

Minutes of Internal Quality Assurance Cell meeting held on 22 July 2023

A meeting of the Internal Quality Assurance Cell was held on Saturday, 22 July, 2023, at 9.30 a.m. in room no. L-10. The following members were present,

1	Dr. Marie B. Fernandes (Principal)	10.	Fr. Clarence Fonseca (Managing Trustee)
2	CA Kevin Miranda IQAC Coordinator	11	Dr. Sharon Gonsalves (Vice- Principal Self Financing) Head Criteria V
4	Dr. Jyoti Bhatia (IQAC Core committee member)	12	Mr. Jordin Carvalho (Head- Criteria VI)
5	Mr. Ritesh Sheth (IQAC Core committee member)	13	Ms. Candida Gomes (Head- Criteria VII)
6	Dr. Vatika Sibal (Head- Criteria 1)	14	Dr, Sujata Rajpurkar
7	Ms. Vineetha Nair (Head- Criteria 1I)	15	Mr. Joseph D'Souza (Industry Expert)
8	Dr. Priya Shahi (Head- Criteria 1II)	16	Mr. Ernest Fernandes
9	Mr. Abhishek Sood (Head- Criteria 1V)	17	Ms. Esther D'Souza (Student Representative)

The meeting started with a prayer lead by Fr. Clarence Fonseca.

Leave of absence was granted to Ms. Coelho and Dr. S. Lobo,

To read and confirm the Minutes of the IQAC meeting held on 15 April, 202

The minutes were proposed by Dr. Durham and seconded by Mr. Carvalho.

I. Matters arising from Agenda Item No.1

There were no matters arising from agenda item no I

II. To report on the following:

Criteria 1: Curriculum Planning and Implementation

- **To report New Certificate, Add-on and Skill Based courses designed by departments with Industry related applications for the academic year 2023-24.**

Dr. V.Sibal reported on New Certificate courses for the academic year 2023-24. Details of the same are attached. (Ref: Attachment1)

- **Outline Innovative ways to celebrate Environment Day, Earth Day and Water Day**

The proposed activities of Nature club suggested by Ms. Malhotra and Ms. V. Nair to celebrate Environment Day, Earth Day and Water Day in an innovative way were presented.

- **To inform of the re-shaping of the two courses under the UNESCO Chair for Inter-Religious Inter-Cultural Dialogue.**

Dr. V.Sibal also mentioned the proposed reshaping of 2 courses- '*Diploma in Religion and Society, Peace and Dialogue course*' and '*Diploma in Religion and Society, Peace and Dialogue and the UNESCO 2030 Agenda for Sustainable Development.*' under the UNESCO Chair for Inter-Religious Inter-Cultural Dialogue.

Principal Dr. Fernandes informed that Adv. Musumeci was working out further details for the course on *UNESCO 2030 Agenda for Sustainable Development.* she added that this course will be in collaboration with *Nirmala Niketan college, St. Xaviers College, and Institute of Indian Culture.* Dr. Durham mentioned that Adv. Musumeci was also trying to collaborate with Dr. Shelar, IIT .

Mr. Ernest Fernandes suggested that as a part of Sustainable Development project, college can collaborate with NGO's to adopt open wells in the rural areas . Mr. Joseph added that college can check for sponsorships considering the requirement of water issues in interiors of Maharashtra. Dr. V. Sibal added that our college NSS students had participated in project on water in the early days. CA Miranda suggested the need to adopt and maintain the existing wells and resources in Mumbai city rather than adopting wells in the rural areas.

- **To devise a plan for the implementation of NEP2020 with more skilled based courses. Elaborate on the requirements as well.**

Twelve skill development courses to be implemented during 2023-2024 on the basis of NEP2020 were identified

- i. Advance Excel with Chat GPT & AI Tools
- ii. Advance GST Accounting with Tally
- iii. Introduction to French
- iv. HRM & Legal Compliance
- v. HR Analytics & Fundamentals of Capital
- vi. Financial Modelling Masterclass
- vii. Introduction to Stock
- viii. Research Analyst
- ix. Creative Content
- x. Business Analytics
- xi. IFRS
- xii. Financial Planning & Wealth Management

Mr. Sheth suggested about a service provider for collaboration of Certified courses. As per the service provider, since these courses are sponsored as a part of CSR funding, the cost per student per course will be Rs. 400 to Rs. 800 (approx) . The lectures will be 75% online and 25% offline for the course. Principal Dr. Fernandes told Dr. Durham to check on feasibility of collaboration with certified courses offered by NSDC and also the courses offered at under graduate level in other colleges under NEP.

Mr. Ernest remarked that the certificate courses if offered offline, can be more interactive and interesting. Principal Dr. Fernandes added that the course if online, should have regular tests and assignments to make it successful. He also suggested need for Certificate course on Civic Leadership.

Mr. Sood informed that considering the recent TY results of students and admissions for 2023-2024, it may not be easy to get students enrolled for certified courses.

Criteria 2: Teaching, Learning and Evaluation

- **Plan to reduce failures in Examinations.**
 - i. Attendance record to be displayed every month and defaulters to be dealt with.
 - ii. Student leave application form has been prepared and to be forwarded for approval.
 - iii. Motivating students to take down lecture notes.
 - iv. On completion of each unit, the students to be given writing assignments (Q&A).

- **To report on the initiative of involving Heads of Departments / Coordinators / Senior Faculty members to supervise and mentor faculty members with their teaching.**

Faculty member mentoring has been initiated for some identified faculty members and is in process.

- **Identifying slow learners and design Bridge courses to support them.**
 - i. Mentors will identify slow learners during the process of mentoring.
 - ii. Slow learners will be identified based on the grades scored in semester-I/III/V.
 - iii. Designing of Bridge courses is not feasible for slow learners, however remedial classes may be conducted.
 - iv. Connecting an advanced learner to a slow learner through Buddy System.

- **Mechanism to ensure regular attendance among students.**
 - i. Defaulters list for the month of June has been displayed on notice board and uploaded on college website.
 - ii. Onfees to be sending PUSH NOTIFICATIONS to parents regarding their ward's attendance, to track attendance record.
 - iii. Cumulative attendance will be uploaded on the website. Action against attendance defaulters will be taken regarding examinations which will be informed to the students two weeks prior to the exam.

- **Plan to Mentor students**

- i. A PPT on mentoring will be played in each class by the respective mentor to make students aware of the mentoring facility.
 - ii. Mentoring days will be announced for each term. Proposed mentoring day for First Term – Thursday, 27 July, 2023.
 - iii. Draft of Students leave application form was presented to IQAC members.
 - iv. CA Miranda suggested that by reducing the number of activities, duplication of activities and avoiding activities during lecture timings will help to reduce failures. He also added that NSS camp of 7 days to be conducted during vacations as was conducted in the earlier years.
- **Exposing advanced learners to challenging courses.**
 - i. Identifying 5 advanced learners by respective mentors for each division.
 - ii. Advanced Learners meet proposed. (Exchange of career opportunities, learning programmes and guidance)

Ms. Dsouza mentioned that apart from uploading attendance defaulters list, the college should take action against defaulters from not appearing the Semester End exams. She also added that the defaulter's assignment given to the students in each subject was not a good practice and should be discontinued.

Criteria 3: Research, Innovation and Extension

- **To expand on the measure to provide proper guidance to students to undertake research.**

Provide details of our success stories.

Student research seminar committee plan to organise an intra collegiate seminar on the theme 'Sustainable development goals. The committee will be arranging guest lectures to train students to participate for the seminar.

Aavishkar 2023 Zonal round will be held from September 2, 2023. Aavishkar committee will organise guidance sessions for interested students and Intra college round will be conducted in second week of August 2023. The students will also be encouraged by mentor teachers to present papers as per the selected area of study at various research conferences.

During the year 2022-2023, 10 teams from Andrew's college participated for Aavishkar (University level research competition) amongst which 2 Andrean student teams - Sakshi Chauhan (SYBA- English) from Category 1- Humanities, Languages and Fine Arts and Shreya Deshpande (S.Y.B.A.F) from Category 2- Commerce, Management and Law were selected for final round of Aavishkar at University level.

Ms. Priya Bhandari (TYBCOM) won 2nd prize for paper presentation at International Research conference on 'India's milestone across 75 years of Independence in Commerce & Management' and her research paper titled 'Working towards sustainability: Study of Banking sector in Karnataka and Maharashtra ' was published in UGC care journal.

Research paper by Vidhi Maru (TYBCOM), Simone Dsouza (TYBCOM) titled Understanding secure environment in the Indian Banking Industry: Customers Perspective' was published in peer reviewed journal.

- **To find ways to strengthen the Research component and motivate faculty to publish only in SCOPUS or UGC Care List journals**

Workshops and training sessions may be conducted to educate faculty members about the importance of publishing in SCOPUS or UGC Care List journals. Faculties will be provided with guidance on selecting suitable journals, hand on experience of writing quality research papers, and improving publication skills.

- **To provide an update on the number of faculty members to undertake Minor / Major Research projects.**

Three faculty members from Degree College namely Dr. Lobo, Dr. Kaur Dr. Shahi plan to submit a proposal to University of Mumbai for minor projects.

- **To follow up on the suggestion made to upgrade in-house journals with well researched articles following all the recommended guidelines.**

A plan is being devised to make 'Andrean Research Journal' a national publication. Andrean Research Journal (ARJ) will be opened for other academicians from all over India. ARJ being an open-access multidisciplinary

e-journal, we hope to get good quality research articles for publication. Andean teachers' research articles are also considered for publication in this journal.

- **Suggest ways to encourage staff to attend more National and International conferences.**

There is a policy document outlining the guidelines for financial assistance for teaching and non-teaching staff members engaging in staff development programmes on the website of our institution.

Criterion 4-Infrastructure and Learning Resources

- **To suggest up-gradation of infrastructure.**

Solar energy panels to save electricity

Best place to install the solar panels is above the Auditorium roof which is place without any hinderance to install the same. Other places on the roof can also be identified to install the same after a survey is done by an expert team for the same.

Principal Dr. Fernandes informed that a proposal has been received to install Solar energy panel free of cost and manage for 25 years; Mr. Sood was asked to study the proposal and check on its feasible application.

Maintenance of staff washrooms & elevator

Staff washroom of the 4th floor is in very bad condition. The same needs to be fixed as soon as possible. Also, elevator door has serious issues and usually closes properly which leads to the elevator being stuck on such floor. This problem needs to be fixed immediately on a permanent basis.

Maintenance of roof

The roof on the fourth floor leaking very badly (specially the position on L1, L2 & L9). Lectures cannot be conducted in these classrooms. The issue has been raised with Mr. Linus D'Souza in the office, but nothing has been done yet. Exploring option of installing the solar panel on the roof of 4th floor will serve the dual purpose of stopping the leakage and solar power.

Mr. Joseph commented that serious deterioration of infrastructure especially classrooms are evident and that there is a need to maintain and

have quality assurance of Infrastructure in college premises. He also added that asbestos sheets are not allowed.

- Mr. Sood suggested the need of false-ceiling and integrated sound systems in 3rd and 4th floor classrooms. Also, the tube lights to be replaced with white LED tube lights after getting professional advice.
- Mr. Sood added that Air conditioner in 3rd and 4th floor classes will assist in increasing the class attendance. He was of the opinion that the expense incurred for Air conditioners and its installation in Self - financing class rooms can be recovered within 3 years by increasing their fees. He gave an example of Thakur college which charges funds in name of Development and infrastructure and transfers it to Ancillary a/c. Principal Dr. Fernandes asked Mr. Sood to prepare a proposal of cost-benefit plan for the installation of air conditioners, develop infrastructure and submit. She also asked Mr. Sood and Mr. Sheth to study on increase in fees of other colleges by providing better infrastructure and submit.

Dr. V.Sibal suggested a need to have support staff specifically assigned for washroom cleaning. She also added need to maintain Water filters and cleaning of Microwave in staff room.

Criterion 5 - Student Support and Progression

- **To provide an update on measure taken to strengthen Career Counselling Centre activities and Placement Cell for improvement of campus placement of students.**
Measures planned to strengthen Career Counselling Centre activities has been attached in Annexure 2.
Measures planned by Placement Cell for improvement of campus placement of student has been attached in Annexure 3.
- **To discuss the plan of the Alumni association, way forward.**
Plan of the Alumni association has been attached in Annexure 4.
- **To elaborate on the plan of the Equal Opportunities Cell**
No data was available for the planned activities of Equal Opportunities Cell.

- **To highlight the activities to be undertaken by the Women’s Development Cell to empower female students.**

In order to empower the female students, Women’s Development Cell plans to conduct following activities for 2023-2024.

- The LGBTQIA+ Inclusiveness Awareness Drive
- Nirbhaya Squad Presentation by Bandra Police Station.
- Andean Film Review (highlighting issues of gender discrimination based on caste, class, religion and politics.)
- Guest lecture on “Safeguarding Mental health of Women”
- Conference/Workshop Offline/Hybrid in collaboration with University’s Women Development Cell
- Release of the ‘Gender Mirror’

Criterion 6 - Governance, Leadership and Management

- **To give an account of the Orientation Course organised for the SY and TY.**
- Orientation sessions were conducted for the students of Second Year and Third Year and their parents.
 - i. Aided Section: For TY – 24th June 2023 and SY – 1st July 2023
 - ii. Self-Finance Courses: Between 1st to 15th July 2023
 - iii. Parents were oriented about the college, its vision, mission, functioning, rules, curricular and -extracurricular activities, etc. The Principal and the Vice-Principal of the Degree College visited the classrooms to share their thoughts with the parents and the students.

In order to take measures for quality improvement, feedback forms were circulated amongst the parents and students, analysis of which is to be submitted to the IQAC by 25th July 2023.

Mr. Joseph and Mr. Ernest inquired on the feedback of the parents during Orientation course. Dr. Durham reverted stating that Parents complained on the maintenance of the classrooms considering that St. Andrew’s college was graded A+ by NAAC.

- **To propose a short- or long-term strategic plan for development**

- i. UGC has outlined guidelines for the Institutional Development Plan with respect to the New Education Policy (NEP). These guidelines include guidelines for a variety of things such as for incorporating Indian Knowledge in Higher Education curricula, for introducing courses based on Indian Heritage and Culture, for inculcation of Human Values and Professional Ethics in Higher Education Institutions, for optimal utilization of resources by Higher Educational Institutions, for promotion of physical fitness, sports, students' health, welfare, psychological and emotional well-being at Higher Educational Institutions of India etc.
- ii. Each of these guidelines exists as independent documents of about 20-30 pages. Hence, the Principal Dr. Fernandes will delegate the staff and the IQAC team to investigate each of these areas in detail so that we can decide our institutional goals for the next five years and frame the IDP and the plan of action by which we expect to fulfil those goals.

Mr. Ernest emphasised on the significance of 'Indian Management thoughts' subject in the course curriculum.

- **To adopt proper service rules, recruitment procedures promotional policies in a more transparent manner.**
 - i. Framing of revised service rules, proper policy documents for recruitment procedures, promotional policies, etc. which can be uploaded on the college website.
 - ii. The institution needs to ensure that every post of teacher to be filled in shall be duly and widely advertised according to the requirements approved by university. The advertisement shall specify the essential and desirable qualifications. The overall selection procedure shall incorporate transparent, objective, and credible methods of appointment of qualified staff for the institution.
- **To propose Group Insurance for the staff as a part of staff welfare programme**
 - i. An agent from New India Assurance Co. has been contacted regarding the same.
 - ii. There are two requirements: List of Name, Date of Birth(Age) and Gender of the employees; and Sum insured

- iii. The list is in the process of completion

Principal Dr. Fernandes asked Mr. Sood to work out options for Group Insurance for all employees of the college.

- **To provide Digital Literacy for all employees**

- i. In earlier years, sessions and workshops have been conducted for the teaching as well as the non-teaching staff including class IV employees.
- ii. As per the information received from the office, workshops conducted for the non-teaching staff were on Basics of MS word, Excel, & Powerpoint.
- iii. The advance level workshops on the above topics can be organised once the non-teaching staff are done with admission work.

- **To work towards getting international collaboration for teachers and students.**

- i. The Foreign University Cell is trying to create a foreign cultural exchange program where our students can visit a university abroad for two weeks. They will get to interact with students from that university, and get to select one subject to take classes for the two weeks to audit.
- ii. The same will take place when students from the University abroad come to our college for the cultural exchange program. The institution needs to plan for their accommodation and take care of other hospitality needs for the duration of their stay.
- iii. The Foreign University Cell has contacted University of Mumbai; Prof. Susan and Prof. Shruti will follow up on the possibility of student and faculty exchange programs.

- **To increase the number of qualified staff, particularly in the SFC**

- i. The institution needs to take measures to increase the student-teacher ratio by hiring more permanent staff for the Self-financed Departments.
- ii. Existing staff must also be encouraged to qualify by passing the NET/SET examination or earning a PhD degree in order to be made permanent and augment their current income.

Principal Dr. Fernandes stated that there should atleast be an increase in the amount paid to the staff appointed by the Management especially the Course coordinators.

CA Miranda was of the opinion that running aided section after few years would become difficult as many senior faculties were retiring and no NOC's were given by the government for the vacant post. In such a situation, financial burden of appointing contractual staff in Aided section would have to be borne by the management.

Mr. Sood suggested to fill 10% extra seats of the students allowed by the University during admissions to increase enrolment of students.

Criterion 7 - Institutional Values and Best Practices

- **To report on the new initiative for the Social Outreach Programme.**

This year Social Outreach Programme (Degree) will collaborate with Project Mumbai. List of activities that Project Mumbai has come up for SY students of BA/B.Com include Jallosh, Plastic Recyclothon, Garden Library, Naksha, Satrangi, Mental Health.

Social Outreach Programme (Self-Finance) will collaborate with NGO partner CSA (Centre for Social Action). An online orientation program will be held for students by the Professors-In-Charge & Centre for Social Action team.

- **To share the measures to be undertaken by the Entrepreneurship Cell.**

The collection of databases of Andrapreneurs has started by contacting students who have started their own businesses. The focus will be to provide training sessions, expert advice, and other assistance to foster a spirit of innovation and nurture these entrepreneurs. Currently, the committee is working on conducting the activities related to this goal in the current academic year.

- **To initiate steps to set up an Incubation Cell and Start-Up Cell**

The process of formation of a council under the Ministry of Education's Institution's Innovative Council (IIC) has been initiated. The members are appointed including students, teaching, and non-teaching members and external industry experts. The council consists of members from the teaching, non-teaching, student and industry fraternity.

- **To outline a plan for the Beautification of the Campus.**

The committee is working towards setting up a butterfly garden. They will be developing a 100 Sq. feet area for the butterfly garden.

- Mr. Ernest suggested on the need to invite debate on Politics since the students enrolled in degree and SFC section are above 18 years of age. He also stressed on the need to have Leadership course for students to create awareness of fundamental rights and duties of the citizens.
- Principal Dr. Fernandes suggested that Debate committee to conduct debates on Social and Political topics.

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