# MOUNT CARMEL COLLEGE, AUTONOMOUS

# 58, Palace Road, Bengaluru - 560 052


Meeting ID: MCC-IQAC/2018-19/01.06.2018/01/MOM

Date: 1st June 2018

Time: 10.30 AM

**Members Present**

1. Dr.Sr.Arpana, Principal
2. Dr. Suma Singh
3. Dr. Kavitha G Singh
4. Ms.Ambika C
5. Dr.Sangeeta Pandey
6. Ms.Hasitha
7. Dr.Rajkumar
8. Ms. Rajani Korah
9. Ms.Sumitha Kumar

**Minutes of the meeting**

**Discussion:**

This was the first meeting during the academic year 2018-19, reviewed and approved the previous year's IQAC report and minutes of the meeting. The meeting was initiated by Dr. Suma Singh, IQAC coordinator.

**Agenda:**

The proposed activities for the academic year 2018-19 were discussed.

- ✓ Submission of SSR
- ✓ Organizing Faculty Development Programme

- ✓ Conducting Training Programme for Admin Staff
- ✓ Staff Induction Programme for the new faculty members

**Resolution :**

The coordinator informed the members to keep the final documentation of all criteria ready for the submission of SSR. The date and month for the following activities were finalized by the coordinator and IQAC members.

- ✓ Faculty Development Programme- 28th May 2018- 2nd June 2018
- ✓ Staff Induction Programme – 5th June 2018 – 6th June 2018
- ✓ Training Programme for Admin Staff- 23rd July 2018

The meeting was concluded with a Thank You note by the IQAC coordinator.

Suma Singh

Dr. Suma Singh
IQAC Coordinator

Dr.Sr.Arpana
Principal

# MOUNT CARMEL COLLEGE, AUTONOMOUS

# 58, Palace Road, Bengaluru - 560 052


Meeting ID: MCC-IQAC/2018-19/02.07.2018/02/MOM

Date: 2nd July 2018

Time: 10.30 AM

**Members Present**

1. Dr. Sr. Arpana, Principal
2. Dr. Suma Singh
3. Dr. Kavitha G Singh
4. Ms.Ambika C
5. Dr.Sangeeta Pandey
6. Ms.Hasitha K
7. Dr. S Rajkumar
8. Ms. Rajani Korah
9. Ms.Sumitha Kumar

**Minutes of the meeting**

**Discussion:**

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

**Agenda: Training Programme for Administrative Staff**

The IQAC members were informed by the coordinator that a training program for the administrative staff is scheduled to take place on July 23, 2018. Emphasizing the collaboration

with the Department of Computer Science, Dr. Suma Singh, the IQAC coordinator, highlighted the primary goal of the program which aims to equip the administrative staff with essential Microsoft Excel skills, encompassing key areas such as navigating spreadsheets, data entry, basic formulas, and data analysis.

**Resolution**

The details of the training programme for the administrative staff are given below:

Topic: Basic Training in Microsoft Excel

Date: 23rd July 2018

Resource Persons: Faculty members of Department of Computer Science, Mount Carmel College, Autonomous

The meeting was concluded with a Thank You note by Dr. Suma Singh

Dr. Suma Singh
IQAC Coordinator

Dr.Sr.Arpana
Principal

# MOUNT CARMEL COLLEGE, AUTONOMOUS

# 58, Palace Road, Bengaluru - 560 052


Meeting ID: MCC-IQAC/2018-19/17.07.2018/03/MOM

Date: 17th July 2018

Time: 11.40 AM

**Members Present**

1. Dr. Sr. Arpana, Principal
2. Dr. Suma Singh
3. Dr. Kavitha G Singh
4. Ms. Ambika C
5. Dr.Sangeeta Pandey
6. Ms. Hasitha K
7. Dr. S Rajkumar
8. Ms. Rajani Korah
9. Ms.Sumitha Kumar

**Minutes of the meeting**

**Discussion:**

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

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**Agenda**

Organizing a talk on E Procurement for the faculty members at Mount Carmel College

During the meeting on July 17, 2018, Dr. Suma Singh, IQAC coordinator informed the members about the upcoming session on "E-Procurement" scheduled for July 26, 2018, with Mr. Suman Nandy, CEO of Campus Technology, as the resource person. The main aim of the session would be to enlighten faculty members on electronic procurement processes, online purchasing systems, digital vendor management, and the integration of technology for streamlined workflows.

**Resolution**

The session details are given below

Date: 26th July 2018

Topic: E-Procurement

Resource Person: Mr. Suman Nandy, CEO, Campus Technology

The meeting was concluded with a Thank You note by Dr. Suma Singh

Sumasingh

Dr. Suma Singh

IQAC Coordinator

Dr.Sr.Arpana

Principal

# MOUNT CARMEL COLLEGE, AUTONOMOUS

# 58, Palace Road, Bengaluru - 560 052


Meeting ID: MCC-IQAC/2018-19/13.08.2018/04/MOM

Date: 13th August 2018

Time: 11.00 AM

**Members Present**

1. Dr.Sr.Arpana, Principal
2. Dr. Suma Singh
3. Dr. Kavitha G Singh
4. Ms.Ambika C
5. Dr.Sangeeta Pandey
6. Ms.Hasitha K
7. Dr. S Rajkumar
8. Ms. Rajani Korah
9. Ms.Sumitha Kumar

**Minutes of the meeting**

**Discussion:**

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

**Agenda**

Filing of documents for NAAC Accreditation

The coordinator informed the members that a workshop need to be organized for Administrative staff regarding the documents to be kept ready for the purpose of NAAC Accreditation. Ma'am conveyed the members that Ms. Puja from Campus Technology would be the resource person for the session. The IQAC members were assigned duties in order to organize the programme smoothly.

**Resolution**

The details of the workshop are given below.
Date: 16th August 2018
Topic: Filing of documents for NAAC Accreditation
Resource Person: Ms.Puja, Campus Technology

The meeting was concluded with a Thank You note by Dr. Suma Singh, IQAC coordinator.

Sumasingh

Dr. Suma Singh
IQAC Coordinator

Dr.Sr.Arpana
Principal

# MOUNT CARMEL COLLEGE, AUTONOMOUS

# 58, Palace Road, Bengaluru - 560 052


Meeting ID: MCC-IQAC/2018-19/20.08.2018/05/MOM

Date: 20th August 2018

Time: 9.30 AM

**Members Present**

1. Dr.Sr.Arpana, Principal
2. Dr. Suma Singh
3. Dr. Kavitha G Singh
4. Ms.Ambika C
5. Dr.Sangeeta Pandey
6. Ms.Hasitha K
7. Dr. S Rajkumar
8. Ms. Rajani Korah
9. Ms.Sumitha Kumar

**Minutes of the meeting**

**Discussion:**

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

**Agenda**

Organizing a workshop for Administrative Staff

During the meeting, the IQAC coordinator informed about the upcoming "Personal Effectiveness" workshop scheduled for September 17th for Mount Carmel College's administrative staff.

Emphasizing the significance of the workshop, it was revealed that faculty members from the Department of English would serve as resource persons, focusing on enhancing communication, time management, interpersonal skills, and overall self-development.

**Resolution**

The details of the workshop are given below

Date: 17th September 2018

Topic: Personal Effectiveness

Resource Person: Faculty Members of Department of English, Mount Carmel College, Autonomous,Bengaluru

The meeting was concluded with a Thank You note by Dr. Suma Singh

Sumasingh

Dr. Suma Singh
IQAC Coordinator

Dr.Sr.Arpana
Principal

# MOUNT CARMEL COLLEGE, AUTONOMOUS

# 58, Palace Road, Bengaluru - 560 052


Meeting ID: MCC-IQAC/2018-19/01.10.2018/06/MOM

Date: 1st October 2018

Time: 12.30 PM

**Members Present**

1. Dr. Sr. Arpana, Principal
2. Dr. Suma Singh
3. Dr. Kavitha G Singh
4. Ms.Ambika C
5. Dr.Sangeeta Pandey
6. Ms.Hasitha K
7. Dr. S Rajkumar
8. Ms. Rajani Korah
9. Ms.Sumitha Kumar

**Minutes of the meeting**

**Discussion:**

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

**Agenda**

Organizing workshop for Administrative staff at Mount Camel College

During the meeting, Dr. Suma Singh informed the members about the upcoming Health Awareness workshop for the administrative staff at Mount Carmel College. The session will be facilitated by the faculty members from the Department of Biochemistry and Department Nutrition & Dietetics. The focus of the workshop is to provide the administrative staff comprehensive health education, addressing various aspects from cultivating a healthy lifestyle to grasping nutritional practices and embracing preventive healthcare measures.

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**Resolution**

The details of workshop scheduled on 3rd October are given below.

Date: 3rd October 2018

Topic: Health Awareness Workshop

Resource Person: Faculty members of the Department of Biochemistry and Department Nutrition & Dietetics

The meeting was concluded with a Thank You note by Dr. Suma Singh.

Sumasingh

Dr. Suma Singh

IQAC Coordinator

Dr.Sr.Arpana

Principal

# MOUNT CARMEL COLLEGE, AUTONOMOUS

# 58, Palace Road, Bengaluru - 560 052


Meeting ID: MCC-IQAC/2018-19/05.10.2018/07/MOM

Date: 5th October 2018

Time: 10.30 AM

**Members Present**

1. Dr.Sr.Arpana, Principal
2. Dr. Suma Singh
3. Dr. Kavitha G Singh
4. Ms.Ambika C
5. Dr.Sangeeta Pandey
6. Ms.Hasitha K
7. Dr. S Rajkumar
8. Ms. Rajani Korah
9. Ms.Sumitha Kumar

**Minutes of the meeting**

**Discussion:**

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

**Agenda**

Organizing a session on PO CO attainment for the faculty members at Mount Carmel College

In the IQAC meeting initiated by the Coordinator Dr. Suma Singh, it was decided to organize a session for the faculty members of the institution focusing on the PO(Program Outcome) CO(Course Outcome) attainment. The Coordinator communicated that Mr. Suman Nandy, CEO of Campus Technology, would serve as the resource person for the workshop. The primary objective of this session is to achieve and enhance educational quality by focusing on the crucial elements of Program Outcomes and Course Outcomes.

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**Resolution**

The details of the session are given below

Date: 6th October 2018

Topic: PO CO Attainment

Resource Person: Mr. Suman Nandy, CEO, Campus Technology

The meeting was concluded with a Thank You note by Dr. Suma Singh

Sumasingh

Dr. Suma Singh

IQAC Coordinator

Arpana

Dr.Sr.Arpana

Principal

# MOUNT CARMEL COLLEGE, AUTONOMOUS

# 58, Palace Road, Bengaluru - 560 052


Meeting ID: MCC-IQAC/2018-19/17.10.2018/08/MOM

Date: 17th October 2018

Time: 11.30 AM

**Members Present**

1. Dr.Sr.Arpana, Principal
2. Dr. Suma Singh
3. Dr. Kavitha G Singh
4. Ms.Ambika C
5. Dr.Sangeeta Pandey
6. Ms.Hasitha K
7. Dr. S Rajkumar
8. Ms. Rajani Korah
9. Ms.Sumitha Kumar

**Minutes of the meeting**

**Discussion:**

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

**Agenda**

Organizing Yoga Workshop for the administrative staff at Mount Carmel College

The IQAC coordinator Dr.Suma Singh informed the members about the Yoga Workshop scheduled on 23rd October. The coordinator conveyed that Ms. Veena, an expert in the field of yoga, would serve as the resource person for the session. The workshop would aim to promote physical and mental well-being among the administrative staff, aligning with institution's holistic approach to staff development.

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**Resolution**

The details of the workshop are given below:

Date: 23rd October 2018

Topic: Yoga Workshop

Resource Person: Ms. Veena

The meeting was concluded with a Thank You note by Dr. Suma Singh

Sumasingh

Dr. Suma Singh

IQAC Coordinator

Dr.Sr.Arpana

Principal

# MOUNT CARMEL COLLEGE, AUTONOMOUS

# 58, Palace Road, Bengaluru - 560 052


Meeting ID: MCC-IQAC/2018-19/15.11.2018/09/MOM

Date: 15th November 2018

Time: 11.00 AM

**Members Present**

1. Dr. Sr.Arpana, Principal
2. Dr. Suma Singh
3. Dr. Kavitha G Singh
4. Ms. Ambika C
5. Dr. Sangeeta Pandey
6. Ms. Hasitha K
7. Dr. S Rajkumar
8. Ms. Rajani Korah
9. Ms. Sumitha Kumar

**Minutes of the meeting**

**Discussion:**

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

**Agenda**

Organizing a talk on e- Governance for the faculty members

During the meeting, the IQAC coordinator informed that a session on e-Governance would be organized for the faculty members at Mount Carmel College. Mr. Suman Nandy would serve as the resource person for the session.

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**Resolution**

The details of the session are given below:

Date: 27th November 2018

Topic: E Governance

Resource Person" Mr.Suman Nandy, CEO, Campus Technology

The meeting was concluded with a Thank You note by Dr. Suma Singh

Sumasingh

Dr. Suma Singh

IQAC Coordinator

Dr.Sr.Arpana

Principal

Meeting ID: MCC-IQAC/2018-19/30.03.2019/10/MOM

Date: 30th March 2019

Time: 10.30 AM

**Members Present**

1. Dr. Sr. Arpana, Principal
2. Dr. Suma Singh
3. Dr. Kavitha G Singh
4. Ms.Ambika C
5. Dr.Sangeeta Pandey
6. Ms.Hasitha K
7. Dr. S Rajkumar
8. Ms. Rajani Korah
9. Ms.Sumitha Kumar

**Minutes of the meeting**

**Discussion:**

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

**Agenda**

Submission of SSR-Follow up meeting

The Principal complemented the IQAC team for the successful completion of SSR. Dr.Suma Singh, IQAC coordinator briefed about the clarification that came during verification and validation process. The coordinator also said that more rigorous data collection and documentation process need to be incorporated. The guidelines for the online admission process for the academic year 2019-20 were discussed and finalized. The meeting also deliberated on the faculty development programme to be organized for the next academic year.

**Resolution**

- Online Admission will start from April 2019 and meeting should be conducted with the admission SPOC's of departments
- Faculty Development programme was planned for the first week of June.

The meeting was concluded with a Thank You note by Dr. Suma Singh, IQAC Coordinator

Sumasingh

Dr. Suma Singh

IQAC Coordinator

S Arpana

Dr.Sr.Arpana

Principal