MOUNT CARMEL COLLEGE, AUTONOMOUS

58, Palace Road, Bengaluru - 560 052

Meeting ID: MCC-IQAC/2023-24/06.06.2023/01/MOM

Date: 6th June 2023

Time: 10.30 AM

Members Present

1. Dr.George Lekha, Principal George Lekha
2. Dr. Anjana Mani
3. Dr. Savitha Murthy
4. Ms.Renju K
5. Dr. Shobha T S
6. Ms. Suriya Kumari
7. Ms. Priya Kurian
8. Dr. Bannhi Das

Minutes of the meeting

Discussion:

This was the first meeting during the academic year 2023-24, reviewed and approved the previous year's IQAC report and minutes of the meeting. The meeting was initiated by Dr. Anjana Mani, IQAC coordinator.

Agenda: Proposed activities for the academic year 2023-24

The proposed activities for the academic year 2023-24 were discussed.

- ✓ Conducting Training Programme for Administrative Staff members.
- ✓ Organizing Faculty Development Programme for the faculty members at Mount Carmel College in association with CLDT.
- ✓ Conducting Digital Literacy Programme for Support Staff

- ✓ Faculty Induction Programme for the new faculty members

Resolution :

The date and month for the following activities were finalized by the coordinator and IQAC members.

- ✓ Training Programme for Administrative Staff: 10th July 2023 – 11th July 2023
- ✓ Faculty Development Programme in July
- ✓ Faculty Induction Programme: 24th July 2023 – 28th July 2023
- ✓ Digital Literacy Programme October 2022

The activities proposed for the academic year 2023-24 were approved by the members.

The meeting was concluded with a Thank You note by Dr. Anjana Mani.

Dr. Anjana Mani
IQAC Coordinator

Dr.George Lekha
Principal

MOUNT CARMEL COLLEGE, AUTONOMOUS

58, Palace Road, Bengaluru - 560 052

Meeting ID: MCC-IQAC/2023-24/12.06.2023/02/MOM

Date: 12th June 2023

Time: 10.00 AM

Members Present

1. Dr.George Lekha, Principal
2. Dr. Anjana Mani
3. Dr. Savitha Murthy
4. Ms.Renju K
5. Dr. Shobha T S
6. Ms. Suriya Kumari
7. Ms. Priya Kurian
8. Dr. Bannhi Das

Minutes of the meeting

Discussion:

The second meeting during the academic year, initiated by the IQAC coordinator Dr. Anjana Mani started with a silent prayer. The meeting reviewed the minutes of the last meeting and took the agenda of the current meeting.

Agenda : Organizing Environment Awareness Programme for Administrative Staff

Dr. Anjana Mani, the IQAC Coordinator, informed the members about an upcoming Environment Awareness session scheduled for 16th June 2023, specifically organized for the administrative staff.

The session, led by Dr. Helen Roseline, Head & Associate Professor, Department of Environmental Science, Mount Carmel College, Bengaluru, will focus on raising awareness about environmental issues, sustainability practices, and the role of individuals in contributing to a greener workplace and community. Dr. Anjana requested IQAC members to support the initiative by encouraging active participation from the administrative staff and assisting with the necessary logistical arrangements. She also proposed collecting feedback after the session to assess its impact and gather insights for future environmental initiatives. Members expressed their support and commitment to ensuring the success of the session.

Resolution

The details are given below:

Date: 16th June 2023

Topic: Environment Awareness

Resource Person: Dr. Helen Roseline, Head & Associate Professor, Department of Environment Science, Mount Carmel College, Bengaluru

The meeting was concluded with a Thank You note by Dr. Anjana Mani.

Dr. Anjana Mani
IQAC Coordinator

Dr.George Lekha
Principal

MOUNT CARMEL COLLEGE, AUTONOMOUS
58, Palace Road, Bengaluru - 560 052

Meeting ID: MCC-IQAC/2023-24/17.06.2023/03/MOM

Date: 17th June 2023

Time: 11.00 AM

Members Present

1. Dr.George Lekha, Principal
2. Dr. Anjana Mani
3. Dr. Savitha Murthy
4. Ms.Renju K
5. Dr. Shobha T S
6. Ms. Suriya Kumari
7. Ms. Priya Kurian
8. Dr. Bannhi Das

Minutes of the meeting

Discussion:

The third meeting during the academic year, initiated by the IQAC coordinator Dr. Anjana Mani started with a silent prayer. The meeting reviewed the minutes of the last meeting and took the agenda of the current meeting.

Agenda : Organizing Kannada Nudi Training Programme for Administrative Staff

Dr. Anjana Mani, the IQAC Coordinator, informed the members about the upcoming Kannada Nudi program, scheduled from 21st June 2023 to 30th June 2023, specifically organized for the administrative staff. The program will focus on enhancing the staff's appreciation and understanding

of the Kannada language and its cultural heritage. Led by resource persons Dr. Ravish and Ms. Anitha, the program will include workshops, interactive sessions, and presentations designed to strengthen Kannada language skills and foster a deeper cultural connection among the staff. Dr. Anjana requested the IQAC members to support the initiative by promoting the event and encouraging active participation from the administrative team. She also suggested implementing a feedback system to gather insights post-event for continuous improvement. Members extended their full support for the program's successful execution.

Resolution

The details are given below:

Date: 21st June 2023 – 30th June 2023

Topic: Kannada Nudi

Resource Person: Dr Ravish & Ms. Anitha

The meeting was concluded with a Thank You note by Dr. Anjana Mani.

Dr. Anjana Mani
IQAC Coordinator

Dr.George Lekha
Principal

MOUNT CARMEL COLLEGE, AUTONOMOUS
58, Palace Road, Bengaluru - 560 052

Meeting ID: MCC-IQAC/2023-24/30.06.2023/04/MOM

Date: 30th June 2023

Time: 12.00 PM

Members Present

1. Dr.George Lekha, Principal
2. Dr. Anjana Mani
3. Dr. Savitha Murthy
4. Ms.Renju K
5. Dr. Shobha T S
6. Ms. Suriya Kumari
7. Ms. Priya Kurian
8. Dr. Bannhi Das

Minutes of the meeting

Discussion:

The fourth meeting during the academic year, initiated by the IQAC coordinator Dr. Anjana Mani started with a silent prayer. The meeting reviewed the minutes of the last meeting and took the agenda of the current meeting.

Agenda : Organizing Work Life Balance Session for Administrative Staff

Dr. Anjana Mani, the IQAC Coordinator, informed the members about an upcoming workshop on *Work-Life Balance* scheduled for 10th and 11th July 2023, specifically organized for the administrative staff. The workshop aims to help staff develop strategies for maintaining a healthy

balance between their professional responsibilities and personal lives. The sessions will be led by Ms. Sumathi Bopaiya and Ms. Vijayalakshmi, who will guide participants through practical approaches to managing work pressures, stress reduction techniques, and personal well-being practices. Dr. Anjana requested IQAC members to support the initiative by encouraging the administrative staff's attendance and active participation. She also proposed implementing a feedback system post-workshop to assess its impact and gather insights for future programs. Members expressed their support and agreed to assist in promoting and organizing the event to ensure its success.

Resolution

The details are given below:

Date: 10th & 11th July 2023

Topic: Workshop on Work - Life Balance

Resource Person: Ms. Sumathi Bopaiya & Ms. Vijayalakshmi

The meeting was concluded with a Thank You note by Dr. Anjana Mani.

Dr. Anjana Mani
IQAC Coordinator

Dr.George Lekha
Principal

Meeting ID: MCC-IQAC/2023-24/17.07.2023/05/MOM

Date: 17th July 2023

Time: 3.00 PM

Members Present

1. Dr.George Lekha, Principal
2. Dr. Anjana Mani
3. Dr. Savitha Murthy
4. Ms.Renju K
5. Dr. Shobha T S
6. Ms. Suriya Kumari
7. Ms. Priya Kurian
8. Dr. Bannhi Das

Minutes of the meeting

Discussion:

The fifth meeting during the academic year, initiated by the IQAC coordinator Dr. Anjana Mani started with a silent prayer. The meeting reviewed the minutes of the last meeting and took the agenda of the current meeting.

Agenda : Organizing Faculty Induction Programme for New Faculty Members

Dr. Anjana Mani, the IQAC Coordinator, informed the members about the upcoming Faculty Induction Programme scheduled from 24th to 28th July 2023, designed specifically for new faculty members. The program aims to familiarize faculty with the institution's values, policies, and resources, and to support their smooth integration into the academic community. Distinguished resource persons from Mount Carmel College, Autonomous, will lead various sessions, including

Sr. Albina, Director; Dr. George Lekha, Principal; Dr. Charmaine Jerome, Dean of Student Affairs; Dr. Regina L. Suganthi, Registrar of Admissions; Dr. Kavitha Singh, Dean of Research and Publications; Mr. Asgar F Ahmed, Placement Officer; Ms. Sindhu David, Counsellor; and Ms. Shobha N K, Librarian. These sessions will cover key areas such as institutional policies, student engagement, research, placement support, mental health, and library resources. Dr. Anjana requested IQAC members to support the program by assisting with the logistical arrangements and encouraging new faculty members' active participation. She also proposed implementing a feedback mechanism to capture participants' insights, helping to improve future inductions. Members expressed their support and commitment to ensuring the success of the program.

Resolution

The details are given below:

Date: 24th July - 28th July 2023

Topic: Faculty Induction Programme

Resource Persons: Sr. Albina, Director, Mount Carmel College, Autonomous

Dr. George Lekha, Principal, Mount Carmel College, Autonomous

Dr. Charmaine Jerome, Dean of Student Affairs, Mount Carmel College, Autonomous

Dr. Regina L Suganthi, Registrar Admissions, Mount Carmel College, Autonomous

Dr. Kavitha Singh, Dean of Research and Publications, Mount Carmel College, Autonomous

Mr. Asgar F Ahmed, Placement Officer, Mount Carmel College, Autonomous

Ms. Sindhu David, Counsellor, Mount Carmel College, Autonomous

Ms. Shobha N K, Librarian, Mount Carmel College, Autonomous

The meeting was concluded with a Thank You note by Dr. Anjana Mani.

Dr. Anjana Mani
IQAC Coordinator

Dr. George Lekha
Principal

MOUNT CARMEL COLLEGE, AUTONOMOUS
58, Palace Road, Bengaluru - 560 052

Meeting ID: MCC-IQAC/2023-24/7.08.2023/06/MOM

Date: 7th August 2023

Time: 10.00 AM

Members Present

1. Dr.George Lekha, Principal
2. Dr. Anjana Mani
3. Dr. Savitha Murthy
4. Ms.Renju K
5. Dr. Shobha T S
6. Ms. Suriya Kumari
7. Ms. Priya Kurian
8. Dr. Bannhi Das

Minutes of the meeting

Discussion:

The sixth meeting during the academic year, initiated by the IQAC coordinator Dr. Anjana Mani started with a silent prayer. The meeting reviewed the minutes of the last meeting and took the agenda of the current meeting.

Agenda : Organizing Training Programme for Administrative Staff

Dr. Anjana Mani, the IQAC Coordinator, informed the members about an upcoming session on Advanced Excel scheduled for 16th August 2023, organized specifically for the administrative staff. Led by Ms. Shobha T. S., the session aims to enhance the staff's proficiency in using advanced Excel tools and techniques to improve efficiency in data management, reporting, and analysis. This training is expected to equip staff with practical skills that can be applied to streamline their daily tasks and improve overall productivity. Dr. Anjana requested IQAC members to support the

initiative by encouraging staff participation and assisting with the necessary logistical arrangements. She also suggested gathering feedback after the session to assess its effectiveness and identify areas for future training. Members expressed their support and agreed to help in promoting the session and facilitating a successful outcome.

Resolution

The details are given below:

Date: 16th August 2023

Topic: Advanced Excel for Administrative Staff

Resource Person: Ms.Shobha T S

The meeting was concluded with a Thank You note by Dr. Anjana Mani.

Dr. Anjana Mani
IQAC Coordinator

Dr. George Lekha
Principal

MOUNT CARMEL COLLEGE, AUTONOMOUS
58, Palace Road, Bengaluru - 560 052

Meeting ID: MCC-IQAC/2023-24/04.09.2023/07/MOM

Date: 4th September 2023

Time: 11.30 AM

Members Present

1. Dr.George Lekha, Principal
2. Dr. Anjana Mani
3. Dr. Savitha Murthy
4. Ms.Renju K
5. Dr. Shobha T S
6. Ms. Suriya Kumari
7. Ms. Priya Kurian
8. Dr. Bannhi Das

Minutes of the meeting

Discussion:

The seventh meeting during the academic year, initiated by the IQAC coordinator Dr. Anjana Mani started with a silent prayer. The meeting reviewed the minutes of the last meeting and took the agenda of the current meeting.

Agenda : Organizing workshop on Data entry using the Mobile Application of Campus Technology

Dr. Anjana Mani, the IQAC Coordinator, informed the members about an upcoming training session on *Data Entry using the Mobile Application of Campus Technology,* organized for faculty members. The session, led by Ms. Pooja from Campus Technology, will focus on instructing faculty on

efficiently using the mobile app for data entry tasks related to academic and administrative records. This training aims to streamline processes, promote efficient data management, and enhance faculty comfort with digital tools provided by the campus technology system. Dr. Anjana requested IQAC members to support the initiative by encouraging faculty attendance and assisting with necessary arrangements. She also suggested implementing a feedback mechanism to assess the session's effectiveness and gather insights for potential follow-up training. Members expressed their support and agreed to help facilitate a successful session.

The meeting was concluded with a Thank You note by Dr. Anjana Mani.

Resolution

The details are given below:

Date: 15th November 2023

Topic: Digital Literacy Programme

Resource Person: Ms.Renju K

The meeting was concluded with a Thank You note by Dr. Anjana Mani.

Dr. Anjana Mani
IQAC Coordinator

Dr.George Lekha
Principal

Meeting ID: MCC-IQAC/2023-24/08.11.2023/08/MOM

Date: 8th November 2023

Time: 11.00 AM

Members Present

1. Dr.George Lekha, Principal
2. Dr. Anjana Mani
3. Dr. Savitha Murthy
4. Ms.Renju K
5. Dr. Shobha T S
6. Ms. Suriya Kumari
7. Ms. Priya Kurian
8. Dr. Bannhi Das

Minutes of the meeting

Discussion:

The eighth meeting during the academic year, initiated by the IQAC coordinator Dr. Anjana Mani started with a silent prayer. The meeting reviewed the minutes of the last meeting and took the agenda of the current meeting.

Agenda : Organizing Digital Literacy Programme for Support Staff

Dr. Anjana Mani, the IQAC Coordinator, informed the members about an upcoming Digital Literacy session scheduled for 15th November 2023, organized specifically for the support staff. T Led by Ms. Renju K,IQAC member, the session is designed to equip support staff with essential digital skills, covering topics such as basic computer operations, safe internet usage, and digital communication tools. This training aims to enhance their confidence and competence in using digital platforms, which are increasingly integral to their roles. Dr. Anjana requested the IQAC

members to support the initiative by encouraging support staff participation and assisting with any required logistical arrangements. She also proposed gathering feedback post-session to gauge its impact and gather suggestions for future digital training needs. Members expressed their support and agreed to assist in promoting the session and ensuring its successful execution.

Resolution

The details are given below:

Date: 15th November 2023

Topic: Digital Literacy Programme

Resource Person: Ms.Renju K

The meeting was concluded with a Thank You note by Dr. Anjana Mani.

Dr. Anjana Mani
IQAC Coordinator

Dr.George Lekha
Principal

Meeting ID: MCC-IQAC/2023-24/18.11.2023/09/MOM

Date: 18th November 2023

Time: 9.30 AM

Members Present

1. Dr.George Lekha, Principal
2. Dr. Anjana Mani
3. Dr. Savitha Murthy
4. Ms.Renju K
5. Dr. Shobha T S
6. Ms. Suriya Kumari
7. Ms. Priya Kurian
8. Dr. Bannhi Das

Minutes of the meeting

Discussion:

The ninth meeting during the academic year, initiated by the IQAC coordinator Dr. Anjana Mani started with a silent prayer.

Agenda : Presenting Criteria 1 metrics for SSR 2024

Dr. Anjana Mani, the IQAC Coordinator, provided a comprehensive presentation on all the metrics related to Criteria 1. During the meeting, the members actively engaged with the presentation, offering various suggestions aimed at improving the process. These suggestions were carefully noted by Dr. Mani, along with input from other IQAC team members, ensuring that all feedback was captured for further evaluation and implementation

Resolution

The suggestions given by the members were approved and would be incorporated in the Self Study Report

The meeting was concluded with a Thank You note by Dr. Anjana Mani.

Dr. Anjana Mani
IQAC Coordinator

Dr.George Lekha
Principal

Meeting ID: MCC-IQAC/2023-24/20.11.2023/10/MOM

Date: 20th November 2023

Time: 2.00PM

Members Present

1. Dr.George Lekha, Principal
2. Dr. Anjana Mani
3. Dr. Savitha Murthy
4. Ms.Renju K
5. Dr. Shobha T S
6. Ms. Suriya Kumari
7. Ms. Priya Kurian
8. Dr. Bannhi Das

Minutes of the meeting

Discussion:

The tenth meeting during the academic year, initiated by the IQAC coordinator Dr. Anjana Mani started with a silent prayer.

Agenda : Presenting Criteria 3 and Criteria 7 metrics for SSR 2024

Dr. Anjana Mani, the IQAC Coordinator, delivered an in-depth presentation covering all the metrics for Criteria 3 and 7. Throughout the session, the members actively participated, contributing a range of suggestions aimed at enhancing the process. Dr. Mani, with support from the other IQAC team members, meticulously recorded these suggestions, ensuring that all feedback was noted for future review and incorporation into the ongoing improvements.

Resolution

The suggestions given by the members were approved and would be incorporated in the Self Study Report

The meeting was concluded with a Thank You note by Dr. Anjana Mani.

Dr. Anjana Mani

IQAC Coordinator

Dr.George Lekha

Principal

Meeting ID: MCC-IQAC/2023-24/04.12.2023/11/MOM

Date:4th December 2023

Time: 9.30AM

Members Present

1. Dr.George Lekha, Principal
2. Dr. Anjana Mani
3. Dr. Savitha Murthy
4. Ms.Renju K
5. Dr. Shobha T S
6. Ms. Suriya Kumari
7. Ms. Priya Kurian
8. Dr. Bannhi Das

Minutes of the meeting

Discussion:

The eleventh meeting during the academic year, initiated by the IQAC coordinator Dr. Anjana Mani started with a silent prayer.

Agenda : Presenting Criteria 4 metrics for SSR 2024

Dr. Anjana Mani, the IQAC Coordinator, provided a detailed presentation on the metrics for Criteria 4. During the discussion, members were actively engaged, offering valuable suggestions to enhance and streamline the process. Dr. Mani, alongside the IQAC team, ensured that all these suggestions were carefully recorded, guaranteeing that the feedback would be reviewed and

integrated into future improvements for the ongoing development of the institution's quality assurance efforts.

Resolution

The suggestions given by the members were approved and would be incorporated in the Self Study Report

The meeting was concluded with a Thank You note by Dr. Anjana Mani.

Dr. Anjana Mani
IQAC Coordinator

Dr.George Lekha
Principal

MOUNT CARMEL COLLEGE, AUTONOMOUS
58, Palace Road, Bengaluru - 560 052

Meeting ID: MCC-IQAC/2023-24/08.12.2023/12/MOM

Date: 8th December 2023

Time: 9.30AM

Members Present

1. Dr.George Lekha, Principal
2. Dr. Anjana Mani
3. Dr. Savitha Murthy
4. Ms.Renju K
5. Dr. Shobha T S
6. Ms. Suriya Kumari
7. Ms. Priya Kurian
8. Dr. Bannhi Das

Minutes of the meeting

Discussion:

The twelfth meeting during the academic year, initiated by the IQAC coordinator Dr. Anjana Mani started with a silent prayer.

Agenda : Presenting Criteria 2 metrics for SSR 2024

Dr. Anjana Mani, the IQAC Coordinator, provided a detailed presentation on the metrics for Criteria 2. During the discussion, members were actively engaged, offering valuable suggestions to enhance and streamline the process. Dr. Mani, alongside the IQAC team, ensured that all these suggestions

were carefully recorded, guaranteeing that the feedback would be reviewed and integrated into future improvements for the ongoing development of the institution's quality assurance efforts.

Resolution

The suggestions given by the members were approved and would be incorporated in the Self Study Report

The meeting was concluded with a Thank You note by Dr. Anjana Mani.

Dr. Anjana Mani
IQAC Coordinator

Dr.George Lekha
Principal

Meeting ID: MCC-IQAC/2023-24/21.12.2023/13/MOM

Date: 21st December 2023

Time: 9.30AM

Members Present

1. Dr.George Lekha, Principal
2. Dr. Anjana Mani
3. Dr. Savitha Murthy
4. Ms.Renju K
5. Dr. Shobha T S
6. Ms. Suriya Kumari
7. Ms. Priya Kurian
8. Dr. Bannhi Das

Minutes of the meeting

Discussion:

The thirteenth meeting during the academic year, initiated by the IQAC coordinator Dr. Anjana Mani started with a silent prayer.

Agenda : Presenting Criteria 5 and Criteria 6 metrics for SSR 2024

Dr. Anjana Mani, the IQAC Coordinator, presented a thorough overview of the metrics for Criteria 5 & 6. Throughout the session, members actively participated, offering a variety of suggestions designed to improve the process. Dr. Mani, together with the IQAC team, ensured that all feedback was meticulously recorded for further analysis and incorporation into future improvements.

Resolution

The suggestions given by the members were approved and would be incorporated in the Self Study Report

The meeting was concluded with a Thank You note by Dr. Anjana Mani.

Dr. Anjana Mani
IQAC Coordinator

Dr.George Lekha
Principal