

Action Taken Report

A meeting of the IQAC was held on the 27/4/2018 to find out the action taken with regard to the suggestions made in the meeting held on 1/9/2017.

The convenor of the IQAC brought to the attention of the members present the action taken :

1. Student's feedback of teachers was collected through questionnaires which were then analysed. The report was then submitted to the individual teachers for necessary action. Feedback with respect to the curriculum was collected from the alumni and the teachers of the college. Parent feedback was also introduced.
2. The third volume of the college research journal was released in December 2017. The journal was thematic and included research papers on the theme 'The Tourism sector in Goa: Towards Sustainable development. The Journal was peer reviewed.
3. The college inked two MOUs: (1) with GIPARD and (2) with Butukak Memorial Trust, Gogol, Fatorda Goa, an NGO. A number of activities were organised as a consequence of these MOUs.
4. All Goa Intercollegiate Hindi Karaoke Solo Singing Competition to commemorate Hindi Diwas/Pakhwara was organised by the NSS unit of the college. An inter-collegiate Vegetable carving competition was organised by the Students Council.
5. A handbook of Code of Conduct for teachers, Code of Conduct for Students, Code of Ethics for research was prepared and uploaded on the college website. Likewise, Programme Outcomes, Programme Specific Outcomes and Course outcomes were also prepared and uploaded on the website.
6. A Short Term Certificate Course on 'Personality Development' was organised for students drawn from the First, Second and Third year. The Resource Person was Ms. Shwetha Pinto, Image Consultant, Alchemy Consultants, Vasco.
7. A Workshop on 'Mushroom Cultivation' was organised for the students and residents of the locality. The resource person was drawn from the Krishi Vigyan Kendra, Margao
8. A certificate course on Tally was also organised for the students of the college.
9. A Short Term Certificate Course on 'Personality Development' was organised for students drawn from the First, Second and Third year. The Resource Person was Ms. Shwetha Pinto, Image Consultant, Alchemy Consultants, Vasco.

10. A Workshop on 'Mushroom Cultivation' was organised for the students and residents of the locality. The resource person was drawn from the Krishi Vigyan Kendra, Margao

11. A certificate course on Tally was also organised for the students of the college.

A number of Faculty Development Programmes, workshops and a seminar were organised this academic year:

12. A FDP on 'How to Write a Research Paper' was organised for the faculty of the college on the 16th of October 2017. Participants from other colleges were also invited to attend the FDP. Dr. M.R Patil, Principal of Vidya Prabhodhini was the resource person.

13. An FDP on Qualitative Teaching Methods was organised on the 21st of October 2017.

14. 'Put Steam in your Team', a One Day Training Programme for senior school and college faculty was conducted on the 22/7/2018. Mr. Atul Shah, CLAPS was the resource person.

15. Workshops on 'Library Automation with special reference to Barcoding and Radio Frequency Identification (RFID) Technology' were organised on the 7/2/18 and 28/2/18 for library teachers of South and North Goa respectively.

16. Faculty Development program on "Tax implications of budget 2018-2019" was organised for the staff on 12/2/2018.


Co-ordinator


Principal

PRINCIPAL
Govt. College Of Commerce & Economics
BORDA, MARGAO, GOA

MINUTES OF THE MEETING OF THE NAAC, THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

The meeting of the NAAC, the Internal Quality Assurance Cell (IQAC) was held on Friday, 01/09/2017 at 12.00 noon in Seminar Room.

The list of members who attended the meeting is enclosed.

The principal welcomed the members and agenda items were taken up for discussion.

As per the guideline of IQAC the following Committee of IQAC is reconstituted including the two external members GMA Ram Mohan Menon, Dr. Rekha Gaonkar

- | | |
|--------------------------------|-------------------------|
| 1. Dr. Maria Fatima De Souza | Head of the Institution |
| 2. Dr. Elizabeth J. Henriques | Convenor |
| 3. GMA Ram Mohan Menon | External Member |
| 4. Dr. Rekha Gaonkar | External Member |
| 5. Mr. Miguel A.B.P.C. Martins | Member |
| 6. Ms. Vinita Kandolkar | Member |
| 7. Mr. Vishal Naik | Member |
| 8. Ms. Meena Bhende | Member |

This committee shall be of two years and all the members should meet once in a quarter.

After the formation of new committee the Principal went through the Suggestions and action taken reports of past academic years from 2012- 2016 were discussed.

- Teachers preparing for the NET/SET Exam
- Student's evaluation of teachers
- MOU Signing with different institutions
- Research Journals with ISSN No.
- TY projects
- Alumini and PTA meetings
- Feedback from parents using questionnaire
- Handbook
- UGC-Scholarship


All the members were satisfied about the performance of the College and they suggested more practices for the improvement such as

- Identifying the good students
- Organizing workshop and seminar for students
- Organizing National/state level workshops and seminars

Principal stated that our college is being one of the youngest and small college but we are comparatively ahead of other institution and we have to work together for the NAAC as working together will help us to comprehend difficulties and achieve success.

The meeting ended with the vote of thanks by the PRINCIPAL

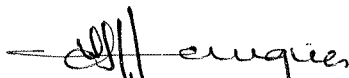

Co-ordinator

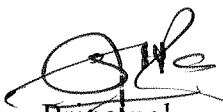

Principal
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BORDA, MARGAO, GOA

Action Taken Report

A seventh meeting of the IQAC was held on the 13/3/2017 in order to find out the action taken w.r.t. suggestion made in the previous meeting.

1. The P.T.A. was set up and the first 1st meeting was held on 15/8/2016
2. With respect to the College Research journal it was pointed out by the Editor Dr. Elizabeth Henrique that Research papers have been invited and arrangements have also been made to get the contributions Peer reviewed.
3. Two state level workshops were organized
 - a) Tax Planning & Investment Avenues for Salaried Class
 - b) Techniques to crack the IBPS Bank Examinations
4. Teacher feedback from students has been done.
5. The Affiliation Committee from the Goa University visited the college. However the temporary affiliation was extended.
6. Remedial classes were conducted in the subject of mathematics.
7. Faculty members also attended orientation/workshop/seminars
8. An all Goa Hindi Duet Singing Competition was organized and attracted participation of a number of colleges from Goa.


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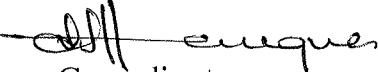

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BORDA, MARGAO, GOA


Minutes of the meeting

The sixth meeting of the IQAC held on 30/7/2016.

The following suggestions were made by the members present.

1. It was decided to formalize and set up the P.T.A. it was also suggested that mark sheets of the students be handed over to the students.
2. It was also suggested that faculty take the initiative to organize workshops/ seminars.
3. The college journal to be Peer reviewed.
4. Conduct of Remedial Classes for students needing the same.
5. Appointing mentors for students, staff members would be assigned the task of mentoring students. Each staff to be assigned a maximum of 20 students.
6. Feedback forms from students to be collected and collated.
7. To apply for permanent affiliation.
8. To encourage students to participate in curricular and Co-curricular activities both organized within the college and by other visits.
9. To facilitate career advancement of faculty, they should be permitted to attend orientation/refresher. However necessary lecture adjustments need to be done in advance so that students are not placed at a disadvantage and their syllabus covered in full.
10. To organize inter-collegiate events



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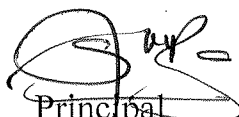

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Action Taken Report

A fifth meeting of the IQAC was held on the 15th March 2016 to evaluate the action taken w.r.t the recommendation made in the meeting held on 15/9/2015.

1. There has been augmentation of books both text and reference in the library.
2. The IInd volume of the College Journal was released incorporating suggestions made in the earlier meeting.
3. Most of the Teachers of the college it was noted made use of Projectors in their lecture delivery as far as possible.
4. The setting up of the P.T.A. is in progress.
5. Students of the T.Y.B.Com. were sent for the internship programme to various establishment and units at the Verna Industrial estate and elsewhere.
6. In keeping with the suggestion, made teachers of the college attended workshops and seminars.
7. Teacher evaluation was done by students. The feedback forms were tabulated by the respective teachers who took cognizance of the analyzed data and took corrective measures.


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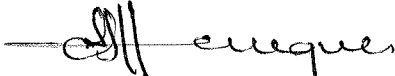

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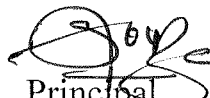
Minutes of the meeting

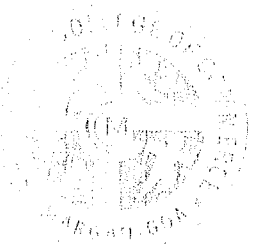
The fourth meeting of the College IQAC was held in 15/9/2015.

The following recommendations were made.

- 1) New books to be added to the text book and reference section in the library.
- 2) To publish the 2nd volume of the College Research Journal. It was also decided that this time, Research contributions be sought from academicians and research scholars from different colleges in the state.
- 3) It was suggested that where ever possible, subject teachers should use projectors / LCD's to make the teaching-learning process more productive.
- 4) To work towards the setting up of the PTA in College.
- 5) To continue with the internship programme and establish more linkage with establishment.
- 6) It was also recommended that teachers should attend workshop/seminars/orientation etc., however necessary lecture adjustments will have to be made to ensure completion of syllabus.
- 7) The system of Teacher evaluation by students should be undertaken.


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Optimized

गोंय सरकार
GOVERNMENT OF GOA

सरकारी वाणिज्य महाविद्यालय
COLLEGE OF COMMERCE

मडगात - गोंय ४०३ ६०२.
Margao - Goa- 403602.
Email: gcc.margao@gmail.com Ph. 0832-2701555

① Student Feedback
or Institutional Performance
② New members
③ Financial Audit Month
Bill.

Committee
Accounting
Dept. on
part

No. GCCM/EI/Committee file/139/2016-17/ 35

Date: 27/04/2016

OFFICE ORDER

In terms of recommendations of the National Assessment and Accreditation Council (NAAC) the following Internal Quality Assurance Cell (IQAC) is hereby constituted for the College for the academic year 2016-17 and 2017-18. ✓

- | | |
|--------------------------------|-------------------------|
| 1. Dr. Maria Fatima De Souza | Head of the Institution |
| 2. Dr. Elizabeth J. Henriques | Convenor |
| 3. Mr. Miguel A.B.P.C. Martins | Member |
| 4. Ms. Vinita Khandolkar | Member |
| 5. Ms. Sonali Naik | Member |
| 6. Ms. Riva Paes* | Member |
| 7. Ms. Lily Endro* | Member |

Functions:

- Development and applications of quality benchmarks / parameters for the various academic and administrative activities of the Institutions
- Dissemination of information on the various quality parameters of higher education.
- Organization of workshops, seminars on quality related themes and promotions of quality circles.
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for quality-related activities. ✓
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters. ✓

The committee shall submit the Annual Quality Assurance Report (AQAR) to the NAAC at the end of every academic year.

* The tenure of the Convenor/ Members will be subject to their appointment in the academic year 2016-17. If necessary, changes will be made.

(Dr. Maria Fatima De Souza)
PRINCIPAL
Govt. College of Commerce
BORDA, MARGAO

Copy to:-

1. All concerned Committee members

Action Taken Report

For the meeting held on 01/08/2014, ATR submitted and approved by the Committee on 10/04/2015.

1. The ground work for the formation of Alumni and PTA is in progress. The initial meeting of the AD-hoc committee for the formation of Alumni will be held on 25/04/2015.
2. The feedback form for parents introduced.
3. The student evaluation of teachers and faculty performance reports implemented.
4. A day long programme was held for teacher on the topic "Becoming an Effective Teacher".
5. The Committee also released a Handbook for Teachers. It contained instructions, forms, guidelines, etc. for teachers.
6. College Research Journal has already received the ISSN no. The articles are forward to Goa University for similarity check.

JQAC File

82
10/4/15


Co-ordinator

Details of the meeting

The Third meeting of the College IQAC was held on 01/08/2014.

1. The committee suggested the formation of Alumni and PTA for the College.
2. To collect feedback from parents using questionnaire.
3. To continue with the suggestions made in the last meeting.
4. To publish College research journal.



Co-ordinator

JQAC file
8/4
1/8/14

Action Taken Report

For the meeting held on 01/08/2013, ATR submitted and approved by the Committee on 01/08/2014.

1. Student evaluation of teachers/faculty performance reports implemented.
2. MOU signed with Adarsh Institute of Management and the first capacity building programme for teacher was held using excel tools for research.
3. Research journal could not materialize.
4. TY project proposal send to experts for suggestions

JQAe file
by
1/8/14

Judho
Co-ordinator

Details of the meeting

The second meeting of the College IQAC was held on 01/08/2013.

The committee suggested the following measures:

1. To continue with student evaluation of teacher
2. To continue with faculty performance report
3. To sign MOU with Adarsh Institute of Management for capacity building among teacher and for training minor teaching technologies.
4. To encourage the teacher in preparing good research paper, the College should start a research journal.
5. To improve the quality of TY projects it was decided to forward the project title and methodologies/objectives to experts for comments.


Co-ordinator


File the details
in IQAC file

24
1/8/13

Action Taken Report

For the meeting held on 04/08/2012, ATR submitted and approved by the Committee on 1/8/2013.

1. The student evaluation of teachers was carried out.
2. Faculty performance report implemented
3. NET/SET guidelines were issued to the teachers.
4. ~~Renewal~~ and subject books were purchased for NET/SET


Co-ordinator

to IQAC file

by
1/8/13

Details of the meeting

The first meeting of the College IQAC held on 04/08/2012. The Committee member decided to implement the following:

1. Student Evaluation of Teachers
2. Faculty Performance Report

The Committee suggested the College Principal to encourage new teachers to appear for NET/SET examination. The Committee also authorized the Principal to prepare formats for students evaluation of teachers and faculty performance report.



Co-ordinator

to IQAC file

By
4/8/12

Ref.No. GCCM/1/2012/110(a)/
Government College of Commerce,
Borda, Margao, Goa - 403602.

28/06/2012

ORDER

The College Internal Quality Assurance Cell (IQAC) with following members are constituted.

1. **Dr. Renji George Amballoor**
2. **Ms. Lily Endro, Co-ordinator**
3. **Ms. Riva R. Paes**
4. **Mr. Prashant Bhat**
5. **Prof. Rammohan Menon**
6. **Director of Higher Education**

The Committee will function as per the IQAC guidelines issued by NAAC from time to time.

Renji.G.A

PRINCIPAL

PRINCIPAL
Govt. College of Commerce
BORDA, MARGAO

Copy to:

1. IQAC file
2. Committee file