

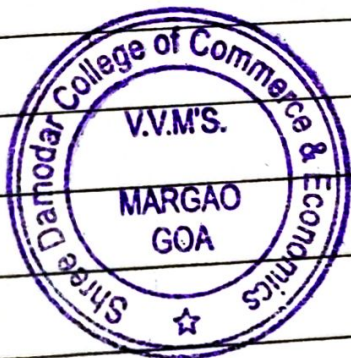
IGAC Meeting held on 30th July 2022 in Meeting Room at 12 noon.

Members Present :-

- 1) Prita D. Mulya.
- 2) Rodney D' Silva
- 3) Lina Sadekar
- 4) Lina M. Gama
- 5) Shani^o Pai
- 6)
- 7) Maithili S. Naik
- 8) Ar Edwin Barreto
- 9) Dr. Sheetal Aendeke

[Signature]
Sadekar
Gama
Pai

[Signature]
Barreto
Aendeke



Vidya Vikas Mandal's Shree Damodar College of Commerce & Economics, Margao-Goa
Minutes of the 1st Meeting of the IQAC (2022-24) held on Saturday 30th July 2022

Item No. 1: Opening remarks: Coordinator of IQAC Dr. Lina Sadekar welcomed all the members.

Item No. 2: CORE AGENDA

1. To discuss the revised NAAC Manual applicable from 1st June 2022 onwards.

The Coordinator presented the metric-wise changes in the revised NAAC Manual.

Members suggested that:

1. All Committee Coordinators should study the metrics and carry out their activities accordingly, so that the College can achieve better scores. The IQAC members should brief the Convenors of the various Committees coming under their criteria and help them plan their activities
2. Orientations held for students under all Cells are to be conducted under "Deeksharambh Scheme". One common banner should be made and displayed for all the orientations.

2. To decide the new external members for IQAC

Following members were suggested. Coordinator and the Principal to jointly finalize the members

1. Management Nominee - Adv. Pritam Morais / Mr. Vinayak Angle.
2. Alumni Representative - CA. Shravan Swarup / CA Vinayak Dhumatkar
3. Society Representative - Ms. Ranjita Pai
4. Industry Representative - Ms. Ekta Agarwal/ Mr. Prashant, Fiire / CA Rohan Bhandare
5. Employer Representative - Mr. Ravi Rebello, Commscope / Ms. Ekta Agarwal / Mr. Pravin Pai Kakode
6. PTA Representative - Dr. Shanti Nevgi, Parent

3. Look at the suggestions in the PTR and plan implementation.

Peer Team Report was projected following suggestions were made

1. Some suggestions were already being implemented.
2. The College could install solar panels for the campus outdoor lights and other electrical utilities wherever possible so that we can earn points for Renewable Energy initiatives.
3. It was brought to notice of all members that teachers don't switch off lights, fans and projectors while leaving the classrooms. So all teachers are to be instructed to do so that we can save energy.

4. Implementation of Damodar@50 - this was our perspective plan which we included in our SSR.

Specific details of all implementations are to be given with photographs. Following suggestions were made

- 1) Dr. Rodney D'Silva to go through the Newsletters from May 2021 onwards and see how the various activities fitted into the Perspective Plan
- 2) Where the implementation had not yet been done, the Criteria-in-charge to immediately start – Dr. Rodney to follow up with the criteria-in-charge and ensure implementation

Criterion 1:

- Self-defense Course and Python Course to be included.
- Propose and design add-on courses and implement immediately.
- Mr. Suhas Mallya could be requested to be part of the B.Com Faculty Committee
- Courses in Critical thinking and Logical reasoning which are included in the BCA programme to be suggested to GU for the B.Com programme as Skill Enhancement Courses

Criterion 2:

- In order to increase and improve industry-institution interface, MoUs signed are to be implemented. Under the MoU with GMA, only one webinar was conducted last year
- At least one Foreign University MoU to be signed in the Golden Jubilee Celebration year. Dr. Edwin Barreto was requested to decide the focus area of research of the College and contact Prof. Saba D'Silva, regarding Foreign University MoU suggestions and requirement.

- Dr. Rodney D'Silva was requested to prepare one Google form and circulate it among the teachers, where they would be asked to fill up the Name and Platform of the MOOC courses done by them in academic year 2021-22.
- Members were asked to identify specific MOOC courses and propose to Goa University as Credit Courses which the students could complete as Generic Elective Courses or Skill Enhancement Courses.

Criterion 3:

- Teachers to take up funded research projects.
- Teachers can select FDPs that they would like to complete from any of the IIMs, EDI Ahmedabad, etc.
- Selected FDPs can be put up to Management for funding purpose.
- Information about teachers invited as DRC members is to be included.
- Business plan competitions and field trips under Incubation centre to be included.
- Mentors are to be identified for the Incubation Centre
- NCC, NSS data as well as activities conducted under the MoUs signed with Mahila Mandal and GIPARD are to be included for extension and outreach activities.

Criterion 4:

- Library has to be upgraded with the software used by the differently-abled students.
- Asset registers to be maintained in digital form but physical form is also to be maintained for the purpose of Audit.
- Biometric attendance system for students can be implemented in due course.

Criterion 5:

- A network of alumni has to be built up so that alumni can be encouraged to offer scholarships to students and other contribution towards progress of the College.

Criterion 6:

- Dr. Anjali Sajjal can be given charge of deciding parameters for judging the Best Performer Award in all categories of staff, and circulate to IQAC for finalization. The categories of staff can be Academic, non-teaching and MTS.

Criterion 7:

- Tagging of fittings and fixtures are to be done.

5. Decide on storage of all soft copies of records.

- Data collected can be stored on the IQAC system used for the SSR preparation.
- Ms. Pradnya to be consulted before finalizing the storage space.

6. AOB

1. Coordinator informed members that suggestion regarding workshops related to NAAC are welcomed. As per requirement the sessions/workshops will be conducted.
2. Coordinator informed that Dr. Anjali Sajjal would be in charge of AQAR for the year 2021-22
3. Dr. Shami Pai thanked all members for their support during her tenure as Coordinator and wished the new committee a good luck for the coming years.

The meeting ended at 1.45 pm.

Sadekar

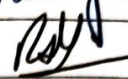
Dr. Lina Sadekar
Coordinator, IQAC



IQAC Meeting held on 27th September 2022
in the meeting room at 11.30 a.m.

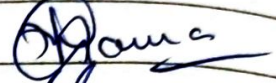
Members Present

- ① Prita D. Mulya
- ② Rody D' Souza
- ③ Lina Sadekar
- ④ Shani Pai
- ⑤ Lina M. Gama
- ⑥ Edwin Barab
- ⑦ Anjali Rajlal
- ⑧ Sheetal Arundhan
- ⑨ Maithili Nark
- ⑩ Snehal Aine

Painy.


Sadekar

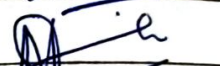
Pa.







Arundhan



Snehal



Minutes of the 2nd IQAC Meeting held on 27th September 2022 at 11:30am in the Meeting Room, 1st floor, Central Block.

AGENDA:

1. Action Taken Report on recommendations made at the full IQAC meeting held on 7th May 2022.
2. Action Taken Report on the recommendations made during the 1st IQAC meeting held on 30th July 2022.
3. Two Best practices to be suggested for each Criterion to be implemented in AY 2022-23.
4. Quality initiatives by different cells and committees to be implemented in AY 2022-23
5. AOB

The following members were present:

1. Dr. Prita D. Mallya
2. Dr. Rodney D'Silva
3. Dr. Lina R. Sadekar
4. Dr. Shami Pai
5. Dr. Edwin Barreto
6. Dr. Lira Gama
7. Dr. Maithili Naik
8. Dr. Anjali Sajilal
9. Dr. Sheetal Arondekar
10. Ms. Snehal Alve

The meeting started at 11:30 a.m.

IQAC Coordinator Dr. Lina R. Sadekar welcomed the members for the meeting.

1. Action Taken Report on recommendations made by the External IQAC members during the full IQAC meeting held on 7th May 2022.

- Programme Outcomes, Programme-Specific Outcomes and Course Outcomes were implemented for End-Semester 2021-22 (Even Semester). Starting with the odd semester 2022-23 all ISAs and the SEE shall be evaluated as per the achievement of the learning outcomes. **Action: Dr. Rodney D'Silva (Criterion 2) to ensure compliance; Dr. Lira M. Gama (Examination Committee)**
- As suggested by Mr. Suhas Mallya, to encourage students to get real life experience and to take up entrepreneurship, a meeting has been scheduled with CA. Mr. Viegas as recommended by FiiRE on 3rd October 2022, to identify the tasks that our students could take up and assist incubates, such as accounting, GST, sales, etc. **Action: Dr. Lira M. Gama (Criterion 3) to ensure compliance, Dr. Shami R. Pai (Incubation Centre)**



- As recommended by Mr. Suhas Mallya, the College to set up 'Centers of Excellence' in the areas of Sales and Accounting. This would be included under Criterion 5.

For the center of Excellence in Sales, competitions related to sales, role plays, series of lectures on sales management, training on sales management, etc could be conducted. It was decided that the initiative has to be taken by Commerce Club, and Career and Placement Cells. Interested students would be selected and trained in this area. Similar activities could be conducted in the area of Accounting too. **Action: Dr. Sheetal Arondekar (Criterion 5) to ensure compliance, Ms. Sheryl D'Silva (Commerce Club), Ms. Sushrusha Naik Khandekar (Career Cell), Dr. Rodney D'Silva (Placement Cell)**

- As suggested by Mr Blaise Costabir that teachers should be sent for industry internship, Dr. Shami Pai, Dr. Lina Sadekar and Dr. Lira Gama will be attending Industry internship during the summer vacation. **Action: Dr. Rodney D'Silva (Criterion 2) to ensure compliance and find out if other faculty members are interested; Dr. Shami Pai, Dr. Lina Sadekar and Dr. Lira Gama**
- An Internal Audit Committee to be formed, comprising B.Com teachers, CA Alumnus and TY B.Com Auditing students for conducting the College Internal Audit. Under MOU with Accosphere, training to be given to these students. **Action: Dr. Anjali Sajilal (Criterion 6)**
- As per the recommendation of Mr. Blaise Costabir, a Google calendar should be maintained for AMC renewal, maintenance, etc. A checklist should be prepared of all equipment of the College, a red tag would be put on an equipment that is not working. Mr Harsh Alve and Ms Pradnya Nadkarni would be incharge of this activity. The IQAC will be conducting a session for VVM Non-Teaching staff on using Google Workspace, in which they will be taught how to use Google Calendar. **Action: Dr. Maithili Naik (Criterion 4) to ensure compliance; Mr. Seby D'Silva, Mr. Harsh Alve and Ms. Pradya Nadkarni to implement.**
- A dedicated space has been identified - below the staircase (entry by the side of the Main entrance) as the College e-waste collection centre, where students and staff could drop their e-waste at their convenience. This could be periodically disposed. **Action: Dr. Maithili Naik (Criterion 4)**

2. Action Taken Report on the recommendations made during the 1st IQAC meeting held on 30th July 2022.

- The External IQAC members are:
 - ❖ Management Nominee- Adv. Pritam Morais
 - ❖ Alumni Representative- CA Vinayak Dhumatkar
 - ❖ Society Representative- Ms. Ranjita Pai



❖ Industry Representative-

Mr. Pravin Kakode

❖ Employer Representative-

Ms. Ekta Agarwal

❖ PTA Representative-

Dr. Shanti Nevgi, Parent

- Installation of Solar Panels – The Management is working on the feasibility of this proposal of installing the solar panels in the college campus. An expert has been approached and as a first step, he has been given copies of the electricity bills for the last three months,
- 2 certificate courses under Criterion 1 will be the 30-hour self-defence course by the Dept. of PE & Sports, and the Python Course by the Dept. of Computer Science
- Business Plan Competition and field trips have been planned under E-Cell and the Incubation Centre.

NOTE: Some items from the agenda of the First meeting, the ATR of which was not taken up for discussion, shall be discussed in the 3rd IQAC Meeting to be held in the month of November 2022.

3. Two Best practices to be suggested for each Criterion to be implemented this year.

Criterion 1: Dr. Shami R. Pai to monitor and ensure implementation

Two innovative certificate courses will be offered to the students:

- TEL – Train Earn and Learn skill-based training program with internship for undergraduates by Western India Regional Council of ICAI – 36-hour course - 130 students have currently registered.
- Innovative Certificate course to build capacity for students by Linguistic Life Skill Coach Ms. Ashita Ranjit. 30 to 35hrs

Criterion 2: Dr. Rodney D'Silva to monitor and ensure implementation

- Videos on important topics/concepts for subjects like Mathematics / Accounting to be created by advanced learners.
- Project-based Learning for TY B.Voc (ST) students Mentored by IT Professionals.

Criterion 3: Dr. Lira M. Gama to monitor and ensure implementation

- Making the Damodar Incubation Centre functional – this is a one-time activity (cannot be classified as a Best Practice)
- Adoption of 2 Anganwadis by the College – this has been initiated by the DHE (cannot be classified as a Best Practice of the College)
- Article/book review (assignment writing) and research paper writing session for students and teachers
- A second Best Practice to be proposed



Criterion 4: Dr. Maithili Naik to monitor and ensure implementation

- Interactive Boards in TY classrooms – this is a one-time activity (cannot be classified as a Best Practice); the Principal said that teachers should first use the interactive podium in the Smart classroom, after which Management could be approached for the Interactive Boards.
- Installation of Solar Panels in the Campus – the process has been initiated.
- Launch of Shodhgyan - Monthly ICT-enabled library service which highlights the current articles that are indexed in UGC CARE List, Peer-reviewed Journals and selected magazines subscribed by the College.

Criterion 5: Dr. Sheetal Arondekar to monitor and ensure implementation

- Scholarship Mela organized by the Student Welfare Cell in association with SC/ST Cell and OBC Cell of the College to create awareness about the various Educational Schemes / Scholarships - State and National level - available for students.
- The College as a Centre of Excellence in Sales and Accounting

Criterion 6: Dr. Anjali Sajilal to monitor and ensure implementation

- Workshop by the IQAC for Non-teaching staff of VVM on the theme 'ICT for Administrative staff'
- A second Best Practice to be identified

Criterion 7: Ms. Snehal Alve to monitor and ensure implementation

- Pop-up Bazaar to be organized on the campus for Lokvishwas Pratishthan and Mahila Mandal Margao
- गोक्यचें सैम- "Connecting to Nature": a series of sessions and activities related to the Goan ecosystem

4. Quality initiatives by the various Cells/Councils/Clubs/Committees to be implemented during 2022-23

a) MOU Cell proposes to conduct conferences, series of talks, Internal audit etc in association with the MOU partners.

b) Department of Computer Science:

- ❖ Live TY BCA Projects mentored and reviewed by IT Professionals - **Criterion 2**
- ❖ Project-based Learning for TY B.Voc.(ST) students mentored by IT Professionals - **Criterion 2**
- ❖ Curriculum Design; Implementation - Programming; Design courses for Non-Computer Science students of the College as inter-department activity - **Criterion 1**



c) **Department of Commerce & Management:**

- ❖ Students to be motivated to complete online certificate courses instead of Assignment (ISA-1) - Criterion 2
- ❖ TEL (Train Earn Learn) Program in association with ICAI; 180 students have registered and are at the payment stage - Criterion 1

d) **Commerce Club:**

- ❖ Series of Bazaar Days for students - Criterion 2
- ❖ Financial Literacy Week to be a regular feature - Criterion 1 / 2

e) **Student Welfare Cell:**

- ❖ Scholarship Mela to be a regular feature – Criterion 5
- ❖ Capacity building workshop / Certificate course for students in Communication and Presentation skills - by Linguistic Life Skill Coach Ms. Ashita Ranjit – Criterion 5

e) **E Cell & DIC:**

- Boot Camp in association with MoU partner - FiiRE. - Criterion 3
- The Cells are planning to promote startups of students. Also FiiRE to be approached for offering assistance as suggested at the full IQAC meeting - Criterion 3

f) **Library:**

- Implementation of Web OPAC in Koha Software for library resources - Criterion 4
- Launch of Shodhgyan as mentioned above - Criterion 4

g) **Research Cell:**

- 7-Day FDP on Research Methodology and Academic Writing with hands-on training in software - Criterion 3
- Article review/book review sessions by students/teachers. - Criterion 3
- Academic report writing, Assignment writing, Research paper writing sessions for students and teachers. Criterion 3

4. **AOB**

- Dr Lira proposed that it would be advisable to have the same teacher mentor for students for all the three years that they are in the College.

The meeting ended at 1:45pm.

Sadekar

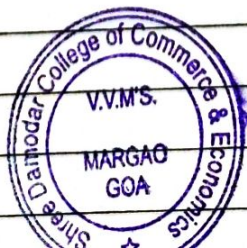
Dr Lina R, Sadekar
IQAC Coordinator



FULL

ISAC Meeting held on 1st October 2022
11.30 a.m in Smart Class Room

Members Present		Party
①	Prita D. Nayak	
②		
③	Lina R. Sadekar	Badekar
④	PRAVIN KAKODE	mitra
⑤	Ekte Agarwal	2 dms
⑥	Vinayak Vahmalkar	Sh. W.
⑦	Rodny D. Sbr	SP
⑧	Shami R. Pai	Dweal.
9)	Rupesh. Shinodkar	
10)	Palam Morcus	
11)	Edwin Baneto	Esau
12)	Aachal Naik	Nachal.
13)	Abha Naik	W. Y. K.
14)	Brianna Noronha	B. Noronha
15)	Bhakti Mirashi	Burashi
16)	Shruti S. Nayak	Luk
17)	Manasi D. Raje	mbig
18)	Manthali Naik	h
19)	Sakshi Neragi	Preraj
20)	Ranjita S. Pai	Shu
21)	Angeli Sigald	sig.
22)	Lina M. Aama	Mani.



Vidya Vikas Mandal's Shree Damodar College of Commerce & Economics, Margao-Goa
Minutes of the Meeting of the IQAC held on 1st October 2022 at 11.30 in Smart Classroom

AGENDA:

1. Briefing about NAAC and IQAC
 2. Quality Initiatives proposed for 2022-2023.
 3. AOB
-

Following Members were present:

- | | |
|---------------------------|--------------------------|
| 1. Prof. Prita D. Mallya | 12. Ms. Ekta Agarwal |
| 2. Dr. Edwin Barreto | 13. Ms. Ranjita Pai |
| 3. Dr. Lina R. Sadekar | 14. Dr. Sakshi Nevgi |
| 4. Dr. Shami Pai | 15. Ms. Mansi Rege |
| 5. Dr. Rodney D'Silva | 16. Mr. Rupesh Shirodkar |
| 6. Dr. Lira Gama | 17. Ms. Shruti Nayak |
| 7. Dr. Maithili Naik | 18. Ms. Abha Naik |
| 8. Dr. Anjali Sajilal | 19. Ms. Aachal Naik |
| 9. Adv. Pritam Morais | 20. Ms. Bhakti Mirashi |
| 10. Mr. Pravin Kakode | 21. Ms. Brionna Noronha |
| 11. CA. Vinayak Dhumatkar | |

The meeting started at 11:30a.m.

Item No. 1:

Opening remarks: Principal Prof. Prita D. Mallya welcomed the members and introduced the IQAC members.

Dr. Lina Sadekar introduced the staff members from the College and the student members.

Item No.2: Core Agenda

A. Briefing about NAAC and IQAC

Dr. Lina Sadekar explained in brief about NAAC accreditation and the IQAC, and their role in the holistic growth of the Institution.

Criterion 1: Action Dr. Shami Pai

- State level Financial Literacy Week "Digital Evolution in Finance" in association with Suman Foundation - SEBI recognized Investors Organisation
- Certificate course -TEL-Teach Earn Learn- Western India Regional council of ICAI and Dept of Commerce - CA. Vinayak Dhumatkar said that this would be a very good opportunity for students and they should take it up. Dr Lina informed that 130 students have registered for the course
- Training on Graphic Designing using Canva and Google forms & Slides by Dept of Computer Science
- Hands-on training on Blogging platforms by Dept of Computer Science
- Hands-on Session on Digital Marketing by Dept of Computer Science
- A Certificate Course 'Comprehensive English Communication and Presentation Skill Development', will be conducted by the SC/ST Cell, OBC Cell and Student Welfare Cell
- Mr. Pravin Kakode suggested that the College conduct a Certificate Course on GST as GST is used in all fields; students should also be updated about the amendments after every GST Council meeting.

Criterion 2: Action Dr. Rodney D'Silva

- Project-based learning for TY B.Voc(ST) students mentored by IT software professionals
- Lecture Videos by advanced learners for weaker students
- Industry internship for Teachers -Teachers will be sent to organizations during the vacation for Industry internships to get industry exposure. Mr. Pravin Kakode suggested that every teacher should spend one day in a week in industry in order to reduce the gap between Industry and academia.
- Students were motivated to do online certificate courses instead of assignment (ISA 1)(dept of Commerce); it was suggested that teachers and students should take up MOOC courses as they are free and very useful. A student member asked if the College could sponsor part of the fees of expensive courses as it is difficult for students to pay the full amount. She was asked to write to the Principal and her proposal would be put up before the Management.
- Bazar day - Stalls by students instead of assignments
- Students are helping in running the Students Consumer Cooperative Society of the College.

Criterion 3: Action Dr. Lira M. Gama

- 7-day Faculty Development Programme was held on Technology for Educators
- Entrepreneurship Boot Camp was organised by the E-Cell & College Incubation Centre in association with MOU partner FiiRE, after which 4 selected teams presented their business ideas at FiiRE. The winners won one year of free mentorship from FiiRE.

Mr. Kakode said that students are also to be made aware about Central Government schemes and scholarships which are really good. We can set up a Centre like FiiRE in College and sensitize students about the different schemes and funding agencies viz. Central Government schemes/CMRY



It was suggested that An Entrepreneurship Counsellor should be available on the campus who can encourage students to generate ideas and to know avenue of Start-ups. Mr. Kakode volunteered to help in connecting interested students to people in field of entrepreneurship. He said a detailed mapping of alumni is necessary in order to find people in a specific field. We could also appoint a full time person from industry, who can help to bridge gap between industry and academia

- 7 day FDP on Research Methodology and Academic writing is proposed
- Article and Book Review sessions by students and teachers
- Academic Report writing (assignment writing) and research paper writing sessions for teachers/ students
- Business Plan competition and field trips to be held under the Incubation Centre
- Adoption of 2 Anganwadis by the College - Proposed to provide yearly stationery requirements & teaching aids, Health Check-up-Hygiene education

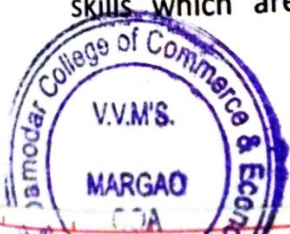
Criterion 4: Action Dr. Maithili Naik

- The Management is investigating the possibility of installing Solar panels in the college campus- outdoor lights and college utilities
- Launch of Shodhgyan- current content library service- monthly basis ICT-enabled library service-highlights the current articles indexed in UGC care listed and peer reviewed journals and selected magazines subscribed by our college library.
- Regular maintenance of physical facilities by using Goggle Calendar and reminders (e.g. for AMC services, cleaning, etc.)
- Initiate process of dead stock register in digital form
- Ms. Ekta Agarwal suggested that the College form a team which can develop a software for centralized data collection/ central database or build an ERP which can capture data such as curriculum and activities conducted centrally and filter the data so that there is no duplication of data and this data will be readily available for NAAC purpose.
She volunteered to mentor the project with a group of 3-4 Computer Science teachers. She also suggested that the team include teachers who have come from other Colleges so that we get to know the systems and processes followed in different Colleges.

Criterion 5: Action Dr. Sheetal Arondekar

- Diksharambh – orientation held for all students under all cells
- Scholarship Mela organised for all students
- Shree Damodar College Golden Jubilee scholarships for the students
- Interactive sessions with SC/ST Students-academic, personal issues
- Life skills sessions for students-Financial Freedom, Financial Planning, Living a Healthy Lifestyle, Emotional Intelligence etc.

Mr. Pravin Kakode suggested that students are to be sensitized about three important life skills which are required in their career like Time and Priority Management, Money



- Management and Interpersonal Communication Skills. Such sessions are to be arranged for the students every year.
- Orientation on Civil Service Exam (GPSC) - Adv. Pritam Morais suggested that Coaching Classes can be conducted with a tie-up with Law College for Courses like Civil Service Examinations and other Entrance exams, as we do not get enough number of students to conduct such classes.
 - NET/SET, GU-ART coaching
 - Sessions on entrepreneurship, banking insurance by Career Cell
 - Centre of excellence proposed in sales/ accounting (invite experts to give real world inputs). Mr. Kakode said that there are several misconceptions among students about Sales and jobs related to Sales. Those misconceptions are to be cleared by proper guidance.
 - Alumni invited as Guest lectures/Judges for events
 - Financial assistance provided by alumni to be used for economically weaker students
 - Create Alumni network
- CA. Dhumatkar recommended conducting Outreach Programme along with Alumni. He also suggested getting students to research and find out the reason for success of alumni and try to connect with those alumni so that they can be approached for the betterment of this Institution.
- Students can also be told to study institutions with vibrant and successful alumni associations and understand their processes for alumni engagement.
- He also suggested to give students live projects of capturing Alumni data and give them timeline.
- Mr. Kakode also suggested preparing Google sheets and sharing with students to know their interest in different professions so that proper guidance can be provided to them in those fields.

Criterion 6: Action Dr. Anjali Sajjal

- A 4-5 hour workshop is planned for the non-teaching staff of all VVM institutions on ICT for Administrative Staff.
- Conduct of Internal Audit by a CA Alumnus along with auditing faculty and students of TY B.Com

Criteria VII: Action Ms. Snehal Alve

- Diwali Pop up Bazar for Lokvishwas Pratishthan, Gujrati Samaj, Mahila Mandal Margao and Daddy's Home
- Butterfly Monitoring survey: Arannya Environment Research Organisation
- Activities planned in association with Goa biodiversity Board
 - Vriksha Maitia: Plant a sapling and treat it as a friend.
 - Smruti Van: Plant a sapling in the memory of beloved person



- गोयचें सैम-"Connecting to Nature": series of sessions & activities related to the Goan ecosystem
 - Saving the Life-Giving Mangroves of Goa
 - Snakes awareness and protection
 - Awareness about crocodile presence and need for its conservation

Members said that all criterion-in-charges need to give a specific timeline for the proposed activities - otherwise there is a very great chance that these activities will not happen at all.

AOB:

1. Dr. Lina Sadekar informed members that as per DHE all colleges have to adopt one Anganwadi. Under this scheme College have adopted two Anganwadis . Dr. Anjali informed all that Medical Camps will be started from this month at these Anganwadis.

Dr Nevgi was requested to assist and guide the College in conducting these camps .

Ms. Ranjita requested that the Camps be conducted at the College as most Anganwadis do not have proper infrastructure.

2. Dr. Anjali Sajilal informed that under the National Education Policy (NEP), the College has to prepare an Institutional Development Plan with 2-year, 5-year and 10-year horizons, for which inputs are required from all stakeholders of the institution. Once the draft is ready, it will be presented before all the members for their valuable inputs.

The meeting ended with the vote of thanks by Dr.Edwin Barreto, Vice Principal.

Sadekar

Dr. Lina Sadekar
IQAC Coordinator



IQAC Meeting held on 28th November, 2022 at 8 am
in the smart classroom. Preparedness

Agenda: To discuss NEP Preparedness for
ABAR 2021-22

Members present:

- | | |
|------------------------------|-------------------|
| 1) Lina Sadekar | <u>Sadekar</u> |
| 2) Shami Pai | <u>SPai</u> |
| 3) Anjali Dajlal | <u>ADajlal</u> |
| 4) Sheetal Atendekar | <u>Atendekar</u> |
| 5) Sanjay Velup | <u>Velup</u> |
| 6) Slesa Pereira | <u>Pereira</u> |
| 7) Ashwina Tani | <u>Tani</u> |
| 8) Betty Pereira | <u>Pereira</u> |
| 9) Iva Meneses Gama | <u>Gama</u> |
| 10) Ainsley Benard | <u>Benard</u> |
| 11) Sandesh Gaonkar | <u>Gaonkar</u> |
| 12) Gajanan Haldankar | <u>Haldankar</u> |
| 13) Samiksha Vengulekar | <u>Vengulekar</u> |
| 14) Lisette Costa | <u>Costa</u> |
| 15) Maithili S. Naik | <u>Naik</u> |
| 16) Beksha Chopdekar | <u>Chopdekar</u> |
| 17) Mayira Shaitik | <u>Shaitik</u> |
| 18) Sushrusha Naik Khandekar | <u>Khandekar</u> |
| 19) Sheryl Sanchez | <u>Sanchez</u> |
| 20) Rodney D. Sit | <u>Sit</u> |
| 21) Suresh Alur | <u>Alur</u> |
| 22) CINOLA Van | <u>Van</u> |
| 23) Aadi Nask | <u>Nask</u> |
| 24) Dixita G. Dessai | <u>Dessai</u> |
| 25) Andre Pacheco | <u>Pacheco</u> |
| 26) Sameer Patil | <u>Patil</u> |
| 27) Rama Borkar | <u>Borkar</u> |
| 28) Nishigandha Naik Gaonkar | <u>Gaonkar</u> |
| 29) Gijija V. Gaonkar | <u>Gaonkar</u> |
| 30) Swati Bhat | <u>Bhat</u> |
| 31) Ajinkya Kulkarni | <u>Kulkarni</u> |
| 32) Ramkshna Reddy | <u>Reddy</u> |



- 34) Pooja Shanbhag
 35) Twinkle Fernandes
 36) Valencia Baptista
 37) Edeia Ricardo
 38) Myron Pereira
 39) Anadhana Bhandekar
 40) Pradya Nadhan

Pooja
 Fernandes
 Baptista
 Ricardo
 Pereira
 Bhandekar
 NP



Meeting Started at 8.10 a.m.

IGAC Coordinator Welcomed all the staff members for the meeting.

Following parameters of NEP Preparedness for IGAC were discussed and suggestions were taken from all the staff members.

1. Multidisciplinary / Interdisciplinary

Following suggestions were provided

- All Seminars held in Collaboration with different departments / across the programmes to be considered
- BVOC program is a holistic programme with multiple entry & exit program
- Panchayat revival plan
- Adoption of Sercaulim Village by NSS unit
- GIEL Videos, made by BBA (FS) students. ^{awareness of public services}
- 75 ~~hrs~~ hours Community Service project
- Joy of Giving project
- Mahila Madal - Financial literacy
- T.Y. projects
- EVS, Eco club. Green Club. → Activities
- Life Skill Sessions
- Sessions taking by Maithili Mayuresh Sametla
- Gajanan for M Com. programme.
- Business plan Competition for students across the programme.
- Career training & preplacement sessions for students across the programmes.

- Bridge courses in Accountancy, Maths & English for students across the programs.

2. Academic bank of Credits (ABC)

This depends on the guidelines of the affiliated University ^(Goa University) and Directorate of Higher Education Govt of Goa.

3. Skill development

- BVoc course is fully skill based.

- Life skill courses

- Cultural union organises various workshops/sessions under the various fine arts, literary, performing arts. e.g Theatre workshop, Creative Spark 2.0.

- Blogging workshop - dept of English

- leadership camp by students council

- BBA (FS) Syllabus is skill based.

- Industry visits / field trips / Internships / Study tours

- Digital Marketing course of BCA → Industry professional

- Bazar day / Competitions
 - ← Rangoli
 - ← Akashkandil
 - ← Diya Pantang

- Session by the counselling

- Celebration of days ← Matrubhasha Diwas 18th June

- Multicultural literary session by Samiksha

- Tree plantation drive.

- Blended Learning Techniques.

① Article review ② Case studies ③ Role plays.

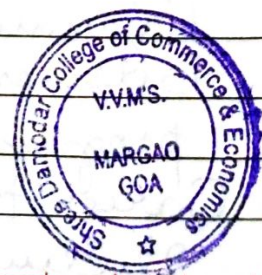
- Incubation centre / Creative

Certificate Courses

Pop up market

MOUs / Collaborations

Sessions



4. Appropriate Integration of Indian Knowledge System. (teaching in Indian language, Culture, using online courses)

- Celebration of Various festivals like Ganesh, Chaturthi Navaratri, Christmas, Diwali Newyear.
- Street play on Autism in Konkani (Sanniksha)
- Khadi Day (Rama)
- Sanskrit Diwas / Konkani Diwas
- Cultural performances - folk dances - (Shigmo Dholi ~~Swadhin~~ Corridinho Mando)
- Matruchaya - program → Mando
- EK Bharat Shreshtha Bharat activities.

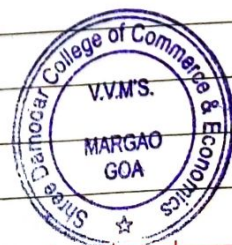
5) Focus on Outcomebased Education (OBE)

- IGNOU - Study Centre
- MOOCs - courses - done by staff & students.
- Cowwera - courses done by students
- Dishtavo -
- Placement / QUART / Life Skill Sessions
- OBE - Workshop conducted for teachers.

6) Distance education / online Education

- IGNOU - Study Centre
- MOOCs & Cowwera courses - Students as ISA.
- Life Skill Sessions - online
- QUART training sessions online
- Soft Skill training
- Dishtavo Sessions on DHE Portal
- E content creation by our staff.
- Workshops / training online.

Sadekar
Dr Lina Sadekar
IQAC coordinator



IGAC Meeting held on 24th January, 2022
at 11.30 am in the meeting room.

Members present

- ① Prita D. Mallya
- ② Ania Sadetkar
- ③ Dr. Shani R. Pai
- ④ Dr. Jisa M. Gama
- ⑤ Dr. Maithili S. Nair
- ⑥ Ms. Sharmila Kunde
- ⑦ Ms. Snehal Alme
- ⑧ Edwin Barreto
- ⑨ Dr. Anjali Sajid

Mallya
Sadetkar

SPa

~~Shani~~

~~Jisa~~

~~Maithili~~

~~Sharmila~~

~~Snehal~~

~~Edwin~~



Minutes of the 3rd IQAC meeting held on 24th January 2023 at 11.30 am in the meeting room, Central Block, 1st floor

AGENDA:

1. Action Taken Report on some of the recommendations made during the 1st IQAC meeting held on 30th July which was not discussed during the previous meeting held on 27th September 2022.
2. Action Taken Report on the recommendations made during the 2nd IQAC meeting held on 27th September 2022.
3. Action Taken Report on recommendations made by the External IQAC members during the full IQAC meeting held on 1st October 2022.
4. Discussion on the Benchmarks set by NAAC for the Quantitative Metrics.
5. AOB

The following members were present:

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

The meeting started at 11:30a.m.

IQAC Coordinator Dr. Lina R. Sadekar welcomed the members for the meeting.

Agenda Item 1. Action Taken Report on some of the recommendations made during the 1st IQAC meeting held on 30th July which were not discussed during the meeting held on 27th September 2022.

- Implementation of Damodar@50

Dr Anjali Sajilal mentioned that most of the activities have been implemented and few which are pending shall be completed by June 2023.

Criterion 1: Action - Dr. Rodney D'Silva

- Suggest courses in Critical Thinking and Logical Reasoning similar to those included in the BCA programme to GU for the B.Com programme as Skill Enhancement Courses

Criterion 2: Action - Dr. Shami Pai

- Ensure more activities to be conducted in association with all MoU partners, especially GMA. All departments could plan some activity in association with GMA. Ms Cinola mentioned that for their department activity Money Matters to be held in February, they are in talks with GMA for resource persons.
- Dr Edwin to follow up with Dr Koshi/Dr. Khanapuri at Goa University for assistance in having an International MOU.



- By March 2023, identify multidisciplinary and interdisciplinary SECs (30 hours) under Swayam/ NPTEL platform to be suggested to Goa University.

Criterion 3: Action - Dr. Lira Gama

- Teachers to select FDPs that they would like to complete from any IIM, EDI Ahmedabad, etc. Selected FDPs are to be put up to Management for funding /leave etc.
- Business Plan competitions and field trips under Incubation Centre were held in the odd semester and will continue in the even semester.
- Regarding identification of Mentors for the Incubation Centre that would outsource some jobs of the start-ups to our students, CA Viegas has been contacted who had a session for our students on Start Up Ecosystem. However he said it is not feasible to assign jobs to our students as they are not trained.

Criterion 4: Action - Dr. Maithili

- Library to acquire software used by the differently-abled students - to start with we could use the free software available.
- Asset registers to be maintained in digital form but physical form is also to be maintained for the purpose of Audit. Mr Seby said that it is possible to maintain the register in digital form from 2022-23
- Biometric attendance for students - feasibility to be studied.

Criterion 5: Action - Ms. Sharmila

- BCA students have been given project as an assignment to collect data of all alumni
- Alumni to be encouraged to offer scholarships to students and make other contribution towards progress of the College.

Criterion 6: Action - Dr. Anjali

- Parameters to be decided for judging the Best Performer Award in all categories of staff, and then discuss with IQAC for finalization. The categories of staff can be Academic, non-teaching and MTS. Dr. Anjali said this would be completed by the end of February. Principal emphasized that the parameters should be very objective and there should be no scope for any ambiguity.

Criterion 7: Action - Ms. Snehal

- Tagging of fittings and fixtures will begin from the next semester, Ms. Snehal was asked to consult Engr. Harsh before proceeding in this matter.

Agenda Item 2: Action Taken Report on the recommendations made during the 2nd IQAC meeting held on 27th September 2022.

- Programme Outcomes, Programme-Specific Outcomes and Course Outcomes were implemented for End-Semester 2021-22 (Even Semester). Odd semesters 2022-23 - all ISAs and the SEE were evaluated as per the achievement of the Learning Outcomes.
- As recommended by Mr. Suhas Mallya, the College has inaugurated 'Center of Excellence in Sales'. Centre of Excellence in Accounting shall follow. **Action: Dr. Shami**
- Dr Shami and Dr Lina would be going for industry embedment at Upgrade along with the interns (our College students) in the area of Marketing and Human Resource development respectively. **Action: Dr. Shami**



- Internal Audit Committee shall be formed by Dr Sheetal and Mr Ainsley along with the B.Com Auditing students. This shall be given as an Auditing assignment (ISA1). The Committee will carry out the internal audit of the B.Com programme. **Action: Dr. Shami**
- A Google calendar is to be maintained for AMC renewal, maintenance, etc. A checklist shall be prepared of all equipment of the college; a red tag would be put on equipment that is not working. This would be done next month **Action: Dr. Maithili**
- A dedicated space had been identified - below the staircase (entry by the side of the Main entrance) as the College e-waste collection centre, where students and staff could drop their e-waste at their convenience. This could be periodically disposed. This shall be implemented soon **Action: Ms. Snehal**
- Installation of solar panels for SDCCE is not viable/feasible, as per a feasibility study carried out by a private firm.
- 2 certificate courses viz. 30-hour self-defence course by the Dept. of PE & Sports, and Python Course by the Dept. of Computer Science have been completed.

BEST PRACTICES UNDER THE 7 CRITERIA

Criterion 1

- TEL – Train Earn and Learn skill-based training program with internship for undergraduates by Western India Regional Council of ICAI – 36-hour course - 130 students have completed this course - **Approved as a best practice, but has to continue**
- Innovative Certificate course to build capacity for students by Linguistic Life Skill Coach Ms. Ashita Ranjit. 30 hrs course shall be completed by the second week of February - **Approved as a best practice, but has to continue**

Criterion 2

- Videos on important topics/concepts for subjects like Mathematics / Accounting to be created by advanced learners - this can be given as ISA-1. A few BBA students have already made such videos. Other Programmes could also implement the same and these could be uploaded on the college YouTube channel. **Approved as a best practice, but has to be implemented by all programmes and has to continue**
- Project-based Learning for TY B.Voc (ST) students Mentored by IT Professionals - this would be done in the even semester - **Approved as a best practice, but has to continue; can be extended to other programmes if possible**

Criterion 3

- Article/book review (assignment writing) and research paper writing session for students and teachers - will be taken up by the Research & Development Cell and the Readers Club - **Approved as a best practice, but has to continue**
- Joy of Giving **approved as a best practice, but has to continue**

Criterion 4

- Launch of Shodhgyan - ICT-enabled Monthly Library service which highlights the current articles that are indexed in UGC CARE List, Peer-reviewed Journals and selected magazines subscribed by the College. **Approved as a best practice, but has to continue**
- second best practice to be identified



- Criterion 5**
- Scholarship Mela organized by the Student Welfare Cell in association with SC/ST Cell and OBC Cell of the College to create awareness about the various Educational Schemes / Scholarships - State and National level - available for students - **Approved as a best practice, but has to continue**
 - Centre of Excellence in Sales - **Approved as a best practice, but has to continue**

- Criterion 6**
- Workshop by the IQAC for Non-teaching staff of VVM on the theme 'ICT for Administrative staff' - **Approved as a best practice - similar workshops to be conducted every year**
 - Physical Fitness at work place- workshop by the sports department **Approved as a best practice, but has to continue**

- Criterion 7**
- Pop-up Bazaar to be organized on the campus in association with Mahila Mandal Margao **Approved as a best practice, but has to continue**
 - Proposed to take up Taluka level live project **Approved as a best practice, but has to continue**
 - Inter collegiate paper presentation competition in association with the Goa Biodiversity Board to be organized in the even semester **Approved as a best practice, but has to continue**

Agenda Item 3: Action Taken Report on recommendations made by the External IQAC members during the full IQAC meeting held on 1st October 2022.

- An Entrepreneurship desk to be set up in the College - VVM has agreed to the suggestion. Mr Pravin Kakode has promised to revert with names of suitable persons **Action: Dr. Lira**
- Mapping of alumni to be done. Connect with the alumni learn from them how they have succeeded in their career. We could begin with the felicitated alumni, have a round table with a student as moderator **Action: Dr. Sharmila**
- Outreach along with the alumni **Action: Dr. Sharmila**
- Educational Opportunities Fair to be organized for our students **Action: Dr. Sharmila**

Agenda item No. 4: Discussion on the Benchmarks set by NAAC for the Quantitative Metrics
It was decided to meet on 3rd February 2023 to discuss this item. These benchmarks will help us to identify what is needed under each metric so as to improve our score and grade.

AOB

1) All reports, photographs and attendance records and any other data collected is to be stored on the IQAC system; the IQAC coordinator has to download the documents sent by email and save them in folders on the IQAC reporting desk. **Action: Dr. Lina**

2) It was reported that various activity files go missing after they are taken by the faculty members for NAAC work or otherwise. It was suggested that an IQAC register is to be maintained and these files are to be issued to faculty members only against signature on the register both when the file is issued and also when the file is returned to the IQAC. Teachers are to be instructed not to lend the file further to anyone else - they should return it to the IQAC and the next teacher can then borrow it against his/her signature. **Action: Dr. Lina**



3) Bazaar Days are now happening frequently. As a College of Commerce, we should assess the volume of business, revenue, profits that have been generated - this should be done every year.
Action: Dr. Shami

4) The College has to become more active and more visible on social media. All college events - pre-event flyers and post-event photographs should be posted on the College Social media page and staff members should be asked to 'like' and 'share'. **Action: Ms. Snehal**

The meeting ended at 2 pm.

Sadekar

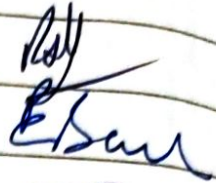
Dr Lina R. Sadekar
IQAC Coordinator



IGAC Meeting held on 3rd February
at 11.30 a.m in the meeting room.

Members present

- ① Dr. Rohy D' Glu
- ② Edwik Barreto
- ③ Dr. Shami Pat
- ④ Ms. Suenat Alue
- ⑤ Ms. Shanika Kunde
- ⑥ Dr. Anjali Sapitel
- ⑦ Dr. Jora M. Game
- ⑧ Dr. Lina R. Sadekar
- ⑨ Dr. Maithili S. Naik


E. Sar
S. Pat.
K. Pat.
K. Kunde
K. Game
K. Sadekar
K. Naik



Minutes of the IQAC Meeting held on 3rd February 2023 at 12.15 pm in the meeting room

Agenda: Discussion on the Benchmarks set by NAAC for the Quantitative Metrics.

The following members were present:

1. Dr. Lina R. Sadekar
2. Dr. Edwin Barreto
3. Dr. Shami Pai
4. Dr. Lira Gama
5. Dr. Maithili Naik
6. Ms. Sharmila Kunde
7. Dr. Anjali Sajilal
8. Ms. Snehal Alve

The meeting started at 11.30 a.m.

IQAC Coordinator Dr. Lina R. Sadekar welcomed the members for the meeting.

Criterion 1- Action Dr Rodney

1.2.1-Number of Add on /Certificate/Value added programs offered and online MOOC programs like SWAYAM, NPTEL etc. where the students of the institution have benefitted during the last five years)- Here maximum requirement is 25 for 5years

Suggestion-We are already doing sufficient number of such certificate courses.- hence continue with these courses –we can add/ replace

1.2.2-Percentage of students enrolled in Certificate/ Add-on/Value added programs and also completed online MOOC programs like SWAYAM, NPTEL etc. as against the total number of students during the last five years

Suggestion- We need to promote online courses (ISA 1) across all programs- Our College to tie up with different institutions providing such paid online courses and advance learners can be encouraged to take up such certificate courses

-we should target 10 online courses per year. Students to submit two copies of the certificate of the courses done by them one along with the report for ISA submission and the other to IQAC criterion 1 (1.2.2)

The maximum requirement $\geq 50\%$ to score A

1.3.2 Percentage of students undertaking project work/ field work/internships (Data for the latest completed academic year) maximum requirement is 35 %

Suggestion-For this we need to promote internship among the students during the summer vacation.

Field work related assignments to be given to the students –list to be submitted to person in charge of

1.3.2 Metric. We can also consider the third year project work under this metric. Internship SOPs to be framed by Internship incharge



1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website.

Suggestion-Here we got B last time. We need to regularly upload the action taken report on the college website to get A. We need to change the feedback form. It should include three parameters Teaching/Academic performance and Ambience. Questionnaire to be revised—refer to DHE portal Feedback -Employer/Alumni feedback form to be changed.

Criterion 2 Action Dr Shami

2.1.1 Enrolment percentage-All our allotted seats get filled in the 1st round itself so we can get A

2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, etc. as per applicable reservation policy during the last five years (Exclusive of supernumerary seats)

Some students do not disclose their identity otherwise most of our reserved seats are filled as per the reservation policy.

2.2.1 Student – Full time Teacher Ratio

(Data for the latest completed academic year) Formula:

Students: Full time teacher -30 - 40 : 1.-C

Being a Commerce college we cannot improve this ratio

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

$\geq 75\%$ - score A. Here we can get A as we are filling all the posts sanctioned by DHE every year.

2.4.1 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.Sc./ D.Litt. during the last five years (consider only highest degree for count

We have 100% qualified staff - so we can get "A"

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

100%- score A

2.6.3 Pass percentage of Students during last five years

$\geq 90\%$ -Score A

Suggestion-Identify weak students in the odd semester and train them –remedial classes by advance learners–improve their percentage in the next semester.

Criteria 3- Action Dr Lira

3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)



Check whether we can get some projects from government- need to study other top Commerce colleges in Goa/India.

3.2.2. Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

40 such activities required to score A.

8 activities to be planned every year-RM/IPR/ED

3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Max required 10 papers per teacher for 5 yrs to score A

Each teacher one paper per semester- to be planned

Joint papers/interdisciplinary- maximum two authors

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

≥ 10 to score A.

Suggestion- Department wise targets to be given to teachers to publish papers and contribute towards chapters in books. Papers/chapters could be maximum two authors.

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs) during the last five years

≥ 40 A

. We may plan systematically do what is required through different departments/cells/committees

3.5.1 The number of MoUs, collaborations/linkages for Faculty exchange, Student exchange, Internship, Field Project, On-the- job training, research and other academic activities during the last five years

≥ 20 to score A

We need to do more activities with our MOU partners. We have 23 MOUs

We can decide how many such activities each programme/departments will conduct.

Criteria 4- Action Dr Maithali



1.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

$\geq 25\%$ - A

Key Indicator- 4.3 IT Infrastructure

Suggestion- Depends on Management

4.3.2. Student – Computer ratio (Data for the latest completed academic year)

$\leq 5:1$ to score A

Our ratio is around $\leq 10:1$

Suggestions- Separate lab for B Com Programme.

4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)

$\geq 25\%$ - A

Suggestion- AMC's to be signed

Criterion 5- Action Ms Sharmila

5.1.1-Percentage of students benefitted by scholarships and freeships provided by the Government, Non-Government agencies and Philanthropists during last five years

$\geq 70\%$ - A

Suggestion-Identify philanthropists for scholarships- non govt agencies for scholarships

5.1.2-Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

$\geq 70\%$ - A

Suggestion-This is being done under life skill/pre placement- need to have it regularly for all students every year.

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years



$\geq 40\%$ - A

Suggestion- create a database of such students who benefited from competitive exams-Revival of coaching for the entrance exams for MBA, MCA, Banking, UPSC, GPSC.

- A survey to be conducted at First year level followed by training during the next two years in their area of interest through the career cell. The college counsellor can use free tools to conduct the test

5.1.4 The Institution has a transparent mechanism for timely redressal of student's grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline student's grievances. Timely redressal of the grievances through appropriate committees

Suggestion- This is being done-procedure to be formalized

5.2.1-Percentage of placement of outgoing students and students progressing to higher education during the last five years

A $\geq 60\%$

Suggestion-Not achievable

5.2.2-Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

A- $\geq 10\%$

Suggestion- a Google form to be filled by the students – IRDA exams- made compulsory for Bcom students,S.Y.BCom Capital Market & BBA (FS)- NCFM Exams

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

≥ 30 – A grade

Suggestion-sports or cultural event certificates to be submitted to criterion 5

5.3.2-Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

≥ 30 – A grade



Suggestion-sports or cultural event certificates to be submitted to criterion 5

Criterion 6- Action Dr Anjali

6.2.2-Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Suggestion- It is being done –to be continued

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

$\geq 50\%$ A

Suggestion- let us have a policy to financially support faculty to attend conferences and become members of professional bodies

6.3.3-Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development/administrative training programs during the last five years

$\geq 50\%$ -A

Suggestion –Compulsory deputation of teaching and non teaching members for FDP/

Conduct FDPs regularly.

6.5.2 -Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC);

Feedback collected, analysed and used for improvements

2. Collaborative quality initiatives with other institution(s)/ membership of international networks

3. Participation in NIRF

4. any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO

Certification etc

Suggestion-Since we are doing all of the above to continue with it. All planned activities/events to be routed through IQAC .



Criterion 7 – Action Ms Snehal

7.1.2 The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Suggestion - To begin with free software available for differently abled people

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution.

The institutional environment and energy initiatives are confirmed through the following

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion and sustainability activities.

Suggestion - These audits to be redone/ revived

Sadekar
Dr Lina R. Sadekar
IQAC Coordinator



Vidya Vikas Mandal's Shree Damodar College of Commerce & Economics, Margao-Goa
Minutes of the 2nd Full IQAC held on 11th February 2023 at 11.30 in Smart Classroom

AGENDA:

1. Action Taken Report on recommendations made by the External IQAC members during the full IQAC meeting held on 1st October 2022.
2. Discussion on the Benchmarks recommended by NAAC for the Quantitative Metrics
3. AOB

Following Members were present:

1. Dr. Edwin Barreto
2. Dr. Lina R. Sadekar
3. Dr. Shami Pai
4. Dr. Rodney D'Silva
5. Dr. Lira Gama
6. Dr. Maithili Naik
7. Ms Sharmila Kunde
8. Snehal Alve
9. CA. Vinayak Dhumatkar
10. Ms. Ekta Agarwal
11. Ms. Mansi Rege
12. Ms. Shruti Nayak
13. Ms. Abha Naik
14. Ms. Brionna Noronha

The meeting started at 11:30a.m

IQAC Coordinator Dr. Lina Sadekar welcomed the members to the meeting.

Item No 1: Core Agenda

1. A. Action Taken Report on recommendations made by the External IQAC members during the full IQAC meeting held on 1st October 2022.

Criterion 1: Action Dr. Rodney

- Most of the activities planned have been completed like the TEL course, state level Financial literacy week, Training on Graphic Designing, Hands-on training on Blogging platforms however Hands-on Session on Digital Marketing is in progress for students of M.Com programme. A Certificate Course 'Comprehensive English Communication and Presentation Skill Development' is also in progress.
- Certificate Course on GST as suggested by Mr Pravin Kakode and planned by Mr Gajanan will be held in the month of March 2023

Criterion 2: Action Dr. Shami Pai

- Ms Ekta Agarwal suggested that Teachers should identify the online courses in their respective domain, provide a list of such courses to the students and motivated them do these online certificate courses instead of assignment (ISA 1); she further mentioned that the teacher should either conduct a viva-voce or an MCQ for these students to evaluate them so as to ensure that



they have done the course. Teachers teaching common subjects to identify a list of online courses for their students.

- Ms Ekta pointed out that there should be SOPs for internship so that there is uniformity
- Ms Ekta suggested that when the Students are putting up stalls as an ISA assignment they have to be given a common template which would include information like learning objective of the activity, learning outcomes, costing etc. This would help in generating uniform reports to document learnings from bazaar day activity.

Criterion 3: Action Dr. Lira M. Gama

- Mr Pravin is suppose to find a entrepreneurship Counselor for the help desk
- 7 day FDP on Research Methodology and Academic writing has been scheduled from 30th March to 8th April 2023.
- Article and Book Review sessions by students and teachers shall be held in the month of March 2023
- Academic Report writing (assignment writing) and research paper writing sessions for teachers/ students shall be held in the month of March 2023.
- Dr Lina informed that the Bone density detection Camp shall be held on 6th March 2023
- Business Plan competition to be held on 14th March 2023
- As suggested by Ms Deepali Naik NSS would donate the items like school bags raincoats books etc to Anganwadis in the month of June at the beginning of the academic year 2023-2024. Dr Lira mentioned that students have donated a sum of Rs1600- profits of bazaar day towards any social activity for the needy. This money will be utilized for donating items to Anganwadis.

Criterion 4: Action Dr. Maithili Naik

- The Management has already done the feasibility study regarding installation of the solar panels to generate electricity for the college premises. However it is found that the position of our college building is such that it does not permit us to generate electricity. Hence management dropped this idea of installing solar panels on the college building. However to this both the external members present Ms Ekta and CA Vinayak suggested that we could install the solar lamps/street lights in the college Campus.
- When Ms Mansi informed about the launch of Shodhgyan- current content library service- CA Vinayak suggested that we should share this with Alumni as an initiative to connect with alumni, Ms Ekta suggested that whenever we have seminars/ conferences/ workshops/ sessions/Talks by prominent people/ panel discussion on Union Budget etc we should send an invite to Alumni as well as our MOU partners as an initiative to get connected with them.
- Regular maintenance of physical facilities by using Google Calendar and reminders (e.g. for AMC services, cleaning, etc.)-Ms Ekta suggested that since Mr Rahul looks after AMC Punarva to help him to set reminders and notifications continuously for 3 days to the concerned persons.
- CA Vinayak mentioned that digitisation of dead stock register to be done on priority basis he himself volunteered to provide his services for completing this task. He said that he would seat with Mr Seby and guide him in doing the same. He asked for the dead stock register from the office examined it and then called Mr Seby to the meeting and told him how to go about doing it.



- Dr Lina Mentioned that an online meeting was held on to give a demo of the software required for NAAC purpose and quotation has been submitted by the service provider. Management is in the process of negotiation with the company for the same. ✓
- Ms Mansi mentioned about the Pustak Dan project carried out by the library

Criterion 5: Action Dr. Sheetal Arondekar

- Activities planned for students like Diksharambh, life skill sessions, scholarship mela-orientation and Sessions on entrepreneurship, banking insurance by Career Cell etc have been done
- Dr Shami will be setting the criteria for Shree Damodar College Golden Jubilee scholarships for the students
- Orientation on Civil Service Exam (GPSC) – has been planned next month
- NET/SET, GU-ART coaching is in progress
- Centre of excellence in sales has been inaugurated by Mr Suhas Mallya on 3rd November 2022 followed by an awareness session by him on Career path in sales. On 10th February 2023 Mr Pavan Agni had a session on the topic “Busting the myth-Sales people are born not made”
- Alumni are invited for guest lectures of all programmes as well as Judges for different events/competitions held in our college.
- Financial assistance provided by alumni to be used for economically weaker students
- As recommended by CA Vinayak one of our student IQAC member MS Abha Naik presented a study done by her on Alumni engagement strategies adopted by some educational institutions in India and abroad.
- Dr Edwin also mentioned that BCA students are working on project for creating Alumni network. ✓
- As suggested by Mr. Pravin the career and placement cell has prepared a Google form to collect data from the students to know their interest in different professions so that proper guidance can be provided to them in those fields.
- Dr Edwin suggested that the student welfare cell to identify the deserving/needy student and list to be submitted to Alumni cell he would then approach the alumnus to get the scholarship.

Criterion 6: Action Dr. Anjali Sajilal

- A 4-5 hour workshop is planned for the non-teaching staff of all VVM institutions on ICT for **Administrative Staff** has been completed.
- Dr Edwin mentioned that Internal Audit of Shree Damodar college of Commerce & Economics by a CA Alumnus along with auditing faculty and students of TY B.Com shall be conducted on the odd semester 2023-2024.

Criteria 7: Action Ms. Snehal Alve

- Diwali Pop up Bazar for Lokvishwas Pratishthan, Gujrati Samaj, Mahila Mandal Margao and Daddy's Home was held on 15th October 2023.
- Butterfly Monitoring survey: Arannya Environment Research Organisation planned on 23rd 24th and 25th March 2023 ✗
- Activities planned in association with Goa biodiversity Board
 - Vriksha Maitia: Plant a sapling and treat it as a friend-date not yet finalized ✗

