

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

**MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL OF
THE COLLEGE HELD ON 30th JANUARY, 2019 AT 10.45 A.M. IN THE MEETING
ROOM OF INTERNAL QUALITY ASSURANCE CELL**

The meeting of Internal Quality Assurance Cell of the College was held on 30th January, 2019 at 10.45 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 and for the next accreditation process
4. Presentation by Dr. Shankar Naik, Representative, Internal Quality Assurance Cell, Directorate of Higher Education
5. 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 27th October, 2018 and informed the house about the action taken at various levels. Proposed by Mr. Nilesh Natekar and seconded by Mr. Sharat Jamkhandi.
2. **Review of the initiatives taken by Internal Quality Assurance Cell** :
 - A. The Principal appreciated the initiative taken by the Internal Quality Assurance Cell to get the Course Outcomes prepared by the faculty members under the guidance of the faculty members who participated in the three-day workshop on 'Outcome Based Education' organised by the Directorate of Higher Education, Government of Goa from 30th October 2018 to 1st November 2018. The Course Outcomes of all the courses/papers offered for the Semesters II, IV & VI were prepared. This exercise would enhance teaching-learning-evaluation and could develop a culture of focusing on the outcome based education among teachers. The said Course Outcomes were sent to the Expert for his opinion on 22nd November, 2018.
 - B. The Internal Quality Assurance Cell felt that the College has already geared up to undergo the process of an Academic Audit, Green Audit and Financial Audit to be conducted by the Directorate of Higher Education, Government of Goa.
 - C. The Internal Quality Assurance Cell felt that the College has been successful to a large extent in implementing the Mentoring Scheme under which a group of students was allotted to each teacher. Important information/notices etc. were passed on to the students through the mentor teachers. The College magazine, hall tickets, results etc.

could be distributed to the students through the mentor. The students benefited from the counseling by the Mentor. This activity helped in giving personal attention to the needs and problems of each and every student in the College in a true sense.

- D. The Principal stated that the MoUs signed by the College on 17th December, 2018 regarding formation of Cluster of Colleges for Research Centre in Economics, Hindi, Chemistry, Geography with other Government and Aided Colleges would be of much use to carry out research work.
- E. The Internal Quality Assurance Cell felt that the six monthly reports submitted by the teachers and convenors of various committees, cells, clubs etc pertaining to the personal achievements of the teachers and the activities conducted by the department, committee in the College could help in making the data readily available for all academic purposes.
- F. The Principal stated that the Alumni Association has already started arranging interactive sessions in a week by alumni for the students and the same has been highly effective.
- G. The Internal Quality Assurance Cell observed that the Faculty Development Programme organized by the Staff Academy on 'Teachers As The Gamechangers' on 2nd November, 2018 was a grand success and was well received by the faculty.

3. Plan of action for the forthcoming academic year and for the next accreditation process : The Internal Quality Assurance Cell suggested that the College should take up following academic measures to improve upon the system :

- A. The Internal Quality Assurance Cell proposed that the College should continue with the online admission and feedback system in the larger interest of the students.

Action : The Internal Quality Assurance Cell

- B. Mr. Ashok Chodankar, member of the Internal Quality Assurance Cell suggested that a common examination could be held at First Year and Second Year level as well, as it is held at Third Year level to have quality evaluation process.

Action : The Internal Quality Assurance Cell

- C. The Internal Quality Assurance Cell decided to conduct a Faculty Development Programme on 'Holistic Process in Teaching Learning using Neuro-Linguistic Programming' in association with the Directorate of Higher Education, Government of Goa.

Action : The Internal Quality Assurance Cell

- D. The Internal Quality Assurance Cell decided to conduct training programme for the teachers to provide comprehensive understanding of Smart and Virtual Classroom Solution with regard to smart classrooms in association with the Directorate of Higher Education, Government of Goa.



Action : The Internal Quality Assurance Cell

E. The Internal Quality Assurance Cell proposed to organise Student and Faculty Development Programme, (a Three Day Intensive Workshop) on Aspiring for Excellence for the faculty, the administrative staff and the students of the College in collaboration with the Directorate of Higher Education, Government of Goa.

Action : The Internal Quality Assurance Cell

F. The Internal Quality Assurance Cell decided to conduct a workshop on preparing Programme Outcomes and Programme Specific Outcomes of the courses taught in the College.

Action : The Internal Quality Assurance Cell

G. Mr. Pranab Bhat suggested that a session can be organized to train the teachers to develop effective teaching plans.

Action : The Internal Quality Assurance Cell

H. The Internal Quality Assurance Cell decided to organize a Value Addition Session for the faculty of the College on the topic, 'Treatment of Wet Waste by Individual Households' with a member of NGO/Activist as Resource Person.

Action : The Internal Quality Assurance Cell

I. The Internal Quality Assurance Cell proposed that the College should associate with as many NGOs, Clubs, Institutions as possible through MoU or any other measure for giving an exposure to the students and also to cater to the needs of the Society.

Action : The Internal Quality Assurance Cell

4. Presentation by Dr. Shankar B. Naik, faculty as well as Representative of Directorate of Higher Education : Dr. Shankar Naik, faculty as well as Representative of Directorate of Higher Education in his presentation stated that preparation of SSR, AQAR and the accreditation process of the NAAC is not the task of the Chairperson/Director/Members of Internal Quality Assurance Cell. It is a shared responsibility of each and every stakeholder of the College mainly the teaching staff.



Therefore to make the task easier and simpler Dr. Shankar suggested that the College should constitute the committees under which 31 key indicators of 7 criterions mentioned in the SSR manual could be allotted to the teachers. The concerned teacher will work on one key indicator, collect the data and submit the same to the Convenor of the Committee. The Convenor will then have a meeting with the Director, Internal Quality Assurance Cell and finalise the matter.


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


5. **A.O.B. :** The Resolution was passed by the Internal Quality Assurance Cell to undergo the process of ISO certification and devise various measures to promote research culture among teachers and the students.


Action : The Internal Quality Assurance Cell


The meeting ended with the closing remarks by the Principal at 12.15 p.m.

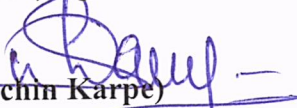
Mr. Avinash Patil, Member of the Internal Quality Assurance Cell has sought the leave of absence.



(Mr. Anil Karambelkar)
Vice Principal



(Dr. Soniya Sirsat)
Director, IQAC

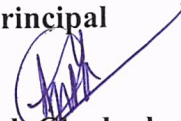

(Mr. Sharat Jamkhandi)
Member, IQAC



(Dr. Vaibhav Chindarkar)
Member, IQAC

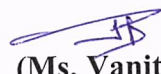

(Mr. Sachin Karpe)
Member, IQAC

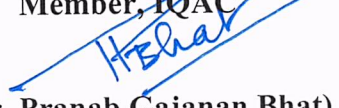

(Dr. Shankar Naik)
Representative
Directorate of Higher Education


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


(Mr. Ashok Chodankar)
Member, IQAC


(Mr. Nilesh Natekar)
Member, IQAC


(Ms. Vanita Patil)
Member, IQAC


(Mr. Pranab Gajanan Bhat)
Invitee

Date : 30th January, 2019

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