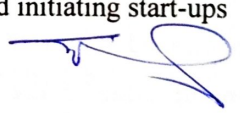


**GOVERNMENT COLLEGE OF ARTS, SCIENCE & COMMERCE, SANQUELIM,  
GOA**

**MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL OF  
THE COLLEGE HELD ON 19<sup>th</sup> JUNE, 2021 AT 10.00 A.M. IN THE CONFERENCE  
HALL**

The meeting of Internal Quality Assurance Cell of the College was held on 19<sup>th</sup> June, 2021 at 10.00 a.m. in the Conference Hall.

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
  - A. Pre-monsoon works
  - B. Deployment of some staff members for COVID-19 duty
  - C. College Campus utilized as COVID Vaccine Centre
  - D. Development of e-content for online teaching
3. Conduct of Examinations for the academic year 2020-2021
4. Admission : UG and PG for 2021-2022
5. Review of the initiatives taken by IQAC
  - A. Weekly report of online teaching by the College to DHE
  - B. Format designed for participation of Teachers in various academic activities
  - C. Update on the Proposal to set up Research Centre in Hindi
  - D. Update on construction of the Hostel for International and other students
  - E. Update on landscaping of the Campus and allied activities
  - F. Update on setting up of Incubation Centre and initiating start-ups
  - G. Follow up of SSR Draft 
  - H. Submission of application to NIRF
  - I. Submission of application to India Today Ranking Survey
  - J. Preparation of Vision Document
  - K. Workshop on Designing Template for Feedback from Stakeholders
  - L. Submission of the proposal for setting up Observatory Unit – Telescope
  - M. Setting up of Digital Language Laboratory and Digital Commerce/Economics/ Mathematics Laboratory and training for content development for the Core team and other teachers in the usage of the said laboratories
  - N. Conduct of Aalok Shirodkar Memorial Cricket Tournament, Programme on Star Gazing, Road Safety, Constitution Day Celebration etc.
  - O. Activities conducted by various clubs/cells/departments/NCC/NSS Units etc.
  - P. Felicitations of the Security Staff
  - Q. Research Initiative – Shodh Shrinkhala
  - R. Attendance of IQAC members in Webinars on Accreditation Process and allied quality initiatives

6. Plan for the remaining part of the Academic Year 2020-2021

- A. Scholarships for Students
- B. PTA Meetings
- C. Alumni Meetings
- D. Participation in Webinars related to quality initiatives for the Institution

7. Suggestions for the plan for the Academic year 2021-2022.

8. A.O.B.

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

The Principal informed the house that Gurudas Harijan, Member of our Administrative Staff passed away on 5<sup>th</sup> May, 2021. One minute silence was observed to pay tribute to Late Gurudas Harijan.



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 6<sup>th</sup> April, 2021 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 Jamkhandi.

2. **Stock taking of the situation in the College due to COVID-19 :**


A. **Pre-monsoon works :** The Principal informed the house that the pre-monsoon works were carried out in the months of April and May 2021. Sump and Over Head Water Tanks were cleaned to prevent vector-borne diseases.

B. **Deployment of some of the staff members for COVID-19 duty :** The Principal apprised the members of the house about deployment of nine teachers for COVID-19 duty as per the Order received from the Government of Goa.

C. **College Campus utilized as COVID Vaccine Centre :** The Principal informed the house that the College Premises were utilized as COVID Vaccine Centre by the State Government. He further stated that the College extended all possible services to facilitate smooth functioning of the said programme.

D. **Development of e-content for online teaching :** The Principal mentioned that the teachers have developed e-content for online teaching at the personal level. He further mentioned that the teachers also contributed to the DISHTAVO Project initiated by the Directorate of Higher Education, Government of Goa.

3. **Conduct of Examinations for the academic year 2020-2021 :** Mr. Ashok Chodankar informed the house that the Semester End Examination for Odd Semesters was held in the month of January, 2021 and the result of the said Examination is already declared. The Semester End Examination for the Even Semesters will be held in (online mode) in the month of July 2021.

4. **Admission : UG and PG for 2021-2022 :** The Principal informed the house that UG admissions for the academic year 2021-2022 will be held online on the common IAIMS Portal initiated by the Directorate of Higher Education, Government of Goa. He further stated that the College does not deny admission to anyone. The College also follows scrupulously the reservation policy of the Government. He apprised the house that the admissions for Post Graduate Programmes are done through GUART conducted by the Goa University. He stated that both at UG as well as PG level the strength of the students is increasing every year which is a testimony of the perception of the members of the society about the quality of education imparted in the College. 

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

A. **Weekly report of online teaching by the College to DHE :** The Principal informed the house that the online teaching is carried out smoothly by the teachers. The report of online teaching is submitted by the teachers to the Head/s of the Department/s. The Head/s of the Department/s collates the reports and submits to the College Principal for onward submission to the Directorate of Higher Education, Government of Goa.

**Action : HoDs and all the Faculty Members**

B. **Format designed for participation of Teachers in various academic activities :** The Principal mentioned that the Format is designed by the IQAC to record the participation of Teachers in various academic activities. This will facilitate to maintain proper records and will also give the opportunity for the College to overview the reports and imbibe some good practices/programmes carried out by other Institutions.

**Action: All the Faculty Members**

C. **Update on the Proposal to set up Research Centre in Hindi:** The Principal informed the house that the online meeting of the Affiliation Inquiry Committee was held to decide on granting approval to set up Research Centre in Hindi. The recommendations of the Affiliation Inquiry Committee were approved by the Academic Council in its meeting held on 27<sup>th</sup> and 28<sup>th</sup> May, 2021. Accordingly, affiliation has been granted to start Research Centre in Hindi for the academic years 2021-2022, 2022-2023 and 2023-2024.

D. **Update on construction of the Hostel for International and other students :** The Principal placed on record the initiative of the Directorate of Higher Education to construct the Hostel for International and other students through Equity Funds sanctioned by RUSA. He further stated that the work of construction is in progress. Once the Hostel is constructed the students of other States and other countries will be able to take admission. This will add to the diversity in education which will ultimately boost the quality of teaching and learning.

E. **Update on 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 Smruddhi Nursary, Querim. 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. Dr. Nitin

Sawant will be executing the plan. The maintenance of the Garden will be done by College.

- F. Update on setting up of Incubation Centre and initiating start-ups :** The Principal informed the house that the College IQAC is keen in setting up of the Incubation Centre and initiating start-ups in the Campus. The College needs guidance and hand holding by the experts. The proposal in this regard is forwarded to the Directorate of Higher Education to take necessary steps. The Director, Directorate of Higher Education has decided to appoint a person who will mentor the learners aspiring to come up with their start-ups.

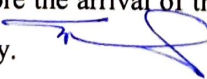
The College team headed by the Principal visited the Incubation Centre FiIRE at Don Bosco College of Engineering, Fatorda, Margao on 5<sup>th</sup> March, 2021 to interact with the team from the said centre and to look into the modalities of setting up the Incubation Centre in the College. The report of the Visit has been forwarded to the Directorate of Higher Education, Government of Goa.

The Principal mentioned that the College is interested in having an agro-based start-up. The Government has decided to handhold the start-ups pertaining to coconut in North Goa and Jackfruit in South Goa.

The Principal also stated that the College team will visit the Goa Institute of Management to interact with their team.

**Action : The College Team**

- G. Follow up of SSR Draft :** The Principal informed the house that the College is due for the 3<sup>rd</sup> Cycle of Accreditation by the NAAC. He further stated that the preparation of Self Study Report of the College is in process and the NAAC Peer Team Visit is likely to be held in the month of September 2022.
- H. Submission of application to NIRF :** The Principal informed the house that the College has been participating in the NIRF and has been figuring among the top Colleges in India. He further stated that the College is looking forward to submit application to NIRF in the current academic year too.
- I. Submission of application to India Today Ranking Survey :** The Principal informed the house that the college has been ranked in the top 200 colleges in the India Today Magazine Survey undertaken by the India Today Group in the academic year 2020-21.
- J. Preparation of Vision Document :** The Principal mentioned that the Vision Document of the College is prepared and submitted to the Director, Directorate of Higher Education, Government of Goa.
- K. Workshop on Designing Template for Feedback from Stakeholders:** The Principal informed the members of the house that the state level workshop on 'Feedback from Stakeholders' was organised by the Internal Quality Assurance Cell of the College in association with the Directorate of Higher Education, Government of Goa at SCERT, Porvorim Goa on 22<sup>nd</sup> February, 2021. 6 Templates on feedback from stakeholders were designed during the Workshop and were shared with the Directorate of Higher Education for optimum use of the same by other Institutions within the State.

- L. Submission of the proposal for setting up Observatory Unit – Telescope :** The Principal informed the house that the College has submitted a proposal to the Directorate of Higher Education, Government of Goa to set up Observatory Unit in the College Campus and for the sanction of the funds for the same.
- M. Setting up of Digital Language Laboratory and Digital Commerce/Economics/Mathematics Laboratory and training for content development for the Core team and other teachers in the usage of the said laboratories :** The Principal mentioned that the State of the art Digital Language Laboratory and Digital Commerce-Economics-Mathematics laboratory have been set up in the College. An additional training for the Core team and other teachers by the team of Globus was conducted on 11<sup>th</sup> and 12<sup>th</sup> January 2021 in the usage of Digital Laboratories namely Digital Language Laboratory GIL DL21A and Digital Commerce/Economics/Mathematics Laboratory GIL DL21C as a follow up of Trainings already conducted.
- N. Conduct of Aalok Shirodkar Memorial Cricket Tournament, Programme on Star Gazing, Road Safety, Constitution Day Celebration etc. :** The Principal briefed the house about the Inter Taluka Aalok Shirodkar Memorial Leather Ball T-20 Cricket Tournament organized by the IQAC for Physical Education Teachers in association with Bicholim Taluka Physical Education Teachers' Forum and Association of College Director of Physical Education of Goa at DSYA Ground, Naveli, Sankhali, Goa from 29<sup>th</sup> January 2021 to 4<sup>th</sup> February 2021.
- The Principal also apprised the house about the Star Gazing Programme, Programme on Road Safety, Constitution Day Celebration etc. organized by the College IQAC.
- O. Activities conducted by various clubs/cells/departments/NCC/NSS Units etc.:** The Principal also informed the house about the activities conducted by various clubs/cells/departments/NCC/NSS Units of the College.
- P. Felicitations of the Security Staff :** The Principal placed on record the commitment of Security Personnel who were felicitated on 26<sup>th</sup> January 2021 for their presence of mind and alertness displayed on 12<sup>th</sup> January, 2021 to ensure that the fire outside one of the sides of the College building did not spread to the campus. The timely action taken by the team of stopping the spread of the fire before the arrival of the Fire Brigade ensured that no damage was done to the College property. 
- Q. Research Initiative – Shodh Shrinkhala 'शोधश्रृंखला':** The Principal updated the house about the new research initiative 'शोधश्रृंखला' initiated by the Internal Quality Assurance Cell of the College under which a board with the titles and abstracts of the research papers of the members of the Staff and learners is displayed at the main entrance of the College. He further informed the house that the objective of this initiative is to enhance our knowledge pertaining to varied disciplines, to inspire many more members of the Staff and the learners to undertake research, to encourage a culture of critical thinking

and to transmit research culture across disciplines in the larger interest of the learners, researchers and the society.

- R. **Attendance of IQAC members in Webinars on Accreditation Process and allied quality initiatives** : The Principal mentioned that to gear up for the 3<sup>rd</sup> Cycle of Accreditation and update ourselves the members of the IQAC have been attending Webinars on Accreditation Process and allied quality initiatives.

**6. Plan for the remaining part of the Academic Year 2020-2021**

- A. **Scholarships for Students** : The Principal informed the house that the Internal Quality Assurance Cell of the College tried every possible way in pandemic situation to reach out to the learners and get forms filled for onward submission to the respective departments.

- B. **PTA Meetings** : The Principal stated that the PTA is an important body of the College. The Internal Quality Assurance Cell of the College has planned to hold the online/offline meetings through PTA Committee to discuss and plan the academic activities.

**Action : Parents Teachers Association**

- C. **Alumni Meetings** : The Principal also mentioned that the meetings of Alumni will be held shortly to discuss about the collaborative programmes to be conducted in the College. The Principal further informed that the College is preparing a data base of Alumni. Circular is floated to Heads of the Departments to give five names for every quarter of the year to the Alumni in-charge. Format is prepared to systematize the whole process. Talks of the Alumni can be held through which Alumni can share their experiences with the students. The Principal mentioned that one of the Alumni of the College Mr. Salunke has volunteered to develop a garden from the Campus. Dr. Dnyaneshwar Gawas has volunteered to give two water purifiers to the College.

**Action : Alumni Association**

- D. **Participation in Webinars related to quality initiatives for the Institution** : The Principal stated that the members of the Internal Quality Assurance Cell and the faculty will be deputed to participate in Webinars related to quality initiatives for the Institution in order to introduce the same in the College to enhance quality at all levels.

**Action : The Members of the IQAC and all other faculty members**

**7. Suggestions for the plan for the Academic year 2021-2022 :**

- The Principal emphasized on offering two short term certificate courses to the students and the members of the general public for each semester by the Departments. He further stated that a course on 'Banking' can be conducted. Dr. Shankar Naik suggested that a course in Coding can be held for the students. Dr. Dnyaneshwar Gawas suggested that the Institution should conduct a course on Environment and

Safety. The Principal suggested that Dr. Shankar Naik could offer one course in Computer Science to the Students of our College.

**Action : Dr. Shankar Naik, Dr. Dnyaneshwar Gawas and  
the members of the faculty**

- Mr. Yatin Kanekar stated that the Industries offer two to three months internship programmes. He suggested that the College should have a tie up with the Industry.
- Prof. Sukhathankar suggested that the College could think of starting the Programme in B. Sc. Economics.

Prof. Sukhathankar suggested that the College could have a repository of top Institutions for job placements. The Principal requested Prof. Sukhathankar to share the list of the top Institutions.

**Action : Prof. Vitthal Sukhathankar**

- Dr. Sarvesh Sawant suggested that we should motivate the students to pursue higher studies. He further stated that the College could offer job oriented programmes through TEVA. The Principal mentioned that the Directorate of Higher Education has signed MoUs with two Institutes for coaching the students of 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> Standard to crack entrance examinations to pursue higher education and also to impart job related coaching for under graduate students. The catchment area is Sattari and Bicholim Talukas. These are the flagship programmes of the Directorate of Higher Education, Government of Goa.

Dr. Sawant suggested that the incentives should be given to the members of the staff on their achievements which will motivate them to set goals for the development. He further suggested that the College can organize scholarship mela for the students.

- Mr. Vishwakarma suggested that the College can set up a Botanical Garden. He assured to extend his guidance in plantations.

Mr. Vishwakarma suggested that the students should think of joining the Universities outside the State too.

**Action : Mr. Shashi Vishwakarma**

**8. A.O.B.**

- The **resolution** was passed to congratulate the team of Goa Institute of Management for its outstanding performance. The Principal stated that the College would like to sign MoU and carry forward the Academic partnership in the larger interest of the learners.
- The **resolution** was passed to authorize Principal and Vice Principals of the College to nominate two student members on the IQAC till such time that the election is held and student members (General Secretary and Ladies Representative) are appointed.
- The Principal mentioned that the Director, Directorate of Higher Education is looking forward to have smooth administration process in the College. He has therefore appointed three Vice Principals to the College. The Principal announced that

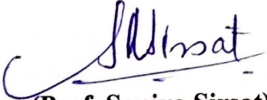
Mr. Ashok Chodankar is designated as Vice Principal (Administration), Prof. Soniya Sirsat is appointed as Vice Principal (Academics) and Prof. Seema Rath is appointed as Vice Principal (PG Programmes).


- The Principal mentioned that the College has submitted a proposal for the Star College Scheme. Dr. Vaibhav Chindarkar, Co-ordinator, Star College Scheme briefed the house about the Star College Scheme. The Principal instructed Dr. Vaibhav to look into the matter and do the needul.

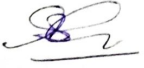
**Action : Dr. Vaibhav Chindarkar**


- The Principal briefed the house about the Diploma Course in Statistics to be organised by the College in association with the Directorate of Statistics, Planning and Evaluation for the Government Officials. Prof. Seema Rath updated the house about the status of the Course.
- The Principal informed the house that the College is planning to start the B. Voc. Programme in the upcoming academic year. The proposal of the said Programme is forwarded to the Goa University and the Directorate of Higher Education for necessary action. Dr. Vanita Patil apprised the house about the proposal. The B. Voc. Programme is fully designed by the team of experts from the College as well as the experts from the Industry.
- The members of IQAC felt that the Advisory Committee of the College should be reconstituted.


The meeting ended with closing remarks by the Principal at 1.15 p.m.


  
(Prof. Soniya Sirsat)  
Vice Principal (Academics)  
Director, IQAC


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


  
(Prof. Seema Rath)  
Vice Principal (PG Programmes)  
Member, IQAC

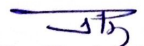
  
(Mr. Ashok Chodankar)  
Vice Principal (Administration)  
Member, IQAC


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

  
(Mr. Sharat Jamkhandi)  
Member, IQAC


  
(Mr. Nilesh Natekar)  
Member, IQAC

  
(Dr. Vaibhav Chindarkar)  
Member, IQAC

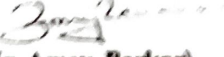
  
(Dr. Vanita Patil)  
Member, IQAC


  
(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. Sachin Karpe)  
Representative from Alumni  
Member, IQAC


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

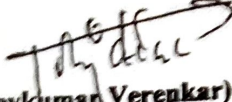
  
(Mr. Vithal Sukhathankar)  
Faculty of Goa Institute of Management  
Member, IQAC

  
(Dr. Sarvesh Sawant)  
Employer, Member, IQAC


  
(Dr. Guruprasad Naik)  
Member, IQAC

  
(Mr. Anil 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. Yatin Kanekar)  
Entrepreneur and Employer  
Member, IQAC

Date : 19<sup>th</sup> June, 2021

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