

## MINUTES

The 8th meeting of the Internal Quality Assurance Cell (IQAC) for the term 2017-2019 was held on 16<sup>th</sup> October 2018 at 11.45 am at the committee room. Members present at the meeting include:

1. Fr. Jeronimo Dsilva - Principal
2. Dr. Ubaldina Noronha – Coordinator (Teaching Faculty)
3. Dr. Carmelita D’mello(Teaching faculty)
4. Mr. Pradeep Morajkar (Teaching Faculty)
5. Dr. Blanche Mascarenhas (Teaching Faculty)
6. Dr. Maria Araujo (Teaching Faculty)
7. Dr. Vrunda Kerkar (Teaching Faculty)
8. Mrs. Sunita Mesquita (Teaching Faculty)
9. Mrs. Vailarose Fernandes (Teaching Faculty)
10. Mr. Linson Thomas (PTA representative)
11. Mr. Johnson Alvarez (Alumni Association representative)

The administrator of the college, Rev. Fr. Zeferino Dsouza was also present at the meeting.

The meeting was held with a one point agenda:

**To familiarize members of the IQAC with the Guidelines for the creation of the IQAC and submission of the AQAR by Accredited Institutions, revised as per Revised Accreditation Framework in November, 2017.**

The coordinator of the IQAC, Ms. Ubaldina has previously emailed the soft copy of the above mentioned guidelines to all the members. The following points were noted down as per the discussion that followed:

1. The composition of the present IQAC which was constituted in November 2017 for a term of two years. However, since it was already formed just prior to the publication of the new guidelines in December 2017, the new guidelines were not incorporated. It was resolved at the meeting to include new members to fit the recommended composition of the IQAC as per NAAC guidelines.

RESOLUTION: it was hereby resolved by the committee of the IQAC that new members would be incorporated in the existing IQAC as per the NAAC guidelines. And as such the following representations in the functioning of the college would become members:

- i. PTA representative
- ii. Alumni Association representative
- iii. NSS coordinator
- iv. NCC coordinator
- v. AISHE coordinator
- vi. Sports director
- vii. Examination convener

- viii. ICT incharge for teaching faculty
- ix. ICT incharge for administrative staff
- x. Head Clerk
- xi. Management representative
- xii. Research and development convener
- xiii. Student representative
- xiv. Librarian
- xv. Cultural coordinator
- xvi. NAAC coordinator
- xvii. Linkage/MoUs coordinator
- xviii. Coordinator for IQAC initiatives in college

2. The digital version of the prospectus and handbook for the current year requires to be uploaded to the college website. The Principal informed that Ms. Claudette can be contacted for the prospectus and Ms. Pamela for the handbook for this academic year 2018-19.
3. The Principal will formally write a letter to the Directorate of Higher Education to have the Academic and Administrative Audit done for the college prior to the NAAC accreditation.
4. The AQAR had never been placed before the Governing Body of the Diocesan Society for Education for a review. The administrator Fr. Zeferino informed that the Governing Board of the DSE meet every alternate month beginning with January. It was decided to place the AQAR 2017-18 before the DSE in November 2018, and AQAR 2018-19 in January 2019 respectively.
5. The institution needs to plan some of its programmes according to the criteria set and required by the NAAC for the programme to be validated for inclusion in the seven criteria outlined by NAAC. Accordingly, the cultural coordinator of the college, along with the coordinators/convener of the NSS, NCC, MoUs (to be made), Community college initiatives, career guidance cell, PTA, Alumni Association will be intimidated about the same.
6. There have been no development/training programmes carried out for the administrative/support staff. The same will have to be conducted during this academic year. A soft skills programme and/or a basic computer training course could be carried out for them. The team for IQAC initiative in the college will be informed about the same.
7. There has to be an increased participation from the administrative staff and Students Council body for quality enhancement initiatives.
8. The coordinator of the IQAC expressed her concerns about information not being immediately available with the office staff and that the AQAR 2017-18 was delayed for information not be passed to the IQAC on time.
9. Fr. Zeferino expressed that decisions made at the IQAC meeting require an implementation mechanism and this is where there was a lack of procedure. Ms. Ubaldina informed that a checklist for the academic information for the teaching staff was ready and henceforth hopefully there would be timely collection of information if teaching staff cooperate. However, some mechanism has to be put in place for administrative information. The Principal suggested that the head clerk of the college, Mr. Thomas Alvares could be made the person in charge for administrative information.

10. Ms. Ubaldina suggested that the college could arrange to hold a programme or two keeping in mind persons who are physically challenged and have no opportunity to participate in events organized elsewhere. The sports fraternity of the college could perhaps organize a one day sporting event as Goa does have a high performing team for special Olympics. The format of the summer courses could also be designed to include a few certificate courses that are already being done at college but to include members of the local community including persons having physical disabilities. The summer courses could be coordinated by the cell of Community College initiatives. Dr. Blanche the convener of the community college initiative agreed promptly to take up the same.
11. There was some ambiguity in the guidelines with regard to some terminology in the NAAC proposed criteria for accreditation. Ms. Vailarose suggested that Mr. Rohan who worked at St. Josephs Autonomous Institute in Mangalore be contacted to give some input as that institute has been graded with a score of 3.6 at the latest accreditation. Principal suggested meeting Principal Patil of Vidhya Probhodini College as the institute had just been visited by NAAC. Mr. Pradeep suggested that keeping in view that the institute received a low score of 2.73, it may not be helpful to the college. Finally the Principal decided he could arrange for a meeting wherein a representative of the IQAC could meet Principal Radhika of Dempo College as she has been part of the Peer team visit of NAAC to clear any pending doubts with regard to the criteria.
12. The representative of the PTA, Mr. Thomas was requested to inform the PTA that the college requires atleast 3 PTA initiatives as per the NAAC criteria to be taken up by the association. He informed that he would certainly pass that information at the meeting of the PTA core committee.
13. Mr. Johnson representing the Alumni Association was also requested that the Alumni continue to support the college through their activities, including funding raising initiatives.
14. The coordinator reminded that a checklist was prepared as per the requirements of the teacher appraisal for PBAS, AQAR of NAAC, and Teacher evaluation of the college. The checklist would be sent to all Faculties by email. And henceforth, data and documentation of the academic activities would be collected in soft copy in a systematic manner. The checklist also had a time schedule by which information was to be submitted. Members of the IQAC were requested to go through the same and submit any suggestions and/or corrections by the evening of 16<sup>th</sup> October 2018.

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Dr. Ubaldina Noronha

Coordinator

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Fr. (Dr.) Jeronimo D'Silva

Officiating Principal