

Minutes of Internal Quality Assessment Committee held on 10 October 2020

A meeting of the Internal Quality Assessment Committee was held on Saturday, 10 October 2020 at 9.15 A.M. via the Zoom meeting application. The following members participated.

1.	Dr. Marie Fernandes (Principal)	12.	Fr. Clarence Fonseca (Managing Trustee)
2.	Ms. Shubda Malhotra (IQAC Coordinator)	13.	Ms. Vineetha Nair (IQAC member).
3.	Dr. Charmaine Braganza (Vice-Principal, Degree)	14.	Mr. Samson Carvalho (IQAC member).
4.	Dr. Susan Lobo	15.	Dr. Sujata Rajpurkar (Librarian)
5.	Ms. Sharmila Dhote	16.	Mr. Rohitash Gupta (Industry Expert)
6.	CA. Kevin Miranda	17.	Mr. Joseph D'Souza (Industry Expert)
7.	Dr. Harmeet Kaur	18.	Dr. Fr. Frazer Mascarenhas (Educationist)
8.	Dr. Vatika Sibal	19.	Mr. Ernest Fernandes (Local Society)
9.	Ms. Janine Coelho	20.	Mr. Derek Pereira (President, Alumni Representative)
10.	Ms. A.N.S. Sarvani	21.	Ms. Carol D'Silva (Student Representative)
11.	Dr. Sharon Gonsalves Durham	22.	Ms. Elina D'Souza (Student Representative)

The meeting began with a prayer by Dr. Fr. Frazer Mascarenhas. Dr. M. Fernandes remembered the ailing family members and the departed family members of the team in the prayers.

Leave of absence was granted to Ms. Melanie D'Souza

I. To read and confirm the minutes of IQAC Meeting held on 18 April 2020.

The minutes were read and proposed by Ms. Janine Coelho and seconded by Dr. Sharon Gonsalves Durham

II. Matters arising from Agenda Item No. I.

- Dr. H. Bhasin informed the committee that, regarding her Criteria-VII points, Prof. V. Nair has all the quantitative details of the waste management for which Prof. V. Nair clarified that the record is maintained by our helping staff Mr. Robert in a register.
- Ms. A.N.S. Sarvani pointed out that she had a few corrections that had to be incorporated in the previous minutes. She was told that it would be done.

- Mr. J. D'souza, who is the Chairperson of Antonio De Silva High School, shared that the school was evaluating the impact of online teaching conducted via Google Classroom. He suggested similar evaluation be conducted.

III. To report on the following:

- **To inform the committee members about the training given to staff members for conducting online lectures to equip themselves with the new challenges unleashed by the COVID 19**
- Ms. Shubda Malhotra, highlighted the efforts that had been put towards adopting an online working environment. The journey started with the first zoom meeting for IQAC in the month April, a 5-day FDP, that focused on making teachers familiar with online platforms to conduct lectures and webinars.
- She also informed the committee that the training sessions organized by Edfly, to train the teachers to take lectures online had made the transition to online teaching very smooth.
- **To inform the members about the ongoing preparations for the upcoming External audit**

Ms S. Malhotra informed the committee about the upcoming External Academic Audit. All the data required by the audit team was being sent online. The team expressed their desire to visit the college by (October/ November) she stated. She thanked all the staff members for putting in their hard work and submitting a detailed approximately 60 items extensive format. She also thanked the members of her core team who had also been diligently working to adhere to the deadline.

Ms. S. Malhotra also provided an update regarding the NAAC reaccreditation process and said that we plan to send the Letter of Intent by March, for which we need to compile the SSR by December/ January. The Principal expressed gratitude towards Ms. S. Malhotra and all the Criterion heads for their dedicated hard work and commitment despite of the challenges of online teaching, and the preparations of MCQs for TY online exams

a) Curricular Aspects

- **To inform the committee of the certificate courses and add-on courses offered by the college for this academic year.**

Dr. Vatika Sibal displayed details of the certified courses. There are total 11 courses of different areas like (Commerce, Finance, Communications, Cyber Security, Psychology, and French – members who are in charge of courses are Dr. Priya Shahi, Mr. Ritesh Sheth and Ms. Asha Mohan. Complete details of these courses were on the college website and that further she added that the Inter Religious course was open to the community from this year and the course fee is reduced due to the pandemic.

Mr. Derek Pereira suggested that courses like Excel need not be taught explicitly but students should be encouraged to self-learn.

- **To report on the progress of student enrollment for FOSSEE Fellowship 2020**

Dr. V. Sibal informed the committee that: FOSSEE Summer Fellowship, was an initiative of the Free and Open Source Software for Education (FOSSEE). The project was funded by the National Mission on Education by MHRD, GOI. The Project helps to promote the use of various open-source programs such as DWSIM, Scilab, Python, Open PLC, Open Modelica, CFD, and OSdag. This year The FOSSEE Summer Fellowship 2020 commenced on 20 April 2020. Due to the outbreak of COVID-19 and lockdown restrictions, the fellowship was conducted only for python program. The application window would again open, in January 2021.

- **To update on progress of updating Junior College students about various online courses conducted by the college.**

Dr. Sibal informed that she contacted our Jr. College Vice-Principal Mr. Frederick Arland for the above said matter. He has conveyed her that due to pandemic nothing was informed about the online courses and admission process and they are just concentrating and streamlining lectures as they are facing technical glitches.

- **To present a gist of the analysis of the feedback received from various stakeholders in the previous academic year and the actions taken for improvement.**

Dr. Vatika Sibal conveyed to the committee that the feedback was taken from various stakeholders - Parents, Community, Peer, Students but the data was not analyzed by Onfees. The data for 2019-20 regarding teacher feedback from students were as follows:

Sr. No	Rating	Total number
1	Very Good (100 to 75%)	45
2	Good (74 to 60%)	11
3	Average (59% to 35%)	05
4	Bad (34 to 0%)	02

b) Teaching-learning and Evaluation

- **To report on the online exams conducted by the college :**
 - Ms. Sharmila Dhote explained the online examinations experience as below:
 - The examinations were conducted on our LMS platform Edfly. These examinations were conducted for Semester-IV post graduate course and for the regular Semester-VI and also for all the lower semesters' backlog examinations of the under graduate courses.
 - Edfly conducted 4 mock drills for students.
 - A google form was created to collect the information of tech problems faced by students.

- A sample paper was uploaded on the college website.
 - A helpdesk was established to attend to students.
 - Initially there were some technical glitches like server problem, login issues etc. but eventually all issues were resolved in the later days.
- **To present an action plan to implement the ‘Buddy Project’ - PALS (Participative Academic Learning Scheme) in the current academic year.**
 - Ms.Dhote informed the committee that a new format for the Buddy Project was designed. The team intended to arrange meetings of slow learners’ parents with the counselor but it could not be materialized due to the current lockdown situation.
 - She conveyed that the ideal ration for each team is 1: 4 i.e., one bright students with 4 academically weak students. Each teacher had to take up at least 4 buddy projects in 2 different subjects. Hence, given the number of staff members in our college, we could have nearly 80 projects which was an impressive number for NAAC.
 - Ms. Dhote also informed the committee about the scheme for Advanced Learners in which they meet at least once in a year to exchange Career plans, Options, Views so that more educative exposure helps them in their future endeavors.
- **To give an update on the plan for mentoring and on training full time staff members to be mentors**
 - Ms. Sharmila Dhote informed the committee that a detailed mentoring policy has been formulated with objectives, functions, practices and benefits. She conveyed that all these formats were prepared as per the NAAC specifications and a PPT for students.
 - She conveyed that in the view of pandemic this year a ‘Student Services Team (SST), a semi-formal body, was formulated to address all the queries from students on college matters. The team has so far replied to more than a 1000 mails.
 - Ms. Dhote spoke about the two seminars that were organized on 22 May 2020, by Dr. Gayatri Balasubrahmanyam on “Mentoring” and by Dr. Vilona Braganza on “Reducing Student Anxiety”.
- **To present the academic calendar for the academic year 2020-21.**
 - Ms. Dhote mentioned that the Academic Calendar with proposed activities was submitted to the Planning and Evaluation committee. She stated that as per the NAAC requirements this time the Calendar added the Learning Outcomes of the activities and also the Examination Schedule. The softcopy would be on the college website.
- **To present a plan to orient students regarding the ‘Students Satisfaction Survey’.**

Ms. Dhote highlighted the fact that NAAC has its own questionnaire which had a weightage of 60 points, therefore, the survey would have to be conducted twice during the entire academic year.

- **To inform the committee of the total applications received and the total no. of enrollments in each course, for the First Year admissions.**

Ms. Sharmila Dhote informed the statistics of admissions as below:

Class	No.of applications received	No.of admissions taken
FYBA	1028	239
FYBCom	1111	349
FYBMS	1539	123
FYBAMMC	765	54
FYBCom(A&F)	564	61
FYB.Sc-I.T.	442	58
F.Y.B.Sc-H.S.	77	34
F.Y.B.Com(B & I)	176	48

Principal expressed the need to reconsider running the B.Sc-HS course given the fall in admissions. She added that the course fees was much higher than the other courses. Besides, this course involved practicals and it would not be feasible to conduct it due to the lock-down.

- **To brief the committee on the introduction of the Edfly platform as a teaching-learning platform for this academic year.**
 - Ms. Dhote informed the committee that the college was using 'Edflylearn', a comprehensive software for learning management, to conduct lectures online. Lectures are scheduled on this LMS and the attendance for the same is automatically registered.

Mr. R. Gupta raised the following three points:

- 1) If there was an improvement or decline in the applications for various courses given the fact that the teaching is online.
- 2) How do we check attendance? And has it improved?
- 3) How do we check the student's engagement?

Clarification by Prof. S. Dhote as below:

- 1) Data was not available with her to compare this aspect.
- 2) The attendance was automatic as per their login but as of now there is no calculation of attendance as the benefit of doubt given to student with regards to technical problems.
- 3) There was no established system to check true engagement of students.

Ms. Carol, stated that though the participant list was quite high only a handful of students attended.

- Principal informed the committee that the recorded lectures were available on the Edfly platform for advantage of students who missed the lecture for some reason.

- Dr. Susan Lobo, Dr. Harmeet Bhasin, Dr. Charmaine Braganza, Dr. Sharon Durham shared their experiences about checking students engagement during these online lectures.
- Mr. R. Gupta suggested online poll option.
- Ms. Janine Coelho, Dr. Vatika Sibal suggested that getting class lists from the office would help better in keeping a watch on students.

c) Research, Innovations and Extension

- **To report on English Department seminar**

- Dr. Sharon informed the committee as follows:
- On 11 and 12 September 2020, an International Conference was organized by the English department on “The Possible and Impossible Worlds in Science Fiction”. It was from 9am to 1pm on both days. The conference was conducted on zoom webinar platform of our college and live streamed on the You tube channel.
- The speakers, Mr. Isiah Lavender, from USA, spoke on ‘Black and Blue: Racism and Policing in Science Fictional America’ on 11 September. Other speakers included Dr. Aparna Mukherjee from Aloysious College, Madhya Pradesh and various other participants from Hyderabad and Delhi. There were 6 presentations. 77 participants on day 1 and 176 views on You tube.
- On day 2, Ms. Mini Mondal was the invited speaker. There were 8 presentations. Participants from Bangalore, Mumbai also joined. 76 participants and 338 views on You tube channel
- Principal added that this time: Indian Sign language translation was added for the hearing impaired. And Ms. Tincy Makson was the Indian Sign Language interpreter.

- **To highlight the initiation of the Incubation cell**

- Dr. Durham informed the committee that the college was planning to initiate an incubation cell at the earliest.
- The concepts that are under the incubation centre are: seed funding, legal services, market surveys, mentoring, strategizing, startups, having industrialists on the panel for discussions about business ideas.
- Mr. Joseph D’Souza expressed his willingness to be on this incubation panel in order to guide young ones towards Entrepreneurship.
- Mr. Derek Pereira also offered to get one alumnus named Vivek Thomas from Canada for the cell.

- **To report on the FDP program held in June 2020**

FDP – joint effort of Staff Advancement Committee and College Research Cell
5 day FDP. The details as below:

21 May 2020	Dr. Mandar Bhanushe	Google classroom
22 May 2020	(i)Dr. Gayatri Balasubrahmanyam (ii)Dr. Vilona Braganza	(i)Mentoring (ii)Reducing Student Anxiety
23 May 2020	(i)Mr. Chintan Saglani	(i)Edfly LMS demo
26 May 2020	Dr. Ela Dedhiya Mr. Abhishek Sood	21 st Century skill sets in Education and Career Taking Live Lectures on You tube.
27 & 28 May	Presentations by staff members, on various topics.	

- **To elaborate on the progress of students and faculty enrolment to undertake research under the STRIDE scheme.**

- Dr. S. Durham made the following points:
- STRIDE was a UGC initiative, recently started, for inter-disciplinary research. Colleges can request funds for research – ranging from 50L to 1Cr. A Search cum Selection team evaluates the projects and grants funds for the same. Duration of the scheme is 3 years. This funding is not for private institutions. The areas of research were Psychology, History, Journalism, Public Health, Mgmt. and Commerce, Marketing & HR, Environment. There are three levels of funding: students, faculty and institutions. She stated that for the year 2020 they have not invited any applications.
- She spoke about SYBMS students doing a Market Survey for a jewelry company. There were prizes for best surveys.
- Principal emphasized that we need to encourage students towards research and reminded about AVISHKAR.

- **To explore possibilities of getting funds from University and other funding agencies**

Dr. Durham highlighted the various organizations that grant funds for college level research. Some of them are UGC, TISS, AICTE, RUSA, CSIR, ICSSR.

Ms Malhotra informed that at present RUSA portal was closed.

- **To improve the quality of research by investing in a Plagiarism software.**

- Dr. Sujata Rajpurkar informed the committee as follows:
Inflibnet started giving URKUND plagiarism software to all universities and they were supposed to share it with colleges, but the University of Mumbai was not doing

it. The college could try directly from Infilbnet for URKUND. The cost would be about Rs.1,00,000/-.

- Principal asked Alumni to the President Mr. Derek Pereira, if the Alumni Association could sponsor that cost.

Mr. Derek Pereira informed the committee that the Alumni Association's documentation work is pending from the college side and was taking very long time. This was making the members lose their interest and some of the members were opting out of the association. He offered to come and discuss in person, about the apprehensions if any. He suggested that unless college was quick in its response towards the documentation procedures, the Alumni Association may not be able to function. `

d) Infrastructure and Learning Resources

- **To inform about the software training program attended by staff**

- Ms Sarvani updated the committee that there was a 2-days National level workshop organized by the Xavier Board, Bangalore on "Online Teaching and Evaluation" on 14 and 15 May 2020. It was attended by the professors of the B.Sc IT Department.
- On 27 and 28 February 2020: A National level workshop on "**Research Methodology in Social Science**" was organized by our college. There were hands-on-training for 'Search Engine Optimization', SPSS, Google Analytics, etc. Teaching faculty from our own as well as other colleges from India participated.
- On 15 November 2019, a workshop on "How to use Smart Board" was conducted by Ms. Mansi Golwalkar from CBM. The entire teaching faculty members of our college attended this workshop in 3 separate sessions. Practical demonstration were given on all the techniques of using a smart board in a classroom.
- She mentioned that Dr. Andita Mendonza and Mr. Santosh Ranavar from LMS Edfly taught the features of our LMS. Enough time was given for test and trial and use at various levels such as the instructor, administration etc. They provided a two month free active login for the users to get a grip. She thanked the Principal for the same. She also highlighted that we could approach Edfly to sort the problems that we face.

- **To update on new Library upgrades and changes :**

Ms. Sarvani informed that the college library has acquired the upgraded Speech Recognition Software Lingua phone -21 Curriculum + i Lotus SRS, the Linguaphone-21. It had 5 levels: basic, Fluent, Confident, Command, and Excellence.

She informed that the library has started Guest Membership for the local community. Dr. Susan Lobo expressed that the Guest Membership should be extended to everyone in the community rather than limited to only Bandra community. She suggested it should be publicized through pamphlets etc. in various parishes through churches.

She added that from last year, the librarian is sending mails to each faculty giving up to date information about journals and other resources.

- **To suggest methods of increasing e-content and use of other ICT teaching aids:**
Ms. Sarvani informed the committee that the Edfly platform is being used for online lectures. The college is also gathering a lot of e-content in the form of lecture videos, and other content like ppts, pdfs, images and documents to create a repository on Edfly.

e) Student Support and Progression

- **To provide an update on the changes incorporated in the admission form to identify Economically Weak Minority students**

Ms Janine Coelho explained the committee about their efforts for the above. The details are as below:

- Edfly was to provide the data of financial status of students so that they can recognize the economically backward students and encourage them to apply for scholarships. Edfly shared admission data of SY and TY batches but they have not marked the income range and hence the team has to analyze the same. FY data is still awaited.
 - She also suggested that the Equal Opportunity cell could also coordinate in this matter and the data is shared with Dr. Sujata Rajpurkar as well.
 - She stated that the Minority scholarship portal was open but other government scholarships were yet to be opened. She also stated that the team will send email to students those have given their financial details at the time of admission.
- **To update on the mechanism implemented to encourage more students to apply for Government/ Non-government Scholarship schemes**
 - Ms. Janine stated that the scholarship details are uploaded on the college website along with forms. She conveyed that often students face a problem in getting the income certificate from Government sources. The college has extended help in this matter. The students can email the problems they face and will get the necessary support from college. She has informed that Mr. Julio Rebeiro had given us a contact that could be a big help in this process.
 - She added that applications for the Minority Scholarships were already coming in.

- **To report on the use of the Placement Cell software :**

Ms Janine Coelho informed the committee that the MOU for the Placement Cell software was signed. The first session using that software is scheduled for next week.

There were two national level training webinars, first one on 9 June 2020 with 414 participants from various colleges and the second one on 29 June with 256 participants. Despite the slowdown in job market, the Placement Cell could achieve 17 full-time placements and 41 internships from 12 different companies.

- **To give an update on mapping student progression with the assistance of the PR team :**
 - Ms. Janine mentioned that the college office would contact the past students on the basis of Transference Certificates, Migration Certificates and Transcripts collected from the office and would be requested to update of their progression along with their relevant certificates to send to the college to prove to NAAC.
 - The PR Team is helping to collate LinkedIn data in year-wise manner.
 - She informed that, Mr. Neeraj Shukla has designed a Google form for alumni to fill in to collect relevant data.
 - She informed that Mr. Jitu Dalvi would provide softcopy of the transcripts, TCs, Migration Certificates so that each student could be contacted by email and their progression data be collected.
 - Mr. Kevin informed that whatever data was collected when he was in charge of Alumni Association alumni data from 1986-87 onwards was collected was saved on a CD and it was with the college office. Prof. Janine has requested to provide a copy of the CD to her as that would help in their data management. The Principal stated that a lot of information must have been changed now.
- **To provide an update on the status of Alumni Registration**
 - As Mr. Derek Pereira talked about this matter at the end of Criteria-III discussion, the entire matter is not repeated here. Mr. Derek Pereira expressed the view that the Alumni should have a formal structure and that the college along with the Alumni Association should work together to collect data. He suggested to rope in Ms. Belinda Joanes and Mr. Neeraj Shukla so that the process speeds up. He also highlighted that social networking would be an efficient and easy task to collect the data.
- **To update on status of a Policy document for Student Grievance :**
 - Ms. Coelho informed the committee that all the information regarding grievances was being displayed on the college website as it is a NAAC requirement. Currently, M. S. Dhote has taken up charge of the Student Grievance Committee and hence the data has been forwarded to her. Ms. Dhote has confirmed receiving the same.
 - Ms Coelho requested that since one of her team members Ms. Jill Lobo was resigning, it would be helpful if the Principal adds another person to the team, which the Principal agreed.

f) Governance, Leadership and Management

- **To provide an update on the college Perspective Plan :**
Dr. Susan Lobo said she had drafted the perspective plan based on the previous plan and tried to stream line with NAAC parameters. It has been approved and is available on the

college website. Most of the goals are achieved and efforts have been initiated to achieve the rest.

- **To report on the implementation of E-Governance in various areas of operation :**
 - Dr. Lobo requested Onfees to provide a report for the same. They gave a phase-wise report. As per that report ,
 - 1) **In phase-I & II** , the tasks achieved were: Admissions & cancellations, fee collections & refunds, ATKT forms for degree college, id cards, biometric attendance, employee portal, student attendance, communication management., feedback forms, revamp of website, student portal,
 - 2) **Under process:** RFID tags for more than 30,000 books, payroll for non-teaching staff, managing current online examinations, LMS for online lectures.
 - 3) **Pending modules:** Student applications, Asset management, Library Kiosk for book issue.
- The Principal appreciated Onfees for the work they have done.

g) Institutional Values and Best Practices

- **To update on the status of implementation of e-waste drop point in the campus**

Dr. Harmeet Bhasin informed the committee that she consulted an E-Waste management organization, *Ecoreco*, regarding Eco bins. They charge a onetime payment of Rs.20,000/- (plus taxes extra) to establish the drop point (wooden bin) in the college campus. It would be cleared as and when it fills. A one-time service fee would be taken during the tenure of partnership. For each collection, a certificate would be issued by the Government of Maharashtra. She shared a photograph of one such bin that is installed in another college. She also stated that we could make our own wooden bin for the same. Principal suggested to wait till college reopens in a regular form before proceeding to install the bin.

- **To report on the process of preparing the handbook of Code of Conduct.**

Dr. Bhasin informed the committee that she studied the Code of Conduct handbooks of various colleges and incorporated a proposed hand book of Code of Conduct for our college. It has been approved by the Governing body of the college. The Principal has seen the draft. It has also been approved by the Advocate. Some formatting work along with inclusion of Examination rules and other details are yet to be added in the same.
- **To provide an update on programs initiated for Gender Equality.**
 - Dr. Harmeet Bhasin informed that she received the college Women Development Cell report and shared the details with the committee. The cell organized a webinar along with the University WDC on 10th June 2020 on 'Impact and role of religious minorities "as a part of their series of webinars with the theme "Gender equity and Covid -19 Perspective from the Margins". The webinar was on zoom platform and

was live streamed on youtube as well. Dr. Pristine Nathan and Astrid Lobo Gajiwala were speakers.

- The cell was planning to conduct seminars - one on 3rd of November 2020 on Sexual Harassment and another on 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’.
- **To report on the plans for the Conference to be organized by UNESCO and Cardinal Paul Poupard Chair for Inter-Religious and Inter-Cultural Dialogue.**
 - Dr. Bhasin informed that she received a report from Ms. Dhote, which stated that a symposium entitled “Evolving Communities in Pandemic and Beyond” is being proposed. It would encompass issues pertaining to the impacts of pandemic on education, physical and mental health, economic conditions entertainment industry & environment. The conference would happen online through Zoom or Google platform.
 - Mr. Derek Pereira expressed great pleasure about the memorabilia sold by the E-cell of college and he promised to help publicize this cell.

IV. Any other business with the permission of the Chair

As there was no other business.

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

Date: 2 January 2021



Hemant Desai
Principal