

MINUTES OF THE IQAC MEETING HELD ON 5th OF JUNE 2023

A meeting of the IQAC was held on the 5th of June 2023 2.00 p.m onwards in the college seminar hall. The agenda of the meeting:

1. NAAC Accreditation
2. Plan of activities for the forthcoming academic year 2023-2024
3. Admissions
4. AoB

The Principal Prof. (Dr.) Filipe Rodrigues e Melo welcomed the staff and external members present for the meeting.

Minutes of the last meeting were read and approved.

The following members were present for the meeting:

1. Prof.(Dr.) Filipe Rodrigues e Melo (Principal)
2. Dr. Fatima De Souza
3. Mr. Miguel A.B.P.C. Martins
4. Mrs. Rupali Sangodkar
5. Mrs. Lily Endro
6. Mrs. Vinita Kandolkar
7. Ms. Nayana Shanbhag
8. Ms. Nerita Coutinho
9. Dr. Ramesh Gaonkar
10. Mr. Shekar Naik
11. Dr. Elizabeth Henriques (IQAC Coordinator)

NAAC Accreditation: A comprehensive review of the accreditation status was presented, reflecting the culmination of dedicated efforts. Gratitude was extended to the external members of the IQAC whose unwavering support significantly contributed to the successful NAAC process. The IQAC Co-ordinator informed the members present that the college had secured an A Grade with a CGPA of 3.12. process. Prof. Ramesh Gaonkar, Mr. Shekar Naik as CA Sneha Menon congratulated the staff and the students for the excellent NAAC Grade.

NEP: The IQAC Convenor informed the participants that the college will be implementing the NEP from the forthcoming academic year in a phased manner. The structure and courses to be offered by the college have already been decided upon from the choice of courses provided by the Goa University. The college will be offering courses as specified by the Goa University under the NEP structure offering a choice of courses in the Multidisciplinary/ SECs and VAC courses. The same have been communicated with the DHE which was monitoring the implementation of the NEP. It was also informed that the IQAC took the initiative of organizing two meetings wherein the staff discussed, deliberated and finalized the courses to be offered at the F.Y.B.Com under NEP. It was informed that the NEP will be introduced in a phased manner starting from 2023-2024.

ATR: NEP Nodal Officer & IQAC Co-ordinator

Sr. No.	Committee/Cell/dept	Title of the Course
1.	Department of Economics	TCS Ion Professional Edge
2.	Department of Commerce (Coordinated)	YEP Programme
3.	Dept of Economics	30 Hour Course in Digital Marketing and Website Development
4.	College counsellor/English Faculty	30 hours certificate course in BUILDING SELF-IMAGE
5.	NSS	30 Hour Course in Devnagri Typing
6.	Department of Commerce and Skill Development Cell	30 hours Certificate course in Fintech
7.	Department of Commerce and Skill Development Cell	30 hours Certificate course in Tally
8.	Dept of Commerce	30 Hours Certificate Course in Specialized Accounting
9.	Department of Commerce	Fintech Course
10.	Department of Economics	Introduction to Mutual Funds

Plan of activities for the academic year 2023-2024

The IQAC Co-ordinator informed the members present about the various activities proposed for the forthcoming academic year. She informed that a total of ten 30 Hour Short term courses were proposed. She read out the list of Short- Term Courses proposed.

The members present gave their approval for the conduct of the short term courses. It was also decided that more courses could be added in due course.

The IQAC Co-ordinator also detailed the other activities such as FDPs/Workshops/Seminars/Talks etc. that the faculty proposed to organize in the forthcoming academic year 2023-2024.

ATR: Faculty Members/Departments

Admissions:

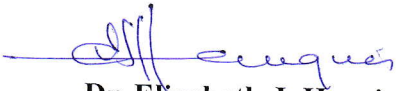
Several suggestions were made with a view of improving the enrollment in the college. It was suggested that the teachers approach the HSSCs and create awareness among the 12th standard students about the college. It was pointed out that this exercise was already done by the members of the Admission Committee who had visited several HSSCs in Margao and neighboring villages. The Principal Prof. Filipe Rodrigues e Melo suggested that flyers be created and dispatched to the newspaper vendors for circulation in the vicinity. This suggestion was accepted.

ATR: Admission Committee

AOB: Prof. Ramesh Gaonkar informed that post NAAC Accreditation, the college will have to now submit the AQAR online. Timelines to submit should be adhered to.

ATR: IQAC Co-ordinator.

The meeting ended at 3.30 p.m with the IQAC Co-ordinator proposing a Vote of Thanks.



Dr. Elizabeth J. Henriques
IQAC Coordinator



Prof.(Dr.) Filipe Rodrigues e Melo
Principal

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MINUTES OF IQAC MEETING HELD ON 22/5/2023

Date of Meeting: 22/5/2023

Time: 9.30 a.m onwards

Participants: Permanent Teaching Faculty of the College

Agenda: To discuss and finalize the courses to be offered by the college under the NEP

A meeting of the permanent teachers was convened as a follow-up to the online meeting held of 2023. The Directorate of Higher Education had sought the list of courses that the college would be offering at Semester I and Semester II to be emailed to the DHE latest by 5.00 p.m on the 22nd of May 2023.

The meeting began at 9.30 a.m. Discussions ensued. Dr. Fatima De Souza the NEP Co-ordinator of the College displayed the programme structure with the tentative courses that the college should offer on the smart board. Discussions followed. The staff present voiced their opinions. It was decided to offer Mathematics and Computer Science as SEC papers in Semester I and 2 with a cap of 40 students thereby allowing for 2 batches for practicals in order to ensure the required workload. Economics was to be opted as a Multidisciplinary Course. The Commerce papers to be offered as major, minor, SEC and papers to be offered under VAC were also determined.



Based on instructions received from the Principal, an alternative Plan Structure was also created wherein Mathematics and Computer Science were to be offered as Multidisciplinary Papers. It was decided that a total of 3 SECs will be introduced of which Two batches(40 Students) in the SEC – Startups and Innovation were allotted to the Economics Dept. It was also agreed upon that the two TY Projects were to be guided by the Economics Faculty.

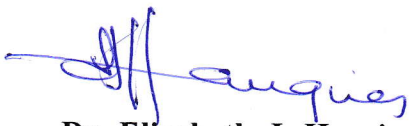
Courses to be offered in the Major, Minor and VAC were detailed. The Major and Minor Courses were from Commerce.

The following Permanent Teaching Faculty of the College participated in the meeting.

1. Dr. Maria Fatima De Souza
2. Mr. Miguel Martins
3. Dr. Elizabeth J. Henriques
4. Dr. Kissan Gauns Dessai
5. Ms. Lily Endro
6. Ms. Tanvi Shenoy

ACTION TAKEN REPORT

The structure and Course list was prepared keeping in mind the interests of the institution and workload considerations. Later, a soft copy of the prepared document was emailed to the DHE with a Copy to Dr. Mahadev Gawas, SCERT. Both Plans were also whatsapped to the Principal, Prof. Tilve and Dr. Mahadev Gawas, from the Directorate of Higher Education.



Dr. Elizabeth J. Henriques
IQAC Co-ordinator



Prof. (Dr.) Filipe Rodrigues e Melo
Principal

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**MINUTES OF IQAC MEETING WITH TEACHING STAFF IN ONLINE
MODE ON THE 19TH OF MAY 2023**

Date of Meeting: 19/5/2023

Time: 8.30 p.m onwards

Mode: Online

Participants: Permanent Teaching Faculty of the College

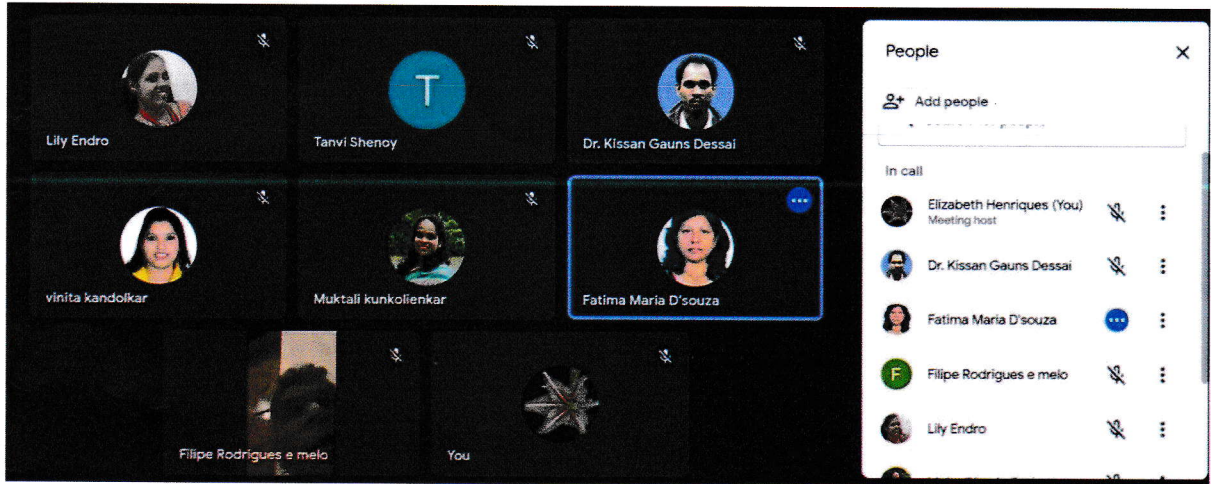
Agenda: To discuss the NEP Structure/Courses to be adopted in the college.

In light of the NEP being introduced in the HEI in Goa from the Academic year 2023-2024, an online meeting was scheduled on the 19th of May 2023 to discuss about the same and more specifically to determine the list of courses to be offered for Semester I and II.

At the meeting, the Principal at the outset explained in detail the structure of the NEP and also explained the status of its implementation by Goa University. He informed that the NEP will be introduced from the forthcoming academic year and the college will have to decide upon the courses to be offered at Semester I and Semester II. He communicated that he was instructed to inform us that our college would adopt the structure followed by Damodar College, wherein in Semester I, Mathematics and Computer Science would be offered as a Multidisciplinary Paper and Start Ups and Incubation, an SEC would be allotted to Economics. English would be the AEC paper and the courses that would tentatively be selected from the VAC list were also mentioned. However, the meeting was inconclusive and it was decided that the permanent faculty should meet offline on the 22nd of May 2023 to deliberate, discuss and finalise the structure of the UG Programme to be offered by our college under the NEP.

The meeting was attended by Prof. Filipe Rodrigues e Melo-Principal, Dr. Maria Fatima De Souza, HoD of the Commerce Department, Dr. Elizabeth J. Henriques, HoD of the Dept of Economics and the IQAC Co-ordinator, Mr. Miguel Martins- Associate Prof of Mathematics; Dr. Kissan Gauns Dessai, Assistant Prof. of Computer Science; Ms. Lily Endro, Ms. Vinita Kandolkar, Ms. Mukтали Cuncolienar- All Assistant Professors of Commerce.


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Action Taken:

An IQAC meeting with staff has been scheduled on the 22nd of May 2023 for further deliberations and finalization of course structure to be implemented in the college.

Dr. Elizabeth J. Henriques
IQAC Co-ordinator

Prof.(Dr.) Filipe Rodrigues e Melo
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Minutes of IQAC Meeting held on 3rd August at 2.00 p.m.

The IQAC Meeting began with the IQAC Director Dr. Elizabeth J. Henriques welcoming the attendees. Present at the meeting were the faculty who are members of the IQAC, Dr. Ramesh Gaonkar, Dr. Shekar Naik and Ms. Sneha Menon, Mrs. Jhansi Pires, the PTA President (External IQAC Members). Prof. Nadaf from the Directorate of Higher Education also attended the meeting. The meeting was chaired by the Principal, Prof. Gajanan V. Madiwal.

The Agenda discussed at the meeting included:

1. Action Taken Report for the Academic Year 2021-2022
2. Plan of activities for the current academic year 2022-2023
3. Update on NAAC
4. AOB with the permission of the Chair.

The Principal, Prof. Gajanan V. Madiwal, welcomed the members and informed them about the submission of the SSR. He thanked Dr. Ramesh Gaonkar, and the DHE team led by Dr Shekar and Prof. Nadaf, for their valuable inputs during the process.

The NAAC Director informed the members present that the Action Taken Report for the Academic Year 2021-2022 was emailed to the staff as also all members of the IQAC. Ms. Sneha Menon pointed out that a few activities are reported twice in the ATR. The IQAC Director informed that the replicated entries will be deleted. It was also decided to upload the finalized College Annual Development Plan and Action Taken Report on the College Website.

With respect to the second point on the Agenda, Dr. Elizabeth mentioned that the document is yet to be completed as plan of activities from some faculty/in-charges are awaited. Suggestions made at the meeting by members will also be incorporated in the Annual Development Plan of the College for the Academic Year 2022-2023.

The Principal, Prof. Gajanan V. Madiwal then elaborated on the progress of the College with respect to NAAC. He brought to the attention of those present that the College had uploaded the Self Study Report and 23.36% of our students had already responded to the Student Satisfaction Survey. He then called upon Dr. Gaonkar to guide us on the further NAAC Process. Dr. Gaonkar, congratulated the Principal and the NAAC team on the submission of the SSR and said that now the data validation process will begin. The team doing the validation is very strong technically, academically, and professionally and is very transparent, he added.

The IQAC team made suggestions keeping in mind the NAAC team visit. Dr. Gaonkar said that the College should work on the approach road to the entrance, and also the interaction space for the team should be allocated. He informed the members that after the Principals presentation


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there will be an interaction with the NAAC team members. The team could then visit the Library, IT Lab, the Commerce Lab, and the Administrative section. Answering a query raised by Dr. Elizabeth, Dr Gaonkar replied that the Librarian and all the one-man departments of Computer Science, Mathematics, and English should be prepared with their presentations. The office might expect questions on the service book of employees, salaries etc.

Prof. Nadaf mentioned that the College should be ready with a Plan A and Plan B and also have a hard copy of the PowerPoint presentation in case of power failure. He also mentioned that the Principal can speak about the College preparedness for NEP 2020. He suggested that the criteria incharges should once again make a presentation of the SSR where all faculty are present.


Ms. Sneha Menon suggested that during the presentation the focus should be on our student population and their economic background. She also added that the signages in the College should be visible to an outsider. She informed that prior to the NAAC team visit she will be available for any other inputs needed.

Dr. Shekar suggested that the POs and PSOs should be displayed in the College campus and website of the college. He was informed that this was already done.

It was decided to form a Committee List keeping in mind the NAAC Team Visit and the requirements thereof.

The external members of the IQAC provided guidance to the faculty on preparations for the NAAC Peer Team Visit.

The Meeting ended at 4 pm. After which the IQAC external members went around the campus to take a look at the facilities in the College campus.



Dr. Elizabeth J. Henriques

IQAC Director



(Prof. Gajanan V. Madiwal)

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