

**MEETING NOTICE**

SPC/IQAC/2019-20/M1

20/06/2019

Sirs/Madams

Sub: Regular IQAC Meeting Notice - Meeting No. 2019- 20/M.1

With reference to the subject cited above, a meeting of the IQAC is scheduled for **11, July, 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. IQAC plan of Action
2. Orientation for freshers
3. Launching of Certificate courses
4. Campus cleaning drive
5. Clubs and Association activities
6. 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. Prof. Ganapathy S, Dean of Humanities
6. Prof. Dinakara Rao, Dept.of Economics
7. Prof. Ganesh Bhat, Dept. Of Mathematics
8. Mr. Radhakrishna Gowda, Dept. of Business Administration
9. Dr E Deepak D'Silva, Coordinator P.G. Studies in Physics
10. Mr. Praveen Prakash D'Souza, PG studies in Physics
11. Mr. John Monteiro, Administrative Staff
12. Mr. Abdul Rahiman G, Administrative Staff
13. Mr. Vinayachandra, Technical Staff
14. Mr. Jagajeevendas Rai, Alumni President
15. Dr Chandrashekar K, Alumni Secretary



### RECORD OF THE MEETING

Meeting Type	Regular IQAC Meeting - Meeting No. 2019-20/M1
Date & Time	11, July, 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.	Prof. Ganapathy S	Dean of Humanities	
9.	Prof.Dinakara Rao	Dept.of Economics	
10.	Mr.Radhakrishna Gowda,	Dept.of Business Administration	
11.	Dr E Deepak D'Silva	Coordinator P.G.Studies in Physics	
12.	Mr. Jagajeevendas Rai	Alumni President	
13.	Dr Chandrashekar K	Alumni Secretary	
14.	Mr. Praveen Prakash D'Souza	PG studies in Physics	
15.	Mr Vinayachandra	Technical Staff	
16.	Mr. John Monteiro	Administrative Staff	
17.	Mr.Abdul Rahiman G	Administrative Staff	

Coordinator, IQAC

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. Prof. Ganapathy S
9. Prof.Dinakara Rao
10. Mr.Radhakrishna Gowda,
11. Dr E Deepak D'Silva
12. Mr. Jagajeevendas Rai
13. Dr Chandrashekar K
14. Mr. Praveen Prakash D'Souza
15. Mr Vinayachandra
16. Mr. John Monteiro
17. Mr.Abdul Rahiman G

### Absent:





### Approval of Agenda:

1. IQAC plan of Action
2. Orientation for fresher's
3. Launching of Certificate courses
4. Campus cleaning drive
5. Clubs and Association activities
6. Any other matter

Approval of Minutes of Meeting of IQAC held on , 16, March, 2019 3:00pm

**The Minutes of the previous IQAC meeting held on 16, March, 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, March, 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 to submit the Appraisal Reports at the end of March.	Appraisal Reports are submitted by staff members
2	Resolved to generate student feedback report in the first week of April.	Student Feedback reports were generated for analysis
3	Resolved to Collect the annual report of different functional units.	Annual Reports of functional units, clubs and Associations were submitted
4	Resolved to conduct criteria meeting regularly.	Criteria meetings were held
5	Resolved to have annual stock verification by Science Departments.	Stock verification was done by Science Departments.
6	Departments to complete Certificate Programs on time and conduct the examinations	The organisers of CC provided a summary report of the certificate programmes. Students received certificates.
7	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.	Every course teacher provided a syllabus completion certificate if it was finished on schedule.

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







## IQAC Plan of Action

- Launching of Certificate courses
- Campus cleaning drive
- Clubs and Association activities
- Union Election
- Infrastructure development
- NAAC issues
- Any other matter

## Proceedings of the Meeting:

- IQAC coordinator presented the proceedings of the meeting held on 16, March, 2019 and the same was approved by the house.
- Principal greeted the members for fruitful academic year. .
- Principal informed the house that the admission was excellent for all streams.
- Discussed the about the certificate courses and decided to direct the Departments to complete the course on time and conduct the examinations.
- Discussed about the activities of Clubs and Associations.
- Every year the College conducts the Election for student union in the most democratic way. Members discussed about the election and it was decided to have it in the month of July itself.
- Campus Director mentioned that tiles will be laid to some of the Departments and also new computers have been procured for Computer center as well as to the Departments.
- Members were also discussed about AQAR preparation.
- Members discussed on activities to be conducted.

## Resolution:

- Resolved to begin the Certificate courses in July itself.
- Resolved to have clubs and association activities.
- Resolved to conduct the General election to student union in July itself.
- Decided to go for Infrastructure development - laying tiles to Botany and Zoology Departments and also some other departments.
- Decided to complete AQAR at the earliest.

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 NOTICE

SPC/IQAC/2019-20/M3

01/09/2019

Sirs/Madams

Sub: Regular IQAC Meeting Notice – Meeting No. 2019- 20/M.3

With reference to the subject cited above, a meeting of the IQAC is scheduled for **18, September, 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 activities conducted in the semester
2. Review of syllabus completion
3. Certificate courses discussion
4. University Examinations
5. AQAR preparation
6. SSR preparation
7. 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. Prof, Ganapathy S, Dean of Humanities
6. Prof. Dinakara Rao, Dept.of Economics
7. Prof. Ganesh Bhat, Dept. Of Mathematics
8. Mr. Radhakrishna Gowda, Dept. of Business Administration
9. Dr E Deepak D'Silva, Coordinator P.G. Studies in Physics
10. Mr. Praveen Prakash D'Souza, PG studies in Physics
11. Mr. John Monteiro, Administrative Staff
12. Mr. Abdul Rahiman G, Administrative Staff
13. Mr. Vinayachandra, Technical Staff
14. Mr. Jagajeevendas Rai, Alumni President
15. Dr Chandrashekhar K, Alumni Secretary
16. Mr Nithin H R- Student Representative
17. Mr Abdul Razak M - Student Representative
18. Ms Sujhna S Rai- Student Representative



### RECORD OF THE MEETING

Meeting Type	Regular IQAC Meeting - Meeting No. 2019-20/M3
Date & Time	18, September, 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.	Prof. Ganapathy S	Dean of Humanities	
9.	Prof. Dinakara Rao	Dept. of Economics	
10.	Mr. Radhakrishna Gowda,	Dept. of Business Administration	
11.	Dr E Deepak D'Silva	Coordinator P.G. Studies in Physics	
12.	Mr. Jagajeevendas Rai	Alumni President	
13.	Dr Chandrahekhar K	Alumni Secretary	
14.	Mr. Praveen Prakash D'Souza	PG studies in Physics	
15.	Mr Vinayachandra	Technical Staff	
16.	Mr. John Monteiro	Administrative Staff	
17.	Mr. Abdul Rahiman G	Administrative Staff	
18.	Mr Nithin H R	Student Representative	
19.	Mr Abdul Razak M	Student Representative	
20.	Ms Sujhna S Rai	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 Ganesh Bhat K
7. Prof. Maxim Carl
8. Prof.Dinakara Rao
9. Mr.Radhakrishna Gowda,
10. Dr E Deepak D'Silva
11. Mr. Jagajeevendas Rai
12. Dr Chandrahekhar K
13. Mr. Praveen Prakash D'Souza
14. Mr Vinayachandra
15. Mr. John Monteiro
16. Mr.Abdul Rahiman G
17. Mr Nithin H R

### **Absent:**

1. Prof. Ganapathy S
2. Mr Abdul Razak M
3. Ms Sujhna S Rai







### **Approval of Agenda:**

- Review of activities conducted in the semester
- Review of syllabus completion
- Certificate courses discussion
- University Examinations
- AQAR preparation
- SSR preparation
- Any other matter with the permission of the chair

Approval of Minutes of Meeting of IQAC held on , 08, August, 2019 3:00pm

**The Minutes of the previous IQAC meeting held on 08, August, 2019 was placed for approval.**

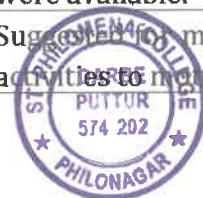
**Resolution:** The minutes of the meeting were confirmed and approved.

### **Approval of Action Taken Report based on recommendations of the IQAC at the meeting held on 08, August, 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 to conduct student performance appraisal in the concerned subject by HoD.	Student performance were received by Subject HoD
2	Observed that innovative activities are required.	Efforts were made to introduce innovative activities.
3	Resolved to have independence day celebration by NCC cadets. Students are directed to attend the function.	Independence Day was celebrated systematically. Social lecture was arranged. Cultural program was also included.
4	Request to have higher band width internet connectivity.	Higher band width internet connection was installed.
5	Conducting certificate courses.	A substantial number of students registered in the certificate programmes that were available.
6	The functional unit activities are reviewed.	Suggestion for more innovative activities to motivate students

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





## Proceedings of the Meeting:

- IQAC coordinator presented the minutes of the previous meeting held on 08, August, 2019, and the same is approved.
- Members discussed about the activities held in the semester. Principal expressed his satisfaction that many programs were conducted by Departments, clubs and Associations. Prof. Ganesh Bhat said, more number of seminars and workshops could be conducted and in this regard Department heads have to take initiative.
- Members discussed about syllabus completion. Decided to conduct special classes if requires.
- IQAC coordinator said, Certificate programs have been conducted by many Departments and he complemented the efforts undertaken.
- As per university guidelines University examination will begin from 10th October and Examination committee member, Mr.Vinayachandra said, the elaborate arrangements will be made to accommodate students from other colleges who are not having the center for examination.
- IQAC coordinator informed, AQAR of 18-19 is complete and soon it will be submitted.

## Resolution:

- Resolved to conduct more number of seminars, workshops.
- Resolved to conduct special classes if needed
- Resolved to have elaborate arrangements for University examination.
- Resolved to complete AQAR and submitted soon.

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 NOTICE

SPC/IQAC/2019-20/M2

10/07/2019

Sirs/Madams

Sub: Regular IQAC Meeting Notice – Meeting No. 2019- 20/M.2

With reference to the subject cited above, a meeting of the IQAC is scheduled for **08, August, 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. Dates of IA examinations
2. Student performance Appraisal
3. Certificate course discussion
4. Activities of functional units
5. Independence day celebration
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. Udaya K, Dean of Science
4. Prof. Maxim Carl, Dean of Commerce
5. Prof, Ganapathy S, Dean of Humanities
6. Prof. Dinakara Rao, Dept.of Economics
7. Prof. Ganesh Bhat, Dept. Of Mathematics
8. Mr. Radhakrishna Gowda, Dept. of Business Administration
9. Dr E Deepak D'Silva, Coordinator P.G. Studies in Physics
10. Mr. Praveen Prakash D'Souza, PG studies in Physics
11. Mr. John Monteiro, Administrative Staff
12. Mr. Abdul Rahiman G, Administrative Staff
13. Mr. Vinayachandra, Technical Staff
14. Mr. Jagajeevendas Rai, Alumni President
15. Dr Chandrashekhar K, Alumni Secretary
16. Mr Nithin H R- Student Representative
17. Mr Abdul Razak M - Student Representative
18. Ms Sujhna S Rai- Student Representative



### RECORD OF THE MEETING

Meeting Type	Regular IQAC Meeting - Meeting No. 2019-20/M2
Date & Time	08, August, 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.	Prof. Ganapathy S	Dean of Humanities	
9.	Prof. Dinakara Rao	Dept. of Economics	
10.	Mr. Radhakrishna Gowda,	Dept. of Business Administration	
11.	Dr E Deepak D'Silva	Coordinator P.G. Studies in Physics	
12.	Mr. Jagajeevendas Rai	Alumni President	
13.	Dr Chandrahekhar K	Alumni Secretary	
14.	Mr. Praveen Prakash D'Souza	PG studies in Physics	
15.	Mr Vinayachandra	Technical Staff	
16.	Mr. John Monteiro	Administrative Staff	
17.	Mr. Abdul Rahiman G	Administrative Staff	
18.	Mr Nithin H R	Student Representative	
19.	Mr Abdul Razak M	Student Representative	
20.	Ms Sujhna S Rai	Student Representative	

Coordinator, IQAC

Coordinator  
IQAC

St. Philomena College, Puttur

Principal

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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. Prof. Dinakara Rao
9. Mr. Radhakrishna Gowda,
10. Dr E Deepak D'Silva
11. Mr. Jagajeevendas Rai
12. Mr. Praveen Prakash D'Souza
13. Mr Vinayachandra
14. Mr. John Monteiro
15. Mr. Abdul Rahiman G
16. Mr Nithin H R

### Absent:

1. Prof. Ganapathy S
2. Dr Chandrahekhar K
3. Mr Abdul Razak M
4. Ms Sujhna S Rai





### Approval of Agenda:

1. Dates of IA examinations
2. Student performance Appraisal
3. Certificate course discussion
4. Activities of functional units
5. Independence day celebration
6. Any other matter with the permission of the chair

Approval of Minutes of Meeting of IQAC held on , 11, July, 2019 3:00pm

**The Minutes of the previous IQAC meeting held on 11, July, 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 11, July, 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 to begin the Certificate courses in July itself.	asked subject departments to start the year's activities for certificate programmes.
2	Resolved to have clubs and association activities.	Functional units submitted their Annual Action Plan and begun their activities
3	Resolved to conduct the General election to student union in July itself.	The Student Council was established through democratic election procedures that upheld the ideals of fairness, equality, and transparency.
4	Decided to go for Infrastructure development – laying tiles to Botany and Zoology Departments and also some other departments.	The work was initiated,
5	Decided to complete AQAR at the earliest	AQAR work is going on
6	Members discussed on activities to be conducted by the departments	Subject departments submitted their Annual Action Plan and begun their activities

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





### IQAC Plan of Action

- Dates of IA examinations
- Student performance Appraisal
- Certificate course discussion
- Activities of functional units
- Independence day celebration
- Any other matter with the permission of the chair

### Proceedings of the Meeting:

- Decided to conduct student performance appraisal by HoD and teachers of the Department to identify slow learners and advanced learners.
- Members discussed about conducting certificate courses. Prof.Ganesh Bhat, IQAC member, said, due to introduction of elective papers in the syllabus itself, conducting the certificate program has becoming difficult proposition.
- The functional unit activities are reviewed. Suggested for more innovative activities to motivate students.
- Decided to have Independence Day celebration with NCC units, having the Independence day message by Campus Director. Students are directed to attend.
- Members have requested for higher band width internet as many teachers were using at the same time.

### Resolution:

- Resolved to conduct student performance appraisal in the concerned subject by HoD.
- Observed that innovative activities are required.
- Resolved to have Independence Day celebration by NCC cadets. Students are directed to attend the function.
- Request to have higher band width internet connectivity.

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 NOTICE

SPC/IQAC/2019-20/M4

02/11/2019

Sirs/Madams

Sub: Regular IQAC Meeting Notice – Meeting No. 2019- 20/M.4

With reference to the subject cited above, a meeting of the IQAC is scheduled for **02, November, 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. Student Calendar for the year 2020-21
2. Timeline of activities for the academic year
3. Plan of Action by Departments
4. New composition of IQAC
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. Prof, Ganapathy S, Dean of Humanities
6. Prof. Dinakara Rao, Dept.of Economics
7. Prof. Ganesh Bhat, Dept. Of Mathematics
8. Mr. Radhakrishna Gowda, Dept. of Business Administration
9. Dr E Deepak D'Silva, Coordinator P.G. Studies in Physics
10. Mr. Praveen Prakash D'Souza, PG studies in Physics
11. Mr. John Monteiro, Administrative Staff
12. Mr. Abdul Rahiman G, Administrative Staff
13. Mr. Vinayachandra, Technical Staff
14. Mr. Jagajeevendas Rai, Alumni President
15. Dr Chandrashekhar K, Alumni Secretary
16. Mr Nithin H R- Student Representative
17. Mr Abdul Razak M - Student Representative
18. Ms Sujhna S Rai- Student Representative





### RECORD OF THE MEETING

Meeting Type	Regular IQAC Meeting - Meeting No. 2019-20/M4
Date & Time	02, November, 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.	Prof. Ganapathy S	Dean of Humanities	
9.	Prof. Dinakara Rao	Dept. of Economics	
10.	Mr. Radhakrishna Gowda,	Dept. of Business Administration	
11.	Dr E Deepak D'Silva	Coordinator P.G. Studies in Physics	
12.	Mr. Jagajeevendas Rai	Alumni President	
13.	Dr Chandrahakhar K	Alumni Secretary	
14.	Mr. Praveen Prakash D'Souza	PG studies in Physics	
15.	Mr Vinayachandra	Technical Staff	
16.	Mr. John Monteiro	Administrative Staff	
17.	Mr. Abdul Rahiman G	Administrative Staff	
18.	Mr Nithin H R	Student Representative	
19.	Mr Abdul Razak M	Student Representative	
20.	Ms Sujhna S Rai	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 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. Prof.Dinakara Rao
9. Mr. Radhakrishna Gowda,
10. Dr E Deepak D'Silva
11. Mr. Jagajeevendas Rai
12. Dr Chandrahekhar K
13. Mr. Praveen Prakash D'Souza
14. Mr Vinayachandra
15. Mr. John Monteiro
16. Mr. Abdul Rahiman G

### Absent:

1. Prof. Ganapathy S
2. Mr Nithin H R
3. Mr Abdul Razak M
4. Ms Sujhna S Rai





### **Approval of Agenda:**

- Student Calendar for the year 2020-21
- Timeline of activities for the academic year
- Plan of Action by Departments
- New composition of IQAC
- Any other matter

Approval of Minutes of Meeting of IQAC held on , 08, September, 2019 3:00pm

**The Minutes of the previous IQAC meeting held on 08, September, 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 08, September, 2019**

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

S.N.	Resolution / Recommendation	Action Taken
1	Discussed about the activities held in the semester	Sought interim report on activities held during the semester from departments and functional units
2	Resolved to conduct a greater number of seminars, workshops.	Initiations are made.
3	Resolved to conduct special classes if needed	Required lecturers have conducted the special classes.
4	Resolved to decide time frame for the conduct of practical examination	The stakeholders were informed of the intended timeframe.
5	Resolved to have elaborate arrangements for University examination.	Arrangements are made and the University examination went on systematically
6	Resolved to complete AQAR and submitted soon.	Action was taken
7	Resolved to conduct examinations of Certificate Programs and distribute certificate	Time frame for the examinations finalized

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





### Proceedings of the Meeting:

- Prof. Leo Noronha, the Principal, said that it is better to have the preparation for the student calendar early as per the University Guidelines. During the College holidays drafting committee has prepared the College calendar where the rules and regulations, the course content etc., are being mentioned. He complimented the efforts of the drafting committee. The same will be implemented in 2020-21.
- Prof. Vinayachandra, the Editor of the College's annual magazine, informed that the preparation is going on for the College annual magazine Philoprabha.
- Members discussed the timeline for various activities.
- Dr. Deepak E D'Silva suggested that management take the initiative to provide a new lab facility for condensed matter Physics at P.G. center.
- Prof. Ganesh Bhat has expressed his views on Discipline.

### Resolution:

- Resolved to have the new lab facility for Condensed Matter Physics.
- Resolved to make a plan of Action for the even semester.
- Resolved to have the preparation for the College annual magazine

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

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PHILONAGAR, DARBE, PUTTUR - 574 202





### **MEETING NOTICE**

**SPC/IQAC/2019-20/M5**

**02/01/2020**

Sirs/Madams


**Sub:** Regular IQAC Meeting Notice – Meeting No.2019- 20/M.5

With reference to the subject cited above, a meeting of the IQAC is scheduled for **13, January, 2020** 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. Swatchata Campus ranking – UGC recognition
2. Use of mobile app for online attendance and the feed back
3. Workshop on NAAC guidelines
4. preparation of AQAR for online submission
5. Campus placement initiative
6. 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. Prof, Ganapathy S, Dean of Humanities
6. Prof. Dinakara Rao, Dept.of Economics
7. Prof. Ganesh Bhat, Dept. Of Mathematics
8. Mr. Radhakrishna Gowda, Dept. of Business Administration
9. Dr E Deepak D'Silva, Coordinator P.G. Studies in Physics
10. Mr. Praveen Prakash D'Souza, PG studies in Physics
11. Mr. John Monteiro, Administrative Staff
12. Mr. Abdul Rahiman G, Administrative Staff
13. Mr. Vinayachandra, Technical Staff
14. Mr. Jagajeevendas Rai, Alumni President
15. Dr Chandrashekhar K, Alumni Secretary
16. Mr Nithin H R- Student Representative
17. Mr Abdul Razak M - Student Representative
18. Ms Sujhna S Rai- Student Representative



### RECORD OF THE MEETING

Meeting Type	Regular IQAC Meeting - Meeting No. 2019-20/M5
Date & Time	13, January, 2020 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.	Prof. Ganapathy S	Dean of Humanities	
9.	Prof. Dinakara Rao	Dept. of Economics	
10.	Mr. Radhakrishna Gowda,	Dept. of Business Administration	
11.	Dr E Deepak D'Silva	Coordinator P.G. Studies in Physics	
12.	Mr. Jagajeevendas Rai	Alumni President	
13.	Dr Chandrahekhar K	Alumni Secretary	
14.	Mr. Praveen Prakash D'Souza	PG studies in Physics	
15.	Mr Vinayachandra	Technical Staff	
16.	Mr. John Monteiro	Administrative Staff	
17.	Mr. Abdul Rahiman G	Administrative Staff	
18.	Mr Nithin H R	Student Representative	
19.	Mr Abdul Razak M	Student Representative	
20.	Ms Sujhna S Rai	Student Representative	

Coordinator, IQAC  
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. Prof.Dinakara Rao
9. Mr.Radhakrishna Gowda,
10. Dr E Deepak D'Silva
11. Mr. Jagajeevendas Rai
12. Dr Chandrahekhar K
13. Mr. Praveen Prakash D'Souza
14. Mr Vinayachandra
15. Mr. John Monteiro
16. Mr.Abdul Rahiman G
17. Mr Nithin H R

### **Absent:**

1. Prof. Ganapathy S
2. Mr Abdul Razak M
3. Ms Sujhna S Rai





### Approval of Agenda:

- Swatchata Campus ranking – UGC recognition
- Use of mobile app for online attendance and the feed back
- Workshop on NAAC guidelines
- preparation of AQAR for online submission
- Campus placement initiative
- Any other matter

Approval of Minutes of Meeting of IQAC held on , 02, November, 2019 3:00pm

**The Minutes of the previous IQAC meeting held on 02, November, 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 02, November, 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 to bring out College Calendar before the commencement of new academic year	Action was taken
2	Resolved to have the new lab facility for Condensed Matter Physics.	New lab facility was made available
3	Resolved to make a plan of Action for the even semester.	Action was taken
4	Resolved to have the preparation for the College annual magazine	contributions from students collected and edited. Layout is ready, and group photos are taken. The work is ongoing.
5	Resolved to review and monitor students' progress in a systematic manner	Action was initiated from the department

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







## Proceedings of the Meeting:

- Dr AP Radhakrishna, IQAC Coordinator, read out the minutes of the meeting held on 2/11/2019.
- Principal mentioned that the report submitted to UGC for the recognition to the College regarding the clean campus initiatives and UGC has recognized it and awarded with appreciation. He complemented students and teachers. He complemented the staff and students.
- Members discussed about the green audit and decided to go for the audit.
- Members discussed about the fests to be organized by different departments. Prof. Ganesh Bhat said, when these activities were conducted in the Auditorium that should not hamper classes. Decision was taken so that students who take part in organizing the seminar has to take the permission from concerned teachers.
- Discussions were made to fix the examination date for the first IA and the second IA examination.
- Members discussed about the dates for the Sports and Games.
- Also it was discussed about the Annual Action plan of IQAC well in advance.
- IQAC coordinator informed the members about the online feedback system. He also said about the internal workshop for all teachers regarding the new NAAC guidelines and preparation of documents for AQAR. From the subsequent week the orientation session will be done to each criterion separately that will give the clear perspective regarding the NAAC process on line with the new Guidelines.
- Prof. Dinakara Rao expressed his views on water conservation and solar energy initiatives that can be taken up by the management.
- Members discussed about the discipline in the College and other facilities needed for NAAC work.

## Resolution:

- Resolved to conduct the environment audit of the Campus.
- Resolved to organize the fests from different Departments.
- Resolved to make a rule that students who are in organizing committee of the fests should avail prier permission from concerned teachers.
- Resolved to conduct the internal workshop on new NAAC guidelines and SSR preparation.
- Resolved to have the water conservation and solar energy initiatives 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.Praveen Prakash D'Souza, IQAC. Member

Coordinator  
IQAC

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