

Montfort College
Bangalore – 560038
Minutes of the Meeting

Date: 16/05/24 -Thursday	Time 11.00 Am	Venue- Principal's cabin
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Agenda of the Meeting:

- AQAR completion – feedback
- Formation of quality circle
- Duties & responsibilities of IQAC
- Future plan of IQAC
- Placement cell
- Career Guidance session for PU students

Points Discussed	Discussed by	Decision
<p>1) AQAR completion – feedback or suggestion from NAAC</p> <p>Response- No corrections so far</p> <p>The date of submission is extended.</p> <p>2) Formation of quality circle in order to ensure the quality in academics, non-academics co-curricular etc</p> <p>Status- Not yet formed</p> <p>3) Duties & Responsibilities of IQAC</p> <ul style="list-style-type: none"> • Overall Quality check • Accept positive criticism • Have periodic meeting with members & students • Have meeting with the management • Pass on • time to time information through effective communication & regular correspondence 	<p>Dr Molly Joy</p>	<p>The members of IQAC informed that they will soon form a quality circle</p>

<ul style="list-style-type: none"> • Report submission within 3 days to IQAC after any event. <p>4) Future plans of IQAC</p> <ul style="list-style-type: none"> • Organize FDP, National Conference etc for teaching fraternity, & relevant training sessions for admin staff & supportive staff. • To keep the placement cell Active • Career guidance workshop for PU students • To have an Induction Program for New teachers 		<p>The IQAC decided to organize a training session for Admin staff on UUCMS in June</p> <p>It's been Decided to invite industry expert/supervisors/managers to our campus in order to initiate the activities of placement cell/incubation/internship</p> <p>The IQAC Planned to have a career guidance session in the month of October-November for the second PU students</p> <p>Will come out with plans shortly</p>
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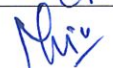
Documented by:


Dr. Zubaida Anwar


Signature of the Principal

Principal
MONTFORT COLLEGE
184, Old Madras Road,
Bengaluru - 560 038.

Attendance list for the IQAC meeting held on 16-05-2024

S NO	NAME	DESIGNATION	SIGNATURE
1	Dr Molly Joy	Principal	
2	Dr Shambhavi G	IQAC coordinator	
3	Mrs Sritha Sandon	IQAC Co coordinator	
4	Dr Zubaida Anwar	Member -IQAC	
5	Dr Maxim Pereria	Member- IQAC	
6	Mrs Saritha Mathew	IQAC Co coordinator	