

# IQAC minutes for Academic year 2017-18

The first meeting of the newly formed Internal Quality Assurance Cell (IQAC) for the term 2017-2019 was held on 13<sup>th</sup> November 2017 at 9.30 a.m. at the college committee room. The officiating Principal, Fr. (Dr.) Jeronimo D'Silva welcomed the members who now comprise of the newly formed IQAC as follows:

1. Fr. (Dr.) Jeronimo D'Silva - Chairperson
2. Dr. Blanche Mascarenhas – Vice Principal
3. Dr. Maria Fonseca – Vice Principal
4. Dr. Ubaldina Noronha – Coordinator(Teaching Faculty)
5. Dr. Carmelita D'Mello(Teaching faculty)
6. Mr. Pradeep Naik (Teaching Faculty)
7. Dr. Vrunda Kelkar (Teaching Faculty)
8. Mrs. Sunita Mesquita (Teaching Faculty)
9. Mrs. Vailarose Fernandes (Teaching Faculty)
10. Mrs. Angela Fernandes (Administrative staff)
11. Mr. Frederick Noronha (External expert)

The following members were present at the meeting:

1. Fr. (Dr.) Jeronimo D'Silva - Chairperson
2. Dr. Blanche Mascarenhas – Vice Principal
3. Dr. Maria Fonseca – Vice Principal
4. Dr. Ubaldina Noronha – Coordinator(Teaching Faculty)
5. Dr. Carmelita D'mello(Teaching faculty)
6. Mr. Pradeep Naik (Teaching Faculty)
7. Mrs. Sunita Mesquita (Teaching Faculty)
8. Mrs. Angela Fernandes (Administrative staff)
9. Mr. Frederick Noronha (External expert)

Mr. Yohann Santos (student representative)

RUSA Funds: The Principal explained budget allocation under phase I of the Rashtriya Uchchar Shiksha Abhiyan (RUSA) fund which had utilized Rs.50 Lakhs (out of proposed 70 lakhs meant for construction) towards the ongoing construction of the new PG Block. Installments of 70 lakhs(renovation of college premises) and 60 lakhs (new equipment) are yet to be received. However, a proposed plan to implement phase II of RUSA scheme has to be prepared by 15<sup>th</sup> November 2017.

A meeting of the new IQAC was particularly convened to discuss RUSA phase II with a focus on Quality of Education, a proposed plan of which has to be submitted by 15<sup>th</sup> November 2017. After Ms. Sunita Mesquita read out the prescribed functions of the IQAC, it was decided to follow the key recommendations made by NAAC for quality enhancement in order to increase NAAC rating from the existing 3.36.

Proposed plan under RUSA phase II:

**Introduction of new courses:** Dr. Ubaldina Noronha suggested starting evening classes for UG and PG courses on the lines of the night college concept run by Don Bosco, Panjim. Mr. Frederick Noronha recommended community college like Loyola College, Chennai. Dr. Blanche Mascarenhas stated

concerns about acquiring affiliation for the same. It was suggested to start non-affiliated courses. The institution could have a College of Music and Performing Arts as part of a long term plan.

**Practical oriented training:** it was observed that this can enhance global competence of students. Departmental internships and linkages through MoUs could be taken up. This medium term programme could bridge the gap between education and industry with students going to organizations or the organizations coming to the institution in mutual benefit.

**Competitive exams / career fair:** Extension service involving cost effective coaching classes to encourage students to appear for competitive exams could be organised. A similar service lies discontinued but if revived, expert faculty would be co-opted. An annual career fair for HSS and college students in the vicinity can be held, the modalities of which could be worked out.

**Field trips for students of BCom and BSc:** As per NAAC recommendation, it was suggested that a field trip every semester for students should be arranged by respective departments. Goa based field trips were recommended for FY and SY while outstation trips for TYs. However, a student is permitted to have only one field visit per year. Due to lack of places to visit and the logistics of coordinating large numbers, the college could start with a field visit being compulsory for TY students. Preferably a 3-7 day time frame could be arranged for conducting these field visits to regulate attendance issues. is also taken care of. Dr. Blanche Mascarenhas suggested that the students could write a report on their field visits which could serve as an ISA mode.

**Employment initiatives:** the need was felt to create awareness among students to enhance their employment chances. Mr. Pradeep Morajkar observed that many are unaware that government posts require a six month government recognized computer basic course. Dr. Carmelita D'Mello recommended the revival of the IGNOU programme whether working or retired, those interested in pursuing higher education could attend weekend or evening courses. Former faculty and students could serve on a part time basis. Age should be no bar.

**Research centre:** the college needs to expand its research activities by encouraging major and minor projects to promote the culture of research. It is observed that though there is an increase in research papers by faculty, there is no healthy culture of sharing research related information. Research and development initiatives could be handled by the Research and Development Cell. It was suggested that project proposals be scrutinized by an expert to safeguard quality of research and application. Ms. Sunita Mesquita enquired if the department of Psychology can guide students desirous of pursuing a PhD programme since it is unavailable at Goa University.

**Job placements:** The Placement Cell will further contact companies to conduct campus recruitment. The alumni, which is a strong source could be approached for the same. Departments of Journalism and Mass Communication students have a high placement rate at local newspapers and news channels.

**Consultancy services:** setting up and advertising for collaborative and consultancy services as well as seek more research funds. Fr. Principal informed that consultancy services are being provided by a few departments like the Aptitude Testing facility for St. Brittos Students by department of Psychology, water testing and blood sampling by the Microbiology department and renting out of equipment to GALF by the Mass Communication department. Departments unable to have consultancy could have interdisciplinary seminars / workshops etc., and seek funding from appropriate agencies. It was observed that emphasis is being given to research over teaching. To reverse this trend the HRD ministry has recommended that

college teachers be assessed on API score based on community service rather than research initiatives. Faculty development programmes could be organized to take care of the same.

The goals of the IQAC to fulfill the recommendations of the NAAC committee require systematic planning. Responsibilities will have to be shared not only by IQAC members but also other stakeholders. Dr. Maria Fonseca added that a detailed course of action will have to be written so that all proceed in the correct direction.

As the student feedback is important to enhance the quality of education, the Principal asked Mr. Yohann Santos, the General Secretary and student representative to share matters concerning students. A) He mentioned about the peeling of ceilings and water leakage in the washrooms of the Science block as well as the placement of fans in the classroom to reduce inconvenience to students. Fr. Principal assured to look into the matter.

B) problem of broken bottles routinely found at parking lot 1. While placement of dustbins may encourage this careless behavior, it was suggested to write a letter to the Comunidade of Assagao to seek permission to place a gate that would prevent uninvited elements from entering parking lot 1. This would also ensure safety of the college students.

c) Students need to be made aware of the Vishaka Guidelines with regard to sexual harassment. Appropriate posters displaying information and education about sexual harassment can be done under the mentoring of Ms. Aliya.....

d) Sanitation of the old canteen is a concern as many students frequent it due to its economical prices. As the matter of that canteen is subjudice nothing can be done at the moment. Added canteen facility will be available in the new PG block. Self Help Groups could be allotted some temporary space during to cater to students.

The administrative staff being a primary interface of the college has an important role in ensuring quality of education. Ms. Angela Fernandes, administration representative requested for computer training for office staff as most were unaware of its full potential. While stating that there is a gap in communication about college activities, it was decided that a separate noticeboard for administrative staff will be installed. Respective counters have to display tasks undertaken, documents required and working hours. Fr. Principal assured that since the administrative office will be renovated these will be taken up on priority.

The meeting ended at 12.45 p.m. with the Coordinator – Secretary thanking all the members for their valuable views and a renewed determination to implement the recommendations for enhanced quality education.

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Dr. Ubaldina Noronha  
Coordinator

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Fr. (Dr.) Jeronimo D'Silva  
Officiating Principal

The second meeting of the Internal Quality Assurance Cell (IQAC) for the term 2017-2019 was held on 22<sup>nd</sup> December 2017 at 9.30 a.m. at the college committee room. Members present at the meeting include:

1. Fr. (Dr.) Jeronimo D'Silva - Chairperson
2. Dr. Blanche Mascarenhas – Vice Principal
3. Dr. Maria Fonseca – Vice Principal
4. Dr. Ubaldina Noronha – Coordinator(Teaching Faculty)
5. Dr. Carmelita D'mello(Teaching faculty)
6. Mr. Pradeep Morajkar (Teaching Faculty)
7. Mrs. Sunita Mesquita (Teaching Faculty)
8. Mrs. Vailarose Fernandes (Teaching Faculty)
9. Dr. Vrunda Kelkar (Teaching Faculty)
10. Mrs. Angela Fernandes (Administrative staff)

The Coordinator, Dr. Ubaldina Noronha welcomed the members present and informed that the main reason behind this meeting was to prepare an action plan and delegate individual duties to meet goals of the previously discussed NAAC recommendations. Members furnished their email ids so that henceforth a soft copy of the minutes could be sent prior to any IQAC meeting to acquaint members with matters discussed at these meetings.

There were eight main recommendations given by the previous visit of NAAC committee that was discussed at the previous meeting. It was decided that the task of implementing these recommendations could be distributed among members to be fulfilled within a specific time frame. Fr Principal informed that all installments of the first RUSA fund have not been fully released while the second installment is yet to be released. It was therefore proper to have a tentative plan and budget for the same.

Under the Community College Initiatives, it was suggested to revive the IGNOU courses so that current students can pursue a correspondence degree consecutively if desired. With no bar on age, interested members of the local community and general public could pursue further studies. Dr. Blanche Mascarenhas agreed to take up this initiative and liaison with the IGNOU regional center located at Porvorim. It was decided that the Principal and Dr. Blanche would visit the Porvorim center and undertake the formalities required to commence courses from the new academic year 2018-19. This initiative would generate job opportunities for additional qualified faculty and administrative staff.

The Crescendo Music School has already been running for a year catering to around 80 students. Currently musical instruments like piano, guitar, violin, keyboard and percussions are taught by qualified instructors. Under the community college programme, the music school could include the training of Indian classical music or dance. It was recommended to contact Ms. Aditi, a lecturer in the Botany department who is interested in conducting the same. It was suggested that the school could provide certificate courses in music. In this regard, Dr. Ubaldina would collaborate with Fr. Ramiro who has been instrumental in getting the school started.

The recommendation for coaching classes for competitive exams as well as vocational skill based short term courses, was assigned to Dr. Carmelita D'Mello. It was suggested a market research of need based skills could be carried out and ISAs could be assigned for this data collection.

The recommendation involving field visits in every semester for students to be co-ordinated by respective departments was given to Ms. Vailarose Fernandes. It was proposed to have a Career Fair inviting experts or reputed institutions in various fields to address students about potential career options and courses available after 12<sup>th</sup> Standard and graduation. Students on campus, college and HSS as well as schools in the vicinity could derive benefits. Ms. Vailarose would also coordinate with Mr. Daryl Gonsalves, incharge of Mentor-Mentee programme to impart the Vishaka guidelines during the mentor-mentee interaction. It was suggested that Ms. Aliya could address the faculty who in turn could educate the students about the same.

Ms. Vailarose shared her concern about having these initiatives evaluated and obtaining feedback. Dr. Ubaldina positively assured her of an appropriate mechanism stating that evaluation and feedback was crucial to the successful working of the IQAC. Ms. Vailarose briefed the members about the status of the college community radio.

The recommendation and implementation of job placements, employment initiatives and department consultancy services was assigned to Ms. Sunita Mesquita. Presently, the Job Placement Cell is handling potential campus recruitment which could be co-opted in the same.

It was suggested to merge cells and clubs to achieve enhanced student performance output. Conveners and co-conveners could be given a two year charge for the same. Ms. Vailarose suggested that more departments should be involved in consultancy services. And those already offering consultancy could widen the reach of their services. It was observed that presently very few departments are actually offering consultancy services

The recommendation of research initiatives was decided to be handled exclusively by Research and Development Cell. The coordinator of the cell would be briefed about the recommendations discussed in the previous IQAC meeting

Dr. Vrunda Kelkar was assigned to work in coordination and collaboration with the Student Council and bring together the teaching and student community to enhance the working environment in the college. Green or Environmental friendly initiatives could be taken up, such as hygiene maintenance, Tree Planting, appropriate disposal of e - waste, education of solar energy and rain water harvesting. Dr. Ubaldina suggested that in the future, the area near the Gymkhana could be developed into an open gym concept which would cater to the teaching, student and local community.

The IQAC requires that the recommendations of the NAAC committee not only be followed but also properly documented. The previous IQAC is required to give a detailed year wise documentation of the previous three year tenure. Dr. Maria Fonseca would be in charge of all documentation of the previous IQAC and of the present IQAC initiatives and activities. She would be aided for administrative work of storing soft copies by Edward and Rosaline. The IQAC has already in place an email; that is, xavierscollege1963@gmail.com to handle correspondence.

Ms. Angela Fernandes, administrative staff was given charge to handle all issues pertaining to office procedures, infrastructure, training and other requirements. She has to communicate to the IQAC, potential areas of improvement. It was decided to begin with putting up boards at appropriate areas in the office indicating office timings, names of office staff, which counters handle specific jobs, and a list of supporting documents required to apply for various certificates.

Mr. Pradeep Morajkar was assigned the financial responsibilities of all the ventures undertaken by IQAC while keeping records of the funds received, utilized and distributed along with bills and other paper evidence.

The meeting ended with the coordinator assuring that the minutes will be emailed to all members. A list of different committees would be drawn up to aid each committee member in the implementation of the NAAC recommendations. The Principal agreed to grant an opportunity to the coordinator to address all staff members about the initiatives to be undertaken by the IQAC to ensure quality at the grass root level.

The third meeting of the Internal Quality Assurance Cell (IQAC) for the term 2017-2019 was held on 19th February 2018 at 2 p.m. at the college committee room. Members present at the meeting include:

1. Fr. (Dr.) Jeronimo D'Silva - Chairperson
2. Dr. Blanche Mascarenhas – Vice Principal
3. Dr. Ubaldina Noronha – Coordinator(Teaching Faculty)
4. Dr. Carmelita D'mello(Teaching faculty)
5. Mr. Pradeep Morajkar (Teaching Faculty)
6. Mrs. Sunita Mesquita (Teaching Faculty)
7. Mrs. Vailarose Fernandes (Teaching Faculty)
8. Mrs. Angela Fernandes (Administrative staff)

The Principal welcomed the members present and informed that the proposal of the college for the funds of RUSA phase II was to be forwarded to the Directorate of Higher Education. The coordinator of the IQAC DrUbaldina Noronha informed that the IQAC also has to acquaint itself with the impending Academic and Administrative Audit, the feedback and action plans received from members of the staff with regard to the NAAC recommendations as well as the briefing to be given to the HoDs about the same.

Ms. Sunita Mesquita requested that if the RUSA phase II proposal was a priority then that should be taken up first. The Principal briefed about the funds that were received by the phase I of RUSA. The college is due to receive the second installment of the phase I funding and the college has to spend those funds as per the proposal that was sent. There could be no deviation from the proposal and so that no alteration can be made now with regard to the usage of the funds.

The proposal to be given as per the schedule of components that was due for the phase II RUSA funds. A copy of the RUSA components were handled out to the members earlier. As per the components, the coordinator informed the members that most of the components were in tune with the NAAC recommendations to be followed by the college and also the feedback received from the faculty members. So it would be advisable to acquaint oneself first with the AAA and the action plans given by the various committees formed by the IQAC.

The coordinator highlighted among the seven criteria of NAAC, only those points under the key indicators that the college required to improvise on and hence might require funding too. Also the key areas that were lacking when the college goes for the academic and administrative audits were highlighted with regard to financial backing.

Additionally, the composition of the AAA team is yet to be decided. The Principal was of the opinion that external faculty and administrative staff could be called.

As the coordinator presented only those highlighted NAAC key indicators and AAA requirements, the members of the IQAC gave in their valuable feedback.

The discussions included were with regard to the following:

1. The nature of cells, clubs and associations would be such that they would be applicable across streams among all students. A few cells and associations would be clubbed together under a new terminology. A few cells may require financial support or funds for training/activities.
2. Department specific associations and cells would now be under the activity of a department.

3. Linkages would be delinked from list of cells and associations.
4. A list of indicative activities such as internships, short vocational courses, soft skills courses was put together to give departments an idea of what to plan for internships, short courses and require some financial budget.
5. Admission processes should be uniform for all streams.
6. Online facility for payment of fees and provision of software for the same.
7. Use of ICT to be increased in all areas of library, office and teaching-learning process.
8. Laboratories to be looked into for safety aspect.
9. Sports facilities to be improved.
10. Possible setting up of a facility for photocopying at a reasonable rate, printing, sale of stationery.
11. Entrepreneurship and internships that could be offered on the campus itself.
12. Library suggestions to be tackled including digitalization of old valuable books of the library.  
Setting up of reading nooks around the campus.
13. E-resources at the library and department levels to be increased.
14. Employing of staff for upkeep of all online websites, procedures of the college on the whole.
15. Administrative staff to be employed and how to tackle the interaction between office-student-faculty.
16. Field trips, study trips and career fair.
17. Adoption of environmentally friendly practices.
18. Relocation, revamping of spaces to be looked into.
19. Appraisal and confidential reports for non teaching staff.
20. Research and development in terms of setting up an incubation/innovation hub with complete support of technology and technical staff.
21. Setting up of first aid room and facility.

The coordinator informed the members that keeping all the requirements and feedback received from the teams that were formed by the IQAC, it appeared that most of the RUSA components would be covered within this. And so the coordinator would prepare a proposal for RUSA phase II that would be circulated and forwarded to the RUSA coordinator who can finalise the proposal to be sent.

In addition, the coordinator informed that members present that there are some initiatives from the feedback given by the teams created by IQAC, that could be taken up and members maybe be assigned to the same in a meeting shortly. The meeting ended at 5 pm.



The fourth meeting of the Internal Quality Assurance Cell (IQAC) for the term 2017-2019 was held on 1<sup>st</sup> March 2018 at 12.55 p.m. at the IQAC room. Members present at the meeting include:

1. Dr. Ubaldina Noronha – Coordinator(Teaching Faculty)
2. Dr. Carmelita D'mello(Teaching faculty)
3. Mr. Pradeep Morajkar (Teaching Faculty)
4. Mrs. Sunita Mesquita (Teaching Faculty)
5. Mrs. Vailarose Fernandes (Teaching Faculty)
6. Dr. Vrunda Kelkar (Teaching Faculty)
7. Dr. Maria Araujo (Teaching Faculty)
8. Mrs. Angela Fernandes (Administrative staff)

The meeting was called to have a few initiatives that the IQAC received through the teams that were formed. The following was discussed:

1. Mrs. Angela Fernandes had suggested for a workshop for the upgradation of office software skills with regard to examination, attendance and admission. This would be taken up before the close of the academic year. Mr. Pradeep Morajkar also suggested that the office could think about office automation which is already being adapted in some colleges in Goa which is very similar to the banking automation. Either a display through video or placards would be set up in the office, indication the different counters, what the counters handle and the documentation required. A notice board for the non teaching staff will also be provided.
2. Mr. Pradeep Morajkar, also indicated that a mock fire drill has to be held at college, because in any emergency, the staff require to be prepared. This exercise could be undertaken during the FEP course, and he could coordinate with the Fire department with regard to the same.
3. Under the community college initiatives, the Crescendo Music School will hold two interactions with Mr. Schubert Cota and Mr. Roque Lazarus, two noted Goan musicians. Dr. Oscar Dmello also has agreed to have an orientation for students towards online courses, in case students would like to engage in an online course during their vacation.
4. Under the Research and Development cell, Dr. Bosco Lawrence will hold a session wherein at least two faculty members who have presented their papers abroad can share their knowledge through the papers they presented. Also the past issues of the Spectrum, will be converted in a digital format, either through scanning or requesting the copy of the spectrum in CoralDraw from Lobo publishers.
5. Dr. Carmelita Dmello under the Career Development Initiatives, will have a C. V. writing workshop for TY students. It was decided to start for this year, with a batch of 25 students, across streams. Since the charges are Rs.300/- per student, it was decided that the student and the college will share the cost at 50%.
6. Dr. Vrunda Kelkar will look into testing the quality of water, for drinking purpose, at all the possible drinking water facilities in the campus. The Microbiology team can be given the task on a payable basis. Also perhaps the Microbiology department can advertise their facility to test water through a consultancy initiative. The water testing would be done periodically at regular intervals of a month. A tentative date was set between 5-7<sup>th</sup> of each month. The college campus is still being littered with garbage inspite of provisions of dustbins. There were opinions that the placement of dustbins need to be looked into.

Ultimately however, there is need to impress to the students their civic duty towards cleanliness. One suggestion was to perhaps use CCTV footage to check on the manner in which students are throwing garbage in certain areas and then to find them. This could be tried out to deter students from throwing garbage around.

7. Dr. Keshav, the Librarian, will conduct a session on Referencing Tools for teachers. In addition, two reading nooks would be created at the Lobby and outside the Principal's office on a pilot basis, to encourage the reading habit amongst students and others on campus.

8. Mrs. Sunita Mesquita will prepare a brochure through the Placement Cell, that will work as an interface between the potential employers/companies that are looking to recruit young graduates.

9. Kathleen Pinto through her team of IQAC initiatives for faculty enrichment, will look into getting a 100% evaluation by students of teachers for this academic year. In addition, two members of her team, Joel and Benedict will make a format for self-appraisal for non-teaching staff. A parent evaluation of the college is also required. Dr. Maria informed that she has already a format for the same with her and she would give the same to Kathleen to be implemented with improvisations if required. Since the exercise of parent evaluation of the college has never been done before, there is a need to see how best it can be done, either at the admissions to the SY and TY, or in addition having a facility for online filling. Students could also be given forms to be filled by their parents and handed back when collecting of hall tickets.

In addition, the following issues were also brought up:

1. Suggestion of having a white board replacement in classes. However, the Principal has indicated this may not be feasible for all classrooms. One suggestion was to have at least a portable whiteboard on each floor for those having dust allergies.

2. The RUSA phase II proposal will continue to be handled by the RUSA coordinator who is also an IQAC member, Dr. Maria Fonseca.

3. The Academic and Administrative Audit will be handled by the Principal, the Administrator, and they will be aided by Dr. Blanche Mascarenhas and Ubaldina Noronha.

4. Mrs. Vailarose Fernandes along with Ubaldina Noronha will look into the revamping of cells and the HoD presentation, along with Dr. Maria Fonseca.

5. After the HoD meeting, with due time given, Mr. Pradeep will collect the schedule for courses and activities and hand it over to the Handbook committee for inclusion in the Handbook as an Academic calendar.

6. Principal informed that the fund of Rs. 3 lakhs for IQAC received from NAAC has been exhausted. However, Dr. Maria will check with Rosaline, the account keeper.

7. The Principal was requested to clear the IQAC room for the exclusive use of IQAC related matters and storage of data.

The fifth meeting of the Internal Quality Assurance Cell (IQAC) for the term 2017-2019 was held on 26<sup>st</sup> April 2018 at 12 noon at the committee room. Members present at the meeting include:

1. Fr. Jeronimo Dsilva - Principal
2. Dr. Ubaldina Noronha – Coordinator(Teaching Faculty)
3. Dr. Carmelita D'mello(Teaching faculty)
4. Mr. Pradeep Morajkar (Teaching Faculty)
5. Mrs. Vailarose Fernandes (Teaching Faculty)
6. Dr. Maria Araujo (Teaching Faculty)

The meeting was called to have a review of the initiatives and decisions that the IQAC had undertaken and also to plan for the self-appraisals that were due to be filled by staff members. The following was discussed:

1. A core committee of the IQAC members will be formed to review the API scoring of faculty staff. The members will be Ubaldina Noronha, Carmelita Dmello and Pradeep Morajkar. Members will attend the workshop being conducted and held by the IQAC team of D. M.s College at Assagao on 2<sup>nd</sup> May 2018. The team will in turn introduce the API scoring to the rest of the faculty members at the college on 5<sup>th</sup> May at noon. A notice about the same will be put up by 2<sup>nd</sup> May 2018. It was also decided post the presentation on 5<sup>th</sup> May if any faculty member required to correct their API scores they would be free to do so as the actual review by the core IQAC committee will be only once college reopens in June 2018.
2. The college required a one point system to collect information and documentation. Staff members are often confused as to which email they require to send information to. If only one point entry of information is implemented then it would also be to collect information whenever required. Also there would be no duplication of efforts each time the information is requested for. Therefore there is an urgent need to appoint a systems administrator for handling all this information and other online services of the college, in terms of website, emails, sms alerts, soft copies of newsletters etc.
3. As attendance will require proper documentation henceforth, it was suggested that Edwin introduces a column that summarises all lectures taken by respective teachers at the end of each month. In addition, attendance for project lectures also require to be included. Vailarose will follow up on this with Edwin so that the necessary changes are implemented in the coming year.
4. The IQAC for the even semester conducted under its aegis a talk by Mrs. Alia Aga on prevention of sexual harassment at the workplace, a session on CV writing for final year students, a session on use of fire extinguishers, the FEP. Besides a request to the librarian, Dr Dhuri to have a session on e referencing. In addition, the IQAC had brief session for the staff on API, RUSA, NAAC as well as a revamp of cells and clubs.
5. Dr. Carmelita Dmello offered to put together a parent feedback form for this academic which will be filled in by parents when they accompany their wards for their results. For next academic year, this appraisal by parents towards the college can be handled by the PTA. Dr. Carmelita will follow up for the same with Vilma Fernandes from the Electronics department who is the teacher associated with PTA.
6. Since next academic year will bring the NAAC accreditation, Dr. Bosco Lawrence will brief on how he plans to have the AQAR for this period, when college reopens.
7. The planned activities of the departments and cells and clubs have to be included in the academic calendar for the coming academic year 2018-19. Pradeep Morajkar and Sunita Mesquita will be in charge of selecting what will be activities open generally to all students and put just those in the handbook. It was also suggested to have a planner type of page for the handbook henceforth. A sample of school calendars can be shown to Mrs. Pamela Fernandes who is in charge of the handbook this coming year.
8. For the coming academic year, the IQAC has suggested that a fee of Rs.50/- be collected at admission time for those seeking admission to FY and SY. This fee will be used for cells and clubs

activities. Therefore the convenors will not have to collect any further registration fee and any student will be free to join any cell and club activity. Any cash in hand with convenors will have to be handed to Rosaline along with a statement for accounts for which a receipt will be issued in turn to them. Pradeep Morajkar suggested that a mechanism will require to be done in order to distribute the money towards cells and clubs activities.

9. The IQAC has also suggested that Rs.100/- be collected from final year students at the time of admission towards registered them into the Alumni/ae Association.

10. Fr. Principal informed that the post of the superintendent for the college office is approved by the DHE.

11. The cupboard, laptop and documents still have to be handed over to the present IQAC team from the previous IQAC coordinator. Dr. Maria Fonseca and Principal will be in charge of the receipt of the same. Dr. Maria will also be to be in touch with Dr. Bosco Lawrence of NAAC to keep documentation ready for the AQAR.

In addition, all the suggestions received in the suggestion box was read out with regard to their feasibility:

1. It was suggested that Daryl Gonsalves conduct a small orientation for teachers toward knowing their role in the mentor-mentee programme for the coming academic year.

2. Kathleen Gonsalves has indicated that practical teachers do not get feedback about their interaction with students. And some teachers do not get evaluated at all as they teach only practical batches. This requires to be looked into for coming year.

3. Students answering viva for projects at the final year require their attendance to be taken as it is a university exam.

4. Patenting of the college anthem may not be feasible as the AdvShaliniMenzes advised that the college is not really used in the public domain at all. And hence it will not really require patenting.

5. The Podium at the Ark has the Higher Secondary emblem on it. It would be nice if the college also has a podium to be kept at the Ark itself with the college emblem on it.

The meeting ended with the IQAC coordinator thanking all the IQAC members for their cooperation and support in bringing about changes for quality enhancement in academics.