

**GOVERNMENT COLLEGE OF ARTS, SCIENCE AND COMMERCE, SANQUELIM, GOA**  
**MINUTES OF AN EXTRA-ORDINARY MEETING OF INTERNAL QUALITY ASSURANCE**  
**CELL OF THE COLLEGE HELD ON 2<sup>nd</sup> DECEMBER, 2019 AT 9.45 A.M. IN THE MEETING**  
**ROOM OF INTERNAL QUALITY ASSURANCE CELL**

An extra-ordinary meeting of Internal Quality Assurance Cell of the College was held on 2<sup>nd</sup> December, 2019 at 9.45 a.m. in the meeting room of Internal Quality Assurance Cell.

The agenda for the meeting was as follows :

1. Organisation of International Conference, 'T4E' from 9<sup>th</sup> December to 11<sup>th</sup> December, 2019
2. Proposal to organise One-Day Intercollegiate Mathematics Event
3. Programme on awareness of the Constitution and Campaign against Immoral Trafficking, by Legal Services Authority
4. Programme on Organ Donation Campaign by Goa Institute of Management, Sankhali
5. Issue regarding International Students
6. Submission of six monthly reports and minutes of the meetings by the teachers
7. Improvisation of filing system
8. Sprucing up of the College Campus
9. NIRF
10. 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 :

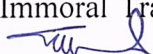
1. **Confirmation of the minutes of the previous meeting:** The Principal had a quick review of the minutes of the Internal Quality Assurance Cell meeting held on 12<sup>th</sup> November, 2019 and informed the house about the action taken at various levels. Proposed by Mr. Nilesh Natekar and seconded by Dr. Vaibhav Chindarkar.
2. **Organisation of International Conference, 'T4E' from 9<sup>th</sup> December to 11<sup>th</sup> December, 2019 :** The Principal briefed the members of the Cell about the duties allocated to them under various committees constituted for the organisation of International Conference, 'T4E' from 9<sup>th</sup> to 11<sup>th</sup> December, 2019 in collaboration with Goa University, Directorate of Higher Education, Government of Goa and IEEE.

**Action : The Internal Quality Assurance Cell**

3. **Proposal to organise One-Day Intercollegiate Mathematics Event :** The Principal informed the house about the proposal received from the Department of Mathematics for organizing One-Day Intercollegiate Mathematics Event, 'Math Wars/Math Mania for students. The Cell studied the proposal and gave due consent for the same.

**Action : The faculty members of Department of Mathematics**

4. **Programme on awareness of the Constitution and Campaign against Immoral Trafficking, by Legal Services Authority :** The Principal informed the house that the Secretary, North Goa District Legal Services Authority, Panaji has approached the College to partner in organizing an awareness programme with regard to Fundamental Duties under the Constitution and on Immoral Trafficking. The beneficiaries of the talk



would be staff and students. The members of the Cell accepted the proposal of partnering in organizing the said programme.

**Action : The Internal Quality Assurance Cell**

5. **Programme on Organ Donation Campaign by Goa Institute of Management, Sankhali** : The proposal received from Goa Institute of Management to organise awareness campaign pertaining to Organ Donation was placed for discussion. The members decided to organise the said programme in collaboration with GIM. The College Student Induction Programme Committee would execute the proposal.

**Action : The Internal Quality Assurance Cell and Student Induction Programme Committee**

6. **Issue regarding International Students** : It was decided to forward the request received from Kibirege Moses Wiseman international student studying in S.Y.B.Sc. to the Hon'ble Vice Chancellor of Goa University to condone his absence for Semester III and permit him to appear for the special exams scheduled in May/June 2020.
7. **Submission of six monthly reports and minutes of the meetings by the teachers** : It was resolved to remind the teachers to submit the six monthly reports of the activities conducted under various Committees/Cells/Clubs/Departments and minutes of the meetings.
8. **Improvisation of filing system** : The filing system in the College office was discussed. It was decided that the filing system must improve in order to ensure that the files/documents are easily retrieved whenever required. The office Superintendent and the Accountant would be suitably instructed in this regard.

**Action : The office Superintendent and the Accountant**

9. **Sprucing up of the College Campus** : The Principal stated that we need to provide a better ambiance to our students for which it is essential to spruce up the Campus by way of displaying posters carrying valuable messages, improving upon landscaping and gardening etc. He placed before the Cell the proposal received by Samruddhi Nursery with regard to landscaping and gardening. In principle approval was given by the Internal Quality Assurance Cell for these initiatives.
10. **NIRF** : The Principal briefed the house about the application submitted to NIRF. Dr. Vanita Patil informed the house about the areas in which College needs to improve in order to score high in particular parameters.

11. **A.O.B.** : In order to streamline the preparedness of the College for the next cycle of accreditation by the NAAC, the 'NAAC TEAM' was formed comprising members of the Cell. The concerned members were assigned the responsibility of heading various committees for the Criterias included in the Self Study Report. The members were instructed to ensure that all the minute details falling under the category/sub category assigned to them are well documented. Furthermore, they were instructed to go through



the SSR of the last accreditation of the College, the recommendations therein and other SSRs of other top accredited Colleges in India and work out strategies to ensure a better working of the College keeping our prime stakeholders in mind.

**Action : The faculty members**

The Principal informed the house that the India Post Payments Bank wishes to interact with our students and motivate them to open paper free account with zero balance. This gesture being eco-friendly and with a potential to cultivate the habit of saving, the Cell thought that such proposals should reach to the students. It was resolved to invite the officers to address the students during College Mela in December 2019 and then to open temporary counters to open the accounts in January 2020.

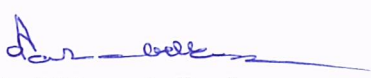
**Action : The Internal Quality Assurance Cell**

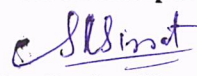
The Principal mentioned that the GDP Foundation has approached the College to register as 'GDP Partner' on their website. GDP promises to provide live projects in research operations to the faculties and students. It intends to offer challenging opportunities to build 'Social start ups' for the students. It also offers mentorship to the UG/PG students for their career development. The Principal and the members of the Internal Quality Assurance Cell felt that the College should partner with the said Foundation in the larger interest of the students.


**Action : The Internal Quality Assurance Cell**

It was resolved to induct Mr. Brian D'Souza, Assistant Professor in Mathematics in the Internal Quality Assurance Cell as the representative of teachers teaching Post Graduation Programmes, Ms. Preethi Pednekar, Associate Professor in Zoology as the incharge of ISO Committee and Dr. Dnyaneshwar Gawas, General Manager, Centre of Excellence, Process Research Department, Unichem Laboratories Limited, Pillern as Industry Representative.

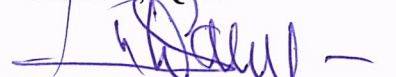
The meeting ended with closing remarks by the Principal at 12.45 p.m.

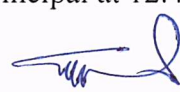
  
(Mr. Anil Karambelkar)  
Vice Principal


  
(Dr. Soniya Sirsat)  
Director, IQAC

  
(Mr. Sharat Jamkhandi)  
Member, IQAC


  
(Dr. Vaibhav Chindarkar)  
Member, IQAC


  
(Mr. Sachin Karpe)  
Member, IQAC

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

  
(Mr. Ashok Chodankar)  
Member, IQAC

  
(Mr. Nilesh Natekar)  
Member, IQAC

  
(Dr. Vanita Patil)  
Member, IQAC

  
(Dr. Shankar Naik)  
Representative  
Directorate of Higher Education

Date : 2<sup>nd</sup> December, 2019

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