MOUNT CARMEL COLLEGE, AUTONOMOUS

58, Palace Road, Bengaluru - 560 052

Meeting ID: MCC-IQAC/2019-20/15.07.2019/01/MOM

Date: 15th July 2019

Time: 2.00 PM

Members Present

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

Minutes of the Meeting

Agenda

Discussion on NAAC score SWOT and recommendations made by the Peer team

The NAAC score and the recommendations made by the peer team were discussed in detail. All suggestions and areas of improvement given by the peer team were explained by the coordinator and the same was noted by the IQAC members.

Dr. Suma Singh
IQAC Coordinator

Dr.Sr.Arpana
Principal

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Meeting ID: MCC-IQAC/2019-20/21.10.2019/02/MOM

Date: 21st October 2019

Time: 10.00AM

Members Present

1. Dr. Suma Singh
2. Dr. Sangeetha Pandey
3. Ms. Ambika C.
4. Dr. Kavitha Singh
5. Dr. Rajkumar
6. Ms. Hasitha
7. Ms. Sumitha
8. Ms. Rajani

Minutes of the Meeting

Agenda

Tabs: To brief about tab links created in the ERP for the staff members to enter the NAAC data conducted by the IQAC team

Workshop for the In-house faculty: Workshop details was shared and planned for the schedule.

Expected members: 100

Introduction: Introduction by Dr. Suma Singh

The following IQAC members briefed each criterion in detail to the staff members

1. Criteria 1: Ms. Ambika
2. Criteria 2: Dr. Sangeeta
3. Criteria 3: Dr. Kavitha
4. Criteria 4: Dr. Rajkumar
5. Criteria 5: Ms. Rajani
6. Criteria 6: Dr. Rajkumar
7. Criteria 7: Ms. Hasitha
8. Discussion and Q&A

Dr. Suma Singh
IQAC Coordinator

Dr.Sr.Arpana
Principal

MOUNT CARMEL COLLEGE, AUTONOMOUS

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Meeting ID: MCC-IQAC/2019-20/03.12.2019/03/MOM

Date: 3rd December 2019

Time: 1.00PM

Members Present

1. Dr. Suma Singh
2. Dr. Sangeetha Pandey
3. Ms. Ambika .C.
4. Dr. Kavitha Singh
5. Dr. Rajkumar S
6. Ms. Hasitha K
7. Ms. Sumitha
8. Ms. Rajani

Minutes of the Meeting

Agenda

1. To discuss regarding the tabs to be presented on Friday at 2:45 p.m.
2. To Plan the NIRF display
3. Assigning of Green audit to Dr. Rajani
4. Admin staff: To Train the admin staff for the usage of Excel
5. Support staff: To Train the support staff in soft skills
6. To discuss about India Today Ranking
7. To plan and to organise external meetings in the 2nd week of January
8. To discuss on the Initiatives taken: MOOC (Sneha)
9. To discuss on the CDP- activities

Dr. Suma Singh
IQAC Coordinator

Dr.Sr.Arpana
Principal

MOUNT CARMEL COLLEGE, AUTONOMOUS

58, Palace Road, Bengaluru - 560 052

Meeting ID: MCC-IQAC/2019-20/11.01.2020/04/MOM

Date: 11th January 2020

Time: 11.30AM

Members Present

1. Dr. Suma Singh
2. Dr. Sangeetha Pandey
3. Ms. Ambika . C
4. Dr. Kavitha Singh
5. Dr. Rajkumar S
6. Ms. Hasitha K
7. Ms. Sumitha
8. Ms. Rajani

Minutes of the Meeting

Agenda

Planning of UGC- Paramarsh activities and framework for the 5 Mentee Institutions

- To finalise the Paramarsh complete study report
- To plan the activities and framework for the five Mentee Institutions under UGC-Paramarsh
- To discuss the duties and responsibilities of the team members
- To decide the next meeting date
- To discuss on MOOC assigned to Ms. Sneha
- Reviewing of the Green Audit assigned to Ms. Rajani by the team members
- Reviewing of the Library Audit assigned to Dr. Rajkumar by the team members
- To plan for a National seminar by Dr. Kavitha and Dr. Sangeeta

Dr. Suma Singh
IQAC Coordinator

Dr.Sr.Arpana
Principal

Meeting ID: MCC-IQAC/2019-20/21.01.2020/05/MOM

Date: 21st January 2020

Time: 2.30 PM

Members Present(New team)

1. Dr. Sr. Arpana (Principal)
2. Dr. Charmaine Jerome (Vice Principal)
3. Dr. Kavitha Singh (Coordinator)
4. Ms. Renju K .
5. Dr. Upendra Raju 21/01/20
6. Ms. Archana B
7. Ms. Esther Jackson
8. Dr. Savitha Murthy
9. Ms. Suriya Kumari
10. Ms. Shobha T.S 21/01/20

Minutes of the Meeting

Agenda:

Orientation of the new team and other initiatives

Sr. Principal greeted the new team and addressed them. Later Dr. Kavitha Singh, IQAC coordinator briefed them about their roles and responsibilities of IQAC and explained about the UGC-Paramarsh and itsframework.

Dr. Sr. Arpana asked Dr. Kavitha Singh to prepare calendar of events for IQAC and informed the all the members that the IQAC team would meet once a month. Sr. Principal asked the IQAC members to work efficiently and systematically as IQAC is the backbone of the institution. Sr. Principal requested the members to go through the NAAC website and to be updated with the new NAAC Framework. Remedial classes for slow learners should be taken seriously and the members should find out those departments which are not conducting the same. Some departments need to organise bridge courses and the team members should guide those who are not able to do so.

The IQAC Coordinator requested the members that she would be sending them to participate in National or International conferences as part of IQAC. She added that it is mandatory to conduct National or International conferences as part of IQAC from our Institution too. Dr Kavitha requested the members that she needs the support of all IQAC members. She said that we must also visit other Institutions and understand their functionality. The Annual Quality Assurance Report (AQAR) and its significance were briefly explained by the coordinator. Later Ms. Shobha from BBM department expressed that it would be better if we have a few AQAR for the departments and it would help the department members to understand where they stand. Dr. Kavitha explained the seven criteria of NAAC to the members and asked themto work on the criteria opted by them. The seven criteria were distributed among the followingmembers. Performance appraisal of faculty members was also discussed. Academic and Greenaudit was also discussed.

1. Criteria 1: Ms. Shoba
2. Criteria 2: Dr Upendra and Ms. Suriya
3. Criteria 3: Dr. Savitha
4. Criteria 4: Ms. Sunanda
5. Criteria 5: Ms. Archana and Ms. Esther
6. Criteria 6: Ms. Renju
7. Criteria 7: Dr. Kavitha

The meeting concluded with a thank you note.

Dr. Kavitha G Singh
IQAC Coordinator

Dr.Sr.Arpana
Principal

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Meeting ID: MCC-IQAC/2019-20/05.02.2020/06/MOM

Date: 5th February 2020

Time: 1.30 PM

Members present

1. Dr. Kavitha Singh
2. Ms. Renju K
3. Dr. Upendra Raju 05/02/20
4. Ms. Archana B
5. Ms. Esther Jackson
6. Dr. Savitha Murthy
7. Ms. Suriya Kumari
8. Ms. Shobha T.S 05/02/20

Minutes of the Meeting

Agenda

1. **Discussion on Paramarsh framework**
2. **Geo tagging photos of specific tabs for all seven criteria**

Dr. Kavitha Singh called a meeting of the IQAC members to discuss the inauguration of the Paramarsh framework. Most members of the IQAC team were present and work for the inaugural function was distributed. She informed the members that the inauguration is scheduled for the 13th of February, followed by a second training program on the 19th of February.

The importance of Geo tagging and the criteria that required the geotagging was discussed. She said that the HOD of each department will receive a mail about the same.

Dr. Kavitha G Singh
IQAC Coordinator

Dr.Sr.Arpana
Principal

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Meeting ID: MCC-IQAC/2019-20/19.02.2020/07/MOM

Date: 19th February 2020

Time: 1.30 PM

Members Present

1. Resource person: Ms. Sunaina from campus Technology
2. Dr. Kavitha Singh, coordinator
3. Ms Renju K
4. Dr Upendra Raju 19/2/20
5. Ms Archana B
6. Ms Esther Jackson
7. Dr Savitha Murthy
8. Ms Suriya Kumari
9. Ms Shobha T S 19/2/20

Agenda

1. **Training program on the New Framework of AQAR**

   Resource person: Ms. Sunaina from campus Technology

Dr Kavitha Singh, IQAC Coordinator, organised the training program on AQAR for the new IQAC members. IQAC Coordinator welcomed the resource person Ms. Sunaina from campus Technology. Ms. Sunaina gave a detailed description on criteria's of AQAR. Every criterion was discussed in detail and all queries asked by the members were answered by the resource person.

Points to be noted

1. AQAR data is meant for the academic year 2019 June- 2020 May.
2. Criteria 1 introduction of new courses must specify the date of Board of Studies.
3. Feedback would be collected from the students, teachers, employers and alumni.
4. Google feedback form to be given to parents at the time of first parent- mentor meeting.
5. The criteria on smart classroom need to be checked, Dr. Kavita requested Ms. Sunaina to take a call on the same

6. Parent- Teacher Association need to be formed.
7. Dr. Kavitha said we need to go for ISO certification this year as it is required, and it was one of the criteria mentioned in AQAR. She added that the best practices of every department are to be taken collectively for the AQAR report.
8. IQAC coordinator thanked the resource person and all the members of the IQAC. She asked the members to give suggestion to improve the quality of the Institution.

Dr. Kavitha G Singh
IQAC Coordinator

Dr.Sr.Arpana
Principal