

Minutes of Internal Quality Assurance Cell meeting held on 27 August 2022

A meeting of the Internal Quality Assurance Cell was held on Saturday, 27 August 2022 at 09:30 a.m. in the IQAC Room. The following members were present -

1	Dr. Marie B. Fernandes (Principal)	12	CA Kevin Miranda
2	Fr. Clarence Fernandes	13	Dr. Sujata Rajpurkar
3	Ms. Shubda Malhotra (IQAC Coordinator)	14	Mr. Linus D'souza
4	Dr. Susan Lobo (Vice-Principal, Degree)	15	Mr. Joseph D'Souza (Industry Expert)
5	Dr. Sharon Durham (Vice-Principal, SFC)	16	Mr. Vivek Mendonsa
6	Dr. Vatika Sibal	17	Mr. Ernest Fernandes
7	Ms. Sharmila Dhote	18	Dr. Sybil Thomas
8	Dr. Jyoti Bhatia	19	Mr. Sylvester Rodrigues
9	Ms. A.N.S. Sarvani	20	Ms. Bianca Rodrigues - student
10	Mr. Neeraj Shukla	21	Ms. Arshi Khan - student
11	Dr. Harmeet Kaur	-	-

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

Leave of absence was granted to Ms. Vineetha Nair, Mr. Samson Carvalho, Mr. Jordin Carvalho, Mr. Jitendra Dalvi, Mr. Daniel Luis and Mr. Derek Pereira.

To read and confirm the minutes of the IQAC meeting held on 23 April 2022

The minutes were proposed by Mr. Joseph D'Souza and seconded by Dr. Susan Lobo.

I. Matters arising from agenda item no. I

There were no matters arising from agenda item no. I

II. To report on the following:

Criteria 1: Curriculum Planning and Implementation.

- Dr. V. Sibal suggested ways to prepare for the National Education Policy and mentioned that HEIs should work towards adopting multidisciplinary approach towards undergraduate

courses. Credits could be given along with flexible with multiple exit options with appropriate certification.

- She asserted the need to provide for a more holistic education that is discovery-based, discussion-based, and analysis-based learning and has space for critical thinking. She stated that the NEP believes in flexible learning. She said the new curriculum will include basic arts, crafts, humanities, games, sports and fitness, languages, literature, culture, and values, in addition to science and mathematics, to develop all aspects and capabilities of learners, and make education more well-rounded and useful. She also stated that NEP wants to encourage meaningful community service by giving credits to students for work done by them. Ms. S. Malhotra stated that the students were already engaged in community service through SOP, we can devise a method of giving credits for it.
- Dr. V. Sibal stated that 13 Certified/Add-on Courses have been introduced in Academic Year 2022-23 for which the registrations started from 22 July 2022. 225 students have enrolled for the courses till 24 Aug 2022.
- Regarding the Add- On Diploma course, The Diploma in Religion and Society, Peace and Dialogue June 2022, 20 students have enrolled for the new batch (9) and Batch 7 has completed the Sikhism module, taught by Dr. H. Bhasin, Head of the Commerce Department.
- In keeping with UNESCO's vision for environmental sustainability and reaching out to the community, two initiatives were introduced this year. On 6 August 2022, The Diploma students and the History Department commemorated Hiroshima Day by planting and distributing Peace Lilies. Over 50 saplings were distributed and a further 20 saplings are being prepared due to high demand.
- The Inter religious group is also partnering with the Gateway School of Mumbai which is an experimental and pioneering school for special education. 3 of our SYBA students will be interning at the Gateway school on a weekly basis.
- To meet the NEP requirement, Dr. S.Thomas suggested that we formulate our own multi-disciplinary course that could include Blended learning. For courses on Leadership and The Constitution Mr. Ernest Fernandes said he could get Resource persons. It was also recommended that Start- ups should be encouraged

Criteria 2: Teaching, Learning and Evaluation

- Ms. S. Dhote suggested ways to prepare for the National Education Policy. She stressed on access, equity and quality. She discussed SWAYAM as a programme initiated by the Government of India designed to achieve the three cardinal principles of Education Policy

viz., access, equity and quality. Ms.S. Dhote stated that the College had already established the SWAYAM local chapter in 2019. The courses hosted on SWAYAM are in 4 quadrants – (1) Video lecture, (2) Prepared reading downloaded/printed material downloaded/printed (3) Self-assessment tests, (4) Online discussion for doubts. She also mentioned *Equitable and Inclusive Education* which reaffirms to bridge the social category gaps as one of the major goals of all education sector development programmes.

- Ms. S. Dhote elaborated on the types and functions of various educational tools to facilitate learning such as Collaborative and Cooperative Learning, Concept and Mind Mapping, Infographic and Activity Tools which were already being incorporated in the teaching methodology by most subjects teachers, English, Maths, Sociology, Commerce, Psychology, Foundation course, Advertising and all the Self Financing Courses.
- Ms. S. Dhote discussed Pedagogy to strive for less rote learning and more on communications, discussions, debate, research, cross and inter-disciplinary thinking. She pointed out that the college could not restructure any syllabus and curriculum, since it is affiliated to the University of Mumbai, which is the governing body for the said purpose. According to the NEP, the Curriculum content will be reoriented and revamped. The mandated contents will focus on key concepts, ideas, applications, and problem solving.
- Ms S. Dhote discussed the various ways in which the classroom teaching and learning was made more interactive in the classroom teaching and learning will strive to be conducted more interactively; questions will be encouraged, and classroom sessions will regularly contain more fun, creative, collaborative, and exploratory activities for students for deeper and more experiential learning.
- Ms. S. Dhote further spoke about a reform of the Examination system suggested by NEP, and added that it was again a prerogative of the University of Mumbai. She mentioned that (i) the existing system of entrance examinations shall be reformed to eliminate the need for undertaking coaching for ‘cracking’ the examination.
(ii) Board exams will encourage holistic development;
 1. Choice of subjects based on interests.
 2. Exam to be made ‘easier’ to test primarily core capacities
 3. Exams to be slated twice a year - one main examination and one for improvement.
- Ms. S Dhote explained the idea of blended learning through the adaptation of the IPSIT Model, An Indian Framework for Blended Learning (BL) to develop skills of the 21 st century. The details of the five phases of the model – Identify, Provide, Scaffold, Identification and Testing were discussed.

- Ms. S. Dhote discussed the new concept of Flexible learning as per the NEP that allows for multiple entry and exit points. She said that Flexible learning is important to choose one's academic pathway leading to the award of certificate, diploma, and degree. She categorically pointed out that the entry and exit points were to be planned, formalized and implemented by the University of Mumbai.
- Dr. S. Thomas pointed out the striking difference between Syllabus and Curriculum. She clarified that though the University is the decision maker for the syllabus, the Curriculum i.e. the process of teaching the syllabus is to be decided by the teacher, incorporating co-curricular activities, adopting different ways of internal assessment etc.
- Ms. S. Dhote presented the innovative teaching methods adopted by the Staff. The list included Dramatization of texts, Extra reading of texts by the same writer, Use of Kahoot Quizzes, Use of Hot Potatoes Quizzes, Screening of Ted Talks and short videos/clippings from films, PPT, Documentaries, Quiz, Group Discussions, Concept based learning, Learning through AV Aids, Case Studies, Assignments, Project based learning, Brainstorming, Collaborative Learning, Spaced Learning, Crossover Learning, Resource Based Learning , Research based learning, Task Based or Activity based Learning, Inquiry Based Learning and Debates.
- Lastly, Ms. S. Dhote discussed the effectiveness of the Profile forms for Mentoring. She mentioned that the Student Profile is effective for mentoring. It provides a base for understanding the background of the student with respect to details such as SES (socio-economic status), educational status, achievement, interests, hobbies, personality and behaviour aspects. This will facilitate rapport building which is crucial for effective implementation of the mentoring programme and also pave the way for successful mentoring.

Criterion 3: Research, Innovation and Extension

- Dr. J. Bhatia informed the Committee that a two days online National Research Seminar was conducted on 22 & 23 August 2022 titled 'Research Publications and Ethics in Social Sciences.' Total 108 participants attended the session from various parts of the country.
- Dr. J. Bhatia demonstrated our readiness for Aavishkar for students and the college. She stated that on 21 August, 2022, received a letter from University to organise 17 th Inter collegiate/Departmental Research Convention: Avishkar for Academic year 2022-2023 on premises (offline) of our College on December 1, 2022 from 8am to 8pm for Zonal level II which includes colleges from Bandra to Dahisar, Sion to Mulund, Sion to Mankhurd. She elaborated on the requirements, as discussed with the Zonal coordinator, for hosting the event.

- Dr. J. Bhatia presented the list of activities done by the Student Research Seminar Committee. She said that there are a total of 35 participants and 13 groups of students approximately slated to participate in a research seminar. A session on ‘How to select Research Problems’ has already been conducted by Dr. S. Lobo to prepare the students. She added that the finalisation of mentors will be done by 6 September. There would be an online Skill Development Programme on basics of “Research Methodology” from 8 September.
- Dr. J. Bhatia addressed the Committee about the UGC: Chetana Series: Research Developments Updates and mentioned that every institution needs to establish Research & Development Cell with the Objective to Strengthen Research ecosystem.
- Dr. J. Bhatia suggested the following ways to prepare for National Education Policy
 - i) To make institutions Research Intensive
 - a. Sessions on Research related topics for Students
 - b. Plan to organize session on research proposal for staff
 - c. Organize National Seminars and cover researchers from various parts of the country.
 - ii) To suggest how research should be multi-disciplinary involving Academia, Government and Business.
Avishkar : To call for participation by teachers & students.
- Dr. J. Bhatia outlined the plan of the Entrepreneurship and Innovation Cell. She presented an elaborate list of proposed activities by Department/Association/Committee for the year (2022-2023) for The Andean Entrepreneurship Cell & The Incubation Cell, SOP, DLLE, and NSS.
- Mr. J. D’Souza and Mr. S. Rodrigues suggested combining startup with Industries. Mr. S. Rodrigues suggested for a space of around 1000 sq ft for an equipment to be sponsored by them for recycling of plastic into useful products which can be undertaken by the Entrepreneurship cell. The usage of the same could be handled by the students .Dr. S.Thomas and Mr. V. Mendonca suggested using the Entrepreneurship cell for building their stalls for college fests.
- Mr. J. D’Souza pointed that that there is a demand for content writers and creators

Criterion 4: Infrastructure and Learning Resources

- Ms. Sarvani suggested ways to prepare for National Education Policy and stated that we need to prepare for Open Distance Learning system. She said that being an affiliated college, we have to adhere to the directions of the University of Mumbai and as and when the UOM directs its affiliated colleges to start running their own ODLs, the college will initiate the process for the same as per the guidelines of the University. In case the college opts for autonomy, the

institute can prepare online content such as E-books, lecture series, online live and offline doubt solving sessions for the Open Distance Learning students based on the designed curriculum. Dr. Sybil Thomas suggested that though the college is affiliated, it can start courses for distance learning after thoroughly finding out the licensing issues of content development.

- Ms. Sarvani enlightened the gathering on the significance of the Academic Bank of Credit (ABC) established on the lines of the National Academic Depository (NAD) and stated that being the owner of academic awards, Academic Institutions must mandatorily register themselves under ABC via NAD. She further elaborated the functions of ABC. She informed that the validity of these academic credits earned by students will be valid up to seven years and students can redeem these credits up to seven years.
- Ms. Sarvani presented the report on the progress of the recommendations made in the last meeting and said that the Computer Labs and ICT tools have been upgraded as per the latest curriculum. Lab T3 is done and Lab T4 will be done by next week. She confirmed that the Internet facility in the staff rooms and classroom in the hospitality building has been enhanced.
- There has been resumption of logbook entry in the computer labs to record student's usage beyond the scheduled lab sessions.
- The implementation of a Standard Operating Procedure for gymkhana and suggested documenting entry / usage of indoor games on the basis of student id-card, log register to keep the record of gymnasium usage, separate timings for boys, girls and staff to use the gymkhana, having a dedicated attendant for regular cleaning and other daily duties in the gymkhana, maintaining a first aid box in the gymkhana - are all in place.
- In terms of Sports facilities - Ground marking / painting for outdoor sports facilities have been done, repair/painting of the spectators' galleries in the basketball court is done and additional equipment for gymnasium has been procured.
- She said that the shoe rack outside the computer labs on the third floor has been well maintained.
- Dustbins - wet / dry are placed on various corners on all floors in the buildings and open areas.
- She confirmed that there is a display of boards and banners with information of various facilities and committees, in noticeable corners.

- She stated that there is display of timing, room numbers / title, etc. wherever required and that the class rooms are numbered. Marking each item of the furniture (chair, table, desk , fan etc.) with unique code wherever required has been done.
- Servicing of water coolers on all floors has also been done.
- She said that the work is in progress pertaining to removal / repair / fixing of small notice boards/display boards in all classrooms wherever necessary.
- Plumbing and other maintenance in toilets on all floors, as well as placing pigeon nets at appropriate locations to prevent pigeons from entering places like staff rooms, classrooms, storage spaces was still pending.
- She said that decision has to be taken at Management level regarding painting of college, renovation of staff rooms, renovation / replacement of desks and benches in the classrooms, fixing white tiles on the wall that has the white board in the classrooms to enhance the projection on the white board, upgradation of drinking water facility in Hospitality Studies building, getting new cupboards or compactor for additional storage in the library, setting of an enclosed chamber for language laboratory inside the library and the facility for display of trophies and other tokens of achievements in noticeable corners

Criterion 5 - Student Support and Progression

- Mr. N. Shukla presented before the committee ways to prepare for National Education Policy. He focused on setting up high quality support centers to provide adequate funds and academic resources for socio-economically disadvantaged groups and said that professional academic and career counseling should be made available to all students to help young students find a sense of purpose and direction.
- Regarding the measures taken to encourage students to appear for Competitive Exams, Mr. N. Shukla said that the Civil Services Cell of college has determined to reach each and every students to sensitize and make them aware about the job opportunities and benefits associated with various competitive exams like Civil Services, IBPS, RRB etc. The college has asked ISHA (Institute of Skill Development, Humanities & Academics) to undertake a Career foundation programme in which the orientation of each class is planned and is being done. The students are asked to give a small Mock Test consisting of past questions from various exams and their marks are made available to students. They are informed about all the Exams which they are eligible for as per their course. The students enrolled for the course would be given training for all the modules of exams and would be encouraged to appear for various exams available.

- Mr. J. D'Souza suggested that Citizen Co –Operative Bank offers to bright students finance for their educational needs. The student will get a payback period after completion of his education. Also there would be no liability on parents for paying back the loan.
- Mr. S. Rodrigues suggested that parents should also be engaged in Counselling, so that all stakeholders are involved in it.
- It was suggested that there should be two different counsellors' namely vocational/career counsellor and therapeutic counsellor and the career counsellor and placement cell should work together for optimal output.
- Mr. S. Rodrigues suggested that we should call upon industrial experts to talk to our students in their domain of expertise. He also suggested that Counseling should start from Junior College level.

Criterion 6: Governance, Leadership and Management

- Dr. S. Lobo suggested ways to prepare for National Education Policy and recommended making our College an Autonomous, Degree Granting Colleges. She highlighted the references to institutional autonomy in the National Education Policy in her presentation.
- Attention was specifically drawn to the following references to autonomy in the NEP. She recommended attracting foreign students as the NEP aims to promote India as a global study destination, high performing Indian universities would be encouraged to set up campuses in other countries while select foreign universities would be permitted to operate in India in accordance with legislative frameworks that would be framed to regulate these developments.
- She suggested creation of an Institutional Plan to accommodate Socio-Economically Disadvantaged Groups and informed the gathering that according to the information provided by Mr. John Fernandes from the college office, 38% of students admitted in the FYBA for the current academic year claimed to have an average income that was less than 2 lakhs (38%) and 41% for FYB.Com students. This data was inferred from the student admission forms. Hence, it was noted that it would be difficult to create an Institutional Plan to accommodate students from socio-economically disadvantaged groups on the basis of this data since it was not possible to entirely trust the validity of the information provided in the admission forms.

Criterion 7: Institutional Values and Best Practices

- Regarding our preparation for NEP, Dr. H. Bhasin highlighted the activities of college which are in sync with the points mentioned in the NEP document. This includes our two best

practices, She mentioned that Publication of ‘The Sacred Times’: Peer reviewed Student Monograph Vol. 2 (ISBN) and 9 th International Conference on “Role of education to foster religious harmony” by the UNESCO and Cardinal Paul Poupard Foundation Chair of Interreligious and Inter-Cultural Dialogue are in line with the NEP goal of encouraging research in Indian culture and putting it to use through our educational system.

- The activities such as Presentation on ‘A Glimpse of Islamic Culture’ elocution competition on “India needs to be more casteless than cashless”, Guest lecture by Dr Sr. Teresa Joseph on “The Role of Education in Fostering Religious Harmony”, 12th International Symposium: Evolving Communities for Greater Solidarity are in sync with Multidisciplinary requirement, ethics and moral values, respect for inclusion, diversity for teachers and faculty as visualized by NEP.
- Diploma Course in interreligious and many other activities like visits to various religious places and celebrating various festivals by UNESCO for example debate competition on “The Indian Education system fosters religious harmony” gives more detailed knowledge of various cultures, religions and develops respect for diversity.
- Similarly, through the second-best practice Social Outreach Programme – students reach out to domestic workers and teach them Financial planning thereby reaching out to families that are socially or economically disadvantaged and through our Adult literacy programmes by reaching out to adults to educate them through online mode.
- Dr. H. Bhasin outlined the plan of the Equal Opportunities Cell for the year 2022–23 . and mentioned that the college has applied for the registration of an Equal Opportunity Cell at the University of Mumbai. Two members of the EOC, Dr. P. Oza and Ms. R. George, attended a three-day residential training program on Inclusive Education organized by MFSDA in Pune in July 2022. She stated that the EOC guest lectures will start in September 2022 and that a national-level seminar on EOC is also planned for January 2023.
- Dr. H. Bhasin presented an exhaustive list of the proposed activities of UNESCO and Cardinal Paul Poupard Foundation Chair for Inter-Religious and Inter-Cultural Dialogue (2022-2023) after which Dr. S. Thomas reflected on how the college should highlight or work on understanding how these best practices impact the life of the students and bring a positive change in them and how one can relate things like inclusivity, social sensitivity to students.

III. Any Other Business.

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