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**GOVERNMENT COLLEGE OF ARTS, SCIENCE & COMMERCE, SANQUELIM,
GOA**

**MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL OF
THE COLLEGE HELD ON 4th AUGUST, 2020 AT 10.00 A.M. IN THE IQAC ROOM**

The meeting of Internal Quality Assurance Cell of the College was held on 4th August, 2020 at 10.00 a.m. in the IQAC Room.

The agenda for the meeting was as follows :

1. Confirmation of the minutes of the previous meeting
2. Gap Analysis and Institutional Development Plan
3. A.O.B.

At the outset, the Principal Prof. Gervasio S.F.L. Mendes welcomed the members of the Internal Quality Assurance Department present for the meeting.

The following points were deliberated upon :

1. **Confirmation of the minutes of the previous meeting:** The Principal took a review of the minutes of the meeting of the Internal Quality Assurance Cell held on 29th April, 2020 and informed the house about the action taken at various levels.

The minutes of the previous meeting were confirmed thereafter.

Proposed by Mr. Sharat Jamkhandi and seconded by Mr. Ashok Chodankar.

2. **Gap Analysis and Institutional Development Plan :** The members of the Internal Quality Assurance Cell discussed on the availability of infra-structure, facilities, systems and procedures and found out the shortfalls. Gap analysis was done to overcome the same and the Institutional Development Plan was drawn. A chart was prepared comprising description of the target activity/outcomes to be achieved, the time-frame for the target/outcomes to be achieved, Faculty/Committee to whom the responsibility could be assigned and requirement of resources. It was decided to carry out the following tasks :

- Prepare common template for feedback to be taken from stakeholders.
- Audits (Financial, Administrative, Academic, Green, Energy, Environment, Waste, Water) to be done.
- Drafting of a) Annual Gender Sensitization action plan b) Research Promotion Policy c) Citizen's Charter
- Formulating Course outcomes, Programme outcomes and Programme Specific Outcomes
- Conduct of Diploma Courses, job oriented add-on courses and value added courses
- Setting up of Incubation Centre and initiating start-ups
- Motivating the Staff to undertake Research Projects
- Strengthening ICT facilities for all departments
- Fully automated administration
- Constitution of Advisory Committee

- Introducing alternate sources of energy : Solar Panels, Bio-gas plants etc.
- Facilitation of sensor-based energy conservation, Power wheeling to the grid to be undertaken for conservation of energy
- Roof-top rain water harvesting, ground water recharge, construction of tanks, waste water recycling, water distribution system in the campus
- Construction of pedestrian-friendly pathways
- Strong room for examination
- Construction of special toilets for transgender

3. A.O.B.

After due deliberations on the points in the agenda, since there was no other matter scheduled for discussion, the meeting ended with closing remarks by the Principal at 12.25 p. m.

(Dr. Soniya Sirsat)
Director, IQAC

(Prof. Gervasio S. F. L. Mendes)
Principal and Chairperson, IQAC

Seen:

(Mr. Anil Karambelkar)
Vice Principal, Member, IQAC

(Mr. Ashok Chodankar)
Member, IQAC

(Dr. Shankar Naik)
Representative of DHE
Member, IQAC

(Mr. Sharat Jamkhandi)
Member, IQAC

seen

(Mr. Nilesh Natekar)
Member, IQAC

seen

(Dr. Vaibhav Chindarkar)
Member, IQAC

(Dr. Vanita Patil)
Member, IQAC

(Ms. Preethi Pednekar)
Member, IQAC

(Mr. Brian D'Souza)
Member, IQAC

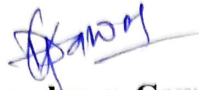
(Mr. Ramray Gaonkar)
Office Superintendent, Member, IQAC

(Mr. Amey Parkar)
General Secretary, Member, IQAC

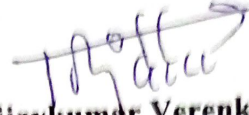
Mr. Arjun Talavnekar
Accountant, Member, IQAC

(Ms. Rakshita Gawande)
Ladies' Representative, Member, IQAC

(Mr. Sachin Karpe)
Representative from Alumni
Member, IQAC



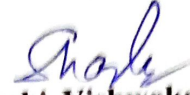
(Dr. Dnyaneshwar Gawas)
Representative from Industry
Member, IQAC



(Mr. Vijaykumar Verenkar)
Representative from local society
Member, IQAC



(Mr. Vithal Sukhathankar)
Faculty of Goa Institute of Management
Member, IQAC



(Mr. Shashi Vishwakarma)
Vice Chairperson, PTA,
Ex-officio Member, IQAC

Date : 4th August, 2020

Meeting minuted by : Dr. Soniya Sirsat
Director/Co-ordinator, IQAC