

## MINUTES

A meeting of the IQAC was held on 29th March 2019 at the IQAC room, at 12.15 p.m. Fourteen IQAC members were present. (The attendance sheet is hereby attached).

The Chairperson of the IQAC, Principal Fr Jeronimo D'Silva began by a small prayer and pointed out to the three point agenda which was:

1. SSR report.
2. FEP
3. Feedback of the academic year 2018-19.

1. The coordinator of the IQAC Ubaldina Noronha, informed the members that the DVV process by third party for the data submitted during the SSR was completed. In this regard, there were queries sent to be answered, clarified or modified by the college. The DVV process also informed of the quantity figures they agreed to. We could adhere to their figures or explain and back up our evidence to suit the figures given by the college. Accordingly, an answer to the queries were submitted on 20th March 2019. There was also a notification on the NAAC website with regard to data being hosted on college website and not on google drive. The college has sent a query with regard to this and is awaiting a reply for the same. In the meantime alternatives to host if required on college website is also being considered.

2. The FEP theme for this year was the 'Role of technology in Education'. The core committee for this year as it was very technical consisted of Parmanand Mandrekar, Brian and Worrel. This was in addition to the committees formed to ensure the smooth functioning of the FEP. The focus would be on video tutorials and Bloom's Taxonomy. Brian and Worrel explained how the set up for the FEP would be done in groups and arrangements for a laptop to be made by the group. Parmanand added that with video tutorials one could also look forward to uploading the same on certain reputable educational platforms. Fr Jerome also informed that the DHE is looking to set up smart classrooms in all colleges where such exercises would be helpful.

3. Feedback of the academic year 2018-19:

i. Ms. Ubaldina suggested that perhaps the outstation study trips could be held in a block of three years. This was because of the feedback informally received from smaller departments that would find it inconvenient to have outstations trips every year. The Principal informed that certain self financed courses have to compulsorily incorporate study trips. Those departments who find lack of faculty

support for such trips can combine with other departments having similar interests as such trips are beneficial for the student.

ii. It would be nice for the college to host a National/International seminar/conference/workshop. This could also be done with the sister concerns of the DSE colleges or with those colleges with which MoUs have been signed. Dr. Blanche added that the DHE is willing to sponsor or partner with colleges in such ventures. A proper proposal has to be done and sent to them well in advance. Fr. Zeferino suggested that certain guidelines should be formulated with regard to Purpose/outcome of an event, expenditure, and decorations in particular for conductance of such academic activity.

iii. Ms. Sunita placed her concerns with regard to the Placement cell and the practical difficulties faced when dealing with students and staff across departments and courses with regard to coordination. She enquired if someone could be appointed full time for the Placement cell or if someone from the administrative side could be put in charge of handling enquiries coming in to the college from different companies with regard to recruitment drives, internships and training. Often, she receives calls at inconvenient times on her personal contact number. It would be better that such calls, emails are routed through someone officially to the college and then forwarded to the Placement cell.

#### 4. AOB:

i. Ms. Sunita enquired if there was a facility for spare laptops for use by faculty members and other invited guests/speakers as and when the need arises. The Principal said Derrick has to be informed and an arrangement can be made as the college does have laptops for such purposes.

ii. Dr. Vrunda reminded that the plantation drive undertaken earlier in the academic year will bear fruit only if the upcoming trees are adequately watered specially during these summer months. Principal assured her to look into drip irrigation for the same purpose.

iii. Mr. Parmanand informed that as the college is looking towards digitalisation and having a database that should be accessible to the management and Principal, it would be advisable for the college to invest in procuring such software. While the software maybe expensive to buy initially it would be helpful in the long run.

iv. Dr. Dhuri proposed the Library through its Bookclub initiate from this year a Best Readers award for a student boy and girl. In fact through the software that the

library uses he had already identified two such students who happened to be from Semester 6. There was a debate with regard to how the selection of such students should be. It was decided that the prize for Best Reader be initiated for this academic year and the students could receive their prize at the Farewell function due to be held on 5th April 2019.

v. Mr. Worrel enquired about the status of the IT policy drafted and forwarded by him to the IQAC. The Principal replied that it was being looked into and required a few modifications.

vi. Mr. Silverio, who was invited to attend the IQAC meeting, informed that various queries are being received during the college web portal. Often these enquire about admissions to various courses. Sometimes information is not readily available. There was a suggestion that perhaps the website could include a FAQ tab with regard to such queries. Fr. Zeferino added that any such queries should be attended to as it also sends a message about the reputation of the college being responsive, responsible and concerned to its online visitors.

vii. It was also decided that due to the volume of activities and lack of venues besides disruptions, it would be suggested to the faculty to restrict the number of activities or combine similar events so that there is no repeat of similar events.

The meeting ended with the Chairperson of the IQAC, the Principal, thanking one and all for their contribution through their role in IQAC and thus uploading the quality of education at the college.