

Minutes of Internal Quality Assessment Committee held on 2 January 2021

A meeting of the Internal Quality Assessment Committee was held on Saturday, 2 January 2021 at 9:00 A.M. via the Zoom meeting application. The following members participated.

1.	Dr. Marie Fernandes (Principal)	10.	Ms. A.N.S. Sarvani
2.	Ms. Shubda Malhotra (IQAC Coordinator)	11.	Dr. Jyoti Bhatia
3.	Dr. Charmaine Braganza (Vice-Principal, Degree)	12.	Fr. Clarence Fonseca (Managing Trustee)
4.	Dr. Susan Lobo	13.	Ms. Vineetha Nair
5.	Ms. Sharmila Dhote	14.	Mr. Samson Carvalho
6.	CA. Kevin Miranda	15.	Dr. Sujata Rajpurkar (Librarian)
7.	Dr. Harmeet Kaur	16.	Mr. Joseph D'Souza (Industry Expert)
8.	Dr. Vatika Sibal	17.	Dr. Fr. Frazer Mascarenhas (Educationist)
9.	Mr. Neeraj Shukla	18.	Mr. Ernest Fernandes (Local Society)

The meeting began with a prayer by C.A. Kevin Merinda. Dr. Marie Fernandes welcomed everyone and wished everyone a Happy New Year.

A leave of absence was granted to Ms. Melanie D'Souza

I. To read and confirm the minutes of IQAC meeting held on 10 Oct. 2020

The minutes were proposed by Mr. J. D'souza and seconded by Mr. E. Fernandes.

II. Matters arising from Agenda Item No. 1 – The Principal welcomed Dr. J. Bhatia and Mr. N. Shukla as the new members on the team. Dr. J. Bhatia was appointed as Head of Criteria 3 and Mr. N. Shukla as Head of Criteria 5.

III. To Report on the following:

- To Inform the committee members about the activities of IQAC has been engaged with: AQAR, NIRF and SSR
 - Ms. S. Malhotra updated the committee on the progress of three reports.
 - The IQAC team initiated the process by sending out AQAR and SSR formats in the month of June 2020. The filled formats were submitted by Criteria Heads then the IQAC core team after compiling and verifying the AQAR (Annual Quality Assurance Report) format in the month of December 2020. In the month of December, the team reported to college to submit the AQAR report. It was found that the deadline was extended to to April 2021, so a joint decision between the

Principal and the IQAC coordinator was taken to wait for the Third Year exam results and then submit the report.

- The deadline for NIRF was also delayed, the portal for Registration opened in December and the IQAC coordinator completed the process of registration. Since NIRF submission date was not declared, in joint decision with the Principal, the NIRF form filling would be conducted post 15th January 2021 after the SSR was submitted.
- As the college is preparing for our fourth cycle of reaccreditation, the deadline for Criterion heads to submit the first draft of the SSR report is 15th January 2021. The IQAC core team had provided the relevant data templates and formats to the criterion heads in June 2020. Once, the first draft comes in, the core team will comply and verify the SSR format. Ms. S. Malhotra suggested that once this was done, we have run through in the form of a presentation of the filled in SSR before the entire staff..
- Ms. S. Malhotra informed that a remarkable achievement of the IQAC was that it had created a digital repository on a Google Drive, to maintain a record of all required proofs of all the five years to be considered in this cycle of NAAC accreditation. Ms. S. Malhotra appreciated everyone who had been part of completing this herculean task.
- The Principal also appreciated and thanked all the members responsible for creating the repository. The Principal appreciated the efforts of the DVV committee who had also been verifying and checking for discrepancies in the repository.

Criteria 1: Curriculum Planning and Implementation

- **To update on Add-on/Certificate programs conducted/completed**
 - Dr. V. Sibal informed that we had 11 courses, 9 were ongoing and 2 were still open for registration. All courses would be completed by January 2021, after which the committee would have all the details.
- **To update on Value Education**
 - Dr. V. Sibal informed that the Life Skills Programme for the First-Year students would be conducted after their First Semester exams. The Second-Year students have their SOP orientation on the 5th January 2021. The Value education of the Third-year students, Dr. C. Braganza had completed a few sessions in December 2020, and has also scheduled other sessions on the 5th, 11th, 12th, 13th, 18th, and 21st January 2021. For the Self-Financing, Dr. S. Gladwin has organised sessions on 7th, 14th, 21st, and 28th January.
 - The Principal added that for the Self-Financing, it was recommended that Fr. Mario Mendes, Director of Centre for Social Action, should be called to take charge and stream-line activities for Social Outreach Programme, as was the case with the Degree College. This would also take care of the documentation process. She added that she would present the proposal to the Management.

- Each department to identify skills to be required, developed and imparted to a focused group of students in their specific discipline
 - Dr. V. Sibal informed that each department had chosen skills specific to their programme which they would offer to their students. The following is the list

Departments	Skills
English	The Importance of Language of Literature
Economics	Survey
Psychology	Body Image and Body Positivity
Sociology	Research Methodology
History	Constructing a Family Tree
Commerce	Power of Focus, Energy and Essential Management Skills
Accountancy	Certified course on GST
Maths	Statistical Testing Using R
BMS	Financial Jungle, SPSS, Content Marketing
BMM	Stenography
BSCIT	Amazon, setting up a WordPress, creating a basic app, software architecture.
BCom-A&F	Comprehensive Understanding of Personal Finances
Hospitality	Bed making, Personality Development, Sushi, Fruit Crafting, Virtual tour of Cheese Factory
BCom-B&I	Critical Thinking and Problem Solving
M.Com	Video Editing, how to start a Website, Blogs, Drafting corporate emails.

- The Principal invited Ms. S. Malhotra to share how this initiative came about. Ms. S. Malhotra shared that while discussing with the Principal, they looked up at the previous years Academic Audit report and this was one of the suggestions. We have updated and implemented a number of the suggestions, and this initiative originated from there. The aim is that every department have a skill course that they give to a targeted group of students related to their subject.
- CA. K. Merinda expressed his concern that these courses were only 10 hours and may not fit the NAAC criteria. Dr. S. Rajpurkar informed that these skill courses would fit into Criteria 3. Mr. N. Shukla also informed that these courses could be included under Capacity Building and Skill Advancement in Criteria 5.

Criteria 2: Teaching Learning and Evaluation

- To update on the online exams conducted by the college
 - Ms. S. Dhote informed that all pending ATKT exams were completed from 23rd to 30th November, 2020, which was meant for aided section semester 2 and 4, and for self-financed all the semesters. These exams were for students who had filled the forms and paid fees.
 - The exams for Academic year 2020-21 were scheduled in reverse order from Sem 5 to Sem 1 under University guidelines. Regular and ATKT examinations were conducted simultaneously. The internal assessments for aided and SFC have been conducted and marks submitted to the office.
 - For all exams, information was gathered via Google Forms. Students were given an orientation lecture as well as mock tests to prepare them for online lectures. Student helpline numbers were created and a google form link was made available to report any issues with regards to online exams.

- **To update on the plan to orient students regarding the “students satisfaction survey”**
 - The Power Point presentation to orient students for NAAC students’ feedback is ready. The database of students required by NAAC is made ready by the criteria 2 team and ready to be sent whenever required.
- **To update on the action plan to implement the ‘Buddy Project’ – PALS (Participative Academic Learning Scheme) in the current academic year**
 - The Buddy Project was initiated by the Students Services Team (SST) in the month of December 2020. The Mentoring policy of the college has stated this as a function of the SST. Around 18 projects have been completed so far.
 - The Criteria 2 team is scheduling an Advanced Learners’ meet in the month of February.
- **To give an update on Mentoring**
 - The process of mentor – mentee registration was completed by the end of November, and the program was launched on the 1st December, 2020. It was offered as optional no lecture day to enable mentors to conduct their mentoring process. Most staff members have completed the first round and submitted their report. This program will be an on-going process throughout the entire year.
- The Principal suggested that the committee decide on dates for Students Satisfaction Survey during the meeting. The Principal and Ms. S. Malhotra agreed that the first round could take place in second half February 2021, and the last round just before the NAAC visit. Somewhere in between there could be a second round too.
- The Principal sought clarification on the Advanced Learners meet. It was suggested that members of the SST and the Student Council could be part of this programme, along with any other students whom the professors recommend. The plan was to have 2 sessions where they exchange ideas about their career plans, further study plans, etc. There would also be an external speaker who would help guide them plan their careers.

The Principal asked the Criteria 2 team go beyond that and do more for these students, she asked the IQAC committee members for their suggestions. Fr. Frazer Mascarenhas suggested that such students need to be intellectually stimulated. Dr. S. Lobo also suggested each class teacher recommend 2 or 3 students, because the Students Council very stringently selects 1-2 student per year/course. Mr. N. Shukla suggested incorporating extra subject matter relevant each subject which would help a particular student excel in that field and also help clear competition entrance exams such as GATE exams for Navratna Companies. Dr. Fr. Frazer Mascarenhas cautioned that this direction would make similar to coaching classes which provide these needs, rather he suggested starting an Honours program. This would stimulate our advanced learners’ students towards more critical academic thinking and satisfy their intellectual needs.

Criteria 3: Research, Innovations and Extension

- **To update on the progress of the incubation cell in conjunction with Alumni**
 - Dr. J. Bhatia informed that the E-Cell was conducting meetings with regards to the Incubation Cell. Few core committee members from E-Cell would be joining the Incubation cell. There is issue with regards to E-cell requirements. The committee

is working on how to get more students to join the E-Cell. The Principal also reminded the committee that Mr. Joseph D'Souza had volunteered to be part of this process and mentor the students. Mr. J. Dsouza stressed about engaging on more on one-to-one basis, as each student would have a different need. Dr. H. Bhasin assured that once the team was setup, they would engage with Mr. Joseph Dsouza. Mr. E. Fernandes also suggested as a resource we have the Bombay Management Association which is Non-Profit Organisation. They conduct online webinars to train budding entrepreneurs. Mr. E. Fernandes volunteered to put us in touch with the association.

- **To update on AVISHKAR & DLLE**
 - 8 teams have registered from Avishkar 2020-21. Due to the pandemic and lockdown, there has been no notification with regards to Avishkar from the University of Mumbai.
 - 175 students have registered for DLLE this academic year. The activities done are as follows:
 - Orientation Programme conducted on 20th October 2020
 - Workshop on 'Social Entrepreneurship, Swachata and Rural Engagement' conducted on 23rd October, 2020
 - Guest Lecture on 'Failure is a Building Block to Success 'conducted by Mr Sharat Sharma on 28th November, 2020.
 - Students and Faculties have been attending first year training programme which was organised by DLLE, Dept of Mumbai on 9th November, 2020.
- **To suggest uniformity of documentation of SOP activities for SFC and Degree courses**
 - In order to streamline and create uniformity of documentation of SOP activities, Fr. Mario Mendes will be coordinating SOP for SFC. This year because of the lockdown the SOP will be conducted online, by means of students creating teaching material for disadvantaged students
- **To update on the Plagiarism software**
 - Dr. J. Bhatia informed that Urkund has proposed a quotation of Rs. 1.41 lakhs per academic year. The Principal informed that this software is bought by the University of Mumbai and they are supposed to share it with us. Currently we were trying to get in touch with the authorities. Dr. S. Rajpurkar informed that this year, in order to check the research articles, we contacted SNTD college which lets other colleges use the Urkund software for a minimal fee.

Criteria 4: Infrastructure and learning Resources

- **To update on Gymnasium work:**
 - Ms. Sarvani updated the committee that the college sports in charge , Mr. More informed her that there has been no progress in status of Gymnasium work as it could not be taken further due to the pandemic and lockdown,.
- **To discuss a mechanism to track the use of library e-resources by students and faculty**
 - Regarding the mechanism to track the use of library e-resources by students and faculty, Ms. Sarvani stated that she consulted the librarian Dr. Sujata Rajpurkar and was informed that in N-list program, there was a facility to retrieve month-wise and year-wise usage details. She mentioned that for library webopac, we have a facility to know how many users access our library online catalogue. She mentioned that till now N-list has been logged into 45000 times by users. Dr. Sujata highlighted that the library has a YouTube channel which has details of how to use resources that are available freely and made available by the Government of India. The Principal

instructed Dr. Sujata takes up zero hour for library usage. She instructed that the teachers would be giving topics to the students who have to do a research using online resources. The Principal also instructed Dr. Jyoti to collaborate with Dr. Sujata for undertaking such student research other than Avishkaar.

Criteria 5: Student Support and Progression

- **Update on progress of data of FY students that was awaited to identify economically backward students and encourage them to apply for scholarships**
 - Mr. Neeraj mentioned that the FY student data is still under process. There is a good response from students for scholarships. He mentioned that overall, 42 students have applied for different scholarships. He specified that 3 students have applied for the Reserved Category Scholarship, 7 students have applied for Chhatrapati Shahu Maharaj Scholarship and 6 students have applied for Grenville Soloman and Mavis Dias Endowment Scholarship.
 - Regarding Grenville Soloman and Mavis Dias Endowment Scholarship, she stated that 20 underprivileged students have been identified, out of which three students would be given rupees 50000/- each and the remaining students will be given Rupees 15000/- each. Mr. Ernest added that we could ask donation for iPads and donated to the underprivileged students, as many students do not have devices to attend the online lectures. Mr. Joseph mentioned that at St. Antonio School, each teacher had been given a tablet for online teaching purpose. These tablets are sole property of the school and the teachers had to return it as when requested.
- **To give an update on mapping student progression with the assistance of the PR team**
 - Mr. Neeraj mentioned that they have already begun mapping student progression and 109 students have been tracked on LinkedIn. He said that a Google form to collect student progression data has been floated and the team received 118 responses in a span of about a week. The Principal corrected that there are around 8000 students who have been approached on LinkedIn. Mr. Neeraj stated that students have to upload the proof of their progress. He said that the documentation is under process and the proof would also be uploaded in the repository. The Principal mentioned that she has an account on LinkedIn and through the account, alumni have been tracked under the tag 'St. Andrew's College'.
- **To provide an update on the status of Alumni Registration**
 - Mr. Neeraj stated that 118 students from batch 2001 onwards have been registered as alumni. Dr. Charmaine Braganza stated that the procedure for registering the Alumni Association is complete and only the official registration document is pending. Mr. Kevin Miranda highlighted the need to complete the procedure urgently, as the alumni Association was formed in 2006 and in both II and III NAAC cycles, the peer team raised questions on registration of aluminium Association.

Criteria 6: Governance, Leadership and Management

- **To update on the implementation of e-governance in various areas of operation**
 - Dr. Susan Lobo mentioned that for e-governance a MOU has been signed with Onfees in August, 2019. Onfees has been catering to a wide range of our e-governance including admissions, cancellation of admissions, fee collection and refund, biometric attendance of staff, etc. to name a few. She stated that over 30000 books have been given RFID tags. Various student application and library kiosk is still pending.

- **To update on status of Financial Audits as this is year of NAAC visit**
 - Dr. Susan Lobo discussed about External financial audit that has to be conducted. Mr. Linus explained that the college conducts only internal financial audit. The last internal financial audit was conducted in financial year 2018-19. In the financial year 2019-20 it could only be partially done due to the unexpected lockdown. The office is planning to complete it by January. He specified that External Financial audit is conducted by the Joint Director's office and from 2016 it has not happened.

Criteria 7: Institutional Values and best practices

- **To report on the pages of preparing the handbook of Code of Conduct**
 - Dr. Harmeet instructed the committee that the Code of Conduct handbook was ready with only the exam information pending and it was in possession of Mr. Damodar. She mentioned that Mr. Damodar was trying to upload it on the website while the meeting was going on and it would be up on the college website by evening. The Principal directed Dr. Harmeet to hold on as some observations had been made about the Code of Conduct document, that it was not gender neutral and some other deficiencies had been found in it. Principal stated after it is thoroughly reviewed, then only it will be on website. Mr. Ernest Fernandes mentioned that the Code of Conduct should be framed in consultation with stakeholders, so that there is a feeling that they were consulted. The Principal requested Dr. Susan Lobo to discuss it with the Student Council members in meeting that was scheduled at 5 p.m. on the same day.
- **To report on the status of seminars/workshops that were planned and mentioned in the previous IQAC meeting (3rd of November 2020 on Sexual Harassment, 4 November 2020 on LGBT session, 5th December 2020 –a workshop on 'Self Defense' and also proposed a two-day national conference on 'Cross Root identity')**
 - Dr. Harmeet mentioned that the Women Development Cell has seminar and workshops planned. She said that there was a Self-defence workshop scheduled on 5 December, 2020 which will now happen only after the college reopens as it involves a practical demonstration. She listed that on 10 June, 2020 the Women Development Cell had a webinar on 'Gender Equity and Covid', in collaboration with the Women Development Cell, University of Mumbai. A workshop, 'Be a Cyber Sathi', was held on 28 November, 2020 by Marissa Borges and Noel Park of the Red Dot Foundation. On 27 October, 2020, 28 October, 2020 & 04 November, 2020, there were students presentations entitled 'Gender Galaxy' which was recorded and is available on Edfly. She mentioned that the Women Development Cell would be organising a webinar, 'Cross Road Identity' in collaboration with the Sociology Department on 28 January and 29 January 2021.

IV. Any other matter with permission of the chair -

- Dr. Vatika Sibal expressed her pleasure in sharing that there would be an edited book published by the Economic and Political Weekly for the papers presented during the webinar on 'Gender Equity and Covid' held by the Women Development Cell in collaboration with the Women Development Cell, University of Mumbai.
- Mr. Ernest mentioned that the teachers should be given training, so that they can answer how they managed teaching learning during the pandemic, if asked by NAAC. The Principal said that everything is streamlined and managed by Onfees. Dr. Susan Lobo added that the college conducted a Faculty Development Program in May 2020 to equip the teachers for online teaching. She said that most teachers have attended various such training programs personally also to get accustomed to the virtual environment. She

mentioned that the Staff Advancement Committee has also planned a session on Video Editing for the FDP from 4 - 8 January 2021.

- Dr. Sujata highlighted that Mr. Raymond, our library staff secured 3rd prize in a Library workshop at R. J. College of Arts, Commerce and Science, Ghatkopar.
- Mr Joseph enquired if any action has been taken with regard to the Hygiene Audit conducted in the college canteen. The Principal replied that nothing had been done because the canteen was not functional for the time being as we were not physically on the campus. She expressed plans to put in place a self-closing mesh door to prevent the menace caused by cats.

The meeting concluded with a Vote of Thanks to the Chair.

Date: 26 February 2021



Hermandes
Principal