

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

**MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL
(IQAC) OF THE COLLEGE HELD ON 26/08/2023 AT 11 A. M. IN THE CONFERENCE
HALL**

The meeting of the members of the Internal Quality Assurance Cell of the College was held on 26th August 2023 at 11 a.m. in the Conference Hall.

The agenda for the meeting was as follows :

1. Confirmation of the minutes of the previous meeting
2. Process Optimization
3. Resource Mobilisation and Management
4. Audits
5. 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 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 29th April 2023 and informed the house about the action taken at various levels.

The minutes of the previous meeting were confirmed thereafter.

Proposed by Dr. Guruprasad Naik, Assistant Professor in Economics seconded by Dr. Dnyaneshwar Gawas, Representative from Industry.

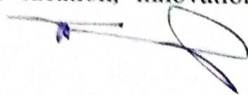
2. **Process Optimization**: The Principal informed the house that the Institution Development Plan and Vision Document created by the Internal Quality Assurance Cell operates in alignment with the goals outlined in these documents. He further stated that the teachers from Internal Quality Assurance Cell provided guidance to the other teachers to prepare a Vision Document for the respective Department based on the Vision Document of the College.

The Principal mentioned that the effectiveness and productivity of the administrative processes of the College are refined continuously. The Principal appreciated the efforts of the Cell in ensuring optimal management of the institution's resources such as time, personnel and systems to achieve its objectives and maintain smooth operations. He referred to the fact that the Cell streamlines workflows and enhances communication and coordination to boost efficiency and effectiveness in daily functioning.

The Principal informed the house that the Internal Quality Assurance Cell has launched the digitalization of the College Library and various administrative processes to improve the management of records, communications and workflows.

He further acknowledged the practice of the Internal Quality Assurance Cell of engaging students, alumni, academicians, industrialists and parents in various committees to support academic and administrative processes.

The informed the house that the Institution Innovation Council is constituted to promote and support innovation and research among students, faculty and staff. This initiative provides a platform for ideation, innovation and entrepreneurship, fosters



collaboration with local industries, research organizations and the community and identifies and supports innovative projects and events. It aims to create a culture of continuous improvement and learning.

He further reported that the process of reconstituting the College Advisory Committee is initiated. The Internal Quality Assurance Cell has been identifying and sharing the best practices in both academic and administrative processes. The Principal also brought on record that the Internal Quality Assurance Cell conducts regular reviews and evaluations of academic programs, administrative processes and student outcomes.

Dr. Dnyaneshwar Gawas suggested that we should map out our current workflows and identify bottlenecks. Streamlining repetitive tasks could save time and resources also Introduction of Automation wherever possible will free up resources for more strategic work. We need to ensure that any optimization efforts focus on improving the overall quality of our services.

Prof. Vithal Sukhtankar mentioned that the collaboration between departments is very important key. Process optimization should involve cross-functional teams to ensure we are addressing issues holistically.

3. **Resource Mobilisation and Management:** The Principal appreciated the efforts of the Internal Quality Assurance Cell in ensuring optimal use of resources, including financial, infrastructural and human resources, to support academic and administrative functions. He further mentioned that the facilitation of access to research funding, grants and resources by the Internal Quality Assurance Cell is taken note of by the authorities.

Mr. Sachin Karpe suggested that we should explore diverse funding options, focus on internal resource optimization and invest in talent development.


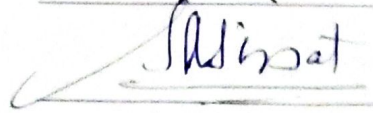

4. **Audits:** The Principal mentioned that the financial, administrative and environmental audits are conducted to evaluate compliance with quality standards and identify areas that require improvement. The process of accessibility audit is also initiated.



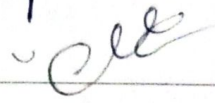
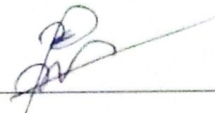

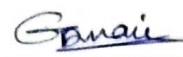
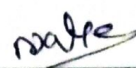
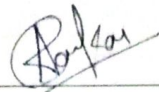
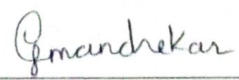

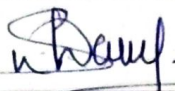
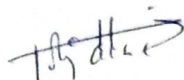
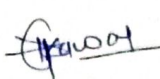

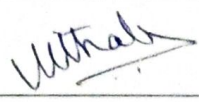

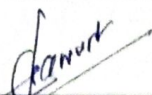
Mr. Vijaykumar Verenkar stated that the regular audits will help identify potential risks and inefficiencies early. He further suggested that the College Authorities should make sure that the audit scope covers all areas of operation.

Mr. Dipchand V. Sancoalkar suggested that we should consider leveraging digital tools for data collection and analysis to improve audit efficiency which can speed up the process and reduce errors. We must ensure that audit recommendations are tracked and implemented.

5. **A.O.B. :** Since there was no matter to discuss the meeting ended with closing remarks by the Principal at 12.05 p.m.

1. Prof. Gervasio S.F. L. Mendes
Principal and Chairperson, IQAC
2. Prof. Soniya Sirsat
Vice Principal (Academics) and Director, IQAC
3. Prof. Seema Rath
Vice Principal (PG Programmes) and Member, IQAC

4. Mr. Ashok Chodankar
Vice Principal (Administration) and Member, IQAC
On Deputation
5. Dr. Shankar B. Naik
Representative of DHE and Member, IQAC

6. Mr. Sharat Jamkhandi
Associate Professor in English and Member, IQAC

7. Mr. Nilesh Natekar
Associate Professor in Computer Science and Member, IQAC

8. Dr. Vanita Patil
Associate Professor in Commerce and Member, IQAC
On Deputation
9. Dr. Vaibhav Chindarkar
Associate Professor in Zoology and Member, IQAC

10. Ms. Preethi Pednekar
Associate Professor in Zoology and Member, IQAC

11. Mr. Brian D'Souza
Assistant Professor in Mathematics and Member, IQAC
On Study Leave
12. Dr. Guruprasad Naik
Assistant Professor in Economics and Member, IQAC

13. Ms. Neha Datye
Office Superintendent and Member, IQAC

14. Ms. Aishwarya Parab
Accountant and Member, IQAC

15. Mr. Uddhav Mandrekar
General Secretary and Member, IQAC

16. Ms. Rutika Mankar
Ladies' Representative and Member, IQAC

17. Mr. Sachin Karpe
Representative from Alumni and Member, IQAC

18. Mr. Vijaykumar Verenkar
Representative from Local Society and Member, IQAC

19. Dr. Dnyaneshwar Gawas
Representative from Industry and Member, IQAC

20. Mr. Dipchand V. Sancoalkar
Vice Chairperson, PTA and Ex-officio Member, IQAC

21. Prof. Vithal Sukhtankar
Faculty of Goa Institute of Management and Member, IQAC

22. Mr. Yatin Kanekar
Entrepreneur and Employer and Member, IQAC

23. Dr. Sarvesh Sawant
Employer and Member, IQAC


Date : 26/08/2023

Meeting minuted by : Prof. Soniya Sirsat, Director, IQAC

