

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

**MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL OF
THE COLLEGE HELD ON 27th APRIL, 2019 AT 11.00 A.M. IN THE MEETING ROOM
OF INTERNAL QUALITY ASSURANCE CELL**

The meeting of Internal Quality Assurance Cell of the College was held on 27th April, 2019 at 11.00 a.m. in the meeting room of Internal Quality Assurance Cell.

The agenda for the meeting was as follows :

1. Confirmation of the minutes of the previous meeting
2. Review of the initiatives taken by Internal Quality Assurance Cell
3. Plan of action for the forthcoming academic year
4. A.O.B.

At the outset, the Principal Dr. Gervasio S.F.L. Mendes welcomed the members of the Internal Quality Assurance Cell present for the meeting. The following points were deliberated upon :

- 1. Confirmation of the minutes of the previous meeting :** The Principal had a quick review of the minutes of the Internal Quality Assurance Cell meeting held on 30th January, 2019 and informed the house about the action taken at various levels. Proposed by Mr. Sharat Jamkhandi and seconded by Mr. Ashok Chodankar.
- 2. Review of the initiatives taken by Internal Quality Assurance Cell :**
 - A.** The Principal stated that the College is appearing among the top 150 Colleges in India as per NIRF 2018-19 Ranking Survey. He congratulated the members of the staff for the valuable services rendered to take the College to new heights. The Principal appreciated the work done by the NIRF Committee headed by Dr. Vanita Patil. He appreciated the support extended by the Heads of the departments and other teachers of all three streams and the administrative staff in furnishing the required data promptly.

The Principal stated that the Session on 'NIRF' by Dr. Shankar Naik, Assistant Director, Directorate of Higher Education, Government of Goa for the faculty members of the College organized by the Internal Quality Assurance Cell on 29th September, 2018 helped to a large extent and geared the whole team to achieve the success.
 - B.** The Internal Quality Assurance Cell felt that the Student and Faculty Development Programme, (a Three Day Intensive Workshop) titled 'A.S.P.I.R.E. for Excellence' organized for the faculty, the administrative staff and the students in collaboration with the Directorate of Higher Education, Government of Goa from 15th to 17th February 2019 was of great help in boosting up the potentials of the participating students and the faculty. 104 members of the teaching and administrative staff and 513 Students of UG and PG Programmes of the College attended the Workshop.



- C. The Principal stated that an 'Open Day' organised by the Science Association in collaboration with the College Higher Secondary Educator's Interface Committee on 1st March, 2019 for the students and teachers of Higher Secondary Schools has established a link between the College and Higher Secondary Schools. The Students also got an exposure to a large extent.
- D. The Principal appreciated the initiative taken by the Post Graduate Department of Economics to organise an Inter-disciplinary National Conference on 'Issues and Challenges of Social Sector for Sustainable Development' in association with the Directorate of Higher Education, Government of Goa on 1st and 2nd March, 2019.
- E. The Principal also appreciated the pro-active initiative of the Internal Quality Assurance Cell in conducting a Training Programme for the teachers to provide comprehensive understanding of the usage of Smart and Virtual Classroom installed in the College. The Training Programme was conducted in association with the Directorate of Higher Education, Government of Goa from 12th to 15th March, 2019.
- F. The Principal mentioned that some teachers of the College were deputed for the Master Class V, of the Master Classes Series, on the topic, 'Holistic Teaching using Neuro-Linguistic Programming' by Dr. D. H. Rao, organised by the Directorate of Higher Education, Government of Goa in association with the State Project Directorate of Rashtriya Uchchar Shiksha Abhiyan (RUSA) at Sanskruti Bhavan, Panaji on 25th March, 2019. The Internal Quality Assurance Cell took the opportunity and conducted a session in the College for the benefit of other teachers in association with the Directorate of Higher Education, Government of Goa on 27th March 2019. Dr. Sonia Sirsat, Director, Internal Quality Assurance Cell who was one of the teachers deputed for the Master Class V who took the initiative in this regard.
- G. Plan of action for the forthcoming academic year :** The Internal Quality Assurance Cell suggested that the College should take up following academic measures to improve upon the system :
- Developing a mechanism for the creation of Semester-wise Lecture Plans by each Faculty, Uploading the Lecture Plans on College Website so that Lecture Schedules are available to the students at the beginning of the Semesters.
 - Introduction of at least Certificate/ Diploma Courses (Approved by Goa University/BoS) by each Department.
 - Identification and preparation of contents for possible new Course/Programme (at least one) by the College and communicating it to Goa University and Higher Authorities for approval.
 - Introduction of Value Added Courses imparting transferable and life skills (At least one by each Stream)
 - Design of separate questionnaires, receive and analyze feedback from Parents, Employers, Alumni and Teachers.

- Teachers to progressively use ICT for effective teaching with the existing Learning Management Systems (MOODLE), E-learning resources etc.
- Developing a mechanism to monitor the use of ICT by teachers for effective teaching with Learning Management Systems (MOODLE), E-learning resources etc.
- Upgradation and full utilization of the existing LMS(MOODLE).
- Display of Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution on the website of the College
- Designing the questionnaire for Student Satisfaction Survey (SSS) on overall institutional performance. Analyze the data received from the students.
- Organization of workshops/seminars on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices
- Creation of a College Research Cell to encourage teachers and students to perform high quality research and publish the same in Prestigious Journals/Conferences, and assist the College/Departments to have its/their own Research Journals
- Creation of a Research Bulletin Board at the entrance of the College/Department displaying the abstracts of the papers published by the teachers of the College.
- At least one each of Student exchange and Faculty exchange programme with the neighboring Colleges/ Higher Secondary Schools/ High Schools
- Creation of Laboratories wherever required
- Implementation of Library Management System
- Establishment of Internet Center for students
- Upgradation of Internet Bandwidth
- Organization of workshop on e-Content generation
- Introduction of capability enhancement and development schemes
- Guidance for competitive examinations and career counselling
- Each Department to invite at least one organization to college campus for placement
- Departments to have orientation programmes for students on higher education opportunities in their discipline(subject)
- Orientation about SET/NET for all PG Students
- Sports Department to organize inter-collegiate level events
- Installation of MIS for the College
- Analysis of the prescribed syllabus by the departments and providing feedback/suggestion in improvement in the syllabus to Goa University
- Organization of training programmes (Computerized Accounting, Computer Basics) for non-teaching Staff of the College
- Financial Audit, Administrative and Academic Audit(Both by DHE & Internal Audit)
- Installation of Solar Panels



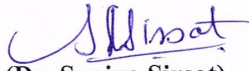
**Action : The Internal Quality Assurance Cell
and the faculty members**

H. A.O.B. : Since there was no matter to discuss, the meeting ended with the closing remarks by the Principal at 12.15 p.m.



(Mr. Anil Karambelkar)

Vice Principal



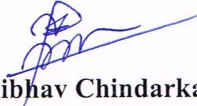
(Dr. Soniya Sirsat)

Director, IQAC



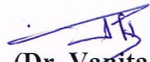
(Mr. Sharat Jamkhandi)

Member, IQAC



(Dr. Vaibhav Chindarkar)

Member, IQAC



(Dr. Vanita Patil)

Member, IQAC



(Dr. Shankar Naik)

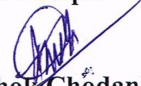
Representative

Directorate of Higher Education



(Dr. Gervasio S. F. L. Mendes)

Principal



(Mr. Ashok Chodankar)

Member, IQAC



(Mr. Nilesh Natekar)

Member, IQAC



(Mr. Sachin Karpe)

Member, IQAC



(Mr. Avinash Patil)

Member, IQAC

Date : 27th April, 2019

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