



## MEETING NOTICE

SPC/IQAC/2018-19/M5

08/02/2019


Sirs/Madams

Sub: Regular IQAC Meeting Notice - Meeting No. 2018- 19/M.5

With reference to the subject cited above, a meeting of the IQAC is scheduled for **16, February, 2019** 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. Fixing of Internal examination and University Practical examinations
2. Sports and Games
3. Annual Day celebration
4. Examinations of Certificate courses
5. Discipline matters
6. Campus cleaning
7. Infrastructure Development
8. 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. 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 Prakash D'Souza, PG studies in Physics
12. Mr. Louis Dsouza, Administrative staff
13. Mr. Abdul Rahiman G, Administrative Staff
14. Mr. Vinayachandra, Technical Staff
15. Jayaraj Bandari, Alumni President
16. Dr Chandrashekhar K, Alumni Secretary
17. Mr Nandan Kumar G -Student Representative
18. Mr Mahammed Afeez -Student Representative
19. Ms Violine Lucyita Dsouza -Student Representative



### RECORD OF THE MEETING

Meeting Type	Regular IQAC Meeting - Meeting No. 2018-19/M5
Date & Time	16, February, 2019 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 Ganesh Bhat K	Convener Criterion II	
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.	Mr.Radhakrishna Gowda,	Dept.of Business Administration	
12.	Dr E Deepak D'Silva	Coordinator P.G.Studies in Physics	
13.	Jayaraj Bandari	Alumni President	
14.	Dr Chandrahekhar K	Alumni Secretary	
15.	Mr. Praveen Prakash D'Souza	PG studies in Physics	
16.	Mr Vinayachandra	Technical Staff	
17.	Mr.Abdul Rahiman G	Administrative Staff	
18.	Mr. Louis Dsouza	Administrative staff	
19.	Mr Nandan Kumar G	Student Representative	
20.	Mr Mahammed Afeez	Student Representative	
21.	Ms Violine Lucyita Dsouza	Student Representative	

Coordinator, IQAC

**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 Ganesh Bhat K
7. Prof.Maxim Carl
8. Dr Herbert Nazareth
9. Prof. Ganapathy S
10. Prof.Dinakara Rao
11. Mr.Radhakrishna Gowda,
12. Dr E Deepak D'Silva
13. Jayaraj Bandari
14. Dr Chandrahekhar K
15. Mr. Praveen Prakash D'Souza
16. Mr Vinayachandra
17. Mr. Abdul Rahiman G
18. Mr Nandan Kumar G

### **Absent:**

1. Mr. Louis Dsouza
2. Mr Mahammed Afeez
3. Ms Violine Lucyita Dsouza





### Approval of Agenda:

1. Fixing of Internal examination and University Practical examinations
2. Sports and Games
3. Annual Day celebration
4. Examinations of Certificate courses
5. Discipline matters
6. Campus cleaning
7. Infrastructure Development
8. Any other matter with the permission of the chair.

Approval of Minutes of Meeting of IQAC held on , 15, December, 2018 3:00pm

**The Minutes of the previous IQAC meeting held on 15, December, 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 15, December, 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 conduct fests, seminars by different Departments.	Fests and seminars were organized.
2	Resolved to apply for the VGST grant for Research	Two faculty members have applied for VGST grant and received the grants.
3	Resolved to have strategies for MOU and linkages.	Initiation was taken by some Departments
4	Resolved to do the Plan of action by the Departments.	Departments have prepared plan of action.
5	Resolved to enhance MoU and Collaboration initiatives	Action taken
6	Department heads were asked to form the Department action plan inline with IQAC action plan	Action taken
7	Directed the Departments to organize the various activities to maintain academic vibrancy in the College	Action taken

**Resolution:** The action taken report was confirmed and approved.



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### **Proceedings of the Meeting:**

- Members discussed about the dates of II internal examination and University Practical examinations. Decided to conduct II IA examination from 11 March. University Practical examinations from 25<sup>th</sup> March onwards.
- Decided to hold Sports and Games in connection with Annual College day celebrations.
- Discussed about Annual College day, Union day and Alumni days. Tentatively decided to have them on February 28<sup>th</sup>, March 1 & 2
- Members were also discussed about the discipline matters. Decided to direct the Discipline committee to take strict action if any one violate disciplinary norms of the institution.
- Disused about the campus cleaning and decided to have Campus cleaning drive by NSS volunteers.
- Members requested for the new water cooler facility in the staff room as well as in the corridors. Principal said, he will discuss with the Management.

### **Resolution:**

- Resolved in the meeting to conduct II IA examination from 11 March. University Practical examinations from 25<sup>th</sup> March onwards.
- Resolved to conduct Sports and Games in connection with Annual day celebrations.
- Resolved to conduct College Day, Union day and Alumni days on February 28<sup>th</sup>, March 1 & 2
- Resolved to take disciplinary measures on offenders.
- Resolved to request for new water cooler facility to the Staff room and in the corridor.

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:** Mr. Praveen Prakash D'Souza, IQAC. Member

  
Coordinator  
IQAC  
St. Philomena College, Puttur

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



### MEETING NOTICE

SPC/IQAC/2018-19/M1

01/06/2018

Sirs/Madams

Sub: Regular IQAC Meeting Notice – Meeting No. 2018- 19/M.1

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

- Presenting the Plan of action prepared by IQAC for the Academic Year
- Composition of IQAC for the year 2018-19
- Plan of Action by the Departments
- Orientation sessions for fresher's
- Conducting Certificate courses
- NAAC related issues
- Any other matter with 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. 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 Prakash D'Souza, PG studies in Physics
12. Mr. Louis Dsouza, Administrative staff
13. Mr.Abdul Rahiman G, Administrative Staff
14. Mr.Vinayachandra, Technical Staff
15. Mr. Jayaraj Bandari, Alumni President
16. Dr Chandrashekhar K, Alumni Secretary



### RECORD OF THE MEETING

Meeting Type	Regular IQAC Meeting - Meeting No.2018-19/M1
Date & Time	18, June, 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 Science	
6.	Prof Ganesh Bhat K	Convener Criterion II	
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.	Mr. Radhakrishna Gowda,	Dept.of Business Administration	
12.	Dr E Deepak D'Silva	Coordinator P.G. Studies in Physics	
13.	Mr. Jayaraj Bandari	Alumni President	
14.	Dr Chandrahekhar K	Alumni Secretary	
15.	Mr. Praveen Prakash D'Souza	PG studies in Physics	
16.	Mr Vinayachandra	Technical Staff	
17.	Mr. Abdul Rahiman G	Administrative Staff	
18.	Mr. Louis Dsouza	Administrative staff	

Coordinator, IQAC

St. Philomena College, Puttur

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 Ganesh Bhat K
7. Prof. Maxim Carl
8. Dr Herbert Nazareth
9. Prof. Ganapathy S
10. Prof.Dinakara Rao
11. Mr.Radhakrishna Gowda,
12. Dr E Deepak D'Silva
13. Mr. Jayaraj Bandari
14. Dr Chandrahekhar K
15. Mr. Praveen Prakash D'Souza
16. Mr Vinayachandra
17. Mr.Abdul Rahiman G

### Absent:

1. Mr. Louis Dsouza







### Approval of Agenda:

- Presenting the Plan of action prepared by IQAC for the Academic Year
- Composition of IQAC for the year 2018-19
- Plan of Action by the Departments
- Orientation sessions for freshers
- Conducting Certificate courses
- NAAC related issues
- Any other matter with permission of the Chair Approval of Minutes of Meeting of IQAC held on , 5, January, 2018

Approval of Minutes of Meeting of IQAC held on , 16, March, 2018 3:00pm

**The Minutes of the previous IQAC meeting held on 16, March, 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 16, March, 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 collect annual reports of different criteria	Institution's annual criteria-wise performance were collected
2	Resolved preparing AQAR	AQAR work is in progress
3	Resolved to take more vigilant measures by the disciplinary committee.	Discipline Committee has taken strict measures on students violating discipline
4	Preparation of IQAC Annual Report	IQAC Annual Report prepared
5	Campus clean initiatives	Measures are taken
6	Infra structure development	Botany and Zoology Department refurbishing work completed.
7	Functional units were asked to provide annual performance reports.	Reports collected
8	Resolved to collect self-appraisal from both teaching and non-teaching staff	Action taken
9	Departmental annual appraisal reports were requested.	Reports collected

**Resolution:** The action taken report was confirmed and approved.





### Proceedings of the Meeting:

- Dr AP Radhakrishna, IQAC Coordinator, read the minutes of the previous meeting held on **16 March 2018** and approved unanimously.
- Principal greeted the members for the new academic year and expressed his satisfaction that the large number of activities – guest lectures, social awareness program, community reach program, fests by different Departments - organized in the last academic year and that reflect the zeal of the staff and their motivation to academic exuberance prevailing in the College. He lauded the efforts of IQAC in streamlining and monitoring the various activities organized in the College.
- Principal mentioned that admissions are going on and good number of applications have been received to all branches which again shows that parents and students seek St.Philomena College. It is the duty of we the teachers to maintain the standard, said by the Principal, Prof.Leo Nornha.
- Principal informed that in the next week orient sessions will be conducted for freshers.
- IQAC coordinator presented the Annual Report of 2017-18 which enumerates the various inputs and developments have taken place in in seven criteria component resulting in the overall growth of the institution. The members approved the same.
- Members approved the Annual IQAC Report for 2017-18.
- Rev.Dr Antony Prakash Monteiro complemented the conveners and coordinators of different criterion for conducting the meeting and in preparation of AQAR.
- IQAC coordinator briefed the members about AQAR and it will be uploaded soon in NAAC portal.
- Members have discussed about the composition of IQAC and finally decided to retain the same composition with changes in student representatives.
- Decided in the meeting to celebrate International Yoga Day on June 22. The decision was taken to entrust the responsibility of organizing the event to NCC officer Johnson Sequeira and the NCC unit of the College.
- In the meeting it was decided to organize the program on any National Importance days such as Independence day, Republic day, Teachers day, Gandhi Jayanthi, Sadbhavana Day, Ambedkar Jayanthi etc., as they will bring the awareness in students and community about the good values.
- In the meeting members discussed about the Tutorial class, remedial class. Prof.Udaya pointed out that the these classes should be held seriously that will certainly enhance the results appreciably.
- Mr. Vinayachandra said that Certificate programs should be conducted systematically for minimum of 30 hours duration, so that students will gain much insight about the subjects which they intend to learn.
- Decided in the meeting to announce the certificate program, registration and beginning of the certificate program at the earliest, from July first week on





### **Resolution:**

- Resolved to retain IQAC composition of the previous year.
- Resolved to have orientation sessions for fresher's
- Resolved to continue the value-added Certificate programs.
- Resolved to conduct bridge and remedial class
- Resolved to conduct the program on National days of importance

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:** Mr.Vinayachandra, Member, IQAC

  
Coordinator  
IQAC  
St. Philomena College, Puttur

  
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## MEETING NOTICE

SPC/IQAC/2018-19/M2

08/08/2018

Sirs/Madams

Sub: Regular IQAC Meeting Notice – Meeting No. 2018- 19/M.2

With reference to the subject cited above, a meeting of the IQAC is scheduled for **17, August, 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 Program organized in the previous month
2. Commencement of PG classes and orientation program
3. Assessment of Student Union Election
4. Independence day celebration
5. IA examinations
6. NAAC related issues
7. Any other matter with the permission for 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. Udaya K, Dean of Science
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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 Prakash D'Souza, PG studies in Physics
12. Mr. Louis Dsouza, Administrative staff
13. Mr.Abdul Rahiman G, Administrative Staff
14. Mr.Vinayachandra, Technical Staff
15. Mr.Jayaraj Bandari, Alumni President
16. Dr Chandrashekhar K, Alumni Secretary
17. Mr Nandan Kumar G -Student Representative
18. Mr Mahammed Afeez -Student Representative
19. Ms Violine Lucyita Dsouza -Student Representative



### RECORD OF THE MEETING

Meeting Type	Regular IQAC Meeting - Meeting No.2018-19/M2
Date & Time	17, August, 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 Science	
6.	Prof Ganesh Bhat K	Convener Criterion II	
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.	Mr. Radhakrishna Gowda,	Dept. of Business Administration	
12.	Dr E Deepak D'Silva	Coordinator P.G. Studies in Physics	
13.	Jayaraj Bandari	Alumni President	
14.	Dr Chandrahekhar K	Alumni Secretary	
15.	Mr. Praveen Prakash D'Souza	PG studies in Physics	
16.	Mr Vinayachandra	Technical Staff	
17.	Mr. Abdul Rahiman G	Administrative Staff	
18.	Mr. Louis Dsouza	Administrative staff	
19.	Mr Nandan Kumar G	Student Representative	
20.	Mr Mahammed Afeez	Student Representative	
21.	Ms Violine Lucyita Dsouza	Student Representative	

Coordinator, IQAC  
IQAC

St. Philomena College, Puttur

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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 Ganesh Bhat K
7. Prof. Maxim Carl
8. Dr Herbert Nazareth
9. Prof. Ganapathy S
10. Prof. Dinakara Rao
11. Mr. Radhakrishna Gowda,
12. Dr E Deepak D'Silva
13. Jayaraj Bandari
14. Dr Chandrahekhar K
15. Mr. Praveen Prakash D'Souza
16. Mr Vinayachandra
17. Mr. Abdul Rahiman G
18. Ms Violine Lucyita Dsouza

### **Absent:**

1. Mr. Louis Dsouza
2. Mr Nandan Kumar G
3. Mr Mahammed Afeez





### Approval of Agenda:

1. Review of Program organized in the previous month
2. Commencement of PG classes and orientation program
3. Assessment of Student Union Election
4. Independence day celebration
5. IA examinations
6. NAAC related issues
7. Any other matter with the permission for the chair

Approval of Minutes of Meeting of IQAC held on , 18, June, 2018 3:00pm

**The Minutes of the previous IQAC meeting held on 18, June, 2018 was placed for approval.**

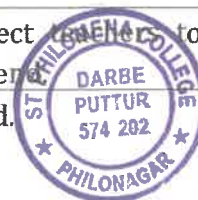
**Resolution:** The minutes of the meeting were confirmed and approved.

### **Approval of Action Taken Report based on recommendations of the IQAC at the meeting held on 18, June, 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 retain IQAC composition of the previous year.	Retained the same composition
2	Resolved to systematize certificate programs to be offered	Action taken
3	Resolved to have orientation sessions to fresher's	Conducted the orientation sessions
4	Resolved to organize systematic bridge program for freshers	Action taken
5	Resolved to organize the National days of importance	Action will be taken
6	Resolved to continue with remedial courses and coaching for slow and advanced learners	Subject departments took action in this regard.
7	Resolved to conduct International Yoga Day	Organized the event by NCC unit and students, teachers were participated
8	Resolved to upload the AQAR within the timeframe	Action taken
9	Resolved to continue with tutorial classes	Subject departments took initiatives on this end

**Resolution:** The action taken report was confirmed and approved.





### Proceedings of the Meeting:

- Dr AP Radhakrishna, IQAC Coordinator, read the minutes of the previous meeting held on **18, June, 2018** and approved unanimously.
- Principal said that functional units already started their activities and they have to do more activities in the coming days. He complemented Lt. Johnson David Siqueira for his guidance in conducting International Yoga day on June 22 and the program was appreciated by all. In same fashion NCC unit also celebrated Krgil Vijay Divas on July 26 with patriotic song, dance and the skit which depicts the heroics of our Army men at the highest mountain range to protect the country.
- Rev.Dr Antony Prakash informed the members that PG classes had commenced, and for fresher's, the orientation program will be organized.
- The Principal said that on August 15, Independence Day was celebrated, and despite heavy rain, many students were there. He complemented NCC, NSS, Rovers, and Ranger unit of College for awareness jatha after the flag hoisting.
- Decided in the meeting to conduct Sadbhavana Day on August 20, and the Principal gave the responsibility to Humanities Association.
- Mr. Vinayachandra, a member of the Examination Committee, said that the first IA examination would be conducted in the next week and the second IA examination in the second week of September.
- Mr.Vinayachandra informed the members that State level seminar on Intellectual Property Rights and plagiarism would be organized on September 29. He requested cooperation in all respect.
- IQAC coordinator requested criteria coordinators to conduct frequently meeting, to check the stock verification.

### Resolution:

- Resolved to conduct the first IA examination in the last week of August and the second IA examination in the second week of September.
- Resolved to organize Sadbhavana day on August 20.
- Resolved to organize the state-level seminar on Intellectual Property Rights and plagiarism
- Resolved to have orientation day for fresher's of PG programs.
- Resolved to conduct criteria meetings.







### **Any other matters:**

1. Members discussed adding the new volumes to the library
2. Discussed the fund rising from Prominent Alumni for PG section.
3. Green initiative in the Campus.

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:** Mr.Vinayachandra, IQAC. Member



Coordinator  
IQAC

St. Philomena College, Puttur



PRINCIPAL

ST PHILOMENA COLLEGE  
PHILONAGAR, DARBE, PUTTUR - 574 202



### MEETING NOTICE

SPC/IQAC/2018-19/M3

10/09/2018

Sirs/Madams

Sub: Regular IQAC Meeting Notice – Meeting No.2018- 19/M.3

With reference to the subject cited above, a meeting of the IQAC is scheduled for **22, September, 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. The review of the activities conducted
2. Certificate courses
3. Organizing the National level Seminar on E-resources, Intellectual Property rights – Plagiarism and other issues on 29.9.2018, Saturday
4. Community program initiative
5. Research and consultancy – efforts discussion
6. Practical Examination
7. MIS information and student feed back
8. Any other matter

  
Dr AP Radhakrishna  
Coordinator, IQAC



  
Leo Noronha  
Principal

#### Copy to :

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2. Rev. Dr Antony Prakash Monteiro, Managing Representative
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15. Mr. Jayaraj Bandari, Alumni President
16. Dr Chandrashekhar K, Alumni Secretary
17. Mr Nandan Kumar G -Student Representative
18. Mr Mahammed Afeez -Student Representative
19. Ms Violine Lucyita Dsouza -Student Representative



### RECORD OF THE MEETING

Meeting Type	Regular IQAC Meeting - Meeting No. 2018-19/M3
Date & Time	22, September, 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 Science	
6.	Prof Ganesh Bhat K	Convener Criterion II	
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.	Mr. Radhakrishna Gowda,	Dept. of Business Administration	
12.	Dr E Deepak D'Silva	Coordinator P.G. Studies in Physics	
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14.	Dr Chandrahakhar K	Alumni Secretary	
15.	Mr. Praveen Prakash D'Souza	PG studies in Physics	
16.	Mr Vinayachandra	Technical Staff	
17.	Mr. Abdul Rahiman G	Administrative Staff	
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19.	Mr Nandan Kumar G	Student Representative	
20.	Mr Mahammed Afeez	Student Representative	
21.	Ms Violine Lucyita Dsouza	Student Representative	

Coordinator, IQAC  
IQAC

St. Philomena College, Puttur

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

Principal  
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 Ganesh Bhat K
7. Prof. Maxim Carl
8. Dr Herbert Nazareth
9. Prof. Ganapathy S
10. Prof. Dinakara Rao
11. Mr. Radhakrishna Gowda,
12. Dr E Deepak D'Silva
13. Mr. Jayaraj Bandari
14. Dr Chandrahekhar K
15. Mr. Praveen Prakash D'Souza
16. Mr Vinayachandra
17. Mr. Abdul Rahiman G
18. Ms Viline Lucyita Dsouza



### **Absent:**

1. Mr. Louis Dsouza
2. Mr Nandan Kumar G
3. Mr Mahammed Afeez



### Approval of Agenda:

1. The review of the activities conducted
2. Certificate courses
3. Organizing the National level Seminar on E-resources, Intellectual Property rights - Plagiarism and other issues on 29.9.2018, Saturday
4. Community program initiative
5. Research and consultancy - efforts discussion
6. Practical Examination
7. MIS information and student feed back
8. Any other matter

Approval of Minutes of Meeting of IQAC held on , 17, August, 2018 3:00pm

**The Minutes of the previous IQAC meeting held on 17, August, 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 17, August, 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 conduct the first IA examination in the last week of August and the second IA examination in the second week of September.	Conducted
2	Resolved to organize Sadbhavana day on August 20.	Conducted
3	Resolved to organize the state-level seminar on Intellectual Property Rights and plagiarism	On 29 <sup>th</sup> of September, the seminar will be conducted.
4	Resolved to have orientation day for freshers of PG programs.	Organized
5	Resolved to conduct criteria meetings.	Meetings were held
6	Resolved to enhance the use of ICT in teaching-learning	Action taken
7	Resolved to conduct a greater number of skill development programs for students	Action taken
8	Resolved to streamline mentoring system	Action taken

**Resolution:** The action taken report was confirmed and approved.





### Proceedings of the Meeting:

- IQAC Coordinator read the minutes of the previous meeting held on 17, August 2018, and the members of IQAC approved the minutes.
- Members discussed the progress of Certificate courses offered by the Departments and noted that they are conducted systematically. Suggested Certificate course coordinator to see that the Departments lagging behind have to gear up.
- The Principal said the one-day National level seminar on the most important topic would be held in the College, organized by IQAC, and the cooperation of the members in organizing the seminar is required.
- Prof. Vinayachandra, the coordinator of the seminar, briefed the members about the structure of the seminar and the preparation made.
- Members suggested creating different committees.
- Members discussed the community programs initiative by different departments and suggested associating with the Rotary Club, Red Cross Society, and NGOs to reach the public.
- Dr Deepak E Disilva said, VGST, and BRNS grants are available, and the young researchers have to apply for them to carry out the research in the College. He sighted his own example.
- Decided to conduct University Practical examination from last week of September
- The Principal noted that as a part of the E-Governance initiative, MIS has been introduced in the College Office and is also ERP solution for online feedback, entry of marks, and other works.

### Resolution:

- To organize the National Seminar on E-resources, Intellectual Property rights – Plagiarism and other issues
- Resolved to form different committees.
- Resolved to conduct Practical examination in the last week of September.
- Resolved to take students' feedback on curriculum and infrastructure.

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:** Mr. Vinayachandra, IQAC. Member

Coordinator  
IQAC

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### MEETING NOTICE

SPC/IQAC/2018-19/M4

10/12/2018

Sirs/Madams

Sub: Regular IQAC Meeting Notice – Meeting No. 2018- 19/M.4

With reference to the subject cited above, a meeting of the IQAC is scheduled for **14, December, 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. The review of the activities conducted in the Even semester
2. MOU & Linkages
3. Conduct of Semester Examination
4. Research initiatives
5. Plan of Action by the Departments
6. Department activities
7. 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 Prakash D'Souza, PG studies in Physics
12. Mr. Louis Dsouza, Administrative staff
13. Mr.Abdul Rahiman G, Administrative Staff
14. Mr.Vinayachandra, Technical Staff
15. Mr. Jayaraj Bandari, Alumni President
16. Dr Chandrashekhar K, Alumni Secretary
17. Mr Nandan Kumar G -Student Representative
18. Mr Mahammed Afeez -Student Representative
19. Ms Violine Lucyita Dsouza -Student Representative



### RECORD OF THE MEETING

Meeting Type	Regular IQAC Meeting - Meeting No. 2018-19/M4
Date & Time	14, December, 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 Science	
6.	Prof Ganesh Bhat K	Convener Criterion II	
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.	Mr. Radhakrishna Gowda,	Dept. of Business Administration	
12.	Dr E Deepak D'Silva	Coordinator P.G. Studies in Physics	
13.	Jayaraj Bandari	Alumni President	
14.	Dr Chandrahekhar K	Alumni Secretary	
15.	Mr. Praveen Prakash D'Souza	PG studies in Physics	
16.	Mr Vinayachandra	Technical Staff	
17.	Mr. Abdul Rahiman G	Administrative Staff	
18.	Mr. Louis Dsouza	Administrative staff	
19.	Mr Nandan Kumar G	Student Representative	
20.	Mr Mahammed Afeez	Student Representative	
21.	Ms Violine Lucyita Dsouza	Student Representative	

Coordinator, IQAC  
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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 Ganesh Bhat K
7. Prof.Maxim Carl
8. Dr Herbert Nazareth
9. Prof. Ganapathy S
10. Prof.Dinakara Rao
11. Mr.Radhakrishna Gowda,
12. Dr E Deepak D'Silva
13. Jayaraj Bandari
14. Dr Chandrahekhar K
15. Mr. Praveen Prakash D'Souza
16. Mr Vinayachandra
17. Mr.Abdul Rahiman G
18. Ms Violine Lucyita Dsouza

### **Absent:**

1. Mr. Louis Dsouza
2. Mr Nandan Kumar G
3. Mr Mahammed Afeez





### **Approval of Agenda:**

1. The review of the activities conducted in the Even semester
2. MOU & Linkages
3. Semester Examination
4. Research initiatives
5. Plan of Action by the Departments
6. Department activities
7. Any other matter

Approval of Minutes of Meeting of IQAC held on , 17, August, 2018 3:00pm

**The Minutes of the previous IQAC meeting held on 17, August, 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 17, August, 2018**

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

S.N.	Resolution / Recommendation	Action Taken
	Resolved to form different committees to organize the seminar	Committees were formed for smooth conduct of the seminar
1	To organize the National Seminar on E-resources, Intellectual Property rights – Plagiarism and other issues	Seminar was conducted
2	To conduct Practical examination in the last week of September.	Practical examination was conducted.
3	Resolved to seek progress report from certificate programme coordinators	Action taken
4	Resolved to take students feedback on the curriculum	Feedback was taken
5	Resolved to analyze the feed back	Analysis was made.
6	Resolved to associate with NGOs in organizing community reach programs	Action taken
7	Resolved to motivate staff members to apply for research grants from govt agencies	Action taken
8	Resolved to train office staff on MIS integrated with the ERP system of the College	Action taken

**Resolution:** The action taken report was confirmed and approved.





### **Proceedings of the Meeting:**

- Dr AP Radhakrishna, IQAC Coordinator, read the minutes of the previous meeting held on 17, August, 2018 and the members of IQAC approved the minutes.
- Members discussed about the various activities conducted in the odd semester.
- Members discussed about the strategies to adopt for the MOU with industries and premier institution.
- Coordinator of the Research committee requested the members to apply for VGST grant
- Department heads were directed to form the Department plan for the semester on line with IQAC plan of action.
- Directed the Departments to organize the various activities to maintain academic vibrancy in the College.

### **Resolution:**

- Resolved to conduct fests, seminars by different Departments.
- Resolved to apply for the VGST grant for Research
- Resolved to have strategies for MOU and linkages.
- Resolved to do the Plan of action by the Departments.

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:** Mr. Vinayachandra, IQAC. Member



Coordinator  
IQAC

St. Philomena College, Puttur



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## MEETING NOTICE

SPC/IQAC/2018-19/M6

08/03/2019


Sirs/Madams

Sub: Regular IQAC Meeting Notice – Meeting No. 2018- 19/M.6

With reference to the subject cited above, a meeting of the IQAC is scheduled for **16, March, 2019** 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 College day celebration
2. Review of the activities conducted in the semester
3. Review of the Syllabus covered
4. Certificate course completion
5. Self-Appraisal Report submission
6. Student feedback Reports
7. Reports from Functional Units
8. NAAC related issues
9. 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. 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 Prakash D'Souza, PG studies in Physics
12. Mr. Louis Dsouza, Administrative staff
13. Mr. Abdul Rahiman G, Administrative Staff
14. Mr. Vinayachandra, Technical Staff
15. Mr. Jayaraj Bandari, Alumni President
16. Dr Chandrashekhara K, Alumni Secretary
17. Mr Nandan Kumar G -Student Representative
18. Mr Mahammed Afeez -Student Representative
19. Ms Viline Lucyita Dsouza -Student Representative



### RECORD OF THE MEETING

Meeting Type	Regular IQAC Meeting - Meeting No. 2018-19/M6
Date & Time	16, March, 2019 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 Ganesh Bhat K	Convener Criterion II	
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.	Mr. Radhakrishna Gowda,	Dept. of Business Administration	
12.	Dr E Deepak D'Silva	Coordinator P.G. Studies in Physics	
13.	Mr. Jayaraj Bandari	Alumni President	
14.	Dr Chandrahakhar K	Alumni Secretary	
15.	Mr. Praveen Prakash D'Souza	PG studies in Physics	
16.	Mr Vinayachandra	Technical Staff	
17.	Mr. Abdul Rahiman G	Administrative Staff	
18.	Mr. Louis Dsouza	Administrative staff	
19.	Mr Nandan Kumar G	Student Representative	
20.	Mr Mahammed Afeez	Student Representative	
21.	Ms Violine Lucyita Dsouza	Student Representative	

**Coordinator, IQAC**  
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### **Approval of Agenda:**

- Review of the College day celebration
- Review of the activities conducted in the semester
- Review of the Syllabus covered
- Certificate course completion
- Self-Appraisal Report submission
- Student feedback Reports
- Reports from Functional Units
- NAAC related issues
- Any other matter with the permission of the Chair

Approval of Minutes of Meeting of IQAC held on , 15, December, 2018 3:00pm

**The Minutes of the previous IQAC meeting held on 16, February, 2019 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 16,February, 2019**

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

S.N.	Resolution / Recommendation	Action Taken
1	Resolved in the meeting to conduct II IA examination from 11 March. University Practical examinations from 25 th March onwards.	As resolved the exmiantions were conducted on schedule and University Practical examinations were also held systematically
2	Resolved to conduct Sports and Games in connection with Annual day celebrations.	For full week Sports and Games were conducted by the Physical Science Department
3	Resolved to conduct College day, Union day and Alumni days on February 28th, March 1& 2	On Scheduled days the College Day, Union day and Alumni day were conducted.
4	Resolved to take disciplinary measures on offenders.	Disciplinary committee has taken initiative to maintain the absolute discipline in the College.
5	Resolved to request for new water cooler facility to the Staff room and in the corridor	Water coolers were installed
6	Disused about the campus cleaning and decided to have Campus cleaning drive by NSS volunteers.	Action taken

**Resolution:** The action taken report was confirmed and approved.





### **Proceedings of the Meeting:**

- College day celebrations were reviewed and members expressed the satisfaction about the smooth conduct of the function.
- Members have discussed about the large number of activities conducted in the odd as well as in the even semester.
- Members have discussed about the syllabus covered and felt that the extra classes are needed to complete the portion. Decided to have the extra classes if required.
- Discussed about the certificate courses and decided to direct the Departments to complete the course on time and conduct the examinations.
- Discussion followed with the self-appraisal report and decided to have the self-appraisal reports to submit at the end of March to IQAC for the review.
- Decided to generate the student feedback survey Report in the first week of April.
- Decided to collect the Reports of the functional units which gives the annual performance appraisal of the units.
- Members have discussed in detail regarding the NAAC process. IQAC coordinator requested different criteria to organize the meeting and prepare their documents to the perfection.

### **Any other matter:**

- Discussed about the campus greenery initiatives
- Discussed about the adding laboratory

### **Resolution:**

- Resolved to submit the Appraisal Reports at the end of March.
- Resolved to generate feedback report in the first week of April.
- Resolved to collect the annual report of different functional units.
- Resolved to conduct criteria meeting regularly.
- Resolved to have annual stock verification by Science Departments.

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:** Mr.Praveen Prakash D'Souza, IQAC. Member

Coordinator  
IQAC

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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 A P Radhakrishna
5. Prof. Udaya K
6. Prof Ganesh Bhat K
7. Prof. Maxim Carl
8. Dr Herbert Nazareth
9. Prof. Ganapathy S
10. Prof. Dinakara Rao
11. Mr. Radhakrishna Gowda,
12. Dr E Deepak D'Silva
13. Mr. Jayaraj Bandari
14. Dr Chandrahekhar K
15. Mr. Praveen Prakash D'Souza
16. Mr Vinayachandra
17. Mr.Abdul Rahiman G
18. Mr Nandan Kumar G

### Absent:

1. Mr. Louis Dsouza
2. Mr Mahammed Afeez
3. Ms Viole Lucyita Dsouza

