

## Internal Quality Assurance Cell

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**Meeting No. : 01/2015-16**  
**Date : 16<sup>th</sup> June 2015**  
**Venue : Principal Chamber**  
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### Minutes of the Meeting

A meeting of IQAC members of the college was held in Principal's chamber.

Following teachers attended the meeting

1. Dr. Zinia Da Silva
2. Dr. Wendy Manual
3. Dr. Swati Pawar
4. Mr. Sandeep Burye
5. Dr. Shilpa Samant

Principal stressed the importance of IQAC presentation during the PEER team visit in September 2015. She further requested the committee to monitor the presentations and preparations for PEER team visit

She further requested the committee to plan following activities.

- Extension services such as visit to orphanages and other institutions should be taken on regular basis.
- College has prepared to undergo Green Audit. A committee will be formed to prepare for the green audit.
- Stressed the need to have environmental friendly campus.
- Steps to be taken to make the campus environmentally friendly.
- Reduce the use of paper
- Prepare the list plants of college campus.
- API committee to finalize the scrutiny of API submitted by teachers for career advancement.

The minutes of this meeting were read and confirmed.

Dr.K.G.Hiremath  
Coordinator  
IQAC

Dr. Yasmin Modassir  
Chairperson  
IQAC

## Internal Quality Assurance Cell

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**Meeting No.** : 02/2015-16  
**Date** : 6<sup>th</sup> August 2015  
**Venue** : UGC Network Center

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### Minutes of the Meeting Following Members Attended the Meeting Held on 6<sup>th</sup> August 2015

**Chairperson:** Dr. Yasmin Modassir

**Coordinator:** Mr. K.G. Hiremath

**Teacher members of College**

1. Dr. Zinia Da Silva
2. Dr. Wendy Manual
3. Dr. Swati Pawar
4. Mr. Sandeep Burye
5. Dr. Shilpa Samant

**Administrative staff of the college**

1. Mrs. Rachana Pai - Accountant
2. Mr. N.V. Chandelkar - Head Clerk
3. Mrs. Neeta Shetye - Technical Staff

**Students of the college**

1. T.Y.B.Sc. - Ms. Shannon D'Souza

**Members from outside the college**

1. Dr. Anil Chatterji - Emeritus Scientist
2. Dr. Mihir Chaudhary - Medical Practitioner
3. Dr. Damodar Bhonsule - Management Representative

Principal at the outset thanked the external members for their valuable contribution to college through IQAC. She said the IQAC is apex body which directs and monitors the quality of the college. She thanked Dr. Mihir Chaudhary for his regular visit to health center of the college. Suggestion by experts that the visits to old age homes and Hamara School, school for differently-abled has to be on regular basis. This process has already started. She informed that college has published a journal named 'Vasant Rao Dempo Education and Research Journal of Arts, Science & Humanities'

The members were informed about the visit of NAAC PEER team in September for validation of Self Study Report submitted by the college. Principal briefed the committee about the progress made by the college since last accreditation.

- The number of research projects has increased by 3 times since last NAAC peer team cycle.
- Teachers and students have attended a large number of seminars/ conferences..

- Total grants received from various agencies stands at 1 crore and seven lakhs.
- College has received funds from UGC / management to present papers abroad
- Improved/enhanced infrastructure within limitations
- Personality Enhancement Programs are in tune with National mission Plan.  
Enthusiastic response has been received from students.
- Requested external members of IQAC to join peer team for dinner on 3<sup>th</sup> September 2015.

Dr. Hiremath made IQAC presentation and several alternations and suggestions were made by Dr.Chatterjee and others present. Dr. Hiremath was requested to incorporate necessary changes.

Dr.Hiremath thanked members for their guidance and cooperation.

The meeting ended with thanks to the chair.

Dr.K.G.Hiremath  
Coordinator  
IQAC

Dr. Yasmin Modasssir  
Chairperson  
IQAC

## Internal Quality Assurance Cell

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Meeting No. : 03/2015-16  
Date : 7<sup>th</sup> October, 2015  
Venue : Seminar Hall

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### Minutes of the Meeting

### Minutes of Interactive Session Conducted by IQAC on 7<sup>th</sup> October 2015 At 11.15 A.M. in Seminar Hall

An interactive session was arranged by IQAC with all teaching staff on 7<sup>th</sup> October 2015 to seek suggestions to further enhance quality of the college in view of NAAC PEER team visit and evolve the methods to implement the recommendations by PEER team.

IQAC co-coordinator Mr.K.G.Hiremath initiating the interaction informed the staff members the suggestions given by NAAC peer team members regarding functioning of the IQAC cell.

#### ***The Student's feedback form should include student's expectations.***

Mr. Hiremath requested all the teachers involved in collecting feedback forms to include students/ parents expectations. As per suggestion by PEER team the frequency of getting feedback should be increased.

Ms. Annie Rajan informed that feedback can be made online.

#### ***Measures taken by the college to promote research by staff members by doing research projects***

Research Cell convener Dr.SwatiPawar said that research cell provides formats of the proposals and necessary guidance to write the research projects to various funding agencies. Dr.UdaiNaik said that college has to take initiative to motivate the staff members to write research proposals

#### ***External members should be called to conduct Academic audit***

External members to be invited to conduct academic audit and should have questionnaire for academic audit. Mr. Hiremath requested ISO convener and its members to note the same and do the needful.

#### ***Quality Radar should be developed by IQAC cell to monitor the functioning of the departments & various committees.***

IQAC has to make efforts to get the contents of Quality Radar from the colleges which have Quality Radar.

#### ***Skill inventory should be there***

Skill inventory has to be prepared to enhance compatibility. IQAC has to work out on this aspect.

#### ***Visibility of Research output has to be there***

Mr.Hiremathrequested teachers to determine H-index which will be the indicator of the visibility of the research.

#### ***100% result is not enough***

All the departments were requested to maintain the records about the number of toppers, number of distinctions and progression of students from F.Y. to T.Y.

#### ***Generate resources from alumni***

Mr. Hiremath requested the convener of Alumni association to take note of the same

#### ***Allocation of budget by the Management***

Mr. Hiremath said the there is fund given by the management for the research.

Dr.VrindaBorker said that the quantum has to be increased.

#### ***All committees have maintained very good records but lack intervention.***

Intervention refers to care provided or professional help given to improve the functioning.

Mr. Hiremath said that IQAC will interact with committee members to work out the interventions. Mr.Hiremath said that we should ask the students what they expect from the committee.

Mr. Hiremath felt that each department can prepare Annual Quality Assurance Report (AQAR) in the format for each year with all the copies of documents. Soft copies of the format can be collected from him.

Mr.Hiremath requested all HoDs to submit the plan for the next semester. Format for the same was distributed to HoDs.

Dr Manoj Ibrampurkar suggested that all the committees should be dissolved and new committees should be formed for next five years.

Mr.A.G. Agshikar said that while forming the committees Goa University's rules, ordinances and statutes should be followed. He further said that there are some statutory committees where a person can be appointed for a maximum period of three years.

PEER suggested improvement of communication skills of non-teaching staff. Mr. Hiremath requested Ms.Clarinda Dias to take some measures to improve communication skills of non-teaching staff.

Ms Annie Rajan said that feedbacks are taken from T.Y.B.Sc. Hence, she could not take feedback from students. In such cases the teachers may take feedback from the class engaged by them. In case the student number is less at T.Y.Mr.Godse suggested that feedback can be taken from other classes. It was decided to take feedback for each term and report separately. Many staff members asked queries related to taking attendance in the class. IQAC will suggest uniform system of recording attendance.

Since, College Management System is introduced, Mr..Godse suggested that each classroom should have a computer so that attendance can be recorded directly on the computer. He also further suggested that by using R.I.F attendance can be recorded directly.

Dr.VrindaBorker requested the staff members to attend a workshop on Hydroponics on Friday 9<sup>th</sup> October 2015 at 11 a.m.

Mr.Hiremath thanked the members for their cooperation given to him last two years.

Mr. K.G.Hiremath  
Coordinator  
IQAC