

MINUTES OF INTERNAL QUALITY ASSURANCE CELL MEETING HELD ON 26 FEBRUARY 2021

A meeting of the Internal Quality Assurance Cell was held on Friday, 26 February 2021 at 9:30 A.M. via the Zoom meeting application. The following members participated.

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| 1. | Dr. Marie Fernandes (Principal) | 10. | Dr. Harmeet Kaur |
| 2. | Ms. Shubda Malhotra (IQAC Coordinator) | 11. | Dr. Fr. Frazer Mascarenhas (Educationist) |
| 3. | Dr. Charmaine Braganza (Vice-Principal, Degree) | 12. | CA. Kevin Miranda |
| 4. | Dr. Vatika Sibal | 13. | Ms. Vineetha Nair |
| 5. | Ms. Sharmila Dhote | 14. | Mr. Samson Carvalho |
| 6. | Dr. Jyoti Bhatia | 15. | Dr. Sujata Rajpurkar (Librarian) |
| 7. | Ms. A.N.S. Sarvani | 16. | Mr. Joseph D'Souza (Industry Expert) |
| 8. | Mr. Neeraj Shukla | 17. | Mr. Linus D'Souza |
| 9. | Dr. Susan Lobo | 18. | Ms. Carol D'Silva (Student Representative) |

The meeting was started with a short prayer said by Mr. S. Carvalho. Dr. M. Fernandes remembered the deceased family members of our staff members and past pupils who had recently passed away. Dr. M. Fernandes welcomed everyone to the meeting.

I To read and confirm the minutes of IQAC meeting held on 02 Jan. 2021

The minutes were proposed by Mr. Joseph D'souza and seconded by Dr. Charmaine Braganza

II Matters arising from Agenda Item No. 1

There were no matters arising from Agenda item no. 1

To report on the following:

- **To provide an update on progress related to NIRF, SSR and AQAR.**

Ms. S. Malhotra informed that the NIRF process was completed and the required information was uploaded on 3 February 2021. The acknowledgement for the same had been received and was forwarded to the Principal immediately.

She further updated the committee members that the first draft of Self Study Report, containing information and data till academic year 2019-20 had been submitted by the various criteria heads. The first round of verification was conducted by IQAC core committee. Currently compiling the verified draft is being done with help of Mr. Jitendra Dalvi. As decided earlier, 15 of March would be the deadline for conducting activities post

which all information with regard to academic year 2020-21 is to submitted to criterion heads. Once, the data is verified it will be incorporated into the SSR, then the process of compiling the final SSR would be started.

Ms. S. Malhotra informed the committee of certain updates she has received from her peers and verified with the NAAC office. The NAAC office has decided that if physical college does not resume by June, then all colleges due for reaccreditation will be granted a 3-month extension. She also highlighted that if the current years TY results are received by May /June, it would mean that data for result analysis would be pending in Criteria 2, which would delay the preparation of the final SSR. Therefore, she suggested that the IIQA should be submitted after final SSR is completed. The SSR has to be uploaded on the portal within a period of 30 - 45 days after filling the IIQA. It was proposed that after IIQA submission till SSR uploading it would be advisable to complete 2 orientation rounds of SSS i.e., Student Satisfaction Survey.

Ms. S. Malhotra stated that the TY results university copy has just been received by college and the result analysis has to be submitted by Criterion 2. Ms. S. Dhote stated that her team would send the data in a week. The data will then be incorporated and compiled in the AQAR of 2019-20, the core team will visit the college to upload it on the portal.

Criteria 1: Curriculum Planning and Implementation

- **To update on Add-on/Bridge and Certificate programs completed**
 - Dr. V. Sibal provided an update on the diploma course. From batch 5 that had started 2018-19, 11 are continuing and their first module will be held in March 2021. From batch 6 that had started in 2019-20, 5 students have enrolled, 4 modules are completed including the golden rule paper. Batch 7 started in 2020-21 for which 13 have enrolled and the first module is in progress
 - With regards to certified courses Dr. V. Sibal stated that according to details provided by Mr. Ritesh Sheth. Only 3 of 9 courses are ongoing, while the rest have completed. Cyber-security management, Personal Financial Management, Design Thinking and Innovation did not receive the minimum required enrolment and thus were not held.
- **To update on Value Education**
 - With regards to Value Education for degree college students of FYBA and FYBCom, Mr. Samson Carvalho is coordinating 6 sessions, 3 of which are completed. The rest of the 3 sessions will be conducted in March 2021.
 - For Self-Finance Courses Ms. Patricia Lopes has completed a 100 minutes session on 10th February 2021 on the topic: Stress and Time Management.
 - Value Education for TYBA and TYBCom students was coordinated by Vice-Principal Dr. Charmaine Braganza, she has completed a total of 8 sessions between November 2020 and January 2021.

- Dr. Shirley Gladwin had conducted 2 value education sessions for the SFC students of third year one in January 2021 and other in February 2021.
- The SOP for Degree college is being conducted online due to the COVID-19 Pandemic. A MOU is signed between Ms. Deepika Singh the implementation partner and the college. The orientation programme for the same was held in last week of November 2020 for SYBCom students and first week of December 2020 for SYBA by the Professors in-charge i.e., C.A. Kevin Miranda and Ms. Janine Coelho. There were 15 themes and SOP is ongoing. There was virtual meeting of SOP group leaders held on 23 February 2021 to review the progress. The SOP orientation for SFC students was held on 13 and 14 January 2021.
- **To discuss the program of skill development courses conducted by various Departments.**
 - Dr. V. Sibal informed that most of the Departments have their skills development programmes in progress except for BAMMC whose sessions begin in the first week of March 2021. All the skill development courses will end by the 15 March 2021. Literature department's skill course is completed.
 - CA. K. Miranda updated about the GST programme that was initiated by the Accountancy department, stating the need for proper marketing of our courses. He stated that they had received 41 registrations and given the college a profit of INR 20,000. He also said that this course was recognised by the Ministry of Skill and Development and would be valid in the industry, and students would keep reaping benefits of it in their careers.

Criteria 2: Teaching Learning and Evaluation

- **To update on the plan to orient students regarding the 'Students Satisfaction Survey'**
 - Ms. S. Dhote displayed the 'Students Satisfaction Survey' which will be used. It first contains information about NAAC and its purpose and other college related details.
 - CA. K. Miranda and the Principal brought to attention that in the history of the college Mother Theresa was mentioned, and it should be changed to St. Mother Theresa.
 - Ms. S. Dhote sought clarifications about the protocol for carrying out this survey. The Principal stated that we would decide that in due time. She also said that the students list we are providing to NAAC contains cancelled admissions which has to be dropped out before submitting it.
- **To give an update on Mentoring**
 - Ms. S. Dhote mentioned that individual Mentors have to prepare a mentoring report and send it by 30 March 2021. Ms. S. Malhotra stated that since we had decided on 15 March 2021 as last date for submission of activities for SSR. She suggested that we have a uniform timeline for all activities which could be either 15th March or 30 March. The Principal decided that we could have 30 March 2021 as the final deadline for all activities.

- CA. K. Miranda sought clarification from Ms. S. Dhote if concerned mentors could start sending the feedback forms if they have finished their sessions, to which Ms. S. Dhote said that they could do that.

Criteria 3: Research, Innovations and Extension

- **To highlight the progress of activities of Incubation and Andean Entrepreneurship Cell**
 - Dr. J. Bhatia informed that the Incubation Cell and Andean Entrepreneurship Cell had completed a number of events and have about 10 more events coming up. Dr. H. Bhasin shared her report of the activities and provided details about all activities coming up. The Principal thanked Mr. J. D'souza for collaborating with the Incubation cell and Andean E-Cell for one of its activities.
- **To update on Avishkar & DLLE**
 - Dr. J. Bhatia informed that for Avishkar 8 teams had registered and an orientation was conducted for them. Although registrations from Mumbai University have not started, a presentation competition among the teams was to be held in March.
 - With reference to DLLE, an orientation was conducted. A workshop was conducted by Mahatma Gandhi National Council of Rural Education under the Ministry of HRD. A poster competition on Road Safety Week was also organised. There are 7 upcoming activities for a 'Creativity Week' which would involve Plants, Session to Celebrate of Women's Day, Session on Content Creative Writing, Mindful Art, Session to Celebrate Women's Entrepreneurship Day, and Flavours of Sweet
- **To report on the NSS activities**
 - Dr. J. Bhatia stated that 40 activities were conducted at University or College level, along with an Orientation programme.
- **To update on SOP for Degree and Self-Financing**
 - Dr. J. Bhatia stated that with regards to SOP, Criteria 1 has already shared the details.

Criteria 4: Infrastructure and Learning Resources

- **To discuss a mechanism to track the use of library e-resources by students and faculty:**
 - Ms. Sarvani updated that there is N-list program facility helps retrieve usage details month-wise and year-wise.
 - Webopac helps to know the number of users accessing library online catalogue. Till now the number is more than 45000.
 - As a part of NAAC data requirement for, Criteria-IV team has acquired the data of N- list usage in the last 5 years.
 - Ms. Sarvani stated that she received an excel sheet from Mr. Shailendra Darekar, containing the Moodle usage details from the year 2016. The librarian also shared the pivot table analysis which reveals that the question paper repository has got the

highest number of hits (16,953) so far and next comes the department folders in descending orders - B.Com (5,622), B.A. (5,288) followed by self-financed courses.

- Ms. Sarvani thanked the librarian for the systematic data she had maintained. The Principal also thanked and praised the Librarian for the commendable work she has been doing. Dr. Vatika Sibal added that the librarian conducted an online session on e-resources for TYBA Sociology students and had all praises for her.
- Mr. Kevin Miranda added that the college has provided a platform for online lectures as well as various other courses during this pandemic on Edfly, which is noteworthy.

Criteria 5:

- **To give an update on mapping student progression with the assistance of the PR team:**
 - Mr. N. Shukla told the committee that the PR team is doing a tremendous job w.r.t. the alumni data collection. He mentioned that he cannot tell the actual number because the data runs into thousands (approx. 8000 on LinkedIn) and the team will require a lot of time to filter and arrange it as they have a huge data base from 1981 onwards. He mentioned that he has personally received 193 responses on this drive with all proofs including the contact details, address, proof of Higher Education, employment etc. which the Principal appreciated.
 - Mr. N. Shukla updated the committee that the Civil Service Cell is starting the training for Competitive exams next week. He said that he has been coordinating with two agencies to train the students regarding current affairs, reasoning, quantitative analysis, qualitative analysis etc. The Principal requested Fr. Frazer to pass this information in the parishes and praised Mr. N. Shukla for his work. The Principal also mentioned that the JD office is also pressurizing the colleges in training for Competitive Exams.
 - Mr. Joseph added that the Cardinal has started a special team under his capacity to train students for competitive exams and requested Mr. Shukla to try and collaborate.

Criteria 6: Governance, Leadership and Management

- **To update on status of Financial Audits as this is year of NAAC visit**
 - Dr. Susan Lobo updated the committee the status of Financial. She mentioned that as per Mr. Linus, our office staff, the office was not able to complete the financial audit for the financial year 2019-2020 due to the pandemic. They had to undertake the audit in two stages as the audit for 2019-2020 was pending and it was completed in January 2021. She mentioned that Mr. Linus has sent her various PDFs of audit statements the previous week for Degree College, SFC and M. Com courses. She added that this year the audit will be done after 31 March 2021, after the current financial year is over.
 - Dr. S. Lobo said that there was a confusion regarding External Audit. She approached Mr. Kevin Miranda for a clarification which led to difference of opinion regarding external audit & internal audit. Hence, she requested Mr. Linus to get the

clarification directly from the auditors. It was then clarified that any audit conducted by the college comes under internal audit. External audit happens only when the auditors are sent by the Joint Director.

- Dr. S. Lobo also updated the committee regarding the student council activities. She said that the Student council began its activities by a sustainable Diwali celebration. Many activities have been initiated under the leadership of Mr. Ashley Rego, an FYBA student pertaining to the days of national and international significance like a talk on mental health, cancer awareness, celebration of International day of Social Justice etc. they were eagerly looking forward for the celebration of International Women's Day on 08 March. The celebration of International day of Social Justice was highly appreciated by the audience. Fr. Frazer was one of the speakers for the event and the Principal thanked and appreciated him for his inputs.

Criteria 7: Institutional Values and Best Practices

- **To report on the process of finalizing the handbook of Code of Conduct.**
 - Dr. H. Bhasin reported on the process of finalizing the handbook of Code of Conduct. She updated the committee that the handbook of Code of Conduct has been uploaded on the College website, along with the policy document for Disability and Green Campus. She also mentioned that there are other criteria policy documents pending to be put up on the website.
- To report on the status of seminars/workshops conducted after December 2020

Dr. H. Bhasin updated on the list of seminars conducted after December 2020. She mentioned that she had already mailed it to the Principal. The list included the following:

1. On 2 January 2021, the Department of Commerce conducted a webinar on "Business Seaquest to Accelerate Your Success" by Mr. Rajesh Seshadri.
2. On 9 January 2021, the Department of Commerce with B.Sc organised a webinar Investor Awareness Program. The speaker was Prof. Amok Gotoskar.
3. On 13 January 2021, the History Department in collaboration with the Department of BAMMC (BMM) put up a webinar 'History through the screen'. The speakers were Jeffrey Goldberg and Pratik Pragosh.
4. On 16 January 2021, the Department of Commerce arranged a webinar on 'The power of focus, the pain of procrastination'. Mr. Rajesh Seshadri was the speaker.
5. CWDC along with Sociology Department under their session on Crossroad Identities had first day of National Webinar on 28 January, 2021. The speaker was Rhyna Braganza. The keynote speakers were Urmi Jadhav, Daniel Mendoza & Dr Wilona. This webinar concluded on the 2nd day i.e., 29 January, 2021.
6. On 30 January 2021, BMM had a workshop on 'Corporate Communication'. The speaker was Hita B Gujjar.
7. On 30 January 2021, BMM had a lecture by Atithi Chali on 'Reporting on financial scams'.
8. On 30 January 2021, the Department of Commerce had a webinar on 'The Enchantment of Energy' by Mr. Rajesh Seshadri.
9. On 13 February 2021, the Department of Commerce had a webinar on 'Nirmithi Nidra and Stress Management' by Mr. Rajesh Seshadri.

