

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on 19th February 2018 at 2 p.m. at the college committee room. Members are requested to be present.

AGENDA:

1. RUSA funds
2. Action plans given by the teaching faculty.
3. To list in details scope for improvement.
4. Academic and administrative audit.

Dr. Fr. JeronimoDSilva

Officiating Principal & Chairperson (IQAC)

MINUTES

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 Dr Ubaldina 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 nonteaching 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 5p.m.

Dr. Ubaldina Noronha

Coordinator

Fr. (Dr.) JeronimoD'Silva

Officiating Principal