



31st January, 2025

Minutes of the Meeting

Agenda: Meeting for enhancing the process of data collection after the submission AQAR 2023-24.

Members Present:

1. Dr. Sona V. Andrew, Coordinator, Internal Quality Assurance Cell
2. Dr. Susan George, Member, Internal Quality Assurance Cell
3. Dr. Shweta Paradkar, Faculty Member, Department of Computer Science
4. Dr. Jijo Varghese, Faculty Member, Department of Elementary Education
5. Dr. Ruchi Bhalla, Faculty Member, Department of Economics
6. Dr. Sonu Vincent, Faculty Member, Department of History
7. Dr. Jessy K. Philip, Faculty Member, Department of Sociology
8. Dr. Sabiha Mazid, Faculty Member, Department of Sociology
9. Dr. Dolly V. Muanching, Faculty Member, Department of English
10. Ms. Kashish Dua, Faculty Member, Department of English
11. Ms. Ishita Singh, Faculty Member, Department of English
12. Ms. Arokia Ramya Terrance, Faculty Member, Department of Computer Science
13. Ms. Karishma Dungdung, Faculty Member, Department of Commerce
14. Mr. V. Alan Bosco, Faculty Member, Department of Elementary Education

Minutes:

1. Dr. Sona welcomed everyone and invited feedback from the members while collecting data for AQAR 2023-24 along with suggestions for improvement.
2. It was suggested that Society Reports must have geotagged pictures of the events.
3. In order to streamline collection of internship data, it was suggested that fields can be created in department report formats.
4. Uploading supporting documents should be made mandatory wherever required.
5. Field to be added for pasting links to comprehensive reports.
6. Taking attendance for every event should be made compulsory and there should be a proper format for the same with fixed extension.
7. A tab must be created in the Department Report for Professors supervising PhD students.
8. Exporting the social category, religion, regional diversity of students should be done from the time of admission since it is required for various reports.
9. All structural changes were noted down by Dr. Shweta.
10. The meeting ended with thanks.

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31st January, 2025

Minutes of the Meeting

Agenda: Meeting with the Website Committee members for revamping the Website.

Members Present:

1. Dr. Sona V. Andrew, Coordinator, Internal Quality Assurance Cell
2. Dr. Susan George, Member, Internal Quality Assurance Cell
3. Dr. Shweta Paradkar, Faculty Member, Department of Computer Science
4. Dr. Dolly V. Muanching, Faculty Member, Department of English
5. Ms. Kashish Dua, Faculty Member, Department of English
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7. Ms. Arokia Ramya Terrance, Faculty Member, Department of Computer Science
8. Mr. V. Alan Bosco, Faculty Member, Department of Elementary Education

Minutes:

1. Dr. Sona welcomed everyone.
2. The Website Committee members shared their feedback on how they are unable to get the updated information for the website.
3. The Committee members insisted upon individuals writing to them for making any updates on the Website.
4. It was suggested that all the old data before the year 2021 should be removed from the website's display since the 3rd NAAC Cycle will only require data from the year 2021 onwards. The old data should be backed up by Mobiquel to be kept safe with the IQAC.
5. A few structural changes on the website were suggested by members:
 - Individual tabs should be created at the top right corner of the home page for *Internships* and *Community Outreach*
 - Changing the title of Students' Newsletters and the tab should flash stamp-size pictures of the newsletters to make it look attractive
 - Social media handles should be embedded on the website.
 - Pictures in the gallery must contain the event title, date and a small caption.
 - Upcoming events should be displayed in the form of a calendar.
6. Data for publications should be provided by the IQAC to the Website Committee soon after the submission of APARs by the faculty members.
7. The Committee members noted all the suggestions and started working on them in phases.
8. The meeting ended with thanks.

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