

**St. Vincent Pallotti College, Raipur**  
**2023-24**  
**IQAC MEETING**

**Date :** 25/09/2023  
**Venue:** AV Room  
**Time:** 1:30 P.M.

**Agenda:**

1. Planning and execution procedure of FDP
2. Discussion on theme and subthemes.
3. Discussion on Topics of FDP.
4. Finalizing Resource persons.
5. Budget and financial arrangements.
6. Discussion of teaching plans and methods for students.
7. Planning and Implementation of Certificate Courses

**MINUTES OF THE MEETING**

IQAC Coordinator welcomed all the members to the meeting and briefed about the agenda.

Minutes of the previous IQAC meeting were read and confirmed.

The IQAC Coordinator announced that the proposal for another Faculty Development Program for teachers and skill enhancement programs for students. Sponsorship for the event has been approved.

After a detailed discussion, members agreed on the theme of the FDP as 'The Use of AI in teaching learning and CO PO attainment calculation'. The team also discussed the duration and structure of each session. It was decided to have a mix of keynote addresses and hands-on workshops.

To ensure proper decentralization of tasks, various committees were formed, and responsibilities were assigned to staff members.

The names of the resource persons were reviewed and discussed. Other logistical aspects were discussed and finalized. An estimated budget was prepared, and responsibilities were allocated to IQAC members accordingly.

The Director and other members reviewed the teaching plans and methods for the on-going classes. They also went over the policies for the current academic session with external committee members, and the Co-ordinator made a note of their feedback.

IQAC Coordinator presented an overview of the Certificate Courses currently offered by the institution, including enrolment statistics, feedback from participants, and overall outcomes. Members Shared suggestions for incorporating interdisciplinary courses and leveraging available expertise within departments.

The meeting concluded with a review of the key action points and responsibilities assigned to each member.

IQAC coordinator extended thanks to all the members and concluded the meeting.

**Members Present:**

Chairperson - Dr. Kuldeep Dubey (Principal)



**Members-**

1. Fr. Amit Tirkey (Director)



2. Dr. G. Padma Gouri (Vice Principal)



3. Mr. Vaibhav Shrivastava (HOD, Department of Commerce)



4. Mrs. Gayatri Iyengar (HOD, Department of Education)



5. Dr. Prachi Singh (HOD, Department of Management)

6. Mrs. Yashwee Lonkar (Asst. Professor, Department of Education)



7. Dr. Sunita Pawar (Librarian)



8. Mr. Tiharulal Dadsena (Administrative staff)



IQAC Coordinator- -Mrs. Pooja Rathi, HOD, Department of Computer Science

