

Minutes of IQAC Meeting held on 15 April 2023

A meeting of the Internal Quality Assurance Cell (IQAC) was held on Saturday, 15 April 2023, at 09:00 a.m. in L10 room. The following members were present:

1.	Fr. Clarence Fonseca	9.	Dr. S. Lobo
2.	Dr. M. Fernandes (Principal)	10.	Ms. Shruti Warriar
3.	Ms. Shubda Malhotra (IQAC Coordinator)	11.	C.A. Kevin Miranda
4.	Ms. Vineetha Nair	12.	Dr. Sujata Rajpurkar
5.	Mr. Jordin Carvalho	13.	Ms. Janine Coelho
6.	Dr. Vatika Sibal	14.	Mr. Joseph D'Souza
7.	Ms. Sharmila Dhote	15.	Mr. Ernest Fernandes
8.	Dr. J. Bhatia	16.	Ms. Bianca Rodrigues (student representative)

Fr. Clarence Fonseca led the group into prayer.

Leave of absence was granted to Dr. S.G. Durham, Ms. A.N.S. Sarvani, Mr. N.Shukla, and Dr. H.K. Bhasin

1. To read and confirm the minutes of the IQAC meeting held on 14 January 2023.

The minutes were proposed by Mr. E. Fernandes and seconded by Mr. J. Dsouza.

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 NAAC peer team visit

- The Principal thanked the IQAC Coordinator, Ms. S. Malhotra and the team for successful reaccreditation of the college with A+ (CGPA of 3.35)
- Ms. S. Malhotra reported on the NAAC Peer Team visit. She stated that it was an historical feat as the college has achieved 0.28 points higher this time.

She extended her apologies to the external IQAC advisory members and the Criteria heads as they could not be part of the IQAC Presentation for Peer Team visit (planned earlier), as the Chairperson of the Peer Team had requested for a strict Covid-19 protocol to be followed during the NAAC Peer Team.

She briefed the committee about the entire Peer Team visit itinerary starting with the Principal's and IQAC Presentation to the Campus tour and concluding with the valedictory session. Ms. S. Malhotra enlightened the committee members of the various Quality initiatives taken by the college during this assessment period.

She gave a detailed presentation of the Quality initiatives (approx. hundred initiatives) that were included in the IQAC Power point presentation and explained how certain

significant additions were made in the Power point, like highlighting the initiatives which were in sync with previous NAAC recommendations and the NEP.

She also acquainted the members to the discussions and verbal feedback that was given by the Peer Team members during the visit. She pointed out that on the basis of Peer Team feedback research component needs to be boosted and faculty needs to take up minor/major research projects.

Ms. S. Malhotra added that videos and photographs of the entire Peer Team visit, along with all presentations are uploaded on the college website and those members interested may have a look.

She concluded by expressing her deep gratitude and heartfelt thanks to the External Advisory Committee, Management Representatives and Trustees, the Principal, all the Criteria Heads and their team members, the College DVV Committee, office staff members, library staff, IQAC core team members, all the employees of the institute, student representatives & students, alumni, and parents for their untiring support, valuable suggestions, cooperation and goodwill shown in their area of work and performance and stated it is the team work of all the people involved in this directly or indirectly that led to this huge success.

The Principal informed that the next IQAC would be headed by Mr. C. A. Kevin Miranda and his core team would comprise of Ms. Janine Coelho, Dr. Jyoti Bhatia and Mr. Ritesh Sheth.

Criteria 1: Curriculum Planning and Implementation

- Dr. V. Sibal reported that the same certified/add-on courses would be carried ahead in the next academic year. She listed the 10 courses to be provided to the students and 6 new proposed courses.
- The Principal added that the courses should be industry related and also said that staff members should design SWAYAM Courses.

Criteria 2: Teaching, Learning and Evaluation

- Ms. S. Dhote suggested measures to identify slow learners by looking at marks students scored in their previous exams. She highlighted that however the Psychological definition of slow learners was very different. She also suggested running a remedial week for the slow learners. Ms. J. Coelho suggested that the college could have special programmes especially for basic English reading and writing like the one conducted by St. Pius Seminary. The Principal suggested to reintroduce Buddy Project as a part of inclusivity effort. Dr. Susan Lobo highlighted that along with slow learners, there is also a need to challenge advanced learners with new tasks.
- There was a deliberation on regularising the students attendance in the class. Principal stated going back to the use of hard copy attendance sheets. Ms. S. Dhote suggested to maintain leave application for students in case students miss their lectures due to any co-curricular/extra-curricular task that students are involved in. She also suggested to put up attendance defaulters list every month and parents to be updated on the same. Other

measures suggested were denial of LOR as well as farewell function to final year students who would be attendance defaulters. C.A. K. Miranda mentioned that this should be informed to the students during their Orientation and the parents should also be informed this well in advance. Dr. S. Lobo suggested uploading the students attendance online so that it could be accessed by the parents too.

- Mr. J. Dsouza mentioned that the college should showcase the college infrastructure on the college website. Dr. S. Lobo said that we already have a 360^o view of our college on the website. Ms. S. Malhotra said that we have also prepared a film on the college and it was uploaded on the website.

Criteria 3: Research, Innovation and Extension

- Dr. J. Bhatia suggested measures to motivate and provide proper guidance to students so that many more undertake research. She said that student research seminar and guest lectures could be conducted for students. She also suggested that teachers could identify students and train them to participate for Aavishkar- Research competition. She also suggested that we could organise Aavishkar activities at Zonal level in collaboration with University of Mumbai.
- To strengthen the Research component and motivate faculty to publish only in SCORPUS or UGC Care List journals Dr. J. Bhatia said that faculties who have already published papers in SCOPUS and CARE journals could be invited take sessions and guide teaching staff for getting papers published in Humanities and Commerce journals.
- Dr. J. Bhatia said that to encourage faculty members to undertake Minor / Major Research projects a guest lectures could be organised for staff on 'How to write a Research Report.'
- In order to upgrade in-house journals/ books with well researched articles following all the recommended guidelines Dr. J. Bhatia said that she had a discussion with Dr. Sujata, who suggested that the peer reviewer team can be strengthened by appointing more reviewers from other states. She added that since Dr. Sujata had assisted in getting ISBN numbers for our books with Research articles, feasibility to avail edited ISBN book to be sold online may be considered. This will give National or International recognition to our books instead of local level.
- Dr. J. Bhatia also mentioned that Staff members should attend more National and International conferences.

Criterion 4 – Infrastructure and Learning Resources

- With respect to the suggestions for up-gradation of the college infrastructure Dr. J. Bhatia, on behalf of Ms. A.N.S. Sarvani, mentioned that elevator needs proper maintenance. Since elevator has AMC, it can be continued for its maintenance.
- She added another suggestion of having a formal Health Care Centre through which health check-ups can be arranged on periodical basis. Also, the feasibility of collaborating with any hospital or other health centres for assistance should be studied.
- Dr. J. Bhatia also stated that with reference to the suggestions made by some of the IQAC members in the previous meeting, college office needs to maintain documentation of the fire drills performed in terms of attendance and photographs. It was further pointed out that college should arrange fire drills periodically and in a professional manner.

- Principal mentioned that the management trustees should have been present for the NAAC peer team visit. She also stated that Solar panels installation in the college is still pending.
- Mr. Ernest Fernandes praised the infrastructure we have at our college.

Criterion 5 – Student Support and Progression

- Principal said that regarding EOC, NAAC peer team reported that we were not much sensitive towards the LGBTQ students. Ms Bianca suggested to have awareness workshops at the beginning of the academic year for teachers as well as students. Ms. S.Warrier stated her way of addressing and being sensitive to them was by using the pronoun ‘they’ instead of he/she but only with their permission.

Criterion 6 – Governance, Leadership and Management

- Principal stated that the NAAC peer team has suggested to have staff group insurance as a part of staff welfare.
- Dr. S. Lobo mentioned about the activities conducted by the Staff Advancement Committee which included English language skill development session for the class III and class IV employees, digital literacy for the non-teaching staff. She also stated that the future plan will include English proficiency sessions at regular intervals. Dr. S. Lobo expressed her views with respect to the AIACHE Conference attended by her and Prof. Samson stating that there were only few institutions who provided them their institutions magazine which had details.

Criterion 7 – Institutional Values and Best Practices

- On behalf of Dr. H. Kaur, Prof. S.Warrier stated that for the upcoming academic year, continuing with UNESCO CPPF as one of our best practice would be great as it was unique and also gives us a competitive edge. Research can be continued as a best practice but it needs a lot of improvement in terms of contribution to be made by the faculty as well as students. Other areas mentioned which could be considered for best practice were Value education, Life skills and Initiative with Project Mumbai to make a Green Campus.
- For creating a database of the ex-student entrepreneurs and their business growth, Prof. S. Warrior stated that a survey was conducted to gather information on successful Andean Entrepreneurs and 7 stories were collected during the academic year 2022-23. It is proposed to create another survey form to track the progress of our ex-students who have already shared their start-up stories to mark their progress.
- Regarding initiation of setting up an Incubation Cell, Prof. S. Warriar mentioned that the process of enquiring from other colleges about the technical requirements has been started. Meanwhile, we propose to set up an IIC (Institution’s Innovation Council) which is an initiative by the Ministry of Education. Since entrepreneurship and incubation go hand in hand, the Andean Entrepreneurship & Incubation Cell (AEIC) will be taking this forward. The proposed activities in relation to IIC which the AIEC can take up were also discussed.

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

