Dempo Charities Trust
Dhempe College of Arts & Science
Miramar, Panaji-Goa.

Minutes of the IQAC Meetings
Internal Quality Assurance Cell

Meeting No. : 01/2017-18
Date : 31st July, 2017
Venue : AV room

The first meeting of IQAC members of the college was held on 31st July, 2017 at 10 am in which IQAC committee was reconstituted. The activities of the IQAC were discussed during this meeting.

The following decisions were taken in the meeting:

- To emphasize on certain areas like alumni participation, extension services and research.
- Training to be provided to the staff members in order to enable them to maintain proper documentation.
- Need to have an external Advisors committee of experts to guide the Green Campus committeeof the college.
- Parents' feedback and suggestions were also discussed during the meeting for taking actions.
- The API Scrutiny committee of the college to scrutinize the files at the earliest and submit them to the office.

The meeting ended with thanks to the Chair.

Dr.ShilpaSamant
 Coordinator
 IQAC

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Meeting No. : 02/2017-18
Date : 4[th]September, 2017
Venue : AV room

The 2nd meeting of IQAC members of the college was held on 4th September at 10 am in the A.V. Room of the College premises. The following matter was taken up for discussion.

- A comparative statement with regard to performance of the College in various aspects from 2015 to 2017 was evaluated.
- Revised guidelines of NAAC criteria were discussed compared to earlier criteria and suggestions made by the NAAC peer teams were revisited to plug in the inefficiencies if any.
- A Two day workshop on Flipped Learning was planned to encourage blended learning by more use of ICT.
- Need to improve the quality of college administration was stressed.
- Introduction of post-graduation course in the college was discussed.
- Introduction of ERP system that can link admissions, examinations and accounts of the college was planned.
  The meeting ended with thanks to the Chair.

Dr. ShilpaSamant
Coordinator
IQAC

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Meeting No. : 03/2017-18
Date   : 28th October, 2017
Venue   : AV room

The 3rd meeting of IQAC members of the college was held in the A.V. Room of the College premises on 28th October, 2017 at 11am.

- Institutional reviews and implementation of teaching learning reforms were discussed.
- Quality initiatives taken by IQAC and initiative to be undertaken in future were discussed.
- Members also discussed about establishing systems and procedures for maintaining and utilizing physical, academic and support facilities like departments, laboratories, library, sports facilities, etc. and formally document it.
- It was also decided that the system and procedure for library and sports department will be developed and maintained with all the required documentation and systematized procedures.
- IQAC members scrutinized the existing feedback forms for teachers' assessment by students comparing it to the format provided by the NAAC and required changes were incorporated taking suggestions from student representatives.
  The meeting ended with thanks to the Chair.

Dr. ShilpaSamant
Coordinator
IQAC

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Meeting No. **: 04/2017-18**
Date **: 30th January, 2018**
Venue **: AV room**

The 4th meeting of IQAC members of the college was held in the A.V. Room in the College premises on 30th January, 2018 at 11.15 am.

- The coordinator of IQAC had attended a National seminar on NAAC accreditation process and changes made in the process. The inputs from the seminar were shared with the IQAC team members.
- Online Feedback systemplanning was done.
- Stress was laid on preparation of Action Taken Report on various feedbacks.
  The meeting ended with thanks to the Chair.

Dr. ShilpaSamant
    Coordinator
      IQAC

Internal Quality Assurance Cell

Meeting No. : 05/2017-18
Date   : 6th February, 2018
Venue   : AV room
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The 5th meeting of IQAC members of the college was held in the A.V. Room on 6th February, 2018 at 11.15 am in the College premises.

The following points were discussed in the meeting:-

- Each Criteria Head / Convener should devise an action plan based on recommendations made by peer team in their respective criterion.

- Procedure Manuals should be prepared and maintained by the Library and for the purpose of attendance.

- Office Administrative Staff should maintain proper systems and procedures.

- Additional Topics covered beyond Syllabus should also be recorded.

- Maintenance of existing College Infrastructure will be taken up.

- Staff members should give recommendations regarding new developments in their subject to the Board of Studies as the staff members are also members of the Board of Studies.

- IQAC should receive various suggestions from each of the Criteria Head / Convener. The meeting ended with thanks to the Chair.

Dr. ShilpaSamant
Coordinator
IQAC

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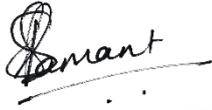Miramar, Panaji-Goa.

Internal Quality Assurance Cell

Meeting No. **: 06/2017-18**
Date **: 21ˢᵗ April, 2018**
Venue **: AV room**

The general Body meeting of IQAC of the college was held on 21ˢᵗ April, 2018 at 10 am in college.

The main agenda of the meeting was to invite suggestions and discussions on various aspects of college from external member representatives from Industry, alumni, NGO, etc.

- The discussion took place on the earlier suggestions by them and actions taken by college based on those suggestions.
- The activity report of the college was presented to the members.
- The members were briefed about the extension services done by college in this academic year.
- Fresh suggestions were invited and recorded.

The meeting ended with thanks to the Chair.

Dr. ShilpaSamant   Dr. VrindaBorker
Coordinator   Chairperson
IQAC   IQAC