

SACRED HEART COLLEGE

MADANTHYAR | BELTHANGADY T Q I D.K



Re-accredited with 'A' Grade by NAAC

Affiliated to Mangalore University

Governed by Catholic Board of Education, Mangalore

IQAC

Internal Quality Assurance Cell

SHC/IQAC/2023-24/M.1

01/09/2023

MEETING NOTICE

Dear Sir/ Madam,

Sub: Regular IQAC Meeting Notice – Meeting No. 2023/24-M1

With reference to the subject Cited above, a meeting of the IQAC will be scheduled on 04th September 2023 at 3.30 pm, in the IQAC Office. You are required to attend and discuss the agenda to arrive at a meaningful conclusion.

Agenda:

1. Assuming the new Chairman and Coordinator
2. Review of the activities
3. Preparation of Academic Calendar of Events
4. Discussion on the circular received from the JD Office, Mangalore Regarding Lesson Plan
5. Criterion wise division of the staff
6. Introduction of Addon/Certificate Courses
7. Plan of action for the ODD semester
8. Any other Matter

Copy to:

1. All the IQAC Members
2. IQAC File

Mr. Robin Joseph Sera
Coordinator

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

Prof. Alex Ivan Sequeira
Principal
Sacred Heart College
MADANTHYAR - 574224

Meeting Type	Regular IQAC Meeting – Meeting No 2023-24/M1
Date & Time	04, September 2023 3.30 Pm
Place	IQAC Office

ATTENDANCE

Sl. No	Name	Position	
1	Prof. Alex Ivan Sequeira	Principal/Chairman	<i>Alex Ivan Sequeira</i>
2	Mr. Robin Joseph Sera	Coordinator	<i>Robin Joseph Sera</i>
3	Prof. Prakash Kramadhary	Co-Coordinator	<i>Prakash Kramadhary</i>
4	Mr. Rajesh Shetty	IT Coordinator	<i>Rajesh Shetty</i>
5	Prof. Paul Menezes	Staff (Representative)	<i>Paul Menezes</i>
6	Prof. Leo Noronha	Staff (Representative)	<i>Leo Noronha</i>
7	Prof. Ishwara Gowda P	Staff (Representative)	<i>Ishwara Gowda P</i>
8	Dr. Prakash D' Souza	Staff (Representative)	<i>Prakash D' Souza</i>
9	Mr. Nelson Monis	Staff (Representative)	<i>Nelson Monis</i>
10	Mr. Janardhan Rao	Staff (Representative)	<i>Janardhan Rao</i>
11	Mrs. Apoline Serrao	Office (Representative)	<i>Apoline Serrao</i>
12	Mr. Vijith Vincent Pinto	Office (Representative)	<i>Vijith Vincent Pinto</i>
13	Mr. Maxim Carl	Management (Representative)	<i>Maxim Carl</i>
14	Prof. Radhakrishna Shetty	Academic (Representative)	<i>Radhakrishna Shetty</i>
15	Mr. Joseph K J	President- PTA	<i>Joseph K J</i>
16	Mr. Wilson Moras	Alumni (Representative)	<i>Wilson Moras</i>
17	Mr. Rajesh Rodrigues	Industry (Representative)	
18	Mr. B. Rajshekhar Shetty	Local Society (Representative)	<i>ABSENT</i>
19	Ms. Ankitha K Shetty	Student (Representative)	<i>Ankitha K Shetty</i>

MEETING MINUTES

PRESENT:

1. Prof. Alex Ivan Sequeira
2. Mr. Robin Joseph Sera
3. Prof. Prakash Kramadhabary
4. Mr. Rajesh Shetty
5. Prof. Paul Menezes
6. Prof. Leo Noronha
7. Prof. Ishwara Gowda P
8. Dr. Prakash D' Souza
9. Mr. Nelson Monis
10. Mr. Janardhan Rao
11. Mrs. Apoline Serrao
12. Mr. Vijith Vincent Pinto
13. Mr. Maxim Carl
14. Mr. Wilson Moras
15. Ms. Ankitha K Shetty

ABSENT:

1. Prof. Radhakrishna Shetty
2. Mr. Rajesh Rodrigues
3. Mr. B. Rajshekhar Shetty

APPROVAL OF AGENDA:

1. Assuming the new Chairman and Coordinator
2. Review of the activities
3. Preparation of Academic Calendar of Events
4. Discussion on the circular received from the JD Office, Mangalore Regarding Lesson Plan
5. Criterion wise division of the staff
6. Introduction of Addon/Certificate Courses
7. Plan of action for the ODD semester
8. Any other Matter

Proceedings of the Meeting:

- Chairman welcomed all the IQAC members to the meeting and also introduced the newly appointed coordinator, co-coordinator and other members. He also urged the members to contribute towards the quality enhancement in the institution
- Coordinator reviewed the activities conducting at the beginning of the academic year
 - a. Orientation and Welcome to First Years students
 - b. Induction Programme – Launchpad to First Years
 - c. Students – Parents interaction for Second- and third-year students
- The committee has prepared and presented the calendar of events for the odd semester. The activities are in line with university calendar of events. It also considered the various activities and commemorative days to be celebrated by the concerned departments. It was decided to distribute the copy of COE to each department and all were instructed to stick to the Calendar.
- Chairman has put forward the letter received from the JD office, Mangalore regrading the preparation of lesson plan. It was decided to follow the format given by the JD office and the coordinator was asked to share the model of the lesson plan.
- The coordinator informed that the staff were divided into seven criterion and the criterion members have to collect and prepare the documents for the preparation of Annual Quality assurance report (AQAR) to be submitted in the month of December. Coordinator read the names of Criterion wise committees. The copies of the same has been shared physically and through WhatsApp.
- It was decided to introduce the addon/ certificate courses to the students. Coordinator proposed the new structure of the addon courses. For the odd the semester following departments were asked to submit the proposal for the certificate courses.

Department	ODD Semester
Commerce	03
Computer Applications	02
Economics	01
History	01
Political Science	01
English	01
M.Com	01

The members of the iqac suggested that the departments have to conduct the certificate course for at least 30 hours and the IQAC has to collect the proposals, syllabus, notice and enrollment list in the beginning.

- The cell planned several activities and plan for the upcoming days they are:
 - a. Submitting the AQAR for the year 2022-23 well in advance
 - b. Instructing the departments and associations to submit the reports and documents on time.

- c. Conducting the student's quality improvement Programmes
- d. Organizing the faculty development program for staff.
- e. Re- publishing the IQAC newsletter **Niranthara** from the current academic year
- f. Collaborating with the other institutions through MoU's.

▪ **Any other Matters:**
 It decided to keep the IQAC meeting one week before the staff meeting in order to pass the information to all the staffs.
 It is agreed to appoint one staff from each department to keep up the record of student progression to higher education and Job.

The meeting concluded with the vote of thanks by the IQAC Coordinator.

Sh. -	Rajendra	
✓	Print	
Subhash	Prakash	
Suresh	Praveen	
Neel	Shiv	
Ankittha		

Action Taken Report

Sl No	Criteria	Action Taken
1	Orientation and Induction Programmes	Conducted on 23-24 August 2023
2	Academic Calendar	Prepared and Shared with the Departments
3.	Lesson Plan	All the staffs prepared and Submitted the LP as the format given by the JD.
4.	Certificate Courses	Departments have submitted the proposal and 10 certificate courses going on.
5.	Faculty Development Programme	Conducted on 13/10/2023 on Teachers and Outcome Based Education.
6.	Skill development Programmes	5 Programmes conducted
7.	Staff meetings	Monthly Meetings will be conducted
8.	Collaborations	Collaborations have been made with JCI, GP Madanthyar, MU KAP, AXIS Bank
9.	Extension Activities	3 Extension Activities Conducted
10.	Results of Outgoing Students	BCA – 100% B.A – 96.29% B.com – 95.16%
11.	Extra- Curricular Activities	All together 30 activities conducted so far
12.	Teachers Participation	15 Teachers participated in the Subject Related Workshop
13.	Students Participation	Participated in the Cultural, Sports and Seminars.



Coordinator

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



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IQAC

Internal Quality Assurance Cell

SHC/IQAC/2023-24/M.2

31/10/2023

MEETING NOTICE

Dear Sir/ Madam,

Sub: Regular IQAC Meeting Notice – Meeting No. 2023/24-M2

With reference to the subject Cited above, a meeting of the IQAC will be scheduled on 02nd November 2023 at 3.30 pm, in the IQAC Office. You are required to attend and discuss the agenda to arrive at a meaningful conclusion.

Agenda:

1. Review of the activities
2. AQAR documentation
3. NIRANTHARA – IQAC bulletin
4. Academic Audit for 2022-23
5. Plan of action for future Days
6. Any other Matter

Copy to:

1. All the IQAC Members
2. IQAC File

Mr. Robin Joseph Sera

Coordinator

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

Prof. Alex Ivan Sequeira

Principal

Sacred Heart College
MADANTHYAR - 574 224

Meeting Type	Regular IQAC Meeting – Meeting No 2023-24/M2
Date & Time	02, November 2023 3.30 Pm
Place	IQAC Office

ATTENDANCE

Sl. No	Name	Position	
1	Prof. Alex Ivan Sequeira	Principal/Chairman	<i>Alex Ivan Sequeira</i>
2	Mr. Robin Joseph Sera	Coordinator	<i>Robin Joseph Sera</i>
3	Prof. Prakash Kramadhary	Co-Coordinator	<i>Prakash Kramadhary</i>
4	Mr. Rajesh Shetty	IT Coordinator	<i>Rajesh Shetty</i>
5	Prof. Paul Menezes	Staff (Representative)	<i>Paul Menezes</i>
6	Prof. Leo Noronha	Staff (Representative)	<i>Leo Noronha</i>
7	Prof. Ishwara Gowda P	Staff (Representative)	<i>Ishwara Gowda P</i>
8	Dr. Prakash D' Souza	Staff (Representative)	<i>Prakash D' Souza</i>
9	Mr. Nelson Monis	Staff (Representative)	
10	Mr. Janardhan Rao	Staff (Representative)	<i>Janardhan Rao</i>
11	Mrs. Apoline Serrao	Office (Representative)	<i>Apoline Serrao</i>
12	Mr. Vijith Vincent Pinto	Office (Representative)	<i>Vijith Vincent Pinto</i>
13	Mr. Maxim Carl	Management (Representative)	<i>Maxim Carl</i>
14	Prof. Radhakrishna Shetty	Academic (Representative)	<i>Radhakrishna Shetty</i>
15	Mr. Joseph K J	President- PTA	<i>Joseph K J</i>
16	Mr. Wilson Moras	Alumni (Representative)	
17	Mr. Rajesh Rodrigues	Industry (Representative)	<i>Rajesh Rodrigues</i>
18	Mr. B. Rajshekhar Shetty	Local Society (Representative)	<i>B. Rajshekhar Shetty</i>
19	Ms. Ankitha K Shetty	Student (Representative)	

MEETING MINUTES

PRESENT:

1. Prof. Alex Ivan Sequeira
2. Mr. Robin Joseph Sera
3. Prof. Prakash Kramadhyary
4. Mr. Rajesh Shetty
5. Prof. Paul Menezes
6. Prof. Leo Noronha
7. Prof. Ishwara Gowda P
8. Dr. Prakash D' Souza
9. Mr. Nelson Monis
10. Mr. Janardhan Rao
11. Mrs. Apoline Serrao
12. Mr. Vijith Vincent Pinto
13. Prof. Radhakrishna Shetty
14. Mr. B. Rajshekhar Shetty
15. Mr. Maxim Carl

ABSENT:

1. Mr. Wilson Moras
2. Ms. Ankitha K Shetty
3. Mr. Joseph K J

APPROVAL OF AGENDA:

1. Review of the activities
2. AQAR documentation
3. NIRANTHARA – IQAC bulletin
4. Academic Audit for 2022-23
5. Plan of action for future Days
6. Any other Matter

Proceedings of the Meeting:

- IQAC Coordinator welcomed Chairman and all the IQAC members to the meeting and presented the Minutes of Meeting as well as the Action Taken Report to the Members.
- Coordinator reviewed the programs conducted by the various departments and Associations. Chairman Prof. Alex Ivan Sequeira has given several inputs and Suggestions.
- The coordinator presented the status of AQAR documentation and it is decided to Share the information to all the criterion heads and members regarding the necessary documents required. Also decided to conduct brainstorming Session the Criterion Members.
- The Cell has decided to launch a semester wise IQAC newsletter under the name 'NIRANTHARA' to facilitate the information regarding the Programmes and Activities and also the Quality initiatives conducted by the college to the stakeholders. The Cell decided to launch the newsletter in the month of February. In this regard the coordinator informed the members that the initial work of the newsletter is already started.
- It is decided to conduct Internal Academic Audit for the year 2022-23 as per the guidelines of NAAC, in this regard 2 internal auditors will be identified and after the scrutinization of all the documentation a report will be prepared.
- The coordinator informed the members about the status of certificate courses and decided the request the coordinators to complete the courses by November End
- The cell planned several activities and plan for the upcoming days they are:
 - a. To Submit the AQAR to NAAC by the end of January
 - b. To Submit the AISHE report to MOE as and when the sites Open
 - c. To Conduct the FDP on AI tools for Education for Teaching Faculty and Workshop on Research Methodology for Students.
- **Any other Matters:**

IQAC Coordinator thanked everyone for the constant support and guidance in the IQAC related Matters

Chairman also Requested the cell to speed up the documentation process for the AQAR Submission and also directed the Associations heads to conduct extension activities.

The Cell has raised several concerns in the process of Systematic Documentation and Updating of Reports in the Website.

The meeting concluded with the vote of thanks by the IQAC Coordinator.

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l-kunċi	l-oġġi	
<u>l-oġġi</u>	<u>✓</u>	
<u>l-oġġi</u>	<u>✓</u>	
<u>l-oġġi</u>	<u>✓</u>	



SHC/IQAC/2023-24/M.3

28/03/2024

MEETING NOTICE

Dear Sir/ Madam,

Sub: Regular IQAC Meeting Notice – Meeting No. 2023/24-M3

With reference to the subject Cited above, a meeting of the IQAC will be scheduled on 04th March 2024 at 3.30 pm, in the IQAC Office. You are required to attend and discuss the agenda to arrive at a meaningful conclusion.

Agenda:

1. Review of the activities
2. Calendar of Events for Even Semester
3. Addon/Certificate Courses
4. Launch of IQAC Bulletin NIRANTHARA
5. Establishment of RDC and EDC
6. Mini Project for VI Semester Students
7. Plan of Action
8. Any other matter

Copy to:

1. All the IQAC Members
2. IQAC File

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

Prof. Alex Ivan Sequeira
Principal
Sacred Heart College
MADANTHYAR - 574 224

Meeting Type	Regular IQAC Meeting – Meeting No 2023-24/M3
Date & Time	04, March 2024 3.30 Pm
Place	IQAC Office

ATTENDANCE

Sl. No	Name	Position	
1	Prof. Alex Ivan Sequeira	Principal/Chairman	<i>Alex Ivan Sequeira</i>
2	Mr. Robin Joseph Sera	Coordinator	<i>Robin Joseph Sera</i>
3	Prof. Prakash Kramadhyary	Co-Coordinator	<i>Prakash Kramadhyary</i>
4	Mr. Rajesh Shetty	IT Coordinator	<i>Rajesh Shetty</i>
5	Prof. Paul Menezes	Staff (Representative)	
6	Prof. Leo Noronha	Staff (Representative)	
7	Prof. Ishwara Gowda P	Staff (Representative)	
8	Dr. Prakash D' Souza	Staff (Representative)	<i>Prakash D' Souza</i>
9	Mr. Nelson Monis	Staff (Representative)	
10	Mr. Janardhan Rao	Staff (Representative)	<i>Janardhan Rao</i>
11	Mrs. Apoline Serrao	Office (Representative)	<i>Apoline Serrao</i>
12	Mr. Vijith Vincent Pinto	Office (Representative)	<i>Vijith Vincent Pinto</i>
13	Mr. Maxim Carl	Management (Representative)	<i>Maxim Carl</i>
14	Prof. Radhakrishna Shetty	Academic (Representative)	<i>Radhakrishna Shetty</i>
15	Mr. Joseph K J	President- PTA	<i>Joseph K J</i> ABSENT
16	Mr. Wilson Moras	Alumni (Representative)	
17	Mr. Rajesh Rodrigues	Industry (Representative)	<i>Rajesh Rodrigues</i> ABSENT
18	Mr. B. Rajshekhar Shetty	Local Society (Representative)	<i>B. Rajshekhar Shetty</i> ABSENT
19	Ms. Ankitha K Shetty	Student (Representative)	<i>Ankitha K Shetty</i>

MEETING MINUTES

PRESENT:

1. Prof. Alex Ivan Sequeira
2. Mr. Robin Joseph Sera
3. Prof. Prakash Kramadhyary
4. Mr. Rajesh Shetty
5. Prof. Paul Menezes
6. Prof. Leo Noronha
7. Prof. Ishwara Gowda P
8. Dr. Prakash D' Souza
9. Mr. Nelson Monis
10. Mr. Janardhan Rao
11. Mrs. Apoline Serrao
12. Mr. Vijith Vincent Pinto
13. Mr. Maxim Carl
14. Mr. Wilson Moras
15. Ms. Ankitha K Shetty

ABSENT:

1. Mr. Joseph K J
2. Mr. Rajesh Rodrigues
3. Mr. B. Rajshekhar Shetty

APPROVAL OF AGENDA:

1. Review of the activities
2. Calendra of Events for the Even Semester
3. Addon/ Certificate Courses
4. Launch of IQAC bulletin NIRANTHARA
5. Establishment of RDC and EDC
6. Mini project for VI Semester Students
7. Plan of Action
8. Any other matter

Proceedings of the Meeting

- Meeting begins with the welcome by IQAC Coordinator and presented the Minutes of meeting of Previous meeting. Coordinator also highlighted the activities such as the NSS Annual Special Camps, AISHE Submission to ministry of education and AQAR submission to NAAC. It is also highlighted in the meeting that the efforts of the staff in implementing the YUVANIDHI registration process in the institution.
- The committee has prepared and presented the calendar of events for the odd semester. The activities are in line with the university calendar of events. It also considered the various activities and commemorative days to be celebrated by the concerned departments. It was decided to distribute a copy of COE to each department, and all were instructed to stick to the Calendar.
- It is decided to continue the add on and certificate courses to the even semester. Coordinator informed that those departments who have not offered any courses in previous semester has to offer in the even semester. The cell lists out the following departments to offer the CC in the even Semester.

Department	No. of Courses
Commerce	02
Computer Application	01
Kannada	01
Hindi	01
Sociology	01
PG Department in Commerce	01

- As per the discussions in the previous meeting, the cell has planned to launch the IQAC Bulletin to present the college activities. The coordinator informed the cell that the work of bulletin has completed and need to decide the launch date. The cell has decided to launch the news bulletin in the staff meeting of March.
- As per the direction of UGC and NAAC peer team the college has directed to establish Research and development council and Entrepreneurship Development council. In this regard the cell has decided to form the committees and coordinators.
- The cell has decided to keep awareness program to all the final year Degree students regarding the Mini Project for VI semester students. The coordinator presented the Rules and regulations for the students given by Mangalore university. It was decided to make a group of 3 to 4 students and each guide needed to guide 3 to 4 teams.
- In any other matter:
 - a. It was decided to organize one Faculty development program for the staff on Art of Writing research report.
 - b. The coordinator requested to all the cell members to maintain the documents properly and submit on time to the IQAC
 - c. The cell has decided to list out the activities to be conducted by each department in the even semester.
 - d. The coordinator thanked all the members for the timely support and guidance in the submission of Annual Quality Assurance report to NAAC for the year 2020-23.

e. The chairman requested all the members of the cell to submit the documents to IQAC and college website for the proper maintenance.

The meeting ended with the vote of thanks by the IQAC Coordinator.

<i>Dagumma</i>		
<i>Bob</i>		
<i>B</i>		
<i>Meenakshi</i>		
<i>Alka</i>		
<i>Sury</i>		
<i>Ankitha</i>		



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IQAC

Internal Quality Assurance Cell

SHC/IQAC/2023-24/M.4

10/06/2024

MEETING NOTICE

Dear Sir/ Madam,

Sub: Regular IQAC Meeting Notice – Meeting No. 2023/24-M3

With reference to the subject Cited above, a meeting of the IQAC will be scheduled on 12th June 2024 at 3.30 pm, in the IQAC Office. You are required to attend and discuss the agenda to arrive at a meaningful conclusion.

Agenda:

1. Review of the activities
2. Criterion Wise Staff Allocation
3. AQAR Documentation
4. NIRANTHARA News Bulletin
5. Plan of Action
6. Any Other Matters

Copy to:

1. All the IQAC Members
2. IQAC File


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


Prof. Alex Iyan Sequeira
Principal
Sacred Heart College
MADANTHYAR - 574224

MEETING MINUTES

PRESENT:

1. Prof. Alex Ivan Sequeira
2. Mr. Robin Joseph Sera
3. Prof. Prakash Kramadhyary
4. Mr. Rajesh Shetty
5. Prof. Paul Menezes
6. Prof. Leo Noronha
7. Prof. Ishwara Gowda P
8. Dr. Prakash D' Souza
9. Mr. Nelson Monis
10. Mr. Janardhan Rao
11. Mrs. Apoline Serrao
12. Mr. Vijith Vincent Pinto
13. Prof. Radhakrishna Shetty
14. Mr. B. Rajshekhar Shetty
15. Mr. Maxim Carl

ABSENT:

1. Ms. Ankitha K Shetty
2. Mr. Joseph K J

APPROVAL OF AGENDA:

1. Review of the activities
2. Criterion Wise Staff Allocation
3. AQAR Documentation
4. NIRANTHARA News Bulletin
5. Plan of Action
6. Any Other Matters

Meeting Type	Regular IQAC Meeting – Meeting No 2023-24/M4
Date & Time	12 th June, 2024 3.30 Pm
Place	IQAC Office

ATTENDANCE

Sl. No	Name	Position	
1	Prof. Alex Ivan Sequeira	Principal/Chairman	<i>Alex Ivan Sequeira</i>
2	Mr. Robin Joseph Sera	Coordinator	<i>Robin</i>
3	Prof. Prakash Kramadhyary	Co-Coordinator	<i>Prakash</i>
4	Mr. Rajesh Shetty	IT Coordinator	<i>Rajesh</i>
5	Prof. Paul Menezes	Staff (Representative)	<i>Paul</i>
6	Prof. Leo Noronha	Staff (Representative)	
7	Prof. Ishwara Gowda P	Staff (Representative)	
8	Dr. Prakash D' Souza	Staff (Representative)	<i>Prakash</i>
9	Mr. Nelson Monis	Staff (Representative)	
10	Mr. Janardhan Rao	Staff (Representative)	
11	Mrs. Apoline Serrao	Office (Representative)	<i>Apoline</i>
12	Mr. Vijith Vincent Pinto	Office (Representative)	
13	Mr. Maxim Carl	Management (Representative)	<i>Maxim</i>
14	Prof. Radhakrishna Shetty	Academic (Representative)	<i>Radhakrishna</i>
15	Mr. Joseph K J	President- PTA	<i>Joseph</i>
16	Mr. Wilson Moras	Alumni (Representative)	
17	Mr. Rajesh Rodrigues	Industry (Representative)	<i>Rajesh</i>
18	Mr. B. Rajshekhar Shetty	Local Society (Representative)	<i>B. Rajshekhar</i>
19	Ms. Ankitha K Shetty	Student (Representative)	<i>Ankitha</i>

Proceedings of the Meeting

1. Welcome Address

- The meeting commenced with a warm welcome by the IQAC Coordinator, Mr. Robin Joseph Sera.
- The coordinator extended greetings to all the members and expressed appreciation for their dedication and contributions to the IQAC's initiatives over the past academic year.

2. Review of Activities

- The coordinator provided an in-depth review of the activities conducted during the even semester of 2023-24.
- The highlights included workshops, seminars, student engagement programs, faculty development initiatives, and community outreach efforts.
- Feedback from participants and stakeholders was discussed, with emphasis on the areas needing improvement to enhance the institution's quality standards.

3. Criteria-Wise Distribution of Responsibilities

- To facilitate the smooth preparation for the NAAC documentation process, it was decided to distribute responsibilities among the staff members based on specific NAAC criteria.
- A staff list aligned with the NAAC criteria will be prepared and shared to streamline the workload and ensure timely completion of tasks.

4. AQAR Related Documentation

- As the academic results for the year are yet to be published, members agreed to proactively prepare essential documentation to support the AQAR submission.
- This includes:
 - Association activity reports
 - Department profiles
 - Faculty achievements and student initiatives
 - Administrative updates and policy implementation reviews.
- The importance of meticulous documentation to reflect the institution's quality enhancement efforts was emphasized.

5. NIRANTHARA News Bulletin

- The continuation of the "NIRANTHARA" news bulletin was unanimously approved.
- The bulletin will encapsulate all notable activities conducted during the even semester and serve as a comprehensive record of institutional progress.
- It was decided to launch the updated edition of the bulletin in the upcoming academic year.

6. Plan of Action for the Next Academic Year

- Members proposed and discussed key initiatives for the forthcoming academic year, including:
 - **Academic Audit:** Collection and review of academic audit reports from all faculty members to assess performance and identify areas of improvement.
 - **Orientation and Induction:** Organizing orientation and induction programs for the new batch of students to facilitate a smooth transition into the institution.
 - **Departmental Plans of Action:** Collection of departmental action plans to align with the institutional objectives and quality standards.

- These measures aim to ensure sustained quality enhancement across academic and administrative functions.

7. Any Other Matter

- The principal took the opportunity to express heartfelt gratitude to the IQAC members and composition cell for their unwavering commitment and efforts.
- Acknowledgment was given to all staff members for their roles in ensuring the smooth functioning of the academic year and achieving milestones in institutional quality enhancement.

8. Vote of Thanks

- The meeting concluded with a vote of thanks delivered by the IQAC Coordinator, Mr. Robin Joseph Sera.
- The coordinator expressed gratitude to all members for their active participation and valuable contributions, reaffirming the collective commitment to upholding and enhancing the institution's quality standards.

<i>Auguest</i>		
<i>Rob</i>	<i>Deep</i>	
<i>Reinhard</i>	<i>Shiva</i>	
<i>BShiv</i>	<i>Shiv</i>	
<i>Deep</i>		
<i>Ankith</i>		
<i>Re</i>		