

# MANGALORE ACADEMY OF PROFESSIONAL STUDIES (Maps), Mangalore

## INTERNAL QUALITY ASSURANCE CELL

Minutes of the meeting held on 09.09.2019

### Members Present:

- |                           |                        |
|---------------------------|------------------------|
| 1. Sri. Dinesh Kumar Alva | : Management           |
| 2. Mrs. Shruthi Shetty    | : Principal            |
| 3. Mrs. Shana Mariyam.B   | : Co-ordinator         |
| 4. CA. Usha Kiran Shenoy  | : Member (Community)   |
| 5. Dr. Devi Prabha Alva   | : External Expert      |
| 6. Mrs. Gayathri          | : Faculty of Commerce  |
| 7. Mrs. Deepa Shetty      | : Administration Dept. |

### AGENDA:

1. Review of previous meeting held on 20.06.2019
2. NAAC Documentation
3. NAAC meeting
4. Proposals and suggestions

### PROCEEDINGS:

1. Minutes of the previous meeting:  
Minutes were read out by the IQAC Co-ordinator and it was found in order.
2. NAAC Documentation:
  - 16/08/2019, deadline for all NAAC criteria in charge should submit the documents supporting the activities of each department under each criteria.
  - Should organise an IQAC members meeting immediately.
  - AQR form print out should be taken and circulated among the faculties.
3. Proposals and Suggestions:
  - Decided to conduct an orientation programme by Prof. Devi Prabha on 17/08/2019.
  - 1<sup>st</sup> Saturday of every month NAAC meeting will be conducted at 12:30pm for monthly documents and report submission to the HOD by the criteria in charge.
  - Email Ids should be collected from each staff, and the meeting proceedings as well as information regarding the meetings should be given through mails.
  - To collect Information regarding how to send proposal to get aid from NAAC.
  - Proposal to conduct all the departmental programmes in association with IQAC cell has been accepted and approved.

- It is been decided that the proper channel for getting approval to conduct a programme by a department should be

Staffs → HOD → IQAC → Management  
 Staffs ← HOD ← IQAC

- Start up with proposal of constructing rain water harvesting pit at Maravoor campus. Following committee has been formed

1. Mr. Pritham Sequeira
2. Mr. Subramani
3. Ms. Getthu K Sunny

Mr. Ganesh has to coordinate with PD Joseph for the same.

- Mr. Nagaraj has to co-ordinate with Dr. Prabhakar regarding library automation and submit the report by 16<sup>th</sup> August 2019.
- Each committee and club should organise atleast one programme per semester.

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

MAPS COLLEGE, MANGALORE

NAAC CRITERIA IN-CHARGES:

| CRITERIA NO. | CRITERIA                              | STAFF IN-CHARGE  |
|--------------|---------------------------------------|--|
| 1            | Curriculum Aspects                    | 1. Mr. Ganesh I<br>2. Mrs. Shana Mariyam<br>3. Mr. Rohit               |
| 2            | Teaching Learning and Evaluation      | 1. Mrs. Ashwini Kumari<br>2. Mr. Kishan K S<br>3. Mr. Pritham Sequeira |
| 3            | Research, Innovations and Extension   | 1. Mr. Subramani K<br>2. Mrs. Mala Mahesh                              |
| 4            | Infrastructure and Learning Resource  | 1. Mrs. Manjula<br>2. Mr. Nagaraj                                      |
| 5            | Student Support and Progression       | 1. Mrs. Gayathri<br>2. Mrs. Rashmi K<br>3. Ms. Rakshitha               |
| 6            | Governance, Leadership And Management | 1. Mrs. Arpitha Soans<br>2. Mrs. Deepa Shetty                          |
| 7            | Best Practices                        | 1. Mrs. Kavitha<br>2. Mrs. Akshatha Shenoy<br>3. Mrs. Shruthi          |

  
 IQAC Co-ordinator