

## NOTICE

The first meeting of the newly formed Internal Quality Assurance Cell (IQAC) for the term 2017-2019 will held on 13<sup>th</sup> November 2017 at 9.30 a.m. at the college committee room. The newly formed IQAC as follows:

1. Fr. (Dr.) JeronimoD'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. PradeepMorajkar (Teaching Faculty)
7. Dr. VrundaKelkar (Teaching Faculty)
8. Mrs. SunitaMesquita (Teaching Faculty)
9. Mrs. VailaroseFernandes (Teaching Faculty)
10. Mrs. Angela Fernandes (Administrative staff)
11. Mr. Frederick Noronha (External expert)
12. Mr. Yohann Santos (student representative)

### AGENDA FOR THE MEETING:

1. Introduction of IQAC functions to the members
2. RUSA Funds
3. Review of NAAC peer team report and feasibility of implementation.
4. AOB

Dr. Fr. JeronimoDSilva

Officiating Principal & Chairperson of IQAC

## MINUTES

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.) JeronimoD'Silva welcomed the members who now comprise of the newly formed IQAC as follows:

1. Fr. (Dr.) JeronimoD'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. PradeepMorajkar (Teaching Faculty)
7. Dr. VrundaKelkar (Teaching Faculty)
8. Mrs. SunitaMesquita (Teaching Faculty)
9. Mrs. VailaroseFernandes (Teaching Faculty)
10. Mrs. Angela Fernandes (Administrative staff)
11. Mr. Frederick Noronha (External expert)
12. Mr. Yohann Santos (student representative)

The following members were present at the meeting:

1. Fr. (Dr.) JeronimoD'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. PradeepMorajkar (Teaching Faculty)
7. Mrs. SunitaMesquita (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 RashtriyaUchchatarShikshaAbhiyan (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. SunitaMesquita 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 points indicating aA+ Grade.

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 a 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 as well as 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 Aga.

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 sub-judice 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.) JeronimoD'Silva

Officiating Principal