

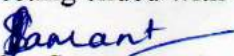


Dempo Charities Trust
Dhempe College of Arts & Science
Miramar, Panaji-Goa.

Minutes of IQAC meeting
Internal Quality Assurance Cell

Meeting No. : 01/2020-21
Date : 9th September, 2020
Venue : Google Meet

- A meeting of the internal members of the IQAC of the college was held on 9th Sept, 2020 at 11.am through Google Meet platform. This meeting was attended by Faculty members of IQAC. Following decisions were taken in the above said meeting.
- The API Scrutiny committee of the IQAC for CAS assessment process was revised with Dr. Manoj Ibrampurkar as the Convener and Dr. Purnims Ghadi as its members. The IQAC convener informed the committee that, the same is re-named as Sub-Committee for Assessment process of CAS.
- Dr. Roshida Rodrigues is made in charge of preparing the AQAR 20-21 and 21-22.
- It was decided to collect data about E- content development done by faculty members of the Institution and maintain the record.
- A National level webinar is planned on 'National Education Policy- 2020' through IIC of College.
- It is decided to check the CAS files of faculty members.
- It was also decided to work on improvised version of Self Study Report preparation based on the changes made by NAAC and accordingly place the documentation in order.
- Working of IQAC members on the report asked by Mr. Hegde with regard to NAAC assessment was also discussed.
- The meeting ended with thanks to the chair.


Dr Shilpa Samant
IQAC Coordinator



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Minutes of IQAC meeting **Internal Quality Assurance Cell**

Meeting No. : 02/2020-21
Date : 25th November 2020
Venue : AV room

The meeting of the IQAC internal committee was held on 25th November, 2020 in the AV room at 11.00am.

The agenda of the meeting was

- To discuss the uploading of AQAR 2019-2020.
- Discussion of the preparation of interim reports required for NAAC, from August 2020, till NAAC visit.
- Suggestion for improvement of the College website.

The following points were discussed:

- The Coordinator of IQAC of the College welcomed Dr. Mukta Karamadi as the new member of IQAC in place of Dr Wendy Manuel. She briefed the functioning of the IQAC committee to Dr. Mukta Karmadi.
- The working and progress of the Sub-Committee for Assessment process of CAS was discussed.
- It was made clear that the role of this committee is to check the documents of the faculty member, submitted for API and make suggestions to the concern person if any document is required in order to ease the actual CAS process.
- The coordinator also informed that since AQAR for the academic year 2020-2021 and 2021-2022 will be prepared by Dr. Roshida Rodrigues, the department reports will be forwarded to Dr. Roshida Rodrigues and copy will be forwarded to Ms Akshata Bhat for completion of the College magazine.

- The decision was taken to prepare the interim reports as required for NAAC, the same will be prepared jointly by Dr. Mukta Karamadi and Dr. Roshida Rodrigues.
- It was decided that all department reports to be submitted in the proper format provided by IQAC, and if reports are not prepared as per the format, then the same should to resend to the respective department for corrections.
- The convener of the Sub-Committee for Assessment process of CAS briefed about the functioning of the subcommittee and informed that there are 7 files to be scrutinized of 05 faculty members. The same shall be completed by 23rd December, 2020.
- The committee members had a detail discussion and provided valuable suggestions for the up-gradation and improving the College website to the person in charge of the website.
- The decision was taken to encourage various departments to conduct webinars and motivate faculty members to attend webinars and undertake paper presentations.
- The meeting ended with thanks to the chair.


 Dr Shilpa Samant
 IQAC Coordinator



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**Minutes of IQAC (Internal Committee)
Internal Quality Assurance Cell**

Meeting No: 03/2020-21

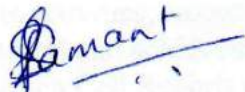
Date : 18th February, 2021

Venue : Swami Vivekananda Hall

- A meeting of the IQAC (Internal Committee) of the College was held on 18th February, 2021 in the Swami Vivekananda Hall of the College.
- The agenda of the meeting was: (a) NAAC Peer Team Visit Preparation/ NAAC documentation. (b) ISO files updates. (c) Department Power point presentation (d) Committee reports.
- The principal briefed the faculty members about the submission of Self Study Report (SSR) and appreciated the work put in by the staff members and criteria conveners.
- The IQAC Coordinator informed that DVV can be expected from the NAAC office anytime after 16th March, 2021.
- The staff members were informed to keep the documentation ready as per the guidelines of NAAC. The list of additional required documents would be circulated to the respective heads of Department and the same shall be communicated through email.
- It was decided that the mapping of the answer book and question paper for the odd semester of 2019-2020 to be held by all departments.

- Attendance registers, lesson plan with highlight on blended learning, mentoring files and all ISO related files to be kept ready of last five years.
- A soft copy of webinars organized, different modes of assessments, club activities, department reports of last five years should be maintained by all departments.
- Department presentation to be kept ready. The photographs used should be high resolution While emphasizing on Personality Enhancement Programme, focus should be on external resource persons outside the College.
- A check list was prepared for the smooth preparation for NAAC Peer Team Visit by the IQAC Coordinator, which will be mailed to head of the departments.

The meeting ended with thanks to the chair.



Dr Shilpa Samant
IQAC Coordinator



Prof. Vrinda Borker
Principal



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Minutes of General Body Meeting of IQAC Internal Quality Assurance Cell

Meeting No: 04/2020-21

Date : 8th May, 2021

Venue : Google Meet

- A General Body meeting of the IQAC of the College was held on 8th may, 2021 on Google Meet at 4.30 p.m.
- Agenda of this meeting was a) To provide information about the college activities in the current academic year to the external members. and to invite their suggestions to improve quality.
- Principal welcomed the members and acknowledged the achievements of Alumnus Dr Ligia Noronha for her commendable contribution and making our nation proud who happens to be the sister of Mr. Eurico Noronha, IQAC member.
- Principal presented a report of activities conducted in the current academic year and put forth some of the incremental changes that took place in the Institution during the last five years.
- Mr. Arun Naik complemented the Institution for sincere efforts put in to for the academic and intellectual needs of the stake holders.

- An explicit discussion was initiated in-order to take an appraisal and suggest improvements to meet the needs of the stakeholders.
- Mr. Auro appreciated the student-oriented webinar series “CONCLAVE 2020” organized by IQAC of the college and suggested that more student related webinars to be organized by individual departments of the Institution, as this platform will provide an opportunity to develop the presentation skills of the students.
- It was also suggested that an online preparatory course for competitive examination such as UPSC and GPSC can be organized for students in collaboration with GPSC, Govt. of Goa.
- Administrator Mr. Bhatikar suggested that the Institution can organize online skill enhancement courses for students during the pandemic.
- It was suggested that external member can give their valuable suggestions through WhatsApp message or through email. Even after the meeting
- The meeting ended with thanks to the chair.



Dr Shilpa Samant
IQAC Coordinator



Prof. Vrinda Borker
Principal



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Meeting No. : 05/2020-21
Date : 8th July, 2021
Venue : AV room

The meeting of the IQAC internal committee was held on 8th July, 2021 in the AV room at 11.00am.

The agenda of the meeting was:

- To design a long-term plan for the College, taking in to consideration New Education Policy.
- To invite suggestions to improve the quality in teaching learning.
- To get the inputs for IQAC presentation for NAAC and improvise on it.

A discussion was undertaken relating to various issues noticed during SSR filling, NIRF process and the following Suggestions are made by IQAC members after the discussion:

- Mentoring Report from Mentors and Feedback from students on Mentoring programme should be taken in order to understand effectiveness of mentoring process.
- Extension activities should be conducted through the Mentors in order to involve more teachers and students and inculcate the value of inclusiveness among student fraternity. (Minimum 1 extension activity per mentor is advisable). There should be an Extension Activities Cell. Each faculty member should involve themselves in extension activities.
- Any financial support through management, alumni, philanthropies, industry should be routed through the college account in order to include it in the audited statement.
- The college should offer facilities (Library, Computer training, etc) for general people especially Senior citizens in the college premises.
- Each department can have forum in order to conduct subject related activities.

- IQAC session is planned on documentation (Personal, Department and College activities) to provide guidelines about Geotagged snaps, audited accounts, attendance of events and report of activities.
- Planning for the CONCLAVE 2021 is done.
- Language skill development courses for faculty and administrative staff to be conducted through language lab.
- Clubs like music club, dance club, creative writing, photography, Art, Painting, etc should be started.
- Best Practices: Entrepreneurship development through IIC and maintain the record of Output, Community inclusiveness (Involving educated unemployed youth)
- Using plagiarism software for TY Project.
- Conduct workshops on waste segregation.
- A long-term plan was prepared after thorough discussion over NEP.
- The coordinator of IQAC showed the Power point presentation prepared for the NAAC peer team and invited the suggestions to improvise it. The suggestions given were noted down for further improvisation.



Dr Shilpa Samant

IQAC Coordinator