

Dempo Charities Trust's
Dhempe College of Arts & Science

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ESTD.: 1962



Minutes of IQAC meeting
Internal Quality Assurance Cell

Meeting No. : 01/2022-2023
Date : 17th September, 2022
Venue : Swami Vivekananda Hall, Dhempe College

The IAQC meeting with Heads of Departments and NAAC Criteria Convenors was held on 17th September 2022 at 11.00 am in Swami Vivekananda Hall, Dhempe College.

Agenda for the meeting:

1. Monthly reports, documentation process and compilation of data for NAAC
2. Reformulation of Vision, Mission statements of the institution
3. Revising the subcommittee for CAS
4. Review the recommendations of the NAAC peer team.
5. AOB

The following members attended the meeting

1. Dr. Vrinda Borker
2. Dr. Mukta Karamadi
3. Dr. Swati Pawar
4. Dr. Shilpa Samant
5. Dr. Roshida Rodrigues
6. Dr. Purnima Ghadi
7. Mrs. Anju Sakhardande
8. Dr. Ramu Murthy
9. Mr. Dinanath Parab
10. Mr. Prajal Sakhardande
11. Ms. Suchana Amonkar
12. Ms. Varsha Virginkar
13. Ms. Annie Rajan
14. Ms. Deepa Audi
15. Ms. Clarinda Dias
16. Dr. Karuna Singh

MIRAMAR, PANJIM, GOA - 403 001.

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The following points were discussed during the meeting




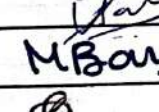
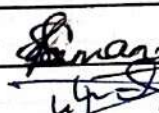
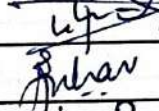
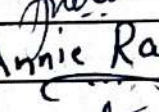
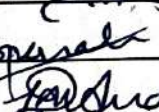
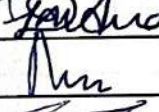
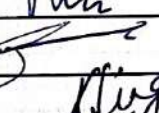
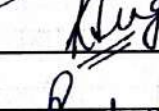
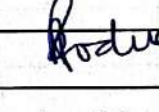
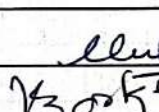
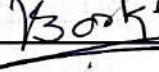
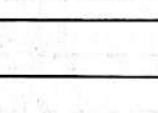
1. The list of NAAC criteria committees was revised and the same would be sent to all the criteria convenors.
2. The principal, chairperson of IQAC directed all the HODs to submit monthly reports of the department to Ms. Diksha Kalangutkar before 5th of every month and after corrections if any Ms. Kalangutkar will forward them to the IQAC committee and NAAC criteria convenors for compilation of the data and documentation.
3. The Principal suggested that all the departmental reports and documents need to be saved by all the departments on Google drive.
4. The CAS committee was revised and Dr. Shilpa Samant was appointed as its in-charge.
5. The Principal informed Heads of Departments to check if any faculty members of their department are due for CAS and inform them to submit the CAS file on time.
6. Dr. Mukta Karamadi suggested that before inwarding the CAS file, the respected teachers could meet the incharge of the CAS committee to verify the documents, for timely processing of the application. She said a check list of documents and the format of application will be issued by the IQAC in this regard.
7. She also informed that a separate meeting would be convened to discuss the reformulation of the Vision and Mission statement of the institution.
8. The principal directed the NAAC criteria convenors and IQAC members to suggest 'Best Practices' of the college for the academic year 2022-2023 keeping in mind the aims and objectives of the National Education Policy 2020.
9. Dr. Mukta Karamadi read out the recommendations of NAAC peer team and requested the criteria convenors to take note of the same for further needful.

The meeting ended with thanks to the chair.

Dr. Mukta Karamadi
IQAC Coordinator

Prof. Vrinda Borker
Principal

Meeting of IQAC with HODs & NAAC Criteria Conveners
held on 17-09-2022 at 11 a.m in S.V. Hall. 3

S.No.	Name of Faculty	Dept/Criterion	Signature
1	Dr. Swati Pawar	Physics / Best Practices	
2	Pravjal Sachardand	History	 17/9/22
3	Mrs. Anjel Sachardand	Indian Languages	 17/9/22
4	Mrs. Vansha Virjekar	Chemistry	 17/9/22
5	Mrs. Manjiri Barve	Botany	M. Barve
6	Dr. Shilpa Samant	Economics (IQAC)	
7	Dr. Purnima Ghadi	Botany	
8	Mrs. Suchana P. Amankar	Zoology	
9	Mrs. ANNIE RAJAN	COMPUTER SCIENCE	Annie Rajan
10	Mr. D.S. Parab	Geology	
11	Mrs Deepa M. Audi	Criteria-I / Chemistry	
12	Dr. R. Murthy	Physics	
13	Clarinda Dias	English	
14	Dr. Karuna Singh	Political Science	 17.9.22
15	Dr. Rosinda Rodrigues	Philosophy / IQAC member	 17/9/22
16	Dr. Mukta Karamadi	Psychology / IQAC	
17	Prof. Veinda Borker	Chairperson IQAC	



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Minutes of IQAC meeting Internal Quality Assurance Cell

Meeting No. : 02/2022-2023
Date : 11th November, 2022
Venue : A.V. Room, Dhempe College

The IAQC meeting of internal members was held on 11th November 2022 at 11.00 am in the A.V Room, Dhempe College.

Agenda for the meeting:

1. Completing the draft of Institutional Development Plan
2. Reformulation of Vision, Mission statements of the college
3. Planning the activities for the academic year 2022-23
4. AOB

The following members attended the meeting


Dr. Mukta Karamadi
Dr. Shilpa Samant
Dr. Swati Pawar
Dr. Roshida Rodrigues
Dr. Purnima Ghadi
Ms. Clarinda Dias
Dr. Akshata Bhat
Mr. Gaurang Bane

The following points were discussed during the meeting:


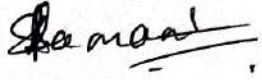

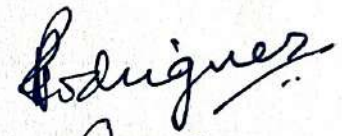

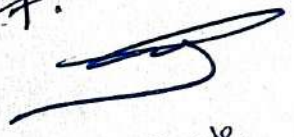

1. The various aspects covered in the template issued by DHE were discussed and the final draft of Institutional Development Plan was prepared.
2. Vision and Mission statements were reformulated keeping in mind the National Education Policy 2020.
3. It was decided to forward both the drafts to the principal for approval.
4. Activities to be conducted during the academic year 2022-23 were discussed and the plan of action was prepared.

The meeting ended with thanks to the members.


Dr. Mukta Karamadi
IQAC Coordinator


Prof. Vanda Borker
Principal

Meeting of the IQAC on 11th November 2022
at 11.00 am in the A.V. Room, Dhemphe College.

Sr. No	Name	Signature
1	Dr. Mukta Karamadi	
2	Dr. Shalpa Samant	 
3	Dr. Swati Pawar	
4	Dr. Roshida Rodrigues	
5	Dr. Purnima S. Ghadi	
6	Clarinda Dias	
7	Dr. Akshata Bhatt	
8	Gaurav V. Pane	



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Minutes of IQAC meeting
Internal Quality Assurance Cell

Meeting No. : 03/2022-2023
Date : 16th January 2023
Venue : S.V. Hall, Dhempe College

The IAQC meeting of internal members was held on 16th January 2023 at 3.00 p.m in Swami Vivekanand Hall, Dhempe College.

Agenda for the meeting:

1. Preparation for Conclave – Student webinar series.
2. AOB

The following members attended the meeting

1. Dr. Mukta Karamadi
2. Dr. Shilpa Samant
3. Dr. Roshida Rodrigues
4. Dr. Purnima Ghadi

The following points were discussed during the meeting:

1. The time frame for 'Conclave' – Student Webinar series was planned and it was decided to organize 5 sessions from 25th February to 25th March 2023 on every Saturday.
2. The theme of Conclave 2022-23 was decided to be "Exploring Interdisciplinary Intersections: Science, Social Science and Languages"
3. It was decided that each IQAC member will be in-charge of one session.
4. Each session will be chaired by one person from the relevant academic field based on the topics of presentation in a particular session.
5. Each session will include 4 presentations of 15 minutes each.
6. The teacher in-charge of a session will coordinate with the mentors of the student presenters and the system administrator for smooth conduct of the session.



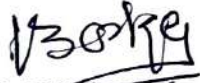
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The meeting ended with thanks to the members.


Dr. Mukta Karamadi
IQAC Coordinator


Prof. Vinda Borke
Principal

Meeting of IQAC internal members held on
16th January 2023 at 3.00pm in the S.V. Hall.

Sr. No	Name	Signature
1	Dr. Muklā Karamadi	<u>Muklā</u>
2	Dr. Shelpa Samant	<u>Samant</u>
3	Dr. Reshida Rodrigues	<u>Rodrigues</u>
4	Dr. Purnima S. Ghadi	<u>Ghadi</u>



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Minutes of IQAC meeting
Internal Quality Assurance Cell

Meeting No. : 04/2022-2023
Date : 28th January, 2023
Venue : A.V. Room, Dhempe College

The general body meeting of the IQAC was held on 28th January 2023 at 11.00 am in the A.V Room, Dhempe College.

Agenda for the meeting:

1. Induction of new members on board.
2. Briefing of activities carried out in the college.
3. Briefing of the activities planned for the current academic year.
4. Seeking suggestions from external members for quality enhancement.
5. AOB

The following members attended the meeting

1. Prof. Vrinda Borker
2. Dr. Mukta Karamadi
3. Dr. Roshida Rodrigues
4. Dr. Purnima Ghadi
5. Ms. Agnela Afonso
6. Mr. Gaurang Bane
7. Mr. Arun Naik
8. Dr. Ratan Mhalsikar
9. Mr. Gaurav Ghatwal
10. Mr. Auroliano De Oliveira
11. Ms. Nikita Luis
12. Ms. Samidha Naik

The following points were discussed during the meeting:

1. The principal and IQAC chairperson Prof. Vrinda Borker welcomed the members and introduced the newly appointed Coordinator of the IQAC, Dr. Mukta Karamadi.
2. She welcomed and introduced the newly inducted members,
Dr. Ratan Mhalsiker, Senior Manager at Sanofi Healthcare
Mr. Gaurav Ghatwal, Environment Health Safety Professional

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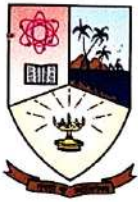


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3. She also informed that another new member, Mr. Manoj Sawaikar who is the assistant director, Directorate of Education, Goa had expressed his inability to join the meeting because of his prior official commitments.
4. Dr. Mukta Karamadi, Coordinator of IQAC read out the minutes of the last general body meeting held on 11-02-2022.
5. The principal briefed the members about the achievements of the college in last few years such as NAAC reaccreditation, NIRF ranking, starting of the MSc analytical Chemistry program etc.
6. She spoke about the major activities organized, such as national and international webinars, conferences, workshops, and 75 hours of outreach activities carried out by all the teachers. Principal further said that during Covid period it was possible to organize international seminars in online mode. Further she said that, we could invite the noble laureates and experts from various countries and successfully organize webinars which were attended by more than 1000 people.
7. She informed the members that a science exhibition was organized by all the science departments in the college. It was highly successful and well appreciated by many people, and all the schools who visited the exhibition from various talukas/remote villages across Goa.
8. The principal informed that IIC conducts quarterly activities such as talks, seminars, visits to industries, exhibition competitions at state level. Based on the parameters ratings are given after submission of the reports. For ranking institutions require a startup innovation.
9. Mr. Arun Naik suggested to increase the student strength at the entry level, for which principal said because of centralized admissions done by DHE, it is difficult. Only solution to this she said, is our academic year should be in alignment with professional colleges which has been raised by her, on many platforms.
10. She informed that college will have a tie up with BITS, Goa in conducting research.
11. A skill development course on Health and Nutrition proposed by our physical education department has been approved by Goa University as 2 credits course.
12. The principal informed that college is preparing to start a P.G. Diploma in Health, Fire and Safety. It will be open for all, but preference will be given to engineers. This was



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appreciated by all the members. Mr. Gaurav Ghatwal was requested to join the meeting for framing the syllabus in the evening.

13. Principal informed the members about cluster of colleges and academic bank of credits under NEP.
14. Dr. Mukta Karamadi said that 'Conclave' a webinar series is scheduled from 25th February to 25th March 2023. The objective of this initiative, which was started two years back, is to provide platform for students to make presentation on interesting topics from their field and to enhance their communication and presentation skills. Also organization of seminars, conferences, skill development courses will be continued in this year too she said.
15. Suggestions for quality enhancement were invited from the external members:
Dr. Mhalsikar suggested the following:
Consultancy services by faculty members
Industry visits
Renewal of energy
Waste management
Effluent treatment for industries
16. Mr. Arun Naik said Dhempe college is the best college and is doing a lot of good work, but publicity is missing which needs to be addressed.
17. Ms. Samidha Naik asked if coaching course for students to answer UPSC and IAS exams could be started in college. The principal said that in past we had started but since there were no takers we did not continue. Dr. Mukta Karamadi asked the student to take initiative and get a list of minimum 30 students so that the coaching classes can be conducted.
18. Ms. Nikita Louis enquired about the college magazine, to which principal said due to Covid printing was not allowed and this year it will be done.

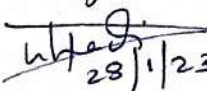
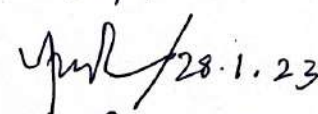
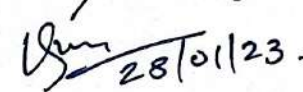

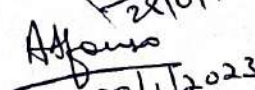
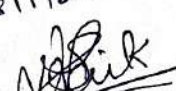
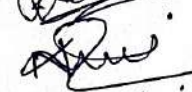
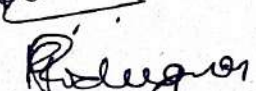
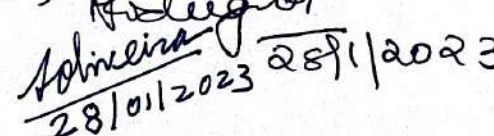
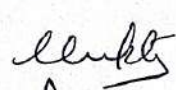
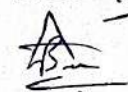
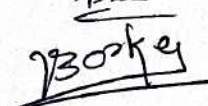
The meeting ended with thanks to the chair and the members.

Dr. Mukta Karamadi
IQAC Coordinator

Prof. Vrinda Borker
Principal

General body meeting of the IQAC of Dhempe College of Arts & Science held on 28-01-2023 at 11:00 am in the A.V. Room:

The following members attended the meeting.

Sr. No	Name	Signature.
1	Purnima S. Ghadi	 28/1/23
2	Arun B. Naik	 28.1.23
3	Rathan Mhalsetkar	 28/01/23.
4	YARAY KHATWAL	 28/01/23.
5	Agnela Afonso	 28/1/2023
6	Sanidha Naik	
7	Nikita Luis	
8	Dr. Rosinda Rodrigues	
9	Auréliano de Oliveira	 28/01/2023
10	Dr. Mukta Karamadi	
11	Gaurang V. Bane	
12	Prof. Veinda Borke	



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Minutes of IQAC meeting
Internal Quality Assurance Cell

Meeting No. : 05/2022-2023
Date : 2nd May 2023
Venue : S.V. Hall, Dhempe College

The IQAC meeting with Heads of Departments and NAAC Criteria Convenors was held on 2nd May 2023 at 12.30 pm in Swami Vivekananda Hall, Dhempe College.

Agenda for the meeting:

1. Submission of reports by the departments to IQAC
2. Best practices
3. AOB

The following members attended the meeting

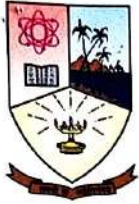
1. Dr. Mukta Karamadi
2. Dr. Swati Pawar
3. Dr. Purnima Ghadi
4. Dr. Akshata Bhatt
5. Dr. Bhanudas Naik
6. Ms. Agnela Afonso
7. Dr. Ramu Murthy
8. Mr. Dinanath Parab
9. Mr. Prajal Sakhardande
10. Ms. Vidita Shet
11. Ms. Varsha Virginkar
12. Ms. Annie Rajan
13. Ms. Deepa Audi
14. Ms. Clarinda Dias
15. Ms. Sendra Pereira
16. Dr. Trupti Jadhav
17. Mr. Aliston D'Souza

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18. Dr. Preethi Pandit

19. Ms. Rashmi Naik

20. Ms. Gail Zacharia

The following points were discussed during the meeting:

- The IQAC coordinator, Dr. Mukta Karamadi informed the HODs that, the formats of various reports to be submitted to IQAC are sent to all the departments on departmental email.
- She said that reports of the activities carried out in the institution need to be submitted periodically to DHE, Governor's office and Goa University. Compilation of these reports by referring to the monthly reports submitted by all 17 departments is very tedious and time consuming. Many times sufficient time is not given and reports have to be submitted at a short notice. Therefore, she requested all the HODs to maintain three reports simultaneously along with the monthly reports, and submit them to IQAC as and when required.

Further, she elaborated on report submission as follows:

- Hard copies of all formats provided by IQAC to be maintained in a separate file.
- The academic year will be divided into four quarters: January- March, April- June, July- September, October - December.
- Quarterly reports to be submitted within two days of the end of a quarter (for instance: the quarterly report for January-March should be submitted before April 3rd.)
- Reports should include geo-tagged pictures (high resolution) wherever necessary.

Reports to be submitted to IQAC

1. Monthly report of departmental activities - shall be mailed to website@dhempecollege.edu.in and dhempe@rediffmail.com by 5th of every month.
2. Quarterly report for Governor's office - shall be mailed to iqac@dhempecollege.edu.in within two days of the end of a quarter
3. Report to DHE – shall be mailed to iqac@dhempecollege.edu.in within two days of the end of a quarter.
4. Half yearly report – shall be mailed to iqac@dhempecollege.edu.in by the last day of every term (i.e. in November and April)

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5. IAIMS compliance report – Hard copy to be submitted to IQAC by the last day of every term (i.e. in November and April)
 6. Annual report to be submitted to Goa University will be compiled by the IQAC based on quarterly and half yearly reports submitted by the departments.
- She requested the HODs to submit the reports on time and enable IQAC in compilation and timely submission of the reports to the concerned. This will also streamline the documentation process and help in uploading the AQAR on the NAAC portal. Also NAAC criteria committees can access these reports for their records.
 - The IQAC coordinator requested all HODs to submit half yearly reports (soft copy) of the academic year 2022-23, hard copies of certificates of GIPARD training programs attended by their faculty, and Order of constitution of BOS received from the university (by the faculty members) to IQAC before the last day of the current academic year.
 - Letter of appointment as examiner issued by Goa University and attendance certificates to be submitted to Ms. Deepa Audi.
 - Head clerk Ms. Agnela Afonso said she can provide these copies from office.
 - Dr. Karamadi requested the NAAC criteria conveners to address the HODs and communicate their requirements.
 - Dr. Purnima Ghadi requested all HODs to ensure that their faculty members submit a copy of their research publication and presentation (if any) to the research cell.
 - Ms. Varsha Virginkar said at least one skill development certificate course has to be conducted by all the departments.
 - Dr. Karamadi asked all the attendees to provide recommendations on two best practices that could be implemented by the institution. She said, the principal had proposed one practice which was 'Emphasis on experiential learning and outdoor classrooms'. She urged the HODs to discuss with their colleagues and come up with suggestions. Then we shall collaborate to finalize two best practices that are agreeable to all.

The meeting ended with thanks to the members.


Dr. Mukta Karamadi
IQAC Coordinator


Prof. Vanda Borke
Principal

Meeting of IQAC with NAAC Criteria Conveners
and HoDs on 2nd May 2023 at 12.30 pm in S.V. Hall

Sr. No	Name	Dept / Criteria	Sign.
(1)	Dr. R. Murthy	Physics / Criteria - II	<u>Murthy</u>
(2)	Dr. Trupti Jadhav	... Zoology	<u>Jadhav</u>
(3)	Gail Zacharia	Economics	<u>G. Zacharia</u>
(4)	Agnela Afonso	Office	Afonso
(5)	Dr Purnima Ghadi	Botany / Criteria III IQAC	<u>Purnima</u> 21/5/23
(6)	Rashmi Naik	Mathematics	<u>Rashmi</u>
(7)	Mrs Varsha Virginkar	Chemistry / Criteria III HOD	<u>Virginkar</u>
(8)	Mrs Deepa M. Audi	Criteria I - Convener	<u>Audi</u>
(9)	Dr. Bhanudas Naik	IQAC	<u>Naik</u>
(10)	ANNIE RAJAN	COMPUTER SCIENCE	<u>Annie Rajan</u>
(11)	Sandra F. Pereira	Philosophy	<u>Pereira</u>
(12)	Vidita Shet	Indian Languages	<u>Shet</u>
(13)	Clarinda Dias	English (V)	<u>Dias</u>
(14)	Dr. Preeti Pandit	Biotechnology Criterion VII	<u>Pandit</u>
(15)	Alison D'Souza	Geology	<u>D'Souza</u>
(16)	Rajal S. Mandekar	HISTORY	<u>Mandekar</u> 21/5/2023
(17)	Dr. Swati Pawar	Physics / IQAC	<u>Pawar</u>

Sr.No	Name	Department	Sign
(18)	Dr. Muklā Karamaali	IQAC/ Psychology	<u>Muklā</u>
(19)	Mr. Dinanath Palab	Geology Criterion IV	<u>Dinanath</u> <u>Palab</u>
(20)	Dr. Akshala Bhat	IQAC	