

Minutes of the IQAC meeting held on 20 April 2019

A meeting of the Internal Quality Assessment Committee (IQAC) was held on Saturday, April 20, 2019, at 9:00a.m. in the College A/V Room. The following members were present:

1.	Dr. Marie Fernandes (Principal)	13.	Dr. Vatika Sibal
2.	Dr. Desiree Gonsalves (Vice Principal - Degree)	14.	Dr. Harmeet Kaur Bhasin
3.	Ms. Melanie Dsouza (Vice Principal - SFC)	15.	Ms. Janine Coelho
4.	Dr. Amelia Correa (IQAC In-Charge)	16.	Ms. Vineetha Nair
5.	Dr. Graciella Tavares	17.	Dr. Sharon Gonsalves Durham
6.	Dr. Charmaine Braganza	18.	Dr. Sujata Rajpurkar
7.	Dr. Kashmira Mody	19.	Dr. (Fr.) Frazer Mascarenhas
8.	Dr. Shirley Abraham	20.	Mr. Ernest Fernandes
9.	Ms. Susan Lobo	21.	Mr. Rohitas Gupta
10.	Ms. A.N.S. Sarvani	22.	Mr. Daniel Luis
11.	Dr. Priya Shahi	23.	Ms. Joanita Fernandes
12.	Ms. Shubdha Malhotra	24.	Mr. Linus D'Souza

- I. Minutes were read and proposed by Dr. K. Mody and seconded by Dr. S. Abraham.
- II. Dr. A. Correa informed members about the academic audit conducted and its recommendations. She also informed the IQAC that the Principal had a meeting with the staff informing them about the recommendations that were made by the auditors.
- III. The following matters were discussed:

a) Curricular Aspects

- Prof. M. Andrade focused on the recommendations suggested under this criterion.
- Focusing on social good was important but members felt that it was more important to develop a skill which would enhance student's employability. Prof. S. Lobo mentioned about the teaching of English as part of community service. Mr. E. Fernandes felt that it was important for the non-teaching staff to be informed about the college as that would give them a sense of involvement. Dr. K. Mody also felt that reaching out to the children of non-teaching staff in the field of academics would help.
- The Principal informed the IQAC that the concept of a zero hour (10:20 to 12 noon) would be introduced from the next academic year for the purpose of enabling students to undertake add-on courses introduced in the college.
- Dr. D. Gonsalves informed members that 12 students were held back in semester 2 and were not allowed to appear for their exams due to insufficient attendance. The number was 15 in semester 1. Fr. Mascarenhas emphasized maximal attention being given to core courses. At best, one add-on course could be offered.

b) Teaching-Learning and Evaluation

- IQAC members were informed that remedial classes were undertaken by staff members and records were maintained.
- Mr. E. Fernandes made the point that 'community' was the context within which the college functioned and, thereby, was incorporated in its ethos. It was not external to the institution calling for special attention.

c) Research, Innovations, and Extension

- The academic auditors had recommended enhancing the number of minor research projects being undertaken. They also advised increasing the number of conferences conducted by different departments. The auditors suggested that finance for research was available from RUSA, ICSSR, and needed to be tapped.
- The IQAC members were informed that the research committee was also looking into the development of e-content and was expecting to conduct training for the purpose.

- Data Science programmes like R and Python were recommended for the staff and students. Signing of MoUs with international institutions and greater collaborations were also suggested.

d) Infrastructure and Learning Resources

- The audit report proposed enhancing the use of environmentally-friendly technology like solar panels. Recycling of waste was also to be implemented. The Principal informed the members that in the coming academic year NGOs would be involved in assisting the college process its waste.
- It was suggested to the IQAC that the library be made accessible to the community at a nominal charge.

e) Student Support and Progression

- Prof. S. Malhotra informed the house that each department would be given a format whereby they could document their activities. Criterion heads with templates would also be provided at the beginning of the year so as to make documentation easy.

f) Governance, Leadership and Management

- The Principal informed the committee that the alumni registration was in process and would be completed shortly.
- The Principal informed the IQAC that an alumnus, Mr. D. Lewis, had kindly donated 10 microphones for staff use.

g) Institutional Values and Best Practices

- Dr.A.Correa reported on the seminar of the Economics Department which was held on 15 March 2019 on the topic 'Ethics and Economics' where Keynote Address was by Murzban Jal from Indian Institute of Education and the other Speakers were Indradeep Ghosh, Aarti Saxena, Naresh Fernandes, Veena Gidwani, Carol Andrade and Pallavi Vyas from Ahmedabad University.
- Mr. E. Fernandes informed the IQAC that the Citizen Leadership Programme would be conducted in collaboration with the NSS for the coming academic year.

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

6 June 2019



Fernandes
PRINCIPAL