

MINUTES OF IQAC MEETING HELD ON 17TH JUNE, 2019 AT 10.30 AM IN SMART CLASSROOM

The following members were present:

- 1) Dr Rodney D'Silva
- 2) Dr Shami Pai
- 3) Dr B.P.Sarath Chandran
- 4) Dr Edwin Baretto
- 5) Dr Lira Gama
- 6) Dr Maithil~~le~~ Naik
- 7) Mrs Sharmila Kunde
- 8) Mrs Snchal Alve

Dr Shami Pai, IQAC Coordinator, welcomed the members for the first IQAC meeting of the Academic Year 2019-20.

She informed the members that the criteria wise quantitative data submitted by the IQAC members was verified by her along with the Principal Madam during summer vacation. She told the members to check the observations made during verification, and make the necessary changes accordingly. Qualitative data will be verified by Dr Rodney D'Silva along with the Principal Madam shortly.

The following points were discussed during the meeting:

- As regarding the publications by teachers, college has very limited number, hence it was proposed that faculty who has completed as well as registered for his or her Phd should publish 03 papers per academic year and the faculty without Phd should publish 02 papers in a year. This can also include Chapters in a book. However, members felt that publication cannot be forced because in the current scenario it is very difficult as per the UGC Rules. Instead it was decided that every faculty should work on at least one quality research paper to be sent to Scopus Journals. College should reimburse the publication fee if the paper is accepted, and publication should be acknowledged and appreciated so that the other faculties get motivated.
- Dr Sarath Chandran was asked to identify the Funding Agencies for Research Projects so that faculty can apply for the projects.
- Members decided to revive Staff Academy. Research Cell to do the needful. We can have one presentation by the faculty per month. We can start from July month. Research Scholars, registered under the Research Centres of our college can make their DRC presentations in front of our teaching staff, before they present at the University. This will help them in getting valuable suggestions. Contract Basis teachers as well as Lecture Basis teachers should be also encouraged to make presentations.
- IQAC members appreciated the extension activities undertaken by the faculty members in the last academic year. It was decided that this year we need to plan the

IQAC Meeting held on 17th June, 2019 in
Smart classroom at 10:30 am

Members present :

- 1) Rodney D'Silva
- 2) Shami R. Pai
- 3) Sharmila Kunte
- 4) Manthira S. Naik
- 5) B.P. Sarzik Chandras
- 6) Lina M. Gama
- 7) Surenal Ane
- 8) Edwin Barreto

RS

SPai

SK

Manthira

B.P. Sarzik

Lina

Surenal

extension activities and such activities should be undertaken in the Higher Secondary Schools instead of High Schools. Appreciation letters to be given to the students involved in the extension activities.

- As regards, Unnat Bharat Abhiyan, members felt that we can adopt villages from nearby areas such as Seraulim, Betalbatim, Nuvem, Pirni, Verna, Nagoa, Majorda, Colva, Sernabatim, Uttorda, Varca and Paroda.
- Since Mrs Ekta Agarwal, who was in-charge of Criterion 6 left the college; we had to appoint a new member. Members unanimously decided that Mrs Anjali Sajjal be made in-charge of Criterion 6.
- Mentoring needs to be done on a continuous basis. Members felt that Mentoring Cell has to design SOP for Mentoring.
- All IQAC members gave their inputs for the template to be prepared by IQAC Coordinator for the Reports to be submitted by the teachers in-charge.
- IQAC members felt Dress code for teachers is a must. Teachers should avoid wearing casual clothes.
- As regarding College timings, all the members felt that extending college timing will not serve any purpose. Teachers have also stayed back whenever there is need. IQAC members will discuss this issue with the Principal Madam. All the members unanimously felt that college should follow five hours timing i.e. from 8 to 1, as it is done in the other colleges of Goa and as per UGC statutes.
- Meeting ended at 12 noon.

IOAC Meeting held on 31st July 2019 at 12 noon

Members present :

- 1) Prita D. Mallya
- 2) Rodney D' Souza
- 3) Shani Pai
- 4) Jira M. Gama
- 5) Mathili S. Naik
- 6) Snehal Ame
- 7) Edwin Banes
- 8) B.P. SARATH CHANDRAN
- 9) Anjali Sapta
- 10) Sharmila Kunde

Prita

RDS

SPa

Jira

Mathili

Snehal

Edwin

Sarath

Anjali

Sharmila

MINUTES OF THE IQAC MEETING HELD ON 31st July 2019 AT 12:00 NOON IN
RAMADAS MALLYA MEMORIAL SMART CLASSROOM

The following members were present:

Dr. Prita D. Mallya: Principal
Dr. Rodney D'Silva: Vice-Principal & NAAAC Coordinator
Dr. Shami Pai: IQAC Coordinator
Ms. Sarmila Kunde
Dr. Edwin Barreto
Dr. Sarath Chandran
Dr. Liji Gama
Ms. Anjali Sajjalal
Dr. Mathili Naik
Ms. Snehal Alve

Dr. Shami Pai, IQAC coordinator welcomed all the members for the meeting.

Dr. Shami Pai thanked Management and Principal for reverting to earlier timings at the request of teachers.

Since Mrs Ekta Agarwal, who was in-charge of Criterion 6 has left the College, Mrs Anjali Sajjalal is the new in-charge of Criterion 6. Dr. Shami Pai welcomed Mrs Anjali Sajjalal.

ACTION TAKEN REPORT

- **PUBLICATIONS BY TEACHERS:** As discussed in June IQAC meeting, it was proposed that faculty who has completed as well as registered for his or her PhD should publish 03 papers per academic year and the faculty without PhD should publish 02 papers in a year. However, the members felt that the teachers should try to publish in Scopus journals. It was requested that the Management should reimburse the publication fee if the paper is accepted, and publication should be acknowledged and appreciated so that the other families get motivated. With regards to the same, Principal informed the members that the management has agreed to pay an amount of Rs. 50000/- per year for all the teachers and the reimbursement shall be made at the end of the year for single author.
- **FUNDING AGENCIES:** As requested in the last meeting Dr. Sarath Chandran has identified funding agencies. Dr. Sarath Chandran suggested that the scope for future research

mentioned in ongoing or completed thesis can be considered for further research while applying for major and minor projects. Interdisciplinary projects to be undertaken.

- **REVIVAL OF STAFF ACADEMY:** Dr. Shani Pai informed that Research Scholars, registered under the Research Centres of the College should make their DRC presentations in the Staff Academy before they present at the University. This will help them in getting valuable suggestions. Ms. Lizette D'Costa and Mr. Ainsley Bernard made the first presentations during the staff academy session.
- **EXTENSION ACTIVITIES:** As decided in the last meeting, extension activities shall be undertaken in Higher Secondary Schools instead of High Schools.
- **UNNAT BHARAT ABHIYAN:** In the last meeting the members had suggested that the College could adopt a village under the Unnat Bharat Abhiyan Scheme. Ms. Sharmila Kunde informed the members that the list of selected colleges is not yet displayed on the UBA website.
- **MENTORING:** Ms. Anjali Sajjal informed the members the orientations for parents under mentoring has already started. She added that improvement in students' attendance is already visible. Once the time table is fixed, the weekly meetings shall begin. Principal informed the members that as per the Ordinance, the attendance should be displayed on the notice board/campus management system on the 5th of every month.
- **DRESS CODE FOR TEACHERS:** Members suggested that the teachers be informed about the dress code in the College at the next staff meeting.

A.O.B.

- Dr. Shani Pai informed that the date for uploading the AQAR is extended to December. Dr. Lina Gama informed the members that the AQAR will be uploaded by 31st of August 2019.
- Contract basis teachers' experience (in any college) to be considered and included in the teacher profiles.
- It is decided to target January 2020 for SSR submission, since the current accreditation is valid till March 31st, 2020. However, since construction work is yet to be completed, the College can write to NAAC, asking for an extension.
- Criteria in-charge to make a list of documents supporting the data collected referring the criterion-wise SOPs; these are to be scanned and saved. Sarvesh will do the scanning of the documents.
- Azzan to be assigned the task of geo tagging of movable and immovable assets.
- Members suggested that we can frame inspiring quotes as well as the Mission and Vision statements and display the same in prominent places around the campus.

- IQAC to review reports of other colleges and take ideas from the same which can be implemented.
- Department and teacher profile to be made ready by September 2019 teachers to prepare their CV's and also another document listing achievements during the last 5 years. Template for the same to be prepared by DrShamika.
- Each Club could recognize an outstanding student and bestow a title such as Economist of the Year, Commerce Student of the Year, Finance student of the year, etc. based on their performance in various Club activities, by allowing points. These Certificates could be distributed on a special Appreciation Day.
- Students can conduct a socioeconomic survey in Pedda and Kharebandas a part of internal assessment and the same could be linked in planning and conducting extension activities of the college. All divisions of a class should have the same assignment, and each student could be asked to get 5-10 filled forms. The College will have at least 1000 respondents' data which can be used fruitfully.
- A mock student satisfaction survey needs to be conducted and awareness is to be created among students. DrShamika and MrAinsly Bernard to do the needful.
- Areas need to be identified for putting up signages and room numbers for all the classrooms. Signages should be uniform in size and colour. Dr Maithili Naik was asked to prepare a list of required signages with locations at the earliest.
- The recess timing for the students is too short; as a result the students reach late for post-recess lectures. It was decided to explore the possibility of having an additional counter during the recess.
- As discussed in the previous full IQAC meeting, guest lectures as well as the important events of the College can be captured on video and uploaded on YouTube.
- The College is getting a lot of publicity on Facebook. We have a Twitter account, and we should also have an Instagram Account for the institution.
- Use of e-resources should be made compulsory for TY and M.Com students for their projects/dissertations. Coordinators of all the programmes should send the list of projects to the Librarian.
- The next full IQAC meeting is scheduled on 17th August 2019.

The meeting ended at 1:20 pm.

I&AC Meeting held on 31st August 2019 at 8 am
in Smart classroom.

Members present :

- 1) Rodney D'Silva
- 2) Shami Pai
- 3) B.P. Sarathi Chandran
- 4) Maithili S. Nait
- 5) Snehal Alwe
- 6) Sharmila Kunde
- 7) Lira M. Gama
- 8) Anjali Sajid
- 9) Edwin Barreto

SPa:
✓ Murikumbh

Pai
Alwe

Kunde

Gama
Sajid

**MINUTES OF THE IQAC MEETING HELD ON 31st August 2019 AT 9.:30 AM IN
RAMADAS MALLYA MEMORIAL SMART CLASSROOM**

The following members were present:

Dr. Rodney D'Silva: Vice-Principal

Dr. Shami Pai: IQAC Coordinator

Ms. Sharmila Kunde

Dr. Edwin Barreto

Dr. Sarath Chandran

Dr. Lira Gama

Ms. Anjali Sajilal

Ms. Maithili Naik

Ms. Snehal Alve

Dr. Shami Pai IQAC coordinator welcomed all the members for the meeting.

ACTION TAKEN REPORT

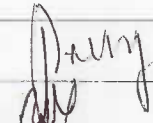


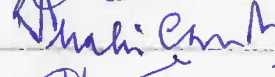


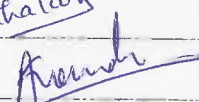
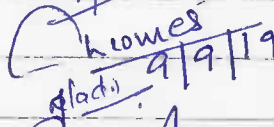

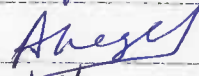






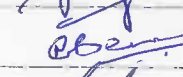

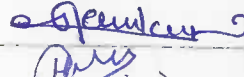




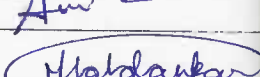
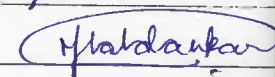

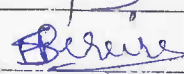
- Dr. Lira Gama informed the members that the AQAR is almost ready, only Criteria 6 data is yet to receive.
- Ms. Sharmila Kunde suggested that each criterion in-charge should identify changes if any in the SOP and collect documents accordingly.
- Dr. Shami Pai, IQAC Coordinator informed the members that the college shall go for NAAC accreditation only after completion of the new building.
- Dr. Shami Pai informed the members that a visit to Ratnagiri College is been planned and approval for same is already seeked. The visit will be scheduled before examinations. She requested interested members to be a part of the same.
- Niti Samvaad is been tentatively scheduled in the month of January 2020.
- It was decided that Department and teacher profiles to be submitted by 30th September 2019.

- It was suggested to conduct session on paper setting by M.Ed faculty under Teaching Learning and Evaluation. Dr. Shami Pai requested Dr. Rodney D'Silva to identify the resource person.
- Dr. Shami Pai informed that mock student satisfaction survey needs to be conducted and in-charge for the same is Ms. Samiksha Vengurlekar. She also informed that teacher feedback is also yet to be collected and shall be linked to student's attendance (75% attendance). She informed that dates needs to be announced well in advance and tentatively could be conducted in the month of September 2019.
- It was decided to conduct an orientation for teachers on NAAC on 9th September 2019.
- Dr. Maithili Naik informed the members that a mail has been sent for suggesting the signage's and in charges are requested to submit it by 9th September 2019.
- Dr. Shami Pai informed the members that Instagram account is been created. She also added that one person needs to be assigned for video recording and uploading of guest lectures.
- Dr. Maithili Naik informed the members that decision regarding subscription of e-books can be taken in the next Library Committee meeting.
- Dr. Edwin Baretto suggested that teachers should refer to the reference books for teaching and not merely rely on text books.
- The theme for September month under value lab is decided as "Nutrition and Stress Management". The same shall be organised by English and EVS department.
- Dr. Edwin Barreto suggested that TY projects database needs to be created
- All the members felt that ISO certification to be applied after the NAAC Visit.
- Dr. Maithili Naik informed the members that library repository is being created with student and staff publications, and TY projects could also be a part of the same.
- Ms Snehal Alve to send the report of the workshop attended by her on Green Audit organized by DM's College, Mapusa.
- Dr Shami Pai informed the members that full IQAC Meeting will be held on 14th September, 2019 at 11am.

The meeting ended at 11:00 am.

IOAC Meeting held on 9th September 2019 at 12 noon in Smart classroom.

Members present :

- | | |
|--------------------------|---|
| 1) Prita J. Mallya |  |
| 2) Rohy D. Sahu |  |
| 3) Shami Pai | SPai |
| 4) Shaamila Kundu |  |
| 5) B.P. SARATH CHANDRAN |  |
| 6) Mathili S. Naik |  |
| 7) Swati Bhat |  |
| 8) Snehal Alre | Sane |
| 9) Grishmi Thakur | Ghalwa |
| 10) Ashwini Devani |  |
| 11) Lixia V. Gomes |  |
| 12) Trisha Vadil | Trisha |
| 13) Namita M. Neunekar |  |
| 14) Akshada Hegde |  |
| 15) Mayurak Adant |  |
| 16) CINDIA Vaz |  |
| 17) Ushal Chasi |  |
| 18) Prachi Kotamkar |  |
| 19) Madhumeeta Dhar |  |
| 20) Meher Rodrigues |  |
| 21) Pooja Shandbag |  |
| 22) Ainsley Bernard | Abern |
| 23) Dr Edwin Bancho |  |
| 24) Dr. Madhant Naik | Madhant |
| 25) Mr. Sandesh Gaonkar |  |
| 26) Preksha chopdekar |  |
| 27) Gajanan B. Haldankar |  |
| 28) Lina R. Sadekar | Ladekar |
| 29) Lina M. Gama |  |
| 30) Sheetal Arondekar |  |
| 31) Sumit Kumar |  |
| 32) Namrata Haldankar |  |
| 33) Anyali Saptal |  |
| 34) Mrs. Surekha Pahl | Pahl |
| 35) Stesa Elsie Pereira |  |

- 36) Lizette D'Costa
- 37) Mukta Cunnolencar
- 38) Marjina Sheikh
- 39) Sweta P. S. Verencar
- 40) Ajinkya Kudtarkal
- 41) Manla Kumari
- 42) Shri Bheku. V. Bhave

Shri
M. Suresh
Shri
Shri
Shri
M. Suresh

Dr. Shami Pai, IQAC Coordinator welcomed all the staff members for the meeting.

IQAC Coordinator made a detailed presentation on NAAC. She mentioned about core values of NAAC, focus of assessment, quality indicator framework, she said that there is a shift in assessment from qualitative peer judgement to data based quantitative indicator evaluation with increased objectivity and transparency. She gave criterion wise allocation of points for an institution.

Principal, Dr. Prita Mallya informed the staff members that our present NAAC Grade will expire on 30th April 2020 and we are planning to go for the re-accreditation in September 2020.

Meeting ended at 1.15 pm.

Full I&AC Meeting on 14th Sept 2019 at 11 am
in Smart classroom

Members present :

- 1) N. Prita J. Mallya
- 2) John Silveira
- 3) Subes Mallya
- 4) Ms. Manasi J. Rege
- 5) Lira M. Gama
- 6) Shruti S. Nayak
- 7) Heba Fariband
- 8) Govish Bhatikar
- 9) Jai Patel
- 10) Maithili S. Naik
- 11) Snehal Alur
- 12) Dr. B.P. Sarathi Chandran
- 13) Dr. Rodney D' Souza
- 14) Sharmila Kundel
- 15) Shami Pai
- 16) Anjali Sajid
- 17) Edwin Bancho
- 18) Shobhita Poff

John S.

Subes Mallya

Manasi

Lira

Shruti

Heba

Jai

Maithili

Snehal

Dr. B.P. Sarathi

Dr. Rodney

Sharmila

Shami

Anjali

Edwin

**MINUTES OF THE FULL IQAC MEETING HELD AT 11 A.M. ON 14th SEPTEMBER 2019
IN THE RAMADAS MALLYA MEMORIAL SMART CLASSROOM**

The following members were present:

Dr. Prita D. Mallya - Principal

Dr. Rodney D'Silva: Vice-Principal

Dr. ShamiPai: IQAC Coordinator

Mr. SuhasM. Mallya

Mr. John Silveira

Dr. Edwin Barreto

Dr. SarathChandran

Dr. Lira Gama

Ms. SharmilaKunde

Ms. Anjali Sajilal

Dr. Maithili Naik

Ms. SnehalAlve

Ms.MansiRege

Ms.ShrutiNayak

Ms.Heba Ali Faniband

Mr. Jay Patel

Mr.GaurishBhatikar

Mr. Blaise Costabir, Mr.AtulNaik, Mr.VivekNaik,CA Naveen Daivajna, Mr.RupeshShirodkarhad sought leave of absence

Dr. Prita Mallyawelcomed all the members for the first full IQAC Meeting for the academic year 2019-20.

AGENDA

I. ACTION TAKEN REPORT

Dr. ShamiPai, IQAC Coordinator presented the Criterion-wise Action Taken Report as of September 2019.

CRITERION 1

- **B.Voc.Programme:** The B.Voc (Software Technologies) programmehas been introduced from June 2019; 11 students have enrolled. Shree Damodar College is the only college in Goa to receive UGC approval for the B.Voc Programme. The Programme Structure and syllabi for the programme Bvoc (ST) have been designed by faculty from the BCA and B.Com programmes.

- **BCA/B.Voc Programme Mentoring Council:** A Mentoring council has been created for these 2 programmes, and is headed by Ms. Ekta Agarwal, former faculty member of the College. The other members of the Council are Ms. Siddhi Bale and Mr. Sunil Morajkar.
- **CBCS Syllabus:** Teachers of the Dept. of Computer Science are involved in preparing syllabus for courses to be introduced at SY and TYBCA under the Choice Based Credit System (CBCS)
- **CA Foundation Classes:**
 - The College has applied to ICAI for Accreditation for conducting coaching classes for the CA Foundation Course
 - ICAI has conducted its first pre-accreditation visit to check the facilities available for the programme
 - Mr. Gajanan Haldankar, Asst. Professor in Commerce has attended an Orientation programme organized by ICAI at Chennai on August 30th, 2019
- **Feedback Form:** The form seeking faculty feedback on curriculum & syllabus has been designed and sent to the teachers

CRITERION 2

- **Industry Embedment of Teachers:** 5 teachers spent 1-3 weeks in an industrial establishment during the May vacation and 3 teachers carried out an audit of VVM's RMS HSS to gain practical knowledge in their areas of teaching. The teachers shared their experience. It was felt that the initiative would be more effective if teachers spend a few hours every week during the regular teaching days rather than for a short while during the vacation.
- **Session at Codemax:** All teachers from the Dept. of Computer Science attended a 3-hour session at Codemax to update their knowledge. These sessions will be held regularly

CRITERION 3

- **Staff Academy:** The Staff Academy has been revived and faculty members are making presentations on their research.
- **Earn while you learn scheme:** NSS Students undertook the activity of making and selling paper bags; the Commerce Club and Economics Club organized competitions for students wherein students had to set up stalls in which they had to sell items made by them. It was suggested that the Commerce Club could conduct a session on Payment Systems.
- **MOUs:** The College has signed 6 MOUs - with
 - CIBA for promoting entrepreneurship
 - Vedasys for add-on courses
 - Codemax IT Solutions, CodeRun LLP, Haztech – for conducting sessions
 - NASSCOM for assessment of the skill component of the B.Voc programme
- **Unnat Bharat Abhiyaan Scheme:** Ms. Sharmila Kunde briefed the members about the scheme and informed that the College has already applied for the same; however we have not received any information about whether or not the College has been selected for the Scheme.

- **Industry Academia Lecture Series:** The Dept of Commerce and Management has initiated the Industry Academia Lecture Series. 08 Lectures are already conducted this Semester.
- **Research:**
 - The Board of Management has provided incentives for faculty members to publish in Scopus journals.
 - Status of Research:
 - First PhD awarded from Shree Damodar College Research Centre (RC) – Ms. Kirti Tyagi – RC in Management Studies; awarded on July 8, 2019; Guide Dr. Prita D. Mallya
 - 3 teachers have submitted their theses (Ms. Anjali Sajilal, Ms. Mamta Kumari and Ms. Prachi Kolamkar) and are awaiting their viva voce; of these Ms. Anjali Sajilal is registered with the RC in Management Studies; Guide Dr. Prita D. Mallya
 - 4 teachers are at various stages of completion of their PhD (Mr. Ajinkya Kudtarkar, Ms. Preksha Chopdekar, Mr. Ainsley Bernard, Ms. Lizette D'Souza)
 - 2 teachers have registered for PhD during 2018-19 (Mr. Gajanan Haldankar, Ms. Marjina Shaikh)
 - 3 teachers have been selected for PhD during this academic year (Mr. Sandesh Gaonkar, Ms. Stesa Pereira, Ms. Trisha Vadil)
 - Enrolment in the Research Centres of the College
 - ◆ 2 students in the RC in Management Studies - Guide Dr. Prita D. Mallya;
 - ◆ 5 students in the RC in Economics – Guide Dr. B. P. Sarath Chandran
 - 3 faculty members have acted as external examiners at the PhD Viva voce of scholars of other Universities (Dr. Prita D. Mallya, Dr. Rodney D'Silva, Dr. Sarath Chandran)
 - 4 teachers have contributed chapters in Books in the Odd Semester (Dr. Lina Sadekar, Dr. Sarath Chandran, Dr. Edwin Barreto, Dr. Vishal Chari)
 - 2 teachers will be contributing chapters in Books in the Even Semester (Dr. Shami Pai, Dr. Edwin Barreto)
- It was suggested that the PG department should take up Research.

CRITERION 4

- **Video capturing:** Video capturing of Guest lectures has commenced.
- **Digital Visitors register:** The Library has maintained a Visitors Register in digital form in order to track Library Usage.
- **Library Initiatives:**
 - TY students are using e-resources for their projects; Literature Review has been made compulsory for TY project students – this will increase the usage of e-resources such as N List.
 - The Library now displays all new arrivals of books on the Digital Display Boards.

- It was suggested that the Library could subscribe to "Good Reads" or any similar account, through which the Library could receive reviews and give recommendations of various books.
- **National Librarians Day:** The College celebrated National Librarians Day on 27th August 2019. The Readers Club was inaugurated on the same day.

CRITERION 5

- **Book Release:** On the occasion of National Librarians Day on 27th August 2019, the Chief Guest released a Konkani book written by SY B.Com student Ms. Dnyanada Prabhudessai.
- **Guest faculty:** To the extent possible, teachers invite alumni as guest faculty.
- **Student Recognition** – Based on points earned during activities of the various clubs, the College has instituted awards such as Economist of the Year, Commerce Student of the Year, Finance Student of the Year, Tech Student of the Year.
- **Career Awareness Programme:** The Career Cell conducted sessions to create awareness about various careers such as Insurance, Banking, CA, CS, ICWA, Law, Journalism, Sales & Marketing, Indian Armed Services, Indian Civil Services, Event Management and Advertising. Sessions were also conducted for preparation for MBA entrance tests and Test taking strategies
- **Report Writing:** The E-Cell organized a session for students on effective report writing. The IQAC recommended that the College should record such sessions for future reference.
- It was recommended that Career Zone, which provides career-related information, should not be part of the Library page on the website, but should appear separately.

CRITERION 6

- **Financial Reforms**–The Accountant approves and settles all transactions below Rs. 5000 and sends a weekly report of such transactions to the Principal every Monday.
- **Governance:** VVM will be appointing an HR manager and an Administrator.
- **IT Reforms:**
 - The IT Committee has been divided into three focus groups viz. IT Hardware, IT Applications, and Academics in the area of IT/CS
 - IT Applications Committee has been created for integrating various Software packages being used by VVM Institutions and creating a Uniform IT Portal; the Committee is headed by Mr. Suhas M. Mallya and the members are Ms. Sharmila Kunde and Ms. Ekta Agarwal.

CRITERION 7

- **Value Lab started:** The IQAC was briefed about the concept of the Value Lab; it was suggested that a good way to spread the message about values is through story-telling.

- **Spotlight Series:** The College has initiated a Lecture Series by eminent personalities, viz. The Spotlight Series; one session has already been conducted by Mr. R M Prem Kumar former Chief Secretary, Govt. of Maharashtra.
- **Report template:** The IQAC has prepared a Report template for reporting of all the College activities.
- **Seed Bomb Activity:** The students of BBA(FS) as a part of their EVS assignment made seed bomb. The same were distributed among teachers and students on 15th August 2019.
- **Rain Water Harvesting:** GMI Zarhak Moulders Pvt. Ltd. had donated Rain water harvesting units as part of their CSR and these have been installed in the College campus. The IQAC thanked GMI Zarhak Moulders Pvt. Ltd. for its donation.

II. PLAN OF ACTION– IQAC members in charge of the Criteria are responsible for ensuring implementation as per the timeline mentioned

Criterion 1

- Employer Feedback Form will be finalized by end-September and the College will start collecting feedback from October/November.
- A summary of Student Feedback for the first half of 2019-20 will be uploaded on the College Website before the College reopens for the next Semester

Criterion 2

- Efforts will be made to enroll more students from other states and countries
- Remedial classes and bridge courses will be conducted on a regular basis
- All faculty members will use Innovative teaching techniques/ flipped classrooms in every semester
- Examination Manual is being prepared and will be finalized by end-October.
- Creation of Awareness about the Student Satisfaction Survey will be completed by end-September

Criterion 3

- An IPR Session has been planned in January 2020.
- Extension /outreach activities will be undertaken in Higher Secondary Schools during the upcoming semester
- 02 MOUs are being initiated-PSL Verna and Helix Tech Pvt. Ltd- Porvorim. These are mainly for the B.Voc programme but will be beneficial for BCA as well. All existing B.Voc MOUs will be explored to see if other programmes can also benefit.

Criterion 4

- A list of Signages for the entire campus is being prepared and will be submitted to the Principal during the coming week; Principal will put up the list to Management and approved signages are to be put up during the Diwali vacation
- Teachers will be trained in the use of TRELLO- an online task management application to keep a track of tasks – during the second week of October; it will be implemented

immediately for some tasks, gradually for all; all tasks to be on TRELLO from the AY 2020-21

- Replacement of existing PCs in Lab 2 with new computer systems from DELL under CSR—an appeal has been made
- An institutional repository of PhD theses and research publications of teachers, and selected projects/dissertations of students will be created by December 2019; student projects/dissertations will be selected based on the recommendations of Guides followed by approval by the Committee appointed for the purpose.
- More open source e-resources will be added to the Library by February 2020
- Purchase of E-books through platforms like KOPYKITAB or individual publishers; enquiries will be made and reported at the next IQAC meeting

Criterion 5

- Career cell plans to start the coaching for competitive exams once students enroll- Banking and MBA coaching classes have already started
- Visit to CIIBA and Agriculture-based startup is planned during the coming week
- The Alumni Engagement committee will schedule a Meeting of Alumni Association and hold an Alumni meet during this academic year
- A website page dedicated to Alumni success stories will be created; the College will begin with the alumni felicitated by VVM on Founders' Day every year since 2016. This will be done by the end of the Academic year

Criterion 7

- The College will take up activities in collaboration with Goa State Biodiversity Board. Mr. Pradip Sarmokadam, Member Secretary at Goa State Biodiversity Board has offered all help and cooperation. Some activities that can be easily taken up include
 - ♦ Compensatory Deforestation Scheme
 - ♦ Soil quality check and certification from Goa State Biodiversity Board.
 - ♦ Creation of a medicinal garden (the Board issues a letter of appreciation)
 - ♦ Counting and Tagging of trees and plants in the Campus
- The NSS plans to set up a Waste Composting Unit on the campus before the end of the AY
- The NSS is planning to set up a Vertical Garden during the coming week
- The College could implement Zero Energy Hour – have 1 hour once a semester during which no energy is used
- Limiting the A/C temperature in all staffrooms and labs will be implemented immediately
- Before purchasing any electronic items, the College could check for E-waste buy back schemes offered by vendors; this could be implemented from the next purchase
- Water and Energy Audit will be undertaken (the College could invite Mr. Abhinav Apte from Lila Digital and Environmental Solutions Private Limited to carry out these Audits)
- One Session could be conducted under Readers Club as “Green Reading” during the next semester

III. NAAC Accreditation - 4th Cycle

- The next 3 IQAC Meetings for this AY will be held on 14th September 2019, 14th December 2019, 14th March 2020 and 2nd May 2020
- AQAR 2018-19 will be uploaded by November 15, 2019
- Current Accreditation is valid till April 30, 2020. However, as per the NAAC Guidelines,
 - The College proposes to have the NAAC visit for the 4th Cycle in September 2020
 - The Self-Study Report will cover the 5-year period 2015-20
 - AQAR 2019-20 will be prepared and uploaded before the NAAC visit (by August 2020)
 - IQAC members are preparing a criterion-wise list of documents to be identified, scanned and saved –
 - IIQA (Institutional Information for Quality Assessment) will be submitted by the end of this AY
 - The Self-Study Report will be prepared and uploaded on the College website by the end of this AY or early during AY 2020-21

IV. A.O.B

- In the exit feedback form Question D is suggested to be split into two questions
- Content of Reports to be uploaded on the website to be checked by the in charge.
- Student members raised the issue of internet access. They were informed that students are given access only after 1 pm.
- Students also requested that teachers should upload the attendance at the end of every week.

The meeting ended at 1:30 pm.

Criteria wise NAAC Meetings on 15/10/19,
16/10/19 & 17/10/19 at 8.30 am onwards in S.C.

Criteria 4, 6, & 7 15/10/19

Members present :

- | | |
|---------------------------|--------------------|
| 1) Prita D Malve | P Malve |
| 2) Shami Pai | S Pai |
| 3) B.P. Sarathi Chaudras | B Sarathi Chaudras |
| 4) Rodney D Silva | R Silva |
| 5) Akshada Hegde | A Hegde |
| 6) Blacina Shinodkar | B Shinodkar |
| 7) Sumit Kumar | S Kumar |
| 8) Ederh Barreto | E Barreto |
| 9) Sheetal Arondekar | S Arondekar |
| 10) Shaimila Kunde | S Kunde |
| 11) Gajanan B. Haldankar | G Haldankar |
| 12) Mayurash Adzul | M Adzul |
| 13) Mafina Shaikh | M Shaikh |
| 14) Muktali Unnienciar | M Unnienciar |
| 15) Lizia V. Gomes | L Gomes |
| 16) Preksha Chopdekar | P Chopdekar |
| 17) Swati Bhat | S Bhat |
| 18) Grishmi Thakur | G Thakur |
| 19) Lisette D Costa | L Costa |
| 20) Stesa Pereira | S Pereira |
| 21) Dr. Mehdanant J. Nain | M Nain |
| 22) Ainsley Bernard | A Bernard |
| 23) Pooja Shankhag | P Shankhag |
| 24) Seema Dharani | S Dharani |
| 25) Shezyl da Silva | S Silva |
| 26) Prachi Kampan | P Kampan |
| 27) Vishal Chari | V Chari |
| 28) Sweta P Shet Venekar | S Venekar |
| 29) Shikant Madar | S Madar |
| 30) Ashwini Damani | A Damani |
| 31) Cinola Vaz | C Vaz |
| 32) Trisha Vadil | T Vadil |
| 33) Snehal Ahe | S Ahe |
| 34) Ms. Manasi D. Rega | M Rega |

- 35) Anjali Sapkal
- 36) Surekha Patil
- 37) Madhumeeta Dhanu
- 38) Namrata Haldankar
- 39) Lina M. Gama
- 40) BIRENDRA WASK
- 41) Namita M. Neurenkar
- 42) Manika Kumari
- 43) Nikhita Mayekar
- 44) Maithili S. Naik

S. J.
 Patil
 Path
 Haldankar
 Gama
 Rusit.
 M.
 Mayekar
 Naik

Criteria 1 & 5 (16/10/19)

Members present:

- 1) Prita D. Mallye
- 2) Shami Patil
- 3) Mayina Shaikh
- 4) Muktaali Uncohenkar
- 5) Stesa Pereira
- 6) Lisette D. Costa
- 7) Ainsley Bernard
- 8) Gajanan B. Haldankar
- 9) Lina Sadekar
- 10) Edwin Bancho
- 11) Akshada Hegde
- 12) Namrata Haldankar
- 13) Pooja Shankhag
- 14) Madhumeeta Dhanu
- 15) Shri Bhanu V. Bhare
- 16) Lina M. Gama
- 17) Rodney D. Sin
- 18) Anjali Sapkal
- 19) Maithili S. Naik
- 20) Namita M. Neurenkar
- 21) Sweta P. S. Verenkar
- 22) Sheryl de Felice
- 23) Seema Dharani
- 24) Rs. Madanant J. Naik

Pally
 S. J.
 Shaikh
 M. Uncohenkar
 Pereira
 Costa
 Bernard
 Haldankar
 Sadekar
 Bancho
 Hegde
 Haldankar
 Shankhag
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 Neurenkar
 Verenkar
 de Felice
 Dharani
 Naik

25.	CINOLA Vaz.	Car
26	Manita Kumari	mk
27	Sheetal Arondekar	A
28.	Swati Bhat	Shf
29.	Lizia V. Gomes	hones 16/10/19
30	Preksha chopdekar	Car
31	Grishmi Thakur	Thakur
32.	Prachi Kelankar	
33	Sharmila Kunte	Bunde
34	Shrikant Madar	Madar
35	Aishwini Devani	Devani
36	Snehal Aine	Aine
37.	Shriha Jodil	Jodil
38.	Mayursh Adsul	Adsul
39	Vishal Chauri	Chauri
40	Surekha Patil	Patil
41	Samiksha Vengurtekar	Vengurtekar
42	Sumit Kumar	Kumar

Criteria 2 & 3 (17/10/19)

1)	Prita D. Nalga	Nalga
2)	Shami Patil	Patil
3)	Anjali Sajjal	Sajjal
4)	B.P. Sarathi Chandran	Chandran
5)	Sharmila Kunte	Bunde
6)	Surekha Patil	Patil
7)	Nadheemeta Dhar	Dhar
8)	Akshada Hegde	Hegde
9)	Edwin Barreto	Barreto
10)	Ansley Ben	Ben
11)	Pooja Shanbhag	Shanbhag
12)	Namita M. Nannakar	Nannakar
13)	Samiksha Vengurtekar	Vengurtekar
14	Sumit Kumar	Kumar
15.	Manthira S. Nair	Nair
16	Lina Sadekar	Sadekar
17	Preksha chopdekar	Chopdekar

18. Namrata V Haldankar -
19. Lizette D'Costa
20. Stesa Pereira
21. Seema Dhasani
22. Muktali Unoliencar
23. Maryina Shaikh
24. Gajanan B. Haldankar
25. Mayurush Adsul
26. Sheetal Arundekar
27. Sanita Malvankar
28. Ajinkya Kudtarkar
29. Dr. Madanant J. Naik
30. Liza V. Gomes
31. Grishmi Thakur
32. Swati Shet
33. Ashwini Devani
34. Kauri Sallankar
35. Di. Kushal Chari
36. Shikant Madan
37. Sheryl de Silva
38. Sueta P. Shet Verenkari
39. Shri Bhisu V. Bhore

- Naldankar
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Pereira
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 Adsul
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 Arundekar
 Malvankar
 Kudtarkar
 Naik
 Gomes
 17/10/19
 Thakur
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 Devani
 Sallankar
 Chari
 Madan
 de Silva
 Shet
 Verenkari
 Bhore

**MINUTES OF CRITERIA WISE MEETINGS HELD ON 15/10/19, 16/10/19 AND 17/10/19
IN SMART CLASSROOM AT 8.30 ONWARDS**

IQAC Meetings with all the teachers were held on 15th, 16th and 17th October 2019 in Smart Classroom at 8.30am onwards.

Criteria 4.6 and 7 were presented on 15th October 2019 by Dr Maithili, Mrs Anjali and Ms Snehal. The following points were discussed:

CRITERION 4

- All the infrastructure facilities have to be geo tagged- Azen to do the needful- January/ February 2020
- The librarian Ms Manasi Rege to draft an appeal to public asking them to donate rare books to our library- November 2019
- E books and e journals to be procured in consultation with the Coordinators of all the programmes- October/ November 2019
- Minutes of Library Committee meetings to be scanned- December 2019
- Teachers and students to be encouraged to visit the library to increase the usage of the library- Mentors to send the students- IQAC Coordinator to keep a check. Time table can include one library hour per week- Next Semester- December onwards
- Award to be given to the teacher and student having maximum usage of the library- next semester
- AMCs to be scanned- November 2019
- Maintenance Policy to be approved from GC- October meeting

CRITERION 7

- Energy Audit and Green Audit to be conducted for the college- Certified Agencies to be identified- November 2019
- LED Bulbs and Tubes to be fixed in the new building-
- Ramp and Railings to be done for the new building-
- Space to be identified for Solid Waste Management- December 2019
- E Waste is to be handed over to Seby- December 2019
- Survey to be conducted on the usage of public transport by staff and students- December 2019
- Code of conduct for the staff and students to be uploaded on the website- November 2019

CRITERION 6

- Quality Policy to be formulated- December 2019
- Organogram to be uploaded on the website- November 2019

- E governance policy to be framed – November 2019
- Training program to be organized for non teaching staff- next semester
- VVM'S CSR Funds used for Damodar College to be included in the data- November 2019

Criteria 1 and 5 were presented on 16th October 2019. The following points were discussed:

CRITERION 1

- SSR data to include full names of the subjects- immediately
- Course Code to be created for Life Skills Certificate Course- immediately
- Internships to be encouraged for FY and SY students- November vacation
- Feedback Forms of Alumni and Employer to be finalized. Each teacher can be given 10 forms each- November 2019
- Employer Feedback Form will be finalized by end-September and the College will start collecting feedback from October/November.
- A summary of Student Feedback for the first half of 2019-20 will be uploaded on the College Website -before the College reopens for the next Semester

CRITERION 5

- Events to be organized in collaboration with Certified Agency-next semester
- Fun Week to be renamed as Damodar Youth Festival- December 2019
- Alumni Registration Form to be uploaded on Website- December 2019

Criterion 3 and 2 were presented on 17th October, 2019. The following points were discussed:

CRITERION 3

- IPR Sessions data to include session by Adv Prasanna Timble organized by IIC- immediately
- Role of BCA Council to be included-immediately
- Publications of the faculty can be searched on Google Scholar
- Teachers have to submit the hard/soft copies of their publications for NAAC purpose- November 2019
- MOUs to be signed with Provedoria and Sangath/ Sethu- next semester

CRITERION 2

- Eligibility Certificates can be used as a proof for recording the students from other countries/states-immediately
- Internship should be encouraged for FY/SY students-November vacation

- Buddy Learning to be initiated-next semester
- Advanced Learners to be motivated to do MOOCs Courses-next semester
- Counselor to be included in Mentoring List-immediately
- Efforts will be made to enroll more students from other states and countries- next academic year
- Remedial classes and bridge courses will be conducted on a regular basis-next semester
- All faculty members will use Innovative teaching techniques/ flipped classrooms in every semester
- Examination Manual is being prepared and will be finalized by end-October 2019
- Creation of Awareness about the Student Satisfaction Survey will be completed by end-September

Principal Dr Prita Mallya discussed the responses of Students Satisfaction Survey with the staff members.

IQAC Coordinator Dr Shami Pai requested all the staff members to continue with the NAAC work. The next task is documentation. All the teachers to identify the documents under their criteria. Sarvesh is incharge of scanning the documents. However, he has to be guided as to how to save the document.

IQAC teacher members to have a brief meeting on 2nd November 2019 at 8am to take the stock of the documentation process.

DVV contains only minimum requirements. Every teacher should minutely identify the maximum proofs for the data. The deadline of submission of the documents to Sarvesh is 9th November, 2019

IGAC Meeting held on 2nd November, 2019
at 8 am in Smart classroom

Members present :

- 1) Shami Pai
- 2) Anjali Sajlal
3. B.P. Sarali Chendran
4. Maithili S. Naik
5. Manasi D. Rege
6. Narsinva. Shirodkar
7. Rodney D' Silva
8. Sneha Ane
9. Ashwini Devani
10. Edwin Bancho
11. Rahul Naik
12. Shrikant Madar
13. CINOLA Vaz
14. Melba J. Fernandes

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IOAC Meeting held on 13th January 2020 at 12-15 pm in ~~Event~~ Classroom R-NO 115

Agenda: To discuss the Changed NAAC Manual (w.e.f.) 15th January 2020.

Members present:

- 1) Dr. Prita Mallya
- 2) Rody D' Souza
- 3) Shami Pai
- 4) Mayina Shaikh
- 5) Snehal Ane
- 6) Ashwini Devani
- 7) Shrikant Madar
- 8) Ms. Manasi D. Rege
- 9) Dr. Lira S. Gama
- 10) Gajanan B. Haldankar
- 11) Mayuresh A. Suel.
- 12) Steia Pereira
- 13) Dr. Maulanant J. Naik
- 14) MR. Sandesh Gaonkar
- 15) Dr. Edwin Barreto
- 16) Sheetal Arandekar
- 17) Lizette D'Costa
- 18) Prakash Chopdekar
- 19) Ms. Pooja Shambhag
- 20) Ms. Swati Bhat
- 21) Ms. Sharmila Kundo.
- 22) Ms. Grishmi Thakur
23. Ms. Mukta Curcioencas
24. Ms. Anjali D'Costa
25. Surekha Patil
26. Ms. Namrata .V. Haldankar
27. Raehi Kslankar
28. Dr. Vishal Chari
29. Ms. Sweta P. Shet Venenkar

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Thakur
Curcio
A
Patil
Haldankar
K
Shet

30. Dr. B.P. Sarathi Chandras

31. Sumit Kumar

32. Trisha Jadhav

33. Sheryl de Félire

34. Ms. Seema Dharani

Maithili Chandra
Anjali

gladil

Durga

Shani

Each Criterion incharge presented the changes in the New Manual which was introduced on 1st January 2020.

Criterion 1 Dr Sarath

Criterion 2 Dr Edwin

Criterion 3 Dr Lira

Criterion 4 Dr Maithili

Criterion 5 Ms Sharmila

Criterion 6 Ms Anjali

Criterion 7 Ms Snehal

Accordingly, it was decided that each criterion incharge should submit SSR data along with the links as per the schedule given below:

Criterion 1 : 15th February 2020

" 2 : 5th February 2020

" 3 : 15th February 2020

" 4 : 15th February 2020

" 5 : 22nd February 2020

" 6 : 10th February 2020

" 7 : 7th February 2020

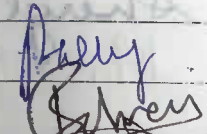
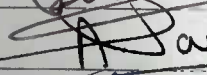
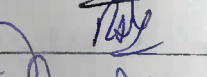
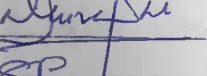
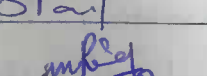

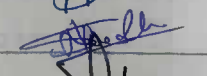
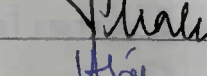
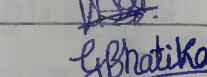
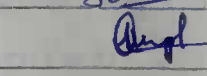

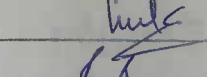
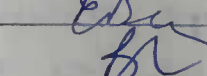
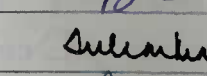
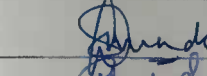

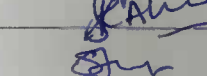
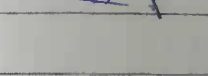
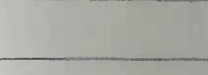
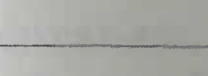

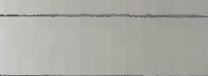
Each criterion incharge to send email to Principal, Vice Principal and IQAC Coordinator on their respective dates.

The Meeting ended at 3 p.m.

Full IQAC Meeting held on 8th February 2020
at 11 am in Skill Development Centre

Members present :

1. Pritika D. Mallya
2. John Silveira
3. Atul P. Nark
4. Rodney D' Silva
5. Navan Durgam
6. Shami Pai
7. Manasi D. Raje
8. Maithili S. Naik
9. Rupesh Shiradkar
10. Dr. Sarethi Chandran
11. Jai Patel
12. Goulish Bhatikar
13. Raju Gupta
14. Ganesh Kumawat
15. Shruti S. Nayak
16. Dr Edwin Banu
17. Blaise Costalin
18. Suhra Mallya
19. Sharmila Kunde
20. Heba Fariband
21. Sneha Alne
22. Anjali Sajjal

**MINUTES OF THE IQAC MEETING HELD ON 8th FEBRUARY 2020 AT 11:00 AM IN
SKILL DEVELOPMENT CENTRE**

The following members were present:

1. Dr. Prita D. Mallya
2. Mr. Blaise Costabir
3. Mr. John Silveira
4. Mr. Atul Naik
5. CA Naveen Daivajna
6. Mr. Suhas Mallya
7. Dr. Shami Pai
8. Dr. Rodney D'Silva
9. Dr. Edwin Barreto
10. Dr. B. P. Sarath Chandran
11. Dr. Maithili Naik
12. Ms. Sharmila Kunde
13. Ms. Anjali Sajilal
14. Ms. Snehal Alve
15. Ms. Shruti Nayak
16. Mr. Rupesh Shirodkar
17. Mr. Jai Patel
18. Mr. Ganesh Kumavat
19. Mr. Raju Gupta
20. Ms. Heba Faniband
21. Ms Manasi Rege

Dr. Lira Gama, and Mr Vivek Naik had sought leave of absence.

AGENDA

- To present a report on the Documentation Workshop by IQAC Coordinator
- To decide on the submission of IIQA/SSR for the fourth cycle
- To present the criteria-wise gaps by criteria in charge teachers and seek suggestions on the same
- AOB

The Meeting started at 11 am in the Skill Development Centre. Dr. Shami Pai, IQAC Coordinator welcomed the members for the meeting.

Dr. Shami Pai made a presentation informing the members of the following initiatives undertaken by the College IQAC

- **Visit to Gogate Jogalekar College Ratnagiri:** Five IQAC members along with the Coordinator visited Gogate Jogalekar College Ratnagiri in October 2019 to understand the process followed for the purpose of documentation. The college had been selected for the visit as it has been consistently accredited with "A" grade by NAAC and they have undergone the 4th cycle reaccreditation process recently in July 2019. The visit was very fruitful. IQAC members learnt a lot from the College.
- **Workshop on Documentation:** The IQAC organised a Workshop on Documentation Process and Preparation for NAAC Accreditation on 18th January 2020. The Resource Persons for the workshop were, Dr Rajiv Sapre, Dr. Kishore V. Sukhatankar and Dr Makarand R. Sakhalkar.
- Dr Shami Pai briefed the members about the takeaways from the Documentation workshop:

- Formation of Reporting Desk- centralized place for data collection and data entry
- Highlight the role of IQAC in each and every activity
- Dedicated 1 hour per day for NAAC Work
- Do not keep any data blank
- Google Forms to be created for data collection
- Prepare templates for the reports
- Frame SOPs for all the processes
- Prepare Brochures for all the Add on Certificate Courses offered by the College
- Upload SSR (Self Study Report) in Academic Year 2020-21 so that latest completed year is 2019-20
- Every Committee to conduct regular meetings and maintain Minutes Book
- Installation of Complaint Box for the students
- Frame policies such as E governance Policy, Financial Assistance Policy, etc
- Conduct audits such as Energy Audit, Green Audit

PLAN OF ACTION OF SSR SUBMISSION

- ▶ Previous Grade valid upto 30th April 2020
- ▶ Plan to upload SSR in June 2020
- ▶ NAAC Visit to be planned in September 2020 after the monsoons.

Dr. Shami Pai informed the members that the NAAC manual has been revised again on 1st January, 2020 and requires collection of data considering those changes. She also informed the members that the College is in the final phase of collecting data and documentation. In the process of collecting data and documents, the IQAC members along with teacher members of respective criteria have identified certain gaps. She requested the members to make presentations on the gaps identified.

CRITERION 1: CURRICULAR ASPECTS

GAPS IDENTIFIED:

- a. **Data not available:**
 - Teacher feedback data available only for one year
 - Employer feedback data available only for one year
 - Alumni feedback available only for one year

SUGGESTIONS:

Mr. Blaise Costabir suggested that feedback needs to be analysed and action be taken on the same.

CRITERION 2: TEACHING-LEARNING AND EVALUATION

GAPS IDENTIFIED:

- a. **Documents in the process of scanning:**
 - List of reserved seats authorised
 - Mentoring reports
 - PAN number, Date of joining of all full-time teachers, last working day in case they left or retired from college

- Exam results
- b. Documents yet to be collected:**
 - Students seminar documents
 - Student paper presentation of Commerce, Economics Clubs & MCOM students' data
 - Commerce Virtual lab
 - case studies to be collected from B.Com
 - BCA ISA 3 (Semester I and II) 2014- 2019 data to be collected
 - M.Com. 2014-15, 2015-16, 2018-19 – Important dates relating to examinations, exam notices and ISA time tables to be collected
 - M.Com. 2014-2019 – Board of examiners list to be collected
- c. Documents not available:**
 - Letter of sanctioned seats in 2014-15
 - Merit coaching no documents available
 - BBA(FS)s remedial records for 14-15, 15-16 not available
 - Flipped Learning Reports of BCOM

SUGGESTIONS:

- Mr Atul Naik suggested that a request could be made to the University to give the soft copy of the results.
- Mr. Suhas Mallya informed that the documents regarding the reserved seats are available online. He suggested that the same can be given as an assignment to Law college students.

CRITERION 3: RESEARCH, INNOVATIONS AND EXTENSION

GAPS IDENTIFIED:

- More publication in Scopus needed.
- More collaboration for Add on courses needed.

SUGGESTIONS:

Principal Dr. Prita Mallya informed the members that the College can opt out certain questions and the College has identified a few from Criterion 3 to be opted out.

CRITERION 4: INFRASTRUCTURE AND LEARNING RESOURCES

GAPS IDENTIFIED:

- Geo tagged Photographs of Classrooms, Auditorium, Seminar Halls, Multipurpose hall
- Preparation of Library Manual in its final stage
- Maintenance Policy – approval awaited

SUGGESTIONS: NIL

The Principal informed the members that the Governing Council has approved the Maintenance Policy (October 2019 meeting)

CRITERION 5: STUDENT SUPPORT AND PROGRESSION

GAPS IDENTIFIED:

- Percentage of students benefitted from scholarships is less
- Collecting details of Number of students who have passed in competitive exams difficult
- Collecting details of Number of students qualifying in state/ national/ international level examinations difficult

- Alumni contribution (financial and other support) needs to improve

SUGGESTIONS:

- Mr. Atul Naik suggested preparing and keeping forms ready for collecting data of competitive exams answered by the students and scores obtained. He advised that a proper process of obtaining the said data needs to be formulated. He also suggested that such data can be collected through the alumni association of the college. He suggested to actively involving the current students in the alumni association activities.
- Dr. Edwin Barreto suggested that question can be included in the exit feedback asking for data pertaining to competitive exams answered by the students and scores obtained in the same.
- Mr. Naveen Daivajna suggested that students who have passed out should be permitted to participate in the College Placement Fair along with the current students.

CRITERION 6: GOVERNANCE, LEADERSHIP AND MANAGEMENT

GAPS IDENTIFIED:

- Gap identified only with reference to limited welfare facilities for the teaching and non teaching staff.

SUGGESTIONS:

Mr Blaise Costabir suggested that college can identify some welfare measures such as tie up with hospitals for health check up for the staff. Proposal to be prepared and put before the GC and BOM.

CRITERION 7: INSTITUTIONAL VALUES AND BEST PRACTICES

GAPS IDENTIFIED:

The College does not have the following

- Common room and Day care centre
- alternative energy sources: Solar energy, Biogas Plant, Wheeling to the Grid, Sensor-Based Energy Conservation
- Restricted Entry of Automobile, Use of Bicycle, Battery Powered Vehicles, Pedestrian Friendly Pathways
- Disabled friendly Barrier free environment: Assistive technology and facility for persons with disability: Accessible Website, Screen Reading Software, Merchandised Equipment's

SUGGESTIONS:

- Mr. Atul Naik suggested having a parking space outside the campus. Chowgule College Model can be also adopted by the college.
- He also suggested that the terrace space could be utilised for solar initiative. Mr. Blaise Costabir suggested referring the initiatives for Biogas by Dempo College.

AOB:

- Mr Suhas Mallya offered help in forming Reporting Desk. He said Institutional Repository can be built through FEDENA.
- Mr Blaise Costabir suggested that the presentations should be mailed to the members before the meeting so that the members come prepared with the suggestions.
- Student member Mr Raju Gupta suggested that college can give contact points for solving the students queries related to career guidance. Dr Edwin suggested that we can have a Career Guide/ Brochure for the students.
- Mr John Silveira suggested that college should also create awareness about the various Government Schemes among the students. College could also prepare a comprehensive list of careers options for the students.

The meeting ended at 1.30 pm.