MOUNT CARMEL COLLEGE, AUTONOMOUS

58, Palace Road, Bengaluru - 560 052

Meeting ID: MCC-IQAC/2020-21/01.06.2020/01/MOM

Date: 1st June 2020

Time: 10.30 AM

Mode: Online

Members Present

1. Dr.Sr.Arpana, Principal
2. Dr. Kavitha G Singh, IQAC Coordinator
3. Dr. Upendra Raju
4. Ms. Renju K
5. Ms. Archana B
6. Ms. Shobha T S
7. Dr. Savitha Murthy
8. Ms. Esther Jackson
9. Ms. Suriya Kumari
10. Ms. Sunanda B V

Minutes of the meeting

Discussion:

This was the first meeting during the academic year 2020-21, reviewed and approved the previous year's IQAC report and minutes of the meeting. The meeting was conducted on Zoom platform, initiated by Dr. Kavitha G Singh, IQAC coordinator.

- ✓ Organizing Faculty Development Programme for the faculty members at Mount Carmel College in the month of June.
- ✓ Conducting Training Programme for Administrative Staff members in July.

- ✓ Organizing Webinars for the mentee Institutions on "Importance of Yoga", "NAAC Accreditation Process", "Outcome Based Education", "Strategic Leadership" and so on.
- ✓ Staff Induction Programme for the new faculty members in October.

Agenda: 1) Decentralization at different levels of Administration

The IQAC coordinator conveyed that the Institution has adopted decentralization at different administrative levels.

Resolution :

As discussed in the meeting, decentralization was implemented as below mentioned positions.

- ✓ Campus Coordinator- Coordinates all activities of college
- ✓ Human Resource Manager- Responsible for planning and achieving the Institution's objectives
- ✓ Research Coordinator- Coordinates all research activities

Agenda : 2) Establishment of Institutional Social Responsibility Cell

Resolution :

The coordinator informed the members that the Institutional Social Responsibility Cell has been constituted to centralize and channelize the social activities and community outreach programs

Agenda: 3) Establishment of Institutional Development Plan Cell

Resolution :

Institutional Development Plan cell has been constituted to put forth a long-term plan for the Institution's activities in accordance with the Vision & Mission of the Institution.

Agenda : 4) Organizing Webinar on "Transdisciplinary Research- Principles & Practices" in collaboration with St. Paul's College

Discussion about organizing a webinar on June 4th under UGC-PARAMARSH scheme in collaboration with St.Paul's College, being , one of the mentee institution .

Resolution :

The details of the webinar are mentioned below :

Title: Transdisciplinary Research- Principles and Practices

Resource Person: Prof P. Vijayalakshmi

Agenda: 5) Green Initiatives on Campus

The meeting also deliberated on various initiatives which have to be implemented in the campus as part of Green Initiative.

Resolution:

As part of Green Initiative, the following has been incorporated in the campus.

- ✓ LED Bulbs installed throughout the Campus
- ✓ Restricted entry of automobiles
- ✓ Landscaping
- ✓ Sewage Treatment Plant- 1 more Unit
- ✓ Energy Audit

The meeting was concluded with a Thank You note by Dr. Kavitha G Singh.The above report was prepared by Ms. Renju K, IQAC Member.

Kavitha G Singh

Dr. Kavitha G Singh

IQAC Coordinator

Dr.Sr.Arpana

Principal

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Meeting ID: MCC-IQAC/2020-21/06.06.2020/02/MOM

Date: 6th June 2020

Time: 5.00 PM

Mode: Online

Members Present

1. Dr.Sr.Arpana, Principal
2. Dr. Kavitha G Singh, IQAC Coordinator
3. Dr. Upendra Raju
4. Ms. Renju K
5. Ms. Archana B
6. Ms. Shobha T S
7. Dr. Savitha Murthy
8. Ms. Esther Jackson
9. Ms. Suriya Kumari
10. Ms. Sunanda B V

Minutes of the meeting

Discussion:

The second meeting during the academic year, reviewed and approved the minutes of previous meeting. The meeting was conducted on zoom platform, initiated by Dr. Kavitha G Singh, IQAC coordinator to discuss about the preparations for the faculty development programme.

Agenda: 1) Organizing Faculty Development Programme for the faculty members at Mount Carmel College from 9th June to 12th June.

The faculty development programme will be scheduled from 9th June to 12th June. Considering the ongoing pandemic crisis, the team decided to organize the faculty development programme on Zoom platform. The coordinator conveyed the details of FDP to IQAC members.

Resolution:

Title: Online Course Design and Development

Date: 9th June 2020

Resource Person: Dr. Helen Kennedy & Dr. Shanthi S

Moderator: Ms. Kavya

Title: Working with Microsoft Teams and E-Content and Delivery

Date: 10th June 2020

Resource Person: Dr. Regina Lourdhu Suganthi

Moderator: Ms. Sunanda

Title: Effective Academic Writing

Date: 11th June 2020

Resource Person: Dr. Gana Soundari

Moderator: Ms. Shobha

Title: Optimizing the Usage of E Resources

Date: 12th June 2020

Resource Person: Ms. Shobha

Moderator: Ms. Renju K

Agenda : 2) New Academic Programme

The coordinator informed the members about the academic programme that would be commencing in the current year as recommended by the management.

Resolution :

The new academic programme that would commence from the current year is given below:

- ✓ BBA Analytics(UG)
- ✓ Post Graduate Diploma in International Business
- ✓ Post Graduate Diploma in Business Entrepreneurship

Agenda: 3) Funding from UGC-Paramarsh and DBT

Resolution:

The IQAC team also discussed about the fundings that has been received from organizations such as UGC and DBT.

The meeting was concluded with a Thank You note by Dr. Kavitha G Singh. The above report was prepared by Ms. Renju K, IQAC Member.

Kavitha. G. Singh

Dr. Kavitha G Singh
IQAC Coordinator

Dr.Sr.Arpana
Principal

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Meeting ID: MCC-IQAC/2020-21/16.06.2020/03/MOM

Date: 16th June 2020

Time: 10.00 AM

Mode: Online

Members Present

1. Dr.Sr.Arpana, Principal
2. Dr. Kavitha G Singh, IQAC Coordinator
3. Dr. Upendra Raju
4. Ms. Renju K
5. Ms. Archana B
6. Ms. Shobha T S
7. Dr. Savitha Murthy
8. Ms. Esther Jackson
9. Ms. Suriya Kumari
10. Ms. Sunanda B V

Minutes of the meeting

Discussion :

The meeting was scheduled on Zoom platform due to pandemic. The coordinator, Dr. Kavitha G Singh initiated the meeting by welcoming all the members of IQAC. The third meeting during the academic year reviewed and approved the minutes of previous meeting and took the agenda of the current meeting.

Agenda: 1) Implementing MOOCs

Resolution:

To provide a world class learning experience and offer greater flexibility to our students and keeping in view the rising popularity of MOOCs, it is proposed to encourage the faculty members to offer courses through MOOCs.

The meeting was concluded with a Thank You note by Dr. Kavitha G Singh. The above report was prepared by Ms. Renju K, IQAC Member.

Kavitha. G. Singh

Dr. Kavitha G Singh
IQAC Coordinator

Dr.Sr.Arpana
Principal

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Meeting ID: MCC-IQAC/2020-21/25.06.2020/04/MOM

Date: 25th June 2020

Time: 5.00 PM

Members Present

1. Dr.Sr.Arpana, Principal
2. Dr. Kavitha G Singh, IQAC Coordinator
3. Dr. Upendra Raju
4. Ms. Renju K
5. Ms. Archana B
6. Ms. Shobha T S
7. Dr. Savitha Murthy
8. Ms. Esther Jackson
9. Ms. Suriya Kumari
10. Ms. Sunanda B V

Minutes of the meeting

Discussion:

The fourth meeting during the academic year, reviewed and approved the minutes of previous meeting. The committee took the agenda of the current meeting. The meeting was scheduled online on Zoom platform, initiated by Dr. Kavitha G Singh, to discuss the webinar to be scheduled on June 29th 2020.

Agenda: 1) Organizing Webinar on 29th June 2020

The IQAC coordinator along with the team discussed about the preparations that need to be done for the webinar "Make Your Research Novel, innovative and Relevant" scheduled on 29th June 2020. Dr. Kavitha requested the IQAC members to kindly go through the brochure of the webinar.

Resolution:

The IQAC coordinator requested Ms. Archana, IQAC member to be the moderator for the webinar and asked Dr. Savitha M Murthy to introduce the speaker, Dr. Gana Soundari.

The meeting was concluded with a Thank You note by Dr. Kavitha G Singh.The above report was prepared by Ms. Renju K, IQAC Member.

Kavitha. G. Singh

Dr. Kavitha G Singh
IQAC Coordinator

Dr.Sr.Arpana
Principal

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Meeting ID: MCC-IQAC/2020-21/16.07.2020/05/MOM

Date: 16th July 2020

Time: 5.45 PM

Mode: Online

Members Present

1. Dr.Sr.Arpana, Principal
2. Dr. Kavitha G Singh, IQAC Coordinator
3. Dr. Upendra Raju
4. Ms. Renju K
5. Ms. Archana B
6. Ms. Shobha T S
7. Dr. Savitha Murthy
8. Ms. Esther Jackson
9. Ms. Suriya Kumari
10. Ms. Sunanda B V

Minutes of the meeting

Discussion:

This was the fifth meeting during the academic year, the minutes of previous meeting was reviewed and approved by the members of IQAC. The meeting was scheduled on Zoom platform, initiated by Dr. Kavitha G Singh, IQAC coordinator. Dr.Kavitha conveyed that she is planning to organize a meeting to discuss about the AQAR in detail.

Agenda: 1) Organizing Webinar for Mount Carmel College Administrative Staff on 17th July 2020

To discuss about preparations of the webinar for the Administrative Staff which is scheduled on 17th July 2020.

Resolution:

The conduct of webinar for the Administrative Staff was distributed to the following IQAC members.

Moderator: Dr. Upendra Raju

Prayer: Ms. Esther

Vote of Thanks: Ms. Sunanda

Agenda: 2) Discussion on preparations for uploading AQAR 2019-20

Dr.Kavitha requested the members to go through the NAAC portal and work on the criteria which has been allotted to them. She also requested the team members to check the AQAR report of other colleges which has been sent to the members earlier as a reference to future work on their respective criteria.

Resolution:

The IQAC team members, followed the instructions discussed in the meeting.

The meeting was concluded with a Thank You note by Dr. Kavitha G Singh. The above report was prepared by Ms. Renju K, IQAC Member.

Dr. Kavitha G Singh
IQAC Coordinator

Dr.Sr.Arpana
Principal

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Meeting ID: MCC-IQAC/2020-21/21.09.2020/06/MOM

Date: 21st September 2020

Time: 6.30 PM

Mode: Online

Members Present

1. Dr.Sr.Arpana, Principal
2. Dr. Kavitha G Singh, IQAC Coordinator
3. Dr. Upendra Raju
4. Ms. Renju K
5. Ms. Archana B
6. Ms. Shobha T S
7. Dr. Savitha Murthy
8. Ms. Esther Jackson
9. Ms. Suriya Kumari
10. Ms. Sunanda B V

Minutes of the meeting

Discussion:

The sixth meeting during the academic year, reviewed and approved the minutes of previous meeting. The meeting was scheduled on MS Teams platform, initiated by Dr. Kavitha G Singh, IQAC coordinator to discuss about the webinar preparations for 23rd September.

Agenda: 1) Organizing Webinar on "Environment and Development" in collaboration with Centre for Sustainable Development and Indian Institute of Public Administration.

The coordinator conveyed that the webinar will be conducted in collaboration with the Centre For Sustainable Development along with Indian Institute Of Public Administration (Karnataka

Regional Branch) and the mentee Institutions under UGC - Paramarsh scheme, Mount Carmel College.

Resolution:

The webinar was successfully conducted and the resource persons of the webinar are given below:

1) M. K. Ramesh , Professor of Law , National Law School Of India University , Bangalore
2) Dr. Priyanka Mathur , Associate Professor , Centre for Research in Social Sciences
3) Dr. R. Srinivas – Executive Director , Centre For Sustainable Development

The moderator and Chairperson of the webinar was Dr.A.Ravindra, IAS (Retd), Former Chief Secretary, Karnataka and Chairman for Centre for Sustainable Development.

Agenda: 2) Transferring the IQAC coordinatorship from 1st January 2021

Resolution:

As decided by the management, Dr. Anjana Mani, Associate Professor, Department of Economics would lead the IQAC team as the new IQAC coordinator from January 2021.

The meeting was concluded with a Thank You note by Dr. Kavitha G Singh. The above report was prepared by Ms. Renju K, IQAC Member.

Kavitha. G. Singh

Dr. Kavitha G Singh
IQAC Coordinator

Dr.Sr.Arpana
Principal

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Meeting ID: MCC-IQAC/2020-21/25.09.2020/07/MOM

Date: 25th September 2020

Time: 5.30 PM

Mode: Online

Members Present

1. Dr.Sr.Arpana, Principal
2. Dr. Kavitha G Singh, IQAC Coordinator
3. Dr. Upendra Raju
4. Ms. Renju K
5. Ms. Archana B
6. Ms. Shobha T S
7. Dr. Savitha Murthy
8. Ms. Esther Jackson
9. Ms. Suriya Kumari
10. Ms. Sunanda B V

Minutes of the meeting

Discussion:

The seventh meeting during the academic year, reviewed and approved the minutes of the previous meeting. The meeting was conducted on Teams platform, initiated by Dr. Kavitha G Singh, IQAC coordinator to discuss about the webinar preparations for 29th September.

Agenda: 1) Organizing Webinar on Strategic Leadership in Higher Education

The coordinator conveyed that Dr. Suma Singh, Dean of Humanities would be the resource person for the webinar. The mentee Institutions St. Paul's college and Darshan college would be participating in the webinar.

Resolution:

The webinar was successfully organized for the mentee institutions under UGC-PARAMARSH scheme and it was documented.

Agenda :2) Organizing Staff Induction Programme on 3rd October

The staff induction programme for the new faculty members would be organized on 3rd October.

Resolution:

The Staff Induction programme was conducted offline and followed the COVID safety regulations.

Agenda :3) Establishment of Institutional Human Ethical Committee

Resolution:

The coordinator conveyed that Institutional Human Ethical Committee has been constituted to safeguard the researchers and also to protect the rights, safety, dignity and well-being of faculty members implementing research projects.

The meeting was concluded with a Thank You note by Dr. Kavitha G Singh.The above report was prepared by Ms. Renju K, IQAC Member.

Kavitha. G. Singh

Dr. Kavitha G Singh
IQAC Coordinator

Dr.Sr.Arpana
Principal

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Meeting ID: MCC-IQAC/2020-21/23.02.2021/08/MOM

Date: 23rd February 2021

Time: 11.00 AM

Mode: Offline

Venue: IQAC Room

Members Present

1. Dr.Sr.Arpana, Principal
2. Dr. Anjana Mani, IQAC Coordinator
3. Dr. Upendra Raju
4. Ms. Renju K
5. Ms. Archana B
6. Ms. Shobha T S
7. Dr. Savitha Murthy
8. Ms. Suriya Kumari
9. Ms. Sunanda B V

Minutes of the meeting

Discussion:

The eighth meeting during the academic year, reviewed and approved the minutes of previous meeting. The meeting was initiated by the new IQAC coordinator Dr. Anjana Mani to discuss the proposed activities of the academic year 2021-22.

Agenda: 1) Proposed activities for the academic year 2021-22

The activities proposed were discussed and all suggestions given by the IQAC members were noted by the coordinator.

Resolution:

The proposed activities for the academic year 2021-22 includes the following:

- ✓ Webinar on National Education Policy
- ✓ Orientation Programme for the IQAC members about the revised AQAR
- ✓ Training Programme for the Administrative Staff
- ✓ Digital Literacy Programme Series for the Support staff
- ✓ Academic and Administrative Audit

The meeting was concluded with a Thank You note by Dr. Anjana Mani, IQAC coordinator. The above report was prepared by Ms. Renju K, IQAC Member.

Dr. Anjana Mani
IQAC Coordinator

Dr.Sr.Arpana
Principal

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Meeting ID: MCC-IQAC/2020-21/04.03.2021/09/MOM

Date: 4th March 2021

Time: 11.00 AM

Mode: Offline

Venue: IQAC Room

Members Present

1. Dr.Sr.Arpana, Principal
2. Dr. Anjana Mani, IQAC Coordinator
3. Dr. Upendra Raju
4. Ms. Renju K
5. Ms. Archana B
6. Ms. Shobha T S
7. Dr. Savitha Murthy
8. Ms. Esther Jackson
9. Ms. Suriya Kumari
10. Ms. Sunanda B V

Minutes of the meeting

Discussion:

The ninth meeting during the academic year, reviewed and approved the minutes of the previous meeting. The meeting was initiated by the IQAC coordinator Dr. Anjana Mani to discuss the proposed activities for the next academic year.

Agenda: 1) Discussion on the Quality Initiatives for the academic year 2021-22

The coordinator conveyed that department audit has to be done very soon and requested the IQAC members to take the initiative for the same.

Agenda: 2) Organizing meeting with Heads of Departments in March

The coordinator also said that we need to schedule a meeting with all the Heads of departments to inform them about the revised AQAR.

Resolution:

The issues regarding the entries in the NAAC portal were informed to the Heads of departments and also informed them about the revised AQAR.

The meeting was concluded with a Thank You note by Dr. Anjana Mani, IQAC coordinator. The above report was prepared by Ms. Renju K, IQAC Member.

Dr. Anjana Mani

IQAC Coordinator

Dr.Sr.Arpana

Principal

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Meeting ID: MCC-IQAC/2020-21/18.03.2021/10/MOM

Date: 18th March 2021

Time: 11.00 AM

Mode: Offline

Venue: IQAC Room

Members Present:

1. Dr.Sr.Arpana, Principal
2. Dr. Anjana Mani, IQAC Coordinator
3. Dr. Upendra Raju
4. Ms. Renju K
5. Ms. Archana B
6. Ms. Shobha T S
7. Dr. Savitha Murthy
8. Ms. Esther Jackson
9. Ms. Suriya Kumari
10. Ms. Sunanda B V

Minutes of the meeting

Discussion:

The tenth meeting during the academic year, reviewed and approved the minutes of previous meeting. The meeting was initiated by the IQAC coordinator to discuss about the revised AQAR guidelines with the IQAC team.

Agenda: Revised Guidelines of AQAR

Dr. Anjana Mani briefed about AQAR to IQAC members and asked them to start working with their own criteria according to the revised guidelines of AQAR.

Resolution:

The IQAC members presented the guidelines to be followed for each of the seven criteria allotted, according to the revised guidelines of AQAR.

The meeting was concluded with a Thank You note by Dr. Anjana Mani, IQAC coordinator. The above report was prepared by Ms. Renju K, IQAC Member.

Dr. Anjana Mani
IQAC Coordinator

Dr.Sr.Arpana
Principal

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Meeting ID: MCC-IQAC/2020-21/21.04.2021/11/MOM

Date: 21st April 2021

Time: 10.30 AM

Mode: Online

Members Present:

1. Dr.Sr.Arpana, Principal
2. Dr. Anjana Mani, IQAC Coordinator
3. Dr. Upendra Raju
4. Ms. Renju K
5. Ms. Archana B
6. Ms. Shobha T S
7. Dr. Savitha Murthy
8. Ms. Esther Jackson
9. Ms. Suriya Kumari
10. Ms. Sunanda B V

Minutes of the meeting

Discussion:

This was the eleventh meeting during the academic year, reviewed and approved the minutes of the previous meeting. The meeting was initiated by Dr.Anjana Mani, IQAC coordinator.

Agenda: Review on uploading criteria-AQAR 2019-20

The respective criteria was presented by the IQAC members and the updations in the revised AQAR were noted by the coordinator. The coordinator informed that she would inform the IT coordinator to incorporate the changes in the NAAC portal.

The meeting was concluded with a Thank You note by Dr. Anjana Mani, IQAC coordinator. The above report was prepared by Ms. Renju K, IQAC Member.

Dr. Anjana Mani
IQAC Coordinator

Dr.Sr.Arpana
Principal

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Meeting ID: MCC-IQAC/2020-21/05.05.2021/12/MOM

Date: 5th May 2021

Time: 10.30 AM

Mode: Online

Members Present

1. Dr.Sr.Arpana, Principal
2. Dr. Anjana Mani, IQAC Coordinator
3. Dr. Upendra Raju
4. Ms. Renju K
5. Ms. Archana B
6. Ms. Shobha T S
7. Dr. Savitha Murthy
8. Ms. Esther Jackson
9. Ms. Suriya Kumari
10. Ms. Sunanda B V

Minutes of the meeting

Discussion :

The meeting was conducted on Teams platform, initiated by the IQAC coordinator, Dr. Anjana Mani . The activities implemented for the academic year 2020-21 were reviewed. Format for IQAC newsletter was discussed. The team also had a discussion about various activities which are proposed for the upcoming academic year.

Agenda: 1) IQAC Newsletter

The members discussed about releasing a newsletter for IQAC to showcase the activities implemented for the academic year.

Resolution:

The articles for the newsletter were decided and the coordinator requested the team members to send the content by the end of the week.

Agenda: 2) Review of activities conducted for the academic year 2020-21

The activities implemented for the academic year 2020-21 were reviewed.

Resolution:

- ✓ UGC Paramarsh Activities were reviewed.
  The following activities were organized for the mentee Institutions
  - Conducted Webinars
  - Technical Support
- ✓ Institutional Social Responsibility Cell and Institutional Development Plan Cell was constituted.
- ✓ Institutional Human Ethical Committee was constituted.
- ✓ Green Initiative on Campus.
- ✓ Conducted FDP for the faculty members.
- ✓ Conducted Training Programme for the Administrative staff.
- ✓ Staff Induction Programme for the new faculty members.

Agenda: 3) Proposed activities for the academic year 2021-22

The meeting was also scheduled for the discussion of the various proposed activities for the academic year 2021-22.

Resolution:

The following activities were proposed and were executed further:

- ✓ Release of IQAC Newsletter showcasing the activities of the year 2020-21.
- ✓ Organize faculty development programme and administrative training programme in June.
- ✓ Organize Digital Literacy Programme for the Support Staff in September.
- ✓ Signing MOU with Universities for collaborative quality initiatives.
- ✓ Organize Refresher course for faculty members in April.

The meeting was concluded with a Thank You note by Dr. Anjana Mani, IQAC coordinator. The above report was prepared by Ms. Renju K, IQAC Member.

Dr. Anjana Mani
IQAC Coordinator

Dr.Sr.Arpana
Principal

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