

MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: December 8, 2020

Time :4.30 pm

Venue: College Conference Hall

AGENDA:

1. Prayer
2. Welcome and Introduction
3. Minutes of the previous meeting
4. PPT Presentation of the activities and present situation of the college.
5. AQAR Presentation.
6. Suggestions from the members and approval of AQAR.
7. Presidential remarks.
8. Vote of Thanks.

MEMBERS PRESENT:

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| 1. Rev Fr Bonaventure Nazareth | 11. Prof Aloysius Henry Sequeira |
| 2. Rev Fr Micheal Santhumayor | 12. Mr John Erol Samuel |
| 3. Mr Cassin Rodrigues | 13. Mr Shalwin Alston Ornello |
| 4. Ms Eva Manorama | 14. Ms Mahima Ruhi |
| 5. Ms Nayana K | 15. Ms Riana D'Cunha |
| 6. Ms Mary Priscilla | 16. Mr Jeevan Saldanha |
| 7. Ms Lavita Pereira | 17. Mr Walter Dsouza |
| 8. Mr Nigel Pereira | 18. Mr Archibald Menezes |
| 9. Prof. A Lourdusamy | 19. Mr Valerian Moras |
| 10. Mr Deepak DSouza | 20. Mr Denzil Celestine DCosta |

MEMBERS ABSENT:

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| 1. Rev Fr Antony Shera | 3. Mr Basith Hussain |
| 2. Mrs Meera Aranha | 4. Mrs Laveena Lobo |

MINUTES OF THE MEETING

The meeting was started with the invocation led by the Correspondent Rev. Fr Bonaventure Nazareth. Principal Rev. Fr Michael Santhumayor introduced the new members and welcomed them.

The former IQAC coordinator Ms Lavita Pereira presented the minutes of the previous meeting. It was proposed by Mr Archibald Menezes and seconded by Mr Denzil Celestine D'Costa.

The Principal Rev. Fr Michael Santhumayor presented a PPT of the activities held from February 2020 till date. He explained the present staff and student strength, the difficulties faced in the process of admission due to Covid pandemic. He also said that the online admission process has been introduced this academic year. He informed the members that the

college management has given four installments to pay the college annual fee. But very few students have paid the fees as per the schedule. Majority of the students have not paid the fees. Some of the students did not pay even the University registration fees. Hence, he asked the opinion of the members what to do in such case.

Mr Walter Dsouza enquired about the percentage of the students who have not paid the fees. He also suggested to collect the fees from all the students with repeated reminders. Mr Archibald Menezes also supported this view.

Prof Aloysius Henry Sequeira suggested that in such cases an official letter to be written to the Mangalore University explaining the situation and keep all the records of the same with respective proofs.

A query was raised by Prof Aloysius Henry Sequeira regarding the Diploma courses offered by the college and by the Mangalore University, which was clarified by the Principal and Prof. A Lourdasamy.

Mr Jeevan Saldanha enquired about the guidelines by the University regarding fee payment. Principal explained that the University and the Government has given deadlines to pay the affiliation and admission fees. Hence, it is understood that fee should be collected from the students. Therefore, understanding the present situation we have given flexible installments to pay the fees.

Prof Aloysius Henry Sequeira suggested to pass a resolution at the meeting of the Management committee regarding the fees payment and collection issues that are going to be faced and how to tackle them.

The Correspondent Rev Fr Bonaventure Nazareth asked the staff representatives to share their views on present online classes and the response of the students. Mr Denzil Celestine D'Costa Explained in detail the process of online classes, assignments, and evaluation. He also explained how the students were kept involved during the classes. In spite of all the efforts from the side of the teachers, majority of the students do not make efforts to benefit from the online classes.

While speaking about the new MOUs with Naipunnya Institute of Management and Technology and St Joseph College Bengaluru for academic collaboration, Flinzy – Placement and Training, R&G Associates for industry academia, Mr Jeevan Saldanha suggested to have a MOU with Canara Industries, Baikampady for which he will assist the college and also to become a member of CII the membership of which would cost about Rs. 10,000/-. This would help us coming in contact with many industries and help us in placements.

The principal informed about the members about the future plans of the college. He said that the roofing of the open terrace is almost completed and we have a plan to make good use of the open area for student activities. Also, we have a plan to establish a bakery kitchen at the roof top for the BHS and FND students to prepare innovative and nutritious items. Another plan is to establish a bakery outlet at the college gate to sell these items to the public at scheduled time. This would help to promote production and marketing skills of BHS and FND students.

Prof Aloysius Henry Sequeira suggested to start a M.Com PG Programme which would not require lot of capital investment in the coming academic year. Prof Lourdasamy replied that

we have plans to start PG programmes in the near future once we establish the UG courses. There is a scope to start PG programme in FND too.

NAAC Coordinator Ms Eva Manorama presented the draft Annual Quality Assurance Report (AQAR) to the members explaining all the seven criteria along with the supporting documents. She gave the updates regarding the uploading process.

Prof Aloysius Henry Sequeira raised some queries on the draft AQAR for which Principal Fr Michael Santhumayor and Prof Lourdusamy gave clarification. He also suggested to add online evaluation process and the e-content prepared and posted through youtube, google drive and other online platforms.

The Correspondent Rev Fr Bonaventure Nazareth asked for any suggestions or modifications in the draft AQAR presented and whether it could be approved. All the members opined that the AQAR preparations are done well and could be approved with above said additions. Hence, it is resolved to upload the AQAR at the scheduled time on the NAAC portal.

The Principal Fr Michael Santhumayor introduced Prof Gururaj, a freelance academic consultant who was called to brief the members regarding his plans of industry academia interface, collaborations, placements and tapping CSR funds for the college.

Prof Aloysius Sequeira enquired Prof Gururaj at what capacity he is undertaking this project and how he is authorized to represent the mentioned institutions in his introduction. He replied that this is an individual assistance through his R&G Associates. Mr Walter D'Souza enquired whether he could get the international collaboration with Sanford University, USA which offers 100 percent placements. There wasn't a convincing answer from Prof Gururaj.

Mr Jeevan Saldanha suggested instead of MOU with Federation of Industries, the college can go for MOU with CII.

Kuswar hampers were distributed to the members on the occasion of Christmas.

The Principal Fr Michael Santhumayor proposed the vote of thanks.


Mr Denzil Celestine D'Costa
IQAC Coordinator


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