

# **POMPEI COLLEGE AIKALA**

**Aikala Post, Mangalore, Karnataka – 574 141**

**Re-Accredited by NAAC with 'A' Grade (CGPA 3.31) in 3<sup>rd</sup> Cycle**

**Affiliated to Mangalore University**

**Managed by Catholic Board of Education ® Mangalore**

**Ph: +91 9448251578      email: iqac.pompei@gmail.com      Website: www.pompeicollege.in**

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

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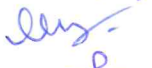





**2019-20**

### **Notice for the meeting**

Internal Quality Assurance Cell (IQAC) of Pompei College has convened a meeting on 29.06.2019 at 2.00 p.m.in Audio Visual Room. Mr K. Jagadisha Holla, Principal – Chairperson of IQAC will preside over the meeting. Members are requested to be present for the meeting.

### **Agenda**

1. Silent Prayer
2. Welcome
3. Minutes of the previous meeting
4. Points of discussion:
  - a. Approval of Plan of Action for the year 2019-20
  - b. Approval of Academic Calendar for the year 2019-20
  - c. AQAR 2018-19
  - d. Approval of NAAC Criteria Coordinators for the year 2019-20
  - e. Organization of International Yoga Day
  - f. Induction programme - teaching and administrative staff and first year degree students, visits, programmes
  - g. Examination
  - h. Opinions of Members
  - i. Any other matter
5. Presidential Remark
6. Vote of thanks

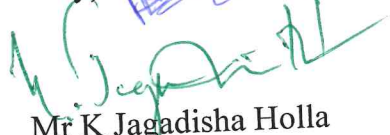
Name	Designation	Signature
Mr K Jagadisha Holla	Chairperson	
Dr Victor Vaz E	Coordinator	
Mr Yogindra B	Member	
Mr B.Herald D'Souza	Member	
Dr Purushothama K.V.	Member	
Mr Nemichandra Gowda	Member	
Dr Gunakar S.	Member	
Mr Rocky G. Lobo	Member	
Dr Krishna Kanchan	External Expert (Quality Management)	
Dr Melwin D'Souza	External Expert (Industry)	



Dr Victor Vaz E  
IQAC Coordinator

INTERNAL QUALITY ASSURANCE CELL  
POMPEI COLLEGE, AIKALA - 574 141

Place: Aikala  
Date: 22.06.2019



Mr K Jagadisha Holla  
Principal

POMPEI COLLEGE  
AIKALA - 574 141  
MANGALORE, D.K.

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**2019-20**

## **Minutes of Meeting**

A meeting of the Internal Quality Assurance Cell (IQAC) was held on **29.06.2019** at **2.00 p.m.** in the IQAC office presided by Mr K Jagadisha Holla, Principal – Chairperson of IQAC.

Following are the minutes of the meeting:

1. Meeting commenced with a silent prayer.
2. Dr Victor Vaz E., IQAC Coordinator welcomed everyone to the meeting with a welcome note.
3. Dr Victor Vaz E., IQAC Coordinator presented the minutes of the previous meeting which was duly approved.
4. Points of discussion:
  - a. Dr Victor Vaz E., IQAC Coordinator presented the Action Plan submitted by all the departments for the year 2019-20 which was duly approved.
  - b. Mr Yogindra B., NAAC Coordinator presented the Academic Calendar for the year 2019-20. After discussion Principal informed certain changes would be made in implementation to adjust the situations and circumstances prevailing during the time of execution and thereafter Academic Calendar for the year 2019-20 was approved.
  - c. After discussion it was decided to instruct all the departments, clubs, cells and associations to provide the inputs required for AQAR 2018-19 by the end of Sept. 2019 to smoothly upload AQAR on time. It was also decided that each criterion should conduct meeting of their criterion to read and discuss AQAR Criteria question wise. Approval of NAAC Criteria Coordinators for the year 2019-20.
  - d. Formation of NAAC Criteria Coordinators team for the year 2019-20 was approved.

Criteria 1	Dr. Purushothama K.V., HOD Economics
Criteria II	Mr Vishwith Shetty, HOD History
Criteria III	Dr Gunakara S., Dept of Commerce
Criteria IV	Mr James Oliver, Dept of Physical Education
Criteria V	Mr Nemichandra Gowda., HOD Kannada
Criteria VI	Mr Herald D'Souza, HOD Commerce
Criteria VII	Dr S.A. Manjunath, HOD Hindi

- e. Dr Purushothama K.V. NCC Officer gave details about the organization of International Yoga Day to be informed about the benefits of regular yoga practice and to learn a few asanas conducted in Association with Isha Foundation, Mangalore by NCC, NSS, YRC and Yoga Club on 21.06.2020. Mr Harish Kethan, a chief volunteer of Isha Foundation led the programme.
- f. After discussion it was decided to conduct Induction programme both for teaching and administrative staff and also the first-year degree students at the beginning of the first year. Dates would be decided later in consultation with Principal. Visits to the departments will be conducted in the first week of July.
- It is Resolved to inaugurate the Student Welfare Council, conduct Freshers Day and celebrate Founder's by Student Welfare Council.
  - Decided to organize the AGM's of Parent Teacher and Alumni Association.
  - Resolved to organize health awareness programmes, 'Swatchh Bharath' and Resolved cleanliness drives.
  - Decided to Celebrate Kargil Day, Independence Day and Gandhi Jayanthi.
  - Resolved to conduct Vanamahotsava, nature awareness monsoon walk and trekking expeditions.
  - It was resolved to organize a Guest Lectures, Industrial Visit, 'PAN Card' Mela, Socio-economic survey, visit to Waste Management Plant, visit to Museum, visit to old age home and life skill programmes
  - Decided to organize Press Day
  - Decided to conduct various programmes to enrich gender equity, organize orientation programmes for women.

- Resolved to conducted an orientation programme for NSS Volunteers, inaugurate regular activities of NSS, Youth Red Cross and Red Ribbon units.
  - Agreed to arrange one day programme of planting of paddy saplings
  - Resolved to conduct a Kite making competition on national integration.
  - Resolved to celebrate NSS Day
- g. Dr Gunakar S., Examination Committee Coordinator briefed about the decision to hold two Internal examinations and a re-examination for those who absent for the internal examination with genuine reason in a semester. He also stated that the University Examination would be conducted as per the guidelines of the University. After discussion it was decided to notify the timetable of the internal and reexamination effecting changes necessary after consulting the Principal.
- h. Under the point of discussion opinions of Members were sought:
- i. Mr Dr Melwin D'Souza, External Expert (Industry) suggested that the activities of the Departments, Associations, Cells and Committees should be conducted keeping the student as the center. To this suggestion Principal elaborated on how the college centers students in most programmes. He also said that in future a special attention would be paid towards it.
  - ii. Mr Rocky G. Lobo, Manager, College office suggested to conduct a farewell programme for Mr Michael Pinto, Librarian on his reaching of superannuation on 31.07.2020. It was decided to conduct the programme involving all the stakeholders on the same day of his superannuation. It was also decided that the planning of the programme will be decided in the meetings of staff association and in student council.
  - iii. Mr Herald D'Souza, HOD of Commerce suggested that students need to be informed about the unproductive use of cell phones and be educated about the proper usage of the gadget. Principal said that mobile squad of the college educates students on the proper use of the cell phones. In addition, he said that students are given orientation and there are also instructions with regard to it in the College Calendar. It is also decided to convene a meeting of the mobile squad by the

Principal to discuss issues pertaining to the use of the cell phones by the students in the campus.


- i. Under any other matter discussion was initiated on different certificate courses conducted in the college. After discussion it was felt to carry on with the existing courses for the time being. It is agreed on to ask the students to join these certificate courses to reap the benefit out of these courses.
5. Mr K. Jagadisha Holla, Principal who chaired the meeting expressed his opinions on the conduct of the meeting and expressed his sincere gratitude towards the members for initiating and involving in the discussion of the meeting.
6. MrYogindra B. NAAC Coordinator proposed the vote of thanks.

#### Members present

Name	Designation	Signature
Mr K Jagadisha Holla	Chairperson	
Dr Victor Vaz E	Coordinator	
MrYogindra B	Member	
Mr B.Herald D'Souza	Member	
Dr Purushothama K.V.	Member	
Mr Nemichandra Gowda	Member	
Dr Gunakar S.	Member	
Mr Rocky G. Lobo	Member	
Dr Krishna Kanchan	External Expert (Quality Management)	
Dr Melwin D'Souza	External Expert (Industry)	

  
Dr Victor Vaz E  
IQAC Coordinator

INTERNAL QUALITY ASSURANCE CELL  
POMPEI COLLEGE, AIKALA - 574 141

  
Mr K Jagadisha Holla  
Principal  
PRINCIPAL  
POMPEI COLLEGE  
AIKALA POST - 574 141  
MANGALORE, D.K.

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**


2019-20

## Notice for the meeting

Internal Quality Assurance Cell (IQAC) of Pompei College has convened a meeting of IQAC and Criterion heads on 14.12.2019 at 2.00 p.m. in Audio Visual Room. Mr K. Jagadisha Holla, Principal – Chairperson of IQAC will preside over the meeting. Members are requested to be present for the meeting.

## Agenda

1. Silent Prayer
2. MrYogindra B., Coordinator NAAC welcomed all the members to the meeting.
3. Minutes of the previous meeting
4. Points of discussion:
  - a. Criterion wise presentation
  - b. Views by members
  - c. Information about the AQAR 2018-19 by Mr Yogindra B., NAAC Coordinator
5. Presidential Remark
6. Vote of thanks

Name	Designation	Signature
Mr K Jagadisha Holla	Chairperson	
Dr Victor Vaz E	Coordinator	
Mr Yogindra B	Member	
Mr B.Herald D'Souza	Member/Criteria VI	
Dr Purushothama K.V.	Member/Criteria 1	

Mr Nemichandra Gowda

Dr Gunakar S.

Mr Rocky G. Lobo

Dr Krishna Kanchan

Dr Melwin D'Souza

Mr Vishwith Shetty

Mr James Oliver

Dr S.A. Manjunath

Member/Criteria V

Member/Criteria III

Member

External Expert (Quality Management)

External Expert (Industry)

Criteria II

Criteria IV

Criteria VII

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Dr Victor Vaz E

Co ordinator  
IQAC Coordinator

INTERNAL QUALITY ASSURANCE CELL  
POMPEI COLLEGE, AIKALA - 574 141

Mr K Jagadisha Holla

Principal

PRINCIPAL  
POMPEI COLLEGE  
AIKALA POST - 574 141  
MANGALORE, D.K.

Place: Aikala

Date: 06.12.2020



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

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2019-20











## Minutes of the Meeting


Following are the minutes of the meeting of IQAC and heads of Criteria conducted on 14.12.2019 at 2.00 p.m. in Audio Visual Room.

1. The meeting commenced with the silent prayer.
2. Mr Yogindra B. NAAC coordinator warmly welcomed everyone for the meeting.
3. Dr Victor Vaz E., IQAC Coordinator presented the minutes of the previous meeting and thereafter the minutes of the meeting was approved.
4. Points of discussion:
  - a. Under the item the criterion wise presentation the presentation was as follows:
    - I. Criterion I: Dr Purushothama K.V. coordinator of Criterion -I made a presentation on the key aspects of Criterion, followed by a discussion regarding feedback on curriculum and suggested that the teaching faculty of the college should participate in the workshops concerning Syllabus revision.
    - II. Criterion II: Dr Vishwith Shetty, coordinator of the criterion deliberated on question answer sessions, internal examination, class tests and the identification of the slow learners and advanced learners.
    - III. Criterion III: The coordinator of the Criterion III Dr Gunakara S. felt that there is a need to focus on Research papers, Research publication in the Refereed journals and Minor and Major research projects.
    - IV. Criterion IV: Mr James Oliver, the coordinator of the Criterion informed about ICT enabled classrooms and smart boards. He also opined that subscription of e-journal is too expensive and suggested all the staff and students to make use of inflib.net.
    - V. Criterion V: Mr Nemichandra G, Coordinator of criterion advised that all the criteria coordinators arrange meetings and take steps towards the finalization of AQAR centralized record system, Academic and Administrative Audit, student progression.
    - VI. Criterion VI: Coordinator of criterion Mr Herald D'Souza discussed about the Timeline for uploading the minutes of all meetings of IQAC.
    - VII. Criterion VII: Dr S.A. Manjunath, Coordinator of criterion informed about waste management system and eco-friendly initiatives.


- b. Under the agenda views by members, Dr Krishna Kanchan, External Expert (Quality Management) expressed the idea that all the criterions should go gear to enhance the quality of education in the institution. Dr Melwin D'Souza, External Expert (Industry) opined that college should conduct more outreach and extension programme to strengthen the NAAC process.
- c. Mr Yogindra B., NAAC Coordinator told that the AQAR needs to reflect complete image of the college therefore an utmost care should be paid in writing and documenting for the NAAC.
5. Mr Jagadisha Holla K. in his Presidential Remark spoke about student progression and academic performance of both students as well as the faculty members. He said since it is the second year of new AQAR manual we need to take care in compilation of necessary details required by AQAR. He asked everyone to work in teams to complete the work on time.
6. The meeting was concluded with a vote of thanks proposed by Dr Victor Vaz E., IQAC Coordinator.

### Members present

Name	Designation	Signature
Mr K Jagadisha Holla	Chairperson	
Dr Victor Vaz E	Coordinator	
Mr Yogindra B	Member	
Mr B.Herald D'Souza	Member	
Mr Purushothama K.V.	Member	
Mr Nemichandra Gowda	Member	
Dr Gunakar S.	Member	
Mr Rocky G. Lobo	Member	
Dr Krishna Kanchan	External Expert (Quality Management)	
Dr Melwin D'Souza	External Expert (Industry)	

  
Dr Victor Vaz E  
IQAC Coordinator

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Mr K Jagadisha Holla  
Principal

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

2019-20

## Notice for the meeting

A meeting of the IQAC is convened on **29.02.2020** at 2.00 p.m. in Audio Visual Hall to discuss the following agenda.


Agenda:











1. Silent Prayer
2. Welcome Speech
3. Points of discussion
  - a) Review of the IQAC General Meeting held on 14 December 2019
  - b) Preparation of Tentative Academic Calendar for 2020-21
  - c) Department Documentation
  - d) Review of Criterion wise progress of work
  - e) Review of functioning of IQAC in 2019-20
  - f) Preparation of AQAR for the year 2019-20
  - g) Website designing and maintenance
  - h) Any other matter
4. Vote of thanks

Date: 18.02.2020

Place: Aikala

  
IQAC Director  
INTERNAL QUALITY ASSURANCE CELL  
POMPEI COLLEGE, AIKALA - 574 141

  
Principal  
POMPEI COLLEGE  
AIKALA POST - 574 141  
MANGALORE, D.K.

Name	Designation	Signature
Mr K Jagadisha Holla	Chairperson	
Dr Victor Vaz E	Coordinator	
Mr Yogindra B	Member	
Mr B.Herald D'Souza	Member	
Dr Purushothama K.V.	Member	
Mr Nemichandra Gowda	Member	
Dr Gunakar S.	Member	
Mr Rocky G. Lobo	Member	
Dr Krishna Kanchan	External Expert (Quality Management)	
Dr Melwin D'Souza	External Expert (Industry)	

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

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**2019-20**

## **Minutes of the Meeting**

Following are the minutes of the Meeting of IQAC held on **29.02.2020** at 4.00 p.m. in Audio Visual Hall.

1. Meeting commenced with silent prayer.
2. Dr Victor Vaz E. welcomed all the members
3. Points of discussion
  - a) IQAC Coordinator presented the minutes of the previous Meeting held on 14.12.2019 after reviewing the minutes it was approved.
  - b) It was decided to prepare tentative Academic Calendar for the year 2020-21 by the end of May 2020 to be incorporated in the College Calendar of 2020-21. As customary, the responsibility of preparing Academic Calendar was given to the Calendar Committee in consultation with IQAC to be placed before the Staff Council before finalizing.
  - c) Bearing in mind the changes made in the New NAAC Manual, it was decided that the format for the documentation in the department to be prepared accordingly and the responsibility of revising the department documentation was given to Mr Yogindra B. NAAC Coordinator, Dr Victor Vaz E. IQAC Coordinator and Dr Purushothama K.V., IQAC Member.
  - d) The IQAC will review the work done by the Criterion-wise committees.
  - e) While reviewing the work done by the IQAC during the 2019-20 members expressed satisfaction over the functioning of the IQAC, Dr Melwin D’Souza, External Expert (Industry) suggested in future the IQAC need to initiate a greater number of quality-enhancement initiatives. Mr Yogindra B. NAAC Coordinator


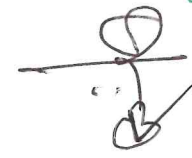






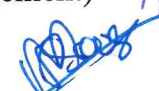
informed that the IQAC of the college has been actively contributing to the overall growth of the institution in the positive stride. Preparation of AQAR for the year 2019-20.

f) Dr Victor Vaz E IQAC Coordinator placed the outcomes of the half-yearly visit. He informed that all the departments have strictly adhered to the prepared teaching plans. Anomaly of any kind was not found. The work-diary submitted to the IQAC through the Principal is monitored by the HOD's in the effective implementation of the teaching plans.


g) Under any other matter while discussing it was informed that the design and the Website design and maintenance website is entrusted to Blueline Computers.

4. At the end of the meeting Dr Purushothama K.V., IQAC Member proposed Vote of thanks.

Members present:

Name	Designation	Signature
Mr K Jagadisha Holla	Chairperson	
Dr Victor Vaz E	Coordinator	
Mr Yogindra B	Member	
Mr B.Herald D'Souza	Member	
Dr Purushothama K.V.	Member	
Mr Nemichandra Gowda	Member	
Dr Gunakar S.	Member	
Mr Rocky G. Lobo	Member	
Dr Krishna Kanchan	External Expert (Quality Management)	
Dr Melwin D'Souza	External Expert (Industry)	

  
 Dr Victor Vaz E  
 IQAC Coordinator  
 INTERNAL QUALITY CELL  
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 Mr K Jagadisha Holla  
 Principal  
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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

2019-20

NOTICE

There will a meeting of the IQAC on **25.06.2020** at **2.00 p.m.** in Audio Visual Hall to discuss the following agenda.

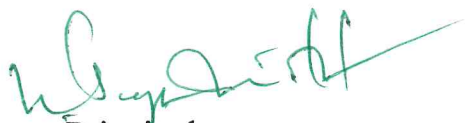
## Agenda:

1. Prayer
2. Welcome
3. Points of discussion
  - a) Minutes of the previous meeting conducted on 29.02.2020
  - b) Follow up of the last meeting's resolutions
  - c) Current status and perspective plan for the development of the college
  - d) AQAR submission status
  - e) Any other matter
4. Vote of thanks

Date: 18.06.2020

Place: Aikala

  
IQAC Director  
INTERNAL QUALITY ASSURANCE CELL  
POMPEI COLLEGE, AIKALA - 574 141

  
Principal  
POMPEI COLLEGE  
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MANGALORE, D.K.

Name	Designation	Signature
Mr K Jagadisha Holla	Chairperson	
Dr Victor Vaz E	Coordinator	
Mr Yogindra B	Member	
Mr B.Herald D'Souza	Member	
Dr Purushothama K.V.	Member	
Mr Nemichandra Gowda	Member	
Dr Gunakar S.	Member	
Mr Rocky G. Lobo	Member	
Dr Krishna Kanchan	External Expert (Quality Management)	
Dr Melwin D'Souza	External Expert (Industry)	



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)











2019-20

### Minutes of the meeting

Proceedings of the meeting of the Internal Quality Assurance Cell (IQAC) held on **25.06.2020** at 2.00 p.m. in Audio-Visual Hall of the College

A Meeting of Internal Quality Assurance Cell of the College was held in the Audio-Visual Hall of the College on 25.06.2020 at 2.00 p.m. under the Chairmanship of Mr Jagadisha Holla K., Principal of Pompei College Aikala.

Members Present:

Mr K JagadishaHolla	Chairman	
Dr Victor Vaz E	Member Secretary	
Mr Yogindra B	Member	
Mr B.Herald D'Souza	Member	
Dr Purushothama K.V.	Member	
Mr NemichandraGowda	Member	
Dr Gunakar S.	Member	
Mr Rocky G. Lobo	Member	
Dr Krishna Kanchan	Member	
Dr Melwin D'Souza	Member	

At the beginning of the meeting the Chairman of the meeting initiated a **silent prayer**.

Dr Victor Vaz E, Director, Internal Quality Assurance Cell **welcomed** Mr K Jagadisha Holla, the Principal and Chairmen of Internal Quality Assurance Cell, and all the honourable members of the Internal Quality Assurance Cell to the meeting.

Next, as scheduled in the agenda, **the points of discussion** were taken up for discussions with the permission of the Chair.

**Points of discussion a):** The director of Internal Quality Assurance Cell, Victor Vaz E presented the minutes of the previous IQAC meeting held on 29.02.2020 and the house unanimously ratified the minutes of the meeting.

**Points of discussion b):** Follow up of the last meeting's resolutions

**Points of discussion c):** Under current status and perspective plan for the development of the college agenda it was resolved to give face lift to the campus by laying a garden adjacent to Principal's chamber, extension of the parking space, develop a waste water management plan and use the available water to grow coconut trees, a separate space in the canteen for the staff, strengthen solid waste management facility

**Points of discussion d):** AQAR submission status: it was briefed to the house that the Annual Quality Assurance Report of 2018-19 is submitted in the new format. All the criterion heads are informed to collect documents pertaining to their criteria in new format.

**Points of discussion e):** Any other matter

It was emphasized to have memorandum of understanding with institutions, organizations and industries that we are already associated with and to find out new avenues to have memorandum of understanding or collaboration that would benefit our stakeholders.

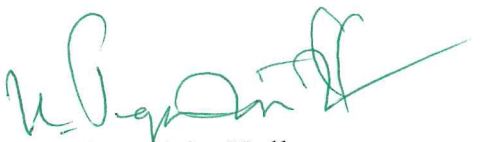
It was decided to strengthen the alumni association and to start the process of registering it with the competent body.

It was decided to arrange felicitation programme for both Mr Herald D'Souza, HOD of Commerce who would reach superannuation on 31.08.2020 after serving the institution for 33 years and Mr K. Jagadisha Holla, Principal, who would reach the superannuation on 31.08.2020 after serving the institution for 36 years.

The president of the programme, Mr K. Jagadisha Holla, Principal, made presidential remarks.

Mr Yogindra B. NAAC Coordinator proposed vote of thanks

  
Dr Victor Vaz E  
IQAC Coordinator  
INTERNAL QUALITY ASSURANCE CELL  
POMPEI COLLEGE, AIKALA - 574 141

  
Mr K Jagadisha Holla  
Principal  
POMPEI COLLEGE  
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**INTERNAL QUALITY ASSURANCE CELL(IQAC)**

2019-20

## The Action Taken Report on Minutes of the Meeting Held on 29.06.2019.

S.No	Minutes of the meeting	Action Taken
1.	4. c After discussion it was decided to instruct all the departments, clubs, cells and associations to provide the inputs required for AQAR 2018-19 by the end of Sept. 2019 to smoothly upload AQAR on time. It was also decided that each criterion should conduct meeting of their criterion to read and discuss AQAR Criteria question wise.	4. c. The inputs required for AQAR 2018-19 was provided by the departments, clubs, cells and associations. Each criterion conducted meetings to discuss AQAR Criteria question wise.
2	4. f. After discussion it was decided to conduct Induction programme both for teaching and administrative staff and also the first-year UG and PG students at the beginning of the first year, Staff Enrichment Programme, Library orientation, goal setting for new entrants. Dates would be decided later in consultation with Principal. Visits to the departments will be conducted in the first week of July.  • It is Resolved to inaugurate the Student Welfare Council, conduct Freshers Day and celebrate Founder's Day by Student Welfare Council.  • To organize the AGM's of Parent Teacher and Alumni Association.  • Resolved to organize health awareness programmes, 'Swatchh Bharath' and Resolved cleanliness drives.	4 f. •Conducted Induction Programme for first year degree students on 17.06.2019 and for PG students on 15.07.2019. •Conducted Induction Programme for teaching and administrative staff on 31.07.2019 •Conducted Staff Enrichment Programme on 'The Role of Academic Institution in the Growth of Students of Higher Education' on 15.06.2019. •Conducted an Inter Institutional Faculty Development Programme in association with St Mary's College, Shirva on 28.01.2020 •The Librarian gave orientation to the students on 18.06.2019 •Conducted goal seeking programme for the new entrants on 31.08.2019 •IQAC Director, NAAC Coordinator, IQAC Coordinator and the documentation officer visited the departments on 03.07.2019 and 04.07.2019 to discuss the plan of action for the semester and the academic year.  •Inaugurated the Student Welfare Council and conducted Freshers Day and Founder's Day for UG students on 27.07.2019 and for PG students on 16.08.2019.  •Organized the AGMs of Parent Teacher Association on 27.08.2019 and Alumni Association on 29.09.2019

<ul style="list-style-type: none"> <li>• Decided to Celebrate Kargil Day, Independence Day and Gandhi Jayanthi.</li> <li>• Resolved to conduct Vanamahotsava, nature awareness monsoon walk and trekking expeditions.</li> <li>• It was resolved to organize a Guest Lectures, Industrial Visit, 'PAN Card' Mela, Socio-economic survey, visit to Waste Management Plant, visit to Museum, visit to old age home and life skill programmes</li> </ul>	<ul style="list-style-type: none"> <li>• International Yoga Day was organized on 21.06.2019</li> <li>• Conducted a health Awareness education programme on Dengue and Malaria on 17.08.2019</li> <li>• Conducted blood donation camp on 29.08.2019</li> <li>• Conducted a two km. Jatha, formed a human chain and an awareness talk on Dengue and Malaria on 07.09.2019</li> <li>• Arranged a programme to create an awareness on the health hazards of tobacco consumption by administering a pledge and a documentary on health and tobacco was watched on 24.09.2019</li> <li>• Conducted an awareness programme on Drug addiction on 30.09.2019</li> <li>• An AIDS awareness programme was conducted on 22.02.2020</li> <li>• 'Swatchh Bharath Abhiyan' on 02.10.2019 and Resolved cleanliness drives.</li> <li>• Celebrated Kargil Day on 26.07.2019, Independence Day on 15.08.019 and Gandhi Jayanthi on 02.10.2019</li> <li>• Organized Vanamahotsava on 7.07.2019 <ul style="list-style-type: none"> <li>• Conducted nature awareness monsoon walk of around 15kms to Konajekallu, near Moodubidri and carried on the cleaning work on 21.7.2019</li> </ul> </li> <li>• Three days trekking expedition to Mandalapatti near Madikeri from 28th December to 30 December 2019 in association with Karnataka Forest Department, Somavarapete Forest Range.</li> <li>• Guest Lecture on 'Importance of Coastal and Marine Policy Issues of India and Other South Asian Countries' by Commerce Association for the final year B.Com. and M.Com. students on 30.08.2019</li> <li>• Conducted 'PAN Card' Mela for the Final Year and B.Com. students on 02.09 to 05.09.2019.</li> <li>• Organized an Industrial visit to Udaya Aluminium Industries, Manipal Media Network Limited, Museum of Anatomy and Pathology on 16.10.2019.</li> <li>• An orientation talk was conducted on 'The Job Opportunities in LIC and How to</li> </ul>
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<ul style="list-style-type: none"> <li>•Decided to organize Press Day</li> <li>•Decided to conduct various programmes to enrich gender equity, organize orientation programmes for women.</li> <li>•Resolved to conducted an orientation programme for NSS Volunteers, inaugurate regular activities of NSS, Youth Red Cross and Red Ribbon units.</li> <li>•Agreed to arrange one day programme of planting of paddy saplings</li> <li>•Resolved to conduct a Kite making competition on national integration.</li> <li>•Resolved to celebrate NSS Day</li> </ul>	<p>prepare to Qualify for the Job in LIC' for the final year B.Com. students 04.01.2020</p> <ul style="list-style-type: none"> <li>• An orientation about CPBFI (Certificate Programme in Banking, Finance &amp; Insurance) programme was conducted on 06.09.2019</li> <li>• A Guest Lecture on 'Banking System in India' was organized for the first year B.Com. students on 17.01.2020</li> <li>•Conducted Socio-economic survey at Lingapayya Kadu, residential colony, Mulki on 04. 02.2020</li> <li>• An Industrial Visit for the final year B. Com students was arranged on 17.02.2020.</li> <li>• Press Day was organized on 09.07.2019.</li> <li>• Organized inauguration programme and held an Orientation Programme on 'Women Empowerment' on 24.07.2019.</li> <li>• An orientation programme was arranged for women students on 'Gender Sensitization' by Women's Cell on 31.01.2020.</li> <li>• Conducted Mehandi competition on 08.01.2020, Saree Wearing, Hair-style 17.01.2020 and Collage competitions 02.03.2020 by Women's Cell</li> <li>• Women's Day was celebrated by Women's Cell on 07.03.2020.</li> <li>• Conducted an orientation programme for NSS Volunteers on 29.06.2019.</li> <li>• Inaugurated regular activities for the year 2019-20 of NSS, Youth Red Cross and Red Ribbon units in the auditorium of the college on 06.07.2019.</li> <li>• Arranged one day outreach programme of planting of paddy saplings at Mr Ravindra Shetty's paddy field in Kadandale and briefing on paddy cultivation and animal husbandry by MrSucharitha Shetty, Vice President, D.K.M.F, Mangalore and MrLeeladhar, Vice President, Paladka Grama Panchayath was arranged to the NSS and YRC volunteers on 14.07.2019.</li> <li>• Arranged a Kite making competition on 12.09.2019 by NSS and YRC on the topic national integration to promote National Integration, Patriotism and Communal Harmony.</li> </ul>
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		<ul style="list-style-type: none"> <li>• Celebrated NSS Day 21.09.2019 by hoisting NSS flag in the college grounds, arranged a fellowship meal in the afternoon, formal programme, on the special occasion felicitated Mr Michel Pinto, former Librarian of Pompei College Aikala and Ln Shambhavi Shetty, Former President of Lions Club Kinnigoli followed by a cultural show by the volunteers was arranged.</li> </ul>
3	4. g. Dr Gunakar S., Examination Committee Coordinator briefed about the decision to hold two Internal examinations and a re-examination for those who absent for the internal examination with genuine reason in a semester. He also stated that the University Examination would be conducted as per the guidelines of the University. After discussion it was decided to notify the timetable of the internal and reexamination effecting changes necessary after consulting the Principal.	<p>Conducted first internal assessment examination from 06.08.2019 to 08.08.2019</p> <p>Second Internal Assessment Examination from 14.09.2019 to 18.09.2019</p> <p>Re examination for the absentees for internal examination from 23.09.2019 to 26.09.2019</p>
4	4. h. ii. Mr Rocky G. Lobo, Manager, College office suggested to conduct a farewell programme for Mr Michael Pinto, Librarian on his reaching of superannuation on 31.07.2020. It was decided to conduct the programme involving all the stakeholders on the same day of his superannuation. It was also decided that the planning of the programme will be decided in the meetings of staff association and in student council.	Conducted farewell programme for Mr Michael Pinto, Librarian on his reaching of superannuation on 31.07.2020.

  
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 Principal  
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# POMPEI COLLEGE AIKALA

Aikala Post, Mangalore, Karnataka – 574 141

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INTERNAL QUALITY ASSURANCE CELL(IQAC)

2019-20

## Action Taken Report on Minutes of the Meeting Held on 14.12.2019

Sl. No.	Minutes of the meeting	Action Taken
1	4. a. Dr Purushothama K.V. coordinator of Criterion -I made a presentation on the key aspects of Criterion, followed by a discussion regarding feedback on curriculum and suggested that the teaching faculty of the college should participate in the workshops concerning Syllabus revision.	As discussed in the meeting feedback of all the stakeholders is taken and analysed. The teaching faculty of the college is encouraged to participate in the workshops concerning Syllabus.
2	II. Criterion II: Dr Vishwith Shetty, coordinator of the criterion deliberated on question answer sessions, internal examination, class tests and the identification of the slow learners and advanced learners.	As deliberated in the meeting teachers engage in question answer sessions before they begin that day's class, internal examinations, class tests and the identification of the slow learners and advanced learners was done on institutional level and at individual teacher's level.
3	III. Criterion III: The coordinator of the Criterion III Dr Gunakara S. felt that there is a need to focus on Research papers, Research publication in the Refereed journals and Minor and Major research projects.	Teachers were asked in the staff meeting to publish Research papers in the Refereed journals and told to look for various avenues of Minor and Major research projects.
4	IV. Criterion IV: Mr James Oliver, the coordinator of the Criterion informed about ICT enabled classrooms and smart boards. He also opined that subscription of e-journal is too expensive and suggested all the staff and students to make use of inflib.net.	Teachers are informed and encouraged to adopt to ICT enabled classrooms and smart board. inflib.net is functional for the use
5.	V. Criterion V: Mr Nemichandra Gowda, Coordinator of criterion advised that all the criteria coordinators arrange meetings and take steps towards the finalization of AQAR centralized record system, Academic and Administrative Audit, student progression.	As advised all the criteria coordinators conducted meetings of their criterion and provided information to the finalization of AQAR centralized record system, Academic and Administrative Audit were conducted by the IQAC, student progression was also recorded.

6.	VI. Criterion VI: Mr Herald D'Souza discussed about the timeline for uploading the minutes of IQAC	The timeline of plan of action and the work action taken report is prepared to be submitted.
7.	VII. Criterion VII: Dr S.A. Manjunath, Coordinator of criterion informed about waste management system and eco-friendly initiatives.	As per the suggestions made by Dr S.A. Manjunath, the waste management system and eco-friendly initiatives were strengthened.
8.	b. Under the agenda views by members, Dr Krishna Kanchan, External Expert (Quality Management) expressed the idea that all the criterions should go gear to enhance the quality of education in the institution. Dr Melwin D'Souza, External Expert (Industry) opined that college should conduct more outreach and extension programme to strengthen the NAAC process.	As expressed by the external members criterions have strengthened to enhance the quality of education in the institution and qualitative number of outreach and extension programmes were conducted throughout the academic year. to strengthen the NAAC process.

  
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INTERNAL QUALITY ASSURANCE CELL(IQAC)

2019-20

## Action Taken Report on Minutes of the Meeting Held on 29.02.2020

Sl. No	Minutes of the meeting	Action Taken
1	3. b) It was decided to prepare tentative Academic Calendar for the year 2020-21 by the end of May 2020 to be incorporated in the College Calendar of 2020-21. As customary, the responsibility of preparing Academic Calendar was given to the Calendar Committee in consultation with IQAC to be placed before the Staff Council before finalizing.	Tentative Academic Calendar for the year 2020-21 could not be prepared by the end of May 2020 due to raging effects of Pandemic caused by Corona Virus. It was prepared by December 2020 to be incorporated in the College Calendar of 2020-21. After approval by IQAC and Staff Council the academic calendar for the year 2020-21 was accepted and got finalized.
2	c) Bearing in mind the changes made in the New NAAC Manual, it was decided that the format for the documentation in the department to be prepared accordingly and the responsibility of revising the department documentation was given to MrYogindra B. NAAC Coordinator, Dr Victor Vaz E. IQAC Coordinator and Dr Purushothama K.V., IQAC Member.	Bearing in mind the changes made in the New NAAC Manual the format for the documentation in the department was prepared accordingly byrevising certain aspects by MrYogindra B. NAAC Coordinator, Dr Victor Vaz E. IQAC Coordinator and Dr Purushothama K.V., IQAC Member and was duly circulated.
3	d) The IQAC will review the work done by the Criterion-wise committees	The IQAC reviewed the work done by the Criterion-wise committees in October 2020.
4	e) While reviewing the work done by the IQAC during the 2019-20 members expressed satisfaction over the functioning of the IQAC, Dr Melwin D'Souza, External Expert (Industry) suggested in future the IQAC need to initiate a greater number of quality-enhancement initiatives. MrYogindra B. NAAC Coordinator informed that the IQAC of the college has been actively contributing to the overall growth of the institution in the positive stride.	The suggestion made by Dr MelwinD'Souza, External Expert (Industry) is borne in mind in preparing plan of action for the year 2020-21 to initiate a greater number of quality-enhancement initiatives.

  
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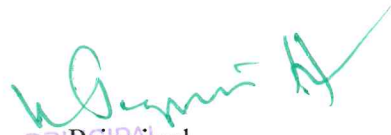
2019-20

## Action Taken Report on Minutes of the Meeting Held on 25.06.2020

Sl. No	Minutes of the meeting	Action Taken
1	Points of discussion c): Under current status and perspective plan for the development of the college agenda it was resolved to give face lift to the campus by laying a garden adjacent to Principal's chamber, extension of the parking space, develop a waste water management plan and use the available water to grow coconut trees, a separate space in the canteen for the staff, strengthen solid waste management facility	<p>As discussed under current status and perspective plan for the development of the college agenda a face lift was given to the campus by laying a garden adjacent to Principal's chamber.</p> <p>An extension of the parking space was carried on to shelter both two-wheeler and four-wheeler vehicles.</p> <p>A waste water management plan is executed by using the available waste water to grow coconut saplings by laying pipes. 5 number of coconut saplings were planted in the college campus.</p> <p>A separate space in the canteen for the staff is planned but it is not executed due to the prevailing Covid situation.</p> <p>Solid waste management facility is strengthened with the assistance of Lions Club Kinnigoli in laying new large bins.</p>
2	Points of discussion d): AQAR submission status: it was briefed to the house that the Annual Quality Assurance Report of 2018-19 is submitted in the new format. All the criterion heads are informed to collect documents pertaining to their criteria in new format.	All the criterion heads have documented information in the new criteria format.
3	Points of discussion e): Any other matter i. It was emphasized to have memorandum of understanding with institutions, organizations and industries that we are already associated with and to find out new avenues to have memorandum of understanding or collaboration that would benefit our stakeholders.	Efforts are being carried on to have memorandum of understanding with institutions, organizations and industries that we are already associated with and to find out new avenues to have memorandum of understanding or collaboration that would benefit our stakeholders.

4	<p>ii. It was decided to strengthen the alumni association and to start the process of registering it with the competent body.</p>	<p>Strengthening of the alumni association and registering it with the competent body is still being worked out.</p>
5	<p>Points of discussion e): Any other matter  iii. It was decided to arrange felicitation programme for both Mr Herald D'Souza, HOD of Commerce who would reach superannuation on 31.08.2020 after serving the institution for 33 years and Mr K. Jagadisha Holla, Principal, who would reach the superannuation on 31.08.2020 after serving the institution for 36 years.</p>	<p>As decided felicitation programmes were arranged for both Mr Herald D'Souza, HOD of Commerce who attained superannuation on 31.08.2020 after serving the institution for 33 years on the same day of his superannuation and Mr K. Jagadisha Holla, Principal, who attained the superannuation on 31.08.2020 after serving the institution for 36 years on the same day of his reaching of superannuation.</p>

  
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