

Minutes of Internal Quality Assurance Cell meeting held on 8 January 2022.

A meeting of the Internal Quality Assurance Cell was held on Saturday, 8 January 2022 at 9:00 a.m. via the Zoom meeting application. The following members participated,

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

The meeting started with a short prayer said by Fr. Clarence Fonseca.

Leave of absence was granted to Principal Dr. M. Fernandes as she was unwell.

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

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

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 progress related to SSR, NIRF and AQAR

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

- The AQAR and NIRF deadlines are extended to 31 January 2022. Currently the team is in process of final filling on both portals. For AQAR we have completed three criteria. The core team will be going physically to college to complete both the submissions. There has been more than usual amount of work as the format and proof requirements for AQAR have drastically changed. Right now, the team is merging and compiling proofs from the SSR repository.
- With regards to NIRF, a new parameter of online education was introduced. The team has decided to take no assistance from faculty members, and compile the report by themselves.
- Ms. S. Malhotra appreciated Mr. Vilbert D'Mello and Mr. Jitendra Dalvi for their valuable assistance in preparing both the formats.
- With regards to the SSR, Ms. S. Malhotra stated that the team was trying to submit it as the earliest.

Criteria 1: Curriculum Planning and Implementation

- The courses of the current academic year are on-going with total registrations of 425 students. Of these a few course are completed. The faculty should encourage students to take up more Swayam courses, since their certificates are more valid. While some courses are programme specific, the Criteria 1 team has identified a few general courses which can be taken up by students of all programmes. To name of few, Business Planning, Financial Management, Introduction to Artificial Intelligence, Leadership, Research Methodology, Six-Sigma and Marketing communication.
- The Psychology Bridge course will continue in th next academic year, with 70% lectures taken by external faculties and 30% by in-house faculty in with accordance with NAAC requirements. As regards UNESCO diploma course a student of batch 5 of the, Ms. Ronica Siqueira was awarded her certificate. A few students of batch 3, 5 and 6 are currently working on their dissertation and will complete the diploma this academic year. Students of batch 7 have completed 50% of the modules, and will complete their diploma next academic year. The enrolment of batch 8 has been unsuccessful so far, with no students' registration as of date

Criteria 2: Teaching, Learning and Evaluation

- The Academic Policy outlines the functioning of the college throughout the year. The University of Mumbai releases dates for the start and end of the academic year. In accordance with this the College Calendar is made. The college makes class and teachers' timetables, thereafter teachers submit their teaching plan. The progress of students is monitored through regular, tests, presentations, assignments and semester end exams. The college also provides a range of Certificate Courses to assign the students' learning. The teachers prepare e-resources which are uploaded on the college Moodle server. Internal and external exams are held according to university guidelines. Various extra-curricular and co-curricular activities are organised to bring out the best in students. The teachers collect an acknowledgement of syllabus completion. The students also provide feedback on their teachers which is analysed by Edfly
- Dr. V. Sibal provided certain suggestions based on their research on the Academic functioning of Autonomous Colleges:
 - Curriculum/activities could be divided in relevance to the national/regional/global needs.
 - Programmes with specific focus on Intellectual Property Rights, computerized accounting and business; and Skill-based courses and other PG courses
 - In some institutions, faculty are recognised as PG teachers and Ph.D guides
 - In some institutions, there is curriculum equivalence of the Bachelor of Social Work and Master of Social Work programmes to the respective programmes in the US, Canada and New Zealand.
 - In some institutions, there is Martial Arts and Self-Defence training for girls and legal awareness sessions on women laws for undergraduate students.
 - In one institution, there is presence of a Transgender employee in the college office since 2017.
 - One college has a CamPulse which is an education app of the college.
 - One college has constructed toilets for people in tribal settings.
 - In some institutions, a Mid-Day Meal Programme is operational in the college through which 250 packets of food are distributed per day
 - One college organises Nirmal Mithra, a Sports Festival for Special School Children.
 - Another institution has incorporated courses on counselling, rehabilitation centre, counselling in stress management, public health nutrition, public relation campaigns such as, 'Project Zero – Waste Free Living', with a view to integrate cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics into the curriculum.

Criteria 3: Research, Innovation and Extension

- Dr. J. Bhatia stated that the Start-ups within our institution is the Andrean Merchandise which is an outcome of the college Innovation Cell. Currently Individual start-up of

students is not using the College Innovation Ecosystem. Through Innovation cell the students are motivated by different speakers to put up their own businesses. Ms. S. Malhotra added that the small businesses started by the college students could be linked with as an outcome of the sessions held. Dr. H. Bhasin mentioned about the pros and cons of doing so.

- Regarding identifying help offered by Government for entrepreneurs, she mentioned that so far no government assistance is availed by the cell. She provided a gist of the various available schemes which included the scheme of NewGEN IEDC, WEP (The Women Entrepreneurship Platform) and Pradhan Mantri Mudra Yojana.
- She also stated that the college staff is always encouraged to participate in research methodology workshops. Since our objective is to have more enrolments for Ph.D., the staff is motivated time to time.
- She added a series of sessions will be conducted to help the aspiring faculty members to clear their NET/SET examination. Data was collected to find out the number of teachers who wish to attend the sessions. A meeting was conducted on 13th October 2021 during which the topics for the sessions were discussed. She mentioned that a session on "Tips and Tricks to crack the NET/SET Examination" will be conducted in the month of February 2022.
- Dr. Fr. Frazer raised a question regarding the number of college start-ups, besides those which are government funded and suggested that the Citizen Credit Bank was providing the funds for such people with start-up ideas.

Criterion 4: Infrastructure and Learning Resources

- For creating a Standard Operating Procedure for the use of Gymkhana, Ms. A.N.S. Sarvani suggested the following:
 - Register for maintaining the record of entry and exit of students into the Gymkhana.
 - Register for maintaining the record of usage of sports equipment by students.
 - A separate time should be reserved for girl students to use the gymnasium along with a lady attendant during that time.
 - Safety and security measures like surveillance cameras should be installed in appropriate corners in the gymkhana.
 - Completely equipped first-aid box should be available at all times.
 - A person to be assigned to clean and take care of the equipment in the gymkhana as well as in the gymnasium.
 - Besides these general instructions, sports specific instructions can be added soon after receiving from our sports in-charge.
- Following suggestions were provided in order to make computers accessible for teaching in classrooms along with LAN connectivity:
 - CPUs in each classroom can be connected with a Wi-Fi connectivity device (a dongle) [But these devices are not highly reliable]
 - Providing LAN connectivity to each classroom [which may be expensive and require lot of wiring work]
 - Small and compact CPUs can be installed with built-in Wi-Fi facility [which may be expensive]
 - For staff members who are using laptops or any other devices that doesn't have HDMI/VGA to connect with the projector, Chromecast type of devices can be provided.
- While reporting on current IT facilities provided by the college, Ms. A. Sarvani mentioned the following:
 - The entire college premises is having internet connectivity using either Wi-Fi or LAN facility.
 - All the 3 computer labs and the library are providing the internet facility for students.
 - All classrooms are equipped with a computer, projector and supporting ICT accessories.
 - Laptops are available for faculty members as and when required for their teaching.
 - All staffrooms are provided computers with internet, a printer and a scanner.

- College library is using fully automated slim software for its regular transactions and moving towards complete automation by installing RFID facility.
- Library also provides N-list facility for students to access e-books and sage journals.
- The language lab is in its select space in the library.
- Recently faculty and students are given access to a selected list of paid e-books.
- Suggested up-gradations as follows:
 - Faculty members can be provided laptops or any other digital devices like tablets to take lectures to save the setup time in every lecture.
 - Students can be given Wi-Fi facility with limited access to specific portals like our college LMS, and prescribed academic portals.
 - Ms. S. Malhotra added that most of the professor carry their own laptops which will be verified from students during the NAAC visit. For this it is better to have a LAN connection and new CPUs which will be functional or a dongle.

Criterion 5: Infrastructure and Learning Resources

- Mr. N. Shukla updated on the Comprehensive competitive & Entrance Exam Course stating that it has been started from 8th December 2021 and further six more session are to be taken. English, General Awareness, Reasoning and Numerical Ability were the topics covered in the course so far. Sessions on Group discussion and Interview skills are going on. Number of students enrolled for the course are 18. He added that the expectations were more with regard to the number of students, but as it is conducted online, the impact factor is less, which might be one of the reason for such a less number. Digital notes on each topic, kit of eBooks and self-test materials are provided to all students.
- While pointing out towards renaming prizes given on annual day as Free Ship / Scholarship, Mr. N. Shukla stated that the prizes given on annual day are named and awarded according to what donors have decided and the free ships are granted at the college discretion provided they meet the donor's basic requirements. The freeships are not awarded on Prize day.

Criterion 6: Governance, Leadership and Management

- On the basis of agenda point -1 for criteria -6 which was to prepare a Perspective plan for the next five years 2021-26, Dr. S. Lobo stated that an email had been sent by the Principal to all staff members requesting them to send a minimum of two suggestions related to the perspective plan. The suggestions had been compiled by Dr S. Lobo and presented at the meeting. She informed the members that after the suggestions are deliberated here in IQAC meeting they will be further refined at Staff Council and then finalised. The areas where suggestions have been made by staff members are; refining mentoring process, industrial collaboration/consultancy and introduction of new PG courses. She highlighted that some suggestions have already been implemented e.g. research committee is already in place and many policy documents that were suggested have already been prepared in this cycle and some more will be completed in due course of time. Suggestions about digitization to be done by Edfly, our service provider, related to administrative functions which could not be done in this cycle will be attended to in due course of time
- Regarding streamlining Performance Appraisal System, Peer review and Teacher's Assessment Questionnaire (TAQ). Dr. S. Lobo started by explaining the prevailing Performance Appraisal System, Peer review and TAQ that is existing and brought out a few suggestions related to TAQ. She highlighted that the number of questions in the TAQ needed to be reduced as some questions were irrelevant and some are duplicated.
- As regards the Organogram, she displayed the new organogram and stated that some relevant changes had been made in it.

Criteria 7: Institutional Values and Best Practices

- Dr. H.Bhasin updated the committee on gender audit and mention that data in relation to gender audit was collected for the period 2016 to 2021 and analytical report was prepared.

- Dr. H. Bhasin gave a few suggestions for enhancing the environmental friendly initiative on the campus and proposed installation of solar panels, motion sensor taps in washrooms, vermin-culture on campus and the using more power saving devices in the college.
- Dr. H.Bhasin reported on the initiatives of Equal Opportunities Cell and mentioned that the it had decided to conduct a survey among the students to identify the areas of discrimination they face, similarly the committee also had plans to organize a progeramme for teachers, to sensitize them to various types of disabilities the students face and how to deal with it
- Dr. H. Bhasin mentioned that initiative had been taken by the PR team, to outline a plan to modify the website to make it disabled friendly. The preparations were under way to conduct Antarchakshu season 4, by the Equal Opportunities Cell.

III. Any Other Business

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

Shubda

Ms. Shubda Malhotra
IQAC Coordinator



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

Date: 04 April 2022.