MINUTES OF THE IQAC MEETING HELD ON MARCH 11, 2017

A meeting of the Internal Quality Assurance Committee (IQAC) was held on Saturday 11, March 2017 at 09.30 a.m. in the A.V. Room. The following members were present:

1.	Fr. Caesar D'Mello – Managing Trustee	10.	Dr. Kashmira Mody
2.	Fr. Magi Murzello – Rector	11.	Dr. Priya Shahi
3.	Dr. Marie Fernandes (Principal)	12.	Ms. A. N. S. Sarvani
4.	Fr. Aniceto Pereira - Invitee	13.	Ms. Melanie Andrade
5.	Ms. Shubhda Malhotra (Vice Principal)	14.	Ms. Sujata Rajpurkar
6.	Ms. Saudamini Bhagwat	15.	Mr. E. Fernandes - Expert from Industry
7.	Dr. Amelia Correa (IQAC In-Charge)	16.	Mr. J. D'Souza - Expert from Industry
8.	Dr. Graciella Tavares	17.	Ms. J. Fernandes – Office Superintendent
9.	Dr. Charmaine Braganza	18.	Mr. Parvez Agha - Alumnus

I.   **Matters arising out of the minutes of the IQAC Meeting held on 30 September 2016**
        Dr. Mody observed that contacting the BMA regarding provision of facilities for the disabled was not part of her mandate which focused on governance.

II.   **To read and confirm the minutes of the IQAC meeting held on 30 September 2016**
        The minutes were read, proposed by Dr. Tavares, and seconded by Dr. Braganza.

III.   **To check changes undertaken in Quality Enhancement with regard to:**
a) **Curricular Aspects**

- Every department conducts at least two department meetings per semester. The Principal suggested the organisation of departmental seminars in this connection. A session devoted to the Union Budget was advised.

- Dr. Tavares proposed to start a Research Methodology short-term course by next year. The Principal expressed her appreciation to the Accounts department for successfully starting short-term courses. Ms. Bhagwat and Ms. Sarvani elaborated on the Data Science course. In connection with collaboration with SPICE, the Principal requested Ms. Bhagwat to state the terms of SPICE.

- The Principal planned to put dates on the Academic calendar for taking feedback from stakeholders. She also suggested changing the mass timings from 11:30 to 12:00.

b) **Teaching – Learning and Evaluation**

- Interactive Moodle Server: Ms. Sarvani reported that students were finding it difficult to use the Moodle server because of its complexity.

- Encouraging faculty to earn a Ph. D. degree: The Principal requested Ms. Bhagwat to encourage the young staff to undertake Ph. D. studies.

- The dependence on guest faculty had reduced due to recruitment.

c) **Research, Consultancy and Extension**

- Enhancement of Research and Consultancy: A Research Committee has been formed and will identify reputed journals.

- Encouraging staff to take up Consultancy work: The Principal suggested a beginning with small projects. The Department of Psychology could undertake performance appraisal as consultancy work.

- Motivating staff to undertake major/minor research projects: The Principal appraised the meeting of her minor research project from the University of Mumbai. She encouraged other staff to do the same.

d) Infrastructure and Learning Resources

- Additional Facilities for differently-abled students: It was decided to keep some books in the Library. Mr. J. D'Souza offered to sponsor the books.

- National Digital Library: The Librarian recommended an orientation program for students for use of the national digital library.

e) Student Support and Progress

- Ms. Malhotra apprised the members about the placements position. The data has been filed and is available to the IQAC.

f) Governance, Leadership and Management

- Advancement in collaborations with Industry (Meeting with Bombay Management Association): Dr. Mody recommended a college policy related to collaboration with the BMA. Mr. E. Fernandes offered to find out the membership fees etc.

- Undertaking Internal and External Audits: An eternal audit was conducted in June by the Principal of Jai Hind College. Internal audits were undertaken by Heads of Departments and senior teachers in February 2017.

- Alumni Association: Mr. Agha reported problems with Dubai due to which the Gulf meeting in Dubai had to be cancelled. He also recommended Alma Shines.

g) Innovation and Best Practices

- More Best Practices to be identified: The Principal suggested an energy audit and paperless office. Water bills should be monitored to conserve water.

- Introducing more eco-friendly initiatives: The investment for solar panels is very high. Ms. Melanie proposed adopting a village in collaboration with the NSS.

IV. Any other Business
a) Perspective Plan for the College

- The Principal informed the IQAC that a perspective plan had been formulated for the college. The plan focusses on the improvement of research, introduction of additional courses, more industry collaborations, better placements and looking at revenue-enhancing activities like consultancy.

- In this context the Principal informed the IQAC about possible collaborations with foreign universities in France (Exchange Programme) and Canada (Ottawa University).

<p align="right">Dr. (Ms.) M.B. Fernandes
PRINCIPAL</p>