



MINUTES OF THE IQAC MEETING

11 NOVEMBER 2023 | 11:00 AM TO 01:00 PM | MONTFORT COLLEGE

Members Present

Dr. Br. Arul M, Director, Montfort College
Dr. Br. Victor Raj, Principal, Montfort College
Dr. Br. Matthew Panathanath, Management Representative
Dr. Maxim Pereira, Academic Coordinator, PG programs, Montfort College
Dr. Zubaida Anwar, Academic Coordinator, PG programs, Montfort College
Ms. Saritha Matthew, Coordinator of Administration, Montfort College
Ms. Sritha Sandon, IQAC Coordinator, Montfort College

APOLOGIES

Ms. Kodhai Narayanan, Counselling Psychology Batch 2022-24, Montfort College

Agenda

1. Assessment of the Semester
2. Submission of AQAR for 2022-23
3. Revisiting the Student Handbook
4. Appointment of a new coordinator

Proceedings

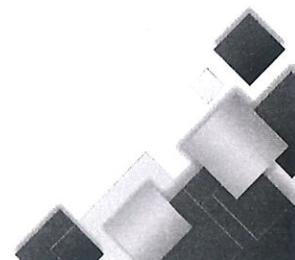
The IQAC meeting began at 11:00 am. Bro. Victor Raj welcomed the members and mentioned that as there were many events that were carried out, it was important to consider the events carefully. Ms. Sritha mentioned that the issues raised in the previous meeting were yet to be addressed.


ASSESSMENT OF THE SEMESTER

The first matter to be taken up was the events of the semester as the UG was already in the new term and the PG term had also ended. It was noted that the IQAC had not carried out any specific activities as committees were not checking with the IQAC before planning events. Ms. Saritha, Ms. Sritha, and Dr. Maxim mentioned that it had been repeatedly informed to the staff to take their plans through the IQAC but this was not being done. It was decided that this would be brought to the attention of the staff in the next staff meeting.

SEMESTER DOCUMENTS AND FEEDBACK

Dr. Maxim mentioned that lesson plans, semester plans, CIA, and semester end checklists were being collected and would be handed over to the IQAC in the near future. It was decided to send out feedback forms to the students before collecting their hall tickets. Ms. Sritha was entrusted with this task.





It was noted that UG documents were being collected by the UG coordinator monthly. The same would have to be handed over to the IQAC at the end of each term.

ERP

IQAC members noted that a new ERP would need to be procured and it was decided to have a demonstration and training by the ERP provided by Don Bosco to see if it would suit the needs of the college. Bro. Victor took on the task of organizing the same.

AQAR PREPARATION

The next item on the agenda was the preparation of the AQAR for the academic year 2022-23. After a brief discussion, it was decided that the teachers would remain in the same criterion teams as they were for the previous AQAR while new teachers would be assigned to the different teams by the principal. Ms. Sritha Sandon and Ms. Saritha Matthew were asked to orient the teams during the upcoming week towards the preparation of the AQAR. It was decided that the teachers would be informed about these decisions during the next staff meeting.

STUDENT HANDBOOK

It was noted that the student handbook had only been given to the PG students and that it would need to be revised and updated to become relevant to the UG programs also. Dr. Zubaida was given the task of looking at the existing handbook and making notes on what changes would be required.

APPOINTMENT OF A NEW IQAC COORDINATOR

Ms. Sritha Sandon reminded the members that she had to be relieved as IQAC coordinator, having served in this capacity for two NAAC cycles. The members noted the same and stated that a decision would be taken soon. Ms. Sritha added that if the new coordinator was named quickly, that person could be hand-held during the AQAR submission and would thus get a hands-on experience of the tasks involved.

As there were no further matters at hand, the meeting concluded at 1:30 pm.

Action to be Taken

1. Collection of end semester checklists from PG staff – Dr. Maxim Pereira
2. Collection of feedback from 2nd and 4th semester students – Ms. Sritha Sandon
3. Organization of ERP demonstration – Bro. Victor Raj
4. Initial work towards revision of student handbook – Dr. Zubaida Anwar
5. Appointment of new IQAC coordinator – Bro. Arul M and Bro. Victor Raj

Recorded by



Sritha Sandon, IQAC Coordinator