

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled to be held on 26st April 2018 at 12 noon at the committee room. Members are requested to be present for the same.

AGENDA:

1. API scoring for teaching faculty, under the PBAS for CAS.
2. A one point system to collect information and documentation and appointment of a information cum media assistant for the college and college website.
3. Forthcoming NAAC accreditation by NAAC coordinator, Dr. Bosco Lawrence.
4. Schedule of activities to be put into the handbook of the college.
5. AOB.

Dr. Fr. JeronimoDSilva
Officiating Principal & Chairperson of IQAC

MINUTES

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

1. Fr. JeronimoDsilva - Principal
2. Dr. Ubaldina Noronha – Coordinator(Teaching Faculty)
3. Dr. Carmelita D'mello(Teaching faculty)
4. Mr. PradeepMorajkar (Teaching Faculty)
5. Mrs. VailaroseFernandes (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:

6. 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 PradeepMorajkar. Members will attend the workshop being conducted and held by the IQAC team of D. M.s College at Assagao on 2nd May 2018. The team will in turn introduce the API scoring to the rest of the faculty members at the college on 5th May at noon. A notice about the same will be put up by 2nd May 2018. It was also decided post the presentation on 5th 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.
7. 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.
8. 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.
9. 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, DrDhuri 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.
10. Dr. Carmelita Dmellooffered 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.

11. 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.
12. 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.
13. 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.
14. 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.
15. Fr. Principal informed that the post of the superintendent for the college office is approved by the DHE.
16. 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 Adv Shalini Menzes 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 corporation and support in bringing about changes for quality enhancement in academics.

Dr. Ubaldina Noronha

Coordinator

Fr. (Dr.) JeronimoD'Silva

Officiating Principal