

## IAAC Meeting

Date: 26<sup>th</sup> October, 2021.

### Agenda:

1. Academic related activities should always be conducted under preview of IAAC.
2. Activities to be conducted for The Academic year 2021-2022.
3. Certificate programs to be conducted.
4. Formal Inauguration of programs to be done.
5. Conferences and Seminars to be organised.
6. Quality enhancement, sustainability conferences to be held.
7. Feedback from stakeholders to be done.
8. Internal & External Academic Audit to be conducted.
9. Documentation of all programs to be submitted.
10. Departmental files to be maintained for the audit. & Calendar of events to be formulated.

### Proceedings.

- The meeting was presided by the Principal with IAAC coordinator and the members.
- The following were the points of discussion:
  - a) All activities related to academics from various departments to be conducted in association with IAAC for quality.

sustenance.

- b) Certificate & ADD ON courses to be offered by all departments
- c) Formal Inauguration of the programs will be conducted by IBAC.
- d) 30 hrs programs to be completed by end of December.

e) Feedback on the Certificate programs to be taken from students.

- > Conferences on Quality Enhancement sustenance to be organised by IBAC
- > External Audit will be conducted departmental wise
- > Internal Audit will be organised by IBAC

-> Circulars to be sent on the files to be maintained in each department.

-> Following files to be documented for audit.  
Outcome based learning & Syllabus  
Lesson Plan

Result Analysis

Workload & Timetable

Club activities - Guest Lectures, Workshops  
competitions - Intercollegiate & Intra  
Department tests.

Extension Activities

Record for Mentoring

Faculty - Conferences, Papers Published/  
Presented, Research publications.

Best practices of the Department.


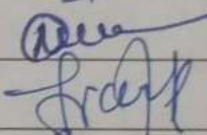
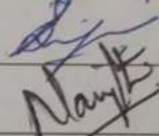
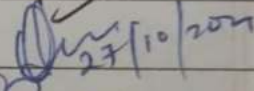
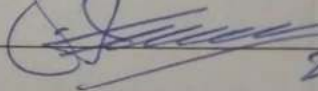
-> All files to be labelled & sequenced in the same order.

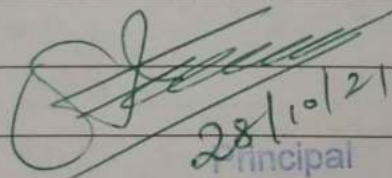
-> Calendar of events for IBAC to be prepared.

- Feedback system to be in place for all stakeholders of the institution. Stakeholders being:
- Students
  - Parents
  - Alumni
- Staff feedback on the system to be collected.

### Members.

1. Mrs. Sreelakshmi
2. Mrs. Annakumari
3. Sr. Martin
4. Mrs. Suriyaa
5. Mrs. Navika
6. Sr. Carlos
7. Dr. Jerome

  
  
  
  
 27/10/21

  
 28/10/21

Principal  
 St. Vincent Pallotti College (7639)  
 Post Box No. 4321, Chelikere,  
 Kalyan Nagar P.O., Bangalore-560043



## ST VINCENT PALLOTTI COLLEGE

Affiliated to Bengaluru North University  
Bangalore

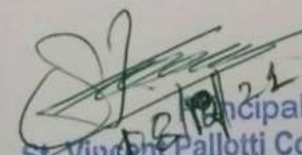
### IQAC Meeting Academic Year 2021-22

**Date: 17<sup>th</sup> December, 2021**

**Time: 2.00 pm**

#### **Agenda of the Meeting**

1. Programmes organised by various Departments and Clubs will come under the purview of IQAC
2. All reports to be maintained and sent to IQAC mail and 3 copies of the same to be made for future references
  - a) Department Copy
  - b) IQAC copy
  - c) Principal Copy
3. Self-Study Report needs to be prepared- information Collection, documents to be created for last 3 years, pictures to be collected on all activities conducted updated in the IQAC folder – soft copy to be maintained of all documents
4. Criteria In-charge
  - Criteria 1- Office Staff and Mrs Sreelakshmi
  - Criteria 2- Mrs Annakumari
  - Criteria 3- Fr Carlos
  - Criteria 4- Fr Marvin
  - Criteria 5- Mrs Sreelakshmi
  - Criteria 6- Mrs Suriyaa
  - Criteria 7- Mrs Navitha
5. National Conference to be conducted in the month of February 2022.
6. Topics of Conference to be related to Quality Assurance or Sustenance or enhancement. NEP related subjects to be considered.
7. Departments topics on conference to be submitted by January
8. Brochure, Banner, Budget, Invitation to be rolled out.

  
Principal  
St. Vincent Pallotti College (7639)  
Post Box No. 4321, Chelikere,  
Kalyan Nagar P.O., Bangalore-560043

## Proceedings

The meeting was presided by IQAC CO-ORDINATOR along with other IQAC members. Suggestion was made to all the Departments that all the activities conducted with respect to quality will come under the purview of IQAC. The reports of the activities to be sent to IQAC E-Mail ID for future reference was intimated to the members.

The members were informed of the process NAAC accreditation that Self Study Report needs to be started, based on this discussion 7 Criterion Co-ordinators were decided. The co-ordinators were briefed on the criteria assimilation and preparation of documentation. SSR was shared with members to start the documentation.

National conference to be conducted in the month of March 2022, was discussed and planning with regard to arrangements was conversant, members concurred on the same.

## Attendees

1. Dr E Jerome Xavier- Principal
2. Fr Marvin – Vice Principal
3. Mrs Sreelakshmi A R- IQAC Co-ordinator
4. Fr Carlos Luis- HOD Arts & Humanities
5. Mrs Annakumari- HOD Computer Science
6. Ms Navitha- HOD Management
7. Mrs Suriyaa- IQAC Member

