

MINUTES OF THE IQAC MEETING HELD ON JULY 14, 2018

A meeting of the Internal Quality Assessment Committee (IQAC) was held on Saturday, July 14, 2018, at 9:30 a.m. in AV room. The following members were present:

1.	Fr. Caesar D'Mello (Managing Trustee)	14.	Ms. A.N.S. Sarvani
2.	Dr. Marie Fernandes (Principal)	15.	Dr. Sujata Rajpurkar
3.	Fr. Aniceto Pereira (Special Invitee)	16.	Dr. (Fr.) Frazer Mascarenhas - Local Society
4.	Dr. Desiree Gonsalves (Vice Principal)	17.	Mr. Ernest Fernandes - Local Society
5.	Ms. Melanie Andrade (Vice Principal)	18.	Mr. Joseph D'Souza (Expert from Industry)
6.	Dr. Amelia Correa (IQAC In-Charge)	19.	Mr. Vivek Mendonca (Expert from Industry)
7.	Dr. Graciella Tavares	20.	Derek Pereira - Alumna
8.	Dr. Charmaine Braganza	21.	Daniel Luis - Alumna
9.	Dr. Kashmira Mody	22.	Ms. Joanita Fernandes - Registrar
10.	Dr. Shirly Abraham	23.	Mr. Linus D'Souza - Office Supdt.
11.	Ms. Susan Lobo	24.	Janet Sojan - Student (Self-Finance)
12.	Ms. Shubda Malhotra	25.	Clarita D'Souza - Student (Degree)
13.	Dr. Priya Shahi		

I. Matters arising from Agenda Item No.1

Mr. Rohitash Gupta was granted leave of absence for the meeting.

II. To read and confirm the Minutes of the IQAC meeting held on Saturday, September 9, 2017

The minutes were proposed by Ms. Shubda Malhotra and seconded by Ms. Joanita Fernandes.

III. To report on the following:

A. Curricular Aspects

- Ms. Sarvani informed the committee of the problems faced in the last feedback system. Dr. Amelia Correa mentioned about the required weblinks in new NAAC format. The focus of the NAAC is now on E-management systems. Ms. Joanita Fernandes briefed the committee about the progress regarding E-management. This covers biometric attendance for staff and students, digitalization and computerization of all administrative records.
- Dr. Desiree Gonsalves updated the members regarding the introduction of four new certificate courses, Advance Excel, Tally ERP 9, Equity Boot Camp Trading and Digital marketing. Dr. Amelia added that last year certificate courses were conducted by the Economics, Accounts and B.M.S. departments.
- Dr. Shirly Abraham presented pamphlets for the Citizen Leadership course which would commence in first week of August.

B. Teaching-Learning and Evaluation

- Regarding the result analysis, Dr. Graciella Tavares informed the members that due to the delay in results, the analysis could not be prepared.
- Biometric system would be used to record the attendance of students.
- The Principal suggested recording of cancelled lectures and the making up of them at the earliest.
- The committee discussed about the feasibility of inviting parents of defaulters to collect their results.
- Mr. Abhishek Sood was to revert back to the committee regarding the recording of online lectures.

C. Research, Innovations, and Extension

- The Principal suggested the adoption of villages as recommended by the UGC.
- The focus should be on the quality of research. It was suggested that each department should publish at least one quality research paper per academic year.
- Mr. Joseph D'Souza talked about the digital library. Mr. Vivek Mendonca spoke about the British Council Packages offered.

- Dr. Sujata Rajpurkar brought it to the notice of the committee that audio books are expensive and therefore not feasible.
- Dr. Priya Shahi briefed the members about the DLLE activities of the last academic year which covered three areas; Career project, Status of women service, Annapoorna yojana

D. Infrastructure and Learning Resources

- Mr. Joseph D'Souza briefed the committee regarding the Hygiene Audit of the Canteen. The Report of the observations had been sent to the Principal. These covered problems with respect to the water filter, garbage relocation, hygiene and cleanliness not maintained by the canteen staff. Mr. Vivek Mendonca suggested the involvement of the students in maintaining the canteen hygiene.
- The Principal informed the Management that new recruitments had not been done in the Hospitality department and hence the lectures had not commenced. She also pointed out that the kitchen work was still pending.
- Ms. Melanie Andrade proposed the introduction of Raspberry pie as a learning resource.
- Ms. Andrade requested the committee to consider installation of a fan above the teacher's table in L3. F3 classroom too had a paucity of fans as stated by Ms. Susan Lobo. Janet, the student representative pointed out that the LCDs were malfunctioning and this was seconded by many staff members.

E. Student Support and Progress

- The Placement Cell informed the committee that a separate placement tab would be introduced on the college website. All TY students' data regarding interest areas of placements would be collected through Google forms.
- The Placement Cell proposed to request companies who will come for placements to also conduct training sessions for the students.

F. Governance, Leadership, and Management

- The Alumni Association informed the committee of their plans regarding Registration, Creation of a database, Fund raising and Mentoring.
- The Principal informed the committee of the Grenville & Vinita Solomon Scholarship of Rs. 3 Lac which was donated by an alumnus of the college.
- Dr. Amelia briefed the IQAC members about the external audit report forwarded by Principal Vijay Joshi. Some of his recommendations were introduction of new activities by departments, increasing MOUs, e-learning resources and focusing on few best practices and evaluating their impact.

G. Institutional Values and Best Practices

- Dr. Charmaine Braganza listed out the various Value Education Programmes conducted in the last academic year.
- The Principal informed the committee that the English Department Seminar was to be held in September 2018.
- Dr. Tavares spoke of the Economics Department Seminar "Economics of Religion".
- Cardinal Paul Poupard Foundation was continuing with the Add-on course in collaboration with the Nirmala Niketan School of Social Work on 'Water and Sustainable Development'.

IV. Any other business with the permission of the Chair.

July 25, 2018



M. B. Fernandes
Dr. (Ms.) M. B. Fernandes
PRINCIPAL