

MINUTES

A meeting of the IQAC was held on 9th July 2019 at the Committee room, at 9.30am. However, due to lack of quorum the meeting commenced at 10 a.m. Twelve IQAC members were present. (The attendance sheet is hereby attached).

The Ex Officiating Principal and Ex Chairperson of the IQAC, Dr. Fr. Jeronimo D'Silva began the meeting with a small prayer. The agenda for the first IQAC meeting for the academic year 2019-20 was the following:

1. The Chairperson of the IQAC.
2. NAAC Peer Team visit.
3. AQAR 2018-19.
4. College Ranking in NIRF/India Today/The Week.
5. IQAC activities for the year:
 - i. Mini series
 - ii. Green audit
 - iii. Academic and administrative audit
 - iv. Certificate/Diploma courses
 - v. Funding of the college bus
6. Goa University Statute for IQAC
7. AOB.

1. The coordinator of the IQAC Ubaldina Noronha, welcomed the newly appointed Principal of the College, Dr. Blanche Mascarenhas in her capacity of the new Chairperson of the IQAC and also thanked Dr. Fr. Jeronimo for his wholehearted support as the Chairperson of the IQAC. Dr. Fr. Jeronimo thanked in turn, members of the IQAC and requested all to continue working with the same enthusiasm under the new Chairperson.

2. The Peer Team visit of the NAAC to the college is scheduled on 15th and 16th July 2019. In the course of their visit, they would interact with the IQAC team as per the tentative schedule. This interaction is to happen on 15th July 2019 at the post lunch session. The exact timing will be informed later as the Peer Team confirms their agreement to the suggested alterations in the schedule. The interaction would be roughly 30 minutes either in the IQAC room or conference hall. Members were requested to initiate conversations and be active in the participation at the interaction. Ms. Sunita Mesquita suggested that the IQAC coordinator Ms. Pamela, at the previous Peer Team visit be contacted to enquire what was the content at the interaction to get an idea in what direction the

interaction may go.

3. The AQAR 2018-19 is to be prepared. The link to upload the same will open on the NAAC website after the Peer Team visit is over. In the event of the upcoming NAAC visit, members were requested to keep the data for the AQAR 2018-19 ready by end of July. The Chairperson Dr. Blanche was requested to hold the Local Managing Committee (LMC) meeting in the first week of August 2019 accordingly as the AQAR required to be presented before the LMC before submission to NAAC. The data for the AQAR is also important for application for College ranking. Just as a reminder, the following members were assigned to the data collection of the AQAR:

Criteria 1: Vailarose and Pradeep

Criteria 2: Carmelita and Ubaldina

Criteria 3: Harshala and Arina

Criteria 4: Parmanand and Keshav

Criteria 5: Caji, Sunita and Joslyn

Criteria 6: Brian and Vrunda

Criteria 7: Fr. Zeferino, Fr. Jeronimo and Dr. Blanche.

As Harshala and Arina were not present, the coordinator will inform them of their support to collect data for criteria 3. Dr. Blanche enquired if Mr. Brian would take up his post as Lecturer at his new college shortly and if he would be around for the data collection. Brian is awaiting a letter from DHE to the Principal to relieve him from the present post to join his new posting. In that case, someone may be required to take his assigned duty.

4. It is in the interest of the college to apply for the ranking system undertaken by the following agencies:

i) NIRF, by the MHRD for which applications are given in September for the previous academic year and the results are declared in April of the following year.

ii) India Today, by MDRA for which applications are given in November/December for the previous academic year and the results are declared in May of the following year.

iii) The Week, by HANSA for which applications are given in November/December and the results are declared in June of the following year.

For applications to the ranking system, one has to refer to the website of the respected agency.

The application for NIRF was already assigned to Dr. Bosco Lawrence, who is the NAAC coordinator for the 4th Cycle. The Principal Dr. Blanche will assign accordingly two committees to the India Today and The Week rankings application, preferably once the Vice Principals are announced as they can be

assigned the same.

The College has got the following results for the India Today ranking declared in June 2019:

Commerce – rank 67

Science – rank 70

BBA – rank 91

Arts – rank 105.

5. A few of activities/initiatives of the IQAC for the academic year 2019-2020 can be the following:

i) Miniseries for faculty: the focus of the miniseries could be on themes such as national integration, environmental issues, Gender sensitivity, need/procedure for Placements.

ii) Green audit: there is a Goan agency based in Ponda that has sent information with regard to the green audits they undertake even as a project with the students. The institution has never undertaken a Green audit before. It would be a recommended exercise for the current academic year which can go into the AQAR 2019-2020. The email will be forwarded to the official college address and to the email given by the Administrator to the IQAC coordinator.

iii) Academic and Administrative Audit: The DHE has a format for AAA which institutions can fill in and sent to the DHE for the same. The college had received the format last academic year. However, no follow up was done on that. The coordinator will again email the format to the official college address and to the email given by the Administrator to the IQAC coordinator.

iv) For acceptance of an institution conducting a Certificate course, the Syllabus has to be approved by the Board of Studies and the length of course should be of 30 hours. Last academic year, the IQAC tried to start a Center for learning Foreign Languages keeping in mind that students on the campus maybe interested in learning the same. The French teacher Ms. Crystal had approached the Department of French at the Goa University. Similarly, a certificate course in Portuguese was also planned. The Principal advised to consult the Administrator before proceeding. She also informed that the Rotary Club had approached the institution with an offer for German language.

v) The college bus is a facility that could be useful to students for daily trips, sports meets, extra curricular activities as well as field trips. The IQAC had looked into the option of crowd funding and according an Indian based platform at Bangalore was selected. However, the project itself required someone to follow up. The Alumni Association convenor Mr. Pradeep who is also an IQAC member was requested to look into the feasibility of taking it up as an Alumni initiative. The Principal enquired whether such a bus facility is required in the first place and also

was concerned about the commission to be paid to the crowd funding platform. Mr. Pradeep informed that such an initiative was taken up earlier during the time of Principal Newman. However the response was very poor from Alumni settled abroad and the project itself did not take off. Dr. Blanche enquired if there is another way, such as a Government scheme that could help the institution to procure a college bus. She was also of the opinion that such decisions should also involve the larger teaching community and she would put it up at the staff meeting the next day.

6. Goa University has amended its Statute SA-20 (C) vide notification no.2/562/2018-Legal/Amend-Stat/Vol.IX/543) and it has come into effect from May 2019. A copy of the same will be uploaded to the IQAC tab on the college website. Members are requested to go through the same from the website. The composition and functions of the IQAC are clearly stated in the same. The present IQAC has the correct composition. It can however improve its quality initiatives by enhancing its functions with regard to a few parameters. The API format for PBAS can be in soft copy form. Clear Benchmarks need to be clearly defined for the institution. While feedback from alumni, parents and students are being collected, there is no feedback from faculty yet.

4. AOB:

i. Dr. Blanche requested that the IQAC be proactive in helping teachers in their promotions by making the system of filling their PBAS forms more accessible to them. No teacher should be denied their promotions. Dr. Ubaldina informed that the workload of the teacher has to follow guidelines, as such all teaching lectures have to be equally distributed first among full time faculty and the rest of workload is to be balanced with practicals and/or projects. Further teaching lectures cannot be less than 50% of total workload as far as possible.

ii. Dr. Vrunda Kelkar informed that she is a part of an NGO called Jansheeshan that teaches skills for entrepreneurship. The registration fee is very nominal at Rs.100/-. The NGO is keen to have a tie up with the college. She has been requested to get in touch with the Hub for Innovation, Incubation and Entrepreneurship.

The meeting ended with the Chairperson of the IQAC, the Principal, thanking one and all while also requesting for members to help out the convenors for the new committees formed and the term of this present IQAC is till November 2019.