

Minutes of Internal Quality Assurance Cell held on 24 July 2021.

A meeting of the Internal Quality Assurance Cell was held on Saturday, 24 July 2021 at 9:30 a.m. via the Zoom meeting application. The following members participated

1	Dr. Marie Fernandes (Principal)	13	Mr. Joseph D'Souza (Industry Expert)
2	Fr. Clarence Fonseca (Managing Trustee)	14	Mr. Rohitash Gupta (Industry Expert)
3	Ms. Shubda Malhotra (IQAC Coordinator)	15	Dr. Vivek Mendonsa (Industry Expert)
4	Dr. Charmaine Braganza (Vice-Principal, Degree)	16	Mr. Ernest Fernandes
5	Dr. Sharon Gonsalves Durham (Vice-Principal, SFC)	17	CA Kevin Miranda
6	Dr. Vatika Sibal	18	Ms. Vineetha Nair
7	Ms. Sharmila Dhote	19	Mr. Samson Carvalho
8	Dr. Jyoti Bhatia	20	Mr. Jordin Carvalho
9	Ms. A.N.S. Sarvani	21	Dr. Sujata Rajpurkar (Librarian)
10	Mr. Neeraj Shukla	22	Ms. Rakshita Mathur (Student Representative)
11	Dr. Susan Lobo	23	Ms. Sasha Gonsalves (Student Representative)
12	Dr. Harmeet Kaur	-	-

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 15th May 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 update on progress related to SSR, AQAR, and Action Taken Report.

Ms. S. Malhotra informed the group that the IQAC committee had finished the criteria related part of the Self Study Report and had submitted it to the Data Verification and Validation committee.

She informed that the AQAR format for the academic year 2020-21 has been mailed to the criteria heads and the duly filled AQAR formats by the criterion heads has been received and is being verified by the core member currently. She also took the opportunity to welcome the new member of the IQAC team, Mr. Jordin Carvalho.

Ms. S. Malhotra displayed the Action Taken Report prepared by the core team. The document showcases the criteria wise the action taken on various suggestions put forth in IQAC meetings over the past 5 years from June 2016 to June 2021. She indicated that the document would be sent to Criterion heads for further inputs.

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Criteria 1 – Curriculum Planning and Implementation

To report on the observations made, regarding the two IQAC webinars attended and the recommendations for us to follow

Dr. V. Sibal provided a summary of the learnings from the two webinars. She stated that necessary inputs were incorporated. Further she added that most pointers were already implemented in the college., viz.,

- Effective curriculum delivery through a well-planned and documented process
 - Number of certificate/ diploma courses introduced in the past 5 years
 - Participation of full-time teachers in various bodies of the University/Autonomous/Affiliate colleges as BoS and Academic Council
 - Academic Flexibility – this is not-applicable as we are affiliated to the University of Mumbai
 - Curriculum Enrichment
 - Feedback
- **To provide an update on the proposed Certificate/ Bridge courses to be held in the academic year 2021-22**

Dr. V. Sibal provided a list of 12 certificate courses that was submitted by Mr. Ritesh Sheth and his team in-charge of certificate courses. All courses would cover a duration of 30 hours each and require a minimum of 25 student enrolments.

- **To identify Certificate/ Bridge courses planned for the academic year 2021-22 that can be extended to the local community**

Dr. V. Sibal stated that from the above-mentioned certificate courses, the diploma course and 3 other certificate courses could be made available for the community., viz., French, Introduction to Spanish and Corporate Communication. These courses would be advertised via Whatsapp groups as previously suggested by Mr. Ernest Fernandes.

- **To rework the Peer review and TAQ Questionnaires**

Dr. V. Sibal shared the renewed format of the Student Profile, Teacher Feedback Survey and Peer Review Forms. The Principal acknowledged and thanked Dr. V. Sibal for reworking both the questionnaires.

Mr. E. Fernandes raised a query, that given the pandemic and online education if students needed to access the faculty, what measures were taken to make faculty more accessible to the students? The student representatives Ms. S. Gonsalves and Ms. R. Mathur answered this query by stating that whenever the need arose, students would raise their concerns to the Class Representatives (CR) / Subject Representatives (SR) who in turn communicated with the faculty and the need would be addressed.

Furthermore, the students have access to the official email address of the faculty and in some cases also their personal contact numbers. Dr. C.

Braganza and Dr. S. Durham confirmed the above in their capacity as Vice-Principals. Dr. S. Rajpurkar stated that even her email id was available for any support needed from the library. Ms. S. Dhote spoke about the Student Services Team (SST) which is an institutionalised democratic body of students headed by her, which provides immediate support with matters related to admissions, lectures, examinations, or any other student grievances.

Dr. M. Fernandes informed the committee about various colleges who are partnering with SWAYAM, MOOC and FOSSEE. She requested Dr. V. Sibal to take on the task of incorporating these partnerships in the future, as this also a pre-requisite of the National Education Policy (NEP). Dr. V. Sibal sought clarification whether this would come under criterion 1, as it was associated with certificate courses only.

Mr. E. Fernandes made a suggestion that emphasis should be made on projects that enhance the critical and analytical thinking skills of our students. Dr. J. Bhatia provided an example of the Department of Accountancy wherein analysis of the budget is done. Ms. R. Mathur and Ms. S. Gonsalves stated that there were opportunities provided wherein students could do extra readings, research, analyse subject topics, etc along with discussions held in class. Mr. R. Gupta commented about a famous book called 'Super Forecasting', whose authors have an open-source project called 'Good Judgement'. He mentioned about how several questions with regards to current world problems are posted on this forum, and then the community tries to solve these questions using data. He stated it was a very good platform for students who want to synthesize huge amounts of data to find answers to read world problems.

Criteria 2: Teaching, Learning and Evaluation

- **To report on the observations made, regarding the two IQAC webinars attended and the recommendations for us to follow**

Ms. S. Dhote stated that emphasis was laid upon SSS (60) and Best Practices (30) as they carried most marks. She further said that SSS orientation was held on 19 June, 2021 by Vice-principals of degree and SFC courses for all TY students. The link was sent to students via text message on 19 July and only 24 responses were received until date. She cautioned about the poor response, to which the principal suggested that we share the link with class teachers who could then share it via whatsapp groups. Ms. S. Malhotra also suggested that the class teachers have a meeting with their classes, to explain the process and its gravity.

Some other important insights from the workshops are as follows:

- College needs to update the website from time to time
- During DVV clarifications appointment letter of any teacher will be asked from the list submitted
- College should have data management cell or MIS

- A teacher employed for at least 90% of the normal or statutory number of hours of work over a complete academic year is classified as a full-time teacher
- **To discuss measures to address the issue of low attendance of students for lectures**

The following measures were suggested for increasing attendance, based on which further deliberation was done.

- Not providing recorded lectures: The Principal commented that providing this facility is related to a drop of attendance. According to updated policies, the new license of zoom, do not include recording facilities anymore. Ms. S. Gonsalves and Ms. R. Mathur stated that recording facility beneficial for those having internet issues, and also useful while preparing for exams. The Principal suggested we could have more revisions lectures prior to exams to help students solve their doubts.
- Use of multiple quiz applications such Kahoot, Quizizz, etc.
- Include interactive teaching tools like '*Insert Learning*'. The Principal suggested that Mr. P. Tari could orient our faculty about this tool.
- Enhance the quality of PPTs used by teachers and include video-clippings, images, current news articles and case studies.
- Splitting the class into smaller groups for promoting group discussions.
- **To report on the Mentoring project for 2021-22**

Ms. S. Dhote stated that the project would start once FY admissions are completed. The mentoring ppt is to be presented in class to encourage students. The committee also planned to centralise mentor reports and mentee feedback via google forms. She informed the group they were also planning to incorporate a signature sheet of students as had been done by Ms. S. Malhotra last year for her class.

She proposed the idea of having a Student's Diary to maintain their own record of mentoring which will not be meant for submission. She also suggested asking Mentors to form a whatsapp group for the registered mentees to facilitate communication.

- **To provide an update on staff NET/SET systematic plan to be implemented**

Ms. S. Dhote proposed the following plan to be implemented:

- Collaboration with an academy which will provide mentoring and coaching services
- Having accountability partners who would monitor the progress of faculty pursuing NET/SET exams
- Making more books available in the library
- Guest lectures
- Having more mock exams to monitor progress
- Special guidance to be given to the faculty in the areas of difficulty faced

Ms. S. Dhote stated that someone should be appointed to drive this project. CA K. Miranda suggested that be someone who recently cleared this exam, as they would be more suited. The Principal suggested that we could have Ms. Patricia Lemos head this project.

Criteria 3: Research, Innovation and Extension

- **To report on the observations made, regarding the two IQAC webinars attended and the recommendations for us to follow**

Dr. J. Bhatia shared the following observations regarding the two webinars.

- Involvement of teachers & students for research activities in institution
- Encourage 'Research papers presentations, publications & research projects'
- Facilitate extension activities in institution
- Encourage industry academia partnership & collaborations

- **To report on implementation of measures planned to encourage staff members to pursue Ph.D**

Dr. J. Bhatia stated that last year the committee had organised a webinar on 'How to Write a Research Proposal'. The committee has made a list of staff members from degree and SFC who are yet to pursue Ph.D. Based on this they plan to conduct more webinars to help prepare and facilitate their progress.

The committee has also planned the 'Student Research Seminar' to be held on 14 August 2021. The committee with Dr. S. Rajpurkar conducted a session on 'Review of Literature' where 192 students attended. The theme for the seminar is 'Covid-19 Pandemic: Crisis, Concerns & Challenges'. The Principal thanked Dr. J. Bhatia for her efforts. Dr. J. Bhatia and Dr. S. Rajpurkar stated that students showed great interest, and with the right guidance and support would be able to showcase their analytical and critical thinking abilities.

Mr. E. Fernandes raised a query whether students were using primary or secondary data. He further stated that the topic was very good, and we should focus on conducting research that contributes to society. The Principal endorsed this point, also stating that various subjects use primary or secondary data according to the research orientations of their subjects. CA K. Miranda and Dr. J. Bhatia shared classroom examples of how they encourage various forms of research among their students.

- **To draft a plan to encourage staff members to apply for Minor & Major research projects**

Dr. S. Durham explained the STRIDE project and the various components and fields in it. The portal is currently closed and not taking any applications. There was deliberation done on how we could conduct research in collaboration with industry or corporate sectors. Mr. J. Dsouza sought clarification about what kind of research is done in collaboration with the company. Dr. Durham explained this with an example of how they collaborated with a jewellery company to conduct one such research. The Principal asked Mr. R. Gupta, Mr. J. Dsouza, and Mr. V. Mendonca for support in this regard.

Dr. J. Bhatia informed about the *Avishkar* Committee. She stated that Dr. P. Shahi and her team had received 16 participant registrations so far and are continuously promoting it until 31st July which is the last day for registrations. Post that they will be conducting various programmes to enhance their skills.

Dr. J. Bhatia kept the committee abreast regarding Industry-Academia collaboration, The Department of Accountancy organised a skill development course: 'Teach, Earn and Learn course' in collaboration with the Institute of Chartered Accountants of India (ICAI). The course covered basics of *Tally* and the filling of (IRT) Income Reporting Threshold forms. Students would gain part-time internship under CA firms. Right now, the course had 171 student registrations.

Criteria 4 - Infrastructure and Learning Resources.

- Ms. Sarvani briefed the committee in the light of in the two IQAC webinars attended by her and mentioned that we have adequate physical and infrastructural facilities which are being used optimally, with an exception to smart classroom.
- Regarding the implementation of relevant software training to interested staff members to enhance skills, Ms. Sarvani stated that the contact details of resource persons for conducting the training had been shared with Dr. Susan Lobo, Chairperson, Staff Advancement Programme. Dr. Susan agreed and conveyed that the resource person, Ms. Mayuri Chintan was contacted who asked for our exact need so as to decide for a suitable session.

Criteria 5 - Student Support and Progression

- The most prominent observation highlighted by Mr. N. Shukla from the two NAAC webinars was that the NAAC team will outsource the data submitted by the college to a team to check for relevance of data provided by all criterions and that team would check for the deviation of data from various sources and would give the feedback to NAAC.

He emphasised that this DVV can happen only through our website and hence it has to be very precise. The Principal asked Mr. K. Miranda if he was verifying the data put up on the college website, to which he replied that he was taking care of it but there were many areas on the college website that he is not looking up at. He mentioned that the respective HODs, Teacher in charge for different subject associations, and committee heads should look into their respective areas. He suggested referring Andrrannual and uploading the same content on the website. Dr. S. Durham suggested each committee head to go through the website and update it accordingly. It was suggested that Mr P. Tari could be approached to give a feedback on what is done and what is still pending. Ms. S Malhotra mentioned that all committee heads and HODs can write their observations and suggest necessary changes and roping in tech savvy members to fasten the process.

- Mr Neeraj told the committee that at places where quantitative data is provided, it has to be cross checked with old AQAR and if those figures don't match, we should have explanations ready with us. Mr K. Miranda mention that in UGC website our college is shown as UG College whereas our college is a PG College. Ms. S. Malhotra explained that till previous cycle we applied

for accreditation in the UG format and hence it was shown so. We need to update this information.

- Regarding development of tie-ups with institutes preparing students for Competitive Exams and Professional courses, Mr. N Shukla mentioned that the registration of Alumni Association was under process. Dr. C Braganza added that the registration document has gone at the Minority Commissioner's Office. She said that the alumni had contributed more than Rupees 45000/- this year. Mr N. Shukla mentioned that as per NAAC all this contribution will be considered Nil because the Alumni Association has not been registered.
- Mr N Shukla briefed the Committee regarding the Civil Service Training Courses and stated that that one such course has been completed from 27th May to 02 July, 2021. It was a series of 25 zoom sessions spread across 38 hours. He said that the sessions were excellent and it covered every required aspect; the students were also provided with digital notes and kit of e-books and also gave self-tests He also proposed conducting an orientation programme for creating awareness for competitive exams. He also suggested a comprehensive course covering all the models of any entrance exam to be conducted in Diwali vacation and summer vacations as well.
- The Principal urged that we need to promote the Civil Service Cell and highlighted the opportunities and the glory of securing positions in the IAS, IPS and IFS cadre. She also suggested roping in an expert. Mr. Joseph mentioned about Mr A. Pinto an IAF who deals the mentoring program of 'Take Charge' and said that his contact details would be provided to the Principal. Principal suggested Mr. N. Shukla to incorporate a small video clip from General Cardozo during the celebration of Kargil Vijay Diwas.
- Regarding efforts initiated to convince students to apply for Government Scholarships, Mr. N. Shukla mentioned that there is a prominent tab on the College website with all information, forms & links given scholarship wise. He added that information regarding scholarships is included in orientation and also personally mentioned by the principal in the orientation. He also mentioned that all students are sent SMS for all important dates. In addition to this, the office staff Mr. Jitendra Dalvi as well as Prof. J. Coelho provides the required assistance to the students. The email addresses are provided to students and the concerned teachers respond to every student
- Regarding the status of alumni registration Mr. N Shukla mentioned that process is in the last stage.

Criteria 6 - Governance, Leadership and Management

- Dr. S. Lobo reported on the observations made during the two IQAC webinars attended and she told the committee that in the first webinar there was nothing specific to her criteria. Even in the second webinar, there was not much to be taken for Criteria 6 as it specified on the vision, mission and perspective plans which were already aligned with each other as highlighted in the webinar and there was nothing much to be done.
- Regarding suggestions on exchange programmes, Dr. S. Lobo mentioned that most of the A grade colleges which she checked did not have any program like Value Education. She stated that the MoU with Salesian college, Siliguri,

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Sonada existed but no action has happened. The Principal mentioned that she had approached Fr. George Thadathil, Principal of Salesian College and President of AIACHE to take the MoU forward. Dr. S. Lobo also stated that conducting student exchange on an online mode had certain limitations as physical tour of the campus was not possible; it would be limited to the staff of St. Andrew's conducting session for the other college and vice versa in addition to the fact that Salesian College has two campuses and a few vocational courses. We could learn from them whatever was different from ours.

- Dr. Lobo mentioned that she had approached Ms. Mayuri Chintan for organising workshops for Non-Teaching Staff on how to use Excel and a new version of Tally for the Accounts section. Ms. Mayuri suggested having 2 days of Excel workshop, each having a duration of 90 minutes. She also proposed a 7 days Tally workshop spread over one hour duration each day. Dr. Lobo said that once the date is confirmed by Mr. Linus, the workshops would be conducted.

Criteria 7 - Institutional Values and Best Practices

- Based on the observations made in the two IQAC webinars, Dr. Harmeet stated that with an exception to Gender audit, the college is in compliance with all other recommendations suggested.
- Regarding the implementation of more eco-friendly measures on campus, Dr. Harmeet said that the college management approval is awaited for Solar panels and Sensor taps.
- Dr. Harmeet highlighted to the committee that through the E cell we have had 18 start-ups by our students and 05 more are in the pitching stage. She added that we have also showcased these achievements of E-cell on the college website. She also informed the plan of adding masks to our merchandise. Mr Joseph extended his guidance to any student who wanted his support for the start-ups.

Any other business with the permission of the Chair

- Mr. R. Gupta suggested that taking research projects for small start-ups would be more amenable. He said that even though the pandemic has affected the employment opportunities in general, the IT sector and BPOs are still mass hiring employees. He said that students should be encouraged to register on Future Skills platform where multiple courses are available to the students where they can train themselves, take test and do some research and get advantage. The BPOs and IT sector conduct walk-in interview and in the case of students who attend Future Skills platform, it will be reflected on their LinkedIn profile which would be beneficial for their placements.

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



Ms. Shubda Malhotra
IQAC Coordinator

Date: 24 August 2021



Dr. (Ms.) Marie B. Fernandes
PRINCIPAL