IQAC MEETINGS 2022-23

Minutes of the meeting held on 25/10/22

Agenda :

- Action plan for the academic year 2022-23
- Student / Faculty Development / welfare schemes
- Best Practices to be adopted for the year

Sl.No	Name	Position
1	Dr. Joseph NM	Principal /Chairman
2	Mr. John Baptist Dsouza	Coordinator
3	Mr. Leo Noronha	NAAC Coordinator
4	Mr. Paul Menzes	Staff (Representative)
5	Mr. Alex Ivan Sequeira	Staff (Representative)
6	Mr. Prakash Kramadhary	Staff (Representative)
7	Mr. Prakash D'souza	Staff (Representative)
8	Mr. Janardhan Rao	Staff (Representative)
9	Mr. Nelson Monis	Staff (Representative)
10	Mr. Peter Padmaraj	Office (Representative)
11	Mr. Vivek Vincent Pais	Management (Representative)
12	Dr. Radhakrishna Shetty	Academic (Representative)
13	Mr. Jayaram Shetty	President - PTA
14	Mr. Francis VV	President - Alumni
15	Mr. Rajesh Rodrigues	Industry (Representative)
16	Mrs. Nayana Subramanya	Local Society (Representative)
17	Ms. Mariya Joseph	Student Representative

Page No.
Date

Action plan for the academic year

The strategy chalked for the academic year are:

- Self Study Report (SSR) Submission
- Students' curriculum under NEP, Co-Curricular and extra curricular activities
- Host Mangalore University intercollegiate tournament
- Digging of bore well to provide ample supply of pure drinking water
- Formation of students council
- Whitewashing the building
- Installation of Fire and Safety extinguisher
- Upgradation of PG Library.

Student/Faculty Development/Welfare Schemes

- Staff Induction Program
- Student orientation program
- Internship/Field visit/Study picnics
- Social outreach programs
- Add on/Certificate programs
- Conducting/Attending conferences/Seminars/Workshops and development programs
- Linkages, Collabarations and Mou's with industries and institutions
- Endowment and other scholarships
- Maternity leave

→ Staff welfare fund
→ Payment of Gratuity

Best Practices to be adopted for the year

→ Providing free/subsidized Mid-day meal facility
→ Provision for optical training area and firing range NCC - 18 KAR BN

Coordinator
Internal Quality Assurance Cell
Sacred Heart College
Madanthyar - 574224, D.K
Karnataka State

Principal
Sacred Heart College
MADANTHYAR - 574 224

Page No.
Date

Minutes of the meeting held on 5/01/2023

Agenda:

- Update pertaining to NAAC and SSR
- Review of the action plan to the proceedings of the previous meeting
- Review of student support and progression
- Review of infrastructure and learning resources.

Sl.No	Name	Position
1	Dr. Joseph NM	Principal / Chairman
2.	Mr. John Baptist Dsouza	Coordinator
3	Mr. Leo Noronha	NAAC Coordinator
4	Mr. Paul Menezes	Staff (Representative)
5	Mr. Alex Ivan Sequeira	Staff (Representative)
6	Mr. Prakash Kramadhary	Staff (Representative)
7	Mr. Prakash Dsouza	Staff (Representative)
8	Mr. Janardhan Rao	Staff (Representative)
9	Mr. Nelson Monis	Staff (Representative)
10	Mr. Peter Padmaraj	Office (Representative)
11	Mr. Vivek Vincent Pais	Management (Representative)
12	Dr. Radhakrishna Shetty	Academic (Representative)
13	Mr. Jayaram Shetty	President - PTA
14	Mr. Francis VV	President - Alumni
15	Mr. Rajesh Rodrigues	Industry (Representative)
16	Mrs. Nayana Subramanya	Local Society (Representative)
17	Ms. Mariya Joseph	Student Representative

Page No.
Date

Agenda 1:

Update pertaining to NAAC and SSR

Principal informed the house that registration for Reaccreditation of the college at the NAAC portal has been completed and the required registration fees has been submitted. The opening of the portal has been completed and the required registration fees has been submitted. The opening of the portal from NAAC for finding the data is awaited.

It was also informed that the process of preparation of SSR has been initiated. This time the report requires quantitative data and qualitative description supported by documentary evidence.

The principal registered all the criterion heads to do the documentation for the SSR. It is decided to go ahead with the formalities of re-accreditation process.

Agenda 2:

Review of the action plan on the proceedings of the previous meetings:

Criterion heads updated the following key indicators:

Criterion 1:

- Chairman of BOS/BOE-01, Members in BOS/BOE 08
- Prepared academic calender and teaching plan collected from the faculty
- 05 certificate course introduced
- Feedback was collected from the alumni

Criterion 2:

- Admissions to first year degree program-194 PG-12
- Bridge course conducted for the first year
- Mentor-Mentee list prepared and orientation conducted.
- Slow and advance learners identified and follow up is made.
- Experiential Learning programs 05
- Successfully conducted internal assessment exams
- Good academic result obtained (B.A 100%, B.com 97%, BCA 100% & M.com 100%)

Criterion 3:

- Skill development Mou's-05 Industry related Mou's-01
- 06 outreach programs were conducted in association with NSS, NCC, Rovers and Rangers, and Youth Red Cross.

Page No.
Date

Criterion 4:

- Budget for the academic facilities - 1,41,82,973
- Amount earmarked on books and journals - 1,70,085

Criterion 5:

- Student participation in Mangalore university sports and games - 30
- Started IBPS Coaching for B.Com students
- Entrepreneurship development program was organized.

Criterion 6:

- 05 Faculty members attended workshop on NEP
- 01 Management Committee meeting.
- Annual magazine 'Pavithra' was released

Criterion 7:

- 01 Eco-Friendly program is arranged
- 01 Gender Equity program is organized.

Agenda 3:

Review of student support and progression

Page No.
Date

The college hosted inter collegiate ball badminton tournament, with 18 teams from different colleges. Our college secured third place in the tournament. 11 students from the college represented Mangalore University football team at South Zone inter University football Men's tournament held at University of Calicut and womens tournament was held at Annamalai University Tamilnadu. 25 Rovers and Rangers participated in International Mega Cultural event Jamboori held at Alvas college Moodbidre.

Agenda 4:

Review of learning resources

- Installed solar lights in the campus.
- Installed 10 computers in the library of PG department.
- NCC obstacles training yard was constructed

Coordinator
Internal Quality Assurance Cell
Sacred Heart College
Madanthyar - 574224, D.K
Karnataka State

Principal
Sacred Heart College
MADANTHYAR - 574 224

Nayanakeerthi B.

Page No.
Date

Minutes of the meeting as on 7/06/2023

Agenda:

1. Status of Self Study Report
2. Review of the action plan on proceedings of previous meetings
3. Review of research and extension activities
4. Review of Governance, Leadership, and Management.

Sl.No	Name	Position
1.	Dr. Joseph NM	Principal / Chairman
2.	Mr. John Baptist Dsouza	Coordinator
3.	Mr. Leo Noronha	NAAC Coordinator
4.	Mr. Paul Menezes	Staff (Representative)
5.	Mr. Alex Ivan Sequeira	Staff (Representative)
6.	Mr. Prakash Kramadhari	Staff (Representative)
7.	Mr. Prakash Dsouza	Staff (Representative)
8.	Mr. Janardhan Rao	Staff (Representative)
9	Mr. Nelson Monis	Staff (Representative)
10	Mr. Peter Padmaraj	Office (Representative)
11	Mr. Vivek Vincent Pais	Management (Representative)
12	Dr. Radhakrishna Shetty	Academic (Representative)
13	Mr. Jayaram Shetty	President – PTA
14	Mr. Francis VV	President – Alumni
15	Mr. Rajesh Rodrigues	Industry (Representative)
16	Mrs. Nayana Subramanya	Local Society (Representative)
17	Ms. Mariya Joseph	Student Representative

Page No.
Date

Agenda 1:

Status of Self Study Report

NAAC Coordinator presented the SSR status that has submitted to the NAAC for the fourth cycle of accreditation. Principal informed that after tremendous efforts by the faculty members and administrative staff the information sought by SSR had been collected. The members lauded the efforts of the team for the timely completion and submission of SSR. The principal said students satisfaction survey by the NAAC and the DVV process is also completed and accepted by the NAAC. He requested the coordinators of criterion heads, cells and associations and departmental heads to keep ready the documents and power point presentation at the time of peer team visit. It is decided to have Mock presentation of departmental activities.

Agend 2:

Review of the action plan on proceedings of previous meetings

- 04 certificate courses introduced
- Feedback was collected from the PTA and Alumni and analyzed.
- Head of departments reviewed the teaching learning process, and use of ICT at regular intervals.

Page No.
Date

- Review meetings of HOD's and Staff with principal were conducted at regular intervals.
- Examination department along with the office has developed a mechanism to collect the grievances of students.
- Conducted classroom seminars and quiz competitions
- Our women football team was the champions of Mangalore University inter collegiate football tournament held at GFGC Virajpete.

Agenda 2: Review of research and extension activities

- One faculty member submitted a thesis.
- Extension activities NSS-04, NCC-04
- Creative and innovative programs-03
- 60+ students participated in various inter collegiate competitions
- 03 skill development/personality development programmes organized.
- 03 Field/Industrial visits organized.

Chairman stressed the need to publish more publications in the UGC-notified journals by the faculty and involve themselves in writing books, chapters, and editing books.

Page No.
Date

Agenda 3:
Review of Governance, Leadership, and Management

- Mid-day meals facility extended for the students.
- 07 staff members attended conferences/ workshops.
- 10 NSS volunteers attended Grantha Mithra project training program at the zilla panchayath office, Mangalore

The meetings concluded with the vote of thanks by the NAAC Coordinator.

Coordinator
Internal Quality Assurance Cell
Sacred Heart College
Madanthyar - 574224, D.K
Karnataka State

Principal
Sacred Heart College
MADANTHYAR - 574 224