

Date : 29.6.19.

Time : 2 p.m.

Member Present -

Name of the Member	Designation	Sign
Rev. Dr Sabu George	Principal	<i>N. Sabu</i>
Rev Dr Abraham	Vice Principal	<i>Abraham</i>
Dr Christina R.	HOD, MSW	ABSENT
Ms Andrea Vincent	IAAC, Coordinator	<i>Andrea</i>
Ms. Secma Joseph	HOD, M.Com	<i>Secma</i>
Ms. Maria Rajan.	HOD, Commerce	<i>Maria Rajan</i>
Ms. Jayalakshmi R	HOD, Science	<i>Jayalakshmi</i>
Dr Supriya	Coordinator, Hindi	<i>Supriya</i>
Mr Prashanth P	Coordinator, B.Com T.T.	<i>Prashanth</i>
Rev Fr. Benny Mathew	Manager	ABSENT
Mr. John E V	Senior Office Manager	<i>John E V</i>
Mr Thejaswi Kumar	Uni. Liaison Officer	<i>Thejaswi</i>
Mr Tiju Thomas.	TATA Tea	ABSENT
Ms. Regina Rejith	I M.Com	<i>Regina</i>
Mr Vishal	III B. Com	ABSENT
Mr Rahul Nair	KPMG System Analyst	ABSENT
Mr Joseph Eappachen	Berry Global	<i>Joseph Eappachen</i>
Mr Georgekutty T.A.	SPTPL	ABSENT
Mr Kamal B. Mehta	PTA President	ABSENT

Date : 29/6/19

Time : 2 p.m

Venue : IBAC Room

The Agenda of the meeting was on
 * Introduction of Udayan-Incubation Centre
 * SSR Reports and information regarding assessment and documentation.

The meeting started with prayer and introduction of each members of panel.

Udayam:

- 1) It was suggested to have industrial concepts.
- 2) Sharing of Experience

College had made a transformer. Industry & college should be collaborative. It was suggested in B.com or M.com to get in touch with finance. Students who are self motivated are welcomed.

College should permit this kind of events. He wanted students to help in company attributes.
 3) life skills - soft skills how to cope-up with life. Every student must be part of these programs, & how it helps for industry.

4) Principal mentioned that Alumni had conducted the program and the bond is more.

5) Professional skill development should be for the senior people also.

6) Co-curriculum also should be evaluated along with curriculum.

7) format for reporting must be formal.
or standard for all.

8) Every event or program held must have formal format for reporting.

9) Ms. Angela & Ms. Supriya are responsible for formulation of list.

10) IQAC should be aware of all the events that is happening at college.

11) Alumni's are to be more to be connected with the college & should have more meetings.

12) Alumni's talk on Industrial Knowledge are to be cultivated.

13) The technical knowledge also should be made known to the students.

14) More industrial projects & internships are to be introduced.

15) Advanced courses such as SAP, Excel and more are to be programmed.

16) Guest lectures & add-on programs are to be increased.

17) IQAC suggested systems are in place & more suggestion will help comy improvement.

18) Interviews are to be explored by students so that this help students future.

19) Attitude of life, & finalization is done.

The meeting has come to an end. at 4.30 pm

H. Subul

Principal
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Adh
Co-Ordinator
Internal Quality
Assurance Cell (IQAC)
St. CLARET COLLEGE
Jalahalli, Bangalore - 13

Date :- 14/12/2019

Time :- 2.00 -

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Name of the Member	Designation	Sign
Rev. Dr. Sabu George	Principal	N. Sabu
Rev. Dr. Abraham	Vice Principal	[Signature]
Ms. Andrea Vincent	IQAC, Coordinator	[Signature]
Dr. Christina R	HOD, MSW	ABSENT
Ms. Seema Joseph	HOD, M Com	[Signature]
Ms. Maria Rajin	HOD, Commerce	[Signature]
Ms. Jayalakshmi R	HOD, Science	[Signature]
Dr. Supriya	Coordinator, Hindi	[Signature]
Mr. Prashanth P	Coordinator, B Com IT	[Signature]
Rev. Fr. Benny Mathew	Manager.	ABSENT
Mr. John E V	Senior Office Manager	[Signature]
Mr. Thejaswi Kumar	Uni. Liaison Officer	[Signature]
Mr. Tiju Thomas	TATA Tea	[Signature]
Ms. Regina Rejith	II M Com	[Signature]
Mr. Vishal	III B Com	ABSENT
Mr. Rahul Nair	KPMG System Analyst	ABSENT
Mr. Joseph Kappachan	Berry Global	[Signature]
Mr. Georgekutty TA	SPT PL	[Signature]
Mr. Kamal P. Mehta	PTA President	[Signature]

Date : 14/12/2019.

Time : 2:00 PM.

Venue :- Board Room.

Agenda :-

1> SSR assessment reviews and details.

2> updating SSR assessment information

3> Informing the NAAC visit dates and follow-up procedures for grading the college

Meeting started with a prayer to almighty by Fr. Sabu, Principal. The Panel consisted of Principal, Vice - Principal, Industrialists, HOD of each department of UG, HOD of Commerce [PG], teacher representatives, student representatives.

Ms. Andrea, Coordinator of IQAC presented the data related to the improvements and the areas to improve as per the last meetings.

> The Panel discussed the key factors of how 100% students can be exposed to internships within their academic period.

2> Funding was another area that was put-up in the meeting.

How College can raise funds and sponsorships for running day to day activities.

3> Value added programs are conducted to improve the students skills and knowledge with lesser pay and certifications for the academic and industrial needs.

4> Benchmarking was another main area that was discussed, the benchmark we set and how College is working to achieve it. The benchmarking as per the already achieved A grade by NAAC team were also reviewed.

5> The review and follow-up to meet the standards were also suggested by Industrialist.

6> How each department can improve the targets set by themselves with continuous review and follow-up was suggested as opinion by the parent representative.

7> National and international awards to be increased by encouraging students and also identify students sports talents was another opinion that was raised.

8> Water waste management was also another suggestion by management.

9> Boards are to be placed within the college to point out the facilities.

10> The feedback from alumni is difficult to be collected with regards to curriculum in academic in industry perception.

The session ended by 4:08 with information to the panel by Fr. Sabu, Principal of the dates on NAAC visit to college that is 24th February 2020.

All panel members confirmed their presences by signing the register that is particularly maintained by IQAC team.

The panel were thanked by Ms. Andrea for proposals and suggestion by Panel members on how we can improve ourself and depict the best practices of our college.

Fr. Sabu

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[Signature]
Co-Ordinator
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Name of Member	Designation	Sign.
Rev Dr Sabu George	Principal, Chairperson	<i>H. Sabu</i>
Rev Fr Abraham PJ	Vice Principal	<i>F. Abraham</i>
Rev Fr Benny Mathew	Manager, Mgt Representative	ABSENT
Ms. Mawa Rajan	HOD, Commerce	<i>M. Rajan</i>
Ms. Secma Joseph	HOD, M-Com	<i>S. Joseph</i>
Ms. Jayalekshmi R	HOD, Science	<i>J. Jayalekshmi</i>
Dr Christina R	HOD, MSW	<i>C. Christina</i>
Mr. Prashant P	Coordinator, TTM	<i>P. Prashant</i>
Dr Subriya	Asst. Prof	<i>S. Subriya</i>
Mr. Chinmay Datta	IQAC member	<i>C. Chinmay</i>
Dr Rajkumar	RPC member	<i>R. Rajkumar</i>
Ms. Cassandra Rone	HOD Management	<i>C. Cassandra</i>
Ms. Andrea	IQAC Coordinator	<i>A. Andrea</i>
Ms. Nancy	Librarian	<i>N. Nancy</i>

Date :- 24/1/2020

Time :- 2:30 - 4:30 PM.

Venue :- Board Room.

Agenda :- Planning and discussion for the upcoming academic session & peer team visit.

Meeting started with a silent prayer by Principal Rev Dr Sabu George.

1) Ms. Andrea, IQAC Coordinator apprised all the team members regarding the arrangements to be made for the peer team members.

2) She also discussed about the present preparedness for the visit.

3) Ms. Andrea also pointed out the current status of documentation and informed what best can be done in order to present documents to the peer members.

4) Principal informed the members that he is happy with the progress and feels we are moving in the right direction.

5) Principal also suggested to have a quick review meeting with all criterion

heads and ask them to prepare for ~~video~~ a summary which can be included for his overall presentation of the college.

- 6) Principal also asked the members for their suggestions for improvement to be made for the upcoming academic sessions.
- 7) Mr Chinmay Dash requested the Heads of departments to encourage faculties of their respective departments to write NPTEL Exam without fail, and enroll for Coursera & other mooc Platform courses.
- 8) It was suggested by the RPC member to conduct a program on research & IP. He also added that eligible faculty members must try to apply for patents in near future.
- 9) IQAC coordinator also suggested to conduct student development program.
- 10) IQAC Coordinator also informed the Heads of the department to be ready for department audit and said the schedule for the same will be shared at the earliest.

- 11) Mr. Chinmay Dash stated that IIC unit will be established soon.
- 12) IQAC Coordinator stressed on the importance of asking students to go for internships and recommended that HoDs to follow up with the same.
- 13) Principal also informed the members that its very likely that SCC may get PG in MBA soon.

The session ended at 4:45 PM.

[Signature]

Principal
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Date - 4/2/2021
 Venue - Board room
 Time - 2:30 PM to 4:30 PM.

Members Present.

Principal	Rev Dr Thomas Thennadhyil	<i>TD</i>
IQAC Coordinator	Mr Chinmay Dash.	<i>CD</i>
Dr Chaitra R	HOD, MSO	<i>CR</i>
Ms. Maria Rayan	HOD, Commerce	<i>MR</i>
Ms. Jayalakshmi	HOD, Science	<i>Jayalakshmi</i>
Ms. Cassandra	HOD, Management	<i>Cassandra</i>
Ms. Seema	HOD, M-com	<i>Seema</i>
Dr Supriya	IQAC member	<i>Supriya</i>
Mr. Prashant	Coordinator IT	<i>Prashant</i>
Ms. Varkey	Senior office manager	<i>Varkey</i>
Mr. Thejaswi	Uni Liaison officer	<i>Thejaswi</i>
Mr. Tiju Thomas	Tata Tea	<i>Tiju</i>
Mr. Rahul Nail	KPMG System Analyst	<i>Rahul</i>
Ms. Regina Rejith	Alumni	<i>Regina</i>
Ms. Nancy S	Librarian	<i>Nancy</i>

Agenda:- Planning & discussion for the upcoming academic year session.

Meeting started with a silent prayer by Rev. Dr. Thomas the principal.

- 1) Rev. Dr. Thomas the Principal welcomed Mr. Chinmay Dash as the new IQAC co-ordinator.
- 2) Mr. Chinmay Dash accepted the welcome & addressed the members present & assured them of his continued support in the new role presented to him.
- 3) The new plan for the year, had a lot of work that needed to be done & the work was split between the members as per their roles as said by Mr. Chinmay Dash.
- 4) Mr. Chinmay Dash expressed his vision for the college & all the work that needs to be done for the future NAAC visit.
- 5) Mr. Chinmay Dash reviewed the previous visit & found out the shortcomings expressed by NAAC peer team & decided that these were the areas that need to be strengthened.
- 6) He said focus on research & publication needs to be strengthened & streamlining documentation process with focusing on faculty development.
- 7) Mr. Chinmay Dash recommended conducted IIC program in campus will help in good ranking in their list.

- 8) Mr. (Kirmaya) recommended that the faculty needs to focus on completing at least INPTEL & IARPIT course.
- 9) Mr. (Kirmaya) was also recommended that the programs conducted needs to enhance student & faculty capabilities.
- 10) Recommendation of student focused program & establishment of the SQAC was also given by the students.
- 11) Internship for students needs to be given priority as it will help them gain valuable field experience was one of the other recommendation.
- 12) The Principal was also pleased to inform the members that the SCIM - MBA program had started & admission was looking good.

The session ended at 4:30 pm



Principal

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