



ST. TERESA'S COLLEGE, ERNAKULAM (Autonomous)

College with Potential for Excellence
Re- Accredited by NAAC in th e 4th cycle with grade A++

Minutes of the IQAC Meeting dated 17 March 2022

The IQAC team and the other members of the audit committee met on 17 March 2022 at 10 a.m. in the IQAC room for discussing the internal audit scheduled for the departments. The following members attended the meeting.

Dr. Sajimol Augustine M. (Senior Administrator)
Dr. Beena Job (Dean of Self-financing departments)
Dr. Kala M. S. (IQAC Coordinator)
Dr. Usha Nair (Paramarsh Coordinator)
Dr. Ushamani M. (IQAC joint Coordinator)
Dr. Mary Liya C. A. (IQAC joint Coordinator)
Dr. Saumya Baby (IQAC Student wing Coordinator)
Ms. Devika K. R. (IQAC Office Assistant)

The following agenda was discussed in detail and the decisions made in the meeting are listed below.

- It is decided to conduct the Internal Audit for the academic year 2020-21 along with the Management Visit scheduled on 24th and 26th of March 2022.
- Two teams were constituted for conducting the audit in regular and self-financing departments. The team members for the visit to regular departments include Dr. Sajimol Augustine, Dr. Kala M. S., Dr. Mary Liya C. A. and Ms. Devika K. R. and that to self-financing departments comprised of Dr. Beena Job, Dr. Usha Nair, Dr. Ushamani M. and Dr. Saumya Baby.
- The time slot for the visit to each department is to be prepared and sent to the departments in advance.
- The list of documents to be audited was discussed further. It was decided to intimate the departments about the documents which will be verified by the audit team. The files and registers given by the IQAC needed to be up-to-date and it is to be sealed by the audit team during the visit.
- A checklist for all the documents in line with the AQAR requirements is to be made.







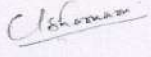
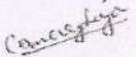
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- It is decided to evaluate the performance of the departments subjected to their documentation, proofs, files and registers produced and give marks for their performance based on NAAC Criteria.
- Prior to the audit, the Academic and Administrative Audit Proforma filled by the departments is to be checked.

Read and approved by:

1. Dr. Sajimol Augustine M., Senior Administrator, St. Teresa's College, Ernakulam 
2. Dr. Beena Job, Dean of Self-financing departments, St. Teresa's College, Ernakulam 
3. Dr. Kala M.S., IQAC Coordinator, St. Teresa's College, Ernakulam 
4. Dr. Usha Nair, Paramarsh Coordinator, St. Teresa's College, Ernakulam 
5. Dr. Ushamani M., IQAC joint Coordinator, St. Teresa's College, Ernakulam 
6. Dr. Mary Liya C.A., IQAC joint Coordinator, St. Teresa's College, Ernakulam 
7. Dr. Saumya Baby, IQAC Student wing Coordinator, St. Teresa's College, Ernakulam 