

Minutes of the IQAC Meetings Internal Quality Assurance Cell

Meeting No. : 01/2016-17
Date : 2nd September 2016
Venue : College Visitors Room

The IQAC meeting was held on 02/09/2016 at 11.00 a.m. in the College premises.

Dr. VrindaBorker welcomed the new committee of IQAC.

The following suggestions were provided by the IQAC committee.

- That attendance was regularly displayed with signatures, letters of those students with less than 75% attendance were sent to respective parents, IQAC was to direct PTA committee to conduct a meeting of Parents Teachers Association.
- Orientation on mentoring for new joined faculty to be organized.
- Based on the needs a workshop may be planned or conducted for faculty for enhancing Teaching and learning and improving / enhancing research culture in the College.
- Committee also suggested that new members are to be co-opted in the IQAC mainly from the student's community, Alumni, industrialist and NGO.
- Dr. K.G. Hiremath suggested that a copy of the statutes should be filed in IQAC record file.

The IQAC committee also made the following suggestions.

- To ask for plan of committees and plan of departments.
- Research cell has to give a copy of report to IQAC.
- A separate email ID to be formulated by the IQAC, co-ordinator.
- The co-ordinator of IQAC distributed the following responsibilities to its members.
 - Dr. Swati Pawar to maintain documents and reports of Seminars, Conferences, workshops, attended and paper presentation and papers published.
 - Dr. ManojIbrampurkar to collect and record reports of Departments and committees.
 - Dr. Roshida Rodrigues and Dr. Shilpa Samant to draft minutes and notice.
 - Dr. Hiremath and Dr. Wendy Manuel to organize workshops and trainings for faculty members.
- The IQAC committee collectively decided to organize a one day workshop on IQAC for teachers in the month of October in collaboration with Staff Guild of the College.
- It was also decided that NAAC Peer team report to be procured from the Principal for further plan of action.

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- It was decided to encourage students in class interactions.

The meeting ended with thanks to the Chair.

Dr. Shilpa Samant
Coordinator
IQAC

Dr. VrindaBorker
Chairperson
IQAC

IQAC

Internal Quality Assurance Cell

Meeting No : - 02/2016-2017
Date : - 20th December 2016
Venue : - Botany Lab.
Time : -12.00 p.m.

A meeting of IQAC members of the college was held in the Botany Lab of the College premises.

A Review of planned activities of the IQAC of the college was done to improvise its working.

<u>Sr. No.</u>	<u>Planned</u>	<u>Outcome</u>
1.	Display of students attendance regularly to identify the students with attendance below 75% and inform the parents accordingly.	IQAC committee informed all the H.O.D's of the Departments and attendance was displayed regularly and the end of every month. Students signature were also procured.
2.	Orientation on mentoring for new joined faculty to be organized.	Orientation was conducted for mentorship program on 17/08/2016 in Room No. 208.
3.	A workshop is planned for faculty for enhancing Teaching and learning and improving / enhancing research culture in the College.	Workshop will be conducted in January.
4.	New members to be co-opted in the IQAC mainly from the student's community, Alumni, industrialist and NGO.	Members are co-opted as per the discussions earlier and verbal consents are taken from the members. Formal letters will be sent from College.
5.	A copy of the statutes to be filed in IQAC record file.	Statutes copy of Goa University is procured.
6.	To ask for plan of committees and plan of departments	Departments plan are submitted by the H.O.D's. Committees are requested to submit the Report.
7.	Research cell has to give a copy of report to IQAC.	Research cell has been intimated.
8.	IQAC / AQAR report to be submitted in soft and hard copy form to the committee.	It will be done in the month of January.
9.	Teachers assessment by the students to be made paper less.	I, III and V Semester end TAQ's were done by the students on the laptops of the respective Departments.

- It is decided that a general meeting of IQAC with all its co-opted members will be held in January 2017. Soft copy of blank format of AQAR Report will be sent to all

the H.O.D's and will be requested to go through it in order to prepare the Report for 2016-2017 to be submitted to the IQAC committee in April 2017.

- Letters received by the Principal with regard to the Seminars / conferences were shown to the members of IQAC committee requesting them to participate in the same.

Dr. Shilpa Samant
Coordinator
IQAC

Dr. VrindaBorker
Chairperson
IQAC

IQAC

Minutes of the IQAC
Internal Quality Assurance Cell

Meeting No : - 03/2016-2017
Date : -22nd April 2017
Venue : -UGC Network Centre / IQAC Room
Time : - 12.00 noon.

A meeting of IQAC members of the college was held in the UGC Network Centre / IQAC Room of the College premises.

Following members attended the meeting:-

1. Dr. VrindaBorker (Principal)
2. Dr. Shilpa Samant (Convener)
3. Dr. K. G. Hiremath
4. Dr. Wendy Manuel
5. Dr. Swati Pawar
6. Dr. Roshida Rodrigues
7. Dr. ManojIbrampurkar

Administrative staff of the college :-

8. Mrs. RachanaPai (Accountant)
9. Mr. N. V. Chandelkar (Head Clerk)
10. Ms. JyotiDongare (Technical Staff)

Members from the society :-

1. Mr. Eurico Noronha (Industry)
2. Mr. ArunNaik (Alumni)
3. Mr. Auroliano De Oliveira (N.G.O.)
4. Ms. MaitryeeSawant- S.Y. B.A.
4. Ms. Amrita Naik S.Y. B.Sc.

Principal Dr. VrindaBorker welcomed the members of the committee.

She gave brief description of working of Internal Quality Assurance Cell and informed that things are to be planned this year to get better outcome of the institution in the next year.

She also informed that there are 17 departments and 14 Value Added Course in the College.

Principal emphasized on certain courses that are conducted in the College and also provided information on other activities conducted in college round the year for instance Hobby Course, Personality enhanced programme in which students take part in Quiz, debate, orphanage, screening of movies are shown to students, Research Journal, Teachers assessment, feedback by parents, Extension services where in students from Peace heaven, Mother Theresa, Hamara School come to our college and sell their handmade article.

Emphasis was also laid on certain other things and activities were planned as under:

Sangat:- Planning to have conference with MBBS Doctors who are working on project in UK but are from India and will be conducting this course in month of May 2017.

Spoken tutorial for students and for this they will be issued certificate from IIT.

Certificate for ISO, Green Audit and Green Campus (Water wastage, light, sharing vehicles).

Course for administrative staff to draft and formatting of letter.

Course for teachers :- After exams there will be course for teachers regarding how to write project paper for students and could generate 9 papers and after getting reviewed from two people this 9 papers will be published.

Dr. Manoj Imbrampurkar suggested that English subject should be made compulsory to Science stream students also.

Ms. Amrita Naik informed that students score good marks in theory marks but still do not possess presentation skills, which needs to be developed.

Mr. Arun Naik suggested that certain courses can be introduced in college to improve writing skills of the students.

Mr. Eurico Noronha suggested that field trips and industrial trips should be encouraged in college to give better exposure to student community.

Dr. Shilpa Samant
Coordinator
IQAC

Dr. Vrinda Borker
Chairperson
IQAC