

Meeting of PCs, HODs, Cells / Committees /
Criteria Incharges held on 6/10/2021 at 12:15 pm

Members present:

- 1) Prof Prita Mallya
- 2) Shami Pai
- 3) Anjali Sapsal
- 4) Ainsky Benard
- 5) Snehal Aine
- 6) Linola Var
- 7) Edwin Bancho
- 8) Samiksha Venguldekar
- 9) Pooava Gude (On behalf of Dr. Sheetal)
- 10) Preksha Chopdelkar
- 11) Ajinkya Kulkarni
- 12) Charmila Kunde
- 13) Pretty Pereira
- 14) Geema Dhaqani
- 15) Shreye Sanchez
- 16) Maithili S. Naik
- 17) Rodney D' Silva
- 18) Sumit Kumar
- 19) Sameer Patil
- 20) Nair S. Paylexmi
- 21) Manasi D. Rege
- 22) Lira H. Gama

Agenda: To discuss the presentation formats.

Dr Lina Sadekar, teacher incharge of Presentation committee presented the formats for the presentations to be done during NAAAC Peer Team Visit. It was decided to have common format for Cells / Committees / Criteria wise presentations.

Departments to follow common format.
Principal, IQAC Coordinator, Library, Sports to have similar formats.

Meeting ended at 2 p.m.

Meeting of staff held on 9th November 2021
at 12.30 pm in Smart Classroom.

Agenda: To brief the staff about the Mock
Visit scheduled on 11/11/2021

Members present:

- 1) Prof Prita Mallya
- 2) Dr Rodney D'Silva
- 3) Shami Pai
- 4) Sheetal Arundhan
- 5) Sadanand Gaonkar
- 6) Sanjay Velp
- 7) Anjali Sajid
- 8) Seema Dhasani
- 9) Pooja Shanbhag
- 10) Shreyal Dhanes
- 11) Souadi Bhosle
- 12) Dr. MADANANI J. NAM
- 13) Lizette D'Costa
- 14) Ainsley Bernard
- 15) Manjira Shaila.
- 16) Preeti Louisa Pereira
- 17) Patti Sameer P.
- 18) Sandesh Gaonkar
- 19) Rama Borkar
- 20) Sueta P. Shet Verenkar
- 21) Manasi D. Raje
- 22) Edwih B. Barreto
- 23) Sumit Kumar
- 24) Pooava Gude
- 25) Yugandhara Joshi
- 26) Sonali Arvish Karapurkar.
- 27) Nishigandha Naik Gaonkar
- 28) Sneha Prabhudessai
- 29) Ankita Naik
- 30) Stea Pereira
- 31) Preksha Chopdekar
- 32) Amba Prabhu

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Sadanand

Sanjay

Sheetal

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33. Samiksha Vengulekar

34. Jira M. Gama

35. Rachal Goer

36. Grishmi Thakur

37. Lizia V. Gomes

38. Anisha Jadhav

39. Mayurush Adarkar

40. Gajanan S. Haldankar

41. Sneha Aher

42. Swati Bhat

43. Sharmila Kunde

44. Anmol Vaid

45. Nair C. Rajlaxmi

Sengul

Pai

Pai

Ghanshyam

Wamel

09/11/2021

10/11

Sharma

Pai

Pai

IGAC Coordinator Dr Shami Pai welcomed the staff members for the meeting. She mentioned that this meeting is specially called to brief the staff members about the Mock NAAC Visit planned on 11th November, 2021, from 9 am to 5.30 p.m. She said that this Mock Visit is arranged for the first time before the actual visit, which is scheduled on 25th and 26th November, 2021. It was her suggestion to have a Mock Visit, so that we will know our preparedness for actual visit.

Principal, Prof Prita Mallya mentioned that henceforth the Steering Committee will be incharge of the planning and coordination of the Mock and actual visit. She handed over to Dr Rodney D'Silva, Convenor of Steering Committee.

Dr Rodney D'Silva briefed the staff members about the Mock Visit Schedule. He said that Mock Team members will be,

Dr Kishore Sukhatankar } Gogate Joglekar
Dr Rajiv Sapre } College, Ratnagiri
Dr I. Bhanu Murthy - Former Principal
of our own college

Dr Rodney also discussed about the various Committees formed for the Mock / actual visit. He briefed them about their jobs and told the Convenors to meet their team and plan accordingly. The staff members clarified their doubts.

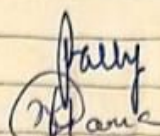
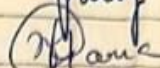
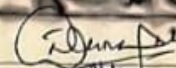

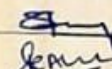
Meeting ended at 1:30 p.m.

Nov 20 2019

Dr. Rodney also discussed about the various Committees formed for the Mock / actual visit. He briefed them about their jobs and told the Convenors to meet their team and plan accordingly. The staff members clarified their doubts. Meeting ended at 1:30 p.m.

Full IOAC Meeting held on 13/11/2021 at 12 noon in Skill Development Centre

Members present:

- | | |
|-------------------------------------|---|
| 1) Prita D. Malga |  |
| 2) Lira M Gama |  |
| 3) Lina Sadekar | Sadekar |
| 4) Edwin Barato | Barato |
| 5) Suhos M. Mulya | Suhos Mulya |
| 6) Abul P. Naik | Abul P. Naik |
| 7) Navan Darrigue |  |
| 8) Rodney D' Silva |  |
| 9) Sharmila Kunde | Kunde |
| 10) Anjali Sajilal |  |
| 11) Suresh Alwe | Alwe |
| 12) Manasi D. Rege | Rege |
| 13) Dr Shami Pai (IOAC Coordinator) | Pai |

Full IQAC Meeting held on 13/11/2021 at 12 noon in
Skill Development Centre

**MINUTES OF THE IQAC MEETING HELD ON 13TH NOVEMBER 2021 AT 12
NOON IN SKILL DEVELOPMENT CENTRE**

The following members were present:

1. Dr. Prita Mallya
 2. Dr. Shami Pai
 3. Dr. Rodney D'Silva
 4. Mr. Atul Naik
 5. Mr. Suhas Mallya
 6. CA. Naveen Daivajna
 7. Dr. Edwin Barreto
 8. Dr. Leena Sadekar
 9. Dr. Lira Gama
 10. Dr. Anjali Sajilal
 11. Ms. Sharmila Kunde
 12. Ms. Mansi Rege
 13. Ms. Snehal Alve
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AGENDA

- 1) To present the Mock NAAC Visit report
 - 2) To discuss the Peer Team, visit to be held on 25th and 26th November, 2021.
 - 3) AOB
-

Dr. Shami Pai, IQAC Coordinator welcomed the members for the first meeting of the Academic Year 2021. She began the meeting by stating the agenda for the meeting and also informed that on 11th November 2021 the Mock NAAC visit was conducted.

Dr. Rodney D'Silva briefed the members about the Mock NAAC visit. He informed the IQAC members that the Mock NAAC visit was a dress rehearsal for the NAAC visit

scheduled on 25th and 26th November 2021. He mentioned that the team members were Dr. I Bhanu Murthy (Former Principal VVM's Shree Damodar College of Commerce & Economics), Dr. Kishore Sukhtankar (Principal Gogate college, Ratnagiri) and Dr. Rajiv Sapre (IQAC Coordinator Gogate College, Ratnagiri). He mentioned that the following schedule was followed for the mock visit:

- Principal's presentation
- IQAC Presentation
- Departmental Presentations
- ~~Library Visit~~
- Visit to Sports Department
- Visit to Rain Water Harvesting, Waste Management and Record Room
- Presentation of Co-curricular and Extra Curricular activities
- Meeting with Management
- Meeting with Current students
- Meeting with office Staff
- Exit Meeting

Dr. Shami Pai briefed the members about the suggestions given by the team. Following were the suggestions:

- Presentations should be in proper form and concise. Department presentations should include faculty publications, students' achievements, average results of last 5 years, top 3 toppers in the subject, innovative teaching methods used by the department and avoid repetitions.
- Suggestions of previous NAAC team should be part of IQAC presentation along with action taken report.
- For all the initiatives and points mentioned in SSR should be supported by documentation and should reflect in the presentations.
- Each department should have vision statement
- Wherever possible videos, hyperlink, success stories, statistics, outcome etc. to be shown in presentations
- All should read SSR carefully and find where your work appears in the SSR.
- Focus and given more to qualitative metrics.
- Interaction with the students to be monitored, alumni meeting is important

- Video on Management initiatives could be created.

Dr. Shami Pai informed the members that major suggestions were on the presentations. She informed that the names of the team members would be uploaded on the NAAC portal three days prior.

Mr. Suhas Mallya suggested to mention that all the guest Lectures and Seminar conducted are available in the college YouTube Channel. He also suggested that student profiling should be done.

Dr. Shami Pai informed the members that the Peer Team members mentioned that the process of accreditation is based on two metrics - Quantitative and qualitative. 68% marks are based on quantitative metrics and 32% on the peer team and hence presentations need to be very effective.

Ms. Mansi Rege presented the suggestions given by the team for Library.

Principal, Dr. Prita Mallya informed the members that all the Peer team members appreciated the college efforts and wished good luck for the NAAC visit. She also informed that the members have given some good suggestions which would definitely help during the NAAC visit.

The Meeting ended at 1:30 pm.

ended at 1:30 pm

Steering Committee Meeting on 18th November
2021 at 12 noon in Smart Classroom

Agenda: To discuss the NAAC Peer Team Visit

Members present:

- 1) Dr Prita Mallya
- 2) Dr Rodney D'Silva (Coordinator - Steering Committee)
- 3) Shami Pai (ISAC Coordinator)
4. Maithili S. Naik
5. Divya R. Sadekar
6. Edwin Baneto
7. Anjali Sajilal
8. Shaanula Kundi
9. Snehali Alne
10. Jira M. Gama
11. Preetika Chopdhar
12. Gajanan Haldankar
13. Sheetal Arondekar
14. Rupesh Shiradkar
15. Purnava Prabhedkari

SPai
D'Silva
Sadekar
Baneto
Sajilal
Kundi
Alne
Gama
Chopdhar
Haldankar
Arondekar
Shiradkar
Prabhedkari

Dr Shami Pai, ISAC Coordinator welcomed the members for the meeting. She mentioned that as said by the Principal, Steering Committee should manage the entire Peer Team Visit which will be held on 25th & 26th November, 2021. She handed over to Dr Rodney D'Silva, Convenor of Steering Committee.

Dr Rodney D'Silva said that tentative schedule of the Peer Team Visit is prepared by him. He showed the same to all the members. Members offered the suggestions and accordingly the changes were made.

Principal mentioned that we will know about the names of Peer Team members, prior to 03 days before the visit. It will be displayed on the NAAC Portal. Meeting ended at 1:30 pm.

ISAC Meeting held on 10th January 2022 at 10:30am
in Meeting Room.

Members Present.

1. Dr. PRITA MALLA
2. Dr. Rodney D'Silva
3. Dr. Manthali S. Naik
4. Dr Edwin Baner
5. Ms. Shaemila Kunde
6. Dr. Jora N. Gama
7. Dr. Anjali Sapral
8. Dr. Lina Sadekar

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Sadekar

Minutes of the IQAC Meeting held on 10th January 2022 at 10:30am in the Meeting Room,
1st Floor, Central Block

Agenda:

1. To analyze the criterion-wise scores (criterion in charge to present) of the College and compare the scores that DM's College has been awarded
2. To plan the future course of action (criterion-wise)
3. Damodar @50
4. AOB

Following Members were present:

1. Dr. Prita D. Mallya
2. Dr. Rodney D'Silva
3. Dr. Lina Sadekar
4. Dr. Edwin Barreto
5. Dr. Lira Gama
6. Dr. Maithili Naik
7. Ms. Sharmila Kunde
8. Dr. Anjali Sajilal
9. Ms. Snehal Alve

Dr. Shami Pai had sought leave of absence

The meeting started at 10:30am in the Meeting Room. Principal Dr. Prita D. Mallya welcomed the members for the meeting.

Members then began their presentations

Criterion 1: Curricular Aspects – Dr. Lina Sadekar

Suggestions:

- Certificate Courses in Information Technology, Yoga, composting, self defense to be organized
- Encourage students to take up projects on social issues related to the subjects in the curriculum e.g. Green Management, Stress Management etc
- A letter to the Chairman of BoS to incorporate internship/field trips/industry visits as a part of the syllabus of every course
- Feedback report should be regularly uploaded on the College Website
- IQAC to collect student feedback for the AY 2020-21

Criterion 2: Teaching- Learning and Evaluation

Analysis:

1. Better advertisement on the College Website (highlight placements, campus life, unique subject choices, scholarships, ranks, winners, etc.) & student-friendly advertisements on social media.
2. Faster response time during admissions in terms of display of selected students list & completion of admission process.
3. Highlight the achievements of existing students with more recognitions, scholarships, certificates, etc.
4. Organize cultural/educational programmes for HSS students.
5. The College should send data of SC/ST/OBC/Divyangian to the Social Welfare Department/ other cells.
6. Principals need to take up the matter with the Government/Social Welfare Department/ other Cells to maintain record of the data.
7. Slow learners:
 - Class activities like presentations on simple topics to boost confidence.
 - Remedial classes on a regular basis, not just before examinations.
 - Explanation of concepts in local language.
 - Slow learners to be referred to the professional counselor with proper d.
8. Advanced Learners:
 - Encouragement to take up online courses and attend workshops.
 - Assign application oriented topics for assignments.
 - Advanced learners to teach or mentor slow learners.
 - Encouragement to attempt scholarship examinations, aptitude tests, and screening tests etc.
9. Efforts to convert contract posts into permanent posts.
10. Efforts to retain experienced faculty especially in the self-financed programmes.
11. Experiential learning:
 - Internships compulsory for students during vacation.
 - Learning through games and simulations.
12. Problem solving and Participative learning:
 - Use of case studies, applications, examples
 - Making students attend workshops/seminars.
 - Mini projects to prepare students with project phases and report writing.
13. Share online video links & recorded videos as references to e-content
14. List of full time teachers prepared by the Office every year to include designation, department and date of appointment.
15. Single summary report on mentoring for the academic year to be submitted at the end of the year in a tabular format under sub-headings like Name of Mentee, Issues raised by Mentee and Class and Action taken by Mentor/ Mentoring committee with Principal's signature.

16. Note of personal issues to be sent to Counselor and action taken report to be maintained.
17. Consolidated list of mentors (all programmes) academic year wise to be issued as an 'Office Order' with reference no. and duties to be performed by mentors.
18. Contract teachers were not considered as full time teachers by NAAC.
19. Teacher Profile and Quality
 - Year wise number of full time teachers recruited against the number of sanctioned posts with percentage can be included.
 - Number of full time teachers currently pursuing PhD. can be included.
 - Liberal lien policy of the College has affected full time teachers metric.
 - Lien needs to be restricted to 1 term for Principal's post.
20. Evaluation Process and Reforms
 - Procedure for the conduct of ISA and SEE exams can be included separately in the description for SSR.
 - Detailed reports for exam grievances have to be maintained year wise. It should contain a comprehensive **tabular** overview year wise for each semester with case number, name of the student, semester, seat no. of student, which examination, result, complaint date, committee report, intimation to student and result after grievance.
 - Total number of grievances year wise can be mentioned in the description for SSR.
 - The procedure for College and University exam related grievances can be given separately in the description for SSR.
 - The fee paid by students for exam related grievances can be mentioned in SSR.
21. Student Performance and Learning Outcome
 - Sign MoUs with more organizations
 - Promote student exchange programmes.
 - Attainment of Learning Outcomes and Course Outcomes mentioned in the course outlines of every subject to be evaluated / tested by the institution.
 - Mapping of Course Outcomes with Program Outcomes (matrix form).
 - Assessment methods designed to achieve the POs.
 - Use of appropriate teaching-learning pedagogy to ensure students have acquired the stated knowledge or skill.
 - More innovative assignments and field-based assignments.
 - Application oriented question papers for semester-end exam instead of direct theory questions.
22. Student Satisfaction Survey
 - Orientation to the students at the beginning of the academic year especially by the Office about the different services and facilities.
 - Student feedback & SSS to be taken in each semester, analyzed and corrective actions taken.
 - Timelines for student services to be worked out, displayed and adhered to.

Suggestions:

- Counsellor to maintain detailed records of students with the date of counselling mentioned on the report.
- Exam Committee to prepare a report of grievances received from students at the end of each semester with fees paid, starting with AY 2020-21.
- Ms. Sharmila Kunde to give suggestion on formalizing the process of grievances.
- More MOUs to be signed.
- Course Outcomes to be properly drafted.

Criterion 3: Research, Innovations and Extension

Analysis

1. The institution can make use of Incubation centre as a compulsory part of the syllabus component. (Assignment/Group Projects for ISAs)
 2. Campus should have recreation facilities and structures equipped with latest developments (Virtual platforms, Bloomberg Centre etc) and facilities for students for the generation and discussion of innovative ideas.
 3. The College can partner with industry that can facilitate students with applied learning.
 4. The College can include part-time internships as a part of assessment/curriculum which will likely have particular impact on those students who attend part-time work while attending College.
 5. Subjects can focus on experiential learning techniques.
 6. Students can participate in faculty presentations in research
 7. More workshops in IPR
 8. For attendance of the students, Google form should be compulsory be made for all the workshops/activities
- A. Activities related:
1. To also prioritize conducting the extension and outreach activities of the College in the recently adopted villages besides the regular activities in the neighborhood.
 2. To encourage students to take up social projects.
 3. To provide e-certificates to the students participating in the extension and outreach activities.
- B. Documentation related:
1. To have a common template for students' attendance for all the extension and outreach activities.
 2. To provide clear information in every report about the total number of students participated (with a classification of the number of male students and the number of female students) along with the details of the faculty member involved in the activity.
 3. To create a folder titled "SDCCE Extension and Outreach Activities" on NAS server. The sub-folders could be created year-wise, followed by the Department-wise and activity-wise folders. For eg.: 2021-2022 > BBA(FS) > Young Leaders. Faculty in-charge of the respective activity should upload the detailed report (signed with date) in PDF, geotagged

photographs in PDF, student attendance (signed with date) in PDF, and all e-certificates in PDF in the relevant folder, with the appropriate titles.

4. Need to collaborate with more firms within the state for internship
5. Organize more activities under the MoUs

Suggestions:

- Teachers to take up Research Projects.
- Experimental Teaching and Learning method to be incorporated for Economics Subject.
- Collaborative activities for research, Faculty exchange, Student exchange/ internship to be identified annually.

Criterion 4: Infrastructure and Learning Resources

Suggestions:

- Sports facilities to be added and improved: Playground for Football, Handball, Cricket, courts for Volleyball, Basketball, Lawn Tennis, Cricket nets, Kabbadi and Long Jump pit to be added. Poles for games like Football, Handball, Volleyball, Lawn Tennis etc required.
- Interactive panels for all TY B.Com, M.Com Classes
- Institution should look at adding more non-academic courses: Skill based courses in Pottery, Bakery, Stitching, etc should be started and the required infrastructure should be made available.
- Solar Panels to be installed.
- Licensed Softwares required as per syllabus to be purchased.
- Internet Connectivity to be stable. Separate connection for Self-financed and Aided programmes can be looked at.
- Language lab to teach papers like Spoken English and Business Communication.
- An Open Air outdoor theatre for College cultural activities and inter-collegiate programmes.
- Increase Library seating capacity to 200-250 people.
- A dedicated Placement Room to be made available on campus.

Criterion 5: Student Support and Progression

Analysis:

A. Activities related:

1. The College will make efforts to increase the number of Scholarships provided to the students, and thus help the needy and deserving students, as well as encourage more students to avail the benefits provided through government schemes
2. The Management will be approached to provide scholarships to meritorious students to attract advanced learners. Alumni willing to provide assistance to the needy

3. The College will conduct workshops and training programs to enhance students' soft skills as well as ICT skills and encourage maximum participation.
4. The College will coordinate with companies/Industries for Internships
5. The College will have induction at FY for students and parents to inform about activities in College as well as stress on need and advantages of Add-on certificate courses offered by the College
6. The Department of English and Communication will conduct add on courses and sessions to encourage use of language lab tools to improve and enhance language and communication skills
7. The College will encourage students to learn a foreign language, which can be offered using the language lab.
8. The Placement Cell of the College will organise a virtual annual fair inviting best Institutions offering Post graduate programmes. This will help the students to know the different programmes available and the eligibility and procedure to apply for the same. This activity can be conducted at the beginning of Third year.
9. The PG Dept will regularly conduct sessions to guide students to answer GU Art and GPSC entrance exams as well as NET/SET
10. Final year students will be encouraged to do role plays/other awareness programs for the First-Year students to create awareness about the Consequences of Ragging.
11. The Exam committee will be requested to create awareness about the consequences of engaging in unfair practices during examination.
12. To prepare students for jobs, the Placement Cell will organise short term courses in soft skills, critical thinking and interview techniques
13. Sessions will be organised to motivate larger number of students to take up entrepreneurship
14. The Department of Physical Education and Sports, will organise different sports and recreational activities as well as yoga courses to increase physical activity level of the students
15. The Student bodies will organise activities and training programs for leadership building and improve students' organising skills, promote and train students to participate and win medals at the State, National and International level in sports events, business and cultural events and engage students in social issues through conduct of awareness drives in the community.

B. Documentation related:

1. The College office will be asked to create a system to collect data from graduating students on their higher education option selected and competitive exams answered/qualified
2. As attendance sheets for all courses/webinars/guest lectures conducted and names of students who participate in activities is needed at the time of document collection, a common mechanism and format should be created for submission of these details along with report and photographs (geotagged photos/ screenshots)

Suggestions:

- During admission process students should be informed about the scholarship available. The members of relevant Cells (SC/ST/OBC/Minorities Cells) to contact the students to avail the scholarships and details of the scholarship amount to be submitted to the College for record.
- To increase number of scholarships provided by the institution, use of Student Aid fund, PTA scholarship, Financial assistance scheme can be looked at
- Organize sessions to provide guidance on answering Competitive Examinations
- Mechanism needed for submission of online grievances on website; Email id for students' grievances to be created and to be handled by the office staff.
- Zero-Tolerance signages to be displayed on the campus – ragging, sexual harassment, etc.
- Increase number of students who accept placements through campus placements. Students answering interviews to be trained and counselled about importance of work experience
- Carbon copy of the TC should be of lighter colour as the data is not visible after scanning.
- Application form for TC should have an additional field to specify the Programme applied for.
- Examination Committee should involve student members in 2 meetings - to take suggestion from student members at the beginning of the semester and grievances at the end of the semester.
- Alumni Registration to be made mandatory at the time of collecting final year marksheets. Mechanism to be created to transfer deposit of Rs. 100/- in Ex-Students Association Account as registration fees; An undertaking should be filled by the students at the time of admission or Alumni Registration Fees to be included in FY Fees.

Criterion 6: Governance, Leadership and Management

Suggestions:

- Proposal for maternity leave for Self-financed department
- Internal audit to be carried out.
- IQAC meetings to be conducted more frequently i.e. monthly
- IQAC data collection process to be formalized and adopted.

Criterion 7: Institutional Values and Best Practices

Analysis:

1. Upgrade Butterfly Garden
2. Renewable energy: Solar Panels
3. Celebrate more State-Specific Days, Eg: T.B. Cunha Death Anniversary on 26th September
4. Certificate course in Self Defense
5. Create College MOOC Platform
6. Certificate course in Environmental studies
7. Certificate courses in Extra Curricular activities by students

Suggestions:

- Appointment of Nodal Officer to monitor the participation and progress of students with disability and prepare a policy document of the same with Objectives and Mechanism.
- Solar Street Lights could be installed in the College campus.
- Visitors register and Visitors Cards could be issued for visitors for the purpose of record and security.
- Biogas plant could be installed for the Canteen kitchen waste. "Scheme on promotion of biogas plant based on kitchen/organic waste" of Government of Goa could be availed.
- State specific days to be observed
- Organize more activities, awareness programme under Village Adoption Programme.

AOB

The IQAC members suggested the following as best practices for 2020-21 AQAR.

- 1) Functioning of the Digital TLE Committee (to include teacher trainings, content creation assessments through MS Teams and other such initiatives)
- 2) Participating in the Economic Revival Plan (Varca farmers' market to be mentioned as an outcome)

The meeting ended at 1:30 p.m.

Full IQAC Meeting held on 7th May, 2022 at 11:30 am
in the Meeting Room, 1st Floor, Central Block

Members present:

- | | |
|-------------------------------------|--------------|
| 1) Prita D. Mallya | Pally |
| 2) Blaise Costalis | BL |
| 3) Suresh Mallya | Sureshmallya |
| 4) Shruhi S. Nayak | Shruhi |
| 5) Edwin Baneto | Edwin |
| 6) Rodney D' Silva | RDS |
| 7) Snehal Aine | Snehal |
| 8) Anjali Sajjal | Anjali |
| 9) Manthuli S. Naik | Manthuli |
| 10) Lina Meneses Fama | Lina |
| 11) Dr Shami Pai (IQAC Coordinator) | Shami |
| 12) Pradya Nadkarni | Pradya |
| 13) Dr Rodney D' Silva | RDS |

Minutes of the IQAC Meeting held on 7th May 2022 at 11:30am in the Meeting Room, 1st floor, Central Block.

AGENDA:

- To review the 4th cycle accreditation results
 - To present the post-accreditation initiatives
 - AOB
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Following Members were present:

1. Dr. Prita D. Mallya
2. Mr. Blaise Costabir
3. Mr. Suhas Mallya
4. Dr. Rodney D'Silva
5. Dr. Shami Pai
6. Dr. Edwin Barreto
7. Dr. Lira Gama
8. Dr. Maithili Naik
9. Ms. Sharmila Kunde
10. Dr. Anjali Sajilal
11. Ms. Snehal Alve
12. Ms Shruti Nayak
13. Ms Pradnya Nadkarni

The meeting started at 11:30 a.m.

Principal Dr. Prita D. Mallya welcomed the members for the meeting. This would be the last meeting of this IQAC

4th Cycle Accreditation Results

1. IQAC Coordinator Dr. Shami Pai informed the members that the IQAC teacher-members have analyzed the scores received for their criteria and have listed out suggestions for action in these areas. She presented a consolidated report of the same.
2. Members were informed that the College received the highest score for Criterion 1 and the lowest for Criterion 7. Specific scores were also discussed.

Post-Accreditation Initiatives

1. The College has started work on Metric 2.6 pertaining to attainment of learning outcomes, A workshop was held and all the outcomes (Programme Outcomes, Programme-Specific

Outcomes and Course Outcomes) were revised. At the upcoming semester-end examination, students will be evaluated as per the achievement of Learning Outcomes.

2. The College has signed an MOU with FiiRE - the objective being to encourage students to create an innovation ecosystem and take up entrepreneurship. Mr. Suhas Mallya pointed out that getting students out in the real world and ensuring that they get real life experience is critical. He suggested that through the Incubation Centre, Shree Damodar College students could assist their counterparts at FiiRE with compliances, accounting, GST etc.

AOB

1. Mr. Suhas also suggested the College set up a 'Center of Excellence' in a specific area such as Sales, where students would learn theory as well as practice; regularly inviting guest faculty from the chosen area, organizing workshops, events, competitions, would all contribute towards students learning all aspects of the specific function in an organization
2. Mr. Blaise Costabir expressed that the College should restart Internship for Teachers during the Vacation, which was suspended on account of the pandemic. He said that transfer of knowledge is best achieved through internship for both, staff and students.
3. Mr. Blaise also suggested that Google calendar, check lists, red tags for equipment that is not working - could all be adopted as part of the metric on usage and maintenance of facilities.
4. Retired college alumni could be involved in college activities such as interaction with students, conduct of internal audit etc. Internal audit could also be conducted by internal teachers, along with one alumnus from industry; this would give them good experience.
5. Instead of organizing e-waste collection drives, a place could be identified on campus for e-waste collection – staff and students could drop off their e-waste at their convenience. This could then be periodically disposed

The Principal and IQAC Coordinator expressed their gratitude to all the external members for their support, encouragement and valuable suggestions, which have helped the College attain higher standards.

The meeting ended at 1:30 pm.