

Minutes of IQAC meeting held on 28 September 2019

A meeting of the Internal Quality Assessment Committee was held on Saturday, 28 September, 2019 at 9.00 am in the college L-10 room. The following members were present.

1.	Fr. Clarence Fonseca (Managing Trustee)	11.	Ms. A. N. S. Sarvani
2.	Dr. Marie Fernandes (Principal)	12.	Dr. Sharon Gonsalves Durham
3.	Ms. Shubda Malhotra (IQAC In-charge)	13.	Ms. Vineetha Nair
4.	Dr. Desiree Gonsalves (Vice Principal - Degree)	14.	Dr. Sujata Rajpurkar
5.	Dr. Susan Lobo	15.	Mr. Joseph Dsouza (Expert from Industry)
6.	Ms. Sharmila Dhote	16.	Mr. Rohitas Gupta (Expert from Industry)
7.	Mr. K. Miranda	17.	Mr. Earnest Fernandes (Local Society)
8.	Dr. Harmeet Kaur Bhasin	18.	Mr. Linus D'souza (Office supdt.)
9.	Ms. A. Mohan	19.	Ms. Ashmi Sheth (Student Representative – Degree Aided)
10.	Ms. Janine Coelho	20.	Ms. Sakshi Kumar (Student Representative – Degree SFC)

Fr. Clarence Fonseca began the meeting with a prayer.

I To read and confirm the Minutes of the IQAC meeting held on 28 September 2019

Minutes were read and proposed by Mr. Joseph D'Souza and seconded by Ms. V. Nair.

The Principal welcomed the members for the meeting and congratulated Mr. Joseph D'Souza for the recent Energy Conservation prize awarded to him. She further informed the group that IQAC student representative Ms. A. Sheth had received an award at a Global Poetry Contest and her Short film in art therapy titled 'Blue' was selected for screening at the American Art Therapy Association Short Film Festival. The Principal also shared with the members that the Letter of Intent for the next NAAC cycle had to be sent by March 2020. As a part of preparation for NAAC all criteria heads had been asked to prepare a list of documents that needed to be scanned. This list had to be emailed to the Registrar who would facilitate the scanning.

II Matters arising from Agenda Item No. 1

No matters were taken up for discussion.

III To report on the following:

a) Curricular Aspects

- Ms. A. Mohan presented details of enrollment for various courses. (Online – SWAYAM - 159, 11 certified courses conducted by the college had 213 student enrollments). Two students of FYBA enrolled for Harvard EdX course on Clinical Psychology. Students have been encouraged to do these courses as they enhance employability. Ms. S. Malhotra suggested that all concerned faculty members to kindly document proof of registration for these courses. She further suggested that a meeting with advanced learners could be arranged in the next semester to encourage few more students to enroll for Harvard EdX courses.
- Dr. D. Gonsalves mentioned that she was in the process of negotiating with Future group to conduct certificate courses which would also guarantee an internship to students at the end of the course.
- Ms. J. Coelho mentioned that the curriculum feedback format for alumni was ready and uploaded on the college website. Ms. S. Malhotra informed the group that for smooth implementation of this process, the latest syllabus for every stream had been uploaded on the college website.

b) Teaching-learning and Evaluation

- Ms. S. Dhote informed the members that a list of Advanced Learners (students getting high grades in exams) has been submitted by each class teacher and by next semester a list of certified slow learners would be prepared. The classification of Academically Weak Students would be based on their ATKT results and these Academically Weak Students (AWL) would be assigned a buddy in the next semester. The buddy guiding the Academically Weak Student (AWL) would be the identified Advanced Learner.
- The members and the student representatives felt that in order to motivate Advanced Learners to guide academically weak students, some kind of recognition needs to be given to them in the form of certificate or letter of appreciation on the college letterhead. It was decided that a letter of appreciation would be given to Advanced Learners to engage in a buddy project.
- It was brought to the notice of the members that an ideal mentor-mentee ratio in order to fetch higher points in NAAC should not be more than 1:5. Ms. S. Dhote highlighted that on the basis of reference material handed over to her by the IQAC core team it was felt that the concept of 'reverse planning' should be implemented.

c) Research, Innovations and Extension

- Dr. S. Durham updated the committee on the progress of tie-ups with TISS. She stated that some campaigns like inter-religious harmony could be conducted along with college Inter Religious Committee. Principal suggested that some campaigns, which are in sync with the national objectives, like gender equality and women empowerment, could also be considered.

- Dr. S. Rajpurkar informed the group that registration for 6 journals had been completed and they were waiting for the webpages to be hosted on the website.
- Dr. S. Durham informed the members that the research team was planning to host a national conference on 'Analytics in Social Sciences' on 27-28 February 2020. She presented a list of speakers that had been finalized for the workshop. She also updated the group on the Avishkaar orientation session organized for students interested in participating in research on 16 August 2019. It was also discussed that the research cell should take special measures to involve students from reserved category to take keen interest in research. It was also suggested that some scholarships to be extended to these students for professional degrees like MBA and other such courses.

d) Infrastructure and Learning Resources

- Ms. A. Sarvani informed the members that all smart boards donated by Mr. Joseph D'Souza been installed in various places and college was planning to conduct a smart board training programme for staff members, which would be held on 15 November 2019.
- She also mentioned that they were in the process of arranging a training session on development of e-content and videography of lectures for faculty members. Mr. R. Gupta pointed out that an increase of e-content might affect the student's attendance in class, which was already a challenge for the college. To this, Mr. Joseph D'Souza added, that classroom learning plays a significant role in understanding the curriculum which e-content could not substitute. The Principal also highlighted that staff members should make a conscious attempt to incorporate significant concepts like ethics and environment in daily lectures as this sensitizes students towards these pressing issues.

e) Student Support and Progression

- Ms. J. Coelho informed the members that a detailed notice regarding Government scholarship were circulated in all classrooms and also displayed on the college notice board, college website and social media handles.
- The Principal also requested Ms. J. Coelho to address all classes regarding various scholarship schemes available to encourage them to apply for it.
- Ms. J. Coelho informed the group that as suggested by Ms. S. Malhotra, she was negotiating for an MOU with IMS institute, which conducts training for various competitive exams. She was also in conversation with institutes who provide coaching for banking exams. She was also negotiating with two travel and tourism companies to conduct training programs for students and on completion; the company would provide them with internships.
- In order to track the professional progression of alumni, it was suggested that LinkedIn could be used.
- The software for the placement cell is awaiting management approval.
- Mr. K. Miranda suggested that professor- in- charge of Alumni Association to update alumni details on the website like the current total of alumni registered since the

inception of the Alumni Association, what assistance/donation alumni had given to the college should also be updated.

f) Governance, Leadership and Management

- Ms. S. Lobo updated the members that the college was coordinating with Dr. Vijay Joshi regarding the process of applying for RUSA and since he was currently not available he would be contacted in the next semester.
- Ms. S. Lobo informed the group that Ms. K. Raina Junior college faculty member was planning to have a Basic English conversation course for non-teaching staff of the college. It was also suggested that Mr. Shailendra should conduct a basic computer course for non-teaching staff. She also shared that non-teaching staff would fill up their PBAS in the month of October.
- She also mentioned that they were in the process of negotiating with PRO of Holy Family hospital for a basic health package for non-teaching staff. It was also suggested that all welfare activities carried out by college for its employees would be updated on the college website.

g) Institutional Values and Best Practices

- Dr. H. Bhasin informed the members that in conjunction with the Equal opportunities cell, they were planning to conduct a few courses for differently abled students to enhance their self-confidence and employability. Some of the courses suggested by her were Personality building and Preparing for an interview.
- She also suggested that for regular students an orientation could be conducted on sensitizing them to the needs of differently abled students.
- Dr. H. Bhasin also highlighted that they were in discussion with Ms. Nidhi Goyal of Rising Flame about certain CSR initiatives for differently abled students that could be implemented in the college.
- Dr. H. Bhasin also informed the group that along with entrepreneurship cell, they were planning to project entrepreneurship as a new initiative taken up by the college in sync with national objectives.
- It was suggested that some other initiatives in this direction could be taken up like; allocating a separate parking for disabled students, disabled friendly toilets on the second floor, disability railings, explore placement opportunities for differently abled students and designated space for disabled in the library.

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

28 September 2019



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PRINCIPAL