

## MINUTES OF THE IQAC MEETING HELD ON MARCH 3, 2018

A meeting of the Internal Quality Assessment Committee (IQAC) was held on Saturday, March 3, 2018, at 9:30 a.m. in the Trustee's Room. The following members were present:

1.	Fr. Caesar D'Mello (Managing Trustee)	12.	MS. Sujata Rajpurkar
2.	Dr. Marie Fernandes (Principal)	13.	Dr. (Fr.) Frazer Mascarenhas - Local Society
3.	Ms. Saudamini Bhagwat (Vice Principal)	14.	Mr. E. Fernandes - Local Society
4.	Dr. Amelia Correa (IQAC In-Charge)	15.	Mr. Joseph D'Souza (Expert from Industry)
5.	Dr. Graciella Tavares	16.	Mr. Rohitas Gupta - Expert from Industry
6.	Dr. Charmaine Braganza	17.	Ms. Rachel Pereira - Alumna
7.	Dr. Kashmira Mody	18.	Mr. Hadley Quadros - Alumna
8.	Dr. Shirly George	19.	Ms. J. Fernandes - Registrar
9.	Ms. Susan Lobo	20.	Mr. Linus D'souza - Office Supdt.
10.	Ms. A.N.S. Sarvani	21.	Ms. Fatema Patel - Student
11.	Ms. Melanie Andrade		

### **I. Matters arising from Agenda Item No.1**

Fr. Caesar congratulated the Principal and Staff for receiving the Best College Award.

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

The minutes were proposed by Dr. Shirly George and seconded by Dr. Graciella Tavares.

### **III. To report on the following:**

#### **A. Curricular Aspects**

- Prof. Sarvani reported that the TAQ software was developed by a student of B.Sc. (I. T). It was in progress at the time of the IQAC meeting. Regarding OMR, Prof. Sarvani indicated that the decision had to be taken regarding the software to be purchased. Prof. Tavares and Prof. Sarvani would customize the OMR sheets keeping in mind the NAAC's SSS.
- Mr. Gupta suggested using two different subsets for TAQ results depending on the attendance of the students.
- With respect to short term courses, the Principal informed the members that the two proposals were put before the management. One on MS office and Tally and the other on Graphics and Web Designing. The management's approval is awaited.
- Short term courses/Certificate courses of 20 hours duration do not require university permission but Add-on courses do.
- Mr. Gupta suggested tying up with NASSCOM to introduce new courses. Mr. Fernandes spoke of his citizen leadership course comprising of theoretical and practical sessions. He was in the process of drafting a syllabus. Prof. Bhagwat would be working with him for the same.



## **B. Teaching-Learning and Evaluation**

- Student attendance  
Dr. Tavares reported that parents of students having 100% absence should be called and caution regarding their next year's admission. Students defaulting by 50% absence were being made to write assignments in the subjects in which they are defaulters. Caution was however to be exercised since the Joint Director was looking at number of students enrolled and work load problems would arise.
- Regarding results of FY and SY students analysis showed that students had fared badly in History at the FYBA level and Business Economics at the SYBCOM level. Remedial classes were suggested for improving their performance.

## **C. Research, Consultancy, and Extension**

- Dr. S. George reported on Faculty Exchange programme with Madras Christian College. Dr. Harmeet Bhasin had visited MCC. The visit was a success. She also reported on Student Faculty Exchange Programme with Christ College, Bengaluru. Two students had also visited and both the reports were submitted.

## **D. Infrastructure and Learning Resources**

- Prof. Amelia informed the members that at the College Development Cell Meeting, Biometric attendance was recommended for students.
- Regarding Canteen Hygiene, Mr. Joseph D'souza recommended undertaking a hygiene Audit. It was also suggested that the NSS could be involved in ensuring better cleanliness and hygiene.

## **E. Student Support and Progress**

- Activities of the Placement Cell  
Dr. Tavares informed the members that Barclays was willing to train and place students whose family income was less than 3 Lacs. In this connection, she also mentioned that Mr. Abhishek Sood of the placement team was not regularly keeping all members up to date regarding the visit of companies. Better coordination was necessary.
- Regarding the tracking of students' progress, formation of a group on Whatsapp was suggested. The involvement of the Alumni was also important for this.

## **F. Governance, Leadership, and Management**

- Internal and External Audits for the year 2017-18: The IQAC was informed that the External Audit was scheduled for the 20<sup>th</sup> of March and Internal Audits would be completed by 17<sup>th</sup> of March.
- Alumni Association Plans for 2017-18: An alumni get-together was held on 24<sup>th</sup> of February where 130 students had attended. Dr. Braganza also informed the members that a database was in the formative stage.

## **G. Innovations and Best Practices**

- More Eco-friendly initiatives were required other than segregation of Garbage.
- The members were informed that three value education sessions for the FY students on Life Skills, Emotional Intelligence and Making the Right Choices were held. For TY students, sessions on Conflict Management were conducted.
- The members were also informed about the International Conference conducted by the Paul Poupard Foundation was held and Mr. Harsh Mandar's lecture was well received. A report by Prof. Sharmila Dhote was submitted.
- The members were also told that the Department of Economics and Business Economics was holding a National Seminar on "The Economics of Pollution" on March 15, 2018.

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

- Dr. S. George and Dr. Amelia suggested the greater involvement of Heads of Department. The Principal promised that she would convene a meeting of HODs/Coordinators to discuss the issue.

31 March 2018



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