

# *St. Philomena's College (Autonomous)*

**Autonomous College of the University of Mysore**

Recognized as College of Excellence (UGC) & recredited by NAAC with 'A' Grade

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## ACADEMIC YEAR 2018-19

### **Minutes of the IQAC meeting held on May 30<sup>th</sup> 2018 in the IQAC office of the College.**

The Principal and Chairperson Dr. Ruth Shantha Kumari T extended a warm welcome to all the members.

IQAC Coordinator Mr. Ronald Prakash Cutinha read out the proceedings of the previous meetings held on January 8<sup>th</sup> , 2018.


#### **Discussions:**

- Members were briefed about the preparations for NAAC III Cycle as per the new assessment guidelines by the NAAC coordinator, Ms. Shobana Thomas.
- The events of the academic Calendar were finalized. Time table for the year was finalized and approved.
- To explore possibilities in the UGC-CE grant to provide teaching aids to the teaching faculty.
- To conduct professional enrichment programme to the entire teaching faculty on recent advancements pertaining to teaching methods & other pedagogical skills.

Mr. Ronald Prakash Cutinha, the IQAC Co-coordinator thanked all the members for their valuable time and suggestions.

## Members Present

SL.NO.	STAFF NAME	DESIGNATION	ROLE
	<b>INTERNAL MEMBERS</b>		
1	Rev. Fr. Bernard Prakash Barnis	Rector	Administrative Head
2	Dr. Ruth Shantha Kumari T	Principal	Chairperson
3	Mr. Ronald Prakash Cutinha	Senior Librarian	Coordinator
4	Mr. Britto Domnic Ryan	Associate Professor	Member
5	Mr. Anand	Assistant Professor	Member
6	Dr. Prashanth	Assistant Professor	Member
7	Ms. Deepa	Assistant Professor	Member
8	Dr. Noor Mubasheer C. A	Assistant Professor	Member
9	Dr. Shiva Kumar	Assistant Professor	Member
10	Ms. Priya Prasad	Assistant Professor	Member

  
Mr. Ronald Prakash Cutinha

IQAC Co-coordinator  
RONALD PRAKASH CUTINHA  
Co-ordinator, Internal Quality Assurance Cell (IQAC)  
St. Philomena's College (Autonomous)  
Bannimantap, MYSORE-570 015

Dr.T.Ruth Shantha Kumari  
Principal  
Principal  
St. Philomena's College (Autonomous)  
Mysore-570 015

## **Minutes of the IQAC meeting held on September 10<sup>th</sup> 2018 in the IQAC office of the College.**

The Principal and Chairperson Dr. Ruth Shantha Kumari T extended a warm welcome to all the members.


IQAC Coordinator Mr. Ronald Prakash Cutinha read out the proceedings of the previous meetings held on May 30th 2018.

### **Discussions:**

- Members were briefed about the formation of the steering committee and preparations for the reassessment and reaccreditation process for the III Cycle by the NAAC coordinator.
- To conduct Academic and Administrative Audit (AAA) of the Institution by an external team.
- To take part in National Institutional Ranking Framework (NIRF) 2019
- To conduct an interactive Parent - Teacher meetings.
- Other academic activities like internal assessment tests, end semester examinations and cultural events were scheduled.
- Mr. Ronald Prakash Cutinha, the IQAC Co-coordinator thanked the members for their valuable time and suggestions.

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## **Minutes of the IQAC meeting held on January 09<sup>th</sup> 2019 in the IQAC office of the College.**

The Principal and Chairperson Dr. Ruth Shantha Kumari T extended a warm welcome to all the members.

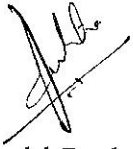
IQAC Coordinator Mr. Ronald Prakash Cutinha read out the proceedings of the previous meetings held on September 10<sup>th</sup>, 2018.

### **Discussions:**

- Members discussed about plans for conducting the Graduation Day and Convocation Day.
- To conduct two-Day FDP on Teaching and Learning for Teaching Staff of St. Philomena's College, Mysore at SDMIMD, Mysuru
- NAAC Coordinator, Ms Shobana briefed the members about final preparation done for the III cycle reassessment and reaccreditation process.
- To collect the online feedback on teachers from the students.
- To introduce online admission process at both UG and PG level
- Mr. Ronald Prakash Cutinha, the IQAC Coordinator thanked the members for their valuable time and suggestions.

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# Minutes of the IQAC meeting held on April 12<sup>th</sup> 2019 in the IQAC office of the College.

The Principal and Chairperson Dr. Ruth Shantha Kumari T extended a warm welcome to all the members.

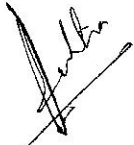
IQAC Coordinator Mr. Ronald Prakash Cutinha read out the proceedings of the previous meetings held on January 9<sup>th</sup>, 2019.

## **Discussions:**

- To finalize the various committees and schedule for the NAAC III cycle peer team visit.
- To review the CBCS implemented at the UG level.
- To collect the feedback from all stake holders.
- To recommend the management for starting Research Centre.
- To introduce online admission process at both UG and PG level
- Mr. Ronald Prakash Cutinha, the IQAC Coordinator thanked the members for their valuable time and suggestions.

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## The Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year – (2018-19)

Details of the action taken by the Internal Quality Assurance Cell (IQAC) as suggested by the management as well as other Administrators (Deputy Principal, Deans, Vice Principals, Heads of the Departments as the case may be) and approval / suggestions to implement the same given by the Administrators during the appropriate scheduled meetings with the approval of the Principal (The Chair Person-IQAC) and the Secretary of the HEI, the following are achieved to sustain / to improve the quality of the institution by IQAC.

Plan of Action	Achievements/Outcomes
➤ To conduct Orientation Programme for the teachers and students	Orientation Programme was conducted to the entire teaching faculty on recent advancements pertaining to teaching methods & other pedagogical skills.  Orientation Programme was conducted for the students in the beginning of the academic year for the complete personality development in the following areas for:
	<ul style="list-style-type: none"> <li>• First semester students on acquaintance of the campus, significance of higher education, time management skills, library usage, language skills etc.</li> <li>• Third semester students on emotional management and other life skills.</li> <li>• Fifth semester students on employability skills, soft skills, facing an interview, preparation of CV and Group Discussion</li> </ul>
➤ To start the process of reassessment and reaccreditation for the III Cycle by NAAC	The College successfully completed all the processes required for the reassessment and reaccreditation for the III Cycle by NAAC and submitted the III Cycle SSR to NAAC for further action.
➤ To enhance research and publication activities among faculty and students.	More than <b>Twenty two</b> research papers were presented in National level/state level seminar/conferences and <b>Twenty Six</b> research articles were published by various faculty members.  Five faculties were awarded PhD degree and Six faculty cleared NET/SLET.
➤ To encourage faculty members to enhance their pedagogical skills and upgrade their	Four institutional level workshops were conducted on Research Methodology/Pedagogical skills/work-life

knowledge level in their chosen fields.	<p>balance. More than 121 faculty members were deputed to attend conferences/workshops related to Teaching methods.</p> <p>More than Ten Invited talks were organised on different topics.</p> <p>Professional enrichment Programme was conducted to the entire teaching faculty on recent advancements pertaining to teaching methods &amp; other pedagogical skills.</p> <p>An off-campus two-day FDP on Teaching and Learning for teaching staff at SDMIMD, Mysuru was organized</p>
➤ To support/encourage various departments to organize invited talks/seminars, workshops, conferences etc.	Many departments conducted various academic activities like invited talks, seminars, workshops and field visits.
➤ To collect the online feedback on teachers from the students.	An online portal was created to collect feedback on teachers from the students through a simple questionnaire format. The data collected from this method was analyzed and referred to the Management.
➤ To take part in NIRF 2019	Took part in NIRF2019
➤ To conduct an interactive Parent - Teacher meetings	An interactive Parent-Teacher meetings were conducted stream wise on Saturdays and feedback and others suggestions were received.
➤ Implementation of online admission process at both UG and PG level	Students from distant location get benefited through online admission process



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