

**Minutes of Internal Quality Assurance Cell meeting held on
16 October 2021.**

A meeting of the Internal Quality Assurance Cell was held on Saturday, 16 October 2021 at 9:00 a.m. via the Zoom meeting application. The following members participated,

1	Fr. Clarence Fonseca (Managing Trustee)	12	Dr. Harmeet Kaur
2	Dr. Marie Fernandes (Principal)	13	Mr. Joseph D'Souza (Industry Expert)
3	Ms. Shubda Malhotra (IQAC Coordinator)	14	Mr. Ernest Fernandes
4	Dr. Charmaine Braganza (Vice-Principal, Degree)	15	CA Kevin Miranda
5	Dr. Sharon Gonsalves Durham (Vice-Principal, SFC)	16	Ms. Vineetha Nair
6	Dr. Vatika Sibal	17	Mr. Samson Carvalho
7	Ms. Sharmila Dhote	18	Mr. Jordin Carvalho
8	Dr. Jyoti Bhatia	19	Dr. Sujata Rajpurkar (Librarian)
9	Ms. A.N.S. Sarvani	20	Ms. Rakshita Mathur (Student Representative)
10	Mr. Neeraj Shukla	21	Ms. Sasha Gonsalves (Student Representative)
11	Dr. Susan Lobo	-	-

The meeting started with a short prayer said by Fr. Clarence Fonseca, after which Dr. M. Fernandes welcomed everyone to the meeting.

I. To read and confirm the minutes of IQAC meeting held on 24th July 2021

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

II. Matters arising from agenda item no. I

There were no matters arising from agenda item no. I

III. To report on the following:

To provide an update on progress related to SSR and AQAR

IQAC coordinator, Mrs. Shubda Malhotra, put forth the following points regarding the progress of SSR and AQAR:

- AQAR has been compiled and sent to DVV for verification.
- SSR has been verified by DVV, sent to criteria heads for making changes and received back by the core team. Rechecking is under process.

- NIRF pre- registration portal is still not initiated, waiting for the portal to open.

Criteria 1: Curriculum Planning and Implementation

- Regarding the on-going Certificate / Bridge courses, Dr. Vatika stated that for the year 2021-2022, the First year students are yet to be enrolled and the certificates to Second and Third year students will be given and uploaded on the drive once the course is completed. E-certificates for the year 2020-2021 are already uploaded on the drive. The list of courses and total registrations till 25-09-2021 i.e. 252 students was displayed and explained.
- Regarding the Diploma in Religion and Society, Peace and Dialogue, for Batch 5 only dissertations of 4 students is pending. For Batch 6 examination are slated for December 2021. For Batch 7, dissertations are in progress and praxis hours are also partially completed.
- Dr. Vatika presented the report of the one day webinar on 18 September 2021 organised by IQAC in collaboration with CAS committee where Dr. Jagtap, J.D., Panvel was invited as the resource person. He spoke about the VII Pay guidelines and insisted on new format which comes into existence from 19 July 2021. The form now will be called as Annual Performance Appraisal Report (APAR). The format for the same should be made by the IQAC and CAS team.
- Dr. Vatika informed that according to the VII Pay Commission, Appendix II, Table I, the College needs to update the 5 pointer scale to the 3 pointer scale. The 3 pointers grades include Good (80 % and above), Satisfactory (between 80 % and 70%) and Not satisfactory (below 70%). Only in the case of a librarian, the pointers include Good (90 % and above), Satisfactory (above 80 % and below 80%) and Not Satisfactory (less than 80%). With regards to this, the College needs to keep a record of lectures taken by faculty and an official record of lectures cancelled on working days needs to be maintained. The service provider needs to maintain the data and provide the information Semester wise. Uniformity would be maintained for the staff with regard to total number of lectures.
- Regarding the analysis of feedback forms, Dr. Vatika mentioned that the responses of feedback forms in the form of excel sheets have been received, awaiting the analysis for the same from ONFEES.
- Regarding stressing upon the need for each Department to offer 1 Add On course / Skill development of 30 hours, the list of courses by each department (completed, on-going and upcoming) was displayed along with the name of the course and dates. Regarding recommending the UGC Courses on the Constitution and Environmental Science, the following courses offered by IGNOU in collaboration with SWAYAM on environmental science were discussed: Certificate course in Environmental Sustainability, MEVE-001: Environmental Impact Assessment for Environmental Health, MEV-002: Environmental Occupational Hazards, Certificate in Peace Studies and

Criteria 2: Teaching, Learning and Evaluation

- Ms. Sharmila Dhote mentioned that the Mentor-Mentee Program has been centralised successfully by Team Criteria 2 under the guidance of Prof. Prashant Tari. All the registrations of all mentees with their respective mentors are being auto-generated to Team Criteria 2. The process for its documentation was explained in detail starting with the creation of class wise Google form, which will be filled by the mentees after attending the mentor's session. This form will record the date and time automatically, proof of which will be validated only using Email ID and date, time of response. Signatures could not be included. Lastly, a Consolidated Mentor Program Status Report will be made available. The Principal asked the team to send a reminder to those mentors who had not yet initiated the program.
- NET/SET Mentoring (conducted by Prof. Patricia Lemos): A series of sessions will be conducted to help the aspiring faculty members to clear their NET SET examination. Data was collected and a meeting was conducted on 13 October 2021 of the registered faculty members and the sessions recommended were on time management, strategies to solve the paper and on logical reasoning. Session on "Tips and Tricks to crack the NET SET Examination" will be conducted in the month of October 2021 and the subsequent sessions will be planned as per the requirement.
- It was explained that the process of streamlining documentation of ICT tools used for teaching learning so that the number of lectures conducted through Edfly can be collected from the service provider, requirement of geo-tag photograph of the teachers while using particular App/quiz/software/technology and sample PPT can be collected using the Google form as it was done for the academic Year 2020-21.
- It was mentioned that due to the current MCQ paper pattern, grades/marks of students are spuriously high. Hence, Buddy project program could not be applicable. Students needing help can be provided special sessions by the respective subject Teacher. Remedial lectures (if taken) need proof of payment receipts for documentation. Lecture preparation time to be accounted for with online lectures for no. of total teaching hours per week. Regarding Sessions for Advanced Learners (conducted by Dr. Shirley Pillai), The objectives of this session would be tips to increase the score in MBA entrance exams by effective strategies, improve the weak areas, and Weekly/Monthly study plans to improve strategies.
- It was discussed that the ATKT examinations for Semesters I to IV and regular examinations for Semester III will be conducted by 30 October 2021 as per University of Mumbai Circulars. The other exam related issues discussed as per the Examination Committee meeting held on 09 October 2021 were: Introduction of students to the committee as per NAAC requirements and

Introduction of proctoring for on-line examinations. Ms. Valora D'Souza-TYBM.S. and Ms. Sarah Almeida- T.Y.B.A were nominated to the committee. In the first meeting held, the student had no issues to report. Proctoring was implemented for 2021 October on-line exams and orientation was conducted for staff and students of Degree and SFC regarding the same. CA K. Miranda expressed concern about the inclusion of student representatives in the examination committee which may be a risk. But it was decided that their involvement would be only up to a certain limit and not during confidential discussions.

Regarding the frequency and mode for making the Internal Assessment more transparent, Ms. Sharmila Dhote suggested to keep the attendance record, project files/ PPT's of internal assessment using Google classroom or Edfly and to create an email id with college domain for each department to maintain these records.

The Principal suggested that the moodle server of the college could be a good option and act as a central repository for the same. Ms. Shubda Malhotra and Dr. Susan Lobo stated that many a times, students complain regarding no access to the moodle server. Dr. Sharon mentioned about the B.M.S. department making use of edfly for providing necessary reading and assignment material and stressed that no readymade notes being shared to students through any platform. Dr. Vatika also mentioned that the students' focus is drawn towards reading, rather than spoon-feeding.

Sasha Gonsalves, being a student, shared her experience stating the problem of few students regarding the use of moodle server and also regarding the teachers' methodology about more focus on reading and research.

Criteria 3: Research, Innovation and Extension

- Dr. Jyoti Bhatia provided updates on the LIC visit organized by the English research centre on 1st October 2021 from 11 to 5.30 pm. The members for the visit were Dr. Anjali Kulkarni and Dr. Rajesh Karankal. Recommendations provided were- The Research Centre should comply with the earlier Committee recommendations and the library to be updated with sufficient books and research material in the emerging areas of Research in English studies. The Principal commented that the report of the LIC visit could not be filled online, on the date of the visit, as the University site could not be opened. Therefore, the report was not yet submitted. She mentioned that it would be ready in the next two days. She also stressed upon having our own plagiarism software for the college. Dr. Sujata Rajpurkar stated that our college library already has sufficient number of books on research but the books that are recommended are specific to literatures of certain countries, which were not easily available.
- While reporting on the activities conducted by the research cell, Dr. Jyoti Bhatia mentioned about the three guest lectures conducted on the topics- Review of Literature, Demystifying Research Paper writing, and Research

Techniques in the month of July 2021. She also mentioned about the Student Research Seminar on the theme- Covid-19 Pandemic: Crisis, Concerns & Challenges, where 12 teams (18 students) from various streams presented research papers and had 67 attendees. The judges for the same were Dr. Geeta Shetty and Dr. Meeta Pathade. She also mentioned about the five guest lectures on various topics conducted by the Avishkar Committee handled by Dr. Priya Shahi.

- Dr. Jyoti Bhatia provided updates on the International E-conference organized by the English department on the theme – “Discovering the Nuances of English Language and Literature” which had Dr. Claire Cowie, as the International keynote speaker along with other speakers and 100 participants. The Principal mentioned with admiration, our special invitee, Dr. Shireen Irani, ex-student of our college, who is visually challenged.
- While reporting on the plan to encourage staff members to apply for Minor and Major research projects, Dr. Jyoti Bhatia mentioned that the Research Cell is planning to organize guest lectures for research aspirants who will include teachers who are yet to finish their Ph.D. or start Ph.D. & M.Com students, in the Second Term. She also mentioned that Dr. Sharon Durham is working towards Stride Project proposal. Dr. Sharon Durham added that the portal is not yet opened for applications but the committee is formed for the same.
- Regarding the plan to increase the footfall in the library, Dr. Jyoti Bhatia stated that compulsory library time can be considered once the college starts physically. Regarding accessing the digital resources from N-List, User Id and password has been provided to all the SY and TY students. Dr. Sujata Rajpurkar added that due to the pandemic, very few students visit the library for issue or return the books. She also mentioned that regarding the N-List usage, orientation session for the SY and TY students was conducted by her where guidance was provided on how to search relevant information from the N-List programme and also about other online library resources. She added that the number of students using the N-List may increase if the teachers recommend them.
- Regarding membership for Shodganga and Shodh Sindhu, Dr. Sujata Rajpurkar mentioned that Shodganga membership is available only to the Universities and the Subscription of N-List is a part of the Shodh Sindhu programme.

Criterion 4: Infrastructure and Learning Resources

- Ms. Sarvani reported on the staff advancement programme on ‘Excel Training’. She stated that it was a week-long FTP programme where two days (16 and 17 June 2021) were exclusively allotted for Excel Training. It was conducted by Ms. Mayuri Dhamecha, from Raj Computers. The staff members were trained in using Advance Formatting options, Conditional

Formatting, Advance Sort & Filter, Marksheet using a lookup, creating Charts, Logical Functions, Pivot Table, Assignments & Projects.

- Regarding the progress of financial audits of 2020-21 Ms. Sarvani told the committee that as per information from Mr. Chandan Sutre the office accountant, the financial Audit was ongoing and hence the reports/statements could be provided only after 10 to 15 days from its completion.
- Ms. Sarvani outlined the modules covered by (ERP) Enterprise Resource Planning handled by On Fees and suggested ways to expand its scope. As per information provide to her by Mr. Khilin Satra from Onfees, all the modules as per the tie-up with the college are successfully implemented in the daily course of college duties except the Visitor management and Inventory management. The Principal enquired on the library update regarding RFID chips to which Dr. Sujata replied that the SLIM Software integration is under progress and all installation will be completed by November. The security gate will also be issued very soon she said. The Principal also suggested having Windows 11 installed in the library due to its accessibility feature for integrating braille in order to expand the scope of inclusiveness of the library.
- Pertaining to the measures taken to ensure that proper record maintenance of electronic equipment bought and replaced Ms. Sarvani told the committee that Mr. Damodar and Mr. Shailendra have the stock and maintenance records of all the electronic equipment in the college campus which are maintained on Excel sheets and updated periodically. The items they maintain records for include Computers, Laptops, Printers, Servers, Network switches, Projectors, CCTV cameras (including I/P cameras), Digital Cameras, and Tabs.
- Ms. Sarvani shared the details of the Annual Maintenance Contracts and Office has informed that all the AMC services (for projectors, firewall, technocom, software, telephone/epbax, pest control, ACs, Fire extinguishers, and Lift) are being provided on time and/or on demand.

Criterion 5: Infrastructure and Learning Resources

- Mr. N. Shukla told the committee that the Civil Services Cell had initiated a program with RIHL September-October were dedicated to banking examinations where past papers, mock exam test through Google quiz was conducted. The link was sent to each course by the respective class teachers. Such series of mock test would be going on through the year for the overall holistic development of students. The Principal appreciated Mr. N. Shukla for his efforts.
- Regarding the registration of alumni Association Mr. N. Shukla stated that the Alumni Association is still in the process of registration and is nearing completion.

- Mr. N. Shukla told the Committee that the Civil Service Cell is proposing to start again a comprehensive Entrance and Competitive Exam course for students covering all required models to crack exams like Civil Services, Banking, MBA exams etc. Discussions are on with CareerPrep and barriers were unaffordability of fees for the students. The Principal invited sponsorship for the same. Mr. Joseph Dsouza suggested approaching Citizen Cooperative Bank for raising sponsorships.
- Mr. N. Shukla told the committee that the statistics of students admitted under SC, ST, OBC, differently-abled, EBC was being generated in order to highlight inclusivity. He said that the data for the same is expected to come in the next week.
- In order to track the alumni progress and to maintain the alumni data it was decided that each department would generate their own Google form and collect a repository of all the passed students.
- Mr. N. Shukla updated the committee regarding the activities organised by the college women development cell and told that the CWDC organised a webinar on 'Awareness on Women's Rights' on 24 September 2021. The speaker for the webinar was Adv. Hetal Meisheri.
- Regarding the Gender Audit, Mr. N. Shukla told the committee that the CWDC had a meeting to conduct a Gender Audit for the academic year 2021-22 to 2025-26 for the next NAAC cycle. He said that the CWDC was working on format for the Gender Audit based on formats of other institutions. The principal instructed Dr. Harmeet to conduct a superficial audit for current NAAC cycle to show some kind of statistics.
- Mr. N. Shukla requested all present members to promote and encourage student participation in the quizzes conducted by the Civil Service Cell. Mr. Joseph inquired about the feedback of the previous crash course conducted by the Civil Service Cell. Mr. N. Shukla replied that the feedback was very good however few students had exhaustive demand at the subsidized price the college offered. Mr. Joseph instructed that the students must be made aware of all benefits they would be entitled to on clearing competitive exams. Mr. Joseph kindly offered to sponsor a student who wanted to do the course.

Criterion 6: Governance, Leadership and Management

- Dr. S. Lobo reported that there was an Excel and Tally Workshop conducted for the non-teaching staff. However, she had not received any official information from Mr. Linus in spite of approaching him.
- Dr. S. Lobo informed the Committee that the college is considering to Professional Development Programmes for teaching and non-teaching staff under Human Resource Development Centres (UGCASC or other relevant centres). She said that Dr. Shirley contacted the concerned person at Somaiya College and the programmes for this year had been already scheduled. She

stated that we could apply for the next academic year when the Academic Staff College will notify us. Dr. S. Lobo stated that she along with Dr. Shirley will visit the University and put forward our proposal to host at least a short-term course.

- Dr. S. Lobo highlighted that student voices are already perceived in important decision-making committees through student representations in Anti-Ragging committee, Student Service Team and Discipline Committee. The Principal highlighted having student representatives even in Unfair means. She highlighted that students are the stake holders and part of our system and they must be represented in all committees.
- Ms. S Malhotra mentioned that the Counselling facility provided by the college has been communicated to the students during their orientation sessions done in each and every class. This has led to a substantial increase in the number of students availing of the facility. In the month of September itself 18 students had availed the counselling facility as compared to only 13 students in the entire year for the last academic year 2020-21.
- There was a deliberation regarding the representation of students in the Examination Committee that led to a discussion on the pros and cons of involving students in the Examination Committee.

Criteria 7: Institutional Values and Best Practices

- Dr. Harmeet briefed the committee regarding NISP implementation. She mentioned that we have completed email verification received through and NISP and that we have completed the first two steps of the profile Tab on the NISP website (nisp.gov.in) and completed updating progress on the task. She displayed the vision and the long-term objectives of the incubation cell. She added that the task of a policy formulating committee at the institutional level is under progress.
- Dr. Harmeet provided an update on the Social Outreach Programme of the Degree and Self Finance Courses. She stated that the Social Outreach Program for the Second-Year students of SFC courses begin with orientation on 30th September, 1st October and 4th October 2021 and that it was temporarily put on hold due to on-going semester examination and that it would resume once the examinations are over. The Degree College has also completed the orientation and the themes for students were put up.
- Dr. Harmeet presented the brochure of the International Symposium organized by the UNESCO Chair for Inter-Religious and Inter-Cultural Studies – “Leaving No One Behind – Water and Inequalities Part II”. The Principal mentioned that it was a grand success with participants from across the globe. Mr. Earnest added that it was in fact the experiences shared by the speakers were eye-openers. The Principal told that the link of the symposium would be soon shared with everyone.

- Dr. Harmeet told the committee that the Green Audit report is awaited from Ms. Deepika Singh.


IV. Any Other Business

- Mrs. Shubda Malhotra gave a detailed presentation of various M.A courses that the college could plan to start in the next academic year, a comparative study of different proposed PG courses was explained by her and considering the feedback given by the students - MA in Media and Marketing conducted by Times Pro, was viewed as most popular among students. Mr. Ernest suggested that such courses could be run which could be taught by in-house faculty. Times being a money-making organization, although providing job guarantee, but is charging very high fees. Also the competitors for these courses need to be found out. Ms. Shubda Malhotra added that it will be convenient if we shortlist 2-3 courses and then conduct their in-depth study.

CA Kevin Miranda suggested about reflecting upon the classroom availability and course timings. He shared his experience mentioning that the students may, at any point of time, change their decision and do not apply for the course. Mr. Joseph mentioned about the scope for Investment banking. Prof. Neeraj mentioned that mostly for bank jobs, the recruiters do not ask for a PG degree, but have their own entrance exam. Generally the content of a PG course in Banking does not focus on the entrance exams syllabus, necessary for Bank jobs

- The Principal requested Mr. Ernest to arrange for a vaccination drive for our students. Mr. Ernest kindly agreed for the same and assured that he would do his best to arrange for it at Holy Family Hospital, and try to make it available free of cost.
- Mr. Ernest stressed that as the college was going to reopen after a very long gap, the infrastructure would need to be prepared accordingly. The Principal mentioned that the Junior College was already working and in addition the staff and students would be advised to bring their own sanitizers.

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


Ms. Shubda Malhotra
IQAC Coordinator




Dr. (Ms.) Marie B. Fernandes
PRINCIPAL

Date: 11 December 2021