

Rosary College of Commerce & Arts,
Navelim, Salcete, Goa

Internal Quality Assurance Cell (IQAC)
NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on 5th February, 2022 at 9:30 a.m. in the College Seminar Hall. The agenda for the meeting is as follows:

1. AQAR 2020-21 submission
2. liQA
3. IQAC Newsletter
4. NAAC preparation
5. Ranking
6. Additional Programmes to be introduced for the academic year 2022-23
7. UGC Recognition for 'GYANA'
8. A.O.B

All the members of the IQAC are kindly requested to be present for the meeting.



Dr. Helic M. Barretto
Acting Principal


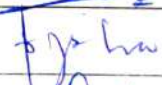

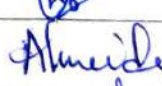











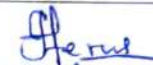




Dr. Denis Vaz
IQAC Co-ordinator



Rev. Fr. Gabriel Coutinho
Administrator

Date: 04th February 2022

Sr. No.	Name	Signature
1	Dr. Helic M. Barretto	
2	Rev. Dr. Jeronimo D'Silva	
3	Dr. Denis Vaz	
4	Ms. Tracy Almeida	
5	Ms. Shelley Mendes	
6	Ms. Jyoti Naik	
7	Ms. Sonia Kamat	


8	Ms. PriyaViegas	
9	Ms. Alison Quadros	
10	Dr. Aloysius Godinho	
11	Mr. Mohan Undakoti	
12	Mr. Leonardo Joanes	
13	Mr. Pranay Sawant Dessai	
14	Ms. IrianeLeitao	
15	Ms. Janet Pereira	
16	Ms. Pratiksha Surlakar	
17	Ms. Maria Muriel de Barros	
18	Mr. Jitendra Rabada	

Rosary College of Commerce and Arts,
Navelim, Salcete-Goa

Internal Quality Assurance Cell (IQAC) Meeting Attendance (5th February, 2022)

Sr. No.	Name of the Member	Signature
1	Pratiksha Sulkar	Sulkar
2	Aloysius Godinho	Ag. G
3	Leonard Jones	Jones
4	Tracy Almeida	Almeida
5	Mohan Undakoti	Mohan
6	Riya C. Viegas	Riya
7	Alison Quadras	Alison
8	Jitendra Rabade	Jitendra
9	Pranav Sawant Dessai	Sawant
10	Josiane Fernandes	Fernandes
11	Janet Pereira	Janet Pereira
12	Jyoti Naik	Jyoti
13	Denis Vaz	Vaz
14	Maria Muel de Barros	Barros
15	Fr. Jeronimo Silva	Fr. Silva
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Dr. Helic M. Barretto
Acting Principal


Dr. Denis Vaz
IQAC Co-ordinator


Rev. Fr. Gabriel Coutinho
Administrator

Rosary College of Commerce & Arts

Navelim, Salcete - Goa

Action Taken Report

- Submitted AQAR 2020-21
- Preparation of IIQA
- Submitted India Today Ranking, AISHE and NIRF.

Submitted by



Dr. Denis Vaz

IQAC Co-ordinator

Rosary College of Commerce and Arts, Navelim, Salcete-Goa

MEETING WITH THE SQAC AND STUDENT COUNCIL

24TH MARCH 2022

Sr. No.	Name of the Student	Roll Number	Class & Div.	Signature
1	Anugocha Sudhakaran	C19-4111	TYBcom C	<i>Anugocha</i>
2	Anerly Sim Travarso	2103411	FYBCOM D	<i>Travarso</i>
3	Muzammil	C194431	TYBcom D	<i>Muzammil</i>
4	SHYAM PATEL	C19-4250	TYBcom B	<i>Shyam Patel</i>
5	BENIEA FERNANDES	C2103307	FYBcom C	<i>Beniea</i>
6	Reevona Da Silva	2103533	FYBcom E	<i>Reevona</i>
7	Siwizel FURTADO	2101161	FYBA (A)	<i>Siwizel</i>
8	FAREN FERNANDES	A205719	SYBA-B	<i>Faren</i>
9	Miriam Noudouha	R/TT-21-26	FYBB-A(TT)	<i>Miriam</i>
10	SNIPA CARDOZO	C19-4254	TYBcom E	<i>Snipa</i>
11	Clayson Barbosa	C20-5415	SYBcom D	<i>Clayson</i>
12	Kelly Rodrigues	R-20-26	SYBBA	<i>Kelly Rodrigues</i>
13	Blessica Rodrigues	R/TT-20-08	SYBBA(T&T)	<i>Blessica</i>
14	Seenu Shankh	R/Naom-20-19	Naom(I)	<i>Seenu</i>
15	Ganesh Sai Dhruv	R/Naom-20-15	Naom(II)	<i>Ganesh</i>
16	Valencia Lopez	R/TT-19-43	TY BBA T&T	<i>Valencia</i>
17	Floyd Wilson	A205618	SYBA-A	<i>Floyd</i>
18	Cezel Fernandes	C205512	S.Y.Bcom E	<i>Cezel</i>
19	Zena Dmello	C205359	SY Bcom C	<i>Zena</i>
20	Tannog Jain	R/BA20-233	SYBCA B	<i>Tannog</i>
21	Claydon Barbosa	2103111	FYBcom	<i>Claydon</i>
22	Paula Pereira	2101321	FYBA(C)	<i>Paula</i>

23	Ruata Centinho	21012-54-	F4BA(B)	Ruata Centinho
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Rosary College of Commerce & Arts

Navelim, Salcete – Goa

STUDENT QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

A meeting of the Student Quality Assurance Cell (SQAC) was called upon by the Internal Quality Assurance Cell (IQAC) and the Principal on 24th March 2022 at 11:30 A.M. in the Seminar Hall. The meeting started with the address of the Principal, informing the Student Council the role and responsibilities of the SQAC. The Principal asked the council members to give valuable suggestions. Upon discussion the following suggestions were made:

- The price of the canteen food were to be revised as the cost was too high.
- The quality of the food to be checked by the Canteen Committee from time to time.
- Digital Payment to be made possible in Canteen.
- Deputation to more sports activities.

The Principal noted the suggestions and assured to solved the issues as soon as possible. The meeting concluded at 12:00 P.M.

Prepared and submitted by



Floyd Colaco

Cultural Secretary

Rosary College of Commerce & Arts

Navelim, Salcete - Goa

Action Taken Report

- A meeting with the canteen in-charge was held and the prices of the canteen food was ordered to be reduced.
- A meeting of the canteen committee was convened and the members of the canteen committee were asked to monitor the quality of the food.
- Digital UPI payment was made available.

Submitted by




Dr. Denis Vaz
IQAC Co-ordinator


**Rosary College of Commerce and Arts,
Navelim, Salcete-Goa.**

NOTICE

The following IQAC members are hereby informed that there will be a meeting on 21st April 2022 at 12:45 P.M. in the Committee Room. Agenda for the meeting is as follows:

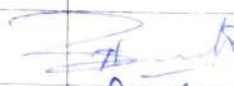



- i. Screening and Evaluating Teachers for Career Advancement Scheme of Dr. Francis Lobo's Professorship (Director of Physical Education)
- ii. A.O.B


Dr. Helic M. Barretto
Acting Principal


Dr. Denis Vaz
IQAC Co-ordinator


Rev. Fr. Gabriel Coutinho
Administrator

Date: 21.04.2022

Sr.No.	Name	Signature
1.	Dr. Helic M. Barretto (IQAC Chairperson)	
2.	Dr. Denis Vaz (IQAC Co-ordinator)	
3.	Asst Prof. Tracy Almeida e Aguiar (Academic Co-ordinator)	
4.	Mr. Pranay Sawant Dessai (Librarian)	

IQAC Minutes of the meeting

Career Advancement of Dr. Francis Lobo for movement from Academic Level 13 A to Academic Level 14 as per SC-16 Goa University Statute.

The following IQAC members met on April 21, 2022 at 12:45 p.m. in the College committee room to review the application and relevance of Dr. Francis X. Lobo's (Director of Physical Education and Sports) documents for promotion from Academic Level 13 A to Academic Level 14.

1. Dr. Helic M. Barretto – IQAC Chairperson
2. Dr. Denis Vaz - IQAC Coordinator
3. Asst. Prof. Tracy Almeida – Academic Coordinator
4. Mr. Pranay Sawant Dessai – Librarian

After examining the document, it was determined that the candidate had met the requirements and submitted the necessary supporting documents for the Promotion from Academic level 13 A to Academic level 14.

As per Goa University statutes SC – 16.6.4, The criteria for CAS Promotions from College Director Physical Education and Sports (Academic Level 13A) to College Director Physical Education and Sports (Academic Level 14)

- Dr. Francis X. Lobo has completed three years of service in Academic Level 13 A. The last CAS Promotion Academic Level 13A was in 2006. In 2009, he was eligible for promotion to Academic Level 14.
- He has completed the following courses
 - One-week short-term course on SPSS in the Academic year 2008-2009. (File Number 1, Page Number 584, 595)
 - Ten Days Programme in Yoga and Pranayam from 13th April – 22nd April 2010. (File Number 1, Page 561)
 - International Course in Football for coaches in Leipzig from Germany from 29th August – 28th October 2005. (File number 1, Page 620)
- He has been organizing the following competitions every year
 - Annual Athletic Meet
 - Annual Intra College Competitions
 - Inter-house and Inter-class competitions for the students in more than five disciplines
(File Number 1, Page number 557, 615)
- The college has consistently participated in and performed exceptionally well in team events at the state and national levels under the guidance of Dr. Francis X. Lobo. (File Number 1, Page 593, 578, 606, 613, 895)
- Students have participated in a variety of events at the state and university level under the guidance of Dr. Francis X. Lobo. (File Number 1, Page 895).
- He has been designated coach/manager of the Goa University Boys and Girls Football, Athletic, and Cross Country Teams. (File Number 1, Page 566, 872).

- He has organised workshops and conferences on a national and international level. (File Number 1, Page number 575,564,519)
- Dr. Francis X. Lobo completed his Ph.D. in 2002. (File Number 1, Page 888)

As per the Assessment Criteria and Methodology for directors of Physical Education and Sports
Page Number 705 of the Goa University Statutes SC -16:

- Dr. Francis X. Lobo has fulfilled the necessary attendance of 90 and above.
- Dr. Francis X. Lobo has been organizing the Annual Intra College competitions every year (File Number 1, Page number 557, 615)
- The college has consistently participated in and performed exceptionally well in team events at the state and national levels under the guidance of Dr. Francis X. Lobo. (File Number 1, Page 593, 578, 606, 613, 895)
- Students have participated in a variety of events at the state and university level under the guidance of Dr. Francis X. Lobo. (File Number 1, Page 895).
- For the benefit of the students, the sports equipment has been upgraded on a regular basis. (File Number 1, Page 894)
- He has been designated coach/manager of the Goa University Boys and Girls Football, Athletic, and Cross Country Teams. (File Number 1, Page 566, 872).
- He has organised workshops and conferences on a national and international level. (File Number 1, Page number 575,564,519)
- Dr. Francis X. Lobo has presented a paper in UGC Care List Journal (File number 1, Page 782-786).
- Dr. Francis X. Lobo has performed examination duty at Goa University and Jodhpur University. (File Number 1, Page number 587, 602).
- He was appointed as Nodal Officer for the registration of voters and received an appreciation award from the Government of Goa (File Number 2, Page number 191).



Dr. Helic M. Barretto
IQAC Chairperson



Dr. Denis Vaz
IQAC Coordinator

Asst. Prof. Tracy Almeida
Academic Coordinator

Mr. Pranay Sawant Dessai
Librarian



Dr. Denis Vaz

Rosary College of Commerce & Arts
Navelim, Salcete - Goa

Action Taken Report

The CAS file of Dr. Francis Lobo was assessed and verified and was forwarded to the Principal.

Submitted by



Dr. Denis Vaz
IQAC Co-ordinator

**Rosary College of Commerce & Arts,
Navelim, Salcete, Goa**

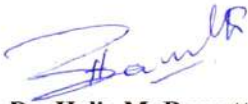
Internal Quality Assurance Cell (IQAC)

NOTICE

The following Faculty members are hereby informed that there will be a meeting on 17th January, 2022 ^{at} 12:30 p.m. in the Seminar Hall. The agenda for the meeting is as follows:

1. ISO certification
2. Tie-up with National & International Colleges & Universities
3. Faculty & Students Exchange Programme
4. AOB

All the members are kindly requested to be present for the meeting.



Dr. Helic M. Barretto
Acting Principal



Dr. Denis Vaz
IQAC Co-ordinator

Rev. Fr. Gabriel Coutinho
Administrator

Name of the member	Designation/ Department	Signature
Rev. Fr. Gabriel Coutinho	Administrator	
Dr. Helic M. Barretto	Acting Principal	
Rev. Dr. Jeronimo D'Silva	Vice-Principal	
Dr. Denis Vaz	IQAC Co-ordinator	
Ms. Tracy Almeida	Academic Co-ordinator, BCA Course Co-ordinator	
Ms. Charlotte Fernandes	BBA Course Co-ordinator	
Ms. Maya Talwadkar	BBA - T & T Course Co-ordinator	
Mr. Jitendra Rabada	M.Com. Course Co-ordinator	
Ms. Nesche Da'Costa	BBA	
Mr. Salman Khan	BBA	
Ms. Sonia Kamat	Business Law	
Dr. Aloysius Godinho	Mathematics	
Dr. Francis Lobo	Physical Education	

Date: 15th January 2022

Navelim, Salcete, Goa

Attendance Sheet (17th January 2022) - Meeting

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Dr. Helic M. Barretto
Acting Principal

Dr. Denis Vaz
IOAC Co-ordinator

Rev. Fr. Gabriel Coutinho
Administrator

**Rosary College of Commerce & Arts,
Navelim, Salcete, Goa**

**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting**

The internal Quality Assurance Cell of the college conducted a meeting on 17th January 2022 at 12:30 p.m. in the college seminar hall. The following faculty members were present for the meeting:

Sr. No.	Name of the faculty member	Department
1	Dr. Helic M. Barretto	Commerce
2	Rev. Dr. Jeromino D'Silva	Psychology
3	Dr. Denis Vaz	Konkani
4	Dr. Francis Lobo	Physical Education
5	Dr. Aloysius Godinho	Mathematics
6	Ms. Tracy Almeida	BCA
7	Ms. Sonia Kamat	Business Law
8	Ms. Maya Talwadkar	BBA-T&T
9	Mr. Salman Khan	BBA

The agenda for the meeting is as follows:

1. ISO Certification

Acting Principal of the college informed the staff that the college has to go for international reorganization. For that matter, the college is thinking of for applying ISO certification. College can apply for the ISO certification through technical courses and since the college is offering a Computer Application programme, the college can apply for ISO through this course.


2. Tie-up with the National & International Colleges & Universities

Tie-ups are the one area where college is lagging, so the acting principal has informed the faculty to find out about the best institutions to tie up within their respective Departments. He also mentioned Psychology, Sports, and BBA departments, to find out the Tie-up institutions and inform the Acting Principal within a month.

3. Faculty & Students Exchange Programme

To conduct faculty and students exchange programme with national and international institutions it is necessary to have ISO Certification. Having ISO Certification for the institution will also help the students to do their internships in international recognized institutions.

The meeting ended at 1:30 p.m.



Dr. Denis Vg

Rosary College of Commerce & Arts

Navelim, Salcete - Goa

Action Taken Report

- Agencies that provided ISO Certifications were contacted to inquire about the procedure and cost.
- Decision to sign MoU with national and international institution was taken.

Submitted by



Dr. Denis Vaz
IQAC Co-ordinator


**Rosary College of Commerce & Arts,
Navelim, Salcete, Goa**


**Internal Quality Assurance Cell (IQAC)
NOTICE**

A meeting of the Departmental Quality Assurance Cell (DQAC) will be held on 06th January, 2022 from 1:00 p.m. in the Seminar Hall. The agenda for the meeting is as follows:




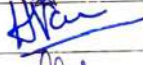

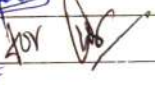

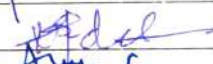

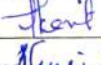
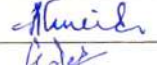
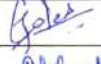
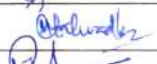


1. Institutional preparedness for NEP 2020.
2. AOB

All the members of the DQAC are kindly requested to be present for the meeting.


Dr. Helic M. Barretto
Acting Principal


Dr. Denis Vaz
IQAC Co-ordinator

Rev. Fr. Gabriel Coutinho
Administrator

Name of the member	Department	Signature
Dr. Helic M. Barretto	Commerce	
Rev. Dr. Jeronimo D'Silva	Psychology	
Ms. Priya Carvalho Viegas	English	
Ms. Alison Quadros	History	
Ms. Sonia Fernandes e Vaz	Economics	
Mrs. Venisha Fernandes	Sociology	
Mr. Bhalchandra Goankar	Konkani	
Ms. Precy Coutinho	Information Technology	
Ms. Smita Fernandes	Geography	
Dr. Aloysius Godinho	Mathematics	
Ms. Sonia Anant Kamat	Business Law	
Ms. Tracy Almeida	BCA	
Ms. Charlotte Fernandes	BBA	
Ms. Maya Talwadkar	BBA – T & T	
Mr. Jitendra Rabada	M.Com.	
Dr. Francis Lobo	Physical Education	
Mr. Pranay Sawant Dessai	Library	

Date: 06th January 2022


Rosary College of Commerce & Arts,
Navelim, Salcete, Goa


Internal Quality Assurance Cell (IQAC)

DQAC Meeting

Attendance Sheet (06th January 2022)

Sr. No.	Name of the member	Department	Signature
1	Smita Naik Fernandes	Geography	[Signature]
2	Alison Quadros	History	[Signature]
3	Pranay Sawant Dessai	Library	[Signature]
4	Sonia Kamal	Business law	[Signature]
5	Venisha Fernandes	Sociology	[Signature]
6	Luiza C. e Viegas	English	[Signature]
7	Aloysius Godinho	Mathematics	[Signature]
8	Precy F Coutinho	I.T	[Signature]
9	Denis Vaz	Konkani	[Signature]
10	Dr. Focenis - A. Lho	Phy Edut Mnt	[Signature]
11	Sonia F Vaz	Economics	[Signature]
12	Surabhi Gore	BBA I & T	[Signature]
13	Jitendra Rabada	M Com	[Signature]
14	Gray Almeida e Aguiar	BCA	[Signature]
15	Meerul de Sousa	Psychology	[Signature]


Dr. Helic M. Barretto
Acting Principal


Dr. Denis Vaz
IQAC Co-ordinator


Rev. Fr. Gabriel Coutinho
Administrator

Rosary College of Commerce & Arts

Navelim, Salcete – Goa

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

The Internal Quality Assurance Cell conducted Department Quality Cell meeting on 6th January 2021 at 1:00 P.M. to 2:00 P.M. in the college seminar hall. The following members were present for the meeting:

Sr.No.	Name of the Faculty	Department
1	Dr. Helic M. Barretto	Commerce
2	Ms. Priya Viegas	English
3	Ms. Alison Quadros	History
4	Ms. Smita Naik Fernandes	Geography
5	Ms. Sonia Kamat	Business Law
6	Ms. Venisha Fernandes	Sociology
7	Dr. Aloysius Godinho	Mathematics
8	Ms. Precy Coutinho	Information Technology
9	Dr. Denis Vaz	Konkani
10	Ms. Sonia Vaz	Economics
11	Ms. Surabhi Gore	BBA T&T
12	Mr. Jitendra Rabada	M.Com
13	Ms. Tracy Almeida	BCA
14	Ms. Muriel De Barros	Psychology
15	Dr. Francis Lobo	Physical Education
16	Mr. Pranay Sawant Dessai	Library

The agenda for the meeting was as follows:

Institutional Preparedness for NEP 2020: The Acting Principal Dr. Helic M. Barretto introduced the changes which occurred on the AQAR and SSR regarding the Institutional preparedness for NEP 2020. He briefed about the National Education Policy's objectives to the Heads of the Department. He also informed the heads about the changes that are going to occur in the current educational system. He tasked the HoD's to prepare their plans incorporating NEP and submit the same to Ms. Venisha Fernandes within 2 days. Wherein, Ms. Venisha Fernandes will be preparing a final draft of Institutional Preparedness for the SSR. The Acting Principal also informed to draft a plan considering the regional language and heritage. The meeting ended at 02:00 P.M.


Dr. Denis Vaz

Rosary College of Commerce & Arts

Navelim, Salcete - Goa

Action Taken Report

- Individual departmental plans based on NEP were prepared and submitted to Asst. Prof. Venisha Fernandes to prepare final draft of Institutional Preparedness.

Submitted by



Dr. Denis Vaz
IQAC Co-ordinator

Rosary College of Commerce & Arts,
Navelim, Salcete, Goa


Internal Quality Assurance Cell (IQAC)


NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on 13th October, 2021 at 12.15 p.m. in the College Seminar Hall. The agenda for the meeting is as follows:

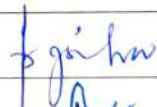

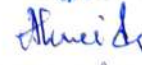


1. Plan of activities to be organized during the Academic Year 2021-22
2. AQAR 2020-21
3. Benchmarking
4. Talks by eminent personalities
5. Preparation for NAAC 4th Cycle
6. Policy Documentation
7. A.O.B

All the members of the IQAC are kindly requested to be present for the meeting.


Dr. Helic M. Barretto
Acting Principal


Dr. Denis Vaz
IQAC Co-ordinator


Rev. Fr. Gabriel Coutinho
Administrator

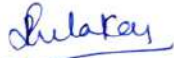









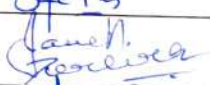


Name	Signature
✓ Rev. Dr. Jeronimo D'Silva	
✓ Dr. Denis Vaz	
✓ Ms. Tracy Almeida	
✓ Ms. Shelley Mendes	
✓ Ms. Jyoti Naik	

Ms. Sonia Kamat	Kamat
Ms. Priya Viegas	
Ms. Alison Quadros	
Dr. Aloysius Godinho	Arg. G
Mr. Mohan Undakoti	Undakoti
Mr. Leonardo Joanes	
Mr. Pranay Sawant Dessai	
Ms. Iriane Leitao	Iriane
Ms. Janet Pereira	Janet Pereira
Ms. Pratiksha Surlakar	Surlakar
Ms. Maria Muriel de Barros	Barros

Date: 09th October 2021

Rosary College of Commerce and Arts,
Navelim, Salcete-Goa

Internal Quality Assurance Cell (IQAC) Meeting Attendance (13th October, 2021)

Sr. No.	Name of the Member	Signature
1	Pratiksha Sutar	
2	Tracy Almeida e Aguiar	
3	Shelley Mendes	
4	Pranav Sawant Dessai	
5	Maria Muiel de Sousa	
6	Jyoti Naik	
7	Sona Kamat	
8	Mohan Undakoti	
9	Fr. Jeronimo D'Souza	
10	Sriane Fernandes	
11	Janet Pereira	
12	Aloysius Godinho	
13	Dr. Denis Vaz	
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Dr. Helic M. Barretto
Acting Principal



Dr. Denis Vaz
IQAC Co-ordinator



Rev. Fr. Gabriel Coutinho
Administrator

Rosary College of Commerce & Arts
Navelim Goa

Minutes of the IQAC meeting

The Internal Quality Assurance Cell (IQAC) meeting was held on 13th October, 2021 at 12.00 p.m in the college seminar hall.

The Agenda for the meeting was as follows:

1. Plan of activities to be organized during the Academic year 2021 - 22
2. AQAR 2020 - 21
3. Benchmarking
4. Talks by eminent personalities
5. Preparation for NAAC 4th cycle
6. Policy Documentation
7. AOB

The meeting was attended by the members of IQAC

Members present for the meeting.

Sr. No	Name of the Faculty	Department
1	Rev Fr. Gabriel Coutinho	Administrator
2.	Dr. Helic Barretto	Acting Principal, Commerce
3	Rev Dr. Jeronimo Da'Silva	Vice Principal, Psychology
4	Dr. Denis Vaz	IQAC Co-ordinator
5	Tracy Almeida	member
6	Shelley Mendes	Member
7.	Pranay Dessai	Member
8	Sonia Kamat	Member
9.	Muriel Barross	NAAC Co-ordinator
10	Pratiksha Surlakar	Member
11	Jyoti Naik	Examination Coourdinator
12	Mohan Undakoti	Member

13	Iriane Fernandes	Member
14	Janet Pereira	Member
15	Dr. Aloysius Godinho	Member

The meeting commenced at 12.00 p.m. Acting Principal Assoc Prof Helic Barretto welcomed the members and proceeded to the first agenda of the meeting.

1. Plan of activities to be organized during the Academic year 2021 - 22

Acting Principal Dr. Helic Barretto informed the members to plan the activities to be organized for the academic year 2021 – 22. He asserted that the activities to be planned should be within the requirements of the criteria laid by NAAC. Accordingly, Acting Principal Dr. Helic Barretto informed the members to put forth their suggestions for the range of activities to be conducted by the college in keeping with NAAC requirements. It was further mentioned that financial requirements if any, for the conduct of activities can be finalised by discussing with the Management.

2. AQAR 2020 - 21

Acting Principal Dr. Helic Barretto informed that the college has already uploaded four AQAR required for the current NAAC Cycle. The last, which is fifth AQAR is still under process and it will be uploaded by end of October. It was further informed that separate AQAR need to be prepared for under graduate and Post Graduate. The AQAR for M.Com Department has already been prepared while that of undergraduate AQAR is nearing its completion and should be uploaded by October 2021. Acting Principal Dr. Helic Barretto further mentioned that once all the AQAR's are uploaded, we will have to submit intention to upload SSR. Further, at the expiry of 45 days, the final SSR needs to be uploaded. Accordingly, Acting Principal Dr. Helic Barretto also stressed upon the completion of SSR on timely basis.

3. Benchmarking

Acting Principal Dr Helic Barretto requested IQAC Co-ordinator Dr. Denis Vaz to brief the members about Benchmarking. Dr. Denis Vaz informed that benchmarking involves

identifying various spots where we need to improve. For instance, we currently lack in the research area accordingly it is pertinent for every faculty to make substantial contribution in the research. Similarly, it has come to our notice that the green audit already conducted is not as per the requirements of NAAC.

4. Talks by eminent personalities

Acting Principal Dr. Helic Barretto mentioned that minimal talks have been conducted till date by eminent personalities in the college. As such, there is need to focus on conduct of such activities. He further mentioned that on account of online webinars in the wake of Covid pandemic, there is opportunity to conduct talks by eminent personalities even from foreign countries, which in effect would be cost effective as well. However, Acting Principal Dr. Helic Barretto mentioned that offline webinars can be conducted in the institution subject to the improvement in the situation pertaining to covid pandemic

5. Preparation for NAAC 4th cycle

Acting Principal Dr. Helic Barretto further reiterated that the NAAC Peer Team may visit our college by February next year. As such, we need to prepare for the upcoming NAAC 4th Cycle. All the documents need to be kept ready and whatever activities which can be planned especially National and International webinar need to be conducted latest by the month of December.

Acting Principal Dr. Helic Barretto informed that there is a need to enter into MOU with other Institutions in order to facilitate faculty and student exchange programmes. Asst. prof Ms. Tracy Almeida inquired whether MOU can be signed with International Institutions. To which Acting Principal Dr. Helic Barretto informed that the MOU can be with National or International Institutions. He further mentioned that professional colleges like Law colleges have an edge while entering into international MOU on account of common law especially with Portugal.

6. Policy Documentation

Acting Principal Dr Helic Barretto informed that there is a need to have policy documentation since it is one of the major requirement of NAAC. Accordingly, we need to ensure that all the policies are in place and wherever required, it needs to be compiled at the earliest. He further reiterated the need for IT policy which is not yet compiled in our institution. He further asserted that NAAC stresses upon Outcome based requirement.

7. A.O.B

As there was no other agenda for the meeting to be discussed, The meeting concluded at 12.35 p.m.

The minutes are prepared by Asst. Prof. Ms. Sonia Kamat.


Dr. Denis vz

Rosary College of Commerce & Arts
Navelim, Salcete - Goa

Action Taken Report

- List of planned activities were submitted in the Tentative Departmental, Cells, Clubs and Committee Plans.
- AQAR 2020-21 was submitted successfully.

Submitted by




Dr. Denis Vaz
IQAC Co-ordinator


**Internal Quality Assurance Cell (IQAC)
NOTICE**

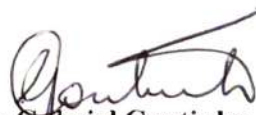
A meeting of the Departmental Quality Assurance Cell (DQAC) will be held on 23rd September, 2021 from 1:00 p.m. to 1:45 p.m. in the Seminar Hall. The agenda for the meeting is as follows:


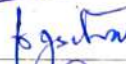

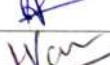
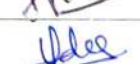









1. Departmental Plan for the Academic Year 2021-22.
2. Activities for Slow and Advance learners.
3. Organize Certificate/ Add-on / Diploma and short term certificate Courses.
4. Organize Faculty and students Exchange programmes.
5. Research and Publications
6. Organize National/ International Level Seminars / Webinars / Workshop.
7. Internal Academic Audit
8. Timely uploading of Reports and other documents on staff server.
9. AOB

All the members of the DQAC are kindly requested to be present for the meeting.


Dr. Helic M. Barretto
Acting Principal










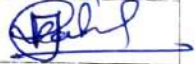

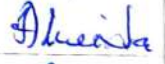



Dr. Denis Vaz
IQAC Co-ordinator


Rev. Fr. Gabriel Coutinho
Administrator

Name of the member	Department	Signature
Dr. Helic M. Barretto	Commerce	
Rev. Dr. Jeronimo D'Silva	Psychology	
Ms. Priya Carvalho Viegas	English	
Ms. Alison Quadros	History	
Ms. Sonia Fernandes e Vaz	Economics	
Ms. Venisha Fernandes	Sociology	
Mr. Bhalchandra Goankar	Konkani	
Ms. Precy Coutinho	Information Technology	
Ms. Smita Fernandes	Geography	
Dr. Aloysius Godinho	Mathematics	
Ms. Sonia Anant Kamat	Business Law	
Ms. Tracy Almeida	BCA	
Ms. Charlotte Fernandes	BBA	
Ms. Maya Talwadkar	BBA - T & T	
Mr. Jitendra Rabada	M.Com.	

Rosary College of Commerce & Arts,
Navelim, Salcete, Goa

Internal Quality Assurance Cell (IQAC)
DQAC Meeting
Attendance Sheet (23rd September 2021)

Sr. No.	Name of the member	Department	Signature
1.	Ms. Venisha Fernandes	Sociology	
2.	Mr. Bhelchala R. Gonsalves	Konkan	
3.	Ms. Sonia Kamat	Business law	
4.	Ms. Priya C. C. Vigeas	English	
5.	Ms. Alison Quadros	History	
6.	Ms. Prey F. Coutinho	Information Tech	
7.	Ms. Sonia J. Vaz	Economics	
8.	Ms. Maya Talwadekar	BBA-T&T	
9.	Aloysius G. dinho	Mathematics	
10.	Jitendra Rabade	M.Com	
11.	Smita Naik Fernandes	Geography	
12.	Tracy Almeida.	BCA	
13.	CHARLOTTE FERNANDES	BBA	
14.	Dr. Helic M. Barretto	Commerce	



Dr. Helic M. Barretto
Acting Principal



Dr. Denis Vaz
IQAC Co-ordinator



Rev. Fr. Gabriel Coutinho
Administrator

Rosary College of Commerce & Arts
Navelim Goa

Minutes of the DQAC meeting

The Department Quality Assurance Cell (DQAC) meeting was held on 23rd September, 2021 at 1.00 p.m. in the college seminar hall.

The Agenda for the meeting was as follows:

1. Departmental Plan for the Academic year 2021 - 22
2. Activities for slow and Advance learners
3. Organize certificate / Add on / diploma and short term certificate courses.
4. Organize faculty and student exchange programmes
5. Research and Publications
6. Organize National / International level seminars / webinars / workshops
7. Internal Academic Audit
8. Timely uploading of reports and other documents on staff server
9. AOB

The meeting was attended by all the Heads / In-charge of various departments of our college.

The members present for the meeting were.

Sr. No	Name of the Faculty	Department
1	Rev. Fr. Gabriel Coutinho	Administrator
2.	Dr. Helic M. Barretto	Acting Principal, Commerce
3	Rev. Dr. Jeronimo Da'Silva	Vice Principal, Psychology
4	Dr. Denis Vaz	IQAC Co-ordinator
5	Tracy Almeida	BCA

6	Priya Viegas	English
7.	Alison Quadros	History
8	Sonia Kamat	Business Law
9.	Sonia vaz	Economics
10	Venisha Fernandes	Sociology
11	Bhalchandra Gaonkar	Konkani
12	Smita Naik Fernandes	Geography
13	Dr. Aloysius Godinho	Mathematics
14	Charlotte Fernandes	BBA
15	Maya Talwadkar	BBA (T&T)
16	Jitendra Rabda	M.Com.

The meeting commenced at 1.00 p.m. At the outset the Acting Principal Dr. Helic M. Barretto welcomed the members and proceeded with the meeting as per the agenda.

1. Departmental Plan for the academic year 2021 - 22

Acting Principal Dr. Helic M. Barretto informed the members to prepare the concrete departmental plan for the academic year 2021 - 22. It has to be prepared after taking into consideration the tentative plan submitted during the academic year 2020 - 21 and the views of the new faculty should be incorporated. He also informed that the concrete plan needs to be prepared at the earliest as the activities planned need to be incorporated in the annual planner. He further informed that the annual planner will be mentioned in the handbook. Assoc Prof Ms. Priya Viegas asked whether the Concrete plan of the activities should be mentioned along with the exact date of the activities, as it may not be possible to mention it since it is dependent upon availability of the resource person and other factors, to which Acting Principal Dr. Helic M.

Barretto replied that only activities with confirmed dates to be entered in the annual planner

It was further mentioned that the handbook shall be available only in the soft copy form and a few hard copies for the office and library will be printed due to the ongoing pandemic.

2. Activities for slow and Advance learners

Acting Principal Dr. Helic M. Barretto informed that every department is required to identify the slow learners and advanced learners. The Department amongst themselves can fix various criterias to identify the same. However Acting Principal Dr Helic M. Barretto suggested few criterias which can be considered for the same. Although marks obtained by students can be one of the criteria to identify slow and advance learners, the same may not be conclusive in the event the exams were conducted in online mode. Similarly, Acting Principal Dr. Helic M. Barretto suggested that the department members can conduct separate test for the students to evaluate their performance or based on their performance in the upcoming ISA can identify the slow and advance learners. Upon identifying the learners, it is important for each department to conduct suitable activities which will be beneficial for both.

3. Organize certificate / Add on / diploma and short term certificate course

Acting Principal Dr Helic M. Barretto asserted that it is pertinent for every department to conduct short term certificate courses which will benefit student with extra qualification other than the normal courses offered. The said certificate courses can be of 30 hours / 60 hours or 120 hours duration. Preferably it should be conducted by the inhouse faculty since as per the requirement of NAAC, it should be organized by the college itself. Similarly, he

further informed that external faculty could be recruited for such courses if required.

Acting Principal Dr. Helic M. Barretto further reiterated that payment of fees of the experts shall be recovered from the fees paid by the students for the said course. Assoc Prof Ms. Smita Naik asked whether lecture basis faculty be the resource person for the certificate course and whether they will be remunerated, to which Acting Principal Dr. Helic M. Barretto replied that as far as possible, lecture basis faculty should be avoided for the certificate course as the college will not pay the standard per lecture amount as paid by the DHE. In the event the lecture basis faculty is recruited for the said course, it shall be recovered from the fees paid by the students. In this case, the quality of the course and the resource person should be excellent since the students will be paying higher fees. Other than that, other internal faculties shall not be paid as it will be considered as part of their Department activity.

4. Organize faculty and student exchange programmes

Acting Principal Dr. Helic M. Barretto informed that there is a need to enter into MOU with other Institutions in order to facilitate faculty and student exchange programmes. He further informed that during pandemic it will not be possible to conduct faculty and student exchange programmes in physical mode. As such, the only way it can be conducted is through online mode.

Asst Prof Ms. Venisha Fernandes asked whether faculty and student exchange programmes can be conducted without entering into MOU, to which Acting Principal Dr. Helic M. Barretto replied that it's better to have MOU's for the proper conduct of such activities.

5. Research and Publications

Acting Principal Dr Helic Barretto informed that one area where the college is lacking is research and publications. Accordingly, there is need to publish research papers in UGC referred journals or Scopus. He said he has already informed M.Com department to write the research papers from the dissertations works done by the students as the prime reason to introduce dissertation was to encourage more research work in the department. Similarly other departments should also try to inculcate the same practice.

6. Organize National / International level seminars / webinars / workshops

Acting Principal Dr. Helic M. Barretto informed that each department shall conduct National / International level seminars / webinars / workshops either based on MOU's or otherwise. Similarly, eminent personalities can be invited for the said events as it will be conducted in online mode also. Paper presentations by students can also be included as part of such Seminars. Preferably only National and International Seminar should be conducted keeping the upcoming NAAC visit.

7. Internal Academic Audit

Acting Principal Dr. Helic M. Barretto informed that the report submitted by the Academic and Administrative Audit (AAA) during the year 2020 had made some suggestions for the improvement of each department. As such there is a need to conduct activities in accordance with the suggestions made by the AAA.

8. Timely uploading of reports and other documents on staff server

Acting Principal Dr. Helic M. Barretto informed that there is a need to upload reports and other documents on timely basis. Asst Prof. Ms. Tracy Almeida informed that a separate folder is created on the staff server for each department

to upload the reports and other documents. This data will then be used for NAAC purpose.

9. A.O.B

The Acting Principal Dr. Helic M. Barretto requested Rev Fr. Gabriel Coutinho, Administrator of the college to address the meeting. Administrator, Rev Fr. Gabriel Coutinho, in his address highlighted on the importance of faculty being enriched and keeping updated with new advancements and developments which will help them in their teaching endeavour. He further highlighted on the importance of being head of the department or in-charge and working together as a team in the interest of the Institution as a whole.

The meeting concluded at 1.50 p.m.

The minutes are prepared by Asst. Prof. Ms. Sonia Kamat.



Dr. Helic M. Barretto
Acting Principal



Dr. Denis Vaz
IQAC Co-ordinator



Rev. Fr. Gabriel Coutinho
Administrator

Rosary College of Commerce & Arts

Navelim, Salcete - Goa

Action Taken Report

- Submitted departmental plan for the Academic Year 2021-22 were reviewed.
- Syllabus of certificate courses were reviewed and finalized.
- FDP to promote research were conducted.
- National and International Seminars were organized.

Submitted by



Dr. Denis Vaz
IQAC Co-ordinator