

**The IQAC meeting was held on October 16, 2018 in the Conference Hall at 5.00 pm.**

**The following members were present:**

Rev. Fr Micheal L Santhumayor	- Chairperson
Rev. Fr Valerian D'Souza	- Correspondent
Rev. Fr Antony Shera	- Secretary, Catholic Board of Education
Dr A. Lourdusamy	- Educationist
Ms Cecilia Pereira	- Management member
Dr Stany D'Souza	-Educationist
Prof. Joselyn T Lobo	- Nominee from Local society
Mr Walter D'Souza	- Industrialist
Mr Alwyn Rosario	-Businessman
Mr Marcel Monteiro	- Stakeholder/ Employer
Mr Raymond D'Cunha	- PTA member
Mr Basith Hussain	- Student Alumnus
Mr Ashish Bava	-Student Alumnus
Mr Cassin Rodrigues	- Vice Principal
Ms Nayana K	-NAAC Coordinator
Ms Eva Manorama	- HOD Commerce
Dr Mamatha N.R	- HOD Languages
Mr Denzil D'Costa	- HOD Hospitality Science
Mr Melwin D'Souza	- HOD Food Nutrition and Dietetics
Ms Lavita Pereira	- IQAC Coordinator
Ms Merlyn D'Souza	- Student representative

**Members Absent:**

Rev. Fr Jerald D'Souza  
Dr Aloysius Henry Sequeira  
Dr Prakash Pinto  
Ms Glencia Fernandes

**Agenda:**

1. Prayer
2. Welcome
3. Minutes of the previous meeting
4. Summary of the activities after September 2017.
5. Staff and Students quality enhancement programmes.
6. Employment training and industrial visit of students.
7. Faculty development programmes.
8. Self employment and minority student's facilities and concessions.
9. Proposal to bring more viability to the college.
10. Suggestions for innovative practices.
11. Members clarifications.
12. Vote of thanks.

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

- Rev Fr Antony Shera, Secretary, Catholic Board of Education, conducted the meeting.
- The meeting began with prayer by Rev. Fr Valerian D'Souza, the Correspondent.
- Ms Nayana K, NAAC Coordinator read the minutes of the previous meeting. Mr Denzil D'Costa proposed and Mr Melwin D'Souza seconded the minutes.
- Dr A. Lourdasamy briefed the action taken over the proposal and suggestions of the previous meeting.
- Mr Cassin Rodrigues gave the details of the activities held from September 2017 to September 2018.
- IQAC Coordinator Ms Lavita Pereira presented the NAAC preparedness through power point presentation.
- Dr A. Lourdasamy detailed the various staff and student enrichment programmes organized in the college.
- The Principal highlighted the progress in outreach programme, remedial classes, feedback system, placement, student council, industrial visit, certificate and add on courses.
- Mr Walter D'Souza expressed his opinion on the increasing challenges in the industry and also the gap between academia and industry. He suggested that students need to be briefed on industrial visits and to select some alumni from industry and other professions to interact with students. He highlighted on the need of exposure to the students to work on projects by visiting industries and assured to assist in industrial exposure.
- As part of best practice, Mr Walter D'Souza suggested to have tourism course, preparation of Christmas cake by Hospitality Science students. He said there is a necessity to form a commerce lab through which all the updates and information could be given to the students.
- Mr Basith Hussain expressed his views regarding the students visit to his factory. He also shared the difference in theoretical and practical experience.
- Mr Denzil D'Costa informed that Hospitality Science students would be taken to food industries to gain practical knowledge.
- Dr Stany D'Souza stressed the need to improve the teaching methods and to bring some innovations in the teaching.
- The Principal said that apart from the Curriculum, students are involved in power point presentations. Guest lectures, video making on advertisements and group discussions have become a part of learning.
- Prof Joselyn T Lobo suggested to give grade oriented innovative projects, peer learning etc.
- Mr Alwyn Rosario suggested that arrangements would be made to provide internship training to the commerce students for a month.
- Mr Alwyn Rosario suggested to collaborate with IAS & KAS coaching centers. He also told to organize training in banking exams and also arrange talks on employment by government officers and to display employment news in the library notice board.
- Dr Mamatha N.R highlighted the activities of outreach unit, the involvement of students and staff by rendering service at the hospitals, orphanages and rehabilitation centre.

- The Principal said that students are providing service to the society through National Service Scheme.
- Mr Ashish Bava suggested to have career guidance sessions and make students aware of the career opportunities.
- Mr Walter D'Souza asked Merlyn D'Souza, student representative her opinion regarding choice of the course and syllabus. She said that awareness should be given to the students to know the necessity of the course.
- The meeting ended with vote of thanks by Rev Fr. Michel L Santhumayor.



**Ms Lavita Pereira**  
IQAC Coordinator



**Rev. Fr Michael L Santhumayor**  
Chairperson

**The IQAC team after its formation met for the first meeting on September 14, 2017 in Conference Hall at 5:00pm.**

**The meeting was attended by the following members:**

Rev. Fr Michael L Santhumayor	- Chairperson
Rev. Fr Valerian Dsouza	- Correspondent
Rev. Fr Gerald Dsouza	- Secretary, Catholic Board of Education
Ms Elizabeth Neeliyara	- Legal Advisor
Dr A. Lourdusamy	- Educationist
Dr Aloysius Henry Sequeira	- Educationist
Prof. Joslyn T Lobo	- Educationist
Mr Walter D'Souza	- Industrialist
Mr Raymond D'Cunha	- PTA Representative
Mr Marcel Monteiro	- Employer
Mr Alwyn Rosario	- Business man
Mr. Vishal	- Student Alumnus
Mr Cassin Rodrigues	- Vice Principal
Ms Nayana K	- NAAC Coordinator
Ms Eva Manorama	- HOD Commerce
Dr Mamatha NR	- HOD Languages
Ms Glencia Fernandes	- HOD Management
Mr Denzil D'Costa	- HOD Hospitality Science
Ms Lavita Pereira	- IQAC Co-ordinator

**Members Absent:**

Ms Cecilia Pereira  
Mr Archibald Menezes  
Dr Stany D'Souza

**Agenda:**

1. Prayer
2. Welcome
3. Introduction of IQAC members by Chairperson
4. Summary of Activities and achievements of the Institution till date
5. Measures and Suggestions to improve faculty and student quality in view of NAAC
6. Implementation of efficient and progressive performance of Academic, Administrative, Research and extension activities
7. Suggestions for the effective functioning of IQAC
8. Vote of thanks

**Proceedings of the meeting:**

- The meeting began with the prayer
- The Principal Rev. Fr. Michael LSanthumayor welcomed and introduced the IQAC members.

- Prof A.Lourdusamy explained the importance of forming IQAC
- Ms. Lavita Pereira, IQAC Coordinator presented Institutional data of the Past years through a power point presentation.
- Prof. A. Lourdusamy requested the members to propose effective measures to improve the quality of Academic and -Administrative performance of the faculty and students.
  - Prof. Aloysius Sequeira stressed on the importance of quality audit, meeting the expectation of stakeholders through quality, improvement in teaching pedagogy, student's placement and teaching learning process. He advised the college to have a vision and have all necessary documentation.
  - Mr Walter D'Souza suggested to have Internal and External Quality audit and organize industrial visits.
  - Mr Marcel Monteiro suggested to set a benchmark and adopt methods to bring in quality in our education system.
  - Prof. Joselyn T Lobo suggested to improve the activities of the students through various associations.
  - Ms Elizabeth Neeliyara suggested to counsel the students during admission process and to keep good co-ordination with students.
  - Mr Alwyn Rosario appreciated the activities conducted for the students and he asked for an increase in the number of certificate courses to the students to improve their career.
- The Principal Rev. Fr. Michael L Santhumayor informed the members the improvement in the quality of students and also mentioned the programmes and certificate courses conducted every week. He informed the team to increase the intake in Hospitality Management programme.
- The feedback was taken from the faculty members present for the meeting regarding the Institution performance. They assessed that all possible measures will be taken to improve the quality and focus will be given on the clarity of the work done.
 

Rev. Fr Gerald D'Souza, secretary of Catholic Board of Education, appreciated the efforts of the College in organizing IQAC meeting and the process undertaken to improve the quality and Institutional performance. He asked the faculty to work hard for the betterment of the Institution and focus on Institutional functioning towards quality enhancement through best practices.
- The meeting ended with vote of thanks.



**Ms Lavita Pereira**  
IQAC Coordinator



**Rev. Fr Michael L Santhumayor**  
Chairperson

**Meeting on formation IQAC was held on July 5, 2017 at 4.30 pm in the Conference Hall.**

**The following members were present for the meeting:**

Rev. Fr Michael L Santhumayor	- Principal
Dr A. Lourdusamy	- Academic Advisor
Mr Cassin Rodrigues	- Vice Principal
Ms Nayana K	- NAAC Coordinator
Ms Eva Manorama	-HOD Commerce
Dr Mamatha N. R	- HOD Languages
Ms Glencia Fernandes	- HOD Management
Mr Denzil D'Costa	- HOD Hospitality Science
Mr Melwin D'Souza	- HOD Food Nutrition and Dietetics
Ms Wilma Fernandes	- Faculty of Commerce
Ms Chethana Acharya	- Faculty of Commerce
Mr Nikhil Martis	- Faculty of Commerce
Ms Sowmya Kotian	- Faculty of Kannada
Ms Anusha Jose	- Faculty of English
Mr Preetham Sequeira	- Faculty of B.Sc (HS)
Ms Preethi D'Costa	- Faculty of B.Sc (CMS)
Ms Felita Rodrigues	- Faculty of B.Sc (CMS)

**Agenda:**

1. Reconstitution of IQAC as per the guidelines of NAAC
2. Add on Courses/ Curricular activities
3. NAAC updates
4. Alumni Association
5. Feedback system
6. Any other matter with the permission of chair
7. Vote of thanks

**Proceedings of the meeting:**

- As the term of previous IQAC had come to an end, it was decided to reconstitute the new IQAC team. The following members were suggested to the new IQAC team.

<b>Chair Person</b>	Rev. Fr Michael L Santhumayor
<b>Administrative Officers</b>	Rev. Fr Valerian D'Souza
	Rev. Fr Jerald D'Souza
	Ms Elizabeth Neeliyara
	Dr A Lourdusamy
<b>Teachers</b>	Mr Cassin Rodrigues
	Ms Nayana K
	Ms Eva Manorama

	Dr Mamatha N.R
	Ms Glencia Fernandes
	Mr Denzil D'Costa
<b>Management members</b>	Mrs Cecilia Pereira
	Mr Archibald Menezes
	Dr Stany D'Souza
<b>Nominees from local society</b>	Prof. Joselyn T Lobo
	Dr Prakash Pinto
	Dr Aloysius Henry Sequeira
<b>Industrialist</b>	Mr Walter D'Souza
	Mr Alwyn Rosario
<b>Stakeholders/ Employer</b>	Mr Raymond D'Cunha
	Mr Marcel Monteiro
<b>IQAC Coordinator</b>	Ms Lavita Pereira

- Ms Nayana K, NAAC Coordinator, informed the association Coordinators and Heads of the department to plan activities for the Odd semester and fix the dates and submit the list to the IQAC Coordinator.
- Rev. Fr Michael L Santhumayor, the Principal, introduced Prof A. Lourdusamy the newly appointed faculty who will be guiding all the staff members with regard to NAAC. He further asked the faculty members to plan and suggest new add on courses. The various add on courses were discussed.
- The NAAC Coordinator read out the list of 7Criteria heads and their teams.
- Prof. A. Lourdusamy explained the necessity of the Alumni Association. It was decided to keep official meeting on December 20, 2017. Ms Anju Thomas was asked to get ready with the bylaws.
- Dr. A. Lourdusamy suggested that there was a need to revise the existing student feedback form. It was decided to draft forms pertaining to curriculum feedback, feedback of stakeholders and Alumni.
- The Principal thanked all the staff members for their support and cooperation.



**Ms Lavita Pereira**  
IQAC Coordinator



**Rev. Fr Michael L Santhumayor**  
Chairperson

**The second IQAC meeting was held on February 17, 2017 at 5.00 pm in the Conference Hall.**

**The members present for the meeting:**

Rev. Fr Michael L Santhumayor	- Chair Person
Dr A. Lourdusamy	-Nominee from local society
Mr Alwyn Rosario	- Management member
Mr Alwyn D' Souza	- Stakeholder
Ms Lavita Pereira	-IQAC Coordinator
Mr Cassin Rodrigues	- Vice Principal
Ms Nayana K	-NAAC Coordinator
Ms Eva Manorama	- HOD of Commerce
Dr Mamatha N. R	- HOD of Languages
Ms Glencia Fernandes	- HOD of Management
Mr Denzil D'Costa	- HOD of B.Sc (HS)
Mr Nikhil Martis	- Teaching faculty
Ms Sowmya Kotian	- Teaching faculty
Ms Stephigraph	- Student Alumnus
Mr Ashish Carvhhallo	- Student Representative

**Members absent with permission:**

Rev. Fr Valerian D'Souza  
Dr Prakash Pinto  
Mr Marcel Monteiro  
Dr Sunil D'Souza  
Prof.Niveditha Lobo  
Mr Raymond D'Cunha  
Prof. Maria D'Costa

**Agenda:**

1. Welcome
2. Department Plans
3. Outreach/ Extension Activity
4. Any other matter with the permission of chair
5. Vote of thanks

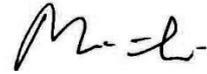
**Proceedings of the meeting:**

- Rev. Fr Michael L Santhumayor, the Principal, welcomed the members. The minutes of the previous meeting was read and approved.
- Ms Lavita Pereira, the IQAC Coordinator, briefed about the agenda of the meeting.
- The HOD's of the departments, of Commerce, Management, Languages and of Hospitality Science explained their departmental plans.
- Mr Alwyn Rosario suggested that every department should organise seminar and workshop for the enrichment of staff as well as students.

- Dr A. Lourdasamy told that students should be assigned Research work and staff should present Research papers and apply for PhD.
- The Principal discussed the plans for Outreach/ Extension activity and suggested a few locations for the same. The places referred were St Antony's Ashram, St Agnes Special School, Government Wenlock and Lady Goshen hospitals and Mother Theresa home.
- Dr Mamatha N.R was asked to plan outreach programme and MOU to be drafted for the same.
- Ms Nayana K, NAAC Coordinator, asked Ms. Stephigraph the support and help for the Extension activity.
- The meeting concluded with vote of thanks by Ms Lavita Pereira.



**Ms Lavita Pereira**  
IQAC Coordinator



**Rev. Fr Michael L Santhumayor**  
Chairperson

**The first IQAC meeting for the Academic year 2016-17 was held on August 19, 2016 at 5.00 pm in the Conference Hall.**

**Members present:**

Rev. Fr Michael L Santhumayor	- Chairperson
Rev. Fr Valerian D'Souza	- Correspondent
Dr A. Lourdusamy	- Educationist
Mr Alwyn Rosario	- Management member
Mr Alwyn D'Souza	-Member, Parent Teacher Association
Ms Nayana K	-NAAC Coordinator
Mr Cassin Rodrigues	- Vice Principal
Ms Glencia Fernandes	- HOD Management
Ms Eva Manorama	- HOD Commerce
Dr Mamatha NR	- HOD Languages
Mr Denzil D'Costa	- HOD Hospitality Science
Mr Nikhil Martis	- Teaching faculty
Ms Lavita Pereira	- IQAC Coordinator
Mr Ashish J Carvalho	- Student representative

**Members Absent:**

Dr Prakash Pinto	- Administrative Officer
Dr Sunil D'Souza	- Administrative Officer
Prof. Niveditha Lobo	- Administrative Officer
Mr Marcel Monteiro	- Stakeholder/ Employer
Mr Raymond D'Cunha	- PTA member
Prof. Maria D'Costa	- Management member
Ms Sowmya Kotian	- Faculty, Kannada
Ms Stephigraph	- Student Alumnus

**Agenda:**

1. Welcome.
2. Minutes of the previous meeting.
3. Plans of Academic activities.
4. NAAC training programme.
5. Any other matter.
6. Vote of thanks.

**Proceedings of the meeting:**

- Rev. Fr Michael L Santhumayor, the Principal, chaired the meeting and began the meeting with a prayer after which he welcomed the members.
- The Principal informed that the IQAC Coordinator Ms Dhanalaxmi has resigned the job and in her place Ms Lavita Pereira has been appointed IQAC Coordinator. Henceforth she will take over the responsibilities of IQAC.

- Ms. Lavita Pereira read the minutes of the previous meeting held on October 12, 2015.
- The IQAC Coordinator Ms Lavita Pereira proposed the events/ activities to be conducted for the Academic year 2016-17, which are as follows:
  - Orientation for the first year students
  - Class wise PTA meeting
  - Independence Day
  - Internal exams
  - Spark- Inter Collegiate fest
  - National level seminar
  - Annual day
  - Sports day
- Ms Nayana K, NAAC Coordinator, informed that NAAC training programmes will be organized for all the staff. Dr Sunil D'Souza and Prof. Niveditha Lobo will be the resource persons. She also told that the Staff Enrichment workshop was planned on July 23, 2016. The NAAC Coordinator was asked to follow up and organize a training programme with regard to NAAC.
- The meeting concluded with vote of thanks by Rev. Fr Michael L Santhumayor.



**Ms Lavita Pereira**  
IQAC Coordinator



**Rev. Fr Michael L Santhumayor**  
Chairperson

**The IQAC meeting was held on October 12, 2015 at 5.00 pm in the Meeting Hall.**

**The following members were present for the meeting**

Rev. Fr Michael L Santhumayor	- Chairperson
Ms Dhanalaxmi K	- IQAC Coordinator
Dr Sunil D'Souza	- Educationist
Prof. Niveditha Lobo	- Educationist
Dr A. Lourdusamy	- Educationist
Mr Alwyn Rosario	- Management member
Mr Raymond D'Cunha	- Administrative officer
Ms Eva Manorama	- Faculty, Commerce
Ms Nayana K	- Faculty, English
Dr Mamatha NR	- Faculty, Hindi
Ms Glencia Fernandes	- Faculty, Management
Ms Sowmya Kotian	- Faculty, Kannada
Mr Nikhil Martis	- Faculty, Commerce
Ms Lavita Pereira	- Faculty, Commerce

**Agenda:**

1. Planning for inauguration of IQAC,
2. University Letter, NAAC Preparation.
3. Any other matter.
4. Vote of thanks.

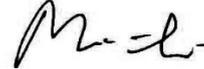
**Proceedings of the meeting:**

- Ms Dhanalaxmi K welcomed the members and read the minutes of the previous meeting.
- As discussed in the previous meeting, formal inauguration of IQAC would be on November 26, 2015. It was decided and proposed to invite Prof. Lawrence D'Costa, the founder Principal of the College as the Chief Guest for the inauguration of IQAC and also to deliver the keynote address.
- Ms Dhanalaxmi would delegate responsibilities to all the staff members for the inauguration and the workshop.
- The Principal mentioned that as per the official letter received by the Mangalore University, the College had completed five years and therefore has to get ready for NAAC accreditation which would help in seeking affiliation when the Local Inspection Committee of the University visits the College.
- NAAC Coordinator Ms Nayana K, briefed regarding the allotment of 7 Criteria to all the faculty members. She further added that whatever necessary documents and information will be procured from the concerned sections and associations.

- It was decided and informed that Prof. Niveditha Lobo, Assistant Professor, Department of English, GFGC Haleyangadi, would take up a training session on the 7 Criteria of NAAC on October 31, 2015.
- The Principal put forward that a training session on NAAC will be organised on November 11, 2015 by Dr Sunil D'Souza. The NAAC Coordinator was asked to follow up the same.
- The meeting concluded with a vote of thanks by Rev. Fr Michael L Santhumayor.



**Ms Dhanalaxmi**  
IQAC Coordinator



**Rev. Fr Michael L Santhumayor**  
Chairperson

**The first IQAC meeting was held on August 21, 2015 at 5.00 pm in the Meeting Hall.**

**The following members were present for the meeting**

Rev. Fr Michael L Santhumayor	- Chairperson
Ms Dhanalaxmi K	- IQAC Coordinator
Dr Sunil D'Souza	- Educationist
Dr A. Lourdusamy	- Educationist
Mr Alwyn Rosario	- Management member
Ms Eva Manorama	- Faculty, Commerce
Ms Nayana K	- Faculty, English
Dr Mamatha NR	- Faculty, Hindi
Ms Glencia Fernandes	- Faculty, Management
Ms Sowmya Kotian	- Faculty, Kannada
Mr Nikhil Martis	- Faculty, Commerce
Ms Lavita Pereira	- Faculty, Commerce

**Agenda:**

1. Formation of IQAC.
2. NAAC Preparation.
3. Any other matter.

**Proceedings of the meeting:**

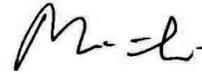
- The meeting started with the welcome note by Rev. Fr Michael L Santhumayor.
- Ms Dhanalaxmi, IQAC Coordinator, put forward the Agenda for the meeting.
- The Principal insisted on the need for the formation of IQAC and the deliberations were held regarding appointing members as per the IQAC guidelines. It was suggested to have the following members.
- Rev Fr Michael L Santhumayor, Principal, as the Chairperson of the IQAC.
- Ms Dhanalaxmi K, HOD of Commerce, as IQAC Coordinator.
- Prof. Prakash Pinto, Dr Sunil D'Souza, Mr Marcel Monteiro, Prof. Niveditha Lobo and Mr Raymond D'Cunha, as IQAC Administrative Officers.
- Prof. Maria D'Costa and Mr Alwyn Rosario, as representatives of the Management Committee.
- Dr A. Lourdusamy, as nominee from local society.
- Mr Alwyn D'Souza as stakeholder from Parent Teacher Association
- HODs of all the departments and other teaching faculty as the members of the IQAC committee.
- Ms Chaithra N. S and Mr Noel Kumar, as Alumni representatives.
- Mr Jaison Lobo as student representative.
- Dr Sunil D'Souza suggested to formally inaugurate the IQAC by having workshop on quality with eminent resource persons who will give their inputs on quality. It was

decided that the workshop will be organized for all the Colleges under the Catholic Board of Education.

- It was decided to have office bearers for NAAC process. As per the suggestions of the staff present and opinion of the Principal Ms Nayana K, faculty, Department of English was appointed the 'NAAC' Coordinator. Ms Dhanalaxmi, HOD of Commerce was appointed IQAC Coordinator.
- The meeting concluded with vote of thanks.



**Ms Dhanalaxmi**  
IQAC Coordinator



**Rev. Fr Michael L Santhumayor**  
Chairperson