

MINUTES OF THE IQAC MEETING HELD ON 6 OCTOBER 2018

A meeting of the Internal Quality Assessment Committee (IQAC) was held on Saturday, October 6, 2018, at 9:30a.m. in the College A/V Room. The following members were present:

1.	Fr. Caesar D'Mello (Managing Trustee)	13.	Ms. A.N.S. Sarvani
2.	Dr. Marie Fernandes (Principal)	14.	Dr. Sujata Rajpurkar
3.	Fr. Aniceto Pereira (Special Invitee)	15.	Dr.(Fr.) Frazer Mascarenhas - Local Society
4.	Dr. Desiree Gonsalves(Vice Principal)	16.	Mr. Ernest Fernandes - Local Society
5.	Ms. Melanie Andrade(Vice Principal)	17.	Mr. Joseph D'Souza (Expert from Industry)
6.	Dr. Amelia Correa (IQAC In-Charge)	18.	Mr. Vivek Mendonca (Expert from Industry)
7.	Dr. Graciella Tavares	19.	Derek Pereira - Alumna
8.	Dr. Charmaine Braganza	20.	Daniel Luis - Alumna
9.	Dr. Kashmira Mody	21.	Ms. Joanita Fernandes - Registrar
10.	Dr. Shirley Abraham	22.	Mr. Linus D'Souza – Office Supdt.
11.	Ms. Susan Lobo		
12.	Ms. Shubda Malhotra		

I. Matters arising from Agenda Item No.1

Mr. Derek Pereira brought to the attention of the members that he had not attended the last meeting. Ms. J. D'Souza had attended in his place.

II. To read and confirm the Minutes of the IQAC meeting held on Saturday, July 14, 2018

The minutes were proposed by Ms. S. Lobo and seconded by Dr. D. Gonsalves.

III. To report on the following:

A. Curricular Aspects

- Dr. D. Gonsalves informed the committee that 14 students were asked to leave the college due to their lack of attendance. She added that on September, 29, 2018 the Principal, Vice Principal and class teachers met the parents of students defaulting in attendance and warned them of the consequences. She noted that this action had significantly improved the attendance in class.
- Mr. D. Pereira volunteered to undertake a survey among students to understand the reason for the poor attendance in classes.
- Dr. G Tavares requested a count of students who had been asked to leave for the records.
- Ms. A. N. S. Sarvani presented a live display of the online courses offered by MKCL on their website. She explained that they are self-learning courses, which the students must be encouraged to enroll for. The college would have to pay MKCL Rs. 860 per student and could charge the student upto Rs. 4300 per head. The Principal stated that the amount could be fixed at Rs. 2500 per head. Ms. Sarvani added that the college would need to provide the students with the necessary infrastructure like computers and headphones, some of which would need to be purchased by the college. She mentioned that the only loophole was that one could not see the content unless one enrolled for the course. However, the company was willing to conduct a demo session for staff members on the learning methodology. On completion of the course the student would receive a certificate by YCMOU. Ms. Sarvani expressed concern over the many courses being offered which seemed to be of identical content but varied in pricing.
- Mr. E. Fernandes provided an update on the Citizen Leadership course and explained its need. 22 students and 4 members of the community had registered for the course. He requested a designated room to conduct these sessions. The Principal asked him to have two batches the next time since the timings of the self-financed and degree courses differed.
- On courses for Skill Development, Dr. G. Tavares informed the committee that they fall under two categories: Maharashtra Skill Development and National Urban Mission. The courses are of 300-500 hours. The students do not have to pay anything. However, the courses are open only to students whose parents' income is below Rs. 2 lakhs.

B. Teaching-Learning and Evaluation

- The Principal informed the members that the attendance using Biometrics would start in the second week of October, followed by automatic SMS being sent to parents in cases of default in attendance.

- Uploading of result declaration and analysis was also to be undertaken from the next semester.
- Ms. Joanita informed members that the office documents are currently being scanned by 'Onfees' and the attendance system is under testing. The committee agreed on the importance of signing a non-disclosures agreement with the vendor.
- The Orientation Day was held on 25 August 2018 wherein all relevant college details regarding attendance and other policies of the college were explained to the students and their parents.
- Dr. S. Rajpurkar gave a live presentation of E-PGPathshala, SwayamPrabha, and other online courses.

C. Research, Innovations, and Extension

- Dr. S. Abraham briefed the committee about quality measures to be adopted for research. All papers would be routed to the library through the research committee. The research committee would be organizing a crash course on research methodology for all students. The staff seminar would be held at the end of the year.
- Dr. S. Abraham informed the members that the Faculty Exchange and Student Exchange programmes would be executed in the next semester.
- Dr. S. Rajpurkar observed that the college possessed a digital library where e-documents could be uploaded and accessed.
- Mr. R. Sheth updated members on DLLE plans for the year 2018-19. The total count of students enrolled is 218. The activities would be conducted under 3 main heads; surveys of women, Annapurna Yojana and career project. Current year activities covered include contribution of foodgrains during the Kerala floods and beach cleaning.
- Dr. A. Correa informed members about the numerous financial facilities available under RUSA. The college could only avail of grants under infrastructural facilities. An application to the effect was being formulated.

D. Infrastructure and Learning Resources

- The Principal informed the committee that new appointments were made in the self-financed courses to meet the need.
- Dr. G. Tavares stated that the setting up of an Accessibility Cell was not mandatory. The setup cost was Rs. 15 lakhs and the involvement of a social worker was required.

E. Student Support and Progression

- Ms. M. Andrade reported that the training and placement cell now had an active official website and had conducted training sessions in two areas; 'Jobs vs Higher education vs Entrepreneurship: which one to choose?' and 'Resumé building'. The training sessions planned for the next semester included 'Preparation for Aptitude tests', 'Preparation for Group Discussion and Personal Interviews' and 'Enhancing employability through emotional intelligence'. She updated the committee about the pre-placement season underway.
- Dr. C. Braganza reported that the college had hosted a 3-day integrated college festival with 42 events. 31 colleges participated, 10000 students visited the college during these days and the social media handles had 2300 followers. The only problem was lack of funds. The expenses were Rs. 9 lakhs and the income was Rs. 6 lakhs.

F. Governance, Leadership and Management

- The external audit this year would be conducted by the St. Xavier Board. The internal audit was scheduled for the coming week.
- Mr. D. Pereira briefed the committee that the registration of the alumni as a society was in progress. He confirmed that he has received data of ex-students from the college and have started sending sms blasts to get them connected to the alumni group.
- Dr. A. Correa tabled the Perspective Plan of the College (2019-2024) submitted to the Vice-Chancellor.

G. Institutional Values and Best Practices

- Mr. J. D'Souza recommended that in order to achieve excellence in the field of education comparable to industry, the college had to micromanage processes and install quality checks. Dr. A. Correa emphasized that NIRF, NAAC, and AQAR were efforts in the direction of maintaining quality.

- Ms. S. Lobo reported on the 11th International Conference conducted by the Department of English. The topic was 'Practice and Theory of Contemporary Theatre'. 18 papers were presented. Presenters included a few current students and ex-students. The Principal announced that the 10th Annual Cardinal Paul Poupard Conference would be held on 22 January, 2018. The topic was 'A New Utopia'. Students would be encouraged to participate this year through their research, essay writing, and a special Recycling Fashion show.

IQAC Co-ordinator

Date :



Henandes
PRINCIPAL