

MINUTES OF THE IQAC MEETING HELD ON 28th September 2020

A meeting of the Internal Quality Assurance Cell was held on 28th September 2020 at 12:45 pm in the Seminar Hall. The Acting Principal, Dr. Helic Barretto chaired the meeting and welcomed all the members of the IQAC. The following points on the agenda were discussed:

1. Plan of activities to be organised during the Academic Year 2020-21.
 - The Acting Principal requested the IQAC members to plan the activities for the year keeping in mind the current scenario. He also said that this should be the norm while organising the FDPs.
 - A Faculty Development Program on Career Advancement Scheme to be organised for the staff. It was suggested that Principal Parvez Shaikh could be invited to conduct the online sessions of two half days.
2. AQAR 2018-19 and 2019-20
 - The IQAC Coordinator informed the members that the AQAR of 2018-19 was almost completed and the data of 2019-20 was in the process of being collected
3. Suggestions of the Academic and Administrative Audit
 - The IQAC coordinator informed the IQAC members that a Departmental Quality Assurance Cell had to be instituted as per the recommendations of the Academic and Administrative Audit.
 - The policy documents of all cells and committees have to be drawn up and the Heads of Departments should meet the members of their respective departments regularly.
 - The IQAC Coordinator suggested that the Alumni Association and the Career Guidance and Placement Cell should be strengthened as these are the two areas that the college needs to work on.
4. Formation of the DQAC

The IQAC Coordinator informed that the DQAC meeting would be held on the following Saturday where the DQAC would be formally installed. The Administrator suggested that the HODs should be given the recommendations and need to work on the same.
5. AOB
 - The IQAC Coordinator said that the certificate courses should be minimum 30 hours.
 - The Admission Committee should have meetings as per the audit recommendations and the minutes of the committee should be regularly recorded.
 - The Administrator informed that he had applied to the Government for funds for the installation of the solar panels but the reply from the government was not forthcoming.
 - It was suggested that as the students were having online classes due to COVID-19, no class teachers would be appointed and that the mentors would monitor the progress and attendance of their mentees

- As per recommendations of the Academic and Administrative Audit, the mentors would be appointed for a period of 3 years in the ratio of 1:20.
- Teaching plans would be uploaded on the website or sent to the student son Google Classroom.

Report Submitted by: Assoc. Prof. Priya Carvalho e Viegas

<ul style="list-style-type: none"> • ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 28th September 2020 		
Agenda Item No.	Resolution	Action Taken
1.	A Faculty Development Program on Career Advancement Scheme	An FDP on the Career Guidance Scheme was organized on 23rd of December, 2022
2.	Formation of a Departmental Quality Assurance Cell (DQAC)	The DQAC was formed comprising of Heads of Department
3	Policy Documents	Policy documents of various cells and committees were framed
4.	Installation of Solar panels	Solar panels of 10 kilowatt were installed and are operational
5.	Mentorship ratio to be reduced	The Mentor:Mentee ratio was reduced to 1:20 for the academic year 2020-2021
6.	Teaching plans to be uploaded on the college website	Teaching plans were uploaded on the college website as well as on the DHE MIS

MINUTES OF THE IQAC MEETING HELD ON 3rd October 2020

A meeting of the Internal Quality Assurance Cell was held with the Criterion Heads on 3rd October 2020 at 1:00 pm in the Seminar Hall. The Acting Principal, Dr. Helic Barretto chaired the meeting and welcomed all the Criterion Heads. The meeting began with a short prayer by Vice Principal Fr Jeronimo D' Silva. The following points on the agenda were discussed:

1. Plan of activities to be organised during the Academic Year 2020-21.
 - The IQAC Coordinator informed the Criterion Heads that as per the Academic and Administrative Audit suggestions, many of the activities already organised in the college did not qualify for points according to the NAAC criteria. For example, the certificate courses have to be conducted by internal resource persons. In view of this the tentative plans submitted by the departments, cells and committees need to be changed. The state-level seminars too have not much value and therefore National and International seminars/webinars need to be organised.
 - The Acting Principal informed that whatever activities had been done till date would remain on record however new activities have to be organised according to NAAC Criteria.
 - The Vice Principal suggested that collaborations need to be increased and MOUs need to be revived. To this suggestion the Acting Principal said that MOUs should be signed at the departmental level with the industry and other institutions.
2. Collection of matter for the AQAR 2018-19 and 2019-20
 - The target date to submit the information of each criteria of 2018-19 was end November. The Acting Principal said that whatever data was required by the criterion heads would be made available.
 - The Vice Principal suggested that an email address could be made so that all the reports would be sent to one destination.
3. Suggestions of the Academic and Administrative Audit
 - The Acting Principal told the Heads of Department and the Criterion Heads to go through the suggestion of the Academic Audit and to implement the changes required.
 - The suggestions with regard to the Administrative Audit should be handed over to the office.
4. AOBs
 - The Vice Principal said that NAAC might change its manual due to the pandemic year.
 - Assoc. Prof. Anna Rodrigues suggested that one day should be set aside for mentorship so that the mentors could have quality time with their mentees.
 - The IQAC Coordinator suggested that new *best practices* need to be adopted.
 - Asst. Prof. Lorraine Gomes suggested that the mentorship files should be replaced and to feed the required matter on the college MIS.

- The IQAC Coordinator said that as an environment friendly practice the college should go paperless and that solar panels should be installed.
- Assoc. Prof. Audrey Fernandes suggested that certain schemes could be put in place for the students in view of the pandemic so that they would be helped with the online classes and other psychological problems. The Acting Principal said that the fees could not be reduced but the student could be given the facility of paying in instalments. The students could also be helped by giving them scholarships, mobile phones and laptops.

The meeting ended at 2pm

Report Submitted by: Assoc. Prof. Priya Carvalho e Viegas

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 3rd October 2020		
Agenda Item No.	Resolution	Action Taken
1.	Certificate courses to be organized by departmental faculty	The departments were instructed to organize new certificate courses t
2.	MOUs to be signed at the departmental level	MOUs were signed with <i>Calleo Distribution Technologies Pvt. Ltd.</i> , <i>Bajaj Finserv</i> and <i>Manipal Institute of Computer Education</i>
3	New <i>best practices</i> need to be adopted	The best practices adopted by the institution were changed
4	Solar panels to be installed	Solar panels of 10 kilowatt were installed and are operational
5	Mobile phones/laptops to be distributed	3 mobile phones were distributed to the needy students

MINUTES OF THE IQAC MEETING HELD ON 6th October 2020

A meeting of the Internal Quality Assurance Cell with the DQAC was held on 6th October 2020 at 12:45 pm in the Seminar Hall. The following points on the agenda were discussed:

1. Plan of activities for the year

- The Acting Principal, Associate Prof. Helic Barretto, said that the activities and events to be planned for the year should be in line with requirements of NAAC. Talks should not be conducted but instead should be replaced by webinars as state level events are not accepted. He also said that the tentative plans can be revised to include national level activities.
- Certificate courses should be conducted with resource persons from within the college and should be of minimum 15 hours and maximum 60 hours duration. 25% of the lectures can be engaged by external faculty, while 75% of the lectures should be by internal faculty. He also suggested that the Departments can sign MOUs to conduct these certificate courses. He said that there was no minimum requirement of students to conduct the course but 15 to 50 is desirable.
- Remedial classes for slow and advanced learners should be held and the departments should have a policy to identify slow and advanced learners . A follow up should be conducted at the end of the year.
- The Acting Principal said that each department must have a plan for research and quality research papers should be published in UGC recognised journals. The target should be at least one paper per person per year. He also encouraged the staff to register for PhD.

2. Suggestions of the Academic and Administrative Audit

- The IQAC Coordinator Assoc. Prof. Priya Viegas suggested that another requirement is curriculum feedback and that each subject teacher has to get this by November end. Also, a feedback from the employers and parents should be obtained. The Acting Principal suggested that the IQAC can form a committee to create a feedback form and give to the departments.
- When the departments or cells organise events, the records have to be maintained and a soft copy of all the documents should be submitted to the systems administrator. It was also suggested that a folder called IQAC should be used to upload the soft copies on the college server. Assoc. Prof. Anna Rodrigues suggested emailing the documents which was seconded by the Vice-Principal Fr. Jeronimo D'Silva. The Acting Principal said that he will confirm the same with the systems

administrator. All departmental photos should be geo-tagged and all supporting documents should be submitted.

- Associate Prof. Priya Viegas suggested that all suggestions mentioned in the AAA should be considered and fulfilled. Syllabus, learning and program outcomes should be submitted by the Departments and should be uploaded on the website.
- Fr. Jeronimo said that research shows the dynamism of the institution and therefore inter-disciplinary papers can be published and it is never too late to do a PhD.

3. Formation of the DQAC

- Associate Prof. Smita Naik Fernandes suggested that the functions of the DQAC and the Composition has to be specified. To this the Acting Principal replied that the heads of department will form the DQAC.

4. A.O.B.

- Policy documents for activities conducted by the M.Com. department have to be framed and all feedbacks should be collected online through Google Forms.
- Feedback can be taken by every teacher through Google Classroom, however, the Acting Principal said that it is not feasible as secrecy will not be maintained and a special committee will handle the collection of feedback.
- A policy on the ban of plastic is the need of the hour and an environment friendly campus should be a new norm.

The meeting ended at 1:45 p.m.

Report Submitted by: Assoc. Prof. Priya Carvalho e Viegas

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 6th October 2020		
Agenda Item No.	Resolution	Action Taken
1.	Feedback from stakeholders to be obtained	Feed back from students, teachers, employers, parents and alumni were obtained
2.	Formation of the DQAC	The DQAC was formed comprising of Heads of Department

MINUTES OF THE IQAC MEETING HELD ON 6th April 2021

A meeting of the Internal Quality Assurance Cell with the DQAC was held on 6th April, 2021 at 1:00 pm in the Seminar Hall. The Acting Principal, Dr. Helic Barretto welcomed all the members of the DQAC. The following points on the agenda were discussed:

1. NAAC and Preparation of SSR

- In preparation for the NAAC visit it was required that the departments should meet at least once a month.
- The DQAC should coordinate and cooperate with the IQAC with regards to the activities done by the departments. Departments who have not conducted activities need to do so soon and replace those which are not conducted due to COVID-19 restrictions. The Acting Principal informed that the preparation for the SSR had already started and that a lot of data was required. In view of this he asked the departments to cooperate. He said that the MTS, Michael was in charge of the files however, an application was needed to access files. To this Associate Prof. Smita Naik suggested keeping a register as it will save time.
- The Acting Principal informed that the NAAC visit is due in Feb 2022 and SSR has to be ready to meet the deadline of 6 months prior.

2. Documentation and Maintenance of Departmental Records

- The Acting Principal said that the Departmental records should be maintained systematically i.e., notice, report, photos, bills etc. and submitted. The IQAC Coordinator requested the departmental heads to scan and upload the same on the college server. A soft copy of the activities should be kept and given to Pratiksha at the end of the year. The older data should be scanned and uploaded.

3. Conduct of Regular Departmental Meetings

- The departments were requested to conduct regular departmental meetings and to meet at least once a month. The photos of the activities of the department should be geo-tagged.

4. Certificate Courses to be Conducted by Departments

- The Acting Principal said that not many certificate courses had been conducted. Except for one certificate course by Psychology Department, BBA(2), BBA(T&T) and M. Com. Department (2). The H.O.D of BCA Department informed that a course was planned during the summer vacation by the department.
- The Acting Principal said that the certificate courses need to have a proper syllabus with credits assigned and can be held in collaboration with MoU partners.

5. Research Papers and Publications

- The Acting Principal encouraged the teachers to submit research papers to UGC recognised journals.

6. A.O.B.

Nil.

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 6th April 2021		
Agenda Item No.	Resolution	Action Taken
1.	Documentation and Maintenance of Departmental Records	The required documents were uploaded by all the departments, cells and committees on the college server as well as in files
2.	Certificate Courses to be Conducted by Departments	Certificate courses were planned by the departments

MINUTES OF THE IQAC MEETING HELD ON 9th April 2021

A meeting of the Internal Quality Assurance Cell was held on 9th April 2021 at 1:00 pm in the Seminar Hall. The Acting Principal, Dr. Helic Barretto chaired the meeting and welcomed all the members of the IQAC. The following points on the agenda were discussed:

1. NAAC preparation
 - The Acting Principal appointed Asst. Prof. Muriel Barros as the coordinator of the Steering Committee and requested all the members to cooperate with the coordinator for the smooth preparation of the SSR. He informed the IQAC members that two AQARs were already uploaded and that three AQARs of 2018-19, 2019-20, and 2020-21, had still to be uploaded. He said that the SSR should be ready by February 2022.
2. Learning Outcomes/ Programme Outcomes and Programme-Specific Outcomes
 - The Acting Principal requested the departments to submit the outcomes for the even semester and that a notice will be displayed for the same.
3. Formation of the Steering Committee
 - The Acting Principal said that the list of members of the Steering Committee will be displayed on the notice board.
4. Faculty Development Program
 - The Faculty Development Program for the even semester would be scheduled during the study holidays and the following topics were suggested: Digital Teaching, Research Methodology, Teaching Methodology for the newly appointed teachers.
5. AOB
 - The IQAC coordinator suggested that a person should be appointed to keep a track and service the MOUs of the college.
 - The Administrator requested the IQAC coordinator to work on benchmarking with other higher ranked institutions
 - He requested the Coordinator of the Steering Committee to cover all the loopholes so that the college gets a better grading in the 4th cycle.
 - It was suggested that the best practices of the institution needed to be revamped and an Environment Friendly Campus was one of the suggestions for the best practices. The various members suggested that coconuts, coconut oil, palm leaves, brooms, fruit-bearing and decorative plants from the campus could be sold. The Administrator informed the members that a solar on-grid power plant of 10 kWp was in the process of installation. The second best practice that was suggested was Social Responsibility of the Institution.

The meeting ended at 1.45pm

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 9th April 2021		
Agenda Item No.	Resolution	Action Taken
1.	Appointment of NAAC Steering Committee Coordinator	Asst. Prof. Muriel Barros was appointed as coordinator of the Steering Committee
2.	Learning Outcomes/ Programme Outcomes and Programme-Specific Outcomes	Learning Outcomes/ Programme Outcomes and Programme-Specific Outcomes of each department were uploaded on the college website
3	The Faculty Development Program for the even semester to be organised	An FDP on <i>NAAC Metrics and Documentation</i> was organized on
4	To adopt two new best practices	Two new best practices ie. <i>Social Responsibility of the Institution</i> and <i>Environment Friendly Campus</i> were adopted for the academic year 2020-2021