Meeting ID: MCC-IQAC/2021-22/09.06.2021/01/MOM

Date: 09th June 2021 Time: 5.00 PM Mode: Online

Members Present

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

Minutes of the meeting

Discussion:

This was the first meeting during the academic year 2021-22, reviewed and approved the previous year's IQAC report and minutes of the meeting. The meeting was conducted on Microsoft TEAMS platform, initiated by Dr. Anjana Mani, IQAC Coordinator.

Agenda 1. Discussion on implementation of proposed quality initiatives 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 are as follows:

- Organizing Faculty Development Programme for the faculty members of Mount Carmel College in the month of June 2021 in association with CLDT and MCCIIE Cell.
- Conducting Training program on soft skills and financial literacy for Administrative Staff in the Month of August 2021.
- Conducting Training program on Computer literacy, laboratory equipment maintenance and financial literacy for support Staff in the Month of August 2021.
- Organizing Seminars on outcome based education, mentorship, Research and leadership.
- Staff Induction program for the newly recruited faculty members.
- Visiting other colleges by the IQAC members

The meeting was concluded with a thank you note by Dr. Anjana Mani, IQAC Coordinator.
The above report was prepared by Dr. A. Upendra Raju, IQAC Member.

Dr. Anjana Mani
IQAC Coordinator

Dr. Sr. Arpana
Principal

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Meeting ID: MCC-IQAC/2021-22/14.07.2021/02/MOM

Date: 14th July 2021 Time: 10.00 AM Mode: Offline

Members Present

1. Dr. Sr. Arpana, Principal
2. Dr. Anjana Mani, 14.07.21 IQAC Coordinator
3. Dr. A Upendra Raju
4. Ms. Renju K
5. Ms. Archana
6. Ms. Shobha T S
7. Dr. Savitha M Murthy
8. Ms. Suriya Kumari
9. Ms. Sunanda B V

Minutes of the meeting

Discussion:

The second meeting during the academic year 2021-22, reviewed and approved the minutes of previous meeting . The meeting was initiated by Dr. Anjana Mani, IQAC Coordinator to discuss the preparations for faculty development program, training program for administrative staff on soft skills and digital literacy.

Agenda 1: Organizing Faculty development program for the faculty members of Mount Carmel College from 2nd to 5th August 2021.

Resolution:

- Faculty Development Programme for the faculty members of Mount Carmel College is scheduled from 2nd to 5th August 2021 and is taken care by CLDT and MCCIIE Cell.

Agenda 2: Training programme for administrative staff from 2nd to 5th August 2021

- Training programme on soft skills and financial literacy for Administrative Staff scheduled during 2nd to 5th August 2021.

Day1: Resource person: Mr. M V Sridhar, GST Practitioner

Topic: GST

Faculty in-charge: Ms. Shobha and Ms. Suriya Kumari

Day2: Resource person: Ms. R. Suseil Rani, Lady Dock College

Topic: E-Filing IT returns

Faculty in-charge: Dr. Anjana Mani and Dr. Upendra Raju

Day3: Resource person: Dr. Shubha Madhusudhan, Psychologist

Topic: Work Life Balance

Faculty in-charge: Ms. Archana and Ms. Priya

Day4: Resource person: Dr. Swarnalatha Iyer

Topic: Communication Soft skills

Faculty incharge: Dr. Savitha Murthy and Ms. Sunanda B V

Agenda 3: Training program for support staff

Training programme on Computer literacy, laboratory equipment maintenance and financial literacy for support Staff scheduled during 23rd to 27th August 2021.

Resource persons: Ms. Renju K and Dr. Upendra Raju A

The meeting was concluded with a thank you note by Dr. Anjana Mani, IQAC Coordinator.

The above report was prepared by Dr. A. Upendra Raju, IQAC Member.

Dr. Anjana Mani
IQAC Coordinator

Dr. Sr. Arpana
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Meeting ID: MCC-IQAC/2021-22/25.08.2021/03/MOM

Date: 25th August 2021 Time: 1.00 PM Mode: Offline

Members Present

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

Minutes of the meeting

Discussion:

The third meeting during the academic year 2021-22. Dr. Anjana Mani, IQAC Coordinator initiated the meeting by welcoming all the members of IQAC. Members reviewed and approved the minutes of previous meeting and took the agenda of the current meeting for discussion.

Agenda 1: Discussion on preparation for uploading AQAR 2020-21.

IQAC coordinator requested the team members to go through the NAAC portal and work on the criteria which has been allotted to them. Team members are advised to go through the AQAR of the other colleges on their respective criteria.

Resolution:

The IQAC team members followed the instructions discussed in the meeting for preparation of AQAR 2020-21, and implemented them in uploading their documents under the respective allocated criteria.

The meeting was concluded with a thank you note by Dr. Anjana Mani, IQAC Coordinator. The above report was prepared by Dr. A. Upendra Raju, IQAC Member.

Dr. Anjana Mani

IQAC Coordinator

Dr. Sr. Arpana

Principal

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Meeting ID: MCC-IQAC/2021-22/02.09.2021/04/MOM

Date: 02nd September 2021 Time: 1.15 PM Mode: Offline

Members Present

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

Minutes of the meeting

Discussion:

The fourth meeting during the academic year 2021-22. Dr. Anjana Mani, IQAC Coordinator initiated the meeting by welcoming all the members of IQAC. Members reviewed and approved the minutes of previous meeting and took the agenda of the current meeting for discussion.

Agenda 1: Conducting Skill development session for UG and PG Programmes.

Resolution:

Skill Development training for UG and PG programmes are scheduled on 16th, 17th and 18th Sept 2021 in association with Placement cell and CLDT.

Resource people outsourced from Connectitude trained students on Communication including Email Writing, Presentation, Resume Building, Critical Thinking, Leadership Skills, Building Self Confidence, Goal Setting & Career Mapping.

More than 1600 students attended the sessions each day.

Agenda 2: Preparations for AQAR 2020-21

IQAC coordinator requested the team members to go through the AQAR data and DVV documents.

Resolution:

As per the coordinator's advice, the IQAC team will prepare a manual for the faculty to enter data into NAAC portal.

Agenda 3: A webinar on development of effective MOOCs

Resolution:

A webinar on How to develop effective MOOCs is scheduled for 30th Sept 2021 in association with the department of Botany.

Resource person: Dr. Felix

Moderator: Dr. Savitha M Murthy

Agenda 4: A webinar to mark the National Nutrition Month 2021

Resolution:

In association with the department of Home Science, CLDT and IQAC, a webinar is scheduled on 28th Sept 2021 to mark National Nutrition Month 2021.

The meeting was concluded with a thank you note by Dr. Anjana Mani, IQAC Coordinator.

The above report was prepared by Dr. A. Upendra Raju, IQAC Member.

Dr. Anjana Mani

IQAC Coordinator

Dr. Sr. Arpana

Principal

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Meeting ID: MCC-IQAC/2021-22/01.10.2021/05/MOM

Date: 01st October 2021 Time: 1.15 PM Mode: Offline

Members Present

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

Minutes of the meeting

Discussion:

The fifth meeting during the academic year 2021-22. Dr. Anjana Mani, IQAC Coordinator initiated the meeting by welcoming all the members of IQAC. Members reviewed and approved the minutes of previous meeting and took the agenda of the current meeting for discussion.

Agenda 1: Conducting orientation on Library resources for the new teaching staff

Resolution:

An orientation program on library resources for the new recruited faculty was scheduled on 22nd October 2021.

Resource Person: Ms. Shobha N, Librarian

Faculty Incharge: Ms. Archana

Agenda 2: Preparations for AQAR 2020-21

IQAC coordinator requested the team members to go through the AQAR data and DVV documents.

Resolution:

As per the coordinator's advice, the IQAC team works on the AQAR 2020-21.

Agenda 3: Conducting external Green Audit in the college campus

Resolution:

An external green campus audit is scheduled on 26th October 2021.

Resource person: Dr. Vinod Krishna Kumar, Natural Science Foundation

Faculty Incharge: IQAC Team

The meeting was concluded with a thank you note by Dr. Anjana Mani, IQAC Coordinator.

The above report was prepared by Dr. A. Upendra Raju, IQAC Member.

Dr. Anjana Mani
IQAC Coordinator

Dr. Sr. Arpana
Principal

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Meeting ID: MCC-IQAC/2021-22/03.11.2021/06/MOM

Date: 03rd November 2021 Time: 10.00 AM Mode: Offline

Members Present

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

Minutes of the meeting

Discussion:

The sixth meeting during the academic year 2021-22. Dr. Anjana Mani, IQAC Coordinator initiated the meeting by welcoming all the members of IQAC. Members reviewed and approved the minutes of previous meeting and took the agenda of the current meeting for discussion.

Agenda: Preparations for AQAR 2020-21

IQAC coordinator reviewed the progress of AQAR 2020-21 criterion wise.

Resolution:

The team presented the AQAR 2020-21 with the Principal, Vice Principal and Campus Co-ordinators. Suggestions from the management on some criterion are incorporated in the AQAR.

The meeting was concluded with a thank you note by Dr. Anjana Mani, IQAC Coordinator.

The above report was prepared by Dr. A. Upendra Raju, IQAC Member.

Dr. Anjana Mani

IQAC Coordinator

Dr. Sr. Arpana

Principal

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Meeting ID: MCC-IQAC/2021-22/06.12.2021/07/MOM

Date: 06th December 2021 Time: 10.00 AM Mode: Offline

Members Present

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

Minutes of the meeting

Discussion:

The seventh meeting during the academic year 2021-22. Dr. Anjana Mani, IQAC Coordinator initiated the meeting by welcoming all the members of IQAC. Members reviewed and approved the minutes of previous meeting and took the agenda of the current meeting for discussion.

Agenda 1: Training session on mentoring

IQAC coordinator initiated a training program on mentoring for all the teaching staff.

Resolution:

A training program on mentoring was scheduled for all the teaching staff on 09th December 2021.

Resource person: Dr. Swarna Latha Iyer

Moderators: Dr. Upendra Raju A and Ms. Suriya Kumari

Agenda 2: Preparations for AQAR 2020-21

IQAC coordinator reviewed the progress of AQAR 2020-21 criterion wise.

Resolution:

The team presented the AQAR 2020-21 criterion wise and suggestions are incorporated.

Agenda 3: Inception of new members in to IQAC team

IQAC members Ms. Archana and Ms. Sunanda B V requested to get relieved from IQAC to pursue research.

Resolution:

In consultation with the management, the IQAC coordinator suggested Ms. Priya Kurian, dept. of Psychology and Ms. Neha I J Paul, dept. of Travel and Tourism to incept into IQAC from 2nd January 2022.

The meeting was concluded with a thank you note by Dr. Anjana Mani, IQAC Coordinator.

The above report was prepared by Dr. A. Upendra Raju, IQAC Member.

Dr. Anjana Mani
IQAC Coordinator

Dr. Sr. Arpana
Principal

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Meeting ID: MCC-IQAC/2021-22/03.01.2022/08/MOM

Date: 03rd January 2022 Time: 10.00 AM Mode: Offline

Members Present

1. Dr. Sr. Arpana, Principal
2. Dr. Anjana Mani, IQAC Coordinator
3. Dr. A Upendra Raju
4. Ms. Renju K
5. Ms. Shobha T S
6. Dr. Savitha M Murthy
7. Ms. Suriya Kumari
8. Ms. Priya Kurian
9. Ms. Neha I J Paul

Minutes of the meeting

Discussion:

The Eighth meeting during the academic year 2021-22. Dr. Anjana Mani, IQAC Coordinator initiated the meeting by welcoming all the members of IQAC.

IQAC rendered thanks to Ms. Archana and Ms. Sunanda B V for their services to the college and wish them all the best for their future endeavors.

IQAC warmly welcomes the new members Ms. Priya Kurian and Ms. Neha I J Paul into the team.

Members reviewed and approved the minutes of previous meeting and took the agenda of the current meeting for discussion.

Agenda 1: Conducting an interactive session on Women health and Hygiene

IQAC coordinator proposed an interactive session on Women Health and Hygiene

Resolution:

An interactive session on Women health and hygiene was scheduled on 28th January 2022.

Resource Person: Dr. N Sundari

Moderator: Dr. Anjana Mani

Agenda 2: Review of AQAR 2020-21

IQAC coordinator reviewed the progress of AQAR 2020-21 criterion wise.

Resolution:

The team presented the AQAR 2020-21 criterion wise and suggestions are incorporated.

The meeting was concluded with a thank you note by Dr. Anjana Mani, IQAC Coordinator.
The above report was prepared by Dr. A. Upendra Raju, IQAC Member.

Dr. Anjana Mani
IQAC Coordinator

Dr. Sr. Arpana
Principal

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Meeting ID: MCC-IQAC/2021-22/24.01.2022/09/MOM

Date: 24th January 2022 Time: 10.00 AM Mode: Offline

Members Present

1. Dr. Sr. Arpana, Principal
2. Dr. Anjana Mani, IQAC Coordinator
3. Dr. A Upendra Raju
4. Ms. Renju K
5. Ms. Shobha T S
6. Dr. Savitha M Murthy
7. Ms. Suriya Kumari
8. Ms. Priya Kurian
9. Ms. Neha I J Paul

Minutes of the meeting

Discussion:

The Nineth meeting during the academic year 2021-22. Dr. Anjana Mani, IQAC Coordinator initiated the meeting by welcoming all the members of IQAC.

Members reviewed and approved the minutes of previous meeting and took the agenda of the current meeting for discussion.

Agenda 1: International conference on Futuristic computing – Trends and Challenges

The team discussed about the upcoming international conference and required arrangements.

Resolution:

An International conference on Futuristic Computing- Trends and Challenges organized by the Dept. of Computer Science in association with IQAC, on 04-02-2022.

Agenda 2: workshop on library resources

The team suggested the need for workshop on library resources

Resolution:

A workshop on library resources and effective utilization for first year UG and PG students was arranged on 05th February 2022.

Resource person: Ms. Shobha, Librarian

Moderator: Dr. Anjana Mani

Agenda 3: Review of AQAR 2020-21

IQAC coordinator reviewed the progress of AQAR 2020-21 criterion wise.

Resolution:

The team presented the AQAR 2020-21 criterion wise and suggestions are incorporated.

The meeting was concluded with a thank you note by Dr. Anjana Mani, IQAC Coordinator.
The above report was prepared by Dr. A. Upendra Raju, IQAC Member.

Dr. Anjana Mani
IQAC Coordinator

Dr. Sr. Arpana
Principal

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Meeting ID: MCC-IQAC/2021-22/25.02.2022/10/MOM

Date: 25th February 2022 Time: 1.00 PM Mode: Offline

Members Present

1. Dr. Sr. Arpana, Principal
2. Dr. Anjana Mani, IQAC Coordinator
3. Dr. A Upendra Raju
4. Ms. Renju K
5. Ms. Shobha T S
6. Dr. Savitha M Murthy
7. Ms. Suriya Kumari
8. Ms. Priya Kurian
9. Ms. Neha I J Paul

Minutes of the meeting

Discussion:

The Tenth meeting during the academic year 2021-22. Dr. Anjana Mani, IQAC Coordinator initiated the meeting by welcoming all the members of IQAC.

Members reviewed and approved the minutes of previous meeting and took the agenda of the current meeting for discussion.

Agenda 1: Visit of IQAC team from Goa University

Coordinator informed the team about visit of IQAC members of Goa University

Resolution:

A team of five members visited the college on 09th March 2022. A presentation on the college and IQAC activities was done. The team visited examination section, Library, laboratories, common facilities – canteen, gymnasium, auditoriums, garden.

Agenda 2: Meeting of mentors with Principal

Coordinator proposed a meeting of mentors with Principal.

Resolution:

A meeting of mentors with the Principal was arranged on 15th March 2022, to orient faculty on effective mentoring.

Faculty In-charge: Dr. Anjana Mani

Agenda 3: Review of AQAR 2020-21

IQAC coordinator reviewed the progress of AQAR 2020-21 criterion wise.

Resolution:

The team presented the AQAR 2020-21 criterion wise and suggestions are incorporated.

The meeting was concluded with a thank you note by Dr. Anjana Mani, IQAC Coordinator.

The above report was prepared by Dr. A. Upendra Raju, IQAC Member.

Dr. Anjana Mani
IQAC Coordinator

Dr. Sr. Arpana
Principal

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Meeting ID: MCC-IQAC/2021-22/05.03.2022/11/MOM

Date: 05th March 2022 Time: 10.00 AM Mode: Offline

Members Present

1. Dr. Sr. Arpana, Principal
2. Dr. Anjana Mani, IQAC Coordinator
3. Dr. A Upendra Raju
4. Ms. Renju K
5. Ms. Shobha T S
6. Dr. Savitha M Murthy
7. Ms. Suriya Kumari
8. Ms. Priya Kurian
9. Ms. Neha I J Paul

Minutes of the meeting

Discussion:

The Eleventh meeting during the academic year 2021-22. Dr. Anjana Mani, IQAC Coordinator initiated the meeting by welcoming all the members of IQAC.
Members reviewed and approved the minutes of previous meeting and took the agenda of the current meeting for discussion.

Agenda 1: Digital Literacy Program for support staff

Coordinator initiated Digital Literacy program for support staff.

Resolution:

Digital Literacy program for support staff was arranged for three Saturdays 30th April 2022, 7th and 14th May 2022.
Resource people: Ms. Renju K and Dr. Upendra Raju A

Agenda 2: Review of AQAR 2020-21

IQAC coordinator reviewed the progress of AQAR 2020-21 criterion wise.

Resolution:

The team presented the AQAR 2020-21 criterion wise and suggestions are incorporated.
The meeting was concluded with a thank you note by Dr. Anjana Mani, IQAC Coordinator.
The above report was prepared by Dr. A. Upendra Raju, IQAC Member.

Dr. Anjana Mani
IQAC Coordinator

Dr. Sr. Arpana
Principal

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Meeting ID: MCC-IQAC/2021-22/02.05.2022/12/MOM

Date: 02nd May 2022 Time: 10.00 AM Mode: Offline

Members Present

1. Dr. Sr. Arpana, Principal
2. Dr. Anjana Mani, IQAC Coordinator
3. Dr. A Upendra Raju
4. Ms. Renju K
5. Ms. Shobha T S
6. Dr. Savitha M Murthy
7. Ms. Suriya Kumari
8. Ms. Priya Kurian
9. Ms. Neha I J Paul

Minutes of the meeting

Discussion:

The twelfth meeting during the academic year 2021-22. Dr. Anjana Mani, IQAC Coordinator initiated the meeting by welcoming all the members of IQAC.

Members reviewed and approved the minutes of previous meeting and took the agenda of the current meeting for discussion.

Agenda 1: Orientation on Program Outcomes (POs) and Course Outcomes (COs) for faculty

Coordinator initiated an orientation program for faculty members on POs and COs.

Resolution:

An orientation program for faculty members on POs and COs was arranged on 07th May 2022.

Resource people: Deans of respective faculties.

Agenda 2: Review of AQAR 2020-21

IQAC coordinator reviewed the progress of AQAR 2020-21 criterion wise.

Resolution:

The team presented the AQAR 2020-21 criterion wise and suggestions are incorporated and finalized for submission.

The meeting was concluded with a thank you note by Dr. Anjana Mani, IQAC Coordinator.
The above report was prepared by Dr. A. Upendra Raju, IQAC Member.

Dr. Anjana Mani
IQAC Coordinator

Dr. Sr. Arpana
Principal

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