

ANNUAL ACTION TAKEN REPORT OF THE IQAC FOR ACADEMIC YEAR 2017-18.

The IQAC was reconstituted in November 2017 as the term of the previous IQAC was over. The IQAC for the term of two years, November 2017-October 2019, consisted of the following members:

1. Fr. (Dr.) Jeronimo D'Silva – Chairperson of IQAC & Officiating Principal
2. Dr. Blanche Mascarenhas – Vice Principal
3. Dr. Maria Fonseca – Vice Principal
4. Dr. Ubaldina Noronha – Coordinator of IQAC 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)
12. Mr. Yohann Santos (Student representative)

The IQAC met 6 times in the course of the year and the following issues were discussed and taken up for implementation.

1. IQAC meeting held on 13th November 2017.

Sr. No.	Decision made	Action taken
1.	To acquaint members to the functioning of the IQAC and forthcoming NAAC assessment in 2018-19	The Peer Team Report of the previous assessment was again reviewed to check for recommendations that were yet to be implemented and accordingly a tentative plan to introduce concretely these recommendations were listed out.
2.	To have a system in place to collect and document data and have a one point system wherein data has to be submitted only once.	Hiring of a media and information assistant with a common email for all information and a timely checklist for data collection.
3.	The broken bottles at the student parking.	Principal, the Chairperson of the IQAC informed Mapusa Police about the hazard of broken bottles at the student parking. The police in turn, increased patrolling during the off campus hours.

2. IQAC meeting held on 22nd December 2017.

Sr. No.	Decision made	Action taken
1.	Introduction of new courses under community college initiatives.	IGNOU was approached to start at college a PG course in Psychology, which would be

		open to students and members of the local community. The process and permission is almost complete and the PG programme will be started next academic year 2019-2020.
2.	Students to be made aware of sexual harassment at workplace/institution.	A session for all teachers was conducted by Ms. Aliya Aga on the topic of sexual harassment at the workplace, and the teachers in turn conducted the session for all college students through the mentor-mentee programme.
3.	To make faculty aware of the requirements as per NAAC recommendations. Staff suggestion at the session of placing a suggestion box to ensure constant feedback from all stakeholders.	One session for the entire staff was held to brief them about the upcoming NAAC Assessment and the changes in the assessment procedure from that of the previous cycle. A Suggestion Box was placed at the office wherein anyone could have access to drop in their suggestions. In addition, the IQAC coordinator would regulate the action taken on the suggestions received.
4.	To merge cells, clubs and associations for the forthcoming year so that the functioning of the same can be revitalized to address, educate and promote current knowledge.	A complete revamp of the cells, clubs and associations were done with also an introduction of new entities for college students was introduced in the forthcoming year 2018-19 and the schedule activities of the same were listed in the college handbook.
5.	RUSA funds	A brainstorming session was held among the staff to highlight where quality initiatives could be taken up in general and additionally keeping in mind also the possible funding of the same along the RUSA guidelines.

3. IQAC meeting held on 19th February 2018.

Sr. No.	Decision made	Action taken
1.	To increase activities in a planned manner, so that field trips, internships, placements etc., can be scheduled for.	One session for HoDs to brief them about planning for each semester and including the same schedule in the college handbook henceforth.
2.	Proposal for RUSA II	A proposal as per the RUSA criteria was framed and forwarded to the DHE for further consideration and action.
3.	A quicker admission process for Arts stream in particular keeping in mind that the options for subjects is maximum for the Arts and hence admission procedure was time	A provisional online admission which was then finalized according to merit was done which cut down admission time for all students seeking admission to the semester

	consuming. Online payment of fees.	I. A facility to pay admission of fees online was introduced and well received by the parents of wards seeking admission.
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4. IQAC meeting held on 1st March 2019.

Sr. No.	Decision made	Action taken
1.	To have a safety exercise with regard to fire hazard.	A session by the Fire and Emergency services for the staff was held on the demonstration of the use of fire extinguishers that are placed at various places in the college premises.
2.	C. V. writing workshop for final year students as an initiative of the IQAC.	A C. V. writing workshop cum interview facing skills required was conducted for interested students.
3.	A E-referencing session for teachers as an initiative of the IQAC.	A session was held by the college Librarian Dr. Dhuri for teachers on E-referencing.
4.	Teacher appraisal by students	The team for IQAC initiatives coordinated an online evaluation of teaching faculty.
5.	Parent feedback of college The feedback of parent with regard to improvement of washroom facility was taken up by the college.	The parent feedback was collected at the end of the academic year. The data was compiled and summarized by the PTA convenor and given to the Principal. All washrooms in the science block were renovated under the RUSA fund. The washrooms in the library block and common rooms were already renovated.
6.	Academic and administrative audit	Though an audit was planned by the college itself, the DHE informed that they would undertake the responsibility of AAA and they had a tentative schedule for colleges as such. Since the college was not intimidated for AAA by the DHE till September 2018, the Principal has taken the initiative to write to the DHE to take the college on priority basis pending the NAAC assessment.

5. IQAC meeting held on 26th April 2018.

Sr. No.	Decision made	Action taken
1.	Guiding teaching faculty with regard to API under the PBAS for CAS.	A session for teaching faculty was held with regard to API and written brief was given to facilitate the calculation of their API scores.

2.	To streamline attendance records.	Mr. Edwin Dsouza from the Computer Science department who has created and manages the information system of the college, has made a facility to a consolidated monthly attendance record of teachers that includes attendance for project work at final year as well that is now being documented online.
3.	Appointment of NAAC coordinator	Dr. Bosco Lawrence of the Physics department was appointed as NAAC coordinator for the forthcoming assessment.
4.	Adequate funding for activities of cells, clubs and associations so that that is an improvement in the quality of activities undertaken.	All students were charged a nominal Rs.50/- towards a fund for cells, clubs and associations, wherein they could participate in any cell, club, association, in any activity as per their choice for the academic year 2018-19.
5.	Increasing the strength of Alumni Association members.	Final year students will be enrolled as members of the Alumni Association on passing out and a nominal fee of Rs.100/- will be charged towards registration while the students are still at college from the academic year 2018-19 onwards.
6.	Review of suggestions received in the suggestion box.	Suggestions that could be implemented were taken up for discussion.

6. IQAC meeting held on 8th June 2018

Sr. No.	Decision made	Action taken
1.	To have a mechanism to distribute the funds generated towards the activities of cells, clubs and associations.	A requisition form will be generated for convenors of various cells, clubs and associations to avail of the funds for their activities.
2.	Alumni Association	The Alumni Association has not yet been registered. This was assigned to Mr. Pradeep Morajkar, of the IQAC and also convenor of the Alumni Association for 2018-2020. As of October 2018, the registration process was also completed.
3.	Student achievement profile	Ms. Sunita Mesquita, IQAC member and convenor of the Placement Cell prepared a basic profile page for the handbook wherein students can record their achievements right from semester I. This will help to prepare a student profile for college database for employment which would be voluntary for students who are interested in providing

		their details.
4.	Tree plantation drive	In an effort to enhance the green cover of the campus while also marking the campus boundary, Dr. VrundaKerkarvolunteered to have a tree plantation drive which was carried out with the support of the NSS and Go Green initiative cell.

In addition, members of the IQAC attended workshops in various institutions. The following are the details of the same:

1. Dr. Ubaldina Noronha and Ms. SunitaMesquita participated, National Seminar sponsored by NAAC on Quality Education through Academic and Administrative Audit, IQAC of SridoraCaculo College of Commerce and Management Studies, Khorlim, Mapusa, January 2018.
2. Principal Dr. JeronimoDSilva ,Dr. Ubaldina Noronha, Dr. Maria Fonseca, Dr. Bosco Lawrence-NAAC coordinator and Mr. ParamanandMandrekar- AISHE coordinator attended a Workshop, 'Quality Enhancement in Higher Education', organized by Goa Univeristy in collaboration with DHE, March 2018.
3. Dr. Blanche Mascarenhas and Mr. PradeepMorajkar attended a national seminar on 'Quality Enhancement and Assurance in Higher Education Institutions in the context of the revised NAAC Assessment and Accreditation Framework', held at MES College, Vasco, April 2018.
4. Dr. Ubaldina Noronha, Dr. Carmelita Dmello, Dr. Maria Fonseca participated in State Level Workshop conducted by the IQAC of D. M. College of Commerce, Arts and Science, Assagao 'Calculation and Documentation of API score for Promotion under CAS', May 2018.

The IQAC also organisedand participated in Faculty Enrichment Programme, held at Collegeentitled 'Ensuring Excellence in Higher Education through Intellectual Property Rights and Performance Based Appraisal System', April 2018.

One session on Health and Nutrition was also attended by the non-teaching staff.

With an eventful academic year 2017-18 and an enthusiastic IQAC team, the institution looks forward to the coming academic year and the challenges to be faced specially keeping in mind the NAAC assessment and accreditation.

Dr. Ubaldina Noronha
Coordinator - IQAC