



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

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

Meeting No. : 01/2019-20
Date : 10th July 2019
Venue : AV room

A meeting of IQAC of the college was held on 10th July, 2019 in the principals cabin. This meeting was attended by IQAC members and NAAC core committee members. The agenda of this meeting was to plan the details of the 'NAAC Accreditation' workshop to be held on 18th July, 2019 and to plan the activities of IQAC for the academic year 2019-20.

Principal Dr. Vrinda Borkar informed the committee members that Dr. Jagannath Patil has agreed to conduct a session for the workshop. Other two resource persons also have been contacted regarding the conduct of two important sessions.

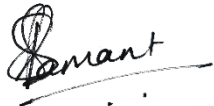
The responsibilities of the workshop were divided among various committee members based on their choice. Details of the workshop was planned including the timings and invitations to be mailed to other colleges.

Plan of other activities were planned in the meeting too.

- It was decided to hold one International conference in this academic year.
- It was emphasized that skill development courses should be encourages which includes soft skills, life skills and professional skills too.
- A state level competition for good orator is planned.
- A workshop on IPR is planned in January 2020.
- Designing and implementation of courses through language laboratory was also planned.
- Since college is planning to going for re accreditation in September, 2020 it was decided to have a external members mock pre- NAAC visit tentatively in March, 2020.
- Since college was conducting various entrepreneurship oriented programmes it was decided to register the college for Institutional Innovation Council.
- It was decided to induct one parent representative in the IQAC of the college.

- Preparation to adopt CAMU software.

The meeting ended with thanks to the chair.



Dr. Shilpa Samant.
IQAC Convener

IQAC



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Internal Quality Assurance Cell

Meeting No. : 02/2019-20
Date : 21st August, 2019
Venue : AV room

The internal meeting of IQAC of the college was held on 21st August, 2019 in Audio Visual room of the college. The agenda of the meeting was

1. To suggest certain activities for PTA of the College.
2. To make suggestions to increase alumni participation.
3. To suggest some life skill courses that can help students' overall development.

Following suggestions came up in the above mentioned meeting:

Suggestions for alumni participation

- Appeal should be made to Alumni to Sponsor small prizes, scholarships, etc and appreciation letters for the same should be provided to them.
- Continue inviting Alumni as resource persons and judges for various events on bigger scale to involve them in college activities effectively.
- Organize reunions of various batches and departments should be actively involved in this process. Each Department head can take a responsibility of personally contacting and inviting 10 Alumni of a particular batch.
- Meetings with the alumni once a semester to invite their suggestions to organise programmes with their participation.
- Batch wise contribution can be encouraged. A lump sum amount can be put in the bank and interest money can be used to give scholarships.
- Motivate well placed alumni to offer internship (even a short duration of 1month , 6 month)
- Activate the Alumni account and the money can be used to organize programmes for them involving current students, including musical evening. Certain prizes also can be given through this money.

Suggestions for PTA activities

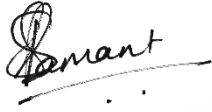
- The existing money in PTA account can be converted in to a fixed deposit and the prizes and scholarship can be given to the deserving students from the interest of fixed deposit. Certain prizes can be instituted for 100% attendance in Arts and Science, prize for maximum participation in extracurricular activities along with good academic performance, Student of the year, Prize for showing good leadership skills, Prize for best green practice, etc. A separate committee can be made for this purpose.
- Organize interactive sessions for he parents on parenting analysis. (NGO's like Kripa foundation can be contacted for this purpose).
- Invite parents as chief guests for certain in house functions by identifying the appropriate persons for the occasions.
- Invite parents of prize winners on 15th Aug, 19thDec and 26th Jan for their better involvement.
- Some resourceful parents can be called as resource persons for our life skill courses.
- Involve parents and Alumni for fun week to contribute physically For eg. Putting up a homemade stuff stall, or putting up a small programme, etc.
- One parent representative can be incorporated in IQAC executive committee.
- Organize PTA meeting at least once a semester or more based on the need to ask for suggestions from parents regards to activities.

Suggestions for Life Skill Courses

Following new courses can be designed under life skill courses

- Group dynamism and Leadership Qualities.
 - Body Language, Interview Skills, Presentation skills, etiquettes.
 - Basic Electric fittings and repairs or common household items, Plumbing skills.
 - Basic Cooking.
 - Learning New language(Indian, Foreign)
 - Landscape gardening, Home gardening, Vertical gardening, Worm composting.
 - Basic stitching, Embroidery, knitting, etc.
 - First Aid.
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- All the above courses should involve practical knowledge, field visits if needed and they should be of 30 hours duration.
 - All the courses should be gender neutral and a least 1 course should be made compulsory for each student.

- The information about the above courses should be provided to the students in the best possible manner explaining to them the importance of these life skills. Skill Development Cell of the college can take this up actively.
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- Action taken report on above suggestions of IQAC should be submitted by the respective committees to the IQAC of the college by end of academic year.



Dr. Shilpa Samant.
IQAC Convener

IQAC



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Internal Quality Assurance Cell

Meeting No. : 03/2019-20
Date : 2nd November, 2019
Venue : AV room

- A general body meeting of IQAC of the College was held on 2nd November, 2019 at 12.00 noon, in the AV Room of the College.
- The Principal welcomed the members and introduced the newly inducted members, Mrs. Medha Dessai representative from PTA and Mr. Jalesh Burye from UNICHEM Lab from Industry to the other committee members.
- The Principal also gave a brief review of the activities and initiatives taken by the College during last six months.
- A detail discussion was initiated in order to take a review and come out with suggestion based on the needs of the stakeholders:
 1. It was identified that quality of students in Goa is better but concept of integrity should be introduced on a bigger scale, similarly documentation play a very important role, hence lectures, add-on courses dealing integrity, leadership skills, team building and data handling should be organized.
 2. Institution should motivate and facilitate teachers to visit industry in order to see the actual working of Industrial units. This will help a better understanding of the actual skills required in the industry which can go a long way in helping teachers while imparting the knowledge in the form of curriculum. This in turn will help faculty members and students to understand the expectation of the industry in a better way.

3. It was also suggested to submit a proposal to GPMA to organize an orientation and training for faculty to have a better exposure to industry experience.
 4. The newly established language Lab of the Institution could develop modules for professionals and administrative staff of institution and industry to develop their language skills.
 5. A suggestion was put forth by the student's representative to organize a course on current affairs, PPT. the committee members opined that knowledge of current affairs, preparation of the presentation and general knowledge could be imparted through Peer Tutoring and organizing quizzes through Student's Council
- Flipped learning initiatives were appreciated by the student's representatives.

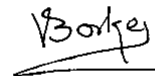
The meeting ended with thanks to the chair.



Dr. Shilpa Samant

Coordinator

IQAC



Dr. Vrinda Borker

Chairperson

IQAC



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Internal Quality Assurance Cell

Meeting No. : 04/2019-20
Date : 24th January, 2020
Venue : AV room

The internal meeting of IQAC of the college was held on 24th January, 2020 in Audio Visual room of the college. The agenda of the meeting was

1. To analyse and discuss the feedback on curriculum and students' satisfaction survey.
2. To invite suggestions from the faculty members of IQAC to improve the quality.

Following Suggestions were made after analysing the feedback :

- Canteen: More awareness related to cleanliness drives/ measures being undertaken in canteen committee. Canteen needs urgent upgradation.
- Library: More number of library activities needed.

The following suggestions are given based on SSS 2018-19 as requested by IQAC Convener:

1. Admission process: Partial online admission process responsibility may be allocated to Mr. Milind and Mr. Snehal immediately in the month of February; Manjunath may be asked to increase visibility of admission process.
2. All the information such as subject combinations available, information about committees, etc which is available on the college website received low score indicating that the students do not refer to the website for information. This may be because the browsing facility is not up to the mark which has also received low score. The same may be looked at closely.
3. Physical director of the College may be asked to buy some new equipment from Decathlon which has come out with some small, economic and interesting new sports equipment.

4. Health centre may be asked to organise basic first aid training for non-teaching staff.
5. Chrysalis Orientation: PPT presentation should be encouraged so that it becomes an interesting process and students can take notes.
6. Students with special needs: Help desk to be located outside principal's office and manned throughout working hours by student volunteers, or by NSS volunteers. Roster to be maintained by the counsellor
7. Washrooms: Peer hygienists monitor the washrooms, which need to be swabbed every hour. Separate washroom for staff. LR toilets on the first floor need tiling



Dr. Shilpa Samant

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Meeting No. : 05/2019-20

Date : 13th May, 2020

Venue : Google Meet Mode (<https://meet.google.com/ogc-fdha-snv>)

A meeting of the internal members of the IQAC of the college was held on 13th May, 2020 through google meet platform. The agenda of this meeting was to plan the activities during the lockdown period.

- It was decided to encourage faculty members to attend webinars to get the experience of learning through online mode.
- Similarly once the faculty members acquaint themselves with this teaching learning mode it should be given to students too in order to prepare them for future online learning.
- It was decided to plan a webinar series 'CONCLAVE 2020 – Learn Together to Grow Together' involving students from 23rd May 2020 to 31st May 2020, where advanced learners will be invited as the resource persons to do presentations on the topics chosen by them. The teacher mentors will guide them through online mode and this web series will be open for students of our institution, other institutions and public in general. The objective of this webinar series will be to harness students' presentation and teaching skills, while providing them with a forum to spearhead future learning endeavours.
- It was also decided to encourage the departments to organize webinars which will benefit the students.
- A decision was taken to encourage students to participate in various competitions posted on social media and other forums to keep them productively occupied during this lockdown period.
- 'A COVID 19 awareness quiz- Know COVID 19 for No COVID 19' will be planned to create awareness about the pandemic among the general public.

- It was decided to inform faculty members to strengthen the on-going Lockdown Learning initiative on social media.
- Various programmes will be planned under 'Unnat Bharat Abhiyan'. Few planned activities will be as under:
 - Awareness Creation under garbage segregation.
 - Distribution of hand sanitizers with village panchayats.
 - Planning of Awareness quiz.
 - Creation of awareness videos by faculty members on waste segregation, food adulteration, Mask making, Precaution against COVID 19, etc.
- It was decided to involve certain faculty members in 'Economic Revival Project' of Government of Goa.
- It was planned to take initiative in e-content development a plan online lectures.
- It was decided to conduct a quiz on etiquettes, motivate the faculty members and students to attend the webinars and we meetings under Institution innovation council, involve alumni in webinars also to organise webinars at state, national and international level.



Dr. Shilpa Samant

Coordinator

IQAC