

Minutes of IQAC Meeting held on 14 January 2023

A meeting of the Internal Quality Assurance Cell (IQAC) was held on Saturday, 14 January 2023, at 09:30 a.m. in the L10 room. The following members were present:

1.	Dr. M. Fernandes (Principal)	11.	C.A. Kevin Miranda
2.	Ms. Shubda Malhotra (IQAC Coordinator)	12.	Dr. Sujata Rajpurkar
3.	Mr. Samson Carvalho	13.	Mr. Linus Dsouza
4.	Mr. Jordin Carvalho	14.	Mr. Joseph D'Souza
5.	Dr. Sharon Gonsalves Durham	15.	Mr. Vivek Mendonsa
6.	Dr. Vatika Sibal	16.	Mr. Ernest Fernandes
7.	Ms. Sharmila Dhote	17.	Mr. Sylvester Rodrigues
8.	Ms. A.N.S. Sarvani	18.	Ms. Bianca Rodrigues (Student Rep)
9.	Mr. Neeraj Shukla	19.	Ms. Arshi Khan (Student Rep)
10.	Dr. Harmeet Kaur Bhasin	-	-

Dr. S. Durham led the group into prayer.

Leave of absence was granted to Fr. Clarence Fonseca, Dr. J. Bhatia and Dr. S. Lobo,

1. To read and confirm the minutes of the IQAC meeting held on 19 October 2022.

The minutes were proposed by Mr. J. Dsouza and seconded by Dr. H. Bhasin.

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 SSR prequalification and NAAC peer team visit

- Mr. S. Carvalho, on request of the Principal, provided an update on the Student Satisfaction Survey (SSS) conducted by NAAC. He reported that in order to achieve the desired target, all class teachers were asked to follow-up and take account of all students who had received an email from the NAAC office. For this, an entire lecture was dedicated so that students could fill the survey in class.
- Ms. S. Malhotra reported on the Data Validation and Verification (DVV) process. She reported that the IQAC core team collected all information that was raised by the NAAC DVV process. It was responded to by submitting replies and explanation to each and every query put forth by them. On 29 December 2022, the college pre-qualified for the next process i.e., the Peer Team Visit. The payment of fees was done on the portal and 3 sets of dates were submitted to NAAC as per their requirements. The following dates were submitted: 30-31 January, 16-17 February and 3-4 March 2023 for the Peer team visit.
- She further reported that during the Christmas break she had virtual meetings with a few IQAC college coordinators and had readied a detailed set of instructions to be given to staff members for preparing for Peer Team visit. These instructions were then presented and explained to all staff members after the college reopened after the Christmas break.

- Mr. V. Mendonca stated with respect to instructions that students should be encouraged to study in clusters. He further stated the importance of making a ‘pre-defined quantum of punishment’ rulebook. He provided two examples, one of K.J. Somaiya College and other of the Policeman at Marine Drive who was suspended for giving the punishment of doing sit-ups. Dr. H. Bhasin stated that the college had drafted a Code of Conduct. Mr. V. Mendonca stated that in event of students engaging in vandalism or any such violent behaviours, the teacher should immediately call for assistance. Mr. E. Fernandes asked how teachers deal with students who engage in indiscipline in class such as talking amongst themselves. Dr. V. Sibal stated that the students are reprimanded then and there, if necessary, their seats are changed. Mr. J. Dsouza also stated that students who engage in indiscipline or any violent behaviours should be counselled.

Criteria 1: Curriculum Planning and Implementation

To report on the certified and add-on courses proposed for the second term

- Dr. V. Sibal reported that a total of 221 students had to date of the meeting, admitted for various certificate courses. It was proposed that 4 new courses would be initiated viz., IFRS by BMS department, GST course by Accountancy department, Psychology Bridge Course by Psychology department (23rd January) and Bridge course by BMS department. A report was given about the ongoing diploma courses.
- Dr. M. Fernandes stated that they were considering a redesign of the UNESCO Diploma course on Religion and the course on ‘Water for Sustainable Development’ to make it multi-disciplinary. Mr. V. Mendonca mentioned about an Air water generator technology which captures water from the air. He also mentioned about the efforts of Israel to covert salt water into drinking water.
- Mr. J. Dsouza mentioned about the mafia related water tankers in Mumbai and their illegal activities, pointing towards the scarcity of water. He also mentioned about efforts taken by various neighbourhood community with regards to water harvesting. Further discussion on the topic led to the point of depleting ground water levels.
- The Principal mentioned the health benefits of walking bare feet on grass. Mr. J. Dsouza added that instead of concreting our open spaces, having lawn or grass in that area gives rain water seep into the ground.

Criteria 2: Teaching, Learning and Evaluation

To suggest orientation of stakeholders for the expected NAAC peer team visit.

Ms. S. Dhote reported a plan chalked out in collaboration with her team. She stated the following strategies to sensitize the various stakeholders.

- **Students:** The class teachers of each class are to show the Orientation video between the 11 and 20 January 2023.
- **Alumni:** Two options were presented. An offline orientation session would be conducted for alumni. However, since it would not be possible for all alumni to take leave and attend an offline session, a second option would be to conduct a zoom meeting wherein the orientation could be conducted.

- **Parents:** A zoom meeting would be held where parents would be oriented. They could be emailed the orientation ppt.
- **Teachers:** It was reported that all teachers were oriented and familiarized with SSR already.

Criteria 3: Research, Innovation and Extension

To report on hosting Aavishkar Research Convention

- As per the report sent by Dr. Jyoti Bhatia, a total 279 contingent teams had participated in the zonal round held in the college. The entire programme was well organised by team, which consisted of the core research committee, faculty members and student volunteers. It was a huge accomplishment for the college for having organised and executed an event of such scale successfully. The college received praise and appreciation from the university for the same. A special certificate was presented by the Vice Chancellor Dr. Shirke to the Principal and Dr. Jyoti Bhatia at a felicitation programme organised for this.
- Dr. S. Rajpurkar, who heads the Student Research Seminar reported on the Intra-collegiate Research competition. She stated that a certificate course was also conducted to train the students into conducting and writing a research paper. The best papers were selected to represent the college at the Aavishkar Competition. 2 teams qualified the zonal round and advanced to the inter-zonal round.
- Mr. E. Fernandes spoke about elder care by Holy Family Hospital. He also stated that the Bombay Management Association is collaborating with big companies to help create solutions.
- Mr. V. Mendonsa asked what mechanisms are implemented to help the faculty update and enhance themselves. The members informed him that the faculty have to attend an orientation session and short-term courses. It was stated that the college has a staff advancement cell, which conducts Faculty Development Programmes for all members annually. These sessions are aimed at enhancing their capabilities. In addition to this Mr. V. Mendonsa stated that the college acquire various fundings which could be a source of funding to the institution.
- Mr. S. Rodrigues stated the college could have tie-ups with corporate companies or secure government funding for various collaborations. He proposed ideas wherein the institution could procure funding via combined projects and also thereby scale their resources.
- Dr. M. Fernandes mentioned that Mr. Anthony Rodrigues whose daughter is pursuing her degree in B.M.S., could help us procure C.S.R. funding to install solar panels. She also gave examples of a BMS student who procured a funding for the BMS festival AURA. Mr. V. Mendonsa also spoke about Dr. Shrini who generated a revenue of 1.5 crore at Jamnalal Bajaj Institute. He pointed us that as stated by our Honourable Prime Minister, each institution has to move towards becoming financially self-sufficient.

Criterion 4-Infrastructure and Learning Resources

To update the maintenance of the college facilities completed as preparation for the Peer Team visit.

- Prof. A. S. Sarvani provided an update about the college development, mentioning the following:
 - Renovation / replacement of desks and benches in the classrooms.
 - Plumbing and other maintenance in toilets on all floors.
 - Repair / replacement of ceiling fans in classrooms wherever required.
 - Electrical wiring is up dated wherever required and 628 LED lights are installed in the entire campus.
 - A Fire drill by Ronak fire industries was conducted for degree and junior college staff/students on 7th December 2022.
 - AMCs for the regular maintenance is updated.
- Prof. A. S. Sarvani also provided an update about the college library, regarding what is completed and what is pending. Following are the developments pending with respect to Library:
 - Redesigning of baggage counter – done
 - Information display boards – done
 - New cupboards or Compactor for additional storage – to be discussed
 - Painting/polishing of racks, cupboards – will be done
 - Repairing of sofas that are used by students – will be done by next week
 - Multimedia room leakage problem – repairing the outside wall is done and the inside wall repair will be done soon.
- Dr. V. Mendonsa suggested to mention the number of teachers present along with photograph instead of only stating that all teachers were present for the Fire drill.
- Mr. J. D'Souza stated that for a fire drill, the evacuation process needs to be explained to avoid stampede and there should be an assembly point as well. Sketch of this process and assembly point should be prepared and displayed.
- C.A. K. Miranda added that ringing the bell will help to create an alert of an emergency.
- Mr. S. Rodrigues suggested that fire drill can be taken to the next level by conducting it every 6 months.
- Student representative, Ms. Bianca mentioned that sensitizing the students regarding such situations is equally important.

Criteria 5 - Student Support and Progression:

- Mr. N. Shukla updated on the Civil Services Cell comprehensive course that was proposed to commence during Diwali Break by mentioning that massive orientation program and seminars were conducted to sensitise the students regarding Civil services. But as the registrations were not as per the requirement, the course couldn't be conducted.
- Regarding the comprehensive entrance and competitive exam training course, he stated that seminars are going to be conducted by Bombay Catholic Sabha to create awareness about the same as well as sessions will be conducted by Mr. Prakash Almeida for increasing the registrations for this course.
- He also informed that the awareness drive on POSH Act is going to be conducted by the CWDC which will include awareness sessions by Ms. Kimberly Lobo, the College Counsellor, in all the classes.
- Mr. E. Fernandes added that the advertisements of IAS and other competitive exams are now-a-days featured in many newspapers, thus creating aspirations.

- Neeraj Shukla stated that the course which is going to be offered by the college will fulfil the requirements of not only IAS entrance exam but also other competitive and higher education entrance exams as quantitative and qualitative analysis is almost the same for all these exams.
- Ms. Bianca put forward her views with regard to various student - centric college clubs which would be a combination of both, academics and hobbies. For example, a student's 'Podcast Club'. The outcome for the same would be skill development, community building, leadership and brand management.
Dr. M. Fernandes suggested that we invite Industry experts and have tie-ups with various companies which would help to make it more effective.
Dr. V. Mendonsa suggested that small groups to be created of 5-7 students for the same.
- Mr. J. D'Souza mentioned that focusing on government policies with regard to collaborations, how will it affect in the long run and how exactly these policies are implemented is also important.

Criterion 6 – Governance, Leadership and Management

To update on executing capacity building programs for non-teaching staff

- Dr. Susan Lobo explained the execution of capacity building programs for non-teaching staff by displaying the layout of 10 days Computer – Training program having a duration of 90 minutes each.
- She also mentioned about the English language classes for class 3 and class 4 employees and a tentative plan was displayed.
- Mr. S. Rodrigues suggested that we conduct a session to familiarize staff about Google apps like Google forms and sheets instead of using only older versions of the software installed in PCs /desktops.. He recommended the use of 'Cloud' for data storage of college data instead of on the local drive.

Criteria 7 – Institutional Values and Best Practices

To highlight the achievements on activities of Entrepreneur cell and Equal Opportunity Cell

- Dr. H. Kaur provided a gist of all the activities conducted by E-cell.
- Mr. J. D'Souza asked whether any student had come up with a working model for a product, but none of the college students had.
- Dr. V. Mendonsa suggested that use the name 'Shark tank' would not be appropriate for any college event or activity which was similar to it.
- Mr. S Rodrigues asked about the outcome of the activities conducted by the E-cell. Dr. H. Kaur stated that both the students in-charge of E-cell had started their own businesses.
- Dr. M. Fernandes stressed the need for documentation for the forecasting process followed, to decide on the commodities offered for sale. She also suggested to include the success stories of E-cell in the Hall of fame.
- To carry forward the innovative ideas of E-cell, Mr. Joseph D'Souza agreed to have a separate meeting with these students.

- Dr. V. Mendonsa suggested we maintain a list of resource persons on the website including their qualifications and contact details so it becomes convenient for other professors to invite them for future events as well.
- Dr. M. Fernandes spoke about Mr. Shishir Joshi Founder and CEO of “Project Mumbai,” who had organised a ‘Basketball match’ for the people on wheelchair, in the college campus, in the month of December 2022. His purpose in doing so was tie up with our college to make it more inclusive and make it the first Green college.
- With respect to the above discussion, Dr. V. Mendonsa suggested that we organize a cricket match for visually challenged people by collaborating with the National Association for the Blind, to sensitize the students. There was a discussion on the number of students with special needs as well.
- Dr. H. Kaur mentioned that the college won the best prize, Smart Startup Award, at Hub of Innovation at Guwahati.

Any Other Business:

- Dr. M. Fernandes invited C.A. K. Miranda to brief the members about the NEP Implementation session attended by him
- He stated that nothing productive was discussed related to NEP, the focus of the whole session was on Hindi and Sanskrit language, objections were raised by attendees but not answered and examples provided during the session were mostly from Ramayana and Mahabharata.

As there was no other business to be discussed the meeting ended with a Vote of Thanks to the Chair.

Ms. Shubda Malhotra
IQAC Coordinator

Dr. (Ms.) Marie B. Fernandes
PRINCIPAL

Date: