



St. Anne's Degree College for Women

Permanently Affiliated to Bengaluru City University
Recognized by UGC under Section 2(f), Accredited with 'A' grade by NAAC
ISO 9001:2015 Certified Institution
#23, Cambridge Road, Halasuru, Bangalore- 560008



IQAC

MINUTES OF MEETING & ACTION TAKEN REPORT

2022-23



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#23, Cambridge Road, Halasuru, Bangalore- 560008

Ph.: 080-25544454, Website: www.stannescollege.in

IQAC (Internal Quality Assurance Cell)

Action Taken Report for the Academic Year 2022-23

Action Taken Report of IQAC for the Academic Year 2022-23 is based on Academic planner and meeting held during the year. ATR has been placed before the management for the inclusion in the institutional Annual Report. Following Quality initiatives have been taken to ensure quality culture in the Campus.

Resolution passed/Plan of Action	Action Taken
Orientation Programme for the Students	<ul style="list-style-type: none"> Student Orientation Programme for all the first year students on 1st September 2022
Workshops/Seminars/Webinars/FDP/Guest Lectures/Induction Programme organized for Faculty	<ul style="list-style-type: none"> One Week Faculty Induction Programme from 16th to 23rd September 2022 One Day Let Us Dream Annual Community Conference was organized on "Empowering Communities for Sustainable Transformation" on 19th November 2022
Workshops/Seminars/Webinars/FDP/Guest Lectures organized for Students	<ul style="list-style-type: none"> Department of Humanities organised a guest talk on "Project of the History of India- Ancient and Modern" on 14th September 2022 Research forum in association with PG Dept. of Commerce and IQAC organized Student Research Programme from 29th to 30th September 2022 Red Cross Unit celebrated International Girl's Child Day in collaboration with IQAC with an awareness presentation on 11th October 2022



	<ul style="list-style-type: none">• Department of Business Administration in collaboration with IQAC organized a guest Lecture on "Holistic view of Business Law" on 28th November 2022• On 3rd December 2022 Department of Computer Application organised a guest Lecture on "Data Visualization"• Department of Business Administration in collaboration with IQAC organised a guest lecture on "Valuation of Securities" for III BBA students on 6th February 2023• A Guest Lecture on "A Guide to Preparation for Overseas Education" was organized by the Department of Business Administration in collaboration with IQAC on 2nd May 2023• On 23rd May 2023 Department of Computer Application organised a guest Lecture on "Internet of things"• The Research Forum in collaboration with IQAC organised a Six Day Student Research Programme for Advanced Learners from 19th June 2023 to 24th June 2023• The B. Com and BBA students had a Career progression workshop by Mr Santosh Kumar from Pro Edge regarding the Chartered Accountancy opportunities after graduation on 12th June 2023• The Department of Business Administration and Research Forum in collaboration with IQAC organized a one day Student Seminar and Paper presentation on "Business management and Social Innovation" on 14th July 2023.
To facilitate Outreach programme , Extension activities and Industrial Visits	<ul style="list-style-type: none">• Two students of BSc (Rehabilitation Science) attended the Film Fest organised by St Joseph's University on 31st January 2023• The Health Department organised a General Cancer and Cervical Cancer awareness seminar on the occasion of World Cancer Day by qualified doctors from DS Research Centre on 3rd February



	<p>2023</p> <ul style="list-style-type: none"> • The NSS Unit in collaboration with Red Cross Club organised the Blood Donation Camp in association with Kidwai Institute of Oncology on 7th February 2022 • The department of PG and Department of Science went to Mysore Silk factory and Mysore Sandal Factory for an Industrial Visit on 8th February 2023 • The students of Psychology UG and PG were accompanied by 4 Faculty members to NIMHANS Brain Museum on 21st April 2022 • The department of Humanities visited Silk Factory in Mysore • Department of BBA organized an Industrial visit to Reid and Taylor, Mysore on 27th June 2023 • The department of Kannada and Hindi jointly organized an Industrial Visit to Janapada Loka on 07th July 2023
To encourage Faculty to register for Ph.D.	<ul style="list-style-type: none"> • Five faculty has registered – Sr. Kulandai Yesu, Ms. Shaila, Ms. Pradeepa, Mr. Albert, Ms. Sujatha
Inter-Collegiate Fest and Intra- Collegiate Fest	<ul style="list-style-type: none"> • The Intra-Collegiate Fest 'Kala' was organized on 02nd December 2022 in which various events like dance, singing and arts were organized. • The Inter-Collegiate Fest 'Ebullience' was organized on 9th July 2023 wherein 17 colleges have participated from Bangalore.
Awards & Recognition	<ul style="list-style-type: none"> • Ms Nisha won the Best Paper award at the National Conference on "Innovations in Commerce, Management, Technology and Information Science" held at Bishop Cotton Academy of Professional Management and her paper titled "Innovations in curriculum for Entrepreneurial Development of Vocational Education College Students" was published with ISBN NO 978-93-5906-133-7 held on 26th May 2023



	<ul style="list-style-type: none">• Appreciation from Kidwai Institute of Oncology on 7th February 2023 for organizing Blood Donation camp
To encourage Faculty to qualify NET exam and Ph.D.	<ul style="list-style-type: none">• Ms Nisha Joseph, Principal, qualified for the UGC NET Examination of December 2020. The result was announced on 19th February 2022• Dr. Ravi successfully completed his Ph.D
To register for online courses Like MOOC,SWAYAM,NPTEL	<ul style="list-style-type: none">• Dr Venkatalakshmi completed her PG Diploma in Educational Administration and Supervision from Annamalai University with a First Class
To Conduct Placement	<ul style="list-style-type: none">• Placement Cell organized a campus drive in association with GTT, Bangalore and with Cap Gemini for B.Com, M.Com and BBA students on 29th November 2021
Encourage Faculty and Students to Publish Books and Paper	<ul style="list-style-type: none">• Mr. Ranjith Kumar and Mr. Aftab, Faculty of Department of Commerce published a textbook on Law and Practice of Banking by Skyward Publishers• Mr. Aftab and Mr. Ranjith Kumar, Faculty of Department of Commerce, published a textbook on Business Mathematics designed under the New Education Policy• Ms. Marina, HOD, Department of Computer Application has published a paper in Journal of Theoretical and applied Information Technology on 31st Dec 2022 Volume 100. No 24 E ISSN: 1817-3195, ISSN 1992-8645• Ms. Marina, HOD, Department of Computer Application presented a paper at the International Conference on "Computer Science and Data Analytics" on 25th February 2023• Ms. Marina presented a paper titled HFIPO- DPNN A framework for predicting the dropout of Physically impaired from education published in Scopus indexed Journal- International Journal of Information and Education



	<p>Technology on 30th April 2023</p> <ul style="list-style-type: none">• Ms. Rosemol Thamby published a paper in the international Journal of Research and analytical Review (IJRAR), EISSN NO: 2348-1269 on the title "Binge watching among the youth: A qualitative study"• Ms. Pradeepa, department of Computer Application participated and presented a paper titled "Advanced technology in everyday life using mobile communications" at the International Conference on the role of artificial Intelligence on emerging economies of the world, organized by St Anne's Arts and Science College Madavaram, Chennai on 1st April 2023• Dr. Ravi Prakash published a paper titled "Sarvajana Vajanagalale Vatalagala Mahatava" in the Journal Anthara Rashtriya Vichara with ISBN NO 978-93-92046-38-4 on 2nd April 2023• Prof Nisha Joseph presented a paper titled "Developing Entrepreneurial Competencies in Vocational College Students" in the National Conference on "Innovation and Quality Enhancement in Higher Education Institutions (HEI)" in the context of National Education Policy NEP 2020 on 17th April 2023. The paper was published with ISBN Number :978-93-5891-596-9 in the NAAC Sponsored National Conference Proceedings 2023
Encourage Faculty to engage in University Works	<ul style="list-style-type: none">• Dr K. Venkatalakshmi was selected as Board of examiners for Bishop Hebbar College, Tiruchirappalli, Tamil Nadu• Dr. Puttanna H.R was selected as Board of Examiner member by Bengaluru City University Dept. of Hindi• Ms. Sangita & Dr. Ramesh Naik was selected for Question paper setting by Bengaluru City University Dept. of Hindi• Dr. Prameela was invited as one of the member of Kannada Textbook Committee for Bengaluru City University



Encourage Faculty to participate as Resource Person and enhance Academic Pursuits	<ul style="list-style-type: none">• Prof. Nisha Joseph, Ms. Sangita, Ms. Vennila, Dr. Aarti was invited as resource person for conducting Mock NAAC visit in Dr. Chandrasekhar Institute of Speech & Hearing, Bangalore on 18th April 2023• Ms. Vasantha Pillai, was a guest faculty at CV Raman University, Bilaspur on 25th April 2023• Dr. Ramesh was invited as Resource person and Session Head for Conference by IISB on 26th May 2023
Encourage Students to Participate in various Fest and Sports Competitions	<ul style="list-style-type: none">• On 11th February 2023 Twenty five Students participated in the St Joseph's Inter - College Fest. Our college won the overall Runner up Trophy• On 20th January 2023 our students won the Runner Up trophy for the St Anne's Evening College Inter- College Sports Fest• On 21st February 2023 four Students of PG Department of Commerce participated in "One Day Seminar on IPR Contravention" in BMS College for Women.• On 19th April 2023 Ms Tanisha, II B.Com student won second place in the inter Collegiate Fest organised by Kristu Jayanti College• On 24th April 2023 Ten students participated in the Inter - College Dance fest "Nitryanjali 2023" organised by Kristu Jayanti College• On 3rd June 2023 Ms. Charulatha. R student of III B.Com won 2nd prize in Pencil Sketching Competition at the inter Collegiate Fest Zephyr 2023, Gospel Fest organised by St. Francis College, Koramangala, Bangalore• On 16th June 2023 Ten BBA students participated in the Inter - Collegiate fest organised by St Anne's First Grade College for Women for the event Fashion Show.

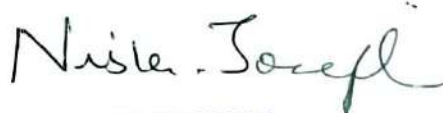


To Conduct Value Added Programmes	<ul style="list-style-type: none">• Various Value added programs were organized for all the students. Programs like: Soft skills, SAS, Excel, Word ,PowerPoint etc.
To facilitate Skill Development	<ul style="list-style-type: none">• To maintain a healthy life and to encourage skill development Zumba Classes and Beautician Course was conducted for the students


IQAC Coordinator

Internal Quality Assurance Cell (IQAC)
St. Anne's Degree College for Women
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NOTICE IQAC

A meeting will be held with Secretary, Principal, and IQAC members.

Meeting Name: Conducting Students orientation

Date: 28-8-2022

Time: 2:30pm

Venue: Principal's Chamber

Mode: Offline

Agenda:

- Conducting Students orientation.
- Inviting the parents to student's orientation.

Date: 24-08-2022

Chang: ba
IQAC Coordinator



Nisla Joseph
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MINUTES OF MEETING

Name of Department / Cells/ Clubs/ Committees: Internal Quality Assurance Cell
Meeting Name: Conducting of Students orientation
Date: 28-8-2022
Time: 2:30pm
Venue: Principal's chamber
Mode: Offline
Agenda: <ul style="list-style-type: none">• Conducting of Students orientation• Inviting the parents to student's orientation

Dangita

Internal Quality Assurance Cell (IQAC)
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Nisile Joseph

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Members present:

Sl.No	Name of the faculty	Designation	Signature
1	Rev. Sr. Dr. Margaret Fatima Mary	Secretary	<i>M. Fatima</i>
2	Prof. Nisha Joseph	Principal	<i>Nisha Joseph</i>
3	Ms. Sangita	IQAC Coordinator	<i>Sangita</i>
4	Se. Kulandai Yesu	Member	<i>K. Yesu</i>
5	Mr. Mohamed Aftab	Member	<i>Aftab</i>
6	Dr. K Venkatlakshmi	Member	<i>Venkatlakshmi</i>
7	Dr. Lily Regina Arthi Moses	Member	<i>Lily Arthi</i>
8	Ms. Pradeepa	Member	<i>Pradeepa</i>
9	Ms. Sindhu. S	Member	<i>Sindhu</i>
10	Ms. Anitha. R	Member	<i>Anitha</i>
11	Ms. Daljit Kaur	Member	<i>Daljit Kaur</i>
12	Mr. Albert Fidelis	Member	<i>Albert</i>
13	Ms. Madhu	Member	<i>Madhu</i>

Summary of Points Discussed:

- IQAC Coordinator, Ms. Sangita welcomed the members and briefed the members about the conducting of Students Orientation.
- The date for Students Orientation was informed as 1st September 22.
- It was also informed that that parents will be present for the Orientation on the first day.
- The Agenda for the Orientation program was decided and was informed to the coordinators of the clubs and committees.
- The department of Commerce was informed to make sure a cultural program was put front by the students for the new students and parents on the first day.
- The schedule of the next three days after the first day program was also given to the members.
- It was also informed that attendance should be taken for all the days of orientation.

Signature with Seal*Sangita*

Nisha Joseph
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NOTICE

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A meeting will be held with Secretary, Principal, and IQAC members and entire faculty.

Meeting Name: Annual planning and review meeting

Date: 05-09-2022

Time: 10:00am

Venue: Room No: 53

Mode: Offline

Agenda:

- Evaluation of Departments
- Formation of new committees
- IQAC Suggestions: National Conference
Renovation of Research Cell
Students Seminar
- Induction for First years
- Important instructions

Date: 29-08-2022

Dangita
IQAC Coordinator

Nile Joseph
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Internal Quality Assurance Cell (IQAC)

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Venue: Room No:53
Mode: Offline
Agenda: <ul style="list-style-type: none">• Evaluation of Departments• Formation of new committees• IQAC Suggestions: National Conference Renovation of Research Cell Students Seminar• Induction for First years• Important instructions

Angika

Internal Quality Assurance Cell
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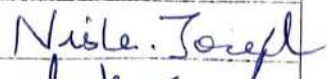

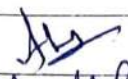
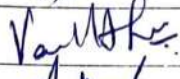

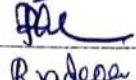
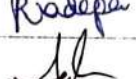

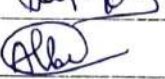
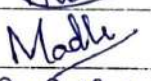
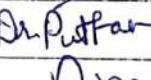
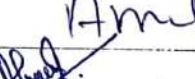
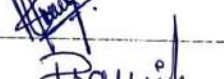
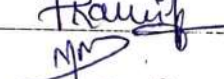

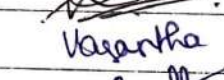
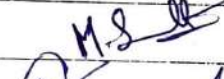

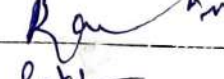

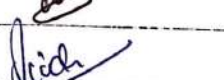






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Members present:

Sl.No	Name of the faculty	Designation	Signature
1	Rev. Sr. Dr. Margaret Fatima Mary	Secretary	
2	Prof. Nisha Joseph	Principal	
3	Ms. Sangita	IQAC Coordinator	
4	Sr. Kulandai Yesu	Member	
5	Mr. Mohamed Aftab	Member	
6	Dr. K Venkata Lakshmi	Member	
7	Dr. Lily Regina Arthi Moses	Member	
8	Ms. Pradeepa	Member	
9	Ms. Sindhu. S	Member	
10	Ms. Anitha. R	Member	
11	Ms. Daljit Kaur	Member	
12	Mr. Albert Fidelis	Member	
13	Ms. Madhu	Member	
14	Dr. Puttanna H. R	Asst Professor	
15	Mrs. Vennila	Asst Professor	
16	Mr. Ranjith Kumar. A	Asst Professor	
17	Dr. Prameela	Asst Professor	
18	Ms. Marina .B	Asst Professor	
19	Ms. Mary Shaila .F	Asst Professor	
20	Ms. Vasantha Pillay	Asst Professor	
21	Ms. Savitha	Asst Professor	
22	Dr. Neha Mantri	Asst Professor	
23	Dr. R. Ramesh Naik	Asst Professor	
24	Ms. Rekha. R	Asst Professor	
25	Ms. Khutaja Nazeen	Asst Professor	
26	Ms. Sindu	Asst Professor	
27	Ms. Sujatha	Asst Professor	



28	Ms. Shobha .T	Asst Professor	Shobha
29	Ms. TVS Bhanumathi	Asst Professor	TVS
30	Ms. Arul Kalaimathi	Asst Professor	Arul
31	Ms. Alen Krithika .F	Asst Professor	Alen
32	Ms. Priya .N	Asst Professor	Priya
33	Ms. Vananni .J	Asst Professor	Vananni
34	Mr. Prince Xavier	Asst Professor	Prince
35	Ms. Sai Lalitha .K	Asst Professor	Sai
36	Ms. Swathi	Asst Professor	Swathi
37	Ms. Kavya .R	Asst Professor	Kavya
38	Dr. Ravi Prakash	Asst Professor	Ravi
39	Ms. Ruth Ankitha .R	Asst Professor	Ruth
40	Ms. Rahila Begum M.S	Asst Professor	Rahila
41	Ms. Rosemol Thamby	Asst Professor	Rose
42	Ms. Prathiba Priya .A	Asst Professor	Prathiba
43	Mr. Anil	Asst Professor	Anil
44	Ms. Vijaya Kumari	Asst Professor	Vijaya
45	Ms. Bhavyashree .N	Asst Professor	Bhavya
46	Ms. Monisha .A K	Asst Professor	monisha

Summary of Points Discussed:

- The Meeting started with a prayer by the Principal. She welcomed the Secretary Rev. Sr. Dr. Margaret Fatima Mary, Administrator Rev. Sr. Imelda Rani, Sr. Prema and Faculty for the meeting. Sr. Prema proceeded with the prayer for Teacher's day Celebration.
- The Secretary addressed the faculty for Teacher's day. During her address she insisted faculty to abide by the virtues of a teacher to be a great teacher to retain the nobleness of the profession.
- Prof. Nisha Joseph, the Principal of the college gave a warm welcome to the new faculty Ms. Rosemol and Ms. Monisha of Psychology department.
- The Secretary acknowledged the service of all the faculty in the institution. The Management also appreciated the faculty Mr. Ranjith Kumar and Mr. Aftab who published books and Dr. Prameela, Ms. Eva and Ms. Pradeepa for publishing Research Papers.

Evaluation of Departments:

- B.Com – Ms. Vennila , HOD of Commerce department updated on the activities of commerce department. She highlighted on the events IPR, Guest Lectures, Exhibitions



which were organised by the department. She also mentioned the future plan of the department that Guest lectures, Students Seminar, department fest and New events to enrich the students' knowledge would be organised.

- The Secretary and IQAC suggested to conduct one creative programme for enriching students' knowledge.
- BBA – Ms. Alen Krithika updated that the department conducted orientation, value added programmes and Art of writing. In addition to which the department also conducted Management fest, PTA, Guest Lectures, Peer tutoring and usage of Google drive etc. The department also collaborated with the Eco Club to conduct an intercollegiate fest “ECO BLITZ”.
- BSc - Ms. Shaila, HOD, Department of BSc updated on the events organised by the department during the academic year 21-22 that department fest, Science Exhibition, Students participation in various intercollegiate and intra collegiate events, Seminars and Conferences.
- BCA- Ms. Pradeepa updated on the events of the department organised during the academic year 21-22. The Department conducted department fest, Science exhibition and skill enhancement course. PTA was organised for the students to enhance their result and students participated in various intercollegiate, intracollegiate and outreach programmes. In addition to which admission promotion was done. And Alumni Lecture series was conducted. She also mentioned the Future plans of the department.
- BA- Mr. Albert updated on the events conducted and listed the future plans.
- BSc(Rehab)- Ms. Shoba, HOD of Rehabilitation Science briefed about the activities of the department and also mentioned the future plans of the department. Principal suggested to conduct an outreach programme by collaborating with a government program and visit orphanages, Special Schools. Value based outreach programmes which will have an outcome should be conducted.
- PG Department of Commerce : Dr. Venkata Lakshmi gave a brief report of the department during the academic year and gave the future plan of the department.

Formation of Cells and Committees:

The Secretary briefed about few activities of various clubs and few committees and club members were changed for a better performance and outcome of the cells and committees.

The coordinators for the following Committees were changed and few activities were added:

- SWO- Ms. Daljit
- Internal Exam : Ms. Rosemol was included in the committee
- Library : Coordinator will be Dr. Mohan Babu
- Discipline – Sr. Imelda Rani will be included.
- Human Rights – To Promote and conduct Rally and to conduct new program on Human Rights.
- SC/ST Cell – Ms. Sujatha will take over as Coordinator.
- Grievance Cell – Ms. Swathi will take be coordinator
- Counselling Cell – Ms. Swathi and Ms. Rosemol
- NSS – Dr. Ramesh will be the coordinator.
- AICUF- Mr. Prince will take over as a coordinator.
- Sports : Ms. Bhavyashree will be included.
- Eco-Club : Ms. Ruth will be included.
- Health Club- Ms. Sujatha will be refrained .
- Excursion Committee- MS. Bhanumathi will be the coordinator.
- ICC- Ms. Shoba will continue as a coordinator and Ms. Arul, Ms. Kavya will be included.
- Magazine – Sr. Imelda will be a part of the Committee.



- News Letter – Mr. Albert , Ms. Ruth and Ms. Rosemol will coordinate in the team.
- Alumni – Ms. Rahila and Ms. Daljit will be a part of the team.
- Maintenance – Sr. Imelda will be in the team.
- Web Team- Mr. Ranjith , Ms. Marina, Ms. Rekha , Sr. Prema and Jesu should coordinate.

IQAC SUGGESTIONS

Ms. Sangita the IQAC Coordinator gave the following suggestions:

National Conference

The Internal quality assurance cell suggested a quality initiative for a National Conference which will be conducted on 19th November 2023 in collaboration with an other organization LET US DREAM to enhance student exposure to the current affairs.

Renovation of Research Cell

IQAC recommended that the insfrastructure of the the research cell shall be enhanced to facilitate research to scale heights. Hence the Secretary of the College Rev. Sr. Dr. Margaret Fatima Mary agreed to renovate the research cell and improvise infrastructure as suggested.

Student Seminar

To enhance the quality of research amongst students, IQAC suggested that a Six days training programme for advanced learners on Research Methodology should be organised, as a result of which a student seminar shall be conducted.

Induction for first years

The induction for first years will be conducted on 6th, 7th and 8th September'22 by the Principal. Sessions will be conducted from 9am to 12pm for an hour each by Principal, IQAC and SWO .

Important Instructions

Rev. Sr. Dr. Margaret Fatima Mary, the Secretary gave few important instructions and suggested the following:

- The clubs and committees should select the student coordinators and conduct meeting in the beginning of the academic year.
- Students coordinators in all the committees should be from all the courses.
- Collaborative programs with MOUs to be conducted.
- Internal Audit will be conducted from 19th Sept'22 to 24th Sept'22.
- She also advised Faculty to follow the protocols of appointment order i.e. to give 3 months notice else pay 3 months salary while leaving the institution.
- Faculty should be regular to college.
- Faculty should do promotion of admission.
- Faculty should meet the parents regularly.
- College timings would be changed from 8.30am to 1.30pm
- Faculty to publish research papers periodically.
- Faculty to get students as members in various committees.

The meeting concluded with a note of gratitude by the Principal.

Signature with Seal

Sangita
Internal Quality Assurance Cell (IQAC)
St. Anne's Degree College for Women
#23, Cambridge Road, Halasuru,
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Nisile Joseph
PRINCIPAL
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NOTICE IQAC

A meeting will be held with the Secretary, Principal, and IQAC members.

Meeting Name: Conducting Induction Programme for the faculty

Date: 12-9-2022

Time: 2:30pm

Venue: Principal's chamber

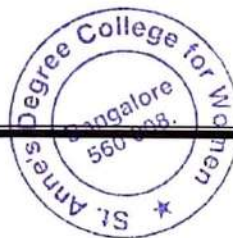
Mode: Offline

Agenda:

- Conducting of Induction program.
- Agenda for the six days Induction program.

Date: 7-9-2022

Dangile
IQAC Coordinator



Nisile. Joseph

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MINUTES OF MEETING

Name of Department / Cells/ Clubs/ Committees: Internal Quality Assurance Cell
Meeting Name: Conducting of Induction for faculty
Date: 12-9-2022
Time: 2:30pm
Venue: Principal's chamber
Mode: Offline
Agenda: <ul style="list-style-type: none">• Conducting of induction program• Agenda for the six days induction program

Changela

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Bengaluru - 560 008.



Nisile Joseph
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St. Anne's Degree College
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Members present:

Sl.No	Name of the faculty	Designation	Signature
1	Rev. Sr. Dr. Margaret Fatima Mary	Secretary	<i>M. Mary</i>
2	Prof. Nisha Joseph	Principal	<i>Nisha Joseph</i>
3	Ms. Sangita	IQAC Coordinator	<i>Sangita</i>
4	Se. Kulandai Yesu	Member	<i>K. Yesu</i>
5	Mr. Mohamed Aftab	Member	<i>Aftab</i>
6	Dr. K Venkatlakshmi	Member	<i>Dr. K Venkatlakshmi</i>
7	Dr. Lily Regina Arthi Moses	Member	<i>Lily Regina Arthi Moses</i>
8	Ms. Pradeepa	Member	<i>Pradeepa</i>
9	Ms. Sindhu. S	Member	<i>Sindhu S</i>
10	Ms. Anitha. R	Member	<i>Anitha R</i>
11	Ms. Daljit Kaur	Member	<i>Daljit Kaur</i>
12	Mr. Albert Fidelis	Member	<i>Albert Fidelis</i>
13	Ms. Madhu	Member	<i>Madhu</i>

Summary of Points Discussed:

- IQAC Coordinator, Ms. Sangita welcomed the members and briefed the members about the conducting of Induction program.
- The date for Induction program was decided as 16-9-2022 to 23-9-2022.
- It was informed that Role and responsibilities of Faculty / Academics in Higher Education will be discussed.
- The University Structure and Functioning will be discussed to the new faculty.
- Curriculum Design and Content Development should be informed to the new faculty.
- Pedagogic Techniques & Teaching and Learning Methods
- Assessment and Evaluation
- Research in Higher Education
- Personal-Emotional Development and Counselling
- ICT: effective use of technology for teaching, learning and evaluation
- University Governance and administration Module
- Academic Leadership

Signature with Seal

Sangita*Nisha Joseph*
PRINCIPAL

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NOTICE IQAC

A meeting will be held with the Secretary, Principal, IQAC members and LUD members.

Meeting Name: Flow of the conference

Date: 14-9-2022

Time: 2:30pm

Venue: Room no. 54

Mode: Offline

Agenda:

- Finalizing the theme/topic for the panel discussion.
- Discussion about the venue.
- To understand the progress of the different committees.

Date: 9-9-2022


IQAC Coordinator

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MINUTES OF MEETING

Name of Department / Cells/ Clubs/ Committees: Internal Quality Assurance Cell
Meeting Name: Flow of the Conference
Date: 14-9-2022
Time: 2:30pm
Venue: Room no. 54
Mode: Offline
Agenda: <ul style="list-style-type: none">• Finalizing the theme/ topic for the panel discussion.• Discussion about the venue.• To understand the progress of the different committees.

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Members present:

Sl.No	Name of the faculty	Designation	Signature
1	Rev. Sr. Dr. Margaret Fatima Mary	Secretary	<i>R. M. is</i>
2	Prof. Nisha Joseph	Principal	<i>Nisha. Joseph</i>
3	Ms. Sangita	IQAC Coordinator	<i>Sangita</i>
4	Se. Kulandai Yesu	Member	<i>S. Kulandai</i>
5	Mr. Mohamed Aftab	Member	<i>Aftab</i>
6	Dr. K Venkatlakshmi	Member	<i>Venkatlakshmi</i>
7	Dr. Lily Regina Arthi Moses	Member	<i>Arthi</i>
8	Ms. Pradeepa	Member	<i>Pradeepa</i>
9	Ms. Sindhu. S	Member	<i>Sindhu</i>
10	Ms. Anitha. R	Member	<i>Anitha</i>
11	Ms. Daljit Kaur	Member	<i>Daljit Kaur</i>
12	Mr. Albert Fidelis	Member	<i>Albert</i>
13	Ms. Madhu	Member	<i>Madhu</i>
14	Ms. Amrita	Member (LUD)	<i>Amrita</i>
15	Mr. Sharon	Member (LUD)	<i>Sharon</i>
16	Ms. Uma	Member (LUD)	<i>Uma</i>
17	Mr. Rajesh	Member (LUD)	<i>Rajesh</i>
18	Mr. David	Member (LUD)	<i>David</i>
19	Ms. Swathishree	Member (LUD)	<i>Swathishree</i>
20	Mr. Jonathan	Member (LUD)	<i>Jonathan</i>
21	Mr. Gowtham	Member (LUD)	<i>Gowtham</i>

- Summary of Points Discussed:
- **Theme finalized:** "Empowering communities for sustainable transformation"
- **Venue:** The venue to be finalised on 15/09/2022. There is an option of hosting the conference with Sheshadipuram college. However, the seating capacity is for 200. David to discuss with St. Josephs on 15/09/2022. Based on the discussion, the venue will be finalized
- It was decided to live stream the conference in YouTube as well.
- Content Repository – A Google Drive repository has been created to store all Conference related material
- Existing members to upload the previous years content

- Any content that will be produced, to be upload into the respective folders
- Operations team to create folders in this repository and to give access to all
- Discussion about the progress of the different committees.
- Decided to split the technical and media team.
- There will be separate co-ordinators for the technical and media team.
- Share Volunteer list to the Committee leads
- Discussion on the partnerships for the conference. These could be NGOs, Universities, corporates. Any organization that will empower communities
- Panel Discussion – Discussion if to have a sequential presentation for the topic chosen among the three panels OR to have parallel sessions. The decision is yet to be made
- Flow of the conference was discussed with the help of the PPT. Draft agenda to be prepared

Signature with Seal

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NOTICE

IQAC

A meeting will be held with the Secretary, Principal and the IQAC members.

Meeting Name: Conducting of Let Us Dream Conference

Date: 10-10-2022

Time: 2:30 pm

Venue: Principal's Chamber

Mode: Offline

Agenda:


- Conducting of Let Us Dream Conference
- AQAR Requirements
- Workshop on IPR or Entrepreneurship
- Awards and recognition by government
- Collaborative research activities
- NET/SLET Training

Date: 3-10-2022


IQAC Coordinator

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MINUTES OF MEETING


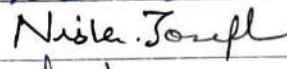
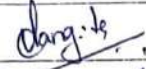
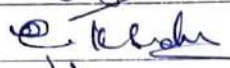

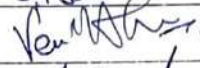
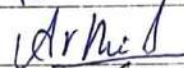
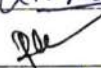
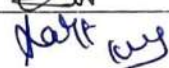

Name of Department / Cells/ Clubs/ Committees: Internal Quality Assurance Cell
Meeting Name: Conducting of Let Us Dream Conference
Date: 10-10-2022
Time: 2:30pm
Venue: Principal's chamber
Mode: Offline
Agenda: <ul style="list-style-type: none">• Conducting of Let Us Dream Conference• AQAR Requirements• Workshop on IPR or Entrepreneurship• Awards and recognition by government• Collaborative research activities• NET/SLET Training

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Members present:

Sl.No	Name of the faculty	Designation	Signature
1	Rev. Sr. Dr. Margaret Fatima Mary	Secretary	
2	Prof. Nisha Joseph	Principal	
3	Ms. Sangita	IQAC Coordinator	
4	Se. Kulandai Yesu	Member	
5	Mr. Mohamed Aftab	Member	
6	Dr. K Venkatlakshmi	Member	
7	Dr. Lily Regina Arthi Moses	Member	
8	Ms. Pradeepa	Member	
9	Ms. Sindhu. S	Member	
10	Ms. Anitha. R	Member	
11	Ms. Daljit Kaur	Member	
12	Mr. Albert Fidelis	Member	
13	Ms. Madhu	Member	

Summary of Points Discussed:


- IQAC Coordinator, Ms. Sangita welcomed the members and briefed the members about the conducting of the Conference.
- The date for the Conference was informed as 19th November 22.
- It was also informed that the conference is in collaboration with NGO- Let Us Dream.
- It was informed that the conference will be based on topics like: Education, Health, Social and I am a Change.
- It was informed by the coordinator that committees will be formed and duties will be allotted.
- Fillers for the conference to be taken care by the college.
- It was open for all conference in the college auditorium.
- The next thing on Agenda AQAR Requirements were discussed.
- The IQAC Coordinator informed the departments to create E-contents for the website.
- It was also suggested to conduct a work shop on IPR and entrepreneurship.
- Member were encouraged to receive recognition and awards from government.
- It was informed that the departments should collaborate and conduct research activities.
- A NET/SLET training program to be conducted was a discussed.

Signature with Seal



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NOTICE IQAC

A meeting will be held with the Secretary, the Principal, IQAC members and LUD members.

Meeting Name: Progress in Committees and Volunteers details

Date: 12-10-22

Time: 2:30 p.m.

Venue: Room No. 58

Mode: Offline

Agenda:

- To understand the progress of the different committees.
- To get status about work of volunteers.
- Deciding about the physical meet.
- Addressing concerns and requirements of different committees.

Date: 6-10-2022

Dang: la
IQAC Coordinator



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MINUTES OF MEETING

Name of Department / Cells/ Clubs/ Committees: Internal Quality Assurance Cell
Meeting Name: Progress on Committees and Volunteers details
Date: 12-10-2022
Time: 2:30pm
Venue: Room no. 56
Mode: Offline
Agenda: <ul style="list-style-type: none">• To understand the progress of the different committees.• To get status about work of volunteers• Deciding about physical meet• Addressing concerns and requirements of different committees

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Members present:

Sl.No	Name of the faculty	Designation	Signature
1	Rev. Sr. Dr. Margaret Fatima Mary	Secretary	<i>E. M. in</i>
2	Prof. Nisha Joseph	Principal	<i>Nisha Joseph</i>
3	Ms. Sangita	IQAC Coordinator	<i>Sangita</i>
4	Se. Kulandai Yesu	Member	<i>E. Kulandai</i>
5	Mr. Mohamed Aftab	Member	<i>MA</i>
6	Dr. K Venkatlakshmi	Member	<i>Dr. K Venkatlakshmi</i>
7	Dr. Lily Regina Arthi Moses	Member	<i>Dr. Lily</i>
8	Ms. Pradeepa	Member	<i>Pradeepa</i>
9	Ms. Sindhu. S	Member	<i>Sindhu</i>
10	Ms. Anitha. R	Member	<i>Anitha</i>
11	Ms. Daljit Kaur	Member	<i>Daljit Kaur</i>
12	Mr. Albert Fidelis	Member	<i>Albert</i>
13	Ms. Madhu	Member	<i>Madhu</i>
14	Ms. Amrita	Member (LUD)	<i>Amrita</i>
15	Mr. Sharon	Member (LUD)	<i>Sharon</i>
16	Ms. Uma	Member (LUD)	<i>Uma</i>
17	Mr. Rajesh	Member (LUD)	<i>Rajesh</i>
18	Mr. David	Member (LUD)	<i>David</i>
19	Ms. Swathishree	Member (LUD)	<i>Swathishree</i>
20	Mr. Jonathan	Member (LUD)	<i>Jonathan</i>
21	Mr. Gowtham	Member (LUD)	<i>Gowtham</i>

Summary of Points Discussed:

- Each of the leads to ensure that the volunteers assigned to their teams are contacted and action items assigned. It is the responsibility of each of the Leads to ensure that the volunteers are assigned tasks and followed-up. The leads to define what is expected of the volunteers and the responsibilities of volunteers to be communicated clearly
- Leads to take a decision to be made regarding inactive volunteers
- All the leads to update the Volunteer excel sheet
- A Central WhatsApp group of all volunteers will be created and all will be added into this Whatsapp group.
- Do ensure that there are no overlap of volunteers in more than one committee



- Lead to note down Work/contribution of volunteers for certification
- If volunteers are needed, do contact Ishika, Riya, Vasu to be contacted
-
- ACTION ITEMS
- All Keynote speakers / Panelists and "I am a Change Maker" list to be ready by Oct 15th – Respective Leads
- All leads to update the speakers / Panelists and "I am a Change Maker" list – Respective Leads. Create a template and share the link so that the respective leads can update this. Jimmy
- Create a WhatsApp group with all the LUD Conference members – Ishika. Each of the leads to ensure that their team members are part of the LUD Conference WhatsApp group
- Conference Registration link to be created and circulated. – David
- Additional Equipment needed for the Tech Team – Swathi to discuss separately with Fr. Lijo
- Website to be updated with this year's conference details – Jonathan / Swathi
- Social Media pages to be updated with this year's conference details – Leena / Jonathan
- Posters to be uploaded into social media and links to the social media to be shared in this group – Leena / Jonathan

Discussion about the progression and requirements of the committees.

- Sharon(Health): 3 panelists confirmed, moderator is in the process of being finalized
- Uma (Social): received a list of 12 panelists and this has been shortlisted to 5, reaching out to them for confirmation; Coming Friday, the final list will be shared.
- Amrita (Education): - 2 panelist has been shortlisted.
- David (Registration): No update, registration volunteers 3-4 are there. More volunteers are required. Team to send new volunteer details to David.
- Swathishree (Tech): Visited St.Annes College: checked connections and put forth requirements: black magic, professional video camera, collar mics, Increase Internet connection bandwidth and photographers are needed; Also need someone to handle the camera,
- Neil (Keynote speaker): -
- Rajesh (I am a Changemaker): Everyone to suggest/nominate change makers, Team to share previous year's list of speakers
- Leena (Media) : Students exams going on and so posters / flyer activities will resume post the exams. (co-lead): Posters to be circulated to personal circle as well for larger presence; social media handles to be updated and then content to go out : team to come up with 2/3 hashtags: marketing via social media: Promotional part of social media to be done by collaboration between committee

Signature with Seal

Changika

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NOTICE IQAC

A meeting will be held with the Secretary, the Principal, IQAC members and the entire faculty.

Meeting Name: Conducting of Annual Community Conference

Date: 18-10-2022

Time: 2:30 pm

Venue: Room No. 53

Mode: Offline

Agenda:

- Conducting of National Conference
- IQAC Audit

Date: 12-10-2022

[Signature]
IQAC Coordinator



[Signature]

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MINUTES OF MEETING


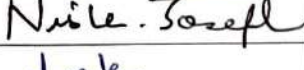

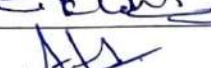
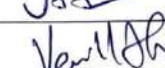
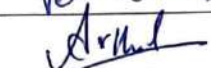
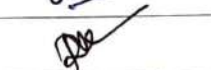
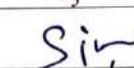
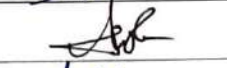
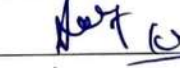


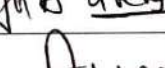
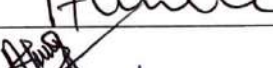
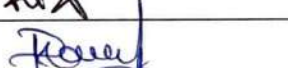

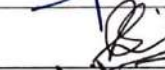
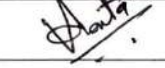
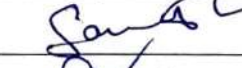








Name of Department / Cells/ Clubs/ Committees: Internal Quality Assurance Cell
Meeting Name: Conducting of Annual Community Conference
Date: 18-10-2022
Time: 2:30pm
Venue: Room No:53
Mode: Offline
Agenda: <ul style="list-style-type: none">• Conducting of National Conference• IQAC Audit

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Sl.No	Name of the faculty	Designation	Signature
1	Rev. Sr. Dr. Margaret Fatima Mary	Secretary	
2	Prof. Nisha Joseph	Principal	
3	Ms. Sangita	IQAC Coordinator	
4	Se. Kulandai Yesu	Member	
5	Mr. Mohamed Aftab	Member	
6	Dr. K Venkatlakshmi	Member	
7	Dr. Lily Regina Arthi Moses	Member	
8	Ms. Pradeepa	Member	
9	Ms. Sindhu. S	Member	
10	Ms. Anitha. R	Member	
11	Ms. Daljit Kaur	Member	
12	Mr. Albert Fidelis	Member	
13	Ms. Madhu	Member	
14	Dr. Puttanna H. R	Asst Professor	
15	Mrs. Vennila	Asst Professor	
16	Mr. Ranjith Kumar. A	Asst Professor	
17	Dr. Prameela	Asst Professor	
18	Ms. Marina .B	Asst Professor	
19	Ms. Mary Shaila .F	Asst Professor	
20	Ms. Vasantha Pillay	Asst Professor	
21	Ms. Savitha	Asst Professor	
22	Dr. Neha Mantri	Asst Professor	
23	Dr. R. Ramesh Naik	Asst Professor	
24	Ms. Rekha. R	Asst Professor	
25	Ms. Khutaja Nazeen	Asst Professor	
26	Ms. Sindu .	Asst Professor	
27	Ms. Sujatha	Asst Professor	



28	Ms. Shobha .T	Asst Professor	Shobha
29	Ms. TVS Bhanumathi	Asst Professor	Ban
30	Ms. Arul Kalaimathi	Asst Professor	Arul
31	Ms. Alen Krithika .F	Asst Professor	Alen
32	Ms. Priya .N	Asst Professor	Priya
33	Ms. Vananni .J	Asst Professor	Van
34	Mr. Prince Xavier	Asst Professor	Prince
35	Ms. Sai Lalitha .K	Asst Professor	Sai
36	Ms. Swathi	Asst Professor	Swathi
37	Ms. Kavya .R	Asst Professor	Kavya.R
38	Dr. Ravi Prakash	Asst Professor	Ravi
39	Ms. Ruth Ankitha .R	Asst Professor	Ruth
40	Ms. Rahila Begum M.S	Asst Professor	Rahila
41	Ms. Rosemol Thamby	Asst Professor	Rosemol
42	Ms. Prathiba Priya .A	Asst Professor	Prathiba
43	Mr. Anil	Asst Professor	Anil
44	Ms. Vijaya Kumari	Asst Professor	Vijaya
45	Ms. Bhavyashree .N	Asst Professor	Bhavya
46	Ms. Monisha .A K	Asst Professor	Monisha

Summary of Points Discussed:

- Principal Prof. Nisha Joseph addressed the faculty regarding the updates of the meeting.
- IQAC Coordinator, Ms. Sangita welcomed the faculty and briefed the members about the conducting of the Conference.
- The date for the Conference was informed as 19th November 22.
- The Topic of the conference "Empowering communities for students" was informed by the IQAC coordinator.
- The duty list for the conference was also informed.
- The IQAC coordinator also informed all the faculty that IQAC Auditing will be conducted from 28-10-22 for the departments and 10-11-22 for the cells, clubs and committees.
- The venue for the auditing was informed as principal's chamber.
- The IQAC Coordinator informed that all the documents must be attested and clear enough.

Signature with Seal

Sangita

Internal Quality Assurance Cell (IQAC)
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NOTICE IQAC

A meeting will be held with the Secretary, Principal, IQAC members and the LUD members.

Meeting Name: Conference Updates.

Date: 19-10-2022

Time: 3:30 p.m.

Venue: Room No. 56

Mode: Offline

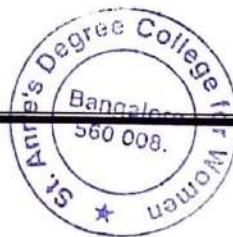
Agenda:

- To understand the progress of the different committees.
- To get status and work of volunteers.
- Addressing concerns and requirements of different committees.

Date: 12-10-2022


IQAC Coordinator

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MINUTES OF MEETING


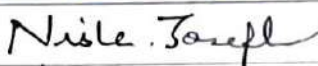

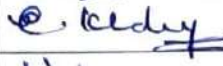

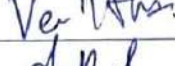
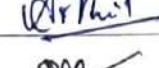
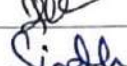




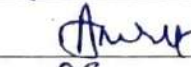




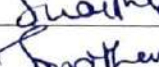


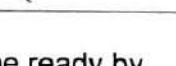
Name of Department / Cells/ Clubs/ Committees: Internal Quality Assurance Cell
Meeting Name: Conference Updates
Date: 19-10-2022
Time: 3:30pm
Venue: Room no. 56
Mode: Offline
Agenda: <ul style="list-style-type: none">• To understand the progress of the different committees.• To get status about work of volunteers• Addressing concerns and requirements of different committees

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Members present:

Sl.No	Name of the faculty	Designation	Signature
1	Rev. Sr. Dr. Margaret Fatima Mary	Secretary	
2	Prof. Nisha Joseph	Principal	
3	Ms. Sangita	IQAC Coordinator	
4	Se. Kulandai Yesu	Member	
5	Mr. Mohamed Aftab	Member	
6	Dr. K Venkatlakshmi	Member	
7	Dr. Lily Regina Arthi Moses	Member	
8	Ms. Pradeepa	Member	
9	Ms. Sindhu. S	Member	
10	Ms. Anitha. R	Member	
11	Ms. Daljit Kaur	Member	
12	Mr. Albert Fidelis	Member	
13	Ms. Madhu	Member	
14	Ms. Amrita	Member (LUD)	
15	Mr. Sharon	Member (LUD)	
16	Ms. Uma	Member (LUD)	
17	Mr. Rajesh	Member (LUD)	
18	Mr. David	Member (LUD)	
19	Ms. Swathishree	Member (LUD)	
20	Mr. Jonathan	Member (LUD)	
21	Mr. Gowtham	Member (LUD)	

Summary of Points Discussed:

1. All Keynote speakers / Panelists and "I am a Change Maker" list to be ready by Oct 15th – Respective Leads
2. All leads to update the speakers / Panelists and "I am a Change Maker" list – Respective Leads.
3. Additional Equipment needed for the Tech Team – Swathi to discuss separately with Fr. Lijo
4. Website to be updated with this year's conference details – Jonathan
5. All to promote the social media pages
6. Gowtham (along with Jimmy) to create a short write-up on partnership that can be sent to all



7. Fr. Lijo to confirm / validate on the Yellow form / OOD form
8. Keynote / Sector Committee leads to get a Profile Picture of the speakers / panelist along with a 200 word summary.

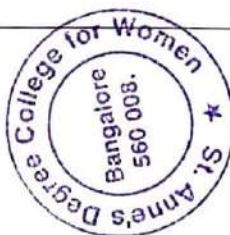
Discussion about the progression and requirements of the committees.

- Keynote: Finalized the speaker for the Opening Keynote. For the closing Keynote, suggestion is to have a Geetha Ramanujam. For more information, contact David.
- Amrita (Education): All panelist finalized. Moderator to be confirmed.
- Sharon (Health): 3 panelists and the moderator finalized and confirmed
- Uma (Social): 5 candidates shortlisted.
- Rajesh (I am a Changemaker): Only 3 nominations so far. Please nominate more candidates.
- David (Registration): Less registration still. Currently we have 130 registration and most of them are from St. Anne's College
- Swathishree (Tech):
 - Nisha Ma'am to identify two student volunteers for the Tech team.
 - David has confirmed that he will be able to support with cables. Swathi to get back to David on the length of the cable
 - Akshit confirmed that he will be able to support with the video
 - Nisha Ma'am to get back on the number of mics available. We would need 4 mics.
- Jonathan (Media) :
 - Website development ongoing.
 - Jonathan to send the social media links in the Volunteer Group.
 - Ashwin from Media team can help with Instagram Reels.
 - Brochure is currently being worked on.
 - Media team to work on the background content during the conference day (Agenda, Speaker profiles, Partners, etc)
- Gowtham (Partnership):
 - Team will start calling potential partners.
 - Happiest Health has confirmed putting up a stall
 - Team to visit St. Anne's to see the arrangements for NGO stall
 - It was decided that all partners will have their logo in the website / flyers & brochures. Media team to ensure that all the logos are accommodated
- Nisha (Logistics) – Teams in place and all going as per plan
- Sponsorship – Need someone to lead this. We are looking for some sponsorship to cover the costs. As much as possible, we will try and cover the costs through donations from NGOs.
- Other topics: Discussion on the attendance for students
 - For St. Anne's, this has been taken care off and students will get the requires attendance
 - For Christ University, the suggestion is to fill the Yellow form and submit it to Fr. Lijo for approval.
 - For Faculty, OOD form to be filled.

Signature with Seal

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NOTICE IQAC

A meeting will be held with the Principal and the IQAC members and ISO members.

Meeting Name: Preparation for ISO Audit.

Date: 21-10-22

Time: 2:30 pm

Venue: Principal's Chamber

Mode: Offline

Agenda:

- Conformance to process.
- Conformance to formats.
- Conformance to files.

Date: 17-10-2022

IQAC Coordinator

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MINUTES OF MEETING

Name of Department / Cells/ Clubs/ Committees: Internal Quality Assurance Cell
Meeting Name: Preparation for ISO Audit
Date: 21-10-2022
Time: 2:30pm
Venue: Principal's chamber
Mode: Offline
Agenda: <ul style="list-style-type: none">• Conformance to process.• Conformance to formats.• Conformance to files.

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Members present:

Sl.No	Name of the faculty	Designation	Signature
1	Prof. Nisha Joseph	Principal	Nisha . Joseph
2	Ms. Sangita	IQAC Coordinator	Sangita
3	Ms. Medlin	Asst Professor	Medlin
4	Ms. Marina	Asst Professor	Marina
5	Ms. Shaila	Asst Professor	Shaila
6	Ms. Lily Regina Arthi	Asst Professor	Lily
7	Ms. Swathi	Asst Professor	Swathi
8	Ms. Priya	Asst Professor	Priya
9	Ms. Vijayakumari	Asst Professor	Vijayakumari
10	Ms. Venilla	Asst Professor	Venilla

11. Dr. K. Venkatalakshmi

Summary of Points Discussed:

- Session was started by Ms. Medline.
- Documents to be prepared and maintained according to the ISO format were informed.
- File responsibility and authority was re confirmed with HOD's
- Competency Matrix for faculty to be maintained.
- FDPs are to be maintained under training.
- Code of conduct available in the website was informed.
- Suggestions were provided by HOD's on modification to be done in the files.
- Risk Matrix was maintained and entries to be done were showed.
- Quality objectives to be prepared by management and IQAC.

Signature with Seal

Sangita

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NOTICE IQAC

A meeting will be held with the Secretary, Principal, the IQAC members and LUD members.

Meeting Name: Flow of the conference.

Date: 6-11-2022

Time: 4:30 pm

Venue: Room No. 54

Mode: Offline

Agenda:

- To go through the flow of the entire conference.
- To see the venue and make decisions accordingly.
- To delegate volunteer responsibilities during the event.
- To discuss logistical requirements.
- To take an update from different committees on the progress of the work.

Date: 2-11-2022

Dangile
IQAC Coordinator

Nile Joseph
PRINCIPAL

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MINUTES OF MEETING

Name of Department / Cells/ Clubs/ Committees: Internal Quality Assurance Cell
Meeting Name: Flow of the Conference
Date: 6-11-2022
Time: 4:30pm
Venue: Room no. 54
Mode: Offline
Agenda: <ul style="list-style-type: none">• To go through the flow of the entire conference.• To see the venue and make decisions accordingly.• To delegate volunteer responsibilities during the event.• To discuss logistical requirements.• To take an update from different committees on the progress of the work.

Internal Quality Assurance Cell (IC)
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Members present:

Sl.No	Name of the faculty	Designation	Signature
1	Rev. Sr. Dr. Margaret Fatima Mary	Secretary	<i>R. M. Mary</i>
2	Prof. Nisha Joseph	Principal	<i>Nisha Joseph</i>
3	Ms. Sangita	IQAC Coordinator	<i>Sangita</i>
4	Se. Kulandai Yesu	Member	<i>Se. Kulandai Yesu</i>
5	Mr. Mohamed Aftab	Member	<i>Aftab</i>
6	Dr. K Venkatlakshmi	Member	<i>Venkatlakshmi</i>
7	Dr. Lily Regina Arthi Moses	Member	<i>Lily Regina Arthi Moses</i>
8	Ms. Pradeepa	Member	<i>Pradeepa</i>
9	Ms. Sindhu. S	Member	<i>Sindhu S</i>
10	Ms. Anitha. R	Member	<i>Anitha R</i>
11	Ms. Daljit Kaur	Member	<i>Daljit Kaur</i>
12	Mr. Albert Fidelis	Member	<i>Albert Fidelis</i>
13	Ms. Madhu	Member	<i>Madhu</i>
14	Ms. Amrita	Member (LUD)	<i>Amrita</i>
15	Mr. Sharon	Member (LUD)	<i>Sharon</i>
16	Ms. Uma	Member (LUD)	<i>Uma</i>
17	Mr. Rajesh	Member (LUD)	<i>Rajesh</i>
18	Mr. David	Member (LUD)	<i>David</i>
19	Ms. Swathishree	Member (LUD)	<i>Swathishree</i>
20	Mr. Jonathan	Member (LUD)	<i>Jonathan</i>
21	Mr. Gowtham	Member (LUD)	<i>Gowtham</i>

Summary of Points Discussed:

- Volunteers are to reach at 830 am for prior arrangements.
- Entry for the participants is from the main gate
- Helpdesk to be set up at the gate for registrations and for food coupons
- 9:00 -9:30 am allotted for registrations
- Ms Shobha will be the registration POC
- 930 the conference will start
- Keynote to be shortened to 20-25 mins
- Core committee members to give mementos (saplings and cloth bag separate)



- 4 chairs on stage will be there along with 4 mics+ wired as backup + collar mic
- Videos to be played during break as fillers & snippets of old conferences too
- Tea coffee and lunch the for participants will be in canteen (paid) and tea/coffee and food for volunteers will be in a classroom on the same floor.
- Videos of changemakers to be ready before 10th November.
- For certificate for participants: QR code for the conference feedback will be displayed at the end. All participants who complete the feedback will get a participant certificate.
- Volunteer certificate to be given after receiving final active volunteers list from the leads.
- Instructions regarding issuing of certificates for the participants will be given during the conference from time to time.
- Print out of the list of registrations needed for the registration desk for cross checking the names when they enter.
- ₹100- lunch tea coffee for the participants (need to discuss this further). Prince, from St. Anne's to get back with the details
- Reminder SMS + WhatsApp message + Call to be sent / made to participants (should include reminder to bring own water bottle)
- Dress code for volunteers: white formal shirt or kurtas for girls and white formal shirt for boys
- 2 laptops needed: one for PPT and one for Live streaming.
- First row allotted for the delegates.
- In one of the breaks, participant engagement activity will be through Quiz. Quiz questionnaire to be prepared
- Tech team's requirements discussed with the concerned resources. (These are not included in this document)
- There will be two cameramen (still photos) for the event.
- Flow of events have been updated.

Signature with Seal

Dang:ls

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NOTICE IQAC

A meeting will be held with the Secretary, Principal, the IQAC members and the HOD's of all the departments.

Meeting Name: Syllabus completion and NAAC mock visit.

Date: 16-1-2023

Time: 2:10 pm

Venue: Principal's Chamber

Mode: Offline

Agenda:

- To get an update on the completion of the syllabus.
- To inform the HOD's regarding the completion of the file work for the semester.
- To inform the members regarding the plan to mock visit different colleges for NAAC evaluation.

Date: 9-1-2023


IQAC Coordinator

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MINUTES OF MEETING

Name of Department / Cells/ Clubs/ Committees: Internal Quality Assurance Cell
Meeting Name: Syllabus completion and NAAC mock visit
Date: 16-1-2023
Time: 2:10pm
Venue: Principal Chamber
Mode: Offline
Agenda: <ul style="list-style-type: none">• To get an update on the completion of the syllabus• To inform the HOD's regarding the completion of the file work for the syllabus• To inform the member regarding plan to mock visit different college for NAAC evaluation.

Dang: Es

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Members present:

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5	Dr. K Venkatlakshmi	Member	Dr. K Venkatlakshmi
6	Dr. Lily Regina Arthi Moses	Member	Dr. Lily Regina Arthi Moses
7	Ms. Pradeepa	Member	Ms. Pradeepa
8	Ms. Sindhu. S	Member	Ms. Sindhu. S
9	Ms. Anitha. R	Member	Ms. Anitha. R
10	Ms. Daljit Kaur	Member	Ms. Daljit Kaur
11	Mr. Albert Fidelis	Member	Mr. Albert Fidelis
12	Ms. Madhu	Member	Ms. Madhu
13	Ms. Venilla	HOD	Ms. Venilla
14	Ms. Marina	HOD	Ms. Marina
15	Ms. Pramilla	HOD	Ms. Pramilla
16	Ms. Shaila	HOD	Ms. Shaila
17	Ms. Shobha	HOD	Ms. Shobha
18	Ms. Vijaya Kumari	HOD	Ms. Vijaya Kumari
19	Ms Swathi	HOD	Ms Swathi
20	Dr. Puttanna	HOD	Dr. Puttanna

Summary of Points Discussed:

- The IQAC Coordinator read out the minutes of the previous meeting for the members.
- The HOD's were informed regarding the completion of work for the semester.
- The HOD's were asked to check if the syllabus is completed in all the classes.
- The HOD's were informed to keep a track on the updating of I boss, completion of attendance and work done diary of the faculties.
- The IQAC Coordinator also informed the HOD's to complete the filing work for the semester.




- The members of IQAC were informed the IQAC is planning to visit few colleges for a mock NAAC visit for college which were working for their NAAC accreditation.
- The members were also informed that such college can be suggested or proposal for any college which is looking for a Mock NAAC visit can be informed to IQAC.
- The coordinator of IQAC informed that at least two such NAAC visits must be conducted in the following semester.

Signature with Seal


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NOTICE IQAC

A meeting will be held with the Secretary, Principal and the IQAC members.

Meeting Name: Organising Amalgam 2023-2024

Date: 23-2-2023

Time: 2:30 pm

Venue: Principal's Chamber

Mode: Offline

Agenda:

- Deciding the date for amalgam.
- Conducting of Amalgam.
- Allocating the duty of Amalgam
- Discussing the agenda for the event.

Date: 16-2-2023

Chang. b.
IQAC Coordinator

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MINUTES OF MEETING

Name of Department / Cells/ Clubs/ Committees: Internal Quality Assurance Cell
Meeting Name: Organising Amalgam 2023-2024
Date: 23-2-2023
Time: 2:30pm
Venue: Principal's chamber
Mode: Offline
Agenda: <ul style="list-style-type: none">• Deciding the date for amalgam.• Conducting of Amalgam.• Allocating the duty for Amalgam.• Discussing the agenda for the event.

Lang: k

Internal Quality Assurance Cell (IQAC)
St. Anne's Degree College for Women
#23, Cambridge Road, Halasuru,
Bengaluru - 560 008.



Nisile Joseph
PRINCIPAL
St. Anne's Degree College
For Women
23, Cambridge Road, Halasuru,
Bangalore - 560 008.

Members present:

Sl.No	Name of the faculty	Designation	Signature
1	Rev. Sr. Dr. Margaret Fatima Mary	Secretary	<i>Dr. M. Mary</i>
2	Prof. Nisha Joseph	Principal	<i>Nisha Joseph</i>
3	Ms. Sangita	IQAC Coordinator	<i>Sangita</i>
4	Se. Kulandai Yesu	Member	<i>Se. Kulandai</i>
5	Mr. Mohamed Aftab	Member	<i>Mr. Mohamed Aftab</i>
6	Dr. K Venkatlakshmi	Member	<i>Dr. K Venkatlakshmi</i>
7	Dr. Lily Regina Arthi Moses	Member	<i>Dr. Lily Regina Arthi Moses</i>
8	Ms. Pradeepa	Member	<i>Ms. Pradeepa</i>
9	Ms. Sindhu. S	Member	<i>Sindhu. S</i>
10	Ms. Anitha. R	Member	<i>Ms. Anitha. R</i>
11	Ms. Daljit Kaur	Member	<i>Ms. Daljit Kaur</i>
12	Mr. Albert Fidelis	Member	<i>Mr. Albert Fidelis</i>
13	Ms. Madhu	Member	<i>Ms. Madhu</i>

Summary of Points Discussed:

- IQAC Coordinator, Ms. Sangita welcomed the members and briefed the members about the conducting of the event.
- The date for the event was decided as 1st march 2023.
- It was also informed that the students of II PUC from St Annes PU college will be called for the event.
- The duties for the allotment were as follows:
- Introduction- Dr. Putanna
- Welcome Dance- Ms. Swathi
- Principal Address
- Presentation by the Departments
- Cultural Dance- Ms. Bhavyashree
- Vote of thanks- Dr. Venkat Lakshmi
- MC- Ms. Krithika & Ms. Daljit
- The time slots were allotted for the departments.
- The Agenda of the event was also discussed by the coordinator with the members.

Signature with Seal

Sangita



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