IQAC Meeting held on 4th August 2018 at 11am in Ramdas Mallya Memorial Smart classroom.

The following members attended the meeting:

1. Dr Prita Mallya
2. Shami Pai
3. Sharmila Kunde
4. Dr Rodny D'Silva
5. Dr. Edwin Barreto
6. VIVEK K. NAIK
7. Atul P. Naik
8. Blaise Costabir
9. Dr. Sanjay P.S. Dessai
10. Suhas Mallya
11. John Silveira
12. Rupesh Shirodkar
13. Snehal Aine
14. Ekta Agarwal
15. Dr. Lira M. Goma
16. Shruti S. Nayak
17. Christine De Souza
18. Shaunak Bale
19. Huba Faniband
20. RAJU GUPTA
21. Oranoon Kumauar
22. Shruti Nayak

VVM'S SHREE DAMODAR COLLEGE OF COMMERCE & ECONOMICS
MINUTES OF THE IQAC MEETING HELD ON 04th AUGUST 2018 AT 11 A.M. IN RAMADAS MALLYA MEMORIAL SMART CLASSROOM

The following members were present:

1.
2. Dr. Prita D. Mallya
3. Mr. Blaise Costabir
4. Mr. Atul Naik
5. Mr. John Silveira
6. Mr. Vivek Naik
7. Mr. Suhas Mallya
8. CA Naveen Daivajna
9. Dr. Shami Pai
10. Dr. Sanjay Sawant Dessai
11. Dr. Rodney D'Silva
12. Dr. Edwin Barreto
13. Dr. Lira Menezes Gama
14. Ms. Sharmila Kunde
15. Ms. Ekta Agarwal
16. Ms. Snehal Jadhav
17. Ms. Shruti Nayak
18. Mr. Rupesh Shirodkar
19. Ms. Christine D'Souza
20. Mr. Ganesh Kumavat
21. Mr. Raju Gupta
22. Mr. Shaunak Bale
23. Ms. Heba Ali Faniband

Mrs. Manasi Rege and Mrs. Maithili Naik had sought leave of absence.

Agenda:

A. Action Taken Report on the recommendations by the NAAC Peer Team for Quality Enhancement of the Institution

B. IQAC Plan of Action for the Academic Year 2018-19

C. Report of Initiatives taken by IQAC during academic year 2017-18

Principal welcomed the members for the first meeting of the newly constituted IQAC.

All the members introduced themselves.

In her opening remarks, the Principal

- Informed that the last NAAC accreditation was held in 2015 and the next is due in the AY 2020. In the last NAAC accreditation, the College had secured a grade point of 2.81 equivalent to grade "B" on a 4-point scale.

- Briefed the members about the assessment criteria and informed that the grading pattern for NAAC had changed and as per the new format the questions are categorized into Qualitative and Quantitative questions.

The **Action taken Report** on the recommendations by the NAAC Peer Team for Quality Enhancement of the Institution was presented.

Members made the following suggestions:

- The teacher-members said that NAAC expects feedback from all institutional stakeholders, including employers; accordingly a feedback mechanism is to be designed for employers to put across their expectations. The College would need help from the non-institutional members (industry, management, alumni, society) to prepare this proforma

- During the discussion on programmes/certificate courses

  o The proposed PG Diploma in E-Commerce and Digital Marketing was appreciated by members, who were of the opinion that it should be kept open for graduates of any discipline.

  o Members suggested that a Certificate course in Logistics could be designed, involving industry representatives. B.Voc in Logistics/Tourism/Retail would also be a good option. While designing Curricula, a good practice would be to invite industry and subject experts to the College for 3-4 days, at the end of which, the curriculum and syllabus is ready. This has been tried elsewhere and has worked very well.

  o The College has organized several add-on courses for students viz. Tally, Use of Excel, Digital Marketing, Personal Financial Planning, Practical Banking, Internet of Things, Big Data & Hadoop... although the BCA students appreciate these courses, the College is not able to take the next step. Members offered to help if needed by

contacting CDAC for content development, resource persons, identifying relevant MOOCs, etc.

- Members pointed out that graduates lack practical knowledge and are not ready for employment. They were of the view that unless teachers get industry exposure, students will never learn practical aspects of the subject. To bridge this gap, they suggested that teachers should first undergo Industry Training Programmes in their subject area during the summer vacation. Such industry training could be made voluntary at first and teachers could take this up. This initiative would also need an orientation for employers/industry to make them more receptive and conducive to engaging faculty for such short stints.

- The College does not have any consultancy, which is a shortcoming for NAAC grading. Members suggested that teachers can take up small consultancy projects for Industry/small businesses in the area of GST, filing of returns, preparing business plans, preparing project reports, etc. which would be considered as consultancy.

- The College also does not have very strong outreach activities. Members proposed that the College can design short certificate courses (1-6 days) for Industry in the area of GST, filing of returns, Taxation, etc. Certificate courses in Financial Planning and Investment could be another possibility. These would be organized by the College with industry experts as resource persons. Such courses should be opened up to members of the public/industry – this will widen both, the topics available as well as the extent of outreach with the community.

- Alumni outreach & sustained engagement with alumni is an area where we are lacking. Some suggestions made to improve the College performance in this area included:
  - Featuring prominent alumni every year in the College Magazine
  - Engaging alumni regularly for guest lectures
  - The E-cell of the institution could collect data of alumni who have taken up entrepreneurship; these entrepreneurs can be invited as guest faculty and to interact with students so as to promote the idea of entrepreneurship.
  - The College should also tie up with GEMS for guidance in the area of innovation and entrepreneurship.
  - LinkedIn is a good way of connecting with alumni; the Linkedin profile has all details of qualifications, institutions attended, current and previous positions held, etc. This will give us a good database of alumni

- Members enquired as to the modalities of data management of all the information required for NAAC. They were informed that each sub-criterion has been assigned to a teacher, who collects the data and submits it to the teacher in charge of the criterion. These criteria-in-charge then collect and collate the information received. Data is currently available in different places and using different software. For e.g. financial data

is available in Tally, Student data (demographics, attendance, results, etc.) is available in Fedena (the Campus Management Software), etc. A member suggested that Redmine Project Management tool, an open source software, would be a very useful tool for managing and tracking all the activities conducted in the college and the data available with the institution. An important merit of the software is that the data is accessible to all unlike the present system, where files are saved on individual desktops/laptops.

- It was pointed out that the College website should be made more attractive and dynamic, and should be updated regularly. All the achievements as well as initiatives of the College (e.g. tie-ups with reputed institutions such as Podar College, IIT Mumbai, IIT Roorkee…) must get visibility & prominence on the website.
- During a discussion on the Library and its resources, it was proposed that a repository of recommended content be created as reference material. This will ensure better utilization of existing digital infrastructure, as students will not only have the means to access content but will also know what content to access.
- Lastly, it was proposed that an alias email be created – it will reduce the time taken to send emails to the group and also ensure that no one is missed out while sending mails.

The student members of IQAC put forward the following issues:

- Students spoke about the need for Practical sessions on Investment and Finance - it was decided that BBA(FS) students would help students of other programmes on these topics; interested students could attend the Investor Hub sessions of the BBA(FS) programme, where students have games and other activities to learn the practical aspects of their course work
- Students raised the issue of traffic problems during the mornings – they were asked to have a brainstorming session and come up with some innovative solutions

The IQAC Coordinator Dr. Shami Pai presented

- the **report of initiatives taken by IQAC during academic year 2017-18 and**

- the **IQAC Plan of Action for the academic year 2018-19.**

The members appreciated the activities planned for the AY 2018-19. They recommended that henceforth the criterion-wise Action Taken Report and Plan of Action should be presented by the respective teacher-in-charge. Quantitative data could be presented in a reader-friendly format using charts and graphs and Qualitative data using PowerPoint presentations.

The meeting ended at 1:00 p.m.

IQAC Meeting held on 17th October, 2018 at 11am in Ramdas Mallya Memorial Smart classroom

Following members were present:

1. Prita D. Mallya.
2. Naveen Dairojna.
3. Dr(Mrs) Aina M. Chama
4. Ms. Sharmila Kunde
5. Ms. Snehal Alne.
6. Ms. Maithili S. Naik
7. Suhas Mallya
8. John Silveira
9. Dr. Edwin Barreto
10. Ekta Agarwal
11. Shruti Nayak
12. Rupesh Shirodkar
13. Shami Pai
14. Blaise Costabir

The following members were present:

1. Dr. Prita D. Mallya
2. Mr. BlaiseCostabir
3. Mr. John Silveira
4. Mr. Suhas Mallya
5. CA. NavinDaivajna
6. Dr.ShamiPai
7. Dr. Edwin Barreto
8. Dr. Lira Gama
9. Ms. Maithili Naik
10. Ms. Sharmila Kunde
11. Ms. EktaAgarwal
12. Ms. Snehal Alve

Mr.AtulNaik,Mr.VivekNaik, Dr. Rodney D'Silva, Mrs.ManasiRegeand the student members had sought leave of absence.

AGENDA

1. An overview of the accreditation process
2. Criteria wise presentation by teacher In-charge
3. AOB

The Meeting started at 11 am in the Ramdas Mallya Memorial classroom.

Dr.ShamiPai IQAC Coordinator welcomed the members for the 2nd meeting of the full IQAC.

The meeting started witha presentation by the IQAC coordinator. She briefed the members about the objectives and core values of NAAC. The members were informed that the assessment method has changed and revised in July 2017. As per the new method, there is qualitative and quantitative matrix. She informed that marks for the quantitative metrics are system-generated. Marks are assigned with respect to some benchmark scores; however, the benchmarks are unknown and not disclosed to institutions. The qualitative data is assessed by the NAAC peer team by visiting the institution. She informed that the change in the assessment was done as there were many issues reported by the institutions with regards to NAAC peer teams visiting the institutions. Members were informed that the highest weightage of 350 is allotted to Criterion 2 i.e. teaching and learning.

Teachers incharge of the various criteria made their presentations.

CRITERIA 3: RESEARCH, INNOVATIONS AND EXTENSION

Dr. Lira Gama made the Criterion 3 presentation. She informed that

- The College is likely to opt out of sub-criterion 3.1 i.e. promotion of research and facilities. The marks allotted to it are 10. Principal informed the members that the NAAC permits HEIs to opt out of sub-criteria upto a maximum of 50 points.

- The College has set up an Incubation Centre.

- During AY 2017-18 one IPR-related seminar was conducted for the teachers of the College and aNational seminar on IPR is planned in January 2019.

- The Ministry of Human Resource Development (MHRD), Govt. of India, has selected the College to set up an Institutional Innovation Council (IIC). The MHRD Innovation Council (MIC) has prepared and circulated a calendar of activities to be carried out by the College IIC

- The College has planned Industry embedment of teachers from this AY - Full day training be of 2 weeks duration and half day training of 4 weeks duration. Both Mr. BlaiseCostabir and Mr. Suhas Mallya were of the opinion that the proposed period was too short for any meaningful learning to take place. Mr. BlaiseCostabir advised that the teachers should consider the activity as one that would benefit them by enhancing their skills. Mr.Suhas Mallya advised that a workshop be conducted for teachers to clarify the expectation from the exercise.Teacher members were of the opinion thatteachers should be given incentives.

- Compulsory plagiarism check has been introduced for TY projects. Mr. BlaiseCostabir advised that plagiarism check should also be done for students' regular work.

- The code of ethics to check malpractices and plagiarism in research will be uploaded in the current Academic year

Dr. Edwin Barretopointed out that

- the details of the I-Create programme and students' participation at the national level event should be mentioned in the report. Mr. Suhas Mallya agreed and said that such achievements should be highlighted by the College.

- actual data needs to be entered and not approximate figures

- B.Com internship programme should be included under Collaboration

- Tally course with MICE: No of student beneficiaries to be mentioned.

In response to Mr.BlaiseCostabir's suggestion that the College could conduct competitions to get business ideas,Dr. ShamiPaisaid that the Commerce Club had conducted a Business Plan Competition on the theme of Social Entrepreneurship. This would henceforth be an annual activity. All members appreciated the same.

Mr. Suhas Mallya gave the following suggestions:

- Data should be entered in reverse chronological order, with most recent data being entered first

- Use of Google sheets for data collection would bring in ease of working

- He would be willing to help set up an Online data management system; Ms.NamitaNeurenkar and Mr. GajananNialwould be trained by him

- In the matter of Food Bank as an extension activity, students could act as intermediaries to create awareness among the general public as to where extra food can be given

- The College could speak to companies that require conduct of research and have Chair Professorships. This activity could be conducted through the Incubation Centre.

Dr. Lira Gama informed that the following information needs to be collected:

- Total No. of research papers per teacher in the journals notified on UGC website

- Total No. of books and chapters in edited volume/books published and papers in national/international conference-proceeding per teacher.

- No. of extension and outreach programmes conducted in collaboration with industry, community and Non-Government organizations

- Average number of students participating in extension activities with Government and Non-Government Organizations

CRITERION 4: INFRASTRUCTURE AND LEARNING RESOURCES

Ms. MaithiliNaik made the presentation on Criterion 4.

The following points came up during the presentation:

- Dr. Edwin Barretoproposed that a register be maintained for the Gym and the Multi-PurposeHall, so as to capture the user rate. Mr. Suhas Mallya suggested installing Bar code machine for the Library, Reading Room and Multi-Purpose Hallto track the user rate.

- Ms. Maithili Naik informed the members that the percentage of ICT-enabled classrooms and seminars halls is 100%. She also mentioned that the data pertaining to budget allocation, excluding salary for infrastructure augmentation is available and needs to be entered in the given formats.

- The College proposes to opt out of Sub-criterion 4.2.2 –'collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment'.

- The data required under Sub-criterion 4.2.6 - per day usage of library by teachers and students is available.

- Mr. Suhas Mallya suggested that teachers can arrange guest lecture sessions through video conference.

- Ms. Maithili Naik informed that the college is planning to have E-content workshop for the teacher which would assistthem in creating videos related to concerned courses taken

up by them. She also informed that the SOP for maintaining and utilizing physical, academic and support facilities is in process. Mr. BlaiseCostabir advised that SOPs need to be reviewed and revised regularly.

- Teachers will be doing books reviews and presenting themfor discussion. It was suggested that instead of physical presentations the reviews could be shared through blogs or E-mails. Members were informed that as per UGC Regulations 2018, MOOCscourses and content creation can be done in place of Refresher courses.

CRITERION 6: GOVERNANCE, LEADERSHIP AND MANAGEMENT

Ms. EktaAgarwalmade the presentation of Criterion 6.

The major points of the presentations and ensuing discussion are:

- The process of revision of the CollegeVision and Mission statement is in progress.
- The requirements of Sub-criterion 6.1.1 are fulfilled by the College - the College has a perspective plan Vision 2020 created in the AY 2015
- There is active participation of teachers in decision-making.
- As per Sub-criterion 6.2.4, the College is required to upload an example of an activity that is successfully implemented based on the strategic plan. Principal suggested that the minutes of Board of Management Meetings and Governing Council Meetings could be used as a document to support the same.
- The College has initiated use of digital signatures.
- Welfare measures undertaken by the College for teaching and non-teaching staff include salaries being paid before approval from Goa University and Directorate of Higher Education, teachers provided with financial support to attend conferences/workshops and towards membership fees of professional bodies. Mr. BlaiseCostabir suggested that Insurance policies can be provided to the staff.
- The College has performance appraisal system for the teaching and non-teaching staff in the form of feedback taken. Feedback of the Principal by the teaching staff has been taken once, and will be taken again.
- A suggestion was made for 360-degree feedback / peer review of staff
- The institution also conducts financial audits regularly.
- The College does not receive financial assistance or grants from Non-government bodies, individuals or philanthropists but sponsorships for events organised by the institution are received.

The meeting ended at 1:15 pm.

IQAC Meeting held on 20th October, 2018 at 11am in Ramdas Mallya Memorial Smart classroom

Following members were present:

1. Prita D. Mallya
2. Vivek K. Naik
3. Shami Pai
4. Sharmila Kunde
5. Snehal Amre
6. Maithili S. Naik
7. Lina M. Gama
8. Ekta Agarwal
9. John Silveira
10. Naveen Dsouza
11. Suhas Mallya
12. Dr Edwin Bareto

The following members were present:

1. Dr. Prita D. Mallya
2. Mr. John Silveira
3. Mr. VivekNaik
4. Mr. Suhas Mallya
5. CA. NavinDaivajna
6. Dr. ShamiPai
7. Dr. Edwin Berreto
8. Dr. Lira Gama
9. Ms. Maithili Naik
10. Ms. Sharmila Kunde
11. Ms. EktaAgarwal
12. Ms. Snehal Alve

Mr.AtulNaik, Mr.BlaiseCostabir, Dr. Rodney D'Silva,Mrs. ManasiRege and the student members had sought leave of absence.

AGENDA

1. Criteria-wise presentation by Teachers-in-charge (continuation)

2. A.O.B

The meeting began at 11 a.m.

CRITERION 2: TEACHING-LEARNING AND EVALUATION

Dr. Edwin Barreto made the presentation of Criterion 2.

The major points of the presentations and ensuing discussion are:

- Under Sub-criterion 2.1.2.,the information on the total number of students admitted for BCA, BBA(FS) and M.Comhas to be included; the students enrolled for research could be included.

- Guest lecturers' data to be excluded from Sub-criterion 2.2.1 and Ph.D student and teacher ratio to be excluded from Sub-criterion 2.2.2.

- Sub-criterion 2.2.3 requires data of differently-abled students on the College rolls. Although we have had some differently-abled students, they have not sought admission under the PD category; it was decided to include the data of only those students who have enrolled under the concerned category.

- The data of full time teachers mentioned in Sub-criteria2.3.2 and 2.3.3 requires to be cross checked.

- Members were informed that a virtual Commerce Lab has been created and is being used by teachers; however usage should be intensified and the documents uploaded in the Commerce Lab folder need to be updated. Mr. Suhas Mallya suggested that students should be given College Office work, which would help them gain practical knowledge.

- The College is likely to opt out of Sub-criterion 2.4.4. – awards won by teachers

- The number of tests given to the students for improvement cannot be considered as a reform under Sub-criterion 2.5.1. Rather, the evaluation grid created by Examination Committee Convenor, Dr. LinaSadekar can be considered a reform; also the creation of panels and moderation of papers.

- The College conducts personal verification and revaluation

- Redressal of all examination-related grievances is transparent, time-bound and efficient.

- Syllabi of all programmes are available on the College website.

- From the coming semester, all course outlines will be uploaded on the NAS Server.

CRITERION 5: STUDENT SUPPORT AND PROGRESSION

Ms. Sharmila Kunde made the presented for Criterion 5.

- The information related to students benefiting from scholarships provided by the Government has been collected for B.Com programmes; BCA and BBA(FS) information needs to be collected.

- Tuition fees of students enrolled under ST/SC have been waived andthis needs to be added to Sub-criterion 5.1.2.

- Data relating to the students benefited by guidance for competitive examination and career counseling offered by the institution is not available. However, the College has designed an Alumni progression form, the link to which will be circulated in all Whatsapp groups

- The data required under Sub-criterion 5.2.3 requires pertaining to students qualifying in state/ national/ international level examination is difficult to obtain. Forms have been kept at the office counter to collect the required information.

- Information of ex-students who have done Ph.D., and who are employed as teachers should be collected.

- Sub-criterion 5.3.1 should include only the information of those teams which have won.

- Mr. Suhas Mallya suggested that an Excel sheet be maintained for Sports data.

- Alumni have been engaged with the College by providing sponsorship for various college activities/events and have been conducting guest lecturers.

CRITERIA 7: INSTITUTIONAL VALUES AND BEST PRACTICES

Ms. Snehal Aive made the presentation for Criterion 7.

- The institution needs to conduct more activities in the areas of gender sensitivity.

- No power requirement of the institution is met by way of renewable energy. Members suggested that solar bulbs be installed outdoors and in new upcoming buildings in the campus.

- Mr. Suhas Mallya advised to get the College well registered with the concerned authorities as early as possible if not already done.

- The NSS students of the institution have made cloth bags and distributed them to shopkeepers in the market.

- Suggestions with regards to locational advantage and disadvantages:
    - **Advantages:** Common canteen, institution has grown from a single-faculty College (B.Com) to a multi-faculty College (BCA, BBA(FS) and M.Com), serving community, catchment area etc.
    - **Disadvantages:** timings of the College, extra security required, traffic management

- The College conducts a Certificate course in Life Skillsfor the First Year students to inculcate human values and professional ethics; the details of the sessions held in the concerned areas need to be mentioned in the report.

- Details of the trainings in the area of professional ethics by Ms. Priyanka Row organized by the Career and Placement Cell should be mentioned.

- Members suggested that the following activities could be considered as best practices of the institution:
    - **AY 2017-18:** Online Admissions
    - **AY 2018-19:** Digital payments, office automation, Google calendar for compliances.

- The College alumni have been placed in different fields and have been holding important positions. The successful placement of the alumni has been one of the areas of distinctiveness for the institution. Members suggested that information required under Sub-criterion 7.3 with regard to institutional distinctiveness needs to be further evaluated and discussed.

- The following suggestions were given:
    - Draw up a dependency chart between the 7 criteria: this will help identification of the criteria which affect the operation of the institution in a major way
    - The Compliance Calendar be created at the earliest
    - Undertake self-evaluation to know where the institution stands
    - Set up an IT task force to programme the entire NAAC process.

The meeting ended at 1:00 pm.

Full IQAC Meeting held on 13th April, 2019 at
11 am in Ramdas Mallya Memorial Smart
classroom.

Members present:

1. Prita D. Mallya
2. Blane Coslan
3. Shami Pai
4. John Silveira
5. Suhas Mallya
6. Rodny D' Silva
7. Lira M. Gama
8. Shruti S. Nayak
9. Rupesh Shinodar
10. Pooja Pai Khot
11. Ekta Agarwal
12. Sharmila Kunde
13. Snehal Ahre
14. Maithili S. Naik
15. Edwin Baretto
16. Dr. B. P. Sarathi Chandra
17.

MINUTES OF THE IQAC MEETING HELD ON 13ᵗʰ APRIL 2019 AT 11:00 AM IN RAMADAS MALLYA MEMORIAL SMART CLASSROOM

The following members were present:

1. Dr. Prita D. Mallya
2. Mr. Blaise Costabir
3. Mr. John Silveira
4. Mr. Suhas Mallya
5. Dr. Shami Pai
6. Dr. Rodney D'Silva
7. Dr. Edwin Barreto
8. Dr. Lira Gama
9. Dr. B. P. Sarath Chandran
10. Dr. Maithili Naik
11. Ms. Sharmila Kunde
12. Ms. Ekta Agarwal
13. Ms. Snehal Alve
14. Ms. Pooja Pai Khot
15. Ms. Shruti Nayak
16. Mr. Rupesh Shirodkar

CA. Naveen Daivajna, Mr. Atul Naik and Mr. Vivek Naik and Ms Mansi Rege had sought leave of absence.

AGENDA

1. Criteria-wise presentation by Teachers-in-charge (Criteria 1, 2, 6 and 7)
2. A.O.B

The Meeting started at 11 am in the Ramdas Mallya Memorial Smart Classroom.

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

Teachers in charge of the various criteria made their presentations.

CRITERION 1: CURRICULAR ASPECTS

- Dr. Sarath Chandran made the presentation on where the College stands in respect of all key Indicators under this criterion
- The following needs to be done
    - feedback from students is to be displayed on the website.
    - teachers feedback about curriculum and syllabus has to be taken.
    - Employer feedback data has to be clear with number of forms collected.
    - All feedback has to be put up on the website.
- The following suggestions were made
    - Wide publicity has to be given through posters, advertisements, SMS, for Certificate courses which will be conducted by Damodar College so that the general public is

informed. If possible VVA parents are to be sent SMS informing about the courses so that they can easily access the online facilities available eg. FEDENA.

○ Students do not take up sales-related jobs, and these are the most important jobs in any organization; the institution should organise motivational talks by successful people in the sales profession.

CRITERION 2: TEACHING-LEARNING AND EVALUATION

Dr. Edwin Barreto made the presentation of Criterion 2.

- External members suggested that mentors should identify the slow learners and advanced learners and accordingly slow learners are to be given remedial classes and advanced learners should be given internships, projects and challenging and innovative assignments.

- The members appreciated the practical assignments carried out by students such as digital locker creation by BCA students and opening of DMat accounts and trading by BBA(FS) students

- It was suggested that activities of Commerce Club are to be brought under 2.3.4.

- Video recordings of paper presentations by students as Commerce Club activities would be very good documentation.

- The teacher in charge of the Key indicator was asked to research and find out any Government or any other awards for teachers so that they can apply for such awards.

- The members appreciated the concept of the Student Satisfaction Survey and expressed that 272 respondents was a good number. The results of the survey are also good, but there is scope for improvement. Orientations are to be held for both teachers and students, with regards to the Student Satisfaction Survey Report; improvement in teaching should take place as per students' suggestions. Such Surveys should be conducted regularly as they will help improve the standard of the institution.

- Faculty members could identify specific MOOCs courses which will benefit students. Teachers should try to complete courses through Coursera/edX.

- It was suggested that the College could have company collaborations for the above courses and this can be shown under Advanced Learning. The College could also prepare a master list of companies for internships.

- It was also suggested that CA offices to be roped in for tie-ups for internship.

CRITERION 6: GOVERNANCE, LEADERSHIP AND MANAGEMENT

Ms. Ekta Agarwal made the presentation of Criterion 6.

- A group of teachers took up two initiatives to improve administrative efficiency. First, data was collected regarding various tasks carried out by subordinate staff in all the VVM institutions. An HR policy was prepared relating to this category of staff; the duplicated tasks were identified and streamlined. This reduced the waste of time and the staff could do other work in that time. Secondly all vouchers over one year were studied and analysed, and the outcome was that small bills are now clubbed together and a single voucher prepared, saving time, effort and paper. It was suggested that a review be done to gauge the gains from the initiatives

Members agreed that the case study of voucher analysis should be uploaded under Key Indicator 6.2.

The College should encourage teachers to organize courses which will benefit the teacher as well as the College. The target audience can be the parents and general public. This can be in the nature of a consultancy service for faculty and revenue for the College.

- Skill-based training has to be given to non- teaching staff eg. DTP training. The teacher in charge was told to identify such courses.

- Teachers can be deputed to institutions which offer FDPs.

- Policy for Resource Mobilisation for the college has to be drafted by the Teacher In charge of the Criterion.

- Internal Audit guidelines to be sought from IQAC member CA. Naveen Daivajna.

CRITERION 7: INSTITUTIONAL VALUES AND BEST PRACTICES

Ms. Snehal Alve made the presentation for Criterion 7.

- Although the Annexe building has a lift, a ramp needs to be constructed in order to reach the Lift.

- It was informed that to reduce usage of paper, communication is done by mail and IPBAX system is installed for internal communication.

- Regarding suggestions with regards to locational advantage External Members suggested the following:
  - Subway Water Pump Generator is powered by Damodar College generator as there is no power connection given to that Pump by PWD.
  - Margao is centrally located and is the commercial capital of Goa and we can use this point as advantage as many foreign students enroll in Damodar College.
  - The Ring Road has reduced distance, saving travelling time to reach Damodar College.
  - As Damodar College and its sister institutions are in one campus it is easy for students to take admissions from KG to PG.
  - National days are celebrated jointly by 3 sister institutions of VVM in one campus.
  - As the College is centrally located, this has helped carry out outreach programmes and extension activities.
  - Goa's first IGNOU Study Centre is located in the College. Several study centres have since been set up, but quite a few have closed, and all students enrolled in these institutions are transferred to the College Study Centre. Presently 1800 students are enrolled in the Study Centre

- The teacher in charge was asked to check parents' feedback to find out more advantages and disadvantages mentioned about college location by the parents.

- Mr. Blaise Costabir informed that a new rain harvesting technique has come up in which rain water seeps into the ground and there is no need for setting up big tanks; it can be tried for Damodar College. It is also cost effective. The teacher in charge was asked to draft a letter to GMI Zarhak, Verna for the proposal.

- All IQAC members were asked to acquire industry experience during the vacation for at least 2 weeks. This would help them as well as the students

After the presentations Mr. Suhas Mallya suggested that

1. A content management system be used for all presentations so that all the data can be found in one place.

2. Branding and Marketing is required for NAAC presentations – there is no uniformity in presentations in terms of design, font, charts, etc. All presentations should have a common template, and should carry the College logo. One faculty member to be made in charge for the same.

3. All members to comply with all suggestions and instructions given by the members during the meetings, because many suggestions that were made were not implemented, and the same issues came up again.

4. He could offer industry embedment for teachers in the field of Market Research and GST.

The meeting ended at 1.45 p.m.

Full IQAC Meeting held on 4th May 2019 in Skill Development Centre at 11 am

Members present:

1) Prita D Malaya
2) ~~Mr. Brian~~ Rodney D'Silva
3) Shami Pai
4) Lina M. Gama
5) Dr. Sarala Chandran
6) Ms. Manasi D. Rege
7) Navimva Shinodkar
8) Dr. Edwin Barreto
8) Dr. Maithili S. Naik
9) SUHAS MALLIA
10) Atul P. Naik
11) Naveen Damigna
12) Blesise Coolah
13) Snehal Ahre
14) Rodny D' Silva
15) Sharmila Kundl

MINUTES OF THE IQAC MEETING HELD ON 4ᵗʰ MAY 2019 AT 11:00 AM
VENUE: SKILL DEVELOPMENT CENTRE

The following members were present:

1. Dr. Prita D. Mallya
2. Mr. Blaise Costabir
3. Mr. Atul Naik
4. Mr. Suhas Mallya
5. Dr. Shami Pai
6. Dr. Rodney D'Silva
7. Dr. Edwin Barreto
8. Dr. Lira Gama
9. Dr. B. P. Sarath Chandran
10. Dr. Maithili Naik
11. Ms. Sharmila Kunde
12. Mr. Navin Daivajna
13. Ms. Snehal Alve
14. Ms. Manasi Rege
15. Mr. Rupesh Shirodkar

Mr. John Silveira, Mr. Vivek Naik and Ms. Shruti Nayak had sought leave of absence.

AGENDA

1. Criteria-wise presentation by Teachers-in-charge (Criteria 3, 4, 5)
2. A.O.B

The Meeting was held in the in the Skill Development Centre and began at 11 am.

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

Teachers in charge of the various criteria made their presentations.

CRITERION 5: STUDENT SUPPORT AND PROGRESSION

Ms. Sharmila Kunde made the presentation on where the College stands in respect of all key Indicators under this criterion

The following suggestions were made:

1. For the report

- Placement records should include the sessions on career guidance
- Sponsorships by alumni should include the scholarships and prizes given by alumni

2. To be introduced during the Academic year 2019-20

- Guidance for the students for competitive exams to be undertaken
- Create awareness among students about the various competitive exams
- College has to have an active Alumni Association which can generate funds
- Third Year students can be introduced to Linked In Page

○ Series of talks by alumni sharing their own experiences to be organised by the College

CRITERION 4: INFRASTRUCTURE AND LEARNING RESOURCES

Dr. Maithili Naik made the presentation of Criterion 4.

The following suggestions were made:

1. For the report

- The word Air Conditioner looks outdated while explaining the infrastructure. Instead, HVSC can be used
- Parking space is available for both staff as well as students, and should be mentioned
- Instead of Smart Classroom, the term Smart Seminar Hall can be used
- The term Sports Ground may be used instead of playground
- Location of Water Coolers is not needed
- Security measure to include entry of students with Identity Cards
- Fire fighting equipment is a safety, rather than a security, measure
- College should conduct Mock Fire Drills
- Facilities should include Lifts and Ramps for physically disabled

2. To be introduced before the start of the Academic year 2019-20

- College can download paid e-books at a nominal amount for the library
- Free e-journals are available. For example ICAI website contains free journals. These can be used by the College Library.
- Bar Code Scanner to be purchased for the library to capture library and reading room usage.
- Guest Lectures held in the College can be recorded and uploaded on You Tube under College name.

CRITERION 3: RESEARCH, INNOVATIONS AND EXTENSION

Dr. Lira Gama made the presentation of Criterion 3.

The following suggestions were made:

1. For the report

- Panel Discussion, Industry Interaction and internships are innovative Industry-Academia practices and should be included.
- Plagiarism Policy prepared by the College was discussed. Members felt that the penalty should be higher - in the range of 5%, 10%, 15% and 20%

2. To be done immediately

- Innovative practices by other colleges need to be studied and adopted by the College
- Internships by the teachers from this academic year will be a very good innovative practice
- The College should have an Incentive Policy for the staff who wins any award or recognition.

- Financial Literacy is a very good initiative and such initiatives should be uploaded on the College website
- MOUs should be also uploaded on the website

3. *To be introduced during the Academic year 2019-20*

- The College should try to get research projects (e.g. market research) from alumni
- Industry experts can be involved in designing Certificate Courses.
- College can have tie up with CAs for financial planning sessions and GST returns for the public

The meeting ended at 1.30 p.m.