

MINUTES OF IQAC MEETING HELD ON 5TH JANUARY 2021

A meeting of the IQAC was convened on the 5th of January 2021 in the College Seminar Hall at 9.30 a.m. Staff of the College attended the meeting.

The agenda of the meeting:

1. Deliberations on the Vision Document and Decadal Plan of the College sought by the Directorate of Higher Education, Porvorim -Goa.
2. AOB

The meeting commenced with the IQAC Director Dr. Elizabeth Henriques welcoming the staff to the meeting.

She then brought to their attention that the Directorate of Higher Education had sought from the College a Vision Document/Decadal Plan. She mentioned that the DHE had sent a format to prepare the plan. The Vision Document was segmented into short term, medium term and long term goals to be set by the college, the goals consistent with one year, two to six years and six to ten year period respectively. The Vision Document also consists of the Vision, Mission and Objectives of the College and the Strategic Plans to achieve the term objectives. The Decadal Plan had three aspects-academic, research and development.

The IQAD then presented the draft of the Vision Document and Decadal Plan and invited the members to discuss the same as also make suggestions or suggest revision in the document.

The staff present then discussed the Vision and Decadal Plan.

With respect to the Vision and Mission, it was decided not to construct a new vision and mission but to maintain the existing Vision and Mission Statements of the College.

With respect to the short-term goals, she pointed out that the goals written in the draft document were taken from the IQAC Development Plan for the college prepared for the academic year 2020-2021 in the beginning of the current academic year which was approved by all faculty.

Dr. Fatima De Souza opined that the College needs to go in for a Post Graduate Programme in Commerce.

Ms. Bandana Yadav suggested that soft skills be incorporated in the Plan. Dr. Rohita Kamat suggested inclusion of Internship and the presence of a counsellor on a permanent basis in the college. Mr. Miguel Martins pointed out to the need for addressing the problem of the garbage dump at the entrance of the college and including sports as an objective of the college. The need for recreational facilities for the staff was also discussed as also the need for a proper canteen facility and parking for staff and students. The Principal spoke of the space constraint.

With respect to making open the library to public, the Principal stated that the public could be allowed access to books from the library.



Elizabeth Henriques
7/1/2021

Post deliberations, the following medium- and short-term goals were finalized:

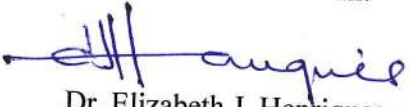
Medium Term Goals:

1. Proper Canteen Facility,
2. In-house development and introduction of online courses for the Dishtavo initiative of the Directorate of Higher Education as also development of e-modules for regular lectures. Creation of MOOCs by interested faculty.
3. Provision of adequate facilities for recreation of students and teachers.
4. Introduction of socially useful job oriented vocational subjects/vocational education.
5. Mobilisation of resources,
6. Establishing linkages with educational institutions outside the State.
7. Develop a pro-active placement mechanism
8. Access to the college library for the general public and locals in the vicinity during specific timings.
9. A full-time counsellor on campus.
10. Relocation/removal of dumpsite at College entrance road.

Long Term Goals:

1. To adopt a holistic approach to education and offer a plethora of courses to students.
2. Use of premises for a Night College to ensure optimal use of available infrastructure.
3. Introduction of a B.COM in Vocational Education.
4. Integration of the Higher Secondary, ITI and the College to make it into an educational hub. The horizontal integration with the ITI would enable college students to opt for the various skill-based courses offered by the ITI (as also access to infrastructure.) This is contingent to these courses being recognised by the Goa University for credits.
5. All permanent faculty to necessarily have/acquire Ph.D qualification.
6. More faculty to apply for Guideship.
7. Development and introduction of in-house Online Courses.
8. Introduction of a Post Graduate Programme in Commerce.

The meeting ended with all faculty present giving their approval to the Vision Document/Decadal Plan.


Dr. Elizabeth J. Henriques
IQAD


Prof. Gajanan V. Madiwal

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

Approved
07/11/2021.



MINUTES OF IQAC MEETING HELD ON 4TH NOVEMBER 2020

A meeting of the members of IQAC of the College was convened on the 4th of November 2020 at 11.30 am onwards.

The agenda of the meeting was to discuss the Development Plan based on proposed activities for the College for the academic year 2020-2021.

The minutes of the previous meeting held via SKYP on 30th May 2020 were approved.

Dr. Elizabeth Henriques, Director of the IQAC welcomed the members to the meeting. She brought to their attention that the draft of the proposed development plan was prepared based on inputs received from the various departments/committees/cells of the college and the said draft document was emailed to the members in advance to enable them to peruse through the same.

The proposed plan of activities was then presented to the members and suggestion/ feedback was invited.

The following suggestions/ recommendations were made by the members:

Dr. Ramesh Gaonkar suggested reformatting of the Mission statement of the college segmenting the existing text into three individual missions rather than a single one.

Existing Mission Statement

“To offer holistic and interactive academic environment to the students from diverse backgrounds, enabling them to develop academic, interpersonal and technological skills and empower them to achieve their highest potential for adapting to the competitive global society.”

Suggested Reformatted Mission Statement

1. To offer holistic and interactive academic environment to the students from diverse backgrounds.
2. To enable them to develop academic, interpersonal and technological skills and
3. To empower them to achieve their highest potential for adapting to the competitive global society.


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

I] Curricular Aspects

- i. Dr. Ramesh Gaonkar cautioned that the 30 hour certificate course on 'Drafting and Conveyancing' proposed for Alumni may not attract a good response. Later in the meeting, Dr. Maria Fatima D'Souza speaking about the same course opined that drafting is usually done by lawyers and therefore may not be appropriate for our students/alumni. She suggested a more practical oriented course like how to file a FIR etc.
- ii. Dr. Shekar Naik, representative of the Directorate of Higher Education suggested that each teacher evaluate the syllabus of courses he/she teaches, make suggestions regarding the same and forward the same to BOS of the Goa University.
- iii. Courses related to Serving and Table Etiquette and First Aid be made compulsory for both students and faculty. Ms. Sneha Menon suggested clubbing of a number of proposed inter-related talks into short term certificate courses.

II] Teaching, Learning and Evaluation

Dr. Shekar Naik, Representative of the Directorate of Higher Education, opined that the college should adopt an LMS and it is not in the scope of the IQAC to determine which LMS is to be adopted.

III] Research, Innovations and extensions

- i. It was suggested that highlights of any research publications of faculty— title of paper, name of author, abstract with a photo of the concerned faculty be displayed at the entrance board as also uploaded on the college website so as to highlight the fact that research is happening in the Institution.
- ii. Vis-a Vis academic linkages with institutions of higher learning, it was recommended that the College enter into an MOU with Goa Institute of Management and the Agriculture College and also invite these colleges to orient our students regarding the courses offered by their Institutes.

IV] Infrastructure and Learning Resources

- i. It was also suggested that based on requirements, software needed to be installed in the Commerce Lab, be purchased. Training in the use of the Lab will be organised by the Directorate of Higher Education.


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

- ii. IQAC Room: Dr. Ramesh Gaonkar informed the Principal that since the college is going in for NAAC this year, a conference room facility in the college will have to be identified. Dr. Fatima suggested that the room currently being used on three days in a week can be used as the IQAC Room.
- iii. Placement Cell: It was suggested that the Placement Cell of the college be active. It was brought to the attention of the members that whatsapp groups of alumni were already created. Job advertisements were posted on these groups by the admin as also the alumni themselves.
- iv. It was suggested to gather data of employment status of the alumni as also current students
- v. Dr. Shekar opined that there is scope for student of this college to develop startups and the institution should promote the same. Data regarding current students of the college who are into any economic activity be compiled.
- vi. It was also recommended that the webinars on the National Digital Library and Shodhganga proposed by the Librarian be kept open to both staff and students.

VI] Governance, Leadership and Management

It was suggested that the webinar on Mushroom Cultivation listed in the planned activities be given a rethink and other activities could be incorporated.

VII Institutional Values and Best Practices

Ms. Sneha Menon brought to the attention of members present that the Ministry of Ayush is providing grants for herbal gardens for schools and the same can be explored.

Another suggestion that was made was to conduct awareness among the student community on their rights and duties vis a vis issues such as filing of RTI, grievance redressal, domestic violence and redressal mechanisms etc.

Problems faced by the college in respect of non-availability of parking and the relocation of the garbage dump was also discussed in the meeting.

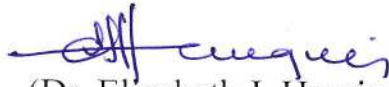
It was suggested by the external members that a group of a few students be given training in skills that the market requires – personality development,

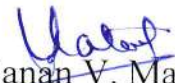

PRINCIPAL
Govt. College Of Commerce & Econ.
RRPDA MARGAO, GOA

etiquette, writing a CV, practical accounting, grooming etc. so that by the end of the academic year they are job ready and get absorbed into the corporate sector.

All efforts towards fruitful realisation of the goals cited in the draft development Plan for the academic year 2020-2021 were assured.

The meeting ended with the convenor thanking all the members present for the meeting.


(Dr. Elizabeth J. Henriques)
IQAD


(Dr. Gajanan V. Madiwal)
PRINCIPAL
PRINCIPAL
Govt. College Of Commerce & Economics
RORDA, MARGAO, GOA

**MINUTES OF IQAC MEETING HELD VIA SKYPE ON
THE 30TH OF MAY 2020 AT 3.00 P.M**

Agenda of the Meeting

Review of activities carried out during the academic year 2019-2020 (Action Taken Report of the IQAC Development Plan 2019-20)

Members Present:

- i. Dr. Gajanan V. Madiwal, Principal, Chairperson
- ii. Dr. Ramesh V. Gaonkar (Sr. Consultant, RUSA, DHE)
- iii. Shri Shankar B. Naik, (Assistant Director, Academics, DHE)
- iv. Ms. Sneha Menon, (Sneha Menon & Associates, Chartered Accountants, Margao -Goa)
- v. Dr. Maria Fatima De Souza, Associate Professor
- vi. Mr. Miguel A.B.P.C. Martins, Associate Professor
- vii. Mr. Siddhesh Kesarkar, College Director of Physical Education
- viii. Mrs. Lily Endro, Assistant Professor
- ix. Mrs. Rupali Sangodkar, Assistant Professor
- x. Ms. Nayana Shanbhag, Head Clerk
- xi. Mr. Vikram Gawade, (General Secy., Student Council)
- xii. Mr. Saish Prabhu, (President, Alumni)
- xiii. Dr. Elizabeth J. Henriques- Associate Professor, IQAC Co-ordinator

The meeting commenced with the Chairman of the IQAC, the Principal Dr. Gajanan Madiwal welcoming the members. He elucidated on the Agenda of the meeting and called upon the Co-ordinator of the IQAC-Dr. Elizabeth J Henriques to read out the report of activities conducted by the college during the academic year 2019-2020.

Dr. Elizabeth Henriques informed that as a prelude to the meeting she had emailed the document detailing the activities/programmes and achievements of the college during 2019-2020 to all the members. She then proceeded to highlight the important activities, achievements as also the areas that could have been improved upon. She highlighted the following:

- ✓ Installation and 100% usage of the smart classroom by faculty and students to improve the learning outcomes.
- ✓ Publications of college and faculty. She however pointed out that there are no publications in Scopus/ or UGC-Care list. This needs to be worked upon.
- ✓ Initiatives taken by the college to create awareness about the college among the students in the neighbouring Higher Secondary.
- ✓ Initiatives towards introducing Learning Management System (LMS) and preparation of lecture plans
- ✓ Organisation of workshops/seminars/skill based courses/talks/personality development programmes etc.


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

- ✓ Introduction of the Business Management Specialisation paper at the Third Year in the coming academic year.
- ✓ Sanction of 12B Status by the UGC to the college
- ✓ Extension activities
- ✓ COVID-19 Initiatives by the NSS unit of the college.

Dr. Fatima D'Souza spoke on the various programmes that were organised by the Commerce department- induction programme; Project Work orientation for Third Year Students; skill based courses; talks etc. She further mentioned that Post Graduate Courses through IGNOU should begin, however the visit of the officials of IGNOU was postponed due to the lockdown. She opined that a regular MCOM course can be started in the college and felt that at least four classrooms could be created out of the Sarva Shiksha Abhiyan premises on the ground floor for the same.

Dr.Madiwal pointed out that we have approval for starting four post graduate courses through IGNOU, subject to the visit by IGNOU officials.

Dr.Madiwal however informed that the proposal for regular MCOM in our college has not been accepted by the Directorate of Higher Education as other colleges in and around Margao are running the same course.

Ms.RupaliSangodkar elaborated on the various cultural activities organised by the Students Council during the academic year – Gumatarti; Carol Singing; Abyudhay etc. Students also participated in various co-curricular activities organised by other colleges.

Mr.Vikram Gawade, the General Secretary of the College while corroborating with Ms.Rupali Sangodkar reiterated the various programmes that were organised by the Students Council in the course of the academic year.

Ms. Lily Endro who heads the Centre for Research and Development Centre of Scheduled Tribe Students spoke of the various activities that this cell has conducted for the benefit of the ST students of the college- Awareness of various schemes for ST community; Skill Based Courses such as Tailoring; Preparation of Snacks; Tally Course; Mushroom Cultivation etc.

Mr.SiddheshKesarkar, the College Director of Sports then mentioned about programmes that were organised involving the alumni and the current students as also intercollegiate Kho-Kho and Women's Control Cricket. He also mentioned about the orientation given to the students by the Indian Air force Officials.

Dr.ShekarNaik, Assistant Director of Higher Education and the DHE representative on the IQAC committee appreciated the activities conducted by the college. He mentioned that he will email his suggestions to the Principal and the IQAC Convenor. He also mentioned that he has to share some suggestions of the DHE which he will do so during the next meeting of the IQAC.

Ms.Sneha Menon complimented the IQAC for documenting the activities carried out by the college based on the College IQAC Development Plan and earlier suggestions made by the


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

IQAC members. She however expressed her concern about the future of the Third Year Students in the light of no examinations being conducted. She also expressed her concern over the low passing percentage of 54% at the Semester V Examinations and wanted to know if there were any particular subjects where the students were weak so that some redressal mechanism could be worked out.


Dr.Madiwal then informed her that the Third Year exams will be conducted and will begin along with the repeat and supplementary examinations from July 2020.

Mr. Miguel Martins, the Convenor then gave a subject –wise breakup of the passing percentage at the Semester V examinations conducted by the Goa University.

Dr. Ramesh Gaonkar, external member of the IQAC informed that due to his busy schedule at the University he could not go through the IQAC Action Taken Report sent to him. He informed that he will convey his feedback and suggestions through email.

Mr.Shekar Naik informed the participants at the meeting that he will convey the success of this virtual meeting to the Director of Higher Education.

The meeting ended with a vote of thanks.


(Dr. Elizabeth Henriques) 16/2020
Co-ordinator-IQAC


(Dr. Gajanan V. Madiwal)
PRINCIPAL

PRINCIPAL
Govt. College of Commerce and Economics
BORDA, MARGAO, GOA.

MINUTES OF IQAC MEETING HELD ON 27/06/2019

The IQAC Convenor welcomed everyone for the meeting. She informed that the DHE has asked for the College Development Plan to be uploaded by the 5th of July 2019. Accordingly, staff members at the earlier meeting were asked to make suggestions as to what activities they propose to conduct in the academic year. Notice was also issued by the IQAC to this effect and the plan was prepared based on inputs received from faculty/ the suggestions made at the IQAC meeting held on 4th May 2019 as also the suggestions made by the Committee which carried out the Administrative and Academic Audit of the college. The draft of the proposed plan was emailed to every staff member for perusal and comments/suggestions. The meeting is basically to finalise and get the approval of faculty for the development plan of the college for the academic year 2019-20.

The development plan was discussed. The following suggestions were made:

- a) Celebrations of birthday should be incorporated as the best practice.
- b) Each teacher should attend workshops and have publications to their credits.

Some additional activities which are proposed, data will be made available to the Convenor on the next day i.e. 28/06/2019. Finally the meeting ended with the approval of all faculty to the Development Plan. It was also decided to email the Development Plan to the external members of the IQAC and seek their comments/feedback and approval before uploading the same on the link provided by the Directorate of Higher Education.



Dr. Elizabeth J Henriques
Convenor- IQAC


Dr. Gajanan V. Madiwal
PRINCIPAL

PRINCIPAL
Govt College Of Commerce & Econo
BORDA, MARGAO, GOA

✓

Minutes of the IQAC Meeting held on the 4th of May 2019 at 1.30 p.m.

A meeting of the IQAC was held on the 4th of May 2019 at 1.30 p.m. at ITI building. The members of the IQAC as also all faculty of the college were present. The Agenda for the meeting was as follows:

1. Review of the academic year 2018-19
2. Plans for the academic year 2019-2000
3. AOB with the permission of the chair

The meeting commenced with the Convenor of the IQAC welcoming the participants. The Principal briefed the members present on the important developments in the college. The faculty in charge of various committees and departments –examinations, NSS, Sports, Commerce department, Economics Department and the Librarian then elaborated on the various activities that were conducted in the current academic year. Dr. Ramesh Gaonkar opined that the activities conducted should be consistent with the requirements under NAAC criteria.

The following suggestions were made, which it was opined, should be a part of the college strategic plan for the academic year 2019-2020.

1. Preparation of the college strategic plan detailing the various activities to be undertaken during the academic year keeping in mind the requirements of the seven NAAC Criteria.
2. Uploading of lecture content by faculty.
3. Use of Smart boards.
4. Submission of research proposals by faculty.
5. Commencement of UG/PG programmes. Make suggestions to the Goa University for starting of new courses. Mention was made of the bridge course in accountancy that was suggested by the college to the Goa University but did not get approval of the Commerce BOS.
6. A month long Internship programme for S.Y.B.Com students before they admit themselves to T.Y.B.Com. The internship should be scheduled during the summer vacation. This was a suggestion by Sneha Menon, C.A. It was also suggested to diversify the internship to give more exposure to the students to sales, accounting, management etc.

7. Organisation of programmes related to personality development and soft skill development.
8. Obtain feedback of syllabus from industry and based on the analysis of the same recommendations be made to the university.
9. Orientation Programme to students on scholarships to be held.
10. The NSS should collaborate with other organisations like the Lions Club and start a drive of planting flowering plants alongside the Sonsodo Garbage treatment plant to dull the bad odour.
11. Questionnaire for teacher feedback by students to be constructed by the IQAC.
12. Alumni Tracking: Whatsapp groups to be formed. Details such as Phone Nos., Email Ids., to be maintained.
13. Merging of various committees constituted at the commencement of the academic year so as to reduce their number and improve their efficacy.
14. An orientation programme for FY students to be conducted by Shri. Shekar Naik, IQAC member at the start of the academic year.


(Dr. Elizabeth J Henriques)
IQAC Convenor


(Dr. Gajanan V. Madiwal)
Principal
PRINCIPAL
Govt. College Of Commerce & Economics
BORDA, MARGAO, GOA

Minutes of Meeting held on the 30th of July 2018 in the College Seminar Hall

A meeting of the officials from the Directorate of Higher Education was held with the staff of the Government College of Commerce and Economics, Borda to discuss the setting up of smart classrooms in the college. Present from the Directorate were the Director of Higher Education, Shri Prasad Lolayekar, the Deputy Director-Dr. George Amballoor, Assistant Director- Shekar Naik, Dr. Sameer Sahasrabudhe, Dr. Ramesh Gaonkar and two others.

The meeting began with introductory remarks by the Director of Higher Education who informed the members present about the purpose for convening the meeting.

Dr. Sameer Sahasrabudhe, Faculty of the IIT Bombay sought information from the teaching faculty with respect to the teaching methods/techniques employed by them – use of boards or LCDs. He also enquired about the seating arrangements done in the case of group discussions conducted in the classroom. It was communicated to him that staff of the college use both the traditional black board as also LCD Projectors for delivery of lectures. The seats in the class are adjusted/shifted to suit a discussion mode of teaching whenever necessary. A few of the faculty expressed their difficulty in using Projectors in their courses such as Mathematics and Accountancy. It was however clarified that technology can also be employed to deliver lectures in these subjects.

Dr. Sameer Sahasrabudhe also spoke of the importance of flip classrooms where the underlying objective is to minimize effort and maximize outcomes.

He also emphasized the need for quality teachers in the context of use of smart classroom. Teachers were asked to contribute to Open Educational Resources (OERs) where the format of the lectures could be PPTs, pdf or videos. Active learning techniques could also be employed.

In response to a query as to how easy would it be for students from an academically weak profile to adjust to smart classrooms, Dr. Sahasrabudhe citing his experience opined that initially not all students may respond to the requirements of smart classroom teaching but in time, they will become active participants.

- 1 -


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

The existence of working students on the roll call of the college was also taken note of and the Director suggested the conduct of remedial classes for them which could then be cited as a best practice in the NAAC report.

The Director also sought to know how many of the faculty members were doctorates, how many had submitted their pre-synopsis and how many were yet to register and also sought to know the reasons for their non-registration.

Dr. Sahasrabudhe sought to know how many of the faculty had enrolled for an online course. He informed the staff present of a three week online course he and his colleagues have designed "Designing Learner Centric Moocs," registration for which begins on the 2nd of August and which can be accessed on iitbombayx.in

Elaborating on the course content, he explained how the course would benefit the learner in creating online courses of his/her own. The Director sought to know if any staff were ready to register for the course.

Mr. Miguel A.B.P.C. Martins, Associate Professor of Mathematics, Dr. Dinesh Velip, Assistant Professor of Environmental Science and Dr. Elizabeth J Henriques, Associate Professor of Economics expressed their willingness. The Director as an incentive told the Principal to provide one day off in a week for the duration of the course to the three staff who are registering for the same.

The meeting commenced at 3.00 pm and ended at 4.45 pm.


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

Minutes of the IQAC Meeting held on the 30th of April 2018 in the Seminar Hall

The IQAC of the college called for a meeting of the staff members in order to discuss the necessary quality initiatives that need to be introduced in the college in keeping with NAAC requirements.

The Convenor of the IQAC informed the staff present that the college intends going in for NAAC Accreditation when the window opens in June 2018. She sought suggestions from the faculty with respect to the initiatives that can be introduced which would enable the college to comply with NAAC requirements as also improve the quality of the teaching-learning process in the college.

Although the classrooms were ICT enabled, in order to improve the teaching-learning experience and introduce participative and collaborative learning, it was suggested that the college make a representation to the Directorate of Higher Education to convert all of the nine classrooms into smart classrooms.

As a quality initiative, it was suggested that the Academic and Administrative Audit needs to be carried out. All documentation for the same needs to be kept ready by the staff. This AAA should be carried out by the Directorate of Higher Education and a request for the same should go from the college office immediately.

It was noted that students were complaining about the non-availability of wi-fi facility on campus. There was also a problem with connectivity. The present Jio connection was not too useful. It was therefore suggested that a dedicated BSNL Internet Line be installed.

There were at present no mechanisms available to dispose off e-waste. Although at present the college has no e-waste generation but in the future this problem will need to be addressed. It was suggested that some arrangement needs to be made either with the Goa State Pollution Control Board or any other organization where the college e-waste can be disposed off productively. A green audit also needs to be carried out.


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

✓

It was brought to the attention of those present that the college is now into its eighth year and till date no audit of accounts whether internal or external has been carried out. A request to do the same needs to be made to the DHE.




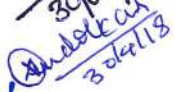


The convenor of the IQAC suggested that this time besides the students feedback of teachers, feedback should also be taken from the parents, teachers and students regarding the curriculum.

It was also suggested that for the purpose of checking plagiarism, enquiry of availability and cost of Urkund software should be done. A Suggestion to install solar panels for energy generation was also made.

It was also suggested that the college put in place some mechanisms for rain water harvesting. A sanitary pad vending machine should also be made available in the washrooms for the benefit of girl students.

The meeting ended with the convenor of the IQAC thanking the faculty members.

MEMBERS PRESENT:

1. Dr. Gajanan V.Madiwal (Principal) 
2. Dr. Elizabeth J Henriques 
3. Ms. Arya Prabhudessai 
4. Ms. Vinita Kandolkar 
5. Mrs. Anju Bhale 
6. Mrs. Meena Bhende 


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