Minutes of Internal Quality Assurance Cell held on 15th May 2021

A meeting of the Internal Quality Assurance Cell was held on Friday, 15th May 2021 at 9:30 A.M. via the Zoom meeting application. The following members participated.

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

The meeting was started with a short prayer said by Fr. Clarence Fonseca. Dr. M. Fernandes welcomed everyone to the meeting. Leave of Absence was granted to Mr. Rohitash Gupta

I. To read and confirm the minutes of IQAC meeting held on 26th February 2021

The minutes were proposed by Dr. Charmaine Braganza and seconded by Mr. Joseph D'souza

II. Matters arising from Agenda Item No. 1

There were no matters arising from Agenda item no. 1

III. To report on the following:

- **To provide an update on progress related to SSR and AQAR.**
  - Ms. S. Malhotra stated that the criterion heads had submitted the draft of the SSR along with the repository proofs which was been verified by the members of the core team. The SSR compilation task was handed over to Mr. J. Dalvi. The Principal and IQAC committee have decided to have a run through of the entire SSR draft along with a list of repository proofs on the 25th and 27th May 2021 from 9:00 am to 1:00 pm
  - Ms. S. Malhotra informed about the 'Action Taken Report' (ATR) which is being compiled by her team. It would include main agenda points, recommendations made in IQAC meetings. The action taken (implementation) on these recomendations would be compiled for all IQAC meetings from academic year 2016-17 to 2020-21 and the recommendations made in the last Academic Audit report of 2018-19.

- o She informed the committee that the AQAR report was reopened for changes recommended by NAAC, which were duly completed and resubmitted on 29 April 2021
- o C.A. K. Miranda suggested that the DVV committee team also be allowed to participate during the run through of the SSR before the staff. The Principal agreed with the sameand stated that the SSR review meeting was for all staff members and concerned office staff.

Criteria 1: Curriculum Planning and Implementation

- **To provide an update on the feedback of Certificate/Bridge courses conducted during the academic year.**
  - o Dr. V. Sibal presented feedback analysis provided by Mr. Ritesh Sheth for the Certificate/Bridge course. Across all 9 courses there was an average positive rating of 97.66% (ranging from 93 to 100). Overall students expressed great satisfaction with the courses and stated they would highly recommend them to others.
- **To outline the Certificate/Bridge courses that can be extended to the local community for the upcoming academic year.**
  - o Dr. V. Sibal, based on the feedback analysis conducted by Mr. Ritesh Sheth, stated that the following courses could be extended to the community: Web Designing, French Language, Stock Trading Bootcamp (Technical Analysis), Financial Modelling and Valuation and Cyber-security management. In addition to this she also recommended the GST programme which was recognised by the Ministry of Skill and Development.
  - o The Principal invited more suggestions/recommendation from the experts. Mr. E. Fernandes suggested a course on 'Counselling/Mental Health and Coping' in light of the current pandemic. He also further suggested that they have a strong network in parish zones over whatsapp groups, where advertisement of such courses could be posted. Fr. F. Mascarenhas seconded that idea. C.A. K. Miranda suggested a cooking related course conducted by the Hospitality department, however that wasn't deemed feasible given the restrictions of the lockdown.
- **To consider adopting Case Studies for each Department as per Vice Chancellor's recommendations in recent meeting.**
  - o The Principal informed the committee about the Vice-Chancellor's recommendation to have atleast one case study be conducted in every subject/department, with the aim being on shifting from passive learning to more active learning with providing real time and tangible solutions in society. The Principal invited all committee members to start thinking of methods in which this proposal could be implemented in our course work, SOP, etc.

Criteria 2: Teaching, Learning and Evaluation

- **To discuss how online education can be made a more enriching experience for both educators and students**
  - o Ms. S. Dhote made the following recommendations to enrich the classroom experience:
    - Use of break – out rooms
    - Use of Quiz softwares/apps such as Kahoot
    - Enhance Ppt quality
    - Conduct group discussion by splitting the classroom

- Keep camera on
- Flipped classroom model
- Use of Ice-breakers
- Increase the number of breaks to 2
- Include physical exercises/activities
- A lecture on wellness both physical and spiritual
  - C.A. K. Miranda stated that the attendance is very low. He suggested that lectures should not be uploaded for later reference as it brings about a laxed behaviour with regards to attendance. Ms. S. Malhotra reiterated that as mentioned on an earlier occasion during the staff meeting, the recording of the lectures should not be immediately shared with the students but could be done little closer to the exams, the Principal seconded these points.
  - Dr. S. Lobo stated about the lack of enthusiasm among the students based on her experience of using breakout rooms. Mr. J. D'souza and Fr. F. Mascarenhas stated that informing and looping in the parents was a useful tactic to make students accountable.
  - The Principal stated her experience of setting a slightly difficult paper for the semester exams, which students found to be a more fulfilling and rewarding experience. Doing so was reported have made cheating in exams more difficult.

- **To report on the success of the Mentoring project**
  - Ms. S. Dhote stated that all mentors had filled the required formats and submitted it. She stated that there was a need to centralise/streamline the process of collecting feedback for standardisation of data.
  - She said an additional format to collect student signatures will be made to meet the problem of students dropping out the program and also not filling the feedback form.
  - She suggested that we also introduce a student's diary, which will not be submitted to the college but remains as record of mentoring
  - Ms. S. Dhote made a suggestion that the Student Service Team could be tasked with helping connect individuals seeking essential covid related medical supplies with NGOs in that particular area, thereby expediting the process.
  - C.A. K. Miranda stated that students show a preference for a same sex mentors as they find it to be more comfortable.

- **To encourage and mentor staff members to qualify for NET/ SET through a systematic plan**
  - Ms. S. Dhote suggested that staff members who are pursuing to clear NET/SET exams should have an accountability partner, more books should be made available in the library for reference and study, guest lectures be conducted, and regular mock exams be conducted for practice and monitoring progress.

Criteria 3: Research, Innovation and Extension

- **To discuss the scope of inter-departmental (also between Degree and SFC) research projects and apply for STRIDE**
  - Dr. J. Bhatia stated that STRIDE aims at exploratory/innovative research and want more students and young faculty to participate in the research. She explained the 3 components under which a faculty member can apply for funds. She informed that there are 12 areas for research within which various departments and subjects are included.
- **To encourage staff members to pursue Ph.D.**

o Dr. J. Bhatia informed that the research committee was willing to conduct courses/sessions on: 'How to write a Research Proposal', 'How to frame a research design', and 'How to write a literature review'. These would help build the foundations for those wishing to pursue Ph.D. She further informed about the PET exam and stated it is different for individual subjects.

Criterion 4-Infrastructure and Learning Resources.

- **To consider providing more relevant software training to interested staff members**
  o Ms. Sarvani mentioned that Mr. R. Sheth had contacted a resource person , Mr. Ajay Kumar Chauhan , who could provide training on a software called 'Orange' which would be helpful for teachers who are into research and also provide training on data import, data visualization, regression, machine learning methods and text mining. Mr. Ajay Kumar Chauhan's charges were Rupees 2000/- per hour. He proposed 3 hours (as two sessions) for any of these training session. Mr. Chauhan's linkedin profile was shared as follows : https://www.linkedin.com/in/dr-ajay-kumar-chauhan-5ab89a15

  o Ms. Sarvani contacted **iDigitize infotech** , an organization that conducts learning / training sessions in digital education field. They Proposed a session "**Golden Rules for E-content**" that could provide necessary skills for faculty to develop and organize their e-content in a suitable way for the current day scenario. They also provide sessions on **Microsoft-365,** a complete utilization of Microsoft software/services that helps teaching fraternity to manage their online teaching with expertise.

  o Ms. Sarvani has also contacted one of our alumni Mr. Nathan D'Penha , software developer and co-founder of Thinkbase.com who is currently pursuing a Professional Doctorate in Engineering (Software Technology) at the Eindhoven University of Technology. She said that he was ready to come up with a suitable training session if we convey our need in clear terms. Accordingly, Ms. Sarvani explained him about how the Edfly platform that the college is using and also that we already had sessions on Google classroom and you tube lessons. Mr. Nathan responded that he will send his proposals to us about the same.

- **To discuss on expanding the e-content repository**
  o Ms. Sarvani said that she had discussed this matter with assistant librarian Ms. Shraddha Gawade, who provided details about DSpace repository that we are using currently. She suggested some other sites / software that are similar to DSpace (Greenstone, Fedora , Eprints) which provides a platform to maintain our e-content repository. In addition to this this we currently have Edfly and Moodle platforms to maintain our e-content repository.

Criterion 5 - Student Support and Progression

- **To plan on engaging Alumni more vibrantly through frequent interactions with students.**
  o Mr. N. Shukla mentioned that that his team is doing its best to engage Alumni more vibrantly and have connected with over 3500 alumni. He said that the alumni association is engaged into this and the details of alumni will be ready in next 2-3 weeks.

- o Dr. C. Braganza stated that all signatories have been completed and only the registration of the Alumni Association is pending. Once the Minority Commission Officer office opens it will be registered.
- o Mr. Earnest expressed that each student should be provided with an i-pad under student support as most students have to share their devices with their siblings. He suggested that the students can either be given loans to purchase the devices or provide devices which can be later taken back.

- **To chalk out a plan for establishment of Industry- Institute linkages and improve placement ratio.**
  - o Mr. N. Shukla mentioned that the placement ratio can be improved through Alumni who have reached great heights in their career. He suggested conducting courses from expert alumni. He said that industry linkage is most vital and quoted few alumni who are doing great like Mr. Nathan from Netherland and Ms. Casandra from US who were from B.Sc IT department.

- **To provide an update on plan to tie –ups with institutes preparing students for Competitive Exams and Professional courses.**
  - o Mr. N. Shukla mentioned that a workshop was held on 10 and 11 May 2021for competitive exams which had 311 and 296 students respectively on each days. There was a two and half hour session each day and the students attended it with great enthusiasm. The enrolment fees for the course was Rs. 4500/-. The expert fees was very high and hence Mr. N. Shukla requested if the fees can be reduced or some sponsorship given. As there were not even 10 students who enrolled for the session out of 296 who attended it, it was discouraging and the Principal requested Mr. Earnest to get sponsorship from corporates.

- **To renew the effort to convince students to apply for Government Scholarships.**
  - o Mr. N. Shukla mentioned that getting the documents from the Collector office is a major hurdle for many students and requested any assistance to help our students.

Criterion 6 - Governance, Leadership and Management
- **To discuss on expanding National and International tie-ups and exchange for staff and students.**
- o Dr. S. Lobo stated that she spoke to Ms. J. Coelho and Dr. S. Gonsalves Durrham w.r.t Foreign University Cell and she was told that 2 MoUs have been signed in the past and they accepted 10 students for 4 weeks but the expenses were around Rupees One Lakh per student excluding the cost of travel and hence the student exchange did not happen. She also mentioned that the foreign universities charged around Rupees Forty Thousand for online certificate courses. Considering the kind of demography and the pandemic, cost was a major barrier. Regarding National tie-ups the college had MoU with Madras Christian College and Christ College. While our staff and students visited them, they did not respond, and it finally ended up being a one way exchange. There were suggestions to have exchange programmes within city or even with colleges from rural places from the Konkan region as time and cost would not be barriers. An example was quoted about the Gender Studies offered by Jai Hind College, where the course was open for students of other colleges also and thereby student exchange happened.

- **To arrange workshops for Teaching and Non-Teaching Staff on how to use Excel and new version of Tally for the Accountants.**
  - Dr. S. Lobo approached C.A. K. Miranda and Mr. R. Sheth and learnt that Tally was not really used much and most companies have automated the way they do things except in small organisations where tally is being used. Others use customised software as per their requirement. In case of our non-teaching staff, all knew excel and the workshop was not needed. It was reported to Dr. S. Lobo by Steven that he has been using tally for the past 5 years. They had a workshop at Nanavati College. However they are open to having a workshop. They want to have an upgrade for voucher and cheque printout through tally and increase efficiency.

  - Mr. R Sheth suggested having a training for advanced excel spread over one and a half hours for two days. He requested it to be sponsored by the college. Mr. Joseph added that mostly ERP is used in the industry and students should be exposed to at least what it is. He offered to get one of his IT persons for training. Dr. H. Bhasin commented that the FYBComs have ERP and SAP. The Principal accepted to take up this online industry linkage and thanked Mr. Joseph for his offer. C.A. K. Miranda added that big business all over the world use SAP & ERP and that theoretical and practical knowledge is different. Dr. S. Lobo said that if a workshop on the same happens, we could keep it open for both teaching and non-teaching staff. Fr. Frazer stated that SAP is complicated and higher versions of tally was sufficient. Mr. Joseph said that students just need to be exposed to it.

  - Dr. K. Mody deliberated on the use of Excel for MCQs by all staff members and expressed few complications faced during exams. Mr. Joseph said that knowledge of Excel is inevitable. He said that he will get in touch with people from VJIT to conduct a workshop and make them available for us.

Criterion VII - Institutional Values and Best Practices
- **To consider implementing more ecofriendly measures on campus.**
  - Dr. H, Bhasin deliberated on the implementation of solar panel in the campus. The Principal mentioned that it will take time. The Principal suggested Dr. C. Braganza to get sponsorship from alumni for implementation of sensor taps. Mr. Joseph suggested practising vermiculture on campus.

- **To report on the work of the Entrepreneurship Cell.**
  - Dr. H, Bhasin briefed the committee that the Entrepreneurship Cell started accepted online orders for the merchandises. Setting up of incubation cell is still under process and it will all depend on students ideas.

- **To discuss means to seek financial support for Entrepreneurship Cell from Government under schemes like Unnat Bharat Abhiyan.**
  - It was mentioned that Unnat Bharat Abhiyan does not offer financial assistance for Entrepreneurship Cell.

The meeting concluded with the Principal thanking all the committee members.

Date:

Fernandes

Principal