

MINUTES OF THE IQAC MEETING HELD ON SEPTEMBER 30, 2016

A meeting of the Internal Quality Assurance Committee (IQAC) was held on Friday 30, September 2016 at 09.30 a.m. in the A.V. Room. The following members were present:

1.	Dr. Marie Fernandes (Principal)	12.	Ms. Melanie Andrade
2.	Fr. Magi Murzello – Rector	13.	Ms. Sujata Rajpurkar
3.	Fr. Aniceto Pereira - Invitee	14.	Mr. E. Fernandes - Expert from Industry
4.	Ms. Shubhda Malhotra (Vice Principal)	15.	Ms. J. Fernandes – Office Superintendent
5.	Ms. Saudamini Bhagwat (Vice Principal)	16.	Mr. Parvez Agha - Alumnus
6.	Dr. Amelia. Correa (IQAC In-Charge)	17.	Ms. Coretta D'Souza - Alumnus
7.	Dr. Graciella Tavares	18.	Ms. Kelly Waller TYBA –
8.	Dr. Shirly George	19.	Mr. Shaad Akhtar - TYBMM
9.	Dr. Kashmira Mody		
10.	Ms. Susan Lobo		
11.	Dr. Priya Shahi		

I. Matters arising out of the minutes of the IQAC Meeting held on 25 June 2016

The Principal informed the IQAC members about the NAAC grade which was an A grade but the points were 3.07. 0.7 points lower than the last grade awarded. She said introspection was required to ascertain the reasons for the drop in the grade point.

Fr. A Pereira expressed his appreciation for all the efforts that were put in.

Dr. Tavares thanked Fr. Pereira for all his work in St. Andrew's College. The Principal thanked Dr. Shirly George as IQAC Coordinator for her efforts during this entire exercise.

Regarding the reasons for the drop in the grade point, the Principal stressed on increasing the number of publications per department and believed that at least one publication in a reputed journal should be targeted per department per year. With respect to the NAAC peer team recommendations, she emphasised the introduction of short-term courses.

- The Hospitality Department was in the process of offering chocolate-making course,
- The Departments of Economics/Sociology/Psychology were also in the process of drawing up the syllabus of a Research Methodology Course.
- Ms. Susan Lobo suggested a Creative Writing course.

The Principal underscored the importance of documentation with respect to regular Department meetings, orientation of new teachers and workshops on the setting of question papers for new faculty members.

II. To read and confirm the minutes of the IQAC meeting held on 25 June 2016.

The minutes were read and confirmed, proposed by Mr. E. Fernandes and seconded by Ms. Shubhda Malhotra.

III. To check changes undertaken in Quality Enhancement with regard to:

a) Curricular Aspects

- Regarding feedback from Stakeholders (ex-students, students, parents, the corporate world) with regard to syllabi, it was suggested by Dr. Tavares that a new form be designed for the purpose which would make analysis easier.

- Regarding the introduction of new options, six units in Psychology at the B.A. level and M.A. Programs in Psychology, English, and Hospitality Management as well as the new Research Centre in English, permissions were still awaited.
- Regarding the introduction of more short-term courses, Ms. S. Bhagwat brought up the problem of the fee structure and students' inability to pay. Ms. M. Andrade also referred to the high charges of guest lecturers who conduct these courses like Stock Markets etc. Mr. E. Fernandes suggested tying up with SPICE to reduce the fees.

b) Teaching – Learning and Evaluation
Innovative methods for Teaching/Learning

- All Staff Members use technology in their teaching. The F.Y. B.A. syllabus, recently introduced, encouraged interactive learning.

Use of Moodle server

- It was suggested that the moodle server be more interactive so that students can respond to questions asked.
- All students do not have access to internet connections/laptops at home. The library too has limited computer availability.

How to improve student attendance

- Dr. Tavares explained that as per University regulations, a student has to have 75% attendance on an average. Hence, it was difficult to implement practically. However, letters were being issued to defaulters.

c) Research, Consultancy and Extension

To encourage staff to take up Consultancy work

- The NAAC peer team had recommended enhancement of Research and Consultancy. Dr. George pointed out that consultancy was not the strength of the college and concentration needed to be laid on quality research. Ms. Malhotra suggested forwarding staff details to IQAC members representing industry for their assistance.
- The Principal advised staff members to apply for minor and major research projects. Also, more MOUs/tie-ups needed to be signed.

d) Infrastructure and Learning Resources

- Ms. J. Fernandes proposed greater facilities for LD students. Mr. E. Fernandes suggested seeking the assistance of inviting Dr. K. Mehta for the purpose.

e) Student Support and Progress

To increase student mentoring and support

- The importance of identifying students living in hostels and providing them with support was highlighted by the Principal. She also recommended formalizing the 'Buddy Project'. More remedial classes needed to be conducted.
- Dr. Tavares volunteered her services for the Placement Cell. The Cell needed to become more active. Internships needed to be increased and all relevant data documented.

Coaching for competitive exams

- The Principal asked Ms. Malhotra to find out the number of students interested in availing of coaching for professional courses. The UPSC classes were not catching the attention of students.
- The Principal informed the members that Ms. S. Shenoy was working towards the establishment of an Entrepreneurship Cell.
- It was suggested approaching RUSA for funding the introduction of innovative programmes.

f) **Governance, Leadership and Management**

- The NAAC peer team suggested more collaborations with industry. Mr. E. Fernandes suggested meeting with the Bombay Management Association for this purpose.
- Yearly internal and external audits needed to be undertaken. Internal audits were to be undertaken by different Departments.
- The Alumni Association had to become more dynamic. Mr. P. Agha informed the IQAC that, through social media, alumni were being identified and a Gulf Alumni meeting was fixed for the first week of December. The aim was for the group to provide solar panels for the college. A general alumni get-together was scheduled for 26th November 2016. He regretted the absence of a representative from the SFCs on the committee.
- The introduction of group insurance scheme for the teaching staff was found to be infeasible as age profiles differed. The prospect for the non-teaching staff, on the other hand, was being examined.

g) **Innovation and Best Practices**

- The NAAC peer team identified Value Education, SOP and FOC as Best Practices.
- The Principal recommending identifying more Innovation and Best Practices. She proposed eco-friendly initiatives such as Solar Panels and Dry & Wet Waste Garbage segregation.
- Fr. Murzello suggested using a catch phrase to emphasize the motto/mission of the college.

IV. Any other Business

a) **Perspective Plan for the College**

- The Principal informed IQAC members that the Peer team of the NAAC had recommended laying out a perspective plan. In this regard, the following points were suggested:
 - i. Mr. E. Fernandes suggested starting a few courses and making them the best of the kind in Mumbai.
 - ii. Dr. Correa suggested a brainstorming comprising of the Faculty and Management.

b) **Digitalization of Office**

- Ms. J. Fernandes informed the members that all records were being digitalized and they would be password-protected. She also requested the conducting of courses like handling stress at work for the non-teaching staff.

Via emailPS/jf201016*



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