



INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING – 2019-2020

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting held on 04th April'2019

Members: Prof. Nisha Joseph, Associate Prof. Anjeli Christine – IQAC Co-ordinator & Head Dept. of Business Administration, Associate Professor Veena Kumari & Assistant Professor Medlin Rozario

Time: 10.00 AM

Venue: Principal's Room

Agenda:

1) *Formation of New Clubs & Cells*

The following points were discussed in the meeting:

- **Think Tank Cell** was formed to train 100 students to be the Brand Ambassadors of Annites. This Cell trains these 100 students to progress holistically in all spheres of leadership.
- **Heritage Club:** To create awareness towards the rich natural & cultural heritage of our country, to educate for learning craft and spread its importance to others and to understand the importance of conservation of natural resources.

List of Faculty		
Sl No	Names	Signature
2	Prof. Nisha Joseph- Principal	Nisha Joseph
3	Prof. Anjeli Christine-IQAC Co-Ordinator	Anjeli
4	Associate Prof. Veena Kumari	Veena
5	Assistant Prof. Medlin Rozario	Medlin

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting held on 21st May '2019

Members: Rev. Mother Margaret Julie – Secretary, Prof. Nisha Joseph, Associate Prof. Anjeli Christine – IQAC Co-ordinator & Head Dept. of Business Administration & Associate Prof. Veena Kumari, Associate Prof. Venilla, Associate Prof. Dr. Puttanna, Associate Prof. Prameela, Associate Prof. Mary Shaila F, Associate Prof. Marina, Assistant Prof. Savitha & Assistant Prof. Shruthi

Time: 2.30.PM

Venue: Research Centre

Agenda:

- ☞ Seminars & Webinars for Students, by the Departments of our Institution.

The following points were discussed in the meeting:

A One day Seminar to be organized by the Department of Hindi in order to increase the language command over the students.

The Seminar theme was also decided as “Jal Samrakshan” & the Department Head fixed the date as on 6th September 2019

The Department of Business Administration took the permission & approval from the Management to organize a “Gender Equality” Seminar for 2nd & 3rd Year BBA students on 26th September, 2019., in order to prevent violence against women and girls, which is essential for economic prosperity

The Counselling Cell also discussed on the Seminar titled ‘The Modern Life Style & its impact on Health’ to be conducted on 10th October, 2019. As per their Semester Calendar.

In order to bring out massive job opportunities knowledge & exposure in the Indian job market, the Department of Computer Application planned to conduct a Seminar on ‘The Current Career Prospective in the Indian Software Industry’ on 18th January, 2020.

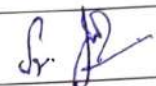

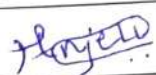


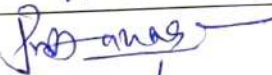
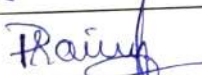

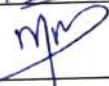


The Department of BCA Organized National Level Student Seminar on “Cyber Security: Best Practices & Online Safety Rules” on 1st Feb 2020. Few valuable suggestions & Advice was also given by : Rev. Mother Margaret Julie – Secretary

The following topics were also shortlisted by various department for conducting seminars & Webinars in the upcoming future

ational Webinar on ‘Employability skills and practice’

- ☞ National Webinar on “Mapping Ambitions: Treading the Career Path
- ☞ Customer Relationship Management
- ☞ POWER SHELL – A National Webinar

- ☛ Digital Story Telling - A National Webinar
- ☛ Behaviour therapy, to understand the impact of covid-19 on intellectual disabilities
- ☛ Social inclusiveness during the time of social- distancing

List of Faculty		
Sl No	Names	Signature
1	Rev. Mother Margaret Julie - Secretary	
2	Prof. Nisha Joseph- Principal	
3	Prof. Anjeli Christine-IQAC Co-Ordinator	
4	Associate Prof. Veena Kumari	
5	Associate Prof. Venilla	
6	Associate Prof. Dr. Puttanna	
7	Associate Prof. Prameela	
8	Associate Prof. Mary Shaila F.	
9	Associate Prof. Marina	
10	Assistant Prof. Savitha	
11	Assistant Prof. Shruthi	

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting held on 30th May '2019

Members: Prof. Nisha Joseph, Associate Prof. Anjeli Christine – IQAC Co-ordinator & Head Dept. of Business Administration , Associate Prof. Veena Kumari – Department of Commerce & Associate Prof.Sangeetha – Department of Hindi

Time: 11.00 AM

Venue: Principal's Room

Agenda: Plan of action for the Academic year

The following points were discussed in the meeting:

- Staff was given orientation on Cyber Wellness on 2nd July, 2019.
- Parents & Students were given an orientation on 10th & 11th of July 2019.
- Orientation for First Year Rehabilitation Science Students was held from 11th to 13th September, 2019.

List of Faculty

Sl.No	Names	Signature
2	Prof. Nisha Joseph- Principal	Nisha Joseph
3	Prof. Anjeli Christine-IQAC Co-Ordinator	Anjeli
4	Associate Prof. Veena Kumari	Veena
5	Associate Prof.Sangeetha	Sangeetha

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting held on 15th November '2019

Members: General Council Members, Rev. Mother Margaret Julie – Secretary, Prof. Nisha Joseph, Associate Prof. Anjeli Christine – IQAC Co-ordinator & Head Dept. of Business Administration

Time: 11.00 AM

Venue: Convent

Agenda:

- Plan of action for the Academic year
- Discussions on organizing a National Conference
- Concept level test for the topics

The following points were discussed in the meeting:


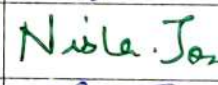

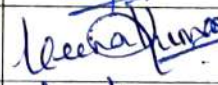

Rev. Mother welcomed the new members of IQAC. The restructured Composition of IQAC was presented. Composition appended.

Associate Prof. Anjeli Christine proposed the National Conference topics, Later Mother gave the insights & Suggestions.

Followed by the discussions on the planning & organizing the conference

Also, the benefits & outcomes of the conference were listed.

Each member gave their valuable advice to be considered during the flow of the programme.

List of Faculty		
Sl.No	Names	Signature
1	Rev. Mother Margaret Julie - Secretary	
2	Prof. Nisha Joseph- Principal	
3	Prof. Anjeli Christine-IQAC Co-Ordinator	
4	Associate Prof. Veena Kumari	
5	Associate Prof. Sangeetha	

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting held on 20th November '2019

Members: Rev. Mother Margaret Julie – Secretary, Prof. Nisha Joseph, Associate Prof. Anjeli Christine – IQAC Co-ordinator & Head Dept. of Business Administration & all the Respective Department Heads

Time: 02.00 PM

Venue: Basement

Agenda:

- 1. Planning to discuss about The National Conference topics
- 2. Finalizing the topic
- 3. Discussion on Programme Schedule
- 4. Short listing the delegates names

The following points were discussed in the meeting:

Prof. Anjeli Christine started the meeting by announcing that the meetings of IQAC to be held regularly and the record of the meeting is to be maintained in a separate register.

Respective Department heads suggested the sub titles based on their area of specialization.

Mother advised to have a Two-day National Conference as it will bring together academicians and experts from different part of the states to exchange knowledge and ideas. This will provide an in depth analysis of Subjects and update the knowledge of the participants from academic/institutions.

Also it was decided to have a multi disciplinary conference.

Each HOD was assigned to shortlist minimum 5 subtitles, in which the most relevant and suitable will be selected.

Mother constituted a search committee to bring in the proposal

The following Delegates names were shortlisted based on their availability & Convenience for Honoring the Conference. Keynote Address, Various Technical Sessions followed by the panel members:

S.No	Name of the Guest of honor	Heading	Date
1	Rev. Dr. John Felix Raj S J Vice Chancellor, St. Xavier's University, Kolkata	Chief Guest	5 th Feb,2020
2	Rev. Fr. Dionysius Vaz S J Vice President, Managalore Jesuit Educational Society	Keynote Address	5 th Feb,2020
3	Rev.Fr. Joseph Xavier S J Administrator XIBA, Palayamkottai	Technical Session - I	5 th Feb,2020
4	Dr. Fr.Daniel Fernandes S J	Technical	5 th Feb,2020

	Principal, St. Joseph Commerce College, Bengaluru	Session - II	
5	Dr. Victoria Naomi HOD Special Education Avinashilingam University, Coimbatore	Technical Session - III	6 th Feb, 2020
6	Dr. Indira Jai Prakash Former Professor & Chairperson, Dept. of Psychology, Bengaluru	Technical Session - IV	6 th Feb, 2020
7	Dr. Kennedy Andrew Thomas Director Centre for Education Beyond Curriculum (CEDBEC), Christ University Professor, School of Education Christ University, Bengaluru	Moderator	6 th Feb, 2020
8	Dr. Meera B M.B.A., M.Com., UGC-NET (Commerce & Management), SLET (Management), M.Phil., Ph.D. (Commerce) Professor, SJRC College Rajajinagar- Bengaluru	Panelist	6 th Feb, 2020
9	Dr. Samson R Victor Assistant Professor, IGNOU Tribal University, MP	Panelist	6 th Feb, 2020

List of Faculty		
Sl No	Names	Signature
1	Rev. Mother Margaret Julie - Secretary	<i>Dr. M. J.</i>
2	Prof. Nisha Joseph- Principal	<i>Nisha Joseph</i>
3	Prof. Anjali Christine-IQAC Co-Ordinator	<i>Anjali</i>
4	Associate Prof. Veena Kumari	<i>Veena Kumari</i>
5	Associate Prof. Venilla	<i>Anulla</i>
6	Associate Prof. Dr. Puttanna	<i>Puttanna</i>
7	Associate Prof. Prameela	<i>Prameela</i>
8	Associate Prof. Mary Shaila.F.	<i>M. Shaila F.</i>
9	Associate Prof. Marina	<i>Marina</i>
10	Assistant Prof. Savitha	<i>M. S. Savitha</i>
11	Assistant Prof. Shruthi	<i>Shruthi</i>

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting held on 23rd November 2019

Members: Rev. Mother Margaret Julie – Secretary, Prof. Nisha Joseph, Associate Prof. Anjeli Christine – IQAC Co-ordinator & Head Dept. of Business Administration Asst. Prof. Lily Regina Arthi Moses, Asst. Prof. Sheetal G & all the Respective Department Heads

Time: 11.00 AM

Venue: Secretary's Cabin

Agenda:

1. To review and confirm the minutes of the last meeting
2. Follow up on the sub titles
3. Correction & Rectifications on the sub titles
4. Approval for the final topic & Sub titles
5. Discussions & Impact of the sub titles

The following points were discussed in the meeting:

The meeting was convened by Rev. Mother Margaret Julie – The Secretary, all the short listed sub titles given by Heads of the various Departments were scrutinized and the corrections suggested by Mother was incorporated.

Based on the Course specialization 2 sub titles under each department was finalized.

Mother also suggested circulating the information regarding the conference to all the other Institutions.

A Detailed discussion was done on the practicalities learning outcome and assessment on the sub titles before the finalization.

Mother also proposed changes to clarify the sub titles , also corrected the synonyms in the proposed changes.

Discussion of inclusivity, specificity of the titles and sub titles.

The meeting adjourned by 4.00 PM with the below Title & Sub Titles:

“Embracing Transformational Change through Digital Innovation, Happiness and Resilience at Work Place”

- Assess the scientific evidence in the effectiveness of workplace resilience.
 - Unique frameworks and tools used in pure science for consistent performance and Happiness at workplace.
 - Inclusiveness at the workplace.
 - Attitudinal change towards disability at the workplace.
 - Interventions towards positive Education, Happiness and Resilience
- Etc

List of Faculty		
Sl No	Names	Signature
1	Rev. Mother Margaret Julie - Secretary	<i>Dr. M. J.</i>
2	Prof. Nisha Joseph- Principal	<i>Nisha Joseph</i>
3	Prof. Anjeli Christine-IQAC Co-Ordinator	<i>Anjeli</i>
4	Associate Prof. Veena Kumari	<i>Veena Kumari</i>
5	Associate Prof. Venilla	<i>Venilla</i>
6	Associate Prof. Dr. Puttanna	<i>Puttanna</i>
7	Associate Prof. Prameela	<i>Prameela</i>
8	Associate Prof. Mary Shaila . F .	<i>Mary Shaila . F .</i>
9	Associate Prof. Marina	<i>Marina</i>
10	Assistant Prof .Savitha	<i>Savitha</i>
11	Assistant Prof . Shruthi	<i>Shruthi</i>
12	Assistant Prof. Lily Regina Arthi Moses	<i>Lily Regina Arthi Moses</i>
13	Assistant Prof. Sheetal G	<i>Sheetal G</i>

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting held on 04th Decmeber 2019

Members: Associate Prof. Anjeli Christine – IQAC Co-ordinator & Head Dept. of Business Administration & the entire team of IQAC

Time: 11.00 AM

Venue: BBA Staff Room (Room No-56)

Agenda:

- Forming Committees
- Assigning the Roles & Responsibilities

The following points were discussed in the meeting:

Associate Prof. Anjeli Christine – IQAC Co-ordinator started the meeting by announcing the Committee Assignments. The discussion ensued about the allocation of work to each committee members. After all the discussions with the IQAC members a committee list was prepared. And for further clearance & Clarity Roles & Responsibilities was also described in detail for the convenience of the committee heads.

Later it was decided to display the Committee Duty List on the Notice Board for the reference of all the Faculty members.

The IQAC Co – ordinator gave instructions to all the IQAC members & assigned the tasks and follow up with each Committee Head on the progress of each Committee.

List of Faculty		
SI No	Names	Signature
1	Prof. Anjeli Christine-IQAC Co-Ordinator	Anjeli
2	Dr. Puttanna H R	Puttanna
3	Associate Prof. Vasudha A R	Vasudha
4	Assistant Prof. Mohammed Aftab	Aftab
5	Assistant Prof. Shirisha	ABSENT
6	Dr Venkatalakshmi	Venkatalakshmi
7	Assistant Prof. Lily Regina Arthi Moses	Lily

8	Assistant Prof. Sheetal G	<i>Sheetal G</i>
9	Assistant Prof. Pradeepa	<i>Pradeepa</i>
10	Assistant Prof. Sindhu S	ABSENT
11	Assistant Prof. Akhila	ABSENT

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting held on 05th December 2019

Members: Rev. Mother Margaret Julie – Secretary, Prof. Nisha Joseph, Associate Prof. Anjeli Christine – IQAC Co-ordinator & Head Dept. of Business Administration & Associate Prof. Veena Kumari, Associate Prof. Venilla, Associate Prof. Dr. Puttanna, Associate Prof. Prameela, Associate Prof. Mary Shaila F, Associate Prof. Marina, Assistant Prof. Savitha & Assistant Prof. Shruthi

Time: 10.00 AM

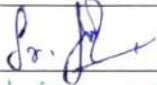





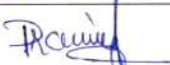



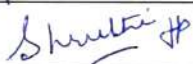
Venue: Research Centre

Agenda:

- ❧ *Plan of Action*
- ❧ *Achievements/Outcomes*

The following points were discussed in the meeting:

- ❖ Orientation for Staff & Students
- ❖ Seminars & Webinars for Students, by the Departments of our Institution.
- ❖ Seminars & Webinars for Staff by the Institution:
- ❖ Career Guidance Workshops to be conducted
- ❖ To facilitate the Faculty to engage in Intellectual pursuit through Workshops:
- ❖ To conduct Value added Courses to empower & update the students with the most recent skills demanded by the Corporate Sectors.
- ❖ Intercollegiate Department Fests:
- ❖ Innovation & Projects :
- ❖ Best Practices
- ❖ Bridge Course:
- ❖ Remedial Class:
- ❖ Scholarships
- ❖ Fee Concession
- ❖ Promotional Endeavour
- ❖ Forming New Clubs & Cells
- ❖ Formation of External Advisory Committee
- ❖ Publication Details for 2019 - 20

List of Faculty		
Sl No	Names	Signature
1	Rev. Mother Margaret Julie - Secretary	
2	Prof. Nisha Joseph- Principal	
3	Prof. Anjali Christine-IQAC Co-Ordinator	
4	Associate Prof. Veena Kumari	
5	Associate Prof. Venilla	
6	Associate Prof. Dr. Puttanna	
7	Associate Prof. Prameela	
8	Associate Prof. Mary Shaila.F.	
9	Associate Prof. Marina	
10	Assistant Prof. Savitha	
11	Assistant Prof. Shruthi	

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting held on 03rd January 2020

Members: Associate Prof. Anjeli Christine – IQAC Co-ordinator & Head Dept. of Business Administration & the entire team of IQAC

Time: 11.00 AM

Venue: BBA Staff Room (Room No-56)

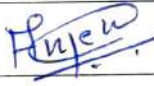


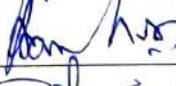
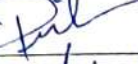


Agenda:

- Follow up on Brochure Distribution Committee

The following points were discussed in the meeting:

Associate Prof. Anjeli Christine – IQAC Co-ordinator started the meeting by getting the updates on the Brochure Committee members regarding the total number of colleges distributed and their response. Later it was suggested to call up & Follow up with all the colleges for more number of papers. Also as per Rev. Mother's instructions each faculty member was requested to get at least 2 candidates each.

The IQAC team also collected the documents signed & sealed by the colleges visited as a proof.

List of Faculty		
Sl No	Names	Signature
1	Prof. Anjeli Christine-IQAC Co-Ordinator	
2	Assistant Prof. Santhosh Kumar	ABSENT
3	Assistant Prof. Mohammed Aftab	
4	Assistant Prof. Ravi	
5	Assistant Prof. Ramesh Naik	
6	Assistant Prof. Sindhya Paida M	
7	Assistant Prof. Lily Regina Arthi Moses	
8	Assistant Prof. Sheetal G	

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting held on 03rd February '2020

Members: Rev. Mother Margaret Julie – Secretary, Prof. Nisha Joseph, Associate Prof. Anjeli Christine – IQAC Co-ordinator & Head Dept. of Business Administration Asst. Prof. Lily Regina Arthi Moses, Asst. Prof. Sheetal G & all the Respective Department Heads & Committee Heads

Time: 02.30 PM

Venue: Basement

Agenda:

- Follow up on the Committees
- Discussion on the flow of the programme
- Updates & Progress of each Committee
- Discussion on delegates

The following points were discussed in the meeting:

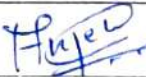

The meeting started with review of each committee starting with :Steering Committee, Sub Organizing Committee, Brochure Distribution Committee, Abstract Management, Decoration Committee, Stage in charge Committee, Registration Committee, Reception Committee, Certificate committee, Refreshment Committee, MC, Vote of Thanks, Help Desk Committee, Sponsor Committee, Transportation Committee, Feedback Committee, Paper Editing Committee, Plagiarism & Publication Committee, Discipline & Seating Arrangement Committee, Technical Committee.

Each Committee updated the progress. Few doubts were clarified & a complete clarity was given pertaining to the flow of the Programme.

Chairs are meeting with Rev. Mother Margret Julie to discuss the current status & Confirmation of the invited delegates.

Explanation & Instructions for each committee heads was given before the conference day.

A detailed discussion with all the committee heads regarding the Roles & responsibilities and other procedures.

List of Faculty		
Sl No	Names	Signature
1	Prof. Anjeli Christine-IQAC Co-Ordinator	
2	Assistant Prof. Rekha	
3	Assistant Prof. Santhosh Kumar	ABSENT

4	Assistant Prof. Neha Mantri	ABSENT
5	Dr. Puttanna	Puttanna
6	Assistant Prof. Shobha	ABSENT
7	Assistant Prof. Savitha	M.S. #
8	Assistant Prof. Aftab	Aftab
9	Assistant Prof. Nazneen	Nazneen
10	Assistant Prof. Pradeepa	Pradeepa
11	Assistant Prof. Anil	ABSENT
12	Assistant Prof. Shaila	Shaila
13	Associate Prof. Sindhu S	ABSENT
14	Assistant Prof. Sindhu Eugin	Sindhu
15	Associate Prof. Marina	Marina
16	Dr. K. Ventakalakshmi	Ventakalakshmi
17	Assistant Prof. Maria	Maria
18	Associate Prof. Prameela	Prameela
19	Assistant Prof. Pradeepa	Pradeepa

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting held on 18th February'2020

Members: Rev. Mother Margaret Julie – Secretary, Prof. Nisha Joseph, Associate Prof. Anjeli Christine – IQAC Co-ordinator & Head Dept. of Business Administration ,all the Respective Department Heads & Committee Heads & Faculty Members.

Time: 02.30 PM

Venue: Basement

Agenda:

Review Meeting of National Conference

The following points were discussed in the meeting:

The meeting started with a prayer song , The IQAC Co ordinator Anjeli Christine requested each committee heads to update on the conference of their respective committee. Each committee Head was requested to submit the reports.

Rev. Mother Margaret Julie gave insights on the Documentation as follows:

- Minutes to be recorded thoroughly
- Each committee to send the reports
- All the documents to be arranged in an order
- Planning/Execution/Actual Day/ Evaluation o each section
- Compiling all the documents from Day – 01 till date
- Profile of Resource persons to be collected
- Presentations of delegates to be filed
- Prepare the proceedings of the Conference work with page no:
- Collect bills, Emails, budget & expenses

Evaluation by IQAC

The following points to be considered:

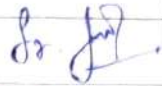
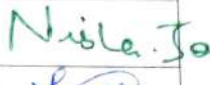





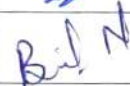

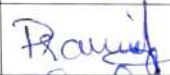



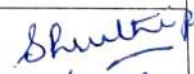


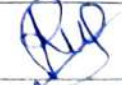



- Why are we not taking leads?
- Why are we not able to bring candidates?
- What is the contribution by each faculty in the conference?

Adding to this Faculty Research Programme date was fixed on April 17th 2020,Compulsorily all the papers has to be Research oriented papers.

The respective Heads of the Department to arrange for the Rapporteur for their Department.

The meeting adjourned at 4.00PM

List of Faculty

Sl No	Names	Signature
1.	Rev. Mother Margaret Julie - Secretary	
2.	Prof. Nisha Joseph- Principal	
3.	Prof. Anjali Christine-IQAC Co-Ordinator	
4.	Associate Prof. Veena Kumari	
5.	Associate Prof. Venilla	
6.	Associate Prof. Vasudha	
7.	Associate Prof. Medlin	
8.	Associate Prof. Bindu	
9.	Associate Prof. Shirisha	ABSENT
10.	Dr. Puttanna	
11.	Associate Prof. Prameela	
12.	Associate Prof Mary Shaita F.	
13.	Associate Prof. Marina	
14.	Assistant Prof. Savitha	
15.	Associate Prof. Vennila	ABSENT
16.	Assistant Prof. Shruthi	
17.	Assistant Prof. Lily Regina Arthi Moses	
18.	Assistant Prof. Sheetal G	
19.	Assistant Prof. Ravi	
20.	Assistant Prof. Krishna S	
21.	Dr. Ramesh	
22.	Assistant Prof. Nazneen	
23.	Assistant Prof. Ramya	ABSENT

24.	Assistant Prof.Arul	ABSENT
25.	Assistant Prof. Maria	Maria
26.	Assistant Prof. Suman	R. Suman
27.	Assistant Prof. Anitha	ABSENT
28.	Assistant Prof. Sindhya Psida . M	Psida
29.	Assistant Prof. Shruthi	Shruthi
30.	Assistant Prof. Neha	Neha
31.	Assistant Prof. Vijaykumari	Vijaykumari
32.	Assistant Prof. Sindhu	Sindhu
33.	Assistant Prof. Navya	Navya
34.	Assistant Prof. Shobha	ABSENT
35.	Assistant Prof. Eva	Eva
36.	Assistant Prof. Rekha	Rekha
37.	Assistant Prof. Sujatha	Sujatha - A
38.	Assistant Prof. Sarah	ABSENT