches in the first week of September
2	Resolved to organize state level seminar for non-Teaching staff in the month of November	The process was initiated
3	Resolved to bring out the online e-magazine	The e-magazine "Philo Kali" was published.
4	AQAR preparation	Already completed. It is in under review.
5	Resolved to appeal to the management to enhance seed money for research activities	Action taken
6	Resolved to giving more importance to community-oriented extension activities with the help of NGOs	Action taken
7	Decided to conduct the first I.A. examination on the last week of August and the second one on the second week of September	Action taken
8	Resolved to conduct a training program on IT for non-teaching staff	Action taken

Resolution: The Action taken Report was confirmed and approved.





Proceedings of the Meeting:

- Dr. AP Radhakrishna, IQAC coordinator, presented the minutes of the previous meeting held on **18, August, 2017**, and the same was approved.
- Principal complimented the efforts of the Directors of different functional units such as NCC, NSS, Rovers, and Rangers, Clubs, and Associations for organizing the activities in a systematic manner, which is the hallmark of Philos. He mentioned that in PTA meeting, also parents expressed their satisfaction and happiness about the College, which provides quality education for their children.
- Members complimented the efforts of Prof. Ganapathy and Prof. Vinayachandra for publishing the e-magazine "Philo-Kali" which contains all activities held.
- Prof. Udaya said that the e-magazine would be a source of information on activities being organized in the College.
- Prof. Vianayachandra, member of the examination committee, said that the changes in seating arrangement has brought down the copying by students.
- Commenting on the examination reforms, Prof. Maxim Carl said that students who skip the examination for non-valid reasons should get dealt severely so that students will take up the examination seriously.
- Prof. Ganesh Bhat said that the wall boards of some Departments are empty and need the effort to bring out the issues with all seriousness as the wallboard magazines in the College will create in students the writing skill.
- Commenting on Wall Board magazines, he said that compared to UG, the magazines have been published beautifully in PG section.
- IQAC coordinator briefed the members about the strategies adopted to take the online feedback from students using the mobile app. The feedback analysis yet to begin.
- IQAC coordinator also mentioned that AQAR is ready and the review process is going on and it will be submitted at the end of September.
- Prof. Dinakara Rao mentioned that IA marks should be consolidated at the earliest.
- IQAC coordinator reminded to submit the criterion reports to IQAC Office once the semester ends.

Resolution:

- Resolved to analyzing the feedback and generating the Report.
- Resolved to Submit AQAR
- Resolved to publish IA marks clearly on Notice boards.
- Resolved to publish the wallboard magazine more seriously.

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: Dr. Deepak E D'Silva, Member, IQAC.


Coordinator
IQAC

St. Philomena College, Puttur

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MEETING NOTICE

SPC/IQAC/2017-18/M.4

10/11/2017

Sirs/Madams

Sub: Regular IQAC Meeting Notice – Meeting No. 2017- 18/M.4

With reference to the subject cited above, a meeting of the IQAC is scheduled for **15, November, 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

- Activities in the even semester
- Plan of Action by Departments
- Research and development initiatives
- Infrastructure augmentation
- NAAC related issues
- Any other matter




Dr AP Radhakrishna
Coordinator, IQAC


Leo Noronha
Principal

Copy to :

1. Very.Rev.Fr Alfred J Pinto, Correspondent, Managing Representative
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9. Mr. Radhakrishna Gowda, Dept. of Business Administration
10. Dr E Deepak D'Silva, Coordinator P.G. Studies in Physics
11. Mr. Praveen Praksh D'Souza, PG studies in Physics
12. Mr.Abdul Rahiman G, Administrative Staff
13. Mr. Victorian Fernandes, Administrative staff
14. Mr.Vinayachandra, Technical Staff
15. Jayaraj Bandari, Alumni President
16. Nixon Joseph NA – student representative
17. Mahammaed Ashiq – Student Representative
18. Swedal Lobo – Student Representative



RECORD OF THE MEETING

Meeting Type	Regular IQAC Meeting - Meeting No.2017-18/M4
Date & Time	15, November, 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.	Dr AP Radhakrishna	IQAC Coordinator	
5.	Prof. Udaya K	Dean of Science	
6.	Prof. Maxim Carl	Dean of Commerce	
7.	Dr Herbert Nazareth	Dept. of Commerce	
8.	Prof. Ganapathy S	Dean of Humanities	
9.	Prof. Dinakara Rao	Dept. of Economics	
10.	Prof. Ganesh Bhat	Department of Mathematics	
11.	Mr. Radhakrishna Gowda,	Dept. of Business Administration	
12.	Dr E Deepak D'Silva	Coordinator P.G. Studies in Physics	
13.	Mr. Praveen Prakash D'Souza	PG studies in Physics	
14.	Mr. Abdul Rahiman G	Administrative Staff	
15.	Mr. Victorian Fernandes	Administrative staff	
16.	Mr. Vinayachandra	Dept. of Computer Science- Technical Staff	
17.	Mr. Jayaraj Bandary	Alumni - President	
18.	Mr. Nixon Joseph	Student Representative	
19.	Mr. Mahammaed Ashiq	Student Representative	
20.	Mr. Swedel Lobo	Student Representative	

Coordinator, IQAC
 Coordinator
 IQAC

St. Philomena College, Puttur

Principal
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MEETING MINUTES

Opening:

The IQAC Coordinator warmly welcomed the members 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. Dr AP Radhakrishna
5. Prof. Udaya K
6. Prof. Maxim Carl
7. Dr Herbert Nazareth
8. Prof. Dinakara Rao
9. Prof. Ganesh Bhat
10. Mr. Radhakrishna Gowda,
11. Dr E Deepak D'Silva
12. Mr. Praveen Prakash D'Souza
13. Mr. Abdul Rahiman G
14. Mr. Vinayachandra
15. Mr. Jayaraj Bandary

Absent:

1. Prof. Ganapathy S
2. Mr. Victorian Fernandes
3. Mr. Nixon Joseph
4. Mr. Mahammaed Ashiq
5. Mr. Swedel Lobo





Approval of Agenda:

- Activities in the even semester
- Plan of Action by Departments
- Research and development initiatives
- Infrastructure augmentation
- NAAC related issues
- Any other matter

Approval of Minutes of Meeting of IQAC held on , 25, September, 2017

The Minutes of the previous IQAC meeting held on 25, September, 2017 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 25, September, 2017

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 collect feedback through mobile app	Action taken
2	Resolved to analyze the feedback and generate the report	Feedback reports are analyzed by the review committee and reports are generated.
3	Resolved to Submit AQAR	AQAR submitted
4	Resolved to publish IA marks clearly on Notice boards.	IA marks are displayed on different Notice Boards as well as Departments
5	Resolved to publish the wall board magazine periodically with quality contents	Action taken
6	Resolved to submit AQAR as early as possible	Submitted
7	Resolved to make systematic seating arrangement for examinations	Action taken
8	Resolved to motivate staff to public their contributions in UGC-CARE or equivalent journals	Action initiated through Research Committee

Resolution: The action taken report was confirmed and approved.



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Proceedings of the Meeting:

- IQAC coordinator presented the minutes of the previous meeting held on **25, September, 2017**, and the same was approved.
- Principal greeted the members and said, the even semester he would like to see more academic activities which will be going to enhance the reputation of the College. He asked the members to encourage the Departments to organize more activities. He invited different Departments to organize mega events such as Fests and Cultural activities.
- Members discussed about the plan of action by Departments and decided to direct HoDs to have plan of action of the Departments.
- Prof. Dinakara Rao expressed his views on plan of action. He said, the activities of the Departments, functional units should be on line with IQAC action plan for smooth running of the College.
- Dr E Deepak D'Silva, Convener of the R&D cell said that KSTA and VISION group as well as BRNS provide funding to the research projects. He requested the members to avail these fundings and also motivate others to apply.
- Commenting on funding for the Research, Rev. Dr Antony Prakash said that for the research the big instruments are not always required, what required is the interest and commitment. He narrated his own experience of BRNS project and successfully completed the project on time.
- Prof. Udaya complementing Rev. Dr Antony Prakash, said that the research culture should be strengthened in the College for which the Management can give the seed money.
- Replying to the comment of Prof. Udaya, Principal told the members that he will take the matter to the management.
- IQAC coordinator requested the members to motivate the young faculty to register for PhD and applying for the research projects.
- Rev. Dr Antony Prakash said that there is a plan for renovation of Botany and Zoology Laboratory as well as the Staff room.
- Members discussed about NAAC process and IQAC coordinators requested Criteria coordinators to conduct regular meetings and things should roll smoothly.
- Principal announced that On **December 14**, the state level conference on "know your skill" for non-teaching staff will be held in Silver Jubilee Memorial Hall and requested the cooperation by members in organizing the seminar.

Resolution:

- Resolved to organize fests and other mega events from Departments.
- Resolved to submit for Research funding.
- Resolved to prepare the plan of action by the Departments and submit.
- Resolved to have renovation work of some Departments.
- Resolved to organize the state level seminar for non-teaching staff

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: Dr Deepak E D'Silva, Member, IQAC.


Coordinator.

IQAC

St. Philomena College, Puttur

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



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MEETING NOTICE

SPC/IQAC/2017-18/M.5

21/12/2017

Sirs/Madams

Sub: Regular IQAC Meeting Notice – Meeting No. 2017- 18/M5

With reference to the subject cited above, a meeting of the IQAC is scheduled for **5, January, 2018** 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 Activities held in November and December
2. Review of the results of the University Examination
3. Certificate course-related
4. Preparing AQAR as per new guidelines
5. Any other matter


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. Udaya K, Dean of Science
4. Prof. Maxim Carl, Dean of Commerce
5. Dr Herbert Nazareth, Dept. Of Commerce
6. Prof, Ganapathy S, Dean of Humanities
7. Prof. Dinakara Rao, Dept.of Economics
8. Prof. Ganesh Bhat, Dept. Of Mathematics
9. Mr. Radhakrishna Gowda, Dept. of Business Administration
10. Dr E Deepak D'Silva, Coordinator P.G. Studies in Physics
11. Mr. Praveen Praksh D'Souza, PG studies in Physics
12. Mr.Abdul Rahiman G, Administrative Staff
13. Mr. Victorian Fernandes, Administrative staff
14. Mr.Vinayachandra, Technical Staff
15. Mr. Jayaraj Bandari, Alumni President
16. Mr. Nixon Joseph NA – student representative
17. Mr. Mahammaed Ashiq – Student Representative
18. Ms. Swedal Lobo – Student Representative



RECORD OF THE MEETING

Meeting Type	Regular IQAC Meeting - Meeting No.2017-18/M5
Date & Time	05, January, 2018 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.	Dr AP Radhakrishna	IQAC Coordinator	
5.	Prof. Udaya K	Dean of Sciene	
6.	Prof. Maxim Carl	Dean of Commerce	
7.	Dr Herbert Nazareth	Dept.of Commerce	
8.	Prof. Ganapathy S	Dean of Humanities	
9.	Prof.Dinakara Rao	Dept.of Economics	
10.	Prof. Ganesh Bhat	Department of Mathematics	
11.	Mr.Radhakrishna Gowda,	Dept.of Business Administration	
12.	Dr E Deepak D'Silva	Coordinator P.G.Studies in Physics	
13.	Mr.Praveen Prakash D'Souza	PG studies in Physics	
14.	Mr.Abdul Rahiman G	Administrative Staff	
15.	Mr. Victorian Fernandes	Administrative staff	
16.	Mr. Vinayachandra	Dept. of Computer Science- Technical Staff	
17.	Mr. Jayaraj Bandary	Alumni - President	
18.	Mr. Nixon Joseph	Student Representative	
19.	Mr. Mahammaed Ashiq	Student Representative	
20.	Ms. Swedel Lobo	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 warmly welcomed the members 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. Dr AP Radhakrishna
5. Prof. Udaya K
6. Prof. Maxim Carl
7. Dr Herbert Nazareth
8. Prof.Dinakara Rao
9. Prof. Ganesh Bhat
10. Mr.Radhakrishna Gowda,
11. Dr E Deepak D'Silva
12. Mr.Praveen Prakash D'Souza
13. Mr.Abdul Rahiman G
14. Mr. Victorian Fernandes
15. Mr. Vinayachandra
16. Mr. Jayaraj Bandary

Absent:

1. Prof. Ganapathy S
2. Mr. Nixon Joseph
3. Mr. Mahammaed Ashiq
4. Ms. Swedel Lobo





Approval of Agenda:

1. Review of Activities held in November and December
2. Review of the results of the University Examination
3. Certificate course-related
4. Preparing AQAR as per new guidelines
5. Any other matter

Approval of Minutes of Meeting of IQAC held on , 15, November 2017

The Minutes of the previous IQAC meeting held on 15, November, 2017 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 15, November 2017

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 Organizing fests and other mega events from Departments.	Planning has been done by Departments
2	Resolved to submit proposals for research funding.	Proposals for funding are prepared and submitted
3	Resolved to prepare the plan of Action by the Departments and submit.	A plan of Action is made and submitted
4	Resolved to have renovation work of some Departments.	Work has been initiated and going on
5	Resolved to arrange criteria-wise meetings regularly to disseminate NAAC information	Action taken
6	Resolved to motivate the young faculty to register for Ph.D. and apply for research projects.	Research Committee has taken the initiative in this regard
7	Resolved to arrange more number of gender-equity and sensitization programs in the Institution	Women Empowerment Cell has taken the initiative in this regard

Resolution: The Action taken report was confirmed and approved.





Proceedings of the Meeting:

- IQAC coordinator presented the minutes of the previous meeting held on **15, November, 2017**, and the same was approved.
- The principal greeted the members and said that the next semester, he would like to see more academic activities that would enhance the College's reputation. He asked the members to encourage the Departments to organize more activities. He invited different Departments to organize mega events such as Fests and Cultural activities.
- Members discussed the plan of Action by Departments and decided to direct HoDs to have the plan of Action of the Departments.
- Prof. Dinakara Rao expressed his views on the Plan of Action. He said the activities of the Departments; functional units should be on the line with IQAC action plan for smooth running of the College.
- Dr. E Deepak D'Silva, Convener of the R&D cell said that KSTA and VISION group, as well as BRNS provide funding to the research projects. He requested the members to avail this funding and also motivate others to apply.
- Commenting on funding for the Research, Rev. Dr Antony Prakash said that for the research, the big instruments are not always required, what is required is interest and commitment. He narrated his own experience of BRNS project and successfully completed the project on time.
- Prof. Udaya, complementing Dr. Antony Prakash, said that the College's research culture should be strengthened for that the Management can give the seed money.
- Replying to the comment of Prof. Udaya, the Principal told the members that he will take the matter to the Management.
- IQAC coordinator requested the members to motivate the young faculty to register for PhD and apply for the research projects.
- Rev. Dr Antony Prakash said there is a plan for the renovation of Botany and Zoology Laboratory and the Staff room.
- Members discussed the NAAC process, and IQAC coordinators requested that criteria coordinators conduct regular meetings and that things should roll smoothly.
- The principal announced that On **December 14**, the state level conference on "know your skill" for non-teaching staff will be held in Silver Jubilee Memorial Hall and requested the cooperation by members in organizing the seminar.

Resolution:

- Resolved to organize a National Level seminar by IQAC in August/September 2018.
- Resolved to conduct the training program by Prof. Ganapathy on NAAC new guidelines for evaluation.
- Resolved to conduct the first IA and the second IA in the month of January and last week of February

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: Dr. Deepak E D'Silva, Member, IQAC.


Coordinator

IQAC

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MEETING NOTICE

SPC/IQAC/2017-18/M.6

10/03/2018

Sirs/Madams

Sub: Regular IQAC Meeting Notice – Meeting No.2017- 18/M.6

With reference to the subject cited above, a meeting of the IQAC is scheduled for **16, March, 2018** 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

- Review of Activities in the even semester
- Orientation program and follow up
- Annual day celebration
- Student discipline
- Submission of annual reports
- NAAC related issues
- Any other matter




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. Udaya K, Dean of Science
4. Prof. Maxim Carl, Dean of Commerce
5. Dr Herbert Nazareth, Dept. Of Commerce
6. Prof. Ganapathy S, Dean of Humanities
7. Prof. Dinakara Rao, Dept.of Economics
8. Prof. Ganesh Bhat, Dept. Of Mathematics
9. Mr. Radhakrishna Gowda, Dept. of Business Administration
10. Dr E Deepak D'Silva, Coordinator P.G. Studies in Physics
11. Mr. Praveen Praksh D'Souza, PG studies in Physics
12. Mr.Abdul Rahiman G, Administrative Staff
13. Mr. Victorian Fernandes, Administrative staff
14. Mr.Vinayachandra, Technical Staff
15. Jayaraj Bandari, Alumni President
16. Mr. Nixon Joseph NA – student representative
17. Mr.Mahammaed Ashiq – Student Representative
18. Ms. Swedal Lobo – Student Representative



RECORD OF THE MEETING

Meeting Type	Regular IQAC Meeting - Meeting No. 2017-18/M6
Date & Time	16, March, 2018 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.	Dr AP Radhakrishna	IQAC Coordinator	
5.	Prof. Udaya K	Dean of Sciene	
6.	Prof. Maxim Carl	Dean of Commerce	
7.	Dr Herbert Nazareth	Dept.of Commerce	
8.	Prof. Ganapathy S	Dean of Humanities	
9.	Prof. Dinakara Rao	Dept.of Economics	
10.	Prof. Ganesh Bhat	Department of Mathematics	
11.	Mr. Radhakrishna Gowda,	Dept. of Business Administration	
12.	Dr E Deepak D'Silva	Coordinator P.G. Studies in Physics	
13.	Mr. Praveen Prakash D'Souza	PG studies in Physics	
14.	Mr. Abdul Rahiman G	Administrative Staff	
15.	Mr. Victorian Fernandes	Administrative staff	
16.	Mr. Vinayachandra	Dept. of Computer Science- Technical Staff	
17.	Mr. Jayaraj Bandary	Alumni - President	
18.	Mr. Nixon Joseph	Student Representative	
19.	Mr. Mahammaed Ashiq	Student Representative	
20.	Ms. Swedel Lobo	Student Representative	

Coordinator, IQAC

St. Philomena College, Puttur

Principal

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MEETING MINUTES

Opening:

The IQAC Coordinator warmly welcomed the members 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. Dr AP Radhakrishna
5. Prof. Udaya K
6. Prof. Maxim Carl
7. Dr Herbert Nazareth
8. Prof. Dinakara Rao
9. Prof. Ganesh Bhat
10. Mr. Radhakrishna Gowda,
11. Dr E Deepak D'Silva
12. Mr. Praveen Prakash D'Souza
13. Mr. Abdul Rahiman G
14. Mr. Vinayachandra
15. Mr. Jayaraj Bandary

Absent:

1. Prof. Ganapathy S
2. Mr. Nixon Joseph
3. Mr. Mahammaed Ashiq
4. Ms. Swedel Lobo





Approval of Agenda:

1. Review of Activities in the even semester
2. Orientation program and follow up
3. Annual day celebration
4. Student discipline
5. Submission of annual reports
6. NAAC related issues
7. Any other matter

Approval of Minutes of Meeting of IQAC held on , 5, January, 2018

The Minutes of the previous IQAC meeting held on 5, January, 2018 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 5, January, 2018

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 organize a National Level seminar by IQAC in the month of August/September 2018	Action taken
2	Resolved to conduct the training on NAAC new guidelines for evaluation.	Conducted on 10.1.2017
3	Resolved to conduct the first I.A. and the second I.A. in the month of January and the last week of February	IA examinations are conducted as scheduled.
4	Annual day Celebration	College Annual day and Union Day, and Old Students' days were celebrated.
5	Conducting IA examinations	Conducted.
6	Consolidation of I.A. marks and displaying	Process is going on
7	Certificate courses have to be finish at the earliest.	Certificate courses are almost at the end, examinations will be conducted and Certificates will be distributed.
8	Resolved to request management to provide more ICT facilities in the classroom	Request made to the management
9	Resolved to arrange IQAC-PTA and IQAC-AA meetings	Action taken

Resolution: The action taken report was confirmed and approved.





Proceedings of the Meeting:

- Dr AP Radhakrishna, IQAC coordinator presented the minutes of the previous meeting held on 5, January, 2018, and the same was approved.
- Discussed the various programs organized by different Departments – Commerce, computer Science, BBA, Science Association, NSS, NCC, and other functional units.
- Principal Thanked Prof. Ganapathy for the Orientation given for the entire staff on new evaluation procedures introduced by NAAC.
- IQAC coordinator said that, as a follow-up action, the copy of new guidelines were distributed to all criteria and requested them to convene the meeting, and the meetings were held.
- IQAC coordinator reminded the members regarding the self-appraisal.
- IQAC coordinator also requested conveners of different criteria to submit the Annual reports of different criteria and functional units on or before April 15, 2018.
- Members also discussed the discipline matter. The principal said discipline in the College is a collective issue and requested the Disciplinary Committee to be more vigilant.

Resolution:

- Resolved to submit the annual reports of different criteria on 15.4.2018
- Resolved preparing AQAR
- Resolved to take more vigilant measures by the disciplinary committee

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: Dr Deepak E D'Silva, Member, IQAC.


Coordinator
IQAC
St. Philomena College, Puttur


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