

Minutes of the IQAC meeting held on 6 July 2019

A meeting of the Internal Quality Assessment Committee (IQAC) was held on Saturday, 6 July, 2019, at 9:00a.m. in the College L-10 Room. The following members were present:

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| 1. | Fr. Clarence Fonseca (Managing Trustee) | 13. | Ms. A. N.S. Sarvani |
| 2. | Dr. Marie B. Fernandes (Principal) | 14. | Dr. Sharon Gonsalves Durham |
| 3. | Ms. Shubda Malhotra (IQAC In-Charge) | 15. | Dr. Sujata Rajpurkar |
| 4. | Dr. Desiree Gonsalves (Vice Principal - Degree) | 16. | Dr.(Fr.) Frazer Mascarenhas (Local Society) |
| 5. | Ms. Melanie Dsouza (Vice Principal - SFC) | 17. | Mr. Ernest Fernandes (Local Society) |
| 6. | Dr. Graciella Tavares | 18. | Mr. Joseph D'souza (Expert from Industry) |
| 7. | Ms. Susan Lobo | 19. | Mr. Vivek Mendonsa (Expert from Industry) |
| 8. | Ms. Sharmila Dhote | 20. | Mr. Nihal Fernandes (Alumna) |
| 9. | Dr. Harmeet Kaur Bhasin | 21. | Ms. Joanita Fernandes (Registrar) |
| 10. | Dr. Vatika Sibal | 22. | Mr. Linus D'Souza (Office Supdt.) |
| 11. | Ms. Janine Coelho | 23. | Ms. Ashmi Sheth (Student Representative-Degree Aided) |
| 12. | Ms. Vineetha Nair | 24. | Ms. Sakshi Kumar (Student Representative- Degree SFC) |

- I. Minutes were read and proposed by Dr. (Fr.) Frazer Mascarenhas and seconded by Dr. Desiree Gonsalves. Dr. Marie Fernandes (Principal) informed the members that the agenda of this meeting is based on the recommendations made by the external audit team.

- II. The following matters were discussed:

a) Curricular Aspects

- Dr. V. Sibal briefed the committee members about the activities proposed to be conducted by various departments.
- Ms. S. Malhotra mentioned that several students of the psychology department had registered for many online courses hosted by SWAYAM and COURSERA. The Principal requested other departments to follow the same practice.
- Dr. D. Gonsalves presented a list of short term/ certificate courses that have been scheduled to begin by August 2019. These are skill based courses, aimed at increasing employability of students.
- Ms. M. Dsouza informed the members about the incorporation of a 5 hour contribution to society as part of the digital marketing and financial jungle courses offered by the B.M.S. department.
- Mr. N. Fernandes recommended Harvard certified EdX skill based learning courses.
- The Principal informed the IQAC that a zero hour (10:20 a.m. to 12 noon) period has been introduced from the current academic year, on every Thursdays.
- Based on recommendations of the external audit, the Principal encouraged teaching staff members to include cross-cutting issues like gender, environment and human values while discussing the curriculum in class. Ms. M. Dsouza informed the members that an attempt has been made to incorporate environment issues in the curriculum by encouraging students to design eco-friendly business models.
- The Principal informed the members about the digitalization of the 360 degree feedback system. Ms. J. Coelho recommended digitalization of student feedback of guest speakers, short term courses and field trips organized by various departments. The Principal requested Dr. G. Tavares to design a format for the same.
- Mr. N. Fernandes took up the initiative to handle alumni feedback on curriculum.

b) Teaching-Learning and Evaluation

- In order to improve performance of slow learners, Ms. S. Dhote presented a 'buddy project' whereby an academically bright student would mentor a certified slow learner. She also suggested that each subject teacher should identify academically weak students and bring it to the notice of the class teacher. It was also recommended that once appointed, the Counsellor must be actively involved in identifying and supporting slow and advanced learners.

c) Research, Innovations, and Extension

- Tie-ups with TISS and Nirmala Niketan for women empowerment programmes were proposed.
- Dr. S. Durham updated the committee on the progress of linkages with UBC and Indo-Italian Chambers of Commerce. She pointed out that the biggest hurdle in the process was non-availability of funds.
- Dr. S. Rajpurkar elaborated on the registration process for e-journals.

d) Infrastructure and Learning Resources

- The Principal informed the members about the inauguration of L10 and added that Dr. D. Gonsalves had supervised the designing of the same.
- Ms. A.N.S. Sarvani informed the members that the internet bandwidth had been increased.
- Ms. A.N.S. Sarvani also recommended a classroom for M.Com. and dedicated spaces for IQAC, placement, cultural programmes, etc. The Principal communicated to the members that, with the introduction of the New Education Policy of the Government of Maharashtra, Junior college will be shifted to schools and hence, the recommendations could be considered at a later date.
- Mr. J. D'Souza informed the group that he would be providing the college with interactive smart boards.

e) Student Support and Progression

- Ms. J. Coelho suggested that in order to enhance awareness of students regarding various government scholarships, information about the same should be uploaded on the website and presented during student-parent orientations. Ms. M. Dsouza suggested the involvement of the PR team in social media promotion of the scholarships.
- Tie-ups with reputed institutes were suggested for preparing students for professional exams.
- Mr. N. Fernandes was requested to design an alumni dedicated page to be uploaded on the college website, to which he consented.

f) Governance, Leadership and Management

- Ms. S. Lobo gave an update on e-governance via Onfees, in areas of attendance, teacher's feedback, and admissions.
- The Principal requested Dr. G. Tavares and Ms. J. Fernandes to design an Annual Performance Assessment tool for the non-teaching staff.

f) Institutional Values and Best Practices

- Dr. H. K. Bhasin informed the members that our institution's best practices like Social Outreach and Inter-religious cell were in sync with the national objectives like patriotism, religious equality, environment sustainability. She reported about the course on Gender Studies that would be introduced in the current academic year.
- It was suggested that the needs of the differently abled students must be identified and courses to enhance their employability must be initiated.

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

11 July 2019



Fernandes
PRINCIPAL