

IQAC REPORT - 2017-18

Meeting -1

The first meeting of the IQAC for the academic year 2017-18 is scheduled for 20th of July 2017 at 4-00pm in the college auditorium Please make it convenient to attend

AGENDA

First IQAC meeting of 2017-18

1. Opening remarks by the principal
2. Planning for NAAC
3. Mentor Mentee Record

Members present for the meeting

1. Rev Fr Alwin Serrao
2. Mr. Roshan Santhumayor
3. Prof Ignatius Navil Noronha
4. Dr. Norbert Lobo
5. Mrs. Vijaya Shetty
6. Smt. Niveditha Caroline Lobo
7. Dr. Prakash Pinto
8. Mr. Brian James Pinto
9. Mr. Shridhara
10. Ms. Akshatha
11. Mrs. Zeena Cornelio
12. Mrs. Jesfrida Priya Menezes
13. Mr. Deenath Alban Dsa

Minutes of the meeting

- The meeting commenced with prayer led by Rev Fr Alwin Serrao , followed by warm words of welcome
- Members were briefed about the proceedings of the college towards achieving NAAC.
- IQAC coordinator, Mr. Roshan Santhumayor Briefed about the work done by the staff with regards to NAAC and the seven criteria of NAAC
- The meeting continued with the members present giving their insights regarding the preparation for NAAC

The following areas were highlighted which were of great importance.

- Mentor mentee record was suggested to be maintained where all teachers were assigned certain students to meet them and discuss their educational and personal well being
- Documentation of each and every program is maintained.
- Extension programs should be initiated other than NSS, which benefit the society at large

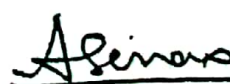
- Records of industrial and banking programs conducted for students and outsiders should be maintained
 - Program of importance of the parents of these students and the society like library access for the parents, medical camps, counseling etc should be conducted
 - Skill enhancement programs should be initiated to make students ready for the corporate world. For example, conducting add-on courses, internships, projects, competitive exam preparation courses.
 - Staff enrichment programs to be conducted to increase staff efficiency and competence.
 - Staff, student and parents perception based on the syllabus, working and study atmosphere in college, facilities in college and the programs conducted in the college and outside the college should be taken into records.
 - Modern teaching techniques by the use of PowerPoint presentations should be implemented, together with case studies and group discussions can also be initiated and it will be an added advantage.
 - Attendance records of students should be maintained year by year, subject wise and class wise
 - Results of the students should be maintained, stating the reasons for downfall or rise in the result
 - Feedback from students and stakeholders should be collected and maintained.
 - Admission records should be maintained as to increase and decrease in the intake of students.
 - A students alumni association should be maintained by keeping a record of their recruitment and placements
 - Record of faculty contribution and development, for example paper presentation and workshop etc should be maintained
 - Tie-up or MOV's with colleges, hospitals and banks should be initiated and the work done should be recorded.
 - National level seminars should be organized.
- It was brought to the notice of everyone, that the NAAC proceedings henceforth will be an online process, making the preparations easier.

The meeting ended at 5pm with vote of thanks proposed by Mrs. Zeena Cornelio, member of IQAC.

ACTION PLAN

1. Documentation of records was assigned to Ms. Seema Dept Of Management
2. Skill enhancement programs to be organized by Mr. Roshan Santhumayor in the coming semester
3. Usage of ICT was implemented by some of the staff who was handling theoretical papers.
4. Faculty members presented various papers at national seminars
5. Tie-up or MOU'S were initiated.
6. Mentor mentee duties were assigned to all the faculty members and the record was maintained.


IQAC Coordinator


Principal
Principal
Padua College of Commerce and Management,
Nanthur, Mangalore - 575 004

Meeting -2

The second meeting of the IQAC for the academic year 2017-18 is scheduled for the 23rd November 2017 at 4-00pmin the college auditorium. Please make it convenient to attend

AGENDA

Second IQAC meeting of 2017-18

1. Opening remarks by the principal
2. Minutes of the last meeting
3. Approval of action plan for the assessment year 2017-18
4. Discuss about the skill development programs, certificate courses and NAAC criterion.
5. Vote of thanks

Members present for the meeting

1. Rev Fr Alwin Serrao
2. Mr. Roshan Santhumayor
3. Prof Ignatius Navil Noronha
4. Dr. Norbert Lobo
5. Mrs. Vijaya Shetty
6. Smt. Niveditha Caroline Lobo
7. Dr. Prakash Pinto
8. Mr. Brian James Pinto
9. Mr. Shridhara
10. Ms. Akshatha
11. Mrs. Zeena Cornelio
12. Mrs. Jesfrida Priya Menezes
13. Mr. Deenath Alban Dsa

Minutes of the meeting

- Rev Fr Alwin Serrao ,the principal chaired the meeting
- The meeting began with a silent prayer, followed by a warm welcome
- The minutes of the last meeting held was read by the IQAC coordinator.
- The action plan for the academic year 2017-18 was placed by the coordinator.
- Staff enrichment program was to be conducted on 16th and 17th April 2018.
- To prepare and keep ready the personal profiles of the staff
- Two staff members were made into groups in order to fulfill the NAAC criteria (6 such groups were created)
- To update documentation as per NAAC requirements.
- Staff were asked to include ICT in their teaching techniques
- Suggestions were given to start new course sat the college for the benefit of the students

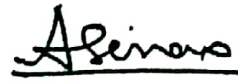
The meeting ended at 5pm with vote of thanks proposed by Mrs. Zeena Cornelio, member of IQAC.

ACTION PLAN -

1. The NAAC criterion work divided was going on in a prompt manner. the groups had kept the documents and material require ready
2. A new course aviation and hospitality management was planned to be introduced in the next academic year.
3. Power point presentation by students and staff were included as a part of teaching-learning process.



IQAC Coordinator



**Principal
Principal**

**Padua College of Commerce and Management
Nanthur, Mangalore - 575 004**

Meeting -3

The third meeting of the IQAC for the academic year 2017-18 is scheduled for the 15th of March 2018 at 4.00 pm in the college auditorium. Please make it convenient to attend.

AGENDA:

Third IQAC meeting of 2017-18

1. Opening remarks by the principal
2. Minutes of the previous meeting
3. Personal profile
4. Staff enrichment program
5. Vote of thanks

Members present for the meeting:

1. Rev Fr Alwin Serrao
2. Mr. Roshan Santhumayor
3. Prof Ignatius Navil Noronha
4. Dr. Norbert Lobo
5. Mrs. Vijaya Shetty
6. Smt. Niveditha Caroline Lobo
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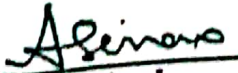
Minutes of the meeting

- Rev Fr Alwin Serrao , the principal chaired the meeting
 - The meeting began with a silent prayer ,followed by a warm welcome
 - The minutes of the previous meeting held on 23rd November 2018 was put forth by the IQAC coordinator Mr.Roshan Santhumayor.
 - The action plan for the academic year 2018-19 was placed by the coordinator before the members
1. To prepare for the workshop on choice based credit system to be held on 14th July 2018.
 2. Implementation of the new course Aviation and Hospitality Management
 3. To concentrate on giving practical oriented assignments and seminars to the students , in order to prepare them for the corporate world
 4. Campus drive should be held in order to make students employable.
 5. GST AND Tally with GST to be thought to students
- The meeting ended at 5pm with Ms.Akshatha proposing the vote of thanks.

ACTION PLAN – follow up;

1. Workshop on choice based credit system was held on 14th July 2018, in order to revise the syllabus of B.Com course
2. Aviation and Hospitality Management , a diploma course was introduced for the academic year 2018-19
3. Tally with GST was implemented in the academic year 2018-19


IQAC Coordinator


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