

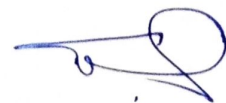
**GOVERNMENT COLLEGE OF ARTS, SCIENCE & COMMERCE, SANQUELIM,  
GOA**

**MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL OF  
THE COLLEGE HELD ON 7<sup>th</sup> NOVEMBER, 2020 AT 10.00 A.M. IN THE IQAC ROOM**

The meeting of Internal Quality Assurance Cell of the College was held on 7<sup>th</sup> November, 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. Stock taking of the situation in the College due to COVID-19
3. Admission : UG and PG
4. Conduct of Examinations
5. Review of the initiatives taken by IQAC
  - A. Development of content for online teaching
  - B. Study of Economic Revival of the Villages in Sattari Taluka and Study of Sankhali and Valpoi Municipalities
  - C. Core Committee Reports (Taluka wise) of Study of Economic Revival
  - D. Reports of activities conducted by various Committees/Cells/Clubs/ Departments etc.
  - E. Teaching Plans including objectives and outcomes and Feedback from the Stakeholders
  - F. State level Seminar on NEP
  - G. Rotary COVID 19 Awareness Programme
6. Plan for the Academic Year 2020-2021
  - A. Construction of the Hostel for International and other students
  - B. Proposal to set up PG Centre/Research Centre and additional classrooms
  - C. Landscaping of the Campus and allied activities
  - D. Setting up of Incubation Centres and initiating start-ups
  - E. Follow-up on Departments formed by the Directorate of Higher Education
  - F. Scholarships for Students
  - G. Workshop on POs and PSOs
  - H. Follow up of SSR Draft and AQAR 2019-2020
  - I. Submission of application to NIRF
  - J. PTA Meetings
  - K. Alumni Meetings
  - L. Uploading of Decadal Research Plan by every Department
7. A. O. B.



At the outset, the members observed two minutes silence to pay homage to late Ashok Shirodkar, Director, Physical Education and Sports who left for his heavenly abode on 3<sup>rd</sup> November, 2020 after a tragic accident.

The Principal Prof. 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 took a review of the minutes of the meeting of the Internal Quality Assurance Cell held on 29<sup>th</sup> 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. Ashok Chodankar and seconded by Mr. Sharat Jankhanli.

The Principal expressed his happiness to announce that two members of the staff Dr. Seema Rath and Dr. Soniya Sirsat are upgraded to the Post of Professor. The Principal Dr. Gervasio S. F. L. Mendes is also designated as the Professor by virtue of the fact that he holds the post of the Principal.

The Principal placed on record his sincere thanks to Mr. Arjun Talawnekar, Accountant of the College for the services rendered by him. The Principal welcomed the incoming Accountant Mr. Amol Shirodkar and extended best wishes to him.

2. **Stock taking of the situation in the College due to COVID-19:** The Principal informed the house that the classes and examinations were conducted online during the COVID-19 pandemic outbreak. A special time-table was prepared to conduct online classes. It was decided to suspend the classes for few days to conduct practicals.

Mr. Brian D'Souza briefed the house about the online platforms through which the classes were conducted which are as follows - MOODLE, Microsoft Teams, Google Meet, OBS etc.

Dr. Dnyaneshwar Gawas acknowledged the efforts put in by the teachers in preparing and sharing power point presentations with the students. Even the teachers who are retired and working as visiting faculty and the teachers who will be retiring soon, also took the initiative to learn and make presentations in the online mode.

The Principal mentioned that the College Internal Quality Assurance Cell ensured that the academic/administrative work went on smoothly during the lockdown period declared by the State Government.

Mr. Vithal Sukhathankar stated that the Government College of Arts, Science & Commerce, Sanquelim is doing very well.

The Principal stated that the Director, Internal Quality Assurance Cell Prof. Soniya Sirsat, Chairperson, Examination Committee Mr. Ashok Chodankar and other members have risen to the occasion and met the challenges head on.

The Principal mentioned that the Director, Directorate of Higher Education takes keen interest in enhancing the quality of Higher Educational Institutions and safe guarding the same. He further informed the house that the Director has decided to move a proposal

to the Directorate of Health Services, Government of Goa requesting the concerned Department to ensure that the first lot of vaccines is given to the students if possible.

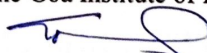
**3. Admission : UG and PG :** The Principal informed the house that UG and PG admissions for the academic year 2020-2021 were held online on IAIMS Portal of the Directorate of Higher Education, Government of Goa.

**4. Conduct of Examinations :** Mr. Ashok Chodankar, Chairperson, Examination Committee briefed the house about the procedures adopted in the conduct of the Semester End Examinations at various levels for the year 2019-2020 as conveyed from time to time by the affiliating University i.e. the Goa University.

**5. Review of the initiatives taken by IQAC**

**A. Development of content for online teaching :** The Principal placed on record the initiative of the College Internal Quality Assurance Cell to motivate the teaching faculty to interact/engage lectures/share data pertaining to the syllabus through various Apps that are available online. The Principal mentioned about the e-content developed by some of the faculty members. Prof. Soniya Sirsat informed the house that the teachers ably shouldered the responsibilities related to the DISHTAVO Project of the Directorate of Higher Education, Government of Goa.

**B. Study of Economic Revival of the Villages in Sattari Taluka and Study of Sankhali and Valpoi Municipalities :** The Principal informed the house that the College Internal Quality Assurance Cell took the initiative to conduct a Study on 'Economic Revival Plan for the Local Bodies in the State of Goa' on behalf of the Directorate of Higher Education, Government of Goa and the Goa Institute of Public Administration and Rural Development (GIPARD), Old Goa. A study of Economic Revival of the Villages in Sattari Taluka and a Study of Sankhali and Valpoi Municipalities was conducted.

**C. Core Committee Reports (Taluka wise) of Study of Economic Revival :** The Principal informed the house that the Core Committee Reports (Taluka wise) of Study of Economic Revival were submitted to the Goa Institute of Public Administration and Rural Development (GIPARD), Old Goa. 

**D. Reports of activities conducted by various Committees/ Cells/ Clubs/ Departments etc. :** The Principal informed the house that reports of activities conducted by various Committees/Cells/Clubs/Departments etc. are submitted by the Conveners/Heads at the end of every month in the College Office.

**Action : The members of the Faculty**

**E. Teaching Plans including objectives and outcomes and Feedback from the Stakeholders :** The Principal informed the members of the house that the teachers are instructed to submit their teaching plans including course objectives and course outcomes. The house was informed that the teachers contributed very effectively to the DISHTAVO Project of the Directorate of Higher Education, Government of Goa.

**Action : The members of the Faculty**

Dr. Shankar Naik suggested that a mechanism should be in place through which e-content developed by teachers is monitored.

**F. State level Seminar on NEP :** The Principal informed the members that UGC has requested the constituent Universities and Colleges to create awareness about the New Education Policy 2020 approved by the Union Cabinet on 29<sup>th</sup> July, 2020. This policy is expected to pave the way for transformational reforms in education in the country. In view of the above, the Internal Quality Assurance Cell and Staff Academy of the College organized a Two Day State Level Seminar on 'New Education Policy 2020' on 19<sup>th</sup> and 20<sup>th</sup> August, 2020. The document was shared on the WhatsApp group of the teachers with the instruction to go through the NEP document in advance for effective participation in the group discussions that followed after each presentation. There was a panel discussion with stakeholders anchored by the Principal Prof. Gervasio S. F. L. Mendes. The objective of the Seminar was to create awareness and to disseminate the salient features of the NEP 2020 among the stakeholders and to provide feedback/suggestions to the Government for formulating the State Education Policy.

**G. Rotary COVID 19 Awareness Programme :** The Principal informed the house that the Internal Quality Assurance Cell of the College organized 'Rotary Covid 19 Awareness Programme' on 30<sup>th</sup> October, 2020 at 3.30 p.m. over virtual platform ZOOM in collaboration with Rotary Club of Cuncolim, Margao Sunrise and Panaji. This is a unique programme by the Rotarians with a mission to stop COVID-19 transmission under the able leadership of Rtn. PDG Dr. Jorson Fernandes.

## 6. Plan for the Academic Year 2020-2021

**A. Construction of the Hostel for International and other students :** The members of the house were informed about the construction of the Hostel for International and other students through Equity Initiative sanctioned under RUSA.

With regard to speedy completion of the work of playground Mr. Vijaykumar Verenkar and Mr. Sachin Karpe were requested to make use of their good offices for the same.

**Action : Mr. Vijaykumar Verenkar and Mr. Sachin Karpe**

**B. Proposal to set up PG Centre/Research Centre and additional classrooms :** A resolution was passed to move a proposal to the Directorate of Higher Education for setting up a PG and Research Centre.

**Action : The Office Superintendent**

The Principal mentioned that the College requires additional classrooms to run the newly introduced programmes.

Mr. Ashok Chodankar briefed the house about the possible constraints that we would face once we start with offline classes of old as well as newly introduced courses.

The Principal stated that a possible solution to this problem is to float only honours programmes and to stagger the time-table to the extent possible and feasible. The Principal further mentioned that as informed by the Director, Directorate of Higher

Education, the Konkan Railway has spare bogies. The said bogies could be brought and turned into classrooms after necessary modifications.

Mr. Sharat Jamkhandi suggested that the newly approved courses can be kept on hold for sometime till we get additional classrooms.

**C. Landscaping of the Campus and allied activities :** The College arranged to get the work of landscaping of the Campus done by utilizing services of the Proprietor of Samruddhi Nursery, Poriem. Another patch of the garden was developed with the help of RFO's Offices from Bhironda and Querim. The Principal informed the house that the Butterfly Garden will be developed by the College through the Directorate of Higher Education, Government of Goa. Dr. Nitin Sawant will be executing the plan. The maintenance of the Garden will be done by the College.

**D. Setting up of Incubation Centres and initiating start-ups :** The Principal mentioned that the College needs to set up Incubation Centres and initiate start-ups. The College needs guidance and hand holding by the experts. It was decided to forward a proposal to the Directorate of Higher Education to take necessary steps in this regard.

**Action : The Office Superintendent**

**E. Follow-up on Departments formed by the Directorate of Higher Education :** The Principal informed the house that the Directorate of Higher Education has formed Departments for smooth conduct of the academic and co-curricular activities in the College. He further stated that some of the aforesaid Departments have already started planning their activities and executing the same.

**Action : Heads and members of the Departments**

**F. Scholarships for Students :** The members of the house were informed by the Principal about the scholarships given to the students by the Government of Goa and Government of India. He mentioned that Dr. Guruprasad Naik looks after the said task. The College has tried every possible way in pandemic situation to reach out to the students and get the forms filled for onward submission to the respective departments.

**G. Workshop on POs and PSOs :** The Principal mentioned that the Course outcomes were finalized by the teachers with the help of members of the core team who were trained at the workshop conducted by the Directorate of Higher Education. The College needs to come out with the Programme Outcomes and Programme Specific Outcomes. It was brought to the notice of the house that Goa Institute of Management has carried out an exercise in this regard. Prof. Sukhathankar suggested that Prof. Vyankatesh and Prof. Anamika from Goa Institute of Management can be requested to conduct sessions on the aforesaid subjects.

Prof. Sukhathankar mentioned that the Goa Institute of Management has faculty who has vast knowledge with regard to publications – Scopus, Web of Science etc. They can be requested to guide the willing faculty of this College.

**H. Follow up of SSR Draft and AQAR 2019-2020 :** The Principal informed the house that the NAAC Team was constituted. The teachers in-charge and the members of the various criterions were asked to collect the necessary information and feed in the templates provided to them. The said exercise was carried out to find out the shortfalls at the administrative and academic levels and rectify the same so also to work on the strengths enhancing the quality of administrative and academic arena.

Dr. Shankar Naik observed that Government College of Arts, Science & Commerce, Sanquelim is the first College to start with this model.

The teachers in-charge of the said criterions are expected to share the data with the Director, Internal Quality Assurance Cell in order to submit online the Annual Quality Assurance Report of the College.


**Action : Teachers in-charge of the criterions**

**I. Submission of application to NIRF :** The Principal briefed the house about the ranking of the College under NIRF for the year 2017-2018 and 2018-2019. He further stated that the College is looking forward to submit the application to NIRF for the year 2019-2020. Dr. Vanita Patil briefed the house about the data required for uploading on the NIRF Portal.

**J. PTA Meetings :** The Principal mentioned that the PTA Meetings could be conducted in physical mode, if need be.

**K. Alumni Meetings :** The College has started the tradition of inviting alumni in the College to address the students. Alumni meeting of Alumni could be held online.

**L. Uploading of Decadal Research Plan by every Department :** The members of the house were informed about the Decadal Research Plan is prepared by every Department of the College based on the guidelines issued by the Directorate of Higher Education. The said plans will be uploaded on the College website by each Department.



**Action : The Heads and the Members of the Departments**

**7. A. O. B.**

- The house congratulated Mr. Ashok Chodankar for getting elected as member of the Academic Council of the Goa University.
- The Principal informed the house about the Disaster Management Committee constituted in the College. He further stated that the College is intending to get the structural audit done. He mentioned that a letter is moved to Fire and Emergency Services, Bicholim requesting them to conduct training to our teachers.
- The College office has received a representation signed by 120 Students asking for reduction in payment of the admission fees. The Principal clarified that the issue of lowering of fees is not within the purview of the college. However the College was sympathetic to their cause and the issue would be raised at the appropriate level.
- A representation is forwarded to the Sankhali Municipality requesting for asphaltting of the College Road and putting up of rumblers.

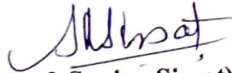
- The members of the house were updated by the Principal regarding upgradation of the College Website and resolving of the connectivity issues. The Principal mentioned that Mr. Amar Naik is working on the said tasks.
- It was informed that the Water Cooler placed in the Canteen is not in working condition. The Principal mentioned that the Director, Directorate of Higher Education has assured to give few coolers to the College. The Principal requested Mr. Sachin Karpe and Dr. Dnyaneshwar Gawas to explore the possibility of sponsorships as part of CSR activities. Mr. Sachin Karpe volunteered to get the cooler repaired.


**Action : Mr. Sachin Karpe and Dr. Dnyaneshwar Gawas**


- Dr. Shankar Naik suggested few measures that could be taken up by the College in order to enhance the quality of teaching, learning and evaluation.
- Mr. Amol Shirodkar, Accountant suggested that more staff should be recruited to the College Office. The Principal mentioned that the process is on.
- Mr. Nilesh Natekar and Dr. Vaibhav Chindarkar suggested that the non-functional computers should be condemned.


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

The meeting ended with closing remarks by the Principal at 1.45 p.m.

  
(Prof. Soniya Sirsat)  
Director, IQAC

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

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


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

  
(Mr. Ashok Chodankar)  
Member, IQAC

  
(Mr. Sharat Jamkhandi)  
Member, IQAC


  
(Dr. Vaibhav Chindarkar)  
Member, IQAC

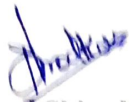
  
(Mr. Nilesh Natekar)  
Member, IQAC

  
(Dr. Vanita Patil)  
Member, IQAC


  
(Ms. Preethi Pednekar)  
Member, IQAC


  
(Mr. Brian D'Souza)  
Member, IQAC


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

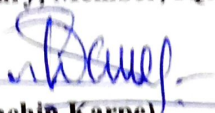
  
 (Mr. Amol Shirodkar)  
 Accountant, Member, IQAC

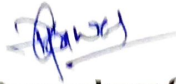
  
 (Ms. Rakshita Gawande)  
 Ladies' Representative, Member, IQAC


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

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

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

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

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

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

Date : 7<sup>th</sup> November, 2020

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