

## Minutes of IQAC Meeting of 19 October 2022

A meeting of the Internal Quality Assurance Cell (IQAC) was held on Wednesday, 19 October 2022, at 9.30 a.m. in the A.V. Room. The following members were present:

1	Dr. Marie B. Fernandes (Principal)	11.	Fr. Clarence Fonseca (Managing Trustee)
2	Dr. Susan Lobo (Vice-Principal, Degree)	12	CA Kevin Miranda
3	Dr. Sharon Gonsalves (Vice-Principal Self Financing)	13	Dr. Sujata Rajpurkar
4	Dr. Vatika Sibal	14	Dr. Vivek Mendonsa (Industry Expert)
5	Ms. Sharmila Dhote	15	Mr. Joseph D'Souza (Industry Expert)
6	Dr. Jyoti Bhatia	16	Mr. Sylvester Rodrigues (Industry Expert)
7	Ms. A.N.S. Sarvani	17	Mr. Linus D'Souza - Registrar
8	Mr. Neeraj Shukla	18	Mr. Jitendra Dalvi
9	Dr. Harmeet Kaur	19	Arshi Khan (Student Representative)
10	Dr. Sybil Thomas (University of Mumbai)	20	Bianca Rodrigues (Student Representative)

The Meeting began with a prayer by Fr. Clarence Fonseca.

### **I To read and confirm the Minutes of the IQAC meeting held on 27 August 2022**

The Minutes were proposed by Mr. Joseph D'Souza and seconded by Prof. Sharmila Dhote

### **II. Matters arising from Agenda Item No.1**

With regard to the Minutes, Dr. Susan Lobo pointed out that she had not recommended suggestions regarding Autonomy but only highlighted the references to institutional autonomy in the National Education Policy in her presentation.

### **III. To report on the following**

#### **To provide an update on progress related to SSR**

Principal, Dr. Marie Fernandes stated that the IQAC Core Team was working extremely hard with the SSR report.

#### **Criteria 1: Curriculum Planning and Implementation**

**To report on the Certified and Add On courses completed in this term**

**Certified Courses for Academic Year 2022-23**

<b>Sr. No.</b>	<b>Name of the Course</b>	<b>Duration</b>	<b>Schedule</b>	<b>Course Fees</b>	<b>Total Registration</b>
<b>1</b>	Tally Prime with GST Practice & Procedures (Online)	30 Hours	Mon & Wed (4 to 5:30)	3,000/-	22
<b>2</b>	Certified Excel Expert with Office Automation (Online)	30 Hours	Wed & Fri (4 to 5:30)	1,750/-	39
<b>3</b>	Graphics Design & Illustration (Online)	30 Hours	Thu & Sat (4 to 5:30)	3,000/-	19
<b>4</b>	Digital Marketing (Online)	30 Hours	Tue & Thu (4 to 5:30)	3,000/-	39
<b>5</b>	Introduction to French (Online + Offline)	30 Hours	Wed & Thu (5 to 6:30)	2,000/-	17
<b>6</b>	Introduction to Spanish (Online + Offline)	30 Hours	Mon & Tue (5 to 6:30)	2,000/-	10
<b>7</b>	HRM and Legal Compliance (Online)	30 Hours	Fri & Sat (5 to 6:30)	1,800/-	27
<b>8</b>	Financial Planning and Wealth Management (Online)	30 Hours	Tue & Wed (4 to 6)	2,500/-	21
<b>9</b>	Corporate Banking (Online)	30 Hours	Mon & Sat (5:30 to 7)	2,500/-	15
<b>10</b>	Business Analytics (Online)	30 Hours	Tue & Fri (5:30 to 7)	2,500/-	12

All courses are being conducted in hybrid mode

## **2. Diploma in Religion and Society, Peace and Dialogue**

Approximately 11 students continuing the course. For Sikhism, Hinduism, Zoroastrianism Modules -Assessment pending.

**Other Activities:** Hiroshima Day Celebrated on 6 August 2022 with the distribution of Peace Lilies.

### **Observations made**

- Certified and diploma courses should be open to the community
- PR team should help in publicity of the courses to the community.
- Dr. Vivek Mendonsa and Mr. Sylvester Rodrigues suggested that some of the certificate courses could be conducted offline and kept open for outsiders. But Mr. Linus D'souza said that there would be an auditing problem for accounting of money from an outside source. It was decided to suggest a useful beneficial scheme for additional income.
- Dr. Susan Lobo and Dr. Jyoti Bhatia agreed that the enrolment would be better if the courses were offered online. Prof. Neeraj Shukla suggested a hybrid mode. Dr. Susan Lobo suggested that ex-students could be charged for the course. She opined that student knowledge absorption was better offline. Dr. Sharon Gonsalves added that it would depend on the type of courses.
- Principal, Dr. Marie Fernandes stated that one could float a Google form to know the course preferences. She also mentioned one of the suggestions made by the College UNESCO Chair holder, Advocate Musumeci of reducing the duration of the Inter-Religious course.
- Mr. Sylvester Rodrigues suggested the mandatory use of whatsapp app to disseminate official information to students/ex -students.
- Mr. Sylvester Rodrigues suggested to focus on three areas namely, Resume writing, Career Guidance and Skill development.
- Mr. Joseph D'Souza added that skill sets are changing by the second and one needs to go beyond and have a vision for the future.
- Dr. Vivek Mendonsa recommended a digital theme for St. Andrews, related to Geriatric help, eg. Faculty and students could help in processing of Aadhar Card acquisition formalities.
- C.A Kevin Miranda pointed out 2 questions that students could be asked, a)What do they want? b) Which career are you interested in? At this, the two student representatives mentioned a few preferences, eg. Animation Club, Creative Team.
- Mr. Ernest Fernandes offered to bring in few marketing experts to guide and deliver lectures.

### **Criteria 2: Teaching, Learning and Evaluation:**

#### **To report on the SSS Orientation done for students.**

- The planning for SSS Orientation was co-ordinated by Vice-Principal Dr. Susan Lobo and Prof. Sharmila Dhote and the orientation done with the staff.

### **Student Satisfaction Responses (SY and TY Students)**

<b>Total number of respondents:</b>	<b>874</b>
Arts	283
Commerce	425
Science	123
SFC(Professional + Others)	43

### **Student Satisfaction Responses (Ex Students):**

<b>Total number of respondents:</b>	<b>18</b>
Arts	3
Commerce	12
Science	1
SFC(Professional + Others)	2

Prof. Sharmila Dhote stated that the responses of the regular current students was fair but the response count of the Ex-students for all the programs was very disheartening. Mr. Joseph requested to have a look at the SSS PPT which was displayed thereafter. The PPT was much appreciated but experts suggested some changes in the questions which could not be incorporated since the questions were taken directly from the NAAC website.

Prof. Sharmila Dhote stated that, when the actual NAAC SSS is sent to students, one can track the response count on the NAAC portal. There is a window period of a few days to fill the form, so one can follow up with the students accordingly.

Dr Sybil Thomas stated that the poor response was a danger signal and strongly recommended aggressive mechanism to deal with the problem. She stated that the follow up should include rigorous efforts of contacting the students personally by every Professor through emails, telephonic contact or if need be even visiting their houses.

### **Criteria 3: Research, Innovation and Extension**

- To report on activities of NSS, DLLE and CWDC conducted during this term  
**See Annexure 1**

### **Discussion on activities conducted in college:**

- Principal stated that Skill development courses need to be continued.
- Mr. Sylvester Rodrigues opined that it is preferred to conduct activities and courses suggested by students. Mr. Joseph D'Souza expressed need for skill sets in area of Artificial intelligence to cope with rapidly changing technology. Dr.

Susan and Dr. Sharon informed that individual departments and committees are already organizing a lot of activities for students.

- Dr. Vivek Mendonsa suggested that the digital team of students can assist senior citizens in the local community. Bianca Rodrigues a student representative from the BMS mentioned her preference to start an Animation club. Dr. Susan informed the committee that students are free to discuss on their preferences on starting any activity in college by taking Principal's permission. Prof. Neeraj Shukla said that though choice of suggesting new courses is given to students, there are constraints on its feasibility.
- Mr. Ernest Fernandes mentioned that some mechanism to be worked out to allow local community and senior citizens.
- Dr. Sujata informed the committee that Student research seminar is postponed due to TY exams. However, selection of student's proposal for Avishkar is already in progress.

Principal suggested to incorporate Research on Artificial intelligence and Women's education in intra collegiate Andean student's research seminar for the upcoming years.

#### **Criterion 4-Infrastructure and Learning Resources**

##### **To suggest maintenance of the college facilities before the Peer Team visit.**

The following points were presented.

##### **Library :**

- An enclosed chamber for language laboratory inside the library.
- New cupboards or Compactor for additional storage
- Painting/polishing of racks , cupboards and walls , wherever required.
- Repairing of sofas that are used by students.
- Multimedia room leakage problem needs to be attended.
- Redesigning of baggage counter
- Painting of library boards.

##### **Overall college building :**

- Regarding College Campus (Main building and Hospitality building and other open areas) - Painting the entire structure.
- Renovation of staff rooms on 1st and 3rd floor in the main building,
- 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.
- Display of trophies and other tokens of achievements in noticeable corners.
- Plumbing and other maintenance in toilets on all floors.
- Ceiling fans should be added in classrooms wherever required.

##### **The following points were suggested by some of the members during the presentation of the above points:**

- Dr. Sujatha Rajpurkar has requested for CCTV camera facility in the library mezzanine floor.
- Mr. Joseph D'souza suggested to conduct an Electrical audit.
- Dr. Vivek Mendonca has suggested the all the above updates should be saved by taking pictures of before and after the improvement and should be archived.

- Prof. Neeraj Shukla has suggested a fire audit.
- Dr. Vivek Mendonca has also suggested the need of a disaster management team to organize necessary safety drills and to educate about much needed safety and preventive measures.
- Dr. Sharmila Dhote and Dr. Susan Lobo has informed the members that they have checked all the washrooms on each floor in the college and found that there are some plumbing problems. Mr. Linus has responded saying that many students are not using the washrooms properly and hence drains are clogging frequently. Mr. Vivek Mendonca has mentioned that it's a very common problem and there is a need to educate students about washroom etiquette.
- Dr. Susan Lobo has also brought into the notice of members that the lift is getting stuck frequently.

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

- **To give an update on comprehensive entrance and competitive exam training course conducted in this term.**

The college Civil Services Cell undertook a massive Orientation program so that every student of the college would be sensitized about the importance of Competitive Exams in today's times. Each of Third Year classes were given a presentation by Prof Mihir Bhoir. The students were encouraged to join the comprehensive course which would also help them clear the MBA entrance exams.

The course would commence during the Diwali Break subject to a minimum enrolment of students.

- **To provide an update on appointment of College Counsellor**

The college has appointed a college counsellor Kimberly Lobo who is available in college premises on Monday and Friday. Any student can take appointment or walk in with their concerns.

The college counsellor has oriented students of each class and has done a PowerPoint presentation, highlighting the importance and function of counselling.

- **To discuss the events held in this term.**

Some of the prominent event that happened are

1. *Dandiya* was celebrated with nearly 250 students participating. It inaugurated the launch of Mosaic – the Inter-Collegiate Cultural festival.
2. SMUN event, where students discuss world events
3. “Walk for Freedom” was organised by the NSS unit where nearly 150 students organised a rally from College premises to Carter Road. The walk was to protest against Human Trafficking.

The following were the point discussed:

- Dr Vivek Mendonca suggested that he would help us to connect with “ Bombay Catholic Sabha”, where such activities are being done and promoted and they could help us to organise seminars for our students.

- He also suggested that there is an initiative started by the Cardinal called “Take Charge”, which also promotes for the community to join Civil Services and the college should take help for the same.
- Mr Sylvester Rodrigues suggested that we should call for talks by prominent IAS and IPS officers so that students get motivated. Mr Neeraj Shukla suggested that when we are calling the dignitaries of that level we should have a good occasion and crowd. For which it was suggested that we could call them on Annual day.
- Dr. Sybil Thomas suggested that we should conduct activities with theme of “Outcome based education”, that is we need to trace the outcomes of various activities over the time.

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

#### **To highlight the progress on conducting a performance appraisal for non-teaching staff.**

- The PBAS forms for the last five years have been submitted to the IQAC.
- The PBAS forms for the current academic year will be filled and submitted at the end of the academic year.

#### **To report on the capacity building programs for non-teaching staff.**

- Mr. Amogh Gosthsagar, from the BSE, conducted a session for the non-teaching staff on 23.09.2022 at 11.00 am. The workshop was attended by 50 members of the non-teaching staff. The topic for the session was "Investors' Awareness Program on Capital Markets." The workshop included topics such as the basics of capital market products and services, the do's and don'ts of opening and maintaining brokerage and DMAT accounts, specific products and services, including initiatives like the SME Start-up, Mutual Fund Platform, and Sovereign Gold Bonds.

#### **Workshops on advanced functions of Word and Excel.**

- In accordance with the suggestions of Mr. Linus Pereira, the Registrar, it was decided that students would conduct sessions with two-three non-teaching staff at a time and for a duration that was convenient for both of them. These sessions would be based on teaching advanced functions of Word and Excel.

#### **Communication Skills Workshop**

- The Staff Advancement Committee would arrange for sessions to be conducted by external experts on improving writing and speaking skills for the non-teaching staff. These sessions would be conducted in the next semester.

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

#### **To report on activities of Entrepreneur cell and Equal Opportunity Cell**

- 'How to Start your own Business - Tips & Tricks 101' by Ms. Neeva Phatarpherkar - August 26, 2022.
- 'Insight about Startups' by Ms. Pranita Sawant – 29 Sept 2022
- The Andrean Merchandise includes: Hoodies, T-shirts, Mugs, Flasks, Badges, Keychains.

The team launched varsity jackets this year as part of its new merchandise on 14 Oct 2022. The launch was successful with selling 30 jackets on the very first day. The merchandise is sold both on online and offline mode. Members of IQAC appreciated the success of the new merchandise. Mr. Vivek Mendonsa, Mr. Sylvester Rodrigues and Mr. Joshep D'souza agreed to be members of the advisory and policy making committee of AEIC which is requirement of NISP (Mistry of Education)

- Dr. Harmeet Kaur also presented the highlights of the EOC activities submitted by Dr. Preeti Oza. The report was as follows:

Fest Mosaic and The Equal Opportunities Cell came together on *World Mental Health Day*, to partner with Maybelline for "Let's Be Brave Together". The event highlighted the importance of mental health, followed by a panel of speakers, workshops and performances. There were 500 in the audience, and these included our students who were present. The Keynote Speakers were PV Sindhu, Mallika Dua, Shaheen Bhatt and Arjun Workshops and performances included: Puppy Cuddles; The Writing Board out of the College; Art Workshop; Dance Workshop by Devika Mehta and an Interview Session by Sangath.

**Any Other Business:**

Dr. Sybil emphasized Outcome based education and suggested that all presentations could be categorized into inputs and outcomes. Mr Joseph added that every agenda should be outcome based like a report card. Dr Sybil concluded by saying that the progress of IQAC meetings should reflect the upgradation from lower level skills status to higher level- indicating how one has progressed overtime.

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

**Principal**

**IQAC Coordinator**