

## MINUTES OF THE IQAC MEETING HELD ON DECEMBER 9, 2017

A meeting of the Internal Quality Assessment Committee (IQAC) was held on Saturday, December 9, 2017, at 9 a.m. in the A.V. Room. The following members were present:

1.	Dr. Marie Fernandes (Principal)	11.	Ms. Melanie Andrade
2.	Ms. Shubda Malhotra (Vice Principal)	12.	MS. Sujata Rajpurkar
3.	Ms. Saudamini Bhagwat (Vice Principal)	13.	Dr. (Fr.) Frazer Mascarenhas - Local Society
4.	Dr. Amelia Correa (IQAC In-Charge)	14.	Mr. E. Fernandes - Local Society
5.	Dr. Graciella Tavares	15.	Mr. Vivek Mendonca - Expert from Industry
6.	Dr. Charmaine Braganza	16.	Mr. Rohitas Gupta - Expert from Industry
7.	Dr. Kashmira Mody	17.	Ms. Rachel Pereira - Alumna
8.	Dr. Shirly George	18.	Ms. J. Fernandes - Registrar
9.	Ms. Susan Lobo	19.	Ms. Fatema Patel - Student
10.	Ms. A.N.S. Sarvani		

### **I. Matters arising from Agenda Item No.1**

Prof. Sarvani brought to the notice of the IQAC that she was on leave during the last meeting. However, her name was listed in the attended members list.

### **II. To read and confirm the Minutes of the IQAC meeting held on Saturday, September 9, 2017**

The minutes were proposed by Prof. Saudamani and seconded by Fr. Frazer Mascarenhas

### **III. To report on the following:**

#### **A. Curricular Aspects**

- Short-term course in Research Methodology conducted in September 2017  
Prof. G. Tavares informed the IQAC that 20 students had attended the course. The course was based on practical applications and was well received. Students who had missed out wanted another course to be conducted. Prof. G. Tavares said she was considering holding another course in February.  
Mr. E. Fernandes added that questionnaire framing should be included in the research methodology course.  
Mr. Gupta was critical of the quality of the research at the UG level. A basic method of questioning had to be inculcated, he felt. He recommended the introduction of behavioural economics in the curriculum.  
Though research methodology is included in the BMS, Sociology, staff members felt that the level of instruction that Mr. Gupta had in mind was likely to be premature.
- Short-term courses by Banking and Insurance and Accounts and Finance Departments  
Mr. Mendonca offered help from an external organization for the conduct of BAF/BBI-related courses.  
The Principal announced that BAF is conducting short-term courses on web designing/graphic designing/tally/ms-office. She requested Prof. S. Lobo to initiate a course in creative writing. She informed the members that it was tentatively slated for February with Dr. Shefali Shah conducting it.  
Mr. Gupta suggested introducing courses in graphic design.

- Citizenship programme  
Mr. E. Fernandes proposed introducing a certificate course for the community as well. The Principal gave her wholehearted consent.
- Use of OMR sheets in connection with feedback analysis  
Prof. Sarvani provided details of the OMR software from St. Xavier's College. The members were informed that on the Principal's instruction one of the T.Y.B.Sc.-I.T. students is developing a software for TAQ procedures as part of his project work.

### **B. Teaching-Learning and Evaluation**

- Student attendance  
Prof. Tavares reported on the action taken for defaulters on attendance. Letters were sent out but the action taken was not strong enough. Fr. Frazer Mascarenhas believed that the college should follow University rules strictly to send the right message to students.  
Mr. Mendonca advised the use of an App to track attendance with the cost to be borne by the parents.
- Thinking 'out-of-the-box'  
Prof. K. Mody suggested that SMUN organize programmes for this purpose. The Principal added that the involvement of the student council would help.

### **C. Research, Consultancy, and Extension**

- Faculty Exchange programme with Madras Christian College  
Prof. S. George informed the members that Dr. Harmeet Bhasin would be visiting MCC.
- Students involvement in the community through exercises like CPR training  
The members were informed of the programme on CPR conducted by Holy Family Hospital and that it was received well by the students with about 100 signing up to be trained as heart marshals. Prof. S. Malhotra requested the student member Ms. Fatima Patel to make a presentation to other students.
- Measures to partner with industry and get consultancy projects  
It was felt that greater effort needed to be expended to partner with industry. Members were asked for their involvement and cooperation.

### **D. Infrastructure and Learning Resources**

- Orientation programme on the use of the National Digital Library, December 2017  
Ms. Sujatha Rajpurkar stated that the exercise is conducted during library orientation at the beginning of the year. She was ready to repeat it in one-on-one engagements for interested students.
- To examine what Ultramax has to offer for "Infonet Education"  
The Principal invited Prof. Sarvani to help her in the matter.

### **E. Student Support and Progress**

- Activities of the Placement Cell  
Prof. Tavares informed the IQAC that both Prof. Melanie and herself were not kept informed about the activities of the cell and were therefore not able to provide any data.
- Encouragement of students to join the Civil Services and Armed Forces  
The Principal informed the IQAC that a meeting on the subject organized by Roger Pereira was scheduled for the 16<sup>th</sup> of December.
- Tracking students' progress through the employment of vendors  
Prof. S. Malhotra reported that the process is underway with a vendor being selected.

### **F. Governance, Leadership, and Management**

- Greater involvement with Industry through guest lectures, CSR cells, was required.
- Collaboration with NGOs like Pratham were also being investigated.
- Internal and External Audits for the year 2017-18: The IQAC was informed that the External Audit was scheduled for the 16<sup>th</sup> of February. Internal Audits would be conducted towards the end of February.
- Alumni Association Plans for 2017-18: An alumni get-together was proposed for January 2018.

### **G. Innovations and Best Practices**

- Eco-friendly initiatives were proposed.  
Garbage segregation was underway along with a composting pit.

IV. Any other business with the permission of the Chair.

V. The Principal informed the committee that the Entrepreneurship Cell was already in place with two staff members, Prof. D. Gonsalves and Prof. S. Shenoy in- charge.

09 December 2017

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