

ISAC meeting held on 18th July 2023
at 12.15 pm in the meeting room.

- | | | |
|---|-------------------|------------------|
| 1 | Prita D. Mallya | Pamy. |
| 2 | Lina Sadekar | <u>Sadekar</u> |
| 3 | Edwin Baneto | <u>Eba</u> |
| 4 | Rodney D' Silva | <u>RDS</u> |
| 5 | Sheetal Anandekar | <u>Anandekar</u> |
| 6 | Maithili S. Naik | <u>M.S. Naik</u> |
| 7 | Shami R. Pai | <u>SPai</u> |



Minutes of the 1st IQAC meeting held on 18th July 2023 at 11.30 am in the meeting room, Central Block, 1st floor

AGENDA:

1. To discuss the achievement of benchmarks as per the revised SOPs dated 30th May 2023.
2. To discuss AQAR 2022-23.
3. AOB

The following members were present:

1. Dr. Prita D. Malviya
2. Dr. Edwin Barreto
3. Dr. Lina R. Sadekar
4. Dr Rodney D'Silva
5. Dr. Shami Pai
6. Dr. Maithili Naik
7. Dr Sheetal Arondekar

The meeting started at 11:30a.m.

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

Agenda Item 1.

Discussion on the achievement of benchmarks as per the revised SOPs dated 30th May 2023.

Criterion 1- Action Dr Rodney D' Silva

Metric 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)

For higher grade we need to offer a minimum of 25 such programmes. It was suggested by the IQAC members to offer 10 distinct certificate courses in the next two years as any course repeated shall be counted as one. It was decided to check the certificate courses already offered in the previous years and design new courses. Each programme can be allotted two certificate courses, one in each semester.

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

For securing a better grade, atleast 50% of the total number students during the assesment period should have completed the certificate/online courses. In order to ensure this it was decided to conduct each of these online courses for different batch/class of students since it is clearly specified that if a student does two such courses it shall be counted only once. Principal offered to get clarification from NAAC official regarding the ducation of MOOCs.



1.3.2- Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

To secure highest grade at least 35% students should be undertaking project work/field work/ internships (Data for the latest completed academic year) - Principal pointed out that this bench mark we are already achieving as we are considering all the TY projects of Beom. BCA and BBA/BBA(FS) programme. Maximum students to be encouraged to undertake Internship during the last year of the assesment period.

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 isto be made available on institutional website. Principal mentioned that a separate feedback form is to be prepared for all the stake holders ,Feedback to be collected, analysed, action taken and feedback hosted on the institutional website to secure maximum (4) points.

Criteria 2 Action Dr Shami pai

2.1.1 Enrolment Percentage- For getting the Highest score the enrollment should be $\geq 80\%$ - However actual enrolment percentage is 78%. Principal mention nothing can be done in this regard as admission process is centralised through the DHE protal.

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)-For getting the Highest score expected is $\geq 80\%$ however actual is much lesser.Required to findout what is the actual .

2.2.1-Student – Full time Teacher Ratio (Data for the latest completed academic year) Formula:
Students: Full time teacher- expected for an A+ is $<20:1$ - actual ratio is 26:1.Being a commerce college this is bound to happen. Sports director can be considered as teaching staff however to add librarian as a teaching staff we need to propose new courses from next academic year.

2.4.1-Percentage of full-time teachers against sanctioned posts during the last five years.To secure the highest score expected is $\geq 75\%$.

we are 100%

2.4.2- 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) -

For an A+ expected is $\geq 75\%$ - All teachers of our aided course are NET/SET qualified and most of them have done their Ph. D or are in the process of doing Phd. Self finance teachers to be encouraged for NET /SET and Ph.D

2.6.3- Pass percentage of Students during last five years- To get the best score expected is $\geq 90\%$ Our current passing percentage is between 60 to 70%.We need to improve upon this by analysing the results after the ISA and then conducting special remedial classes for the weaker students.

Criteria 3 Action Dr Lira Gama

3.1.1- Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years. Expected for A+ is ≤ 15 Lakhs.

So far nothing is done in this direction. Govt departments/NGOs to be contacted to get research projects.Identify areas in which grants are provided. Research proposals to be prepared in those areas. Principal mentioned let us target 1-5 lakhs during this academic year.



3.2.2.- Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years. Expected for the best score ≥ 40

It was suggested by the members that Workshops/ seminars to be conducted in these Suggested areas:

Research Methodology, IPR, and Entrepreneurship along with other relevant areas. Following was decided in this regard. These areas to be allotted to different programmes. Research Methodology to Meom dept, IPR to law dept and Entrepreneurship to Commerce Dept. Principal suggested that entrepreneurship bootcamp can be organised as workshop, Placement training to be organised as workshop, Workshop to be conducted to impart skills followed by the activity. E.g Bazar day-workshop on how to set up stalls, prepare cost sheets, market the product.

3.3.1-Number of research papers published per teacher in the Journals notified on UGC care list during the last five years. Expected- ≥ 10

Here it was suggested that every teacher to publish one paper per semester in the UGC CARE LIST.

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. Expected ≥ 10 for the best score.

It was suggested that the teachers should contribute chapters or publish books or should have publish papers in seminar proceedings. Dr Edwin mentioned that he would be publishing two books in 2023-2024.

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. Expected ≥ 40 for the best score

It was decided to Plan variety of activities under Swachh Bharat, AIDS awareness, Gender issues. Activities conducted should be collaborative and to be planned for the benefit of the community

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. For higher score expected- ≥ 20

It was decided that the MOUs to be used for conducting of the above activities. Atleast One activity to be conducted with each MOU during the assessment period so as to show that the MOU is active. More MOUs to be signed.

Criteria 4 Action Dr Maithili Naik

4.1.2-Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs) Expected- $\geq 25\%$

Expenditure during 2020-2021- 50.97 Lakhs and 2021-2022- 175.69 Lakhs. Principal mentioned that nothing can be done in this regard.

4.3.2-Student - Computer ratio (Data for the latest completed academic year) Expected- $\leq 5:1$

Our current Student Computer ratio is 11:1. May be if a new Computer Lab is required as per Course structure of NEP this ratio shall improve.

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)



Expected- $\geq 25\%$ Actual is 2020-2021- 73.27 Lakhs and 2021-2022- 77.70 Lakhs. Nothing can be done in this regard.

Criteria 5 Action Dr Sheetal Arondekar

5.1.1-Percentage of students benefitted by scholarships and freeships provided by the Government , Non-Government agencies and Philanthropists during last five years $\geq 70\%$

It was decided that Policy document on the institution for award of non govt scholarship and freeships to be prepared and uploaded. More awarness about the scholarships and freeships by the government to be made so that maximum deserving students can take benefit. Also identify Philanthropist/allumini to contribute. CSR funds to be tapped from different companies if possible.

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

Expected- A if all four are done

It was decided to identify new capacity building and skill enhancement courses. Principal suggested that MOU with 91HR to be used for conducting soft skill training programmes. These programmes need to be conducted periodically and E certificates to be issued to the students.

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

Expected $\geq 40\%$ for the bwst score

Data to be collected from FY students of all programmes regarding their career preferences. Based on the data career counselling sessions to be organised.

It was suggested by the IQAC members that competitive exams to be identified, awarness to be created and training to be provided

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

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

Expected -A if all four are done.

Principal mentioned that our college grievance redressal mechanism is in place. However we need to create an awarness about this mechanism among the students. A suggestion box may be provided for the students where they could drop in their grievances.

5.2.1-Percentage of placement of outgoing students and students progressing to higher education during the last five years. Expected- $\geq 60\%$ for highest grade



It was suggested that students should be encouraged to participate in the college placement fairs and recruitment drives at other colleges.

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) Expected $\geq 10\%$ for the highest score

Members suggested that Awareness to be created among the students about the Competitive exam- state/National/International level.

Edu Advise MOU -to inform us about the students clearing the competitive 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 Expected - ≥ 30 for the highest score

It was felt that our students are doing well in sports and Inter collegiate events however we need to encourage them further to participate and win

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) Expected ≥ 30 for A+

We are already doing this we need to continue this still at a higher level. However different students to be deputed for the events.

Criteria 6 Action Ms Pretty Pereira

6.2.2-Implementation of e-governance in areas of operation

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

Expected - all 4 to be achieved to get highest points

This is already done however documentation is required.

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

Expected ≥ 50 for the highest points

It was mentioned that the teachers should avail the financial support to attend the seminars/conferences/workshops. Teachers to be encouraged to present single/joint papers . Due to NEP more workshops are expected.

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

Expected $\geq 50\%$ for highest points

Principal mentioned that 5 days FDP for teaching as well as non teaching should be held every year



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

Expected - A if all 4 are done.

Except 2 others are done

Criteria 7 Action Ms Snehal Alve

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 non degradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Expected A if all five are done.

We are already doing 2, and 3. Others to be initiated.

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

Expected- A If all the four are done

The criteria incharge pointed out that they have planned the following

1. Session on Waste Management by YIMBI (YES IN MY BACKYARD)
2. An initiative of Innovativa Waste Aid and Management Pvt Ltd, (Mr Clinton Vaz to be contacted for this)
3. Collection drive in association with Mahila Mandal
4. MOU with Goa State Biodiversity Board



More activities to be conducted.

Item no 2: AQAR 2022-2023

Dr Sheetal was assigned the task of AQAR 2022-2023. She has to initiate this at the earliest.

AOB

- SOP template for college activities/ events was discussed and finalized to be sent to all the teaching faculty along with the minutes.
- Dr Edwin to make presentation on the Qualitative Metrics of NAAC in the next IQAC meeting to be held on 8th August 2023.

The meeting ended at 2.45 pm with a vote of thanks by the IQAC Coordinator.

Sadekar

Dr Lina R. Sadekar
IQAC coordinator



Minutes of the 2nd IQAC meeting held on 8th August 2023 at 11.15 am
in the meeting room, Central Block, 1st floor

Agenda:

Action taken report on the suggestions made towards the quantitative metrics at the 1st IQAC meeting on 18th July 2023

Discussion on the Qualitative Metrics by the NAAC Coordinator

AOB

The following members were present:

Dr. Prita D. Mallya

Dr. Edwin Barreto

Dr. Lina R. Sadekar

Dr Rodney D'Silva

Dr. Shami Pai

Dr Lira M Gama

Dr. Maithili Naik

Dr Sheetal Arondekar

Ms Snehal Alve

The meeting started at 11:15 a.m.

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

Agenda Item 1.

Action taken report on the suggestions made towards the quantitative metrics at the 1st IQAC meeting 18th July 2023

Criterion 1 Action Dr Rodney D'silva

Dr Rodney mentioned that the following nine Certificate courses have been planned for the academic year 2023-2024. Two of these courses have already been started.

Music Appreciation: Exploring the World of Rhythm & Melody started from- 28th July 2023 onwards by the BBA Department

Trading Insights: Analysing Price Movement in Financial Markets for the students of ONLY SY B.Com., TY B.Com. and TY BBA(FS)- started from 3rd August 2023.

Building Dynamic User Interfaces with JavaScript Frameworks - BCA Department- odd Semester

Networking & System Administration (Beginner Level) -BCA Department- Even Semester

Digital Content Creation Course- Photography, Photo Editing & Videography- Dept of Commerce (TY B.Com)

SkillStir Flower making, Decoupage, Crochet, Baking & Cooking essentials- by the Dept of Economics in collaboration with FY Certificate Course Committee (FY B.Com)

Basics and E-Filing Process Of Income Tax And GST starting from 8th January 2023- PG Dept of Commerce

Data Analysis using Excel for M.Com Part II students- PG Dept of Commerce
Food and Nutrition-Dept of Physical Edn & Sports
Principal mentioned that she has got clarification from NAAC officials that the duration of MOOCs courses has to be 30 hours. She also mentioned that the certificate courses offered to the students have to be different from the curriculum. Members suggested that we could have a 30-hrs certificate on Kitchen gardening under the green club.

Snehal mentioned that she is planning a certificate course in collaboration with the Biodiversity Board our MOU partner.

Principal said that a Feedback form has to be designed to collect data on the academic performance and ambience of the institution from the various stakeholders - students, teachers, employers and alumni.

Criterion 2 Action Dr. Shami Pai

Dr. Shami Pai mentioned that the Sports director can be considered as teaching staff however in order to consider the librarian as a teaching staff the college needs to propose new courses from the next academic year that can be taught by the Librarian. Dr. Shami mentioned that students with back papers who are in the SY and TY BCom programme shall be identified and special remedial classes will be conducted for them.

Criterion 3 Action Dr. Lira Gama

Dr Lira suggested that the college should sign MoUs with Organizations that support research in areas of Commerce & Management within the state and nationally recognized organizations. We could collaborate with some industries to conduct research projects. She also mentioned that we could identify UGC and ICSSR Grants for Commerce/Finance/Management Research.

Suggestions for activities to be conducted under MOUs

- 1-Y&M AnjumanKhairul Islam's Poona College of Arts, Science & Commerce, Camp, Pune-1- seminar paper presentation
- Pune District Education Association, Waghire College of Arts, Commerce & Science, Saswad, Pune- seminar paper presentation.
- Mahila Mandal, Margao-Planned - Exhibition cum sale during Chaturthi and Diwali
- CodeRun LLP, Fatorda- A session for students
- CodeMax IT, Fatorda-Planned - Cloud Computing
- Centre for Incubation and Business Acceleration, Agnel Technical Education Complex, Verna, Goa-Visit / Business Plan Competition / Sessions
- Goa Electronics Limited- Planned - Development of AI Chatbox
- Goa Technology Association- Planned - Introduction to Blockchain
- Forum for Innovation Incubation Research and Entrepreneurship
- SDS Accosphere Advisors Private Ltd.-Business Plan competition-Planned Certificate Course on GST
- Goa Institute of Public Administration & Rural Development-Extension activity for schools in certain villages
- Xerviz Wlobal-Planned - Startup Life

Criterion 4 Action Dr. Maithili Naik

Dr. Maithili informed the members that the new lab is coming up this academic year.

Criterion 5 Action Dr. Sheetal Arondekar

Dr. Sheetal asked the members whether an official letter from the college can be sent to the potential Philanthropist/alumni to contribute towards CSR funds. with reference to the students' grievances Members felt that a suggestion box may be kept near the office where the students can drop in their grievances without disclosing their identity.

Principal suggested to check out the requirements for the skill enhancement courses basically the soft skill courses. It was further brought to the notice of the members that any activity planned by any department of the college should be routed through IQAC. Principal mentioned that a follow up has to be done with our MOU Partner Edu Advise to track students placement. It was also decided to keep copy of offer letter of the students who participate in placement fairs. It was felt we should focus on increasing the number of students availing the scholarships. Principal mentioned that a Policy document for student scholarship has to be prepared by the criteria incharge

Criterion 6 Action Ms. Pretty Pereira- It was mentioned that teachers should attend FDPs and avail the registration fees as financial support. Each time different teachers to be sent for the FDPs Faculty to become members of professional bodies and avail the membership fees from the college.

Criterion 7 Action Ms. Snehal Alve- informed that Goa State Biodiversity Board has accepted to sign an MOU with SDCCE. She also mentioned that Shubhankar Environmental Services has given a quotation of Rs. 25000 for green audit. She further said that YIMBI (YES IN MY BACKYARD) does not conduct green audits they only conduct sessions in the area of Green Practices.

Principal suggested that more activities and sessions need to be planned under Metric 7.1.4. She said that activities conducted under the EBSB club could be considered for 7.1.4. Additionally, activities such as Sadbhavana Diwas, Matrubhasha Divas should be organised.

Agenda no 2-Discussion on the Qualitative Metrics.by the NAAC Coordinator

Dr. Edwin made a presentation on the NAAC - Qualitative Metric

Criteria 1 Action Dr. Rodney

Principal mentioned that there is an Academic calander in the IAIMS portal.

Dr Edwin mentioned that our college conducts internships & study tours on regular basis. Principal said that the assessment committee has to share the grid with the students sothat they know the criteria for the assesement of their ISA's The answer books have to be shown to the students after the ISA's.

Principal mentioned that a session has to be conducted on IPR during this academic year.

Criteria 2 Dr. Shami mentioned that under student centric method teachers should identify more methods such as workshop based learning. A workshop to be conducted before the activity like a Bazar Day. Dr Shami mentionned that OBE (Outcome based education) session will be conducted by Ms Pooja and Mr Andre for the newly joined teachers.

Criteria 3 Dr. Lira mentioned that Under Innovation eco system following activities were proposed
Entrepreneurship Workshop on 'Innovation, Creativity, Prototyping and Start ups' by E-Cell and Incubation Centre
Bazaar Workshop on 'Setting up stalls and, marketing' by Commerce Club and Economics club
Research Workshops on AI in Research, 'Ethics in Research' & 'Academic Writing'
FDP on SEM by Research Cell
Compering Workshops on 'Public Speaking', 'Voice Modulation' by English Department
Placement Workshop on 'Campus to Corporate'-Soft skills Training programme by Placement Cell
Workshop on 'Event Management' in the even semester by subject teacher Dr. Rodney D'Silva
Leadership Camp by Student Council in association with MR Pai Foundation and Forum of Free Enterprise Enterprise - already conducted on 12th and 13th July 2023.

Criteria 2

Dr shami mentioned that live BCA projects and Digital story telling assignments to be included in student centric methods to included as student centric methods. Principal added that we could also include workshop based learning method.
Principal said that the exam committee should forward the assessment grid to all teachers at the beginning of the academic year which is to be shared with the students so that they are aware their bases of evaluation.

Criteria 5- It was decided to work on alumni networking by building up the database of the alumni.

Criteria 6- Regular 5-Day FDPs to be conducted for both the teaching and Non-teaching Staff. Under collaborative initiatives, Principal mentioned that the IQAC to collaborate with some institutions/ industries and plan an activity.

Criteria 7- Principal mentioned that all the special days to be celebrated like the Matrubhasha divas, Sadbhavana Diwas, National Unity day- Rashtriya Ekta Diwas and other days related to Goa. Goa statehood days, Vishwa Konkani Dis

AOB

Principal and the IQAC coordinator had attended a session organised by the Directorate of Higher Education Porvorim on 12th February 2023 by Dr. Pratibha Jolly the ex-Principal of Miranda House, Delhi.

Principal mentioned that we could adopt some of the best practices mentioned by Dr Pratibha which are followed at Miranda house Delhi. These were as follows.

Benchmarking of processes/practices

SOPs for important college activities

Mentoring by senior faculty to Junior Faculty

Social Outreach

Collaboration with local bodies like panchayat or municipality

Certificate courses for less privileged people

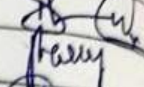


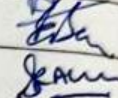
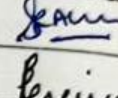
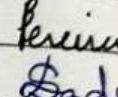
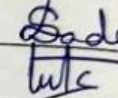
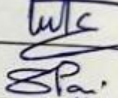
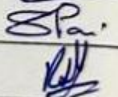
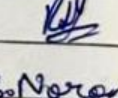
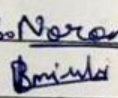
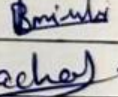
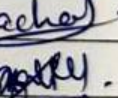
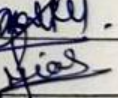
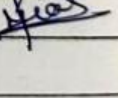
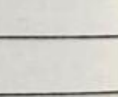
Unutilized spaces on the campus to be converted to learning centres

Workshop based learning
QR Codes for classrooms
IOT project for IT departments
Skill matrix to be designed

The meeting ended with a vote of thanks by the IQAC coordinator.

Full ISAC Meeting held on 26th August 2023
at 11:15 am in the Meeting Room.

Members present

- | | |
|--------------------------|---|
| 1) CA Vinayak Dhurmatkar |  |
| 2) Punita D. Malviya |  |
| 3) Lina M. Gama |  |
| 4) Maithili S. Naik |  |
| 5) Edwin Banet |  |
| 6) Suneel Alme |  |
| 7) Pretty Pereira |  |
| 8) Lina Sadekar |  |
| 9) Shanti S. Nayak |  |
| 10) Shami Pai |  |
| 11) Rodney D' Silva |  |
| 12) Brianna Noronha |  |
| 13) Bhakti Mirashi |  |
| 14) Aachal Naik |  |
| 15) Rama Borkar |  |
| 16) Minoshca Dias |  |



Minutes of the 1st Full IQAC meeting held on 26th August 2023 at 11.30 am in the meeting room, Central Block, 1st floor

AGENDA:

Action taken report on recommendations made by the External IQAC members during the full IQAC meeting held on 11th February 2023.

Plan of action under each criteria for the year 2023-24

AOB

The following members were present:

Dr. Prita D. Mallya
Dr. Edwin Barreto
Dr. Lina R. Sadekar
Dr. Rodney D'Silva
Dr. Shami Pai
Dr. Maithili Naik
Dr. Lira M Gama
Dr Sheetal Arondekar
Ms Snehal Alve
C.A. Vinayak Dhumatkar
Brionna Naronha
Aachal Naik
Bhakti Mirashi

The meeting started at 11:30 a.m.

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

Agenda Item - Action taken report on recommendations made by the External IQAC members during the full IQAC meeting held on 11th February 2023.

Criterion 1- Action Dr Rodney

Dr Rodney mentioned that all Certificate Courses planned have been completed except for the course on GST suggested by Mr Pravin Kakode, which was planned by Mr Gajanan and was to be held in the month of March 2023. However due to poor response from students it was not financially feasible. Principal mentioned that Music Appreciation: Exploring the World of Rhythm & Melody-a 30 hours certificate course which was started from- 28th July 2023 however it could not be continued due to the poor response from the student participants.

Dr Edwin informed that Trading Insights-Analysing price movements in Financial Markets -a 30 hrs certificate course which has started from 3rd August received very good response, currently 60 students across the programme are attending the same.

Criterion 2: Action Dr Shami

Dr Shami pai mentioned that as suggested by Ms Ekta Agarwal teachers have identify the online certificate courses in their respective domain, a list of such courses has been provided to the students and they have been motivated do such courses instead of assignment (ISA 1); as mentioned by her the teachers are either conducting a viva-voce or an MCQ for these students to evaluate them so as to ensure that they have done the course. .

When asked about the SOP templates Dr Shami mentioned they are in process and she would mail the same once it was ready.

Dr Shami mentioned that she received the details of the Bazar day from few teachers to which Principal mentioned that she should have sent whatever information she had received.

Dr Shami mentioned that the SOPs for Internship would be done by Mr Ainsley Bernard who is now incharge of the Training Intenship and Placement Cell.

Dr Shami informed the members that a mentoring handbook is being prepared which will serve as a SOP for the mentoring activities in future.

She also mentioned about special remedial classes for students with back papers. Principal mentionned that Mahadev can give a list of such students

She also mentioned that The OBE training for the new teachers will be conducted by Ms Pooja Shanbhag and Mr Andre Pacheco.

Criterion 3: Action Dr. Lira M. Gama

Dr Lira mentioned that Mr Pravin Kakode was supposed to find a entrepreneurship Counselor for the help desk. He suggested the name of Manish Gosalia for the same who is a entrepreneur himself. Board of Management did not approve the same they are likely suggest a new name.

Dr shami mentioned that she spoke to Mr PravinVovotkar Director-IT Dept Government of Goa regarding the research project. Dr Lira made a committee of all the instrested faculty members from all the programme they had a brainstorming session and a proposal was drafted and will be shortly sent to Mr Pravin Volvotkar

CA Vinayak mentioned that he would share a list of problem statements already identified by ICAI.

As mentioned in the last meeting following planned activities were held

7 day FDP on Research Methodology and Academic writing has been from 30th March to 8th April 2023.

Article and Book Review sessions by students and teachers were held in the month of March 2023

Academic Report writing (assignment writing) and research paper writing sessions for teachers/ students were held in the month of March 2023.

The Bone density detection Camp for the employees of VVM institutions was held on 6th March 2023

Business Plan competition was on 14th March 2023

As suggested by Ms Deepali Naik NSS will donate the items like school bags raincoats, books chairs uniforms etc to Anganwadis in the next week .A sum of RS was donated by teaching and Non teaching staff, Bazar day profit Rs 1600 is donated by the studnts for the same.

Criterion 4: Action Dr. Maithili Naik

As suggested by Ms Ekta and CA Vinayak Principal mentionned that we shall install the solar lamps/street lights in the college Campus.

Regarding the digitisation of dead stock register Maithili mentioned that all asset information has been converted into digital format with the help of student volunteers however the data is yet to be imported into Tally.

IQAC coordinator mentioned that NAAC software agreement finalization is in process. Committee wise IDs have been created. Demo for the staff will be scheduled after the agreement is finalized.

Pustak Dan project planned by thre Library has been carried out .

Principal mentioned that a Free software for Visually disabled students needs to be identified. She suggested a magnifying sheet which we could procure for the library.

Criterion 5: Action Dr. Sheetal Arondekar

Dr shami mentioned that the Criteria for Shree Damodar College Golden Jubilee scholarships for the students is already ciculated and applications received for the same.

The IQAC coordinator mentioned that as suggested by external members alumni are invited for guest lectures of all programmes as well as Judges for different events/competitions held in our college

As suggested by Ms Ekta we are inviting our Alumini as well as our MOU partners whenever we have seminars/ conferences/ workshops/ sessions/Talks by prominent people/ panel discussion on Union Budget etc as an initiative to get connected with them.

As mentioned in the earlier meeting we have not been able to identy the deserving/needy student, Principal mentioned that Dr Sheetal to decide parameters to indenty the deserving/needy students and forward it to Student welfare Committee.

Members pointed out that we need to approach some of companies that come to us for Campus Recrutiment for CSR funds

Members felt that the Suggestion Box kept near the office in order to allow the students to drop in their grievances should be opened once a week by the Greivance Redressal cell for faster redressal of the grievances.

IQAC coordinator mentioned that inorder to build up Allumini Network NSS students were asked to use the College Linkedin account to identify our Allumini

However no such data could be found .

Criterion 6: Action Pretty Louiza Pereira

Dr Edwin said that the 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 during the the odd semester 2023-2024.

Ms Pretty mentioned that 5 day FDP on Behavioural training is to be conducted for the Non Teaching staff of our college, resource persons yet to be identified.

She also mentioned that for teaching staff 5 day FDP on Innovative Teaching Techniques is being planned. Resource persons yet to be identified
As decided in the previous meeting we are deputing different teachers for FDPs as required by NAAC.

Criteria 7: Action Ms. Snehal Alve

MS Snehal mentioned that college is in the process of signing the MOU with Goa State Bio Diversity Board and all the activities planned with them last year and are pending shall be conducted this year.

Ms Snehal also mentioned that a 30 hours certificate course has been planned with Goa State Biodiversity Board

Ms Shehal said that green audit is planned in the month of January 2024.

She also mentioned that various sessions have been planned with YIMBI
Principal informed that all activities of Goa State Diversity Board to be conducted under the Nature Club.

Agenda No 2: Plan of Action
Proposed Plan of Action 2023-2024

Criteria 1

Nine Certificate courses have been planned for the academic year 2023-2024. Two of these courses have already been started.

Music Appreciation: Exploring the World of Rhythm & Melody started from- 28th July 2023 onwards by BBA Department

Trading Insights: Analysing Price Movement in Financial Markets for the students of ONLY SY B.Com., TY B.Com. and TY BBA(FS)- started from 3rd August 2023.

Building Dynamic User Interfaces with JavaScript Frameworks - BCA Department- odd Semester

Networking & System Administration (Beginner Level) -BCA Department- Even Semester

Digital Content Creation Course - Photography, Photo editing & Videography- Dept of Commerce (TYBCom)

Skillstir - Flower making, Decoupage, thermocoldecoration, Crochet, Baking & Cooking essentials - Dept of Economics (FYBCom)

Basics and E-Filing Process Of Income Tax And GST starting from: 8th January 2023-PG Dept of Commerce

Data Analysis using Excel for M.Com Part II students- PG Dept of Commerce

Food and Nutrition-Dept of Physical Edn & Sports

Criteria 2

Mentoring Handbook is getting done

Mentoring orientation for newly appointed teachers is planned today

Mentor Mentee meet of all programmes is planned on 2nd September 2023

OBE (Outcome based Education) session is planned on 31st August 2023

Special Remedial classes are planned for current SY and TY Students with back papers in the 2nd week of October 2023

Advance learners will be encouraged to take up Buddy Learning/ Peer Learning sessions

5 day FDP Planned on Innovative teaching techniques in association with FDP cell in the month of December 2023.

Exam manual is in the process of upgradation as per the New Education Policy

Criteria 3

Under Innovation eco system following activities were proposed

Leadership Camp by Student Council in association with MR Pai Foundation and Forum of Free Enterprise Enterprise - already conducted on 12th and 13th July 2023.

Entrepreneurship Workshop on 'Innovation, Creativity, Prototyping and Start ups' by E-Cell and Incubation Centre -22nd August 2023

Compering Workshops on 'Public Speaking', 'Voice Modulation' by Dept of Management studies. 25th August 2023

Bazaar Workshop on 'Setting up stalls and, marketing' by Commerce Club and Economics club- odd semester

Placement Workshop on 'Campus to Corporate' -Soft skills Training programme by Placement Cell

Workshop on 'Event Management' in the even semester by subject teacher Dr. Rodney D'Silva

"AI-Powered Research: Revolutionizing Knowledge Creation" - Dr.Swati Gupta, August 2023

"Integrity in Inquiry: Embracing Ethical Practices in Research"- September 2023

**Resource person yet to be identified

"Mastering SEM: A 5 day Hands-On FDP for Analyzing Complex Data Relationships December 2023 - Dr.Anubhuti Dwivedi

Crafting Excellence: A Session on Academic Research Writing; - by Prof. Purva Hegde Desai or Prof. Nilesh Borde - October 2023

A session on IPR titled "Guardians of Innovation: A Journey through Intellectual Property Rights" will be held in February 2024

Book and Article review sessions by the students and faculty will be held on the last Friday of every month.

The College intends to celebrate the Research Day in the second week of March 2024. 10 best projects undertaken by the students (2 per programme) with their mentors / guides will be presented on this day.

Research paper presentations will be held on the third Saturday of every month. One faculty member from across any of the four programs will make a presentation. Faculty currently pursuing their PhD will also be given an opportunity to present their work..

Workshop , webinar , Seminar , Hackthon and Panel Discussion for year 2023-24

(All activity in association with MOU Partner)

Seminar

Sr.no	Activity	MOU Partner	Audience	Date
1	Effective Project Mgmt	Umang Group	TY/SY BCA ,BVOC	11 th July 2023
2	Introduction to Blockchain	GTA	SY/TY	Odd Semester
3	Cloud Computing	Codemax	All students	Odd Semester
4	Startup Life	Xervis Wlobal	All Student	Even Semester
5	AI for Education	Umang	All Student	Odd Semester
6	Robotics	GTA	All Student	Even Sem
7	Cyber Security	GTA	All Student	Even Sem
8	IOT	GTA	All Student	Even Sem
9	Software Engineering-	GTA	SY/ TY	Even Sem
10	Placement Activity	91 HR	TY	Even Sem
11	Current Trends wrt to AI in IT Industry (Planning mode)	GTA	All Students	Odd Semester
12	Decoding Goa IT Inc(Placement)(Planning mode)	GTA	All students	Odd Semester
13	Industry 4.0 & Digital Marketing: Demystifying the Contemporary Panorama	SS Technologies	All Students	Even Semster

Haztech working with us for Digital Marketing and Junior Software Developer Skill Components.

Workshop

Sr.no	Activity	MOU Partner	Audience	Date
1	Mobile Application Development (Planning Mode)	GTA	TY BCA/BVOC	Odd Semester
2	Practical Approach Data Science	GTA	SY/TY	Even Sem
3	JavaScript Workshop (Planning mode)	GTA	TYBCA	Odd Semester

The college is required to have atleast one activity with the MoU organisation during the period. Thus, the suggestions are provided for those MoUs where activities aren't conducted:

Sr. No	Organisation	Suggested activity
	Y&M AnjumanKhairul Islam's Poona College of Arts, Science & Commerce, Camp, Pune-1	Paper presentations for seminars
	Pune District Education Association, Waghire College of Arts, Commerce & Science, Saswad, Pune	Paper presentations for seminars
	Mahila Mandal, Margao	Planned - Exhibition cum sale during Chaturthi and Diwali
	CodeRun LLP, Fatorda	Session
	CodeMax IT, Fatorda	Planned - Cloud Computing
	Centre for Incubation and Business Acceleration, Agnel Technical Education Complex, Verna, Goa	Visit / Business Plan Competition / Sessions
	Goa Electronics Limited	Planned - Development of AI Chatbox
	Goa Technology Association	Planned - Introduction to Blockchain
	Forum for Innovation Incubation Research and Entrepreneurship	Business Plan competition
	SDS Accosphere Advisors Private Ltd.	Planned - Certificate Course on GST
	Goa Institute of Public Administration & Rural Development	Extension activity for schools in certain villages
	Xerviz Wlobal	Planned - Startup Life

Webinar :

Sr.no	Activity		Audience	Date
1	Software Testing	Pune	TY BCA/BVOC	Odd Semester
2	Data Analytics	Hyderabad	SY/TY	Even Sem

Hackathon and Panel Discussion in association with MOU partner.
New MOU signing – Discussion Required .

Proposed Extension Activities

Cleanliness drive- Colva

Activities at aganwadi- donating certain items like chairs, uniforms ,bags books -
August 2023

Daanutsav -at Orphanage- Even Semester

Community awareness activities, organ donation 3rd August 2023, dry ewaste
segregation next month

Activities at old age home september 2023 and another in the next semester

Medical camp in adopted village scraulim- even semester

Blood Donation Drives 30th August 2023 and another in the next semester

Food Drives by Collecting non-perishable food items from students and staff and
distribute them to local shelters. Even semester

Nature Walks and Hikes- odd semester

Green Campus Initiatives: Launch initiatives on campus to promote eco-friendly
habits among students, such as waste reduction and encouraging the use of
reusable water bottles and bags -Both semesters

Criteria 4

Computer lab to be setup in the academic year 2023-2024

Free source library softwarefor visually challenged

Additional classrooms, reconstruction of the existing side wings under NEP

Solar lamps for the garden area

E book and E resources for library

NAAC software agreement to be finalized. Demo to be done for the faculty.

Criteria 5

DEEKSHARAMBH 2023 - Student Induction & Orientation Programme-

20th June to 11th July 2023

Physical Fitness Camp by dept of Physical Education & sports 26th June to 1st July 2023

Library Orientation for First Year Students of all Programmes 26th June to 7th July 2023

Investor Hub Activity by Dept of Management studies on 21st July 2023

Financial Literacy Programme organised by The Department of Commerce and Management in association with SBI and NABARD on 4th July 2023

Leadership Camp organised by the students council on 12th & 13th July 2023

Career Counselling Programme on Chartered Accountancy Course-15th July 2023

Orientation Session on MOOCs -SWAYAM - PG dept of Commerce-15th July 2023

"Magic of Vedic Mathematics: A hands-on training session for efficient calculations -Dept of Management studies-18th July 2023

Industry Interaction Programme Series I: Session on „Branding

Industry in Goa – Expert Insights“ -PG dept on 29th July 2023

Counseling Session on Making Better Career Choices by career cell-16th August 2023

Millet Food Fest Competition 2023 by PG dept-18th august 2023

Awareness Session on Exploring Lucrative Career Opportunities in the Insurance Sector-5th August 2023

Scholarship Mela to be organised

Tentative list of philanthropists / allumini is prepared-(yet to be approved)- CSR contribution for needy students of the college

Suggestion box to be placed outside the office to collect student grievance and box to be opened on the 3rd Saturday of every month by the Grievance Cell

a follow up has to be done with our MOU Partner Edu Adviseto track students placement. -

Meaven Braganza pursuing Masters in Computer Science- Jan 2024

Sanchia Da Costa pursuing Masters in Hospitality Management- September 2024

Policy document for student scholarship- draft is read

Criteria 6

SOP template is prepared for various activites or events to be conducted by the college

Workshop on How to draft SOPs is planned during the odd semester
Behavioural Training Program for Non teaching staff of our college is planned in the
month of November 2023

Collaborative workshop with Govt college Boarda - QR Codes for classroom.

Criteria 7

1. Green Audit: Shubhankar Environmental Services
2. Sessions in the area of Green Practices in association with YIMBI (YES IN MY BACKYARD)

Activities scheduled under MOU with Mahila Mandal Madgaon

Sr. No	Activity	Tentative Dates
1.	Chaturthi Bazar	12 th September 23
2.	Diwali Utsav	11 th November 23
3.	PAN and ADHAR Card Updating Camp	30 th September 23
4.	Session on Filling of ITR	9 th March 24
5.	Session on Government schemes for Women entrepreneurs	7 th October 23
6.	"Beautician's Essential Mastery Workshop	16th-20th October 23
7.	Stitching Workshop	4th-8th December 23
8.	Session on Instagram Marketing	8th-12th January 24
9.	Workshop on Canva	5th – 10th February 24
10.	E- Waste Management	23rd February 24

Activities proposed under Goa State Biodiversity Board

Sr. No	Activity	Tentative Dates
1.	Extension of Goa Biodiversity Board Schemes	After signing MoU
2.	Maintenance of Peoples Biodiversity Register (PBR)	
3.	30 Hours Certificate Course in Biodiversity	
4.	Celebration of International Day for Biological Diversity	
5.	Observance of Nature-Related Days	
6.	Lecture Series and Awareness Programs	
7.	Saturday Stall	

AOB

Students raised certain issues faced by them

Students mentioned their unhappiness about the clealiness of their washrooms and classrooms

They felt that the certificate courses should be open to the students across the programmes

They mentioned that the water Coolers often do not function properly hence maintenance is required

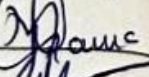
Full IQAC Meeting held on 9th Decem
2023 at 11.15 am in the Meeting Room.

Members present

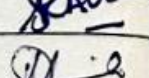
1. CA Vinayak Dhumatkar
2. Prita D. Malga
3. Lira M. Gama
4. Rodney D' Silu
5. Snehal Ane
6. Maithili S. Naik
7. Edwin Banet
8. Shani R. Pai
9. Prof. Sanjay P. S. Desai
10. Vishwas Prabhu Desai
11. Lina Sadekar.



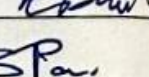
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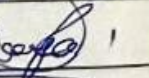
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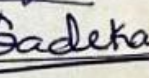






SPai





Sadekar

Minutes of the 2nd Full IQAC Meeting held on 9th December 2023 at 11.15 am in the meeting room, Central Block 1st Floor

AGENDA

- 1) Quality initiatives by IQAC during the odd semester 2023-24
 - 2) Annual Quality Assurance Report 2022-2023
 - 3) AOB
-

The following members were present:

1. Dr. Prita D. Mallya
2. Dr. Edwin Barreto
3. Dr. Sanjay Dessai
4. Dr. Lina R. Sadekar
5. Dr. Rodney D'Silva
6. Dr. Shami Pai
7. Dr. Maithili Naik
8. Dr. Lira M Gama
9. Dr Sheetal Arondekar
10. Ms Snehal Alve
11. C.A. Vinayak Dhumatkar
12. Mr Vishwas Prabhudesai

The meeting started at 11:30 a.m.

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

Agenda no 1

Quality initiatives by IQAC during the odd semester 2023-24

Criterion 1

- Five 30 Hours certificate courses for the students
- Trading Insights - Analysing price movements in Financial markets conducted by Mr. Mahadev Gadekar, Proprietor, Aarna Financial Services. Mr. Mahadev Gadekar, Proprietor, Aarna Financial Services - 64 students of B.Com and BBA(FS) participated.
- Cyber Security - conducted by Avanteia Pvt Ltd.- 51 students of BCA participated.
- Building Dynamic User Interfaces with JavaScript Frameworks - BCA Department - conducted by BCA faculty members- 40 BCA students participated.
- 'SkillStir' for the First Year students (crochet-making/knitting, thermocol decoration, decoupage, flower-making, cooking, and baking essentials. Experts in

- each of the skills were invited to teach and deliver sessions and share their expertise with the students - 49 students participated.
- Photography and Videography - organized by the dept of Commerce & Management for the students of BCom and BBA students. Conducted by Mr. Jagdish Kakodkar, Golden Elephant Media. - 47 students participated

Criterion 2

- Online certificate courses were identified by the concerned teachers given as 10 mark ISAs to Students, followed by the MCQ or Viva-voce.
- A mentoring handbook is prepared by the student welfare cell which is uploaded on the college website.
- Special remedial classes were conducted for students with back papers.
- The OBE training for the new teachers was conducted
- A session was organized on "Setting the stage- an orientation on effective stall setup" to guide the students to set up stalls on the Bazaar day.
- A template was prepared for maintaining the Bazaar day stall data as suggested by IQAC members.
- The Department of Commerce and Management organized a One-week Bridge Course on the Basics of Accounting for First Year students of the College.
- Examination manual has been updated and uploaded on the college website.

Criterion 3

- 1) Following out reach activities were conducted by the NSS unit
 - Donation drive at anganwadi adopted by our NSS unit
 - Blood donation camps
 - Old age home Visit by our students
 - Tree plantation-Vasundhara Vandana
 - Street play on cleanliness
 - a cloth bag-making and distribution activity under the 'Swachhta Hi Seva' campaign. This initiative aimed to reduce the use of single-use plastic bag
 - E Waste collection drive conducted in the college.
- 2) The Centre for Diversity, Equity & Inclusion (DEI) of the College in association with SAKSHAM Goa conducted an Outreach activity for the students of Jyot School for Autism
- 3) Community service program on Empowering Panchayats in Goa- Dicarpale, Seraulim, Rumdamol Davorlim & Aquem-Baixo
- 4) One of our faculty member had a session on Instructional strategies/tool for teachers at Navodaya Leadership Institute Canacona Goa organised by IGNOU Regional centre Panjim 52 teachers across India attended the same

Criterion 4

- Digitisation of dead stock register done.
- NAAC software is in operational phase- profile creation in progress
- Computer lab4 is set up with 22 desktops
- 3 -65 inch smart TVs installed in BCA, BBA & MCom Classrooms
- One Magnifier has been provided in the library reading room to be used by the Visually disabled student of our college.

Criterion 5

- We have started inviting our Alumini as well as our MOU partners whenever we have any sessions/Talks by prominent people/ panel as an initiative to get connected with them.
- Scholarship mela was conducted to create awareness of the various scholarship schemes. Two BCA students availed scholarship of 50,000 each from Reliance Foundation.
- Scholarship by Alumini has been initiated - a google form has been designed and sent to all the alumini groups by the alumini engagement cell to know their willingness to contribute towards this scholarship.
- Leadership Camp organised by the students council
- The E-Cell & Incubation Centre in collaboration with Startup and IT Promotion Cell-Goa organised the Goa Startup Yatra 2023-24-aim was identifying and supporting student entrepreneurs with promising business ideas.
- A grievance box is initiated to be fixed near the college office.
- Investor Hub Activity by Dept of Management studies- in order to inculcate investment habit among the students
- Workshop on Practical Aspects of GST by dept of Commerce & Management by CA Sonal Daivajna
- Commerce club organized a Pop-Up Bazaar to encourage budding entrepreneurs of the College
- A 5 day Physical Fitness Camp was organised by the dept of Physical Education
- Sessions by Career cell on following -
 - Making Better Career Choices- Ms Ashita Ranjit
 - Opportunities for a cost and Management Accountant in the Corporate Sector-
CMA Shameem Memon
 - Career prospects in the IT industry – Ms. Riya Gaonkar
 - Data scientist career path in Banking – Mr. Menon Fernandes
 - Animation for new media – Mr. Sandesh Gaundalkar
 - Career opportunities in the insurance sector – Ms. Sneha Lawande
 - Career choices in offbeat Tourism - Mr. Varun Hegde
 - Mastering Tech business: Trends and Opportunities – Mr. Mohsin Shaikh
 - Awareness programme on competitive exams – Mr. Shrikant Gosavi
 - Prospects in media industry - Ms. Damuska Da Gama

Criterion 6

- Gender policy has been prepared and approved by the Governing Council.
- Staff Welfare policy has been drafted for the faculty members of self-finance Programmes.

Criterion 7

- Goa State Biodiversity Board: MOU signed on 5th October 2023- various activities have been planned during the year.
- Green Audit: Shubhankar Environmental Services: first stage of data collection process.
- Activity with MOU partner- Chathurti Bazaar
- Christmas Fiesta -16th December.

Discussion on Agenda no 1

- Principal suggested that criterion 2 in-charge Dr. Shami prepare a consolidated report of the Various stalls put up during the Bazaar Days/Pop-up Bazaars held in the college and analyse the following: Cost of setting up the stall, sales turnover, and the revenue generated from this activity. The concerned teacher organizing the Bazaar day to get the data template filled and submit it to Dr. Shami.
- When asked about the Community service program on Empowering Panchayats in Goa- Dicarpale, Seraulim, Rumdamol Davorlim & Aquem-Baixo, Dr. Maithili mentioned that they had a session for the villagers to create an awareness of the financial frauds and some sessions were held on healthy eating habits. The Principal reminded that the teacher in charge has to collect appreciation letters from all the respective panchayats.
- IQAC coordinator mentioned that the Deadstock register has been digitised however yet to be put into tally, to which the Principal said that Saluja would be doing it and CA Vinayak agreed to guide her to do the same.
- The Principal asked Dr Rodney in charge of The E-Cell to do a follow-up with the Goa Startup Yatra 2023-24 to identify student entrepreneurs with promising business ideas.
- The principal mentioned that we could get a ready suggestion box online to which Dr. Sanjay said the same is available on India Mart (website) and he agreed to order the same online for the college. The suggestion box would be placed near the staircase outside the office counter.
- The Principal mentioned that the welfare policy for self-finance faculty members is being approved by GC and BOM and shall be uploaded on the college website
- Ms Snehal mentioned that the Green Audit has started and they are in the process of collecting the data
- Ms Snehal made a mention about the Christmas Fiesta to be held in our college on 16th December 2023.
- Ms Snehal mentioned that on 13th December 2023, our college is signing a MOU with Konkani Bhasha Mandal

Discussion on Agenda 2: AQAR 2022-23

- IQAC coordinator mentioned that the AQAR 2022-23 data checking has been done and the checked data is uploaded on the IQAC Reporting desk and very soon AQAR shall be uploaded before we close for Christmas.
- The Student Satisfaction Survey was conducted across the programmes and data analysis was done as required by NAAC. Dr. Sanjay suggested to analyse the data in the form of Percentages rather than showing in terms of numbers.

AOB:

- IQAC coordinator mentioned that the College Internal Audit shall be conducted during the even Semester by the auditing students under the guidance of the faculty teaching Auditing paper at TY.BCom.
- CA Vinayak showed concern over the drop in the number of our students clearing the CA examination. He mentioned that overall demand for the CA course is dropping in South Goa. He showed a willingness to draw a plan to motivate our students to do CA.
- The Principal mentioned that dark spots are to be identified on the college campus to install solar lamps.
- Dr. Sanjay mentioned that Internet connectivity is excellent in the classrooms
- The Principal said that a lot of PTA funds are lying idle in the PTA account, hence proper guidelines have to be framed to use them for the benefit of the students. Dr. Rodney Mentioned that the PTA meeting is scheduled for next month.
- Mr. Vishwas Prabhudesai suggested having an intercollegiate Kabbadi competition and promised to help in organizing the same.

The meeting ended with a Vote of Thanks by the IQAC Coordinator

IGAC Meeting held on 10/01/2024 at 11.30 am
in the meeting room.

- | | | |
|----|------------------|-----------------|
| 1 | Prita D. Malaya | <u>Malaya</u> |
| 2 | Edwin Banks | <u>Banks</u> |
| 3 | | |
| 4 | Leina Sadekar | <u>Sadekar</u> |
| 5 | Sheetal Kandeher | <u>Kandeher</u> |
| 6 | Suman Ame | <u>Ame</u> |
| 7 | Rodney D' Silva | <u>Silva</u> |
| 8 | Jina M. Gama | <u>Gama</u> |
| 9 | Shami R. Pai | <u>Pai</u> |
| 10 | Sanjay Desai | <u>Desai</u> |

Minutes of the 3rd IQAC Meeting held on 9th January 2024 at 11:30 a.m. in the meeting room, 1st floor Central Block

The meeting started at 11.30 am. IQAC coordinator Dr Lina Sadekar welcomed the Members.

Action taken Report on the recommendations made at 2nd Full IQAC meeting held on 9th December 2023.

Criterion 2 in-charge Dr. Shami to prepare a consolidated report of the Various stalls put up during the Bazaar Days/Pop-up Bazaars held in the college and analyse the following: Cost of setting up the stall, sales turnover, and the revenue generated from this activity. The concerned teacher organizing the Bazaar Day to get the data template filled and submit it to Dr. Shami. **Done**

Community service program on Empowering Panchayats in Goa- Dicarvale, Seraulim, Rumdamol Davorlim & Aquem-Baixo, - Appreciation letters to be collected from the respective Panchayats. **Done**

Prof Sanjay Dessai suggested that our BCA students could help in designing the webpage of the Panchayat as a part of outreach project to which the Principal replied that most of the Panchayat's have their website in place.

Deadstock register has been digitised however yet to be put into tally. Ms Archana to contact

CA Vinayak who has agreed to guide her in completing this task. Ms Archana **to meet C.**

A. Vinayak on 13th January 2024

Suggestion box to be ordered online- to be placed outside the office counter near the staircase. **Harish to do the needful**

Policy document for availing student Scholarship - **Done** Sheetal to forward this document to Principal and the IQAC members.

Green Audit to be conducted- **collection of data in progress** visit scheduled on 12th January 2024

Christmas Fiesta planned on 16th December 2023 - **Done**

MOU with Konkani Bhasha Mandal to be signed on 13th December 2023- **to be done date not finalized.**

The Principal said that a lot of PTA funds are lying idle in the PTA account, hence proper guidelines have to be framed to use them for the benefit of the students- Dr. Rodney Mentioned that the PTA meeting is scheduled on 27th January 2024 - **Dr Rodney to**

prepare a proposal for usage of PTA funds such that maximum students will benefit from the same and get it approved at the PTA Meeting.

Mr. Vishwas Prabhudesai suggested having an intercollegiate Kabbadi competition and promised to help in organizing the same.-IQAC coordinator mentioned that such an event is not possible during this academic year as activities have already been planned .

Item no 2- Revision of Vision and Mission Statements- IQAC members felt that in the light of NEP the Vision and Mission statements needs revision. It was decided to have a brain storming session to discuss the core values, goals and objectives for our institutions. This session is fixed on 18th January 2024. Dr Lina to frame guidelines for drafting the Vision and Mission statement.

Item no 3 Discussion on how Mentoring can become a positive experience- Data collected from the mentees using the google forms to be analysed and students to be guided towards the achievement of their goals. Career guidance sessions could held to guide these students. Also courses like GST/TALLY may be conducted. **Action Ms Eshani and Dr Shami**

Dr. Shami mentioned that Open House for 2nd year students has been scheduled on 27th January 2024.Principal asked Dr Shami to prepare the guidelines as to what information has to be shared with the parents. **Action Dr Shami**

Item no 4-Standard Operating Procedures and Manuals to be drafted - List of SOPs was prepared after discussion among the IQAC team. Drafting of the SOPs to be allotted among the IQAC members.

List of SOPs to be prepared are as follows

Admission

Attendance

Examination

Results

Students Welfare

Scholarships

Research Projects

Industrial Visit

Guest Lectures

Placements

Career Guidance

Conduct of Seminars/Workshops/Conferences

Code of Conduct

Certificate Courses

Club Activities

Anantara Event

Library Manual

Booking and Usage of Infrastructure (Lab/Halls)

Asset/Equipment Maintenance

Purchase & Procurement of Equipment/Assets/Consumables

HouseKeeping

Waste Management

Annual Day

Parking for Vehicles (students & Staff)

Sports Event

Recruitment of Staff

Staff Welfare

Exit of Staff (Contract/Retirement/VRS/Resignation)

CAS

Disposal of Assets

Conduct of Academic Audit

Office Procedures (forms, leaves etc)

Payment and settlement of Bills

Issue of Gadgets/laptops for functions/sessions etc

Student Elections

Affiliation

AOB: Principal mentioned about the workshop-based learning. She said as per NEP there are certain Skill Enhancement Courses which are introduced in the curriculum. Certain practical topics could be taught by industry experts through workshop based learning.

The meeting ended at 2 pm with the vote of thanks proposed by the IQAC Coordinator.

IQAC Meeting held on 2nd February 2024
at 11.30 a.m in the meeting room

- | | |
|--------------------------|----------------|
| 1. Prita D. Malhya | <u>Pray</u> |
| 2. Dr. Edwin Barreto | <u>Barreto</u> |
| 3. Jaiy P. S Dima | <u>Jay</u> |
| 4. Lina Sadekar | <u>Sadekar</u> |
| 5. Rodney D' Silva | <u>Rd</u> |
| 6. Shami Pai | <u>SPa.</u> |
| 7. Sheetal Aendeke | <u>Aendeke</u> |
| 8. Snehal Alur | <u>Alur</u> |
| 9. Pretty Louiza Pereira | <u>Pereira</u> |
| 10. Jira M. Gama | <u>Gama</u> |
| 11. Manthili S. Naik | <u>Naik</u> |

Minutes of the 4th IQAC Meeting held on 2nd February 2024 at 11:30 a.m. in the meeting room, 1st floor Central Block

Agenda:

1. Discussion on deciding the Core Values for our Institution
2. AOB

The following members were present:

- 1) Dr. Prita D. Mallya
- 2) Dr Sanjay Sawant Dessai
- 3) Dr. Edwin Barreto
- 4) Dr. Lina R. Sadekar
- 5) Dr Rodney D'Silva
- 6) Dr. Shami Pai
- 7) Dr Lira M Gama
- 8) Dr. Maithili Naik
- 9) Dr Sheetal Arondekar
- 10) Ms Snehal Alve
- 11) Ms Pretty Pereira

The meeting started at 11:15 a.m.

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

Agenda Item 1. Every IQAC member suggested five Core Values for the institution. These were as follows: Excellence, Collaboration, Public engagement, Commitment, Community Outreach, Diversity, Integrity, Innovation, Inclusion, Life long learning, Community impact, Global/Responsible Citizenship etc. Along with its explanation.

After discussions and deliberations six core values were shortlisted which would include or take care of all the core values suggested by the members. These six Core Values were as follows

- **Excellence** - We aim and strive for excellence in all that we do as individuals and as a higher education institution. We set and attain ambitious goals, work ceaselessly to improve, and are dedicated to helping our students realize success in academics, sports, arts and any area of their interest.
- **Integrity**- We are committed to the highest ethical standards in personal and professional behaviour and assure transparency and accountability in the governance of the institution and all aspects of its functioning.
- **Lifelong learning** -We work to generate a passion for lifelong learning, which will ensure intellectual development of students and faculty beyond the years spent in the institution.
- **Holistic development** - All our actions revolve around developing the intellectual, social, artistic, physical, emotional and spiritual dimensions of our students' personalities.

- **Diversity** - we do our best to foster an environment that is inclusive, in which every student, faculty and staff member feels respected and motivated to contribute; the college recognizes the diverse goals, learning styles and learning abilities of students and makes efforts to support them all.
- **Citizenship**- We work towards nurturing a global mindset to prepare students for a globalized and interconnected world guiding them to actively participate in community service, promote sustainable practices and contribute positively to the society.

Dr Lina Mentioned the following guidelines required to be followed while drafting a mission and vision statement

Statements of Vision and Mission should be

- ✓ Simple, concise and easy to remember
- ✓ Use not more than 50 words/maximum two or three sentences
- ✓ Make it memorable-just enough words
- ✓ The statement needs to capture the very essence of what your organisation will achieve and how

The goal and objectives of IDP (Institutional Development Plan) were displayed on the screen and discussed in order to ensure that they are aligned with institutional core values before we proceed to draft the Mission and the Vision statements.

All the Criterion in charges should now sit with their members and draft 2 sets of Vision and Mission statements for the institution based on the Core Values, the goal and the objectives of our institution.

Principal would join criterion 6, Dr Edwin would join Criterion 1 and Criterion 2. Prof Sanjay would join criterion 5 & criterion 7 and Dr Lina would join criterion 3 and criterion 4 while drafting the above.

The IQAC coordinator would mail the core values, institutional goal and objectives and the guidelines to all the IQAC members. Every criterion incharge would then sit with its team members in order to frame the Vision and Mission statements. Once this mail is sent it was decided to give a weeks time to complete this task.

Item no 2- AOB

Dr Shami suggested a list of activities to be proposed before the PTA Executive Committee for approval in the view of using the PTA funds for the benefit of our student community.

- ✓ Health Checkup camps for students/faculty/parents/community
- ✓ Financial Literacy camps for parents
- ✓ Skill Based certificate courses for students
- ✓ Capacity Building programmes/ workshops/courses
- ✓ Aptitude test for the students
- ✓ Career Guidance Camps/ Career /Job Fair for the students

This proposal to be forwarded by the Principal to the PTA executive committee for further action.

The Meeting ended at 1pm with a vote of thanks by the IQAC Coordinator

Full IOAC Meeting held on 13th April 2023
at 11. a.m. in the meeting room.

Members present

- ① Prof. Sanjay P. S. Desai
- ② Lina Sadekar
- ③ Rodney D' Sila
- ④ Lina M. Game
- ⑤ Snehal Ame
- ⑥ Maulhili Nark
- ⑦ Shami Pai
- ⑧ Shrutti S. Nayak
- ⑨ CA Vinayak Dhumatkar

Sanjay
Sadekar

~~Sanjay~~

~~Sanjay~~

~~Sanjay~~

SP:

Snehal

~~Sanjay~~

Minutes of the 3rd Full IQAC held on April 13th, 2024

The meeting of the Internal Quality Assurance Cell (IQAC) commenced at 11:00 AM in the college meeting room with the Principal welcoming all the members. Dr. Lina Sadekar, the IQAC coordinator, proceeded to outline the agenda and discussions as follows:

- **Inventory Verification:** Ms. Shruti Nayak, the Head Clerk, highlighted that while the dead stock has been verified in the books as of March 31st, physical verification is pending. Ms. Archana and Mr. Rahul are tasked with overseeing this process.
- **Suggestion Box Installation:** It was noted that the installation of a suggestion box is done as decided in the previous IQAC meeting.
- **Green Audit:** Ms. Snehal Alve reported that the Green Audit Draft is ready and has been forwarded to the Principal for review. Principal stressed on adopting green accounting practices before the audit.
- **IQAC guidelines-**Principal proposed that a copy of IQAC guidelines along with the description about Role & Functions of IQAC may be shared with the entire staff for their understanding.
- **MOU Signings:** Dr. Lina Sadekar informed the members about the successful signing of Memorandum of Understanding (MOUs) with the Goa State Biodiversity Board and Konkani Bhasha Mandal.
- **AQAR Submission:** IQAC Coordinator informed that the Academic Quality Assurance Report (AQAR) was uploaded to the NAAC portal on December 20th, 2023, and has been approved.
- **Internal Audit:** An internal audit was conducted by B.Com students specializing in Auditing under the guidance of the teacher taking the Auditing paper
- **PTA Fund Utilization:** The Principal proposed a meeting with the executive members of the Parent-Teacher Association (PTA) to discuss the utilisation of PTA funds, suggesting the possibility of acquiring Smart Boards.
- **Intercollegiate Kabaddi Competition:** Plans for an intercollegiate Kabaddi competition, as suggested in the previous meeting, were postponed to the next academic year due to existing academic schedules.

AOB

- **Academic Planning:** The Criterion in charges were advised to submit proposals for various activities planned for the upcoming academic year under their respective criteria as per new NAAC reforms

- **Research Guideship:** Principal requested all eligible teachers to take up Research Guideship, with Dr. Shami Pai tasked with leading and motivating the registration process.
- **Campus Sustainability:** Principal suggested taking up initiatives such as Kitchen Gardening, and installing solar panels for sustainable campus development.
- **ISA Monitoring Committee:** A proposal was made by Principal to form an ISA monitoring committee comprising three members for test-based quality checks.
- **Tally Workshop:** Principal proposed a session on Tally for the non teaching staff- CA Vinayak volunteered to arrange the same.
- **CA Coaching Centre :** Principal proposed to start the CA coaching centre from the next academic year 2024-25. CA Vinayak volunteered to assist in doing the same.
- **Institutional Development Plan:** Principal mentioned about the revision of the Institutional Vision, Mission and Core Values
- **Review of activities:** Activities of the past four years to be reviewed and accordingly activities to be planned for the next academic year 2024-2025 so as to avoid duplication.
- **Canteen policy;** Canteen policy to be drafted and approved by the Management before the canteen is handed over to the new canteen contractor
- **Segregation of Waste:** A student member of IQAC suggested that every classroom to be provided with two dustbins one each for the dry waste and wet waste.
- **IQAC Coordination:** Dr. Lina Sadekar to continue as the IQAC coordinator until the next grading cycle.
- **Dog Menace in the college campus** to be taken up and issue to be resolved

The meeting ended at 12:30 PM. with a vote of thanks by the IQAC Coordinator

ISAC Meeting held on 22/4/2024 at 8 am
in Room NO 214

Members present

- | | |
|----------------------------|------------|
| 1) Sanjay P.S. Desai | Sanjay |
| 2) Edwih Baneto | Edwih |
| 3) Shami Pai | Shami |
| 4) Sushusha Naik Khandekar | Sushu |
| 5) Monica M Patil | MPatil |
| 6) Saruka Kalguttal | Saruka |
| 7) Pooja Shankar | Pooja |
| 8) Saurabh Raikar | Saurabh |
| 9) Vinaya Kulkarni | Vinaya |
| 10) Anette D'Costa | Anette |
| 11) Shreyas D'Costa | Shreyas |
| 12) Andie Pacheco | Andie |
| 13) Jayant Parvelkar | Jayant |
| 14) Anshay Beraud | Anshay |
| 15) Maitihili Naik | Maitihili |
| 16) Vidya Nadagadehi | Vidya |
| 17) Chinela Var | Chinela |
| 18) Snehal Aine | Snehal |
| 19) Lakshmi Desai | Lakshmi |
| 20) Ashwini Desai | Ashwini |
| 21) Shruti S. Nayak | Shruti |
| 22) Patil Sameer P. | Patil |
| 23) Pretty Pereira | Pretty |
| 24) Mayika Dhote | Mayika |
| 25) Twinkle Fernandes | Twinkle |
| 26) Kalpana Parab | Kalpana |
| 27) Shweta Kulkarni | Shweta |
| 28) Zakiya Tahir | Zakiya |
| 29) Ramkrishna Reddy | Ramkrishna |
| 30) Akshada Gaonkar | Akshada |
| 31) Swati Mhatre | Swati |
| 32) Sandesh Gaonkar | Sandesh |
| 33) Manasi D. Raje | Manasi |

34. Rama Boekas
35. Samira Ungurlekas
36. Sheetal Aendekar
37. Omkar Pawaskar
38. Alba De Sa
39. Valenia Baptista
40. Edeca Picardo
41. Sanjay Velip
42. Sheryl Sanchez
43. Lina M. Game
44. Delina Rebello
45. Lina Sadekar

RB

Ung

Aendekar

AS

AS

Caputo -

Picardo

Velip

Sanchez

Game

Rebello

Sadekar

Minutes of the IQAC Meeting held on 22nd April 2024 at 8.15 am in Room no 214 old building.

Agenda of the Meeting

To discuss the New NAAC regime to all the faculty members and to get inputs from them. The IQAC coordinator Dr Lina Welcomed all the members for the meeting. She informed the following changes in the new NAAC format:

- Criteria are now known as Attributes. The current structure has 10 attributes.
- Attribute 1-4: Inputs; Attribute 5-7: Process; Attribute 8-10: Outputs
- No AQAR and Team visits under this new regime
- Data to be uploaded in the Portal

The matrix under every criterion has been scattered over the new ten attributes.

The matrix under the attributes have been classified under the 7 criterion as follows:-

1. Curriculum Design	
1.1 Outcome-based curriculum	Criterion 2
1.4 Practical and Industry Focus	Criterion 3
1.8 Indian Knowledge System	New, Criterion 1 (UGC guidelines to be followed)

2. Faculty Resources	
2.2 Pay and Allowances	Criterion 6
3 Faculty Diversity	Criterion 2
2.4 Faculty development	Criterion 6
2.5 Faculty Retention	Criterion 2
2.6 Faculty Student Ratio	Criterion 2

3. Infrastructure	
3.1 Physical Infrastructure	Criterion 4
3.2 Learning Resources	Criterion 4
3.3 IT infrastructure	Criterion 4
3.4 Research Resources	Criterion 4
3.5 Divyangjan friendly facilities(NEW)	Criterion 4 and 7

4. Financial Resources & Management

4.1 Capital Income	New
4.2 Revenue Income	New
4.3 Capital Expenditure	Criterion 4
4.4 Revenue Expenditure	Criterion 4
4.5 Sustainability and Growth	Criterion 6
4.6 Financial Controls & Risk Management	Criterion 6

5. Learning and Teaching

5.1 Pedagogical Approaches	Criterion 2
5.2 Internships, Field Projects etc.	Criterion 2 and Criterion 1
5.3 Assessment	Criterion 2
5.5 Catering to Diversity	Criterion 2
5.6 Learning Management System	Criterion 2 and Criterion 4
5.7 Industry Academia Linkage	Criterion 6

6. Extended Curricular Engagements

6.1 Technical/Domain related Clubs activities and technical festivals	Criterion 5
6.2 Hackathons and Ideation workshops	Criterion 5
6.3 Cultural Clubs and activities and festivals	Criterion 5
6.4 Mental health clubs and activities (yoga)	Criterion 5
6.5 Sports clubs/teams and activities	Criterion 5
6.6 Community related activities including UBA	Criterion 3 and Criterion 7

7. Governance and Administration

7.1 Institutional Development Plan	Criterion 6
7.2 e-governance	Criterion 6
7.3 Student & Employee Welfare	Criterion 6 (employee) and Criterion 5

7.5 Quality Assurance System	Criterion 6
7.6 Effective Leadership	Criterion 6 ** Effective Feedback System: criterion 1

8. Student Outcomes	
8.1 Placements/Employment	Criterion 5
8.2 Academic Progression	Criterion 5
8.3 Self-employment/entrepreneur	Criterion 5
8.4 Awards/Prizes/Recognitions in curricular and extended curricular areas	Criterion 5
8.5 Enrolment ratio	Criterion 2
8.6 Graduation rate	Criterion 2
8.7 Student /alumni learning experience	Criterion 2
Survey	Criterion 1 & Criterion3

9. Research and Innovation Outcomes	
9.1 External Research Grants	Criterion 3
9.2 Research Publications	Criterion 3
9.5 Research Collaboration	Criterion 3
9.6 Number of student Startups (New)	Criterion 3

10. Sustainability (Green initiatives)	
10.1 Community activities	Criterion 3
10.2 Waste and Water Management	Criterion 7
10.3 Progressing towards Net Zero (partly New)	Criterion 7
10.4 Green Audits and Initiatives	Criterion 7
10.5 Collaborations with industry/NGOs	Criterion 3

The IQAC incharge requested the criterion heads to conduct the meeting with their team members and provide inputs about the activities that can be done in the next academic year under their respective domain.

The meeting ended at 9.20 a.m. with a vote of thanks by the IQAC coordinator.