

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

MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL OF THE  
COLLEGE HELD ON 31<sup>st</sup> JULY, 2018 AT 12.15 P.M. IN THE MEETING ROOM OF  
INTERNAL QUALITY ASSURANCE CELL

The meeting of Internal Quality Assurance Cell of the College was held on 31<sup>st</sup> July, 2018 at 12.15 p.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<sup>4</sup>
3. Plan of action for the odd and even semesters of the 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 in the meeting:

1. **Confirmation of the minutes of the previous meeting** : The Principal had a quick review of the minutes of the meeting of Internal Quality Assurance Cell held on 19<sup>th</sup> April, 2018 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 initiative of the Internal Quality Assurance Cell to start online feedback system of the courses completed for the year 2017-18, helped to raise the quality of education to a large extent.

B. The Internal Quality Assurance Cell felt that the interactive session of the Internal Quality Assurance Cell with the Principals of the neighbouring Higher Secondary Schools (feeding institutions from Sattari, Bicholim, Ponda and Dharbandora talukas) held on 24<sup>th</sup> April, 2018 to enhance the quality of higher education was well taken from all quarters.

It was resolved to meet the Principals twice in an academic year and continue this good initiative under the forum 'College – Higher Secondary Schools Educator's Interface Committee'.

It was also resolved to arrange for guidance of the Higher Secondary students by the College faculty through visits to the Higher Secondary Schools by the faculty members and to the College by the staff and students of Higher Secondary Schools.

**Action : College – Higher Secondary Schools Educator's Interface Committee**

- C. The Principal congratulated the concerned teachers for submitting the Proposals to the Directorate of Higher Education for Centre of Excellence in Science and Mathematical Education, Faculty Development Centres, Teaching learning centre, Support for faculty including workshops and Seminars under Scheme of Pandit Madan Mohan Malaviya national Mission on Teachers and Teaching on 26<sup>th</sup> July, 2018.



- D. The Internal Quality Assurance Cell felt that the Orientation Session organized for staff on contract and lecture basis on 28<sup>th</sup> July, 2018 was a grand success. The Chairperson of the Internal Quality Assurance Cell, Dr. Gervasio S. F. L. Mendes who served as the resource person, provided necessary guidance to the teachers.
- E. The Principal and the members of the Internal Quality Assurance Cell felt that the teaching plans prepared by teachers of the courses that he/she is being allotted has served as a roadmap to the concerned teacher and has facilitated the students to prepare for the topic well in advance which in turn has supplemented, strengthened and improved the teaching-learning process.
- F. The Principal appreciated the efforts taken by the Co-ordinators of the Post Graduate Programmes in Hindi, Economics and Mathematics in following up with the process of affiliation, admissions of students, arranging for the procurement of the necessary books and running the said programmes.
- G. The initiative of the College Internal Quality Assurance Cell of providing GPRS Terminal Set-up to accept the payment of fees from the students and parents has eased the admission process.
- H. The initiative of the Internal Quality Assurance Cell in collaboration with the Directorate of Higher Education to admit foreign students sponsored by the ICCR was brought on record. It was felt that a diverse culture in the campus would enrich the learning experiences.

### 3. Plan of action for the odd and even semesters of the year :

- A. The Internal Quality Assurance Cell felt the need to prepare the Course Outcomes of the courses/papers offered, from all the teachers to enhance teaching, learning and evaluation process. The said course outcomes can be uploaded on the College Website for information and benefit of all the stakeholders. The Internal Quality Assurance Cell also planned to prepare Programme Outcome (POs) and Programme Specific Outcomes (PSOs) in due course of time. The Internal Quality Assurance Cell was also of the view that a full-fledged workshop needs to be conducted for all the teaching faculty in the College, a detailed proposal for which shall be sent to the Directorate of Higher Education.

**Action : The Internal Quality Assurance Cell**

- B. The Internal Quality Assurance Cell felt that the teachers should prepare proposals for organizing Seminars/Conferences/Short Term Certificate Courses and submit the same to the Directorate of Higher Education with a request to provide financial assistance.

**Action : All the faculty members**

- C. The Internal Quality Assurance Cell suggested that the Post Graduate Departments should take the initiative to start Research Centres in their subjects.



**Action : Post Graduate Departments of the College**



- D. The Internal Quality Assurance Cell felt the need for providing library facilities to the members of the Society.

**Action : The Library Committee**

- E. The Internal Quality Assurance Cell felt that the College could have an Open Day, to facilitate the students, teachers of higher secondary schools and the parents to have interaction with the College Staff and the Students.

**Action : College – Higher Secondary Schools Educator’s Interface Committee**

- F. The Internal Quality Assurance Cell felt that the Multi-media/Language Laboratory, Commerce Laboratory should be set up in the College.

**Action : The Internal Quality Assurance Cell**

- G. The Internal Quality Assurance Cell felt the need for having an international hostel in the College premises to facilitate the students pursuing education under Post Graduation Programmes.

**Action : The Internal Quality Assurance Cell and  
RUSA Project Monitoring Committee**

- H. The Internal Quality Assurance Cell suggested that the College should have MIS (Management Information System and LMS (Learning Management System) which will help in gathering data from multiple online systems, analyzing the information and reporting data to aid in management decision-making and to manage/run training programs, create self-paced/blended courses, engage learners in discussions respectively.

**Action : The Internal Quality Assurance Cell**

- I. The Internal Quality Assurance Cell felt that the teachers and Convenors of various committees, cells, clubs etc. may be asked to submit six monthly reports pertaining to the personal achievements of the teachers and the activities conducted by the department, committee in the College which will help in making the data readily available for all academic purposes.

**Action : All the faculty members**

- J. The Internal Quality Assurance Cell decided to undergo the process of various audits.

**Action : The Internal Quality Assurance Cell**

- K. The Internal Quality Assurance Cell decided to apply online for NIRF every year.

**Action : The Internal Quality Assurance Cell and  
NIRF Committee**


4. **A.O.B.** : Under A.O.B. it was resolved to invite alumni every Saturday to share his/her thoughts and to interact with the students.

**Action : Alumni Association**


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

Mr. Swapneel Patnekar, Member of the Internal Quality Assurance Cell has sought the leave of absence.


It was resolved to induct a new member in the Internal Quality Assurance Cell representing the industry in place of Mr. Swapneel Patnekar. The new member could preferably be from Goa.




(Mr. Anil Karambelkar)  
Vice Principal




(Dr. Soniya Sirsat)  
Director, IQAC




(Mr. Ashok Chodankar)  
Member, IQAC




(Mr. Sharat Jamkhandi)  
Member, IQAC




(Mr. Nilesh Natekar)  
Member, IQAC




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



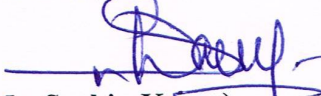
(Mr. Avinash Patil)  
Member, IQAC



(Ms. Vanita Patil)  
Member, IQAC



(Dr. Vaibhav Chindarkar)  
Member, IQAC



(Mr. Sachin Karpe)  
Member, IQAC

Date : 31<sup>st</sup> July, 2018

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