

### Minutes of Internal Quality Assurance Cell meeting held on 23 April 2022

A meeting of the Internal Quality Assurance Cell was held on Saturday, 23 April 2022 at 09:30 a.m. in the IQAC Room. The following members were present,

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

The meeting started with a prayer lead by Fr. Frazer Mascarenhas.

Leave of absence was granted to Mr. Rohitas Gupta who has shifted to a new location. We place on record our sincere thanks to him. He has been our Industry expert, and we greatly appreciate his valuable contribution at the IQAC meetings over the last few years. Leave of absence was also granted to Dr. Sharon Gonsalves Durham and Dr. S. Lobo.

#### To read and confirm the minutes of the IQAC meeting held on 8 January 2022.

The minutes were proposed by Fr. Frazer Mascarenhas and seconded by Mr. Joseph D'souza.

#### I. Matters arising from agenda item no. I

There were no matters arising from agenda item no I

#### II. To report on the following:

##### To provide an update on the progress of AQAR, NIRF and SSR

- IQAC coordinator Ms. S. Malhotra welcomed everyone to the meeting. She informed the committee that the Annual Quality Assurance Report (AQAR) was submitted on 13th January 2022 and the NIRF was submitted on 21st January 2022.
- The Self Study Report (SSR) and repository are submitted to the Principal, once approved, the core team will start the process of online submission. She illustrated that the initiatives have been taken by IQAC core team to **organize the SSR presentation and streamline the documentation.**
- Major changes done were with regards to:

A. **Website:** The website had been restructured and revamped and was made Disability Friendly (Divyanjyan Friendly) Additional tabs with regards to 'Student Center', 'Infrastructure resources', 'IQAC', 'Home', 'Academics' and 'Research' were added or revamped. New content was developed for all the new tabs, which comprised of reports, committee list of Prof-in charge on letter heads and supporting pictures were attached with the same. **IQAC tab** was streamlined and few additional relevant details like policy documents, staff advancement, inclusive environment initiatives, gender equity, best practices have been added and highlighted. In the **HOME tab** self-declaration and RTI details for IIQA has been added. Under the newly created **STUDENT CENTRE tab** all student related information like awards, Student Council, Counselling unit, Grievance redressal cell, Discipline committee, Anti ragging committee, ST/SC/OBC cell etc. are listed there with member details and reports wherever relevant.

B. **Final Repository:** The database of proofs were completed and streamlined by the team to make it organized and viewer friendly. Proofs were uploaded as hyperlinks on college letterheads, according to sub-category of proofs and academic year.\

C. **SSR Report:** A number of missing or incomplete information was procured from relevant resources for the same.

Ms. S. Malhotra stated that the team with the assistance of students had painstakingly analyzed, formatted and compiled the course outcomes and exit poll reports, which had been administered by various departments on its students. Students had also assisted in streamlining data templates, which were incorrect/incomplete.

- Mr. J. Dsouza inquired whether the college website had an ERP which facilitated the flow of information. To this Mr. S. Carvalho and Dr. M. Fernandes stated that Onfees, our digitization partner has implemented an ERP. Mr. J. Dsouza also inquired about the meaning of best practices. Ms. S. Malhotra briefly explained it and requested Prof-in-charge CA K. Miranda to elaborate on the college Social Outreach Programme (SOP) which is one of the best practices of the college.
- Mr. E. Fernandes spoke about Romila Palliative Care (RPC) which conducts regular home visits to old and aged individuals. They work with the motto 'No one should be lonely'. He suggested that our students could volunteer in this center as part of our Social Outreach Programme.

#### Criteria 1: Curriculum Planning and Implementation

- Dr. V. Sibal reported on the certified courses. The following are the details:

Sr. No.	Name of the Course	Start Date	End Date	Students Registered	Students Completed
1	Tally Prime with GST Practice and Procedures	05/10/2021	23/12/2021	22	22
2	Certified Excel Expert with Office Automation	29/09/2021	22/12/2021	48	48
3	Certified Program in Graphics Design and Illustration	27/09/2021	24/12/2021	20	20
4	Introduction to French	27/09/2021	25/12/2021	19	19
5	Introduction to Spanish	29/09/2021	29/12/2021	19	19
6	Corporate Communication	30/09/2021	24/12/2021	15	15
7	Certified Program in International Financial Reporting Standards (IFRS)	25/08/2021	24/09/2021	19	15

8	Certificate Course in Digital Marketing	28/09/2021	19/10/2021	31	31
9	Bridge Course Psychology (for Double Major Psychology Students Only)	12/08/2021	30/01/2022	59	41

- She further stated that the Diploma in Religion and Society, Peace and Dialogue for the year 2021-22 have 5 students who have registered.

### Criteria 2: Teaching, Learning and Evaluation

- Ms. S. Dhote reported on the Mentor - mentee project. She stated the approved Mentor-list to be retained for the academic year 2021-22 as it was late to make changes for the present year. All class teachers of the Degree and SFC have shown the Power point presentation related to mentoring Program to all their respective students. Topics that could be covered in groups were suggested by the criteria 2 team for group counseling in the last IQAC meeting of 8<sup>th</sup> Jan 2022. The staff members have been instructed to submit the relevant documents for the Mentoring program on March 26, 2022, which is still in progress.
- She stated that for the upcoming academic year, the Principal and Vice Principals would not be assigned as mentors. Rest all teachers will be assigned as mentors. Considering the total strength of students and teachers the ratio would approximately is more than 100 per teacher. It was suggested that a Mentoring Day be announced every month (not on Thursday) from 9.30 am onwards, after the first 2 lectures. This can facilitate more mentoring sessions along with more participation of students.

Dr. V. Sibal proposed the practice implemented by Ruia College, wherein they consider the first orientation session to the class as 100% mentoring. After this each teacher for mentoring takes not more than 20 students.

The Principal suggested that the Student Profile forms also be considered as proof of mentoring.

### Criterion 3: Research, Innovation and Extension

- Dr. J. Bhatia presented and explained the details of NSS, DLLE and CWDC activities organized after 8 January 2022, which included Name and dates of the activities and the number of students participating.
- She mentioned about the felicitation of the College NSS Unit done by the University of Mumbai for their contribution in Blood Donation Camp on Railway station during pandemic.
- She also presented details of the Research Cell Activities which included the following:
  - a. Student Research seminar organized on 14 August 14 2021, 12 teams from various streams presented research papers on the theme: Covid 19 Pandemic-Crisis, concerns and challenges. 12 Research articles are under review for publication in ISBN books. (With assistance of Dr. Sujata, our college has received ten ISBNs from Raja Rammohan Roy National Agency)

- b. The College Team participated at the Inter collegiate Online Research contest organized by TCSC in collaboration with Academisthan on 18 February 2022. The topic was 'Swamiji's views on Women Empowerment' and St. Andrew's team was awarded Second prize with cash amounting to ₹ 7,500.
- c. Dr. S. Rajpurkar updated about the college's Anti-plagiarism software, which has an annual subscription stating that two articles could be checked at a time. She also mentioned that out of the ten ISBNs, four have been utilized till now.

#### Criterion 4: Infrastructure and Learning Resources

- Ms. A.N.S. Sarvani suggested measures for maintenance and up-gradation of college infrastructure before the Peer Team visit. She made the following suggestions:
  - a. Regarding College Campus (Main building and Hospitality building and other open areas) - Painting the entire structure.
  - b. Renovation of staff rooms on 1st and 3rd floor in the main building,
  - c. Renovation / replacement of desks and benches in the classrooms, Fixing white tiles on the wall that has the white board in the classrooms (ref. classroom T8) to enhance the projection on the white board.
  - d. Small notice boards/display boards in all classrooms. Removal / Repair / fixing notice boards wherever necessary,
  - e. Display of boards and banners with information of various facilities and committees, in noticeable corners. (Eg: Scholarships banner at ground floor)
  - f. Display of timing, room numbers / title, etc. wherever required.
  - g. Marking each item of the furniture (chair, table, desk, fan etc.) with unique code wherever required.
  - h. Display of trophies and other tokens of achievements in noticeable corners,
  - i. Renovation of water cooler corners on all floors like the cooler corner of 1st floor has been done. Up gradation of drinking water facility in Hospitality Studies building,
  - j. Shoe rack outside computer labs on third floor should be repaired / replaced with new one.
  - k. Dustbins [wet / dry] on various corners on all floors in the buildings and open areas.
  - l. Plumbing and other maintenance in toilets on all floors.
  - m. Ceiling fans should be added in classrooms wherever required.
  - n. Pigeon nets should be placed in right corners to prevent them entering places like staff rooms, classrooms, storage spaces.
  - o. Computer Labs and ICT tools - Up gradation of computer labs as per the latest curriculum. Enhancing Internet facility in the staff rooms and classroom in the hospitality building.

- p. Resuming logbook entry in the computer labs to record student's usage beyond the scheduled lab sessions.
- q. Library - An enclosed chamber for language laboratory inside the library. New cupboards or Compactor for additional storage. Printer for students' usage. Mr. J. D'souza raised a query regarding the printer for students' usage in the Library, which was answered by Dr. S. Rajpurkar that it will be monitored by herself.
- r. Sports facilities - Ground marking / painting for outdoor sports facilities [eg : Basketball stand paint and repair /ground marking etc.],
- s. Repair/painting of the spectators' galleries in the basketball court, Additional equipment for gymnasium.
- t. Ms. A.N.S. Sarvani also gave an update on the implementation of a Standard Operating Procedure for gymkhana and suggested documenting Entry/usage of indoor games on the basis of student id-card, log register to keep the record of gymnasium's usage, Separate timings for boys, girls and staff to use the gymkhana, having a dedicated attendant for regular cleaning and other daily duties in the gymkhana, maintaining a first aid box in the gymkhana.
- u. Dr. V. Sibal suggested for earthing to be checked. Mr. J. D'souza suggested conducting an Electrical Audit.
- v. Mr. S. Carvalho mentioned that the metallic dustbins in the college building can be replaced. Ms. S. Malhotra mentioned that room no. L10 has been shown as a Research centre in the recent LIC visit and SSR, it is further mentioned as the IQAC room in the SSR. Therefore, she suggested that it is important to divide the room into two sections- IQAC room and Research Centre, which can be done aesthetically by a temporary partition.

#### **Criterion 5: Student Support and Progression**

- Mr. N. Shukla presented the details of the Comprehensive Training on Competitive and Entrance Exam sessions and activities conducted which included Name, dates, duration and learning outcomes of the activities and the number of students participating. He stated that the number of students has increased as compared to the earlier years, but still less as compared to the total strength of students.
- While presenting the plan to revitalize college participation in Sports and Cultural Events, Mr. N. Shukla suggested that students can be encouraged by providing trials, attendance relaxation and creating awareness through use of social media. He also suggested providing expert coaching for sports.
- He also informed the committee that the College Alumni Committee had recently registered. Fr. Frazer Mascarenhas raised a query regarding the Authority under which the committee is registered. Ms. S. Malhotra read out the details from the certificate which is Maharashtra Rajya, Greater Bombay Region.

#### **Criterion 6: Governance, Leadership and Management**

Ms. S. Dhote presented the criteria on behalf of Dr. S. Lobo. She mentioned that the PBAS (Performance Based Appraisal Form) currently in use for the non-teaching staff, is the one prescribed by the University. Hence it is best to continue with the same.

#### **Criterion 7: Institutional Values and Best Practices**

Dr. H. Bhasin reported on the activities of Equal Opportunity Cell. She mentioned that the Equal Opportunities Cell conducted a survey to understand the issues faced by students

especially during the pandemic. Since the response was not very good, it was decided to conduct a re-survey at the beginning of next academic year.

She said that a national seminar is proposed to be held in the next academic year covering areas of discrimination like gender, caste, demographic and economic status. She also added that a presentation would be done in June 2022 for students to inform them of the various activities of the cell.

**III. Any Other Business.**

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

*Dr. Marie B. Fernandes*  
Ms. Shubda Malhotra  
IQAC Coordinator

Date: 30 April 2022



Dr. (Ms.) Marie B. Fernandes  
**PRINCIPAL**