

A meeting of the Internal Quality Assessment Committee was held on Saturday, 18 January, 2020 at 9:30 a.m. in the college L-10 room. The following members were present.

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| 1. | Dr. Marie Fernandes (Principal) | 10. | Ms. A.N.S. Sarvani |
| 2. | Ms. Shubda Malhotra (IQAC CO-ordinator) | 11. | Dr. Sharon Gonsalves Durham |
| 3. | Dr. Desiree Gonsalves (Vice-Principal, Degree) | 12. | Ms. Vineetha Nair |
| 4. | Dr. Susan Lobo | 13. | Dr. Sujata Rajpurkar |
| 5. | Dr. Shirley Pillai | 14. | Mr. Earnest Fernandes (Local Society) |
| 6. | CA. Kevin Miranda | 15. | Mr. Linus D'souza (Office Supdt.) |
| 7. | Ms. Samira Nadkarni | 16. | Ms. Ashmi Sheth (Student Representative – Degree Aided) |
| 8. | Dr. Vatika Sibal | 17. | Mr. Jitendra Dalvi (Office staff) |
| 9. | Ms. Janine Coelho | | |

1. The meeting began with a prayer by Ms. Janine Coelho.

I. Leave of absence was granted to Fr. Clarence Fonseca (Managing Trustee), Mr. Joseph D'souza (expert from industry), Mr Rohitas Gupta (expert from industry), and Ms. Melanie D'Souza (IQAC assistant).

II. To read and confirm the minutes of IQAC Meeting held on 28th September 2019

The minutes were read and proposed by Mr E. Fernandes and seconded by Dr. Susan Lobo.

III. Matters arising from Agenda Item No. 1. No matters were taken up for discussion

IV. To report on the following:

- Ms. S. Malhotra informed the committee that the college had to send the Letter of Intent for the next NAAC cycle by mid-March. She said that it was an online process and they would begin with the same on 29th January 2020. Ms. S. Malhotra said the Letter of Intent would be ready and would be send by the first week of March. Ms. S. Malhotra said that she was looking forward to the cooperation of all criteria heads for the same. CA. K. Miranda mentioned that the college website should be updated and the data from 2016 onwards had to be made available online.
- Ms. S. Malhotra stated that NIRF has been successfully uploaded in record time. She thanked all staff members for their co-operation for the same. She mentioned that the application for College with Potential for Excellence (CPE) had been sent to the University. The report had been submitted in three volumes. She mentioned that the invitation for application had not been sent out as yet. Once the invitation for application was announced, the University of Mumbai would take it forward. Ms. S. Malhotra informed the committee that she had spoken to Dr. Joshi regarding RUSA. She said that RUSA-3 has been proposed and was being prepared by the HRD. As soon as it was finalized, a notification would be sent to the Principal's e-mail id to initiate the process of applying for grants.
- Principal Dr. M. Fernandes updated the committee that the AQAR was finally sent. CA.K. Miranda and Dr. S. Rajpurkar were are asked to speak about their verification process and the problems they encountered. The Principal praised the DVV for completing their work in record time. CA. K. Miranda brought to the notice of the committee that the reports were not up to the mark. Dr. S. Rajpurkar mentioned that for some questions wrong data was submitted particularly for years unasked. CA. K. Miranda made the following observations:
 - Data mentioned in the report and supporting evidence did not match
 - All members should know the details mentioned in the report
 - Criteria heads should verify data that is collected
 - Cut-copy-paste of previous AQAR reports have to be done cautiously
 - Often there was an overlap in data required by multiple criteria and there was a discrepancy in the figures that were given
 - Data for Degree College and Self-Financed courses should be collated and presented together.

- Ms. S. Malhotra then presented the format for recording departmental activities. Vice – Principal Dr. D. Gonsalves suggested that data that was collected should be stored on the drive so that anyone could access it online.
- The Principal expressed her intention to schedule a staff meeting to make all staff members aware about the details required for AQAR. She said that the date for the same would be informed later on. The Principal praised Ms. S. Malhotra for her way of functioning. CA. K. Miranda said that NAAC would look at the details of aided session and SFC together as a college and hence the data has to be put up online in a collated manner and not separately for aided and SFC.
- Dr. Shirley Pillai raised the issue of safe custody of documents. Dr. Sharon suggested that the documents could be put up on drive so that all could access it as and when required.
- The Principal indicated that Mr. Jitendra Dalvi from the office had been asked to scan all the documents and upload it on the drive. The Principal said that after every activity conducted, the documents should be given to Mr. Jitendra to upload it. The Principal informed the committee that the IQAC room had been shifted from the second floor to room number L-10 on the 4th floor.

a) Curricular Aspects

- Dr. Vatika Sibal read out the list of various online courses related to the curriculum and the number of enrolled students. (Psychology dept. – 3, SYBMS – 4, TYBMS-27) The list of certified courses conducted by the college was discussed and the numbers of enrollments in each of the courses were read out.
- Regarding the tie-up with Future Group, the committee was updated that there were no applicants.
- Ms. J. Coelho suggested that the Junior College students could be informed about the various online courses conducted by the college on the day of their mark sheet distribution.
- Mr. E. Fernandes indicated that the date to visit the NDA would be 02 February 2020, (Sunday) as the NDA did not permit any visits on weekdays.
- The Principal informed the committee that IIT Bombay conducts FOSSEE Fellowship 2020, which is an online course. She suggested that our students should apply for the same. Ms. Malhotra mentioned that two students had enrolled for Harvard EdX course in Psychology and Samridhi Thukral, a student from FYBA-B is the All India Topper in the SWAYAM Course titled “Psychology in Everyday Life”.
- Mr. E. Fernandes suggested that sports were an emerging field for career opportunities in the present times and we too must focus on the same. He informed the members that there were institutes that conduct Sports Management Courses and the college too can consider the same. The Vice-Principal Dr. D. Gonsalves supported Mr. E. Fernandes and stated that sports and fitness has wide career opportunities and many people now prefer having personal trainers. She highlighted the decision of the Purchase Committee to renovate the college gymnasium in order to encourage larger participation of students.

b) Teaching-Learning and evaluation

- Dr. S. Pillai informed the members that they have devised a tool for the Buddy Project. The details were read out. It was said that the project was to be undertaken subject wise-wise. CA. K. Miranda & Ms. J. Coelho had a few suggestions to make to improve the format of the form and that should be incorporated. The Principal suggested that the Buddy Project may not necessarily be on any specific ratio but an advanced learner may mentor multiple students.
- Mr. E. Fernandes and Prof J. Coelho cautioned that in implementing the Buddy Project, care should be taken to ensure that the Mentee should not take undue advantage of the Mentor. The Mentees should attend lectures regularly and should approach the Mentor only to understand the portion they fail to comprehend during the lectures. Ms. S. Malhotra suggested that an appreciation letter could be given to the Mentor Buddy.

- The Principal stated that as per the new NAAC manual, teaching-learning process has more weightage. She said that the revised NAAC manual would be mailed to all staff members. The Vice-Principal suggested that the revised NAAC manual must be discussed in the staff meeting so that all members know the amendments. Dr. S. Rajpurkar read out the changes.
- Dr. S. Pillai said that they were working on a form to document Ethics in Curriculum. Ms. S. Malhotra stated that all National Objectives discussed in the class should be documented. Ms. J. Coelho suggested that each subject teacher should give what national objectives they can focus on in their subjects. Dr. S. Pillai presented a list of specific dates that can be celebrated as National Day in the College. Mr. E. Fernandes mentioned that through its activities, the college is already adhering to our National Objectives. The vision-mission of the college, Internal Complaints Committee (Sexual Harassment Committee) – all portray the practical implementation of our National Objectives. The Principal stated that the college has environmental awareness, ethics, gender sensitization and skill development in support of National Objectives.
- The Principal highlighted the Award Distribution Ceremony (ADC) that took place on 21st December, 2019 and praised the Vice-Principal for her efforts. Dr. Shirley read out the Vice-Principal's report on the Award Distribution Ceremony.

c) **Research, Innovations and Extension**

- Dr. S. Durrham read out the list of grants that were available. Ms. Malhotra suggested sending e-mail to all staff members about the various grants available. Dr. S. Durrham reported that the tie-up with TISS could not happen. Dr. S. Durrham stated that the WDC, NSS, DLLE were all working towards achievement of national objectives by conducting lectures, workshops, screening documentaries and having tie-ups with various organizations.
- Dr. S. Durrham informed the committee that this year 3 teams comprising of a total of 6 students participated in Aavishkar, the Inter-Collegiate Research Competition. One student qualified for zonal level and the theme of his research was 'Impact of Memes on Marketing'. The Principal mentioned that Aavishkar should be planned in a better manner next year and the help of Mr. Earnest could be taken for the same. Dr. S. Rajpurkar informed the committee that they had conducted a session titled, "The Importance of Research" which was attended by only three students. She stated that it was difficult to get the data of the students belonging to Reserved Category as the office was reluctant to give the data as the admissions were no longer being done on the basis of reservation. However this number was provided by Mr. Jitendra based on the number of applicants he received for scholarship.
- Dr. S. Durrham threw light on 'Celebrating Diversities' - the National Symposium conducted on 09 January, 2020. She mentioned the talk conducted by Mr. Vickram Crishna entitled 'Flow - India through Water' which was in tune with our national objective of resource conservation. Dr. S. Durrham said that a National workshop on 'Research Methodologies and Technological Analysis in Social Sciences' for Staff Members was scheduled on 27th and 28th February 2020 along with AIACHE. She mentioned that the first day would be dedicated to lectures and the second day would have hands-on session.
- Dr. S. Durrham spoke about STRIDE, a new scheme to promote trans-disciplinary quality research by faculty and students. The details of the scheme were read out. She said that the online application for the same was available on the UGC website. The Principal mentioned that it was one of the prestigious schemes and the staff members should apply for it and requested the Research Committee to promote this.

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d) **Infrastructure and learning resources.**

- Ms. Sarvani stated that a session to orient the staff about the use of smart board was conducted by Ms. Mansi Golwalkar from CBM on 15 November 2019, which was appreciated by the staff. The Principal suggested finding three alternate rooms, one on each floor, to install smart boards for easy accessibility. Ms. Sarvani said that a workshop pertaining to the development of e-content

would be held in February 2020. Regarding the training for use of Moodle, she informed that IIT Bombay periodically conducts online workshops and the staff members could enroll for the same.

- Dr S. Rajpurkar said that she attended a workshop on e-content in which it was mentioned that faculty members could choose any topic/sub-topic, prepare notes, upload videos, and cite the original authors. In this way, e-content could be developed and copyright could be handled. Ms. Coelho expressed her concern regarding students altering the content put up on Moodle. The Principal said that the e-content could be stored on a pen-drive or CD and it need not have open access. She said that all references should be acknowledged. Dr. Susan Lobo sought clarification of the term e-content.
- Ms. Sarvani spoke about the documentation of facilities in the college. She mentioned that a log book was available to document the utility of gymkhana. The GCR has no such documentation. The Principal said that Dr. D. Gonsalves and Dr. G. Tavares would make the rules for the Girls Common Room. The Vice- Principal came up with the idea of creating an online calendar to make the staff members know the availability of rooms. She said that the staff members should be more responsible towards usage of available resources such as electricity, chairs. She also told that we should be more punctual with regard to booking time and should not use the reserved room before and after the reserved time. The Principal informed that the AV room would hence forth not be available for dance practice. CA. K. Miranda brought to the notice of the committee about the plasters falling down in the washroom, electric shocks in classrooms room number S3 & G2 and expressed his concern for the safety of staff and students.

e) Student Support and Progression

- Ms. J. Coelho updated the committee regarding the student attendance. She said that Mr. Khilin, the Onfees staff sends weekly attendance SMS updates to the registered mobile number of parents every Saturday. She also stated that some students do not get the attendance update on their parent's mobile number. The details of such students were noted and given to Mr. Khilin. She also informed that the attendance committee has decided to call the parents of attendance defaulters on 25 January, 2020.
- Regarding scholarships Ms. Coelho said that the office was putting all its efforts to ensure that the students utilize various available scholarships. The college office had given sufficient publicity for the same. It was also suggested that during the orientation to the parents of the first year students, a slide pertaining to the scholarships available in the college could also be included to make the students and the parents are aware of the same
- Ms. Coelho informed that the proposed Travel and Tourism course to be conducted by The School of Excellence had response only from one outside student. Regarding the tie-up with IMS, a meeting with the Vice-Principal was scheduled on 20 January, 2020.
- Ms. Coelho reported that an Alumni get together was scheduled in April 2020. She said that a Directory of Alumni was proposed and Ms. Rachel Shinde had designed an online form. She said that the students who passed out last year could fill it online. The Student Council has been given the responsibility to ensure that through their classmates they could get alumni fill the online form. A Wall of Fame in the campus would highlight distinguished Alumni. The MoU for the Placement Cell software was awaiting approval from the management.
- Ms. J. Coelho stated that the Student Council for the Academic Year 2019-20 had been formulated. The activities of the Student Council began during Christmas. She said that the members of the Student Council could be helping with SMUN on 28 ad 29 January, 2020. She informed that there is a proposed meeting of AIACHE – western region on 01 February, 2020 for which students of Catholic Colleges in the Western region of India would be participating. Dr. S. Lobo was planning their stay and other facilities.
- The Principal informed that on 06 January, 2020, a meeting was called by the Vice-Chancellor to discuss the issue of Employability of the students. She stated that a pilot survey was conducted by University of Mumbai in 20 colleges, including St. Andrew's College. She highlighted that the feedback regarding our college, reflected lack of basic credentials for employability and also the concern that our courses did not prepare students for the job market. Accordingly, the Principal suggested implementation of compulsory papers with online courses to improve the

employment skills of the students. She mentioned about Elevatescape and online app to improve employability of the students. Mr. E. Fernandes expressed his concerns over the communication & presentation skills of the students. He suggested that the use of PowerPoint presentations should be discouraged and communication skills should be focused upon. The Vice-Principal suggested that the college should conduct mandatory certificate courses.

f) Governance, Leadership & Management

- Dr. Susan Lobo informed that the budget planning for the next academic year had to be made by each department. The Principal mentioned that each department should get their proposed annual draft budget approved by her. Mr. Earnest said that each department should organize a lecture for community once a month.
- Dr. Lobo mentioned that the Management has not yet responded to the proposal for health package of non-teaching staff.
- Dr. Susan Lobo informed the committee that Dr. Shirley George along with three students visited Marian College, Chennai for an Exchange Program. She said that the college was in discussion with Don Bosco College, Dehradun and St. Xavier's College, Ahmedabad for Faculty Exchange Program.

g) Institutional Values and Best Practices

- Ms. S. Nadkarni stated that XRCVC has visited our campus for counselling and peer group support. She said that the college has conducted a Disability Studies Certificate Course for social inclusion of differently-abled students. Mr. Earnest suggested that we should establish a Centre for Disability Studies as a pro-active measure of the college. Ms. S. Nadkarni said the college was going to have a tie-up with Rizvi College in order to access Braille at their library. She also mentioned about allotting a special table in the library, allotting a separate parking area, setting up disability buddy project and disability friendly bathroom for inclusiveness of differently abled students in the college.
- Ms. Nadkarni also read out activities conducted by the entrepreneurship cell such as Flea Market, Mind your Business, Goal Rush, Seminars by Maria Goretti & Siddharth Rao. The Principal praised the entrepreneurship cell for their merchandise initiative.

The principal informed the committee about prize distribution ceremony to be held on 27 January, 2020. She said that Mr. Luis Miranda, a founder member of HDFC has been invited as the Chief Guest

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

Date:



Fernandes
PRINCIPAL