

### Minutes of the IQAC meeting held on 9 February 2019

A meeting of the Internal Quality Assessment Committee (IQAC) was held on Saturday, February 9, 2019, at 9:30a.m. in the College A/V Room. The following members were present:

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

- I. Minutes were read and proposed by Mr. Joseph D'Souza and seconded by Dr. D. Gonsalves.
- II. The following matters were discussed:

#### **a) Curricular Aspects**

- Dr. D. Gonsalves informed the members that biometric attendance was not being followed as it was very time consuming and hence the online attendance system was adopted. She explained the online system and expressed the hope that it would work well. SMSs are regularly sent to parents.
- The Principal expressed concern about the 38% results reported in the F.Y.B.A. class and said that it may lead to loss of jobs for some faculty.  
Dr. Tavares hoped that the announcement of the results would bring seriousness about attendance to students. She also said that the FY, SY exams may come back to the college and hence students would attend lectures.  
Ms. Joanita informed the IQAC that the Joint Director's office had provided the staffing pattern for 2017-18 which has reduced the workload for some departments as the students strength was not sufficient.
- Mr. D. Pereira informed the committee that he could not conduct the survey on the attendance, as he had pointed out in a previous meeting, due to lack of man power.
- The Principal observed that in the current year many seats of the management quota had gone unutilized and hence the college was forced to take in students with lower percentages to fill in the seats. This had affected the results.
- Mr. Ernest Fernandes reported on the progress of the Citizenship Course. Nine out of ten sessions had been completed. A visit to the



NDA was scheduled for March. Prof. Shirley George informed the members about the student feedback. The difference in timings of aided and self-financed courses had resulted in a fall in the attendance of the candidates. She suggested making it a certificate course.

- Prof. Sarvani informed the members about the MKCL courses. The course was facing some obstacles which the Principal was ironing out. The college had to make provision for additional equipment which would be a one-time purchase of around Rs 35,000.

**b) Teaching-Learning and Evaluation**

- The Principal expressed concern over the prospect of faculty members losing their jobs due to poor results causing reduced numbers. Dr. Tavares recommended making it compulsory for backward students to attend special/ remedial classes. She expressed concern about the lack of rooms to conduct these remedial classes.
- Prof. S. Lobo briefed the members regarding the annual prize distribution. The Chief Guest was Philippe Guillien, Attache for co-operation in French Language. Students were also exposed to educational opportunities available in France by way of a Power Point Presentation.
- Dr. Gonsalves briefed the IQAC about the Convocation Certificate Distribution Ceremony. It was a formal function held on the college basketball court and students attended in large numbers clothed in graduation robes. It commenced with a march which included the Principal, Vice-Principal, Staff and Students. O graders received their degrees on stage from the Principal. A formal class of 2018 photograph was taken thereafter.
- Dr. Tavares informed the IQAC of the session on filling PBAS forms. She reported that Dr. Jagtap, the resource person, had given a detailed presentation on the criteria for promotions for the aided staff.
- Dr. K. Mody suggested providing a diary for each staff member to keep track of their leave and other records. Dr. A. Correa and Dr. G. Tavares expressed the opinion that the diary was unnecessary as the online records and the department reports would serve the purpose.

**c) Research, Innovations, and Extension**

- Dr. S. Abraham informed the IQAC that it was the turn of Madras Christian College and Christ University to visit the college but they had not done so. She also informed the IQAC that some colleges were asking for MOUs for the exchange programmes. Dr. D. Gonsalves reported that a new team was working to modify the college website.
- Dr. S. Abraham reported on her visit to Marian College in Kerala. She said that they were fully ICT-enabled and were conducting internal examinations online. One of the student representatives, who also went to the college on the exchange programme, shared her experiences.



- Dr. S. Abraham reported that this year the students had not participated in AVISHKAR as the university changed the registration system to an online one.
- Dr. A. Correa reported on the student research seminar on 'Land/Earth/Soil', scheduled for March 2019.

**d) Infrastructure and Learning Resources**

- Dr. S. Rajpurkar briefed the members about the seminar conducted by Mr. Savio D'Souza on Intellectual Property Rights for which 21 teachers and 33 students were present.
- Dr. A. Correa expressed the need to have a proper sound system in each class as the A. V. Room was not always available and the classrooms could be used for the events with the right equipment. The student representative informed the IQAC that there were only two laptops in the BMS building for all classrooms and it was extremely inadequate. The Principal agreed to put forward these requirements to the purchase committee. Mr. J. D'Souza expressed the opinion that the college should have a complete solution worked out by professionals for such infrastructure problems. Mr. Daniel, the alumni representative, volunteered to help in this matter.
- Ms. J. Fernandes informed the committee that the water cooler was missing from the college canteen. The student representative also expressed concern over cats roaming all over the canteen creating a health hazard. The committee suggested that a solution could be a mesh door at the entrance. Dr. D. Gonsalves informed the IQAC that she was going to work on a "Swatch Andrews Abhiyan" with a specially selected PR team.
- Dr. A. Correa brought out the point that the IQAC does not have an allotted space for documents and currently is sharing the office of the junior college Vice Principal. Ms. J. Fernandes added that many colleges had a dedicated room for all the IQAC records and meetings. Dr. Tavares suggested that the NSS space be cut down and given to IQAC.
- Dr. A. Correa noted that the Accessibility Cell was mandatory and facilities for differently-abled students was already being provided.
- Dr. A. Correa suggested that there should be a training for the staff members to convert their teaching material into e-learning mode or to provide a team which would do the same.

**e) Student Support and Progression**

- Dr. G. Tavares reported about the progress of the Placement Cell. She appreciated the work done by Ms. Vidhika Shah, the placement cell secretary. She informed the IQAC that this year 72 students were placed and 88 companies participated.

She expressed concern over the lack of space for the placement cell interviews. She also informed the members that Cat King had visited for placements and had also provided some sponsorship.

- On behalf of Prof. S. Malhotra, Dr. D. Gonsalves informed the committee that information on the Government Shahu Maharaja Scholarship was extensively publicized through posters, notices and even personally, the Principal visited all degree college classes to publicize the matter. Very few students had come forward to avail of this opportunity as they were unable to provide the necessary income proof from the Tehsildar's office. This year however the number of students had increased to 46.  
Prof. Sarvani informed the IQAC that the Principal had personally come to B.Sc-IT classes and encouraged students to apply for the same, but when the students approached the college office they were told that these scholarships were not meant for B.Sc.-I.T. students.

**f) Governance, Leadership and Management**

- The Principal informed the committee that the proposal regarding the conduct of the external audit was provided to the management for further action.
- Mr. D. Pereira spoke of an alumni meet in March. The registration issue was also being followed up.
- Ms. J. Fernandes briefed the members about the progress of the online portal. She informed the committee that the digitization of the documents was yet to begin. However, Phase I and II had been completed.
- The IQAC was briefed about the staff visit to the Mahim Nature Park which was followed by a lunch hosted by the management.

**g) Institutional Values and Best Practices**

- Mr. E. Fernandes reported on the international symposium "A new Utopia: Promoting Dialogue for a Humane and Sustainable Society" held on 22<sup>nd</sup> January 2019. The topic was relevant and the speakers were carefully chosen. The keynote speaker was Mr. Tushar Gandhi. The Chief Guest was Ms. Stefania Costanza (Counsel General of Italy). The Guest of Honour was Mr. Sumeet Malik. Other distinguished speakers were Prof. N. Gravel, Dr. Armida Fernandez, Mr. Sidney Gonsalves and Dr. Avinash D'Souza.
- Dr. A. Correa informed the IQAC about the seminar of the Economics Departments which would be held on 8<sup>th</sup> March 2019.

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



*Fernandes*