MOUNT CARMEL COLLEGE, AUTONOMOUS

58, Palace Road, Bengaluru - 560 052

Meeting ID: MCC-IQAC/2022-23/08.06.2022/01/MOM

Date: 8th June 2022

Time: 10.30 AM

Members Present

1. Dr.Sr.Arpana, Principal 8/6/22
2. Dr. Anjana Mani 08.06.22
3. Dr. Upendra Raju 8/6/22
4. Dr. Savitha Murthy 08/6/22
5. Ms. Shobha T S 8/6/22
6. Ms. Suriya Kumari
7. Ms. Priya Kurian
8. Ms. Neha I J Paul

Minutes of the meeting

Discussion:

This was the first meeting during the academic year 2022-23, 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 2022-23

The proposed activities for the academic year 2022-23 were discussed.

- ✓ Organizing Library audit in the month of June
- ✓ Conducting Training Programme for Administrative Staff members in August.

Organizing Faculty Development Programme for the faculty members at Mount Carmel College in association with CLDT in September.

- ✓ Conducting Digital Literacy Programme for Support Staff
- ✓ Staff Induction Programme for the new faculty members

Resolution :

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

- ✓ Library Audit: July
- ✓ Training Programme for Administrative Staff: 2nd August 2022 – 4th August 2022
- ✓ Staff Induction Programme: 17th August 2022 – 22nd August 2022
- ✓ Faculty Enrichment Programme:24th September 2022
- ✓ Digital Literacy Programme: October 2022

The activities proposed for the academic year 2022-23 were approved by the members.

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

08-06-22

Dr. Anjana Mani
IQAC Coordinator

Dr.Sr.Arpana
Principal

Meeting ID: MCC-IQAC/2022-23/05.07.2022/02/MOM

Date: 5th July 2022

Time: 10.30 AM

Members Present

1. Dr.Sr.Arpana, Principal
2. Dr. Anjana Mani 05.07.22
3. Dr. Upendra Raju 5/7/22
4. Dr. Savitha Murthy 05/07/22
5. Ms. Shobha T S
6. Ms. Suriya Kumari 5/7/22
7. Ms. Priya Kurian
8. Ms. Neha I J Paul

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 1: Library Audit

Dr. Anjana Mani, the IQAC coordinator, has informed that a Library Audit is set to take place on the 27th of July. Dr. Gopakumar V, former Librarian at Goa University, has been designated to conduct the audit. Ma'am has instructed IQAC members to ensure all necessary preparations are in place for the audit.

Resolution

The details of the library audit are given below

Date: 27th July 2022

Topic: Library Audit

Resource Person: Dr. Gopakumar V, Ex- Librarian, Goa University

Agenda 2: Training Programme for Admin Staff

The session topics for the training programme were deliberated by the members. The coordinator conveyed that the brochure will be prepared by Ms.Priyanka.

Resolution

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

The details are given below:

Date: 2nd August 2022

Topic: Work Life Balance

Resource Person: Dr.Shubha Madhusudan

Date: 4th August 2022

Topic: Communication and Soft Skills

Resource Person: Ms. Leila Varghese

Agenda 3: Staff Induction Programme

The staff induction programme organizing for the new faculty members will be scheduled from 17th August 2022 to 22nd August 2022.

Resolution

The session details of the Staff Induction programme are given below:

Day1

Date: 17th August 2022

Session 1: Mentoring

Resource Person: Dr. Sundaravalli, HOD, Dept of Home Science, MCC

Session 2: Counselling

Resource Person: Ms. Sindhu David, Counsellor, Mount Carmel College

Session 3: Placement

Resource Person: Mr. Asgar Ahmed, Placement Officer, Mount Carmel College

Day 2

Date: 18th August 2022

Session 4: Communication Tools for the College Classroom

Resource Person: Ms. Sahana Das, Associate Professor, Department of Communication Studies, Mount Carmel College

Day 3

Date: 19th August 2023

Session 5: Research

Resource Person: Dr.Kavitha G Singh, Research Director, Mount Carmel College, Bengaluru

Session 6: Library and E-Resources

Resource Person: Ms. Shobha N K, Librarian, Mount Carmel College

Day 4

Date: 22nd August 2022

Session 7: Mount Carmel College, Autonomous – A Virtual Tour

Agenda 4: Faculty Enrichment Programme in association with CLDT

Faculty enrichment programme will be organized in association with CLDT for the faculty members on 24th September 2022.

MOUNT CARMEL COLLEGE, AUTONOMOUS

58, Palace Road, Bengaluru - 560 052

Resolution

The details of the Faculty Enrichment Programme are given below:

Date: 24th September 2022

Time: 9 am to 12. 30 pm

Common Session

Topic: Curriculum Designing based on the National Educational Policy 2022

Resource Person: Prof. K Ramachandran

Session for Commerce, Humanities and Management Studies

Topic: Content Development for Effective Learning Engagement

Resource Person: Mr Pratapaditya Chakravarty, Global Director of Talent Development, HCL

Session for Science

Topic: Outcome Based Education

Resource Person: Dr. Regina L Suganthi

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

05-07-22

Dr. Anjana Mani

IQAC Coordinator

Dr.Sr.Arpana

Principal

Meeting ID: MCC-IQAC/2022-23/20.07.2022/03/MOM

Date: 20th July 2022

Time: 1.30 PM

Members Present

1. Dr.Sr.Arpana, Principal 20/7/22
2. Dr. Anjana Mani 20.07.22
3. Dr. Upendra Raju 20/7/22
4. Dr. Savitha Murthy 20/07/22
5. Ms. Shobha T S T.S 20/7/22
6. Ms. Suriya Kumari
7. Ms. Priya Kurian
8. Ms. Neha I J Paul

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 : Preparations for Library Audit

Dr. Anjana Mani inquired with the IQAC members regarding the completion of preparations for the scheduled Library Audit on July 27th.The coordinator informed that the audit will start at 9.00AM and will have an exit meeting with the auditor on the same day at 3.00PM to document the observations.

MOUNT CARMEL COLLEGE, AUTONOMOUS

58, Palace Road, Bengaluru - 560 052

Resolution

The details of the library audit are given below

Date: 27th July 2022

Topic: Library Audit

Resource Person: Dr. Gopakumar V, Ex- Librarian, Goa University

Exit Meeting with IQAC: 27th July 2022, 3.00PM

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

20-07-22

Dr. Anjana Mani
IQAC Coordinator

Dr.Sr.Arpana
Principal

MOUNT CARMEL COLLEGE, AUTONOMOUS

58, Palace Road, Bengaluru - 560 052

Meeting ID: MCC-IQAC/2022-23/01.08.2022/04/MOM

Date: 1st August 2022

Time: 11.00 AM

Members Present

1. Dr.Sr.Arpana, Principal
2. Dr. Anjana Mani 01-08-22
3. Dr. Upendra Raju 01/8/22
4. Dr. Savitha Murthy 01/8/22
5. Ms. Shobha T S
6. Ms. Suriya Kumari 01/8/22
7. Ms. Priya Kurian
8. Ms. Neha I J Paul

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 a session on "Connect with Mentors" for the mentors of Mount Carmel College

Dr. Anjana Mani, IQAC coordinator informed about organizing a session "Connect with Mentors" by Ms. Sindhu David, Student Counsellor for the mentors of college. The objective of this session is to facilitate an interactive discussion aimed at strengthening the connection and collaboration among all mentors for enhanced mentoring effectiveness. The coordinator assigned the responsibilities to IQAC members.

MOUNT CARMEL COLLEGE, AUTONOMOUS

58, Palace Road, Bengaluru - 560 052

Resolution

The session details, as approved by the members are given below

Date: 3rd September 2022

Topic: Connect with Mentors

Resource Person: Ms. Sindhu David, Student Counsellor, Mount Carmel College

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

01-08-22

Dr. Anjana Mani

IQAC Coordinator

Dr.Sr.Arpana

Principal

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

Meeting ID: MCC-IQAC/2022-23/29.08.2022/05/MOM

Date: 29th August 2022

Time: 11.30 AM

Members Present

1. Dr.Sr.Arpana, Principal
2. Dr. Anjana Mani 29.08.22
3. Dr. Upendra Raju 29/8/22
4. Dr. Savitha Murthy 29/8/22
5. Ms. Shobha T S 29/8/22
6. Ms. Suriya Kumari
7. Ms. Priya Kurian
8. Ms. Neha I J Paul

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: Discussion on Enhancing Admissions of UG and PG Programs

The meeting started with a prayer, initiated by the coordinator centered on strategies for boosting admissions for both undergraduate and postgraduate programs. Various ideas were discussed to enhance and optimize the admission processes for these academic programs. The members felt that

establishing a robust industry connection can significantly enhance admissions by offering students real-world insights, practical experience, and networking opportunities.

Resolution

The coordinator informed that the IQAC should organize a meeting with Mr.Asgar, Placement Officer, Mount Carmel College, Autonomous.

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

29-08-22

Dr. Anjana Mani
IQAC Coordinator

Dr.Sr.Arpana
Principal

MOUNT CARMEL COLLEGE, AUTONOMOUS

58, Palace Road, Bengaluru - 560 052

Meeting ID: MCC-IQAC/2022-23/01.09.2022/06/MOM

Date: 1st September 2022

Time: 9.30 AM

Members Present

1. Dr.Sr.Arpana, Principal 1/9/22
2. Dr. Anjana Mani 01.09.22
3. Dr. Upendra Raju 01/9/22
4. Dr. Savitha Murthy 01/09/22
5. Ms. Shobha T S 01/09/22
6. Ms. Suriya Kumari
7. Ms. Priya Kurian
8. Ms. Neha I J Paul

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 a session on Outcome-Based Education for the members of IQAC

The IQAC coordinator conveyed to members that a discussion on "Outcome-Based Education" is scheduled, intending to deepen their understanding of this educational framework and its intricacies. The session aims to equip IQAC members with insights into the practical aspects of outcome-based education.

MOUNT CARMEL COLLEGE, AUTONOMOUS

58, Palace Road, Bengaluru - 560 052

Resolution

The talk on Outcome-Based Education is scheduled on the following date:

Date: 6th October 2022

Topic: Outcome-Based Education

Resource Person : Dr. Regina L Suganthi

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

01-09-22

Dr. Anjana Mani

IQAC Coordinator

Dr.Sr.Arpana

Principal

Meeting ID: MCC-IQAC/2022-23/06.09.2022/07/MOM

Date: 6th September 2022

Time: 10.30 AM

Members Present

1. Dr.Sr.Arpana, Principal 6/9/22
2. Dr. Anjana Mani 06.09.22
3. Dr. Upendra Raju 06/9/22
4. Dr. Savitha Murthy 06/9/22
5. Ms. Shobha T S 6/9/22
6. Ms. Suriya Kumari
7. Ms. Priya Kurian
8. Ms. Neha I J Paul

Minutes of the meeting

Discussion:

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

Agenda: Submission of AQAR 2021-2022

Dr. Anjana Mani, IQAC coordinator informed the members to start working on their respective criteria for the submission of AQAR 2021-2022. During the meeting, the IQAC coordinator emphasized the importance of timely and accurate submissions to ensure a comprehensive Annual

Quality Assurance Report. Members were encouraged to collaborate efficiently and address their designated criteria, fostering a collective effort to uphold and enhance the quality standards of the institution. The coordinator also clarified the queries related to the submission process which were raised by the members.

Resolution

IQAC members diligently commence their work on the criteria assigned for the submission of AQAR 2021-2022.

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

06.09.22

Dr. Anjana Mani
IQAC Coordinator

Dr.Sr.Arpana
Principal

MOUNT CARMEL COLLEGE, AUTONOMOUS

58, Palace Road, Bengaluru - 560 052

Meeting ID: MCC-IQAC/2022-23/16.01.2023/08/MOM

Date: 16th January 2023

Time: 12.30 PM

Members Present

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

Minutes of the meeting

Discussion:

The eighth meeting during the academic year, initiated by the IQAC coordinator Dr. Anjana Mani. 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 " The Usage of EBSCO"

In the IQAC meeting initiated by the Coordinator Dr. Anjana Mani, it was decided to organize a talk for the faculty members of the institution focusing on the usage of EBSCO. The coordinator emphasized the importance of familiarizing members with this resource for effective academic research.

MOUNT CARMEL COLLEGE, AUTONOMOUS

58, Palace Road, Bengaluru - 560 052

Resolution

The details of the proposed talk are given below

Date: 28th January 2023

Topic: The Usage of EBSCO – The Database for E - Resources

Resource Person: Mr. Srinivasa – Training Manager, EBSCO Information Services Pvt Ltd

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

16.01.23

Dr. Anjana Mani

IQAC Coordinator

Dr.Sr.Arpana

Principal

Meeting ID: MCC-IQAC/2022-23/25.01.2023/09/MOM

Date: 25th January 2023

Time: 11.30 AM

Members Present

1. Dr.Sr.Arpana, Principal 25/1/23
2. Dr. Anjana Mani 25.01.23
3. Dr. Upendra Raju 25.1.23
4. Dr. Savitha Murthy 25/01/23
5. Ms. Shobha T S 25/01/23
6. Ms. Suriya Kumari
7. Ms. Priya Kurian
8. Ms. Neha I J Paul

Minutes of the meeting

Discussion:

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

Agenda: Recording data in campus Technology

The agenda for the current meeting included a compelling talk by Pooja Vasudev, Vice President, Campus Technology, who highlighted the crucial role of technology in meeting Criteria 1 to 7 of the NAAC Revised Accreditation Framework. Ms. Vasudev emphasized the importance of innovative technological solutions for efficient data management, analysis, and reporting,

underscoring their role in facilitating comprehensive and accurate self-assessment for accreditation. During her presentation, she elucidated the software modules, providing a demonstration on creating faculty profiles, setting passwords, and entering journal and publication details. The comprehensive session aimed to enhance members' understanding of leveraging technology for accreditation criteria fulfillment.

Resolution

The coordinator conveyed the members that the IQAC should organize a meeting for all the faculty members of the institution to demonstrate the entry of 2022-23 data in to the new software.

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

25-01-23

Dr. Anjana Mani
IQAC Coordinator

Dr.Sr.Arpana
Principal

Meeting ID: MCC-IQAC/2022-23/26.04.2023/10/MOM

Date: 26th April 2023

Time: 10.30 AM

Members Present

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

Minutes of the meeting

Discussion:

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

Agenda: Review of AQAR 2021-2022

The focus was on the comprehensive review of the Annual Quality Assurance Report (AQAR) for the academic year 2021-2022, particularly emphasizing the quantitative metrics of Criteria 1 to 7.

Resolution

Decisions were made to conduct a more detailed analysis of certain aspects of criteria. The next meeting is scheduled for 5th May 2023 where the updated AQAR will be presented for final approval.

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

26-04-23

Dr. Anjana Mani
IQAC Coordinator

Dr.Sr.Arpana
Principal

MOUNT CARMEL COLLEGE, AUTONOMOUS

58, Palace Road, Bengaluru - 560 052

Meeting ID: MCC-IQAC/2022-23/05.05.2023/11/MOM

Date: 5th May 2023

Time: 9.30 AM

Members Present

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

Minutes of the meeting

Discussion:

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

Agenda: Review of AQAR 2021-2022

The primary agenda for the meeting was the review of the Annual Quality Assurance Report (AQAR) for the academic year 2021-2022. During the meeting, a specific focus was placed on addressing clarifications pertaining to selected quantitative metrics discussed in the previous meeting held on 26th April 2023.

Resolution

The meeting approved the quantitative metrics of each of the criteria for AQAR 2021-22

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

05.05.23

Dr. Anjana Mani
IQAC Coordinator

Dr.Sr.Arpana
Principal

MOUNT CARMEL COLLEGE, AUTONOMOUS

58, Palace Road, Bengaluru - 560 052

Meeting ID: MCC-IQAC/2022-23/17.05.2023/12/MOM

Date: 17th May 2023

Time: 11.00 AM

Members Present

1. Dr.Sr.Arpana, Principal 17/5/23
2. Dr. Anjana Mani 17-05-23
3. Dr. Upendra Raju 17/5/23
4. Ms.Renju K
5. Dr. Savitha Murthy 17/5/23
6. Ms. Shobha T S 17/5/23
7. Ms. Suriya Kumari
8. Ms. Priya Kurian

Minutes of the meeting

Discussion:

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

Agenda: Digital Literacy Program for Support Staff

The meeting centered around the planning of the Digital Literacy Programme for Support Staff. The proposed dates for the program were confirmed to be on the 22nd and 23rd of May 2023. The discussion included an overview of the program's objectives, the curriculum to be covered, venue and time and many more

MOUNT CARMEL COLLEGE, AUTONOMOUS

58, Palace Road, Bengaluru - 560 052

Resolution

The details of the Digital Literacy Programme are given below:

Date: 22nd and 23rd May 2023

Resource Persons: Ms. Renju K & Dr.Upendra Raju

Venue: Simulation Lab, MOC Block

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

17.05.23

Dr. Anjana Mani

IQAC Coordinator

Dr.Sr.Arpana

Principal