

Action Taken Report

Internal Quality Assurance Cell of the College holds the meeting at the beginning of the academic year and in subsequent months and chalks out the various plans taking in to consideration the needs of the students and all stakeholders.

Principal and IQAC convener holds the meeting and the plan is discussed with Heads of the departments, Criteria conveners and various committee in-charge to conduct activities to achieve the targets.

IQAC had 6 meetings in the academic year 2017-18.

Activities Planned	Action Taken
To document the Systems and Procedures followed in academics and Administration of the institution.	Systems and procedures followed in academics and administration of the College were documented.
Online Feedback system planning was done.	Online feedback system was introduced for obtaining student feedback.
Introduction of partial ERP system is planned.	Customised software (Spectra) was introduced for recording faculty achievements.
To Start Post graduate program M.Sc. Analytical Chemistry (self-financing) affiliated to Goa University.	The necessary No Objection Certificate from Directorate of Higher Education and permission for an intake of 20 students has been obtained from Goa University. The necessary infrastructure, recruitment of staff and logistics for starting the course is also planned. Collaboration is sought with Goa Pharmaceutical Manufacturer's Association for on job training, scholarships and placement.
To appoint an external Advisors committee of experts to guide the Green Campus committee of the college.	An external advisors committee of experts to guide the Green Campus committee of the College was appointed.
To discuss Revised guidelines and find the ways for improvements.	Revised guidelines of NAAC Criteria were discussed and suggestions made by the erstwhile NAAC peer teams were revisited to plug in the inefficiencies if any.
To take up an initiative to help deserving students to meet the expenses towards fees.	'Dnyan Daan' an initiative by the faculty members of the institution was initiated under which eligible Students, who are not able to get any other scholarship are supported financially to meet the expenses towards fees.

The API Scrutiny committee of the college to scrutinize the files at the earliest and submit them to the office.	API files of six faculty members were scrutinized and forwarded for promotion.
A Two day workshop on Flipped Learning was planned to encourage blended learning by more use of ICT.	A Two day workshop on flipped learning for the faculty members was organized on 6 th and 7 th November 2017 and as a result of it by the end of academic year 15 faculty members used the techniques of flipped learning in their teaching.
To emphasize on certain areas like alumni participation.	151 Alumni enrolled and 14 activities involving alumni are conducted.
Maintenance of existing College Infrastructure to be taken up.	<ol style="list-style-type: none"> 1. Structural audit of the institution's building was done. 2. Retrofitting of the main and Annex building was done. 3. Painting of the college and Electrical wiring work done. 4. Jio WiFi was provided to the students and the staff of the institution.
To encourage faculty members to attend Seminars, workshops and conferences and present papers at national and international level and publish research articles in order to develop research culture.	<p>43 Faculty members attended National(52) /International(07)/ state(45)/ local(22) seminars and conferences. 21 faculty members presented research papers at various International(12)/ National(20) and state(03) conferences/ seminars.</p> <p>Similarly 17 research articles are published in peer reviewed journals by the faculty members, 5 members published chapters in books , 2 individual books were published and 12 Articles were published in Newspapers/ Magazines.</p>
To develop the additional skills in the student by providing them the opportunity to learn through short term value added courses. Minimum of 15 value added courses are planned.	Various departments conducted 20 value added courses and 247 number of students attended them.
To inculcate values and create social awareness among students	<ol style="list-style-type: none"> 1. Under the aegis of Swatcha Bharat Abhiyan Students were roped in to various activities through NSS , NCC and students council 13 cleaning drives and other swatch bharat activities were organised. 2. A seminar on Social Etiquettes and Communication for Students Council members was organized on 4th September 2017. 3. Students Visited orphan age, Old age home along with faculty members.
To develop social responsibility among students by planning variety of social initiatives and outreach programmes	As a part of our social responsibility the college organized 22 extension activities

through the students and faculty members participation.

involving students and faculty members were conducted by the institution.