

Minutes of Internal Quality Assurance Cell meeting held on 30 Sept 2023

A meeting of the Internal Quality Assurance Cell was held on Saturday, 30 September, 2023, at 9.30 a.m. in room no. L-10. The following members were present,

1	Dr. Marie B. Fernandes (Principal)	11.	Dr. Sharon Gonsalves (Vice-Principal Self Financing) Head Criteria V
2	Fr. Clarence Fonseca (Managing Trustee)	12	Mr. Jordin Carvalho (Head-Criteria VI)
3	CA Kevin Miranda (IQAC Coordinator)	13	Dr. Sujata Rajpurkar (Librarian, Head- Criteria VII)
4	Dr. Susan Lobo (Vice Principal, Degree College)	14	Mr. Linus D'Souza (College Registrar)
5	Ms. Janine Coelho (IQAC Core committee member)	15	Dr. Sybil Thomas (Academic Expert)
6	Dr. Jyoti Bhatia (IQAC Core committee member)	16	Mr. Sylvester Rodrigues (Industry Expert)
7	Dr. Vatika Sibal (Head- Criteria I)	17	Mr. Ernest Fernandes (Local Area Representative)
8	Ms. Vineetha Nair (Head-Criteria II)	18	Ms. Esther D'Souza (Student Representative, Aided Degree College)
9	Dr. Priya Shahi (Head- Criteria III)	19	Ms. Stacie Mascarenhas (Student Representative, SFC)
10	Mr. Abhishek Sood (Head-Criteria IV)		

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

Leave of absence was granted to Mr. Ritesh Sheth and Mr. Joseph D'Souza.

I. To read and confirm the Minutes of the IQAC meeting held on 22 July, 2023

The minutes were proposed by CA Kevin Miranda and seconded by Mr. Ernest Fernandes.

II. Matters arising from Agenda Item No.1

There were no matters arising from agenda item no I

III. To report on the following

Criteria 1: Curriculum Planning and Implementation

- *To chronicle:*

1. **Co-curricular activities organised in the first term:**

Activities in terms of curriculum enrichment: Dr. Sibal presented the details of co-curricular activities carried out by the English, Commerce, Maths and Stats, Psychology, Sociology, BMS, B.Sc. (HS), Accountancy and History Departments.

2. **Syllabus plan and completion for the first term:** Dr. Sibal confirmed that all Departments had submitted the syllabus plan for the year. Syllabus Completion had yet to be submitted as teaching lectures for Term I are still in progress. Dr. Sibal also requested that syllabus completion forms be emailed to criteria1.2324@gmail.com

3. **Measures taken to go beyond the syllabus:** Reports of these were shared by Dr. Sibal, please see *Annexure 1*. She also informed the IQAC that Mosaic the inter-college fest had been held on 15 and 16 September, 2023. Mr. Ernest Fernandes suggested that the time between lectures/free lectures could be used for such programmes to keep students engaged on campus. Dr. Gonsalves Durham and Dr. Rajpurkar shared some examples of the same from the Library and BMS initiatives.

4. **Feedback from peers and students:** Student feedback from the Student Orientation has been collected and analysed. Some common suggestions included a) more lectures in the computer lab, b) Increase seats for DIT, c) On field exposure and 2-3 day industrial visits and d) avoiding too many projects at the same time. She clarified that Exit Poll feedback will be done when the TY batch of 2022-23 collect their convocation certificates. No formal Staff Peer feedback was conducted in Term I but senior teachers were asked to mentor younger staff and support their professional growth.

5. **Documentation of programmes organised in terms of professional ethics, gender, human values:** Dr. Sibal reported on the ongoing Diploma in Religion and Society, Peace and Dialogue, Value Education and Life Skills programmes. In particular, several sessions have been conducted by the college Counsellor Ms. Lobo on Healthy Relationships. Dr. Revathy conducted a series of talks on the dangers of E-Cigarettes good Lung Health and a session on the

maternal deficiencies causing spina bifida were highlighted by Dr. Sibal and Principal Dr. Fernandes.

Criteria 2: Teaching, Learning and Evaluation

To provide details about:

1. **Programme and course outcomes for 2022-23:** Ms. Nair reported that this had been analysed by the subject teachers and was displayed on the college website.
2. **Workshops, conferences, seminars organised by departments:** Dr. Rajpurkar and Dr. Bhatia reported that the Student Seminar had been conducted. The rest of the Data for Term 1 is yet to be collated.
3. **Examination results for 2022-23:** Ms. Nair explained that Mr. John Fernandes in the office updated criteria 2 that results for 2022-23 were still in process by the University of Mumbai. The result analysis will be completed once results are declared.
4. **Mechanism to ensure regular attendance among students:** Ms Nair and Dr. Sibal confirmed that On Fees has provided students and parents with an App that allows them to track attendance in real time. However, all parents have not/may not be aware that this facility is available. The Attendance Committee had put up 2 defaulter's lists but Dr. Sibal pointed out that the system suffers from a few glitches that prevents the college from taking action. Mr. Sood shared the google spreadsheet method that the BCom (A&F) uses while Mr. Rodrigues and Dr. Thomas reiterated that any glitches need to be ironed out as this technology enabled system was inherent going forward. Once these issues have been resolved by On Fees, warning letters and appropriate action will be taken against attendance defaulters.
5. **Measures taken to reduce failures in examinations:** Ms. Nair shared various strategies mentioned by different departments including remedial lectures, revision of topics, question banks, group doubt solving sessions and class tests. The IQAC was asked to design a record for class tests that can be used by all departments.
6. **Internal examination and test for Degree & SFC:** Details awaited from the Exam Department
7. **Mentoring plan undertaken and the progress to mentor students:** This was submitted by all departments, save BCom (A&F) which is in progress. Ms. Nair shared the most common issues that are raised by students during these mentoring sessions (See Annexure 2)
8. **Usage of online resources by students:** Ms. Nair and Dr. Rajpurkar were delighted to announce that usage of online resources, especially N List has risen considerable between June – August 2023. There were 558 logins in the same

time frame, with 1311 pages viewed. Principal Dr. Fernandes shared her strategy of encouraging the TY English class to use N List for their project work.

Criteria 3: Research, Innovation and Extension

To inform:

1. **Extension activities organised in neighbourhood locality by NSS & DLLE and social issues dealt with:** Dr. Shahi shared the details of the NSS and DLLE activities for the Term 1. CA Miranda and Dr. Gonsalves noted that there were too many (96) NSS activities in Term 1 leading to students being too distracted from studies and missing classes. While CA Miranda stressed that NSS activities should be conducted after lectures. Dr. Thomas suggested that while several activities can be held, the number of activities per student could be capped. Mr. E. Fernandes proposed a scheme for students to visit the elderly but this was discouraged keeping in mind the safety of students and the elderly. Instead the IQAC suggested raising sensitivity towards the elderly and exploring the possibility of a Nana Nani day.
2. **Innovation activities undertaken for ecosystem:** No data was received by Criteria 3
3. **Activities organised by research cell specifically with reference to Aaviskar:** Dr. Shahi reported that the Student Research Seminar had been conducted successfully. Dr. Bhatia and Dr. Rajpurkar shared that 30 presentations were made by students.
4. **Progress of Social Outreach Programme:** Dr. Shahi explained that the Degree College SOP will be conducted with Project Mumbai for this academic year and that registration of all Second Year Degree students and activities had begun. Dr. Gonslaves confirmed that the SFC continue to partner with the Centre for Social Action.
5. **Resource mobilisation for research:** Dr. Shahi confirmed no data was received for this.

Criterion 4-Infrastructure and Learning Resources

1. **To provide details of the status of up-gradation of infrastructure with respect to:** Mr. Sood reported that solar panels had been suggested to the management but the Managing Trustee, Fr. Fonseca confirmed that the management had not approved of it. Mr. Rodrigues urged Fr. Fonseca and the management to reconsider, explaining from his personal experience that the investment will be recovered within a few years as extensive electricity can be saved.
2. **Maintenance of staff washrooms & elevator:** Mr. Sood opined that the 4th floor staff washroom for gents was in a poor condition, forcing the male staff to use the

students' washroom or go down to the 1st floor. Repairs and thorough maintenance of all washrooms was requested by several staff members. It was suggested that additional cleaning staff be deployed to enhance necessary cleaning.

3. **Maintenance of roof:** Fr. Fonseca confirmed that the leakage of the 4th floor roof in the college main building had been temporarily repaired. Further repairs will be carried out after the monsoons.
4. **Maintenance of campus infrastructure and classrooms:** Mr. Sood raised the issue of air conditioning the classrooms, or in its absence at least adding additional fans. Fr. Fonseca agreed to look into adding fans. Ms. Coelho also suggested that more energy saving fans could be procured instead of the conventional ones. Mr. Rodrigues suggested the management get quotations for the same and agreed to share some contacts. Dr. Sibal suggested at least air conditioning the library which is often overcrowded and uncomfortable.
5. **Facilities in Gymkhana:** Data in process of being collected
6. **Library as a learning resource:** Data is the process of being collected.

*Mr. E. Fernandes observed that the St. Andrew's infrastructure was better than many other local colleges. The staff members in the IQAC confirmed this and further stated, that while most of the infrastructure was in fact good, the maintenance had fallen significantly. In fact timely maintenance would prevent further deterioration and higher expenditure at a later date.

* Dr. Thomas observed that infrastructure enhancement was greatly supported by autonomy for colleges. In the absence of autonomy, she suggested that the college considers its structure as a learning resource. E.g. she suggested that creative spaces be demarcated for students to express themselves and thoughtful quotations could enhance blank walls.

*Mr. Sood and Dr. Sibal also urged the management to consider adding High Definition CCTV to all classrooms and blind-spots in the college and enhancing the existing CCTVs to high definition cameras. They explained how vital this is in discipline, harassment and unfair means cases.

*Dr. Lobo observed that Student feedback indicated that students increasingly choose colleges based on faculty and infrastructure and thus the need to upgrade and maintain was not just a cosmetic exercise but necessary for us to compete with modern higher institutions. Principal Dr. Fernandes re-iterated this importance especially as student enrolment was about 200 less than the previous year.

Criterion 5 - Student Support and Progression

To report on the activities planned/completed by

1. **Career Counselling Centre and Placement Cell:** Dr. Gonsalves presented the reports handed in by the Career Counselling Centre and Placement Cell. She mentioned that students accepting placements but not showing up for their jobs was an issue of concern for the college. Dr. Gonsalves, Mr. Rodrigues and Student Representative, Ms. Mascarenhas observed that students tended to favour remuneration packages over experience and thus a little guidance in the form of a Pre-Placement talk by Alumni or corporate members would be useful to explain the need for solid work experience. Dr. Lobo and Student Representative, Ms. D'Souza also shared that some companies do take undue advantage of interns. Thus perhaps student feedback on their internship with companies could be gathered and that could determine the Placement Cell's partnership with them. Ms. Coelho suggested that pay packages and job description should be defined before interviews are held and the IQAC also suggested holding interviews on campus. The idea of a penalty was discussed but rejected as other measures mentioned above will be explored.
2. **Alumni Association:** The Principal suggested an Alumni get together should be planned for term 2 and Dr. Gonsalves, Chairperson of the Alumni Association, was requested to follow up. Principal Dr. Fernandes also confirmed that the Alumni has agreed to help with placement.
3. **Equal Opportunities Cell:** Dr Gonsalves shared their proposed activities.
4. **Women's Development Cell:** No Information was received by the Criteria
5. **Student Council:** Dr. Gonsalves shared the Council's activities for Term 1. Principal Dr. Fernandes also suggested that the council should take up serious matters that impacted the students. Dr. Lobo confirmed that students do refer issues to the council through their representatives. Ms. Coelho suggested that such issues and action taken should be recorded. Student Representative Ms D'Souza confirmed that the senior batches of students are aware of their representatives but newer students may not know them. Dr. Lobo explained that a short biodata of student council members and their contacts will shortly be shared with the students.
6. **MOSAIC 2023:** No information was given to the Criteria.

Criterion 6 - Governance, Leadership and Management

1. **To report on the Orientation Course organised for the FY students and their parents:** The Degree college orientation was conducted on 24 August and SFC was conducted between 1-31 August 2023. No feedback was sought at these orientations as the batches have just enrolled.

2. **To recommend wearing ID cards for teaching & non-teaching staff:** A notice reminding staff about the same will be circulated.
3. **To report on follow-up of group insurance scheme:** Fr. Fonseca confirmed that the management has received 5 quotations and was examining the same before proceeding in the matter.
4. **To report and present the draft Institutional Development Plan (IDP 2023-24 to 2027-28) designed as per NEP2020 and NAAC recommendation:** It was decided to give all Criteria heads and IQAC members time to examine the draft IDP proposed in September 2023 and to hold a separate meeting regarding the same.

Criterion 7 - Institutional Values and Best Practices

1. **To report on the progress of the Social Outreach Programme:** All reports of 2022-23 were handed in. Current status of the same was discussed in Criteria 3.
2. **To report on the activities undertaken by the Entrepreneurship Cell:** Report given, discussed in Criteria 1
3. **To report on the activities and progress of Incubation Cell and Start-Up Cell:** Report given, discussed in Criteria 1
4. **To report on Green initiatives undertaken:** Details regarding the establishment of a Butterfly garden are in progress.

IV Any Other Business

*Dr. Thomas offered her perspective to enhance effectiveness of the IQAC meetings. She suggested that instead of reporting all activities at the IQAC meeting, the IQAC needs to focus on key phrases/ideas in each criteria such as Flexibility, Enrichment, Student Satisfaction Index and explore the effectiveness/feedback that emerges from these. This would provide for a more holistic view, based on the AQAR data and allow for the IQAC to adjust existing programmes, plan ahead and set quality benchmarks. Mr. Rodrigues supported this idea, urging the IQAC to only highlight critical points in Power-point format.

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

Annexure 1

Measures taken to go beyond the syllabus (reported by Dr. Sibal)

The Andean Entrepreneurship and Incubation Cell	<ol style="list-style-type: none"> 1. Clash of the Intellects (A Debate Event), 21st July 2023 2. Food Bazaar, 4th September 2023 3. Guest Lecture on An Entrepreneur's Journey: Business Challenges and Survival during Covid by Mr. Sachin Nair, 23rd August 2023
Value Education TY/SFC	<ol style="list-style-type: none"> 1. GOAL SETTING 20-07-2023 and 27-07-2023 2. Stress Management 07-02-2023 and 08-02-2023
Life Skills	<ol style="list-style-type: none"> 1. Health in our Lungs- Dr. Revathy 18, 19, 21, 22 August 2023 : 2. Habits of Healthy Relationships- Ms. Kimberly Lobo, College Counsellor 11-13 September 2023
Faith on Campus	<ol style="list-style-type: none"> 1. How do we live the Christian way in action. 03-02-2023 2. Discerning God's will and our mind 28-07-2022 3. Sin and Confession 30-09-2022
The Andean PR Team	<ol style="list-style-type: none"> 1. World Chess Day: Watch Party & Chess Tutorial (19th July) 2. Treasure Hunt unveiling the Ruby Jubilee Logo (22nd July) 3. Chess Tournament (24th July) 4. Friendship Day: Appreciation Cards & Tote Bag Painting Activity (5th August) 5. Jive Workshop (14th August) 6. Photography Contest on the theme India and Mumbai Monsoons (15th August) 7. Training Sessions for PR Team members on Content Writing, Photography, etc. (16th August to 12th September) 8. Gratitude Day celebration for Non-Teaching Staff (18th September) 9. Guest Speaker Session on PR as an Edge over Advertising (27th July)
Diploma in Religion and Society, Peace and Dialogue	<ol style="list-style-type: none"> 1. Guided Visit to Jain Mandir, 24 August 2023
Indian Civil service committee	<ol style="list-style-type: none"> 1. Workshop on Civil service orientation on July 6, 2023. 2. Career in Economics with reference to Competitive exams date. July 20, 2023
Research committee	<ol style="list-style-type: none"> 1. Aavishkar 2023 Orientation session Aug 24, 2023 2. Aavishkar 2023 Intra collegiate round Sep 4, 2023.
Mosaic	Intercollegiate Cultural Fest - 15-16 September 2023

Annexure 2

Common Issues discussed by Staff Mentors with Students in Mentoring Sessions (reported by Ms. Nair)

1. Guidance for Swayam and Certified courses
2. Building environment for research and critical thinking
3. Career opportunities post-graduation
4. Emotional Stability
5. Guidance on career, job ethics, approach for interview,
6. Preparing for exams, Study tips for exams, thinking out of box
7. Guidance on solving problems of peer pressure, importance of mental health
8. Time management
- 9.. Coping with anxiety/ nervousness during examinations
10. Encouragement towards managing work and college efficiently
11. Coping with stress due to personal/family issues
12. Short sessions on emotional, spiritual intelligence and stress management through syllabus teaching, applicability
13. Career guidance, Tips to Improve Mental Health, Add on Courses