

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

MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL OF  
THE COLLEGE HELD ON 29<sup>th</sup> APRIL, 2020 AT 10.00 A.M.  
THROUGH VIDEO CONFERENCING USING SKYPE

The meeting of Internal Quality Assurance Cell of the College was held on 29<sup>th</sup> April, 2020 at 10.00 a.m. through Video Conferencing using Skype. The members of the Cell participated in the said meeting by using the link e-mailed to them/sent on their respective WhatsApp Ids.

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 education sector in general and in the College in particular due to COVID-19
3. Review of the initiatives taken by Internal Quality Assurance Cell
4. Pre-monsoon Works undertaken/to be undertaken in the College
5. Proposals for the organisation of workshops/seminars/conferences/training programmes and short term certificate courses for quality improvement
6. Plan of action for the coming academic year 2020-2021
7. 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 had a quick review of the minutes of the extra-ordinary meeting of the Internal Quality Assurance Cell held on 2<sup>nd</sup> December, 2019 and informed the house about the action taken at various levels. Members unanimously confirmed the minutes.

Proposed by Mr. Sharat Jamkhandi and seconded by Mr. Ashok Chodankar.

2. **Stock taking of the situation in the education sector in general and in the College in particular due to COVID-19** : The Principal informed the members of the Cell that the Government's decision of enforcing lockdown as a precautionary measure to prevent COVID-19 from 14<sup>th</sup> March, 2020 was welcomed by the members of the general public. All stakeholders from the education sector geared up in carrying on with their teaching and learning through online modes. He 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 notice was circulated asking teachers to share the data online with the students. The College Internal Quality Assurance Cell also proposed to have a collection of recorded lectures series. He mentioned that he met the teachers of all the departments individually and asked them to keep their lectures prepared for the purpose of recording

the same. He mentioned that the report of online teaching and learning is sent to the Directorate of Higher Education, Government of Goa.

The Principal further stated that social distancing will be a norm for at least one or two years. In view of this in the series of meetings with the teaching faculty he had proposed that the teaching fraternity needs to prepare their lectures in advance. He further stated that if teachers wish to record lectures when they come back to the College, the required facilities would be made available by soliciting the help of Government Departments which have got studios for recording. He informed the house that Mr. Amar Naik, Assistant Professor in Computer Science has offered his services to assist the teachers who wish to upload the subject related content on Moodle. He suggested that the College Internal Quality Assurance Cell can take the lead in this direction to ensure that we record the lectures. Considering the unpredictable and volatile situation and a very uncertain future he called upon the Internal Quality Assurance Cell to be a major catalyst in forging new teaching and learning strategies in the near future.

Mr. Ashok Chodankar, Chairperson, Examination Committee briefed the house about the preparedness of the College for the conduct of the Semester End Examinations at various levels for the year 2019-20. He informed the house that the said examination will be conducted in three different sessions in a day to maintain physical distancing. Furthermore the College has installed three leg-operated touch free hand wash systems in the College for the purpose of sanitization.

Ms. Rakshita Gawande, Ladies Representative of the College enquired about Third Year Viva-voce examinations to be conducted at the College level. The Principal mentioned that the meeting is scheduled by the Vice Chancellor, Goa University. The time-schedule for the Third Year Viva-voce examinations will be discussed and finalized in the said meeting which will then be notified to the students.

Mr. Vitthal Sukhtantar enquired about the students who will be answering repeat examinations. Mr. Ashok Chodankar mentioned that the said examinations will be held in the month of June, 2020.

The College Internal Quality Assurance Cell ensured that the academic/administrative work went on smoothly during the partial lockdown period declared by the State Government. The employees were instructed to observe and adhere to all the norms of physical/social distancing at the work w.e.f. 20<sup>th</sup> April, 2020 through WhatsApp messages and Office Orders. In order to follow due diligence and extreme caution in our fight against COVID-19, during the period, the Group C employees of the College were divided into three Groups and a duty roster was prepared. Those employees, who were working from home were instructed to be available on telephone and electronic means of communication at all times. They were instructed to attend office, if called for and if any exigency of work demands their presence in the College or to visit any other place for official work. The employees were also instructed to compulsorily use mask while travelling in public transport and at the workplace without fail. They were further instructed to observe the norms of personal hygiene by regularly washing their hands with soap or by cleaning their hands with a hand sanitizer and refrain

from touching their eyes, mouth and nose. All the employees were instructed to download and use the Arogya Setu App. If any employee has symptoms like cough, cold, fever or if he/she is short of breath etc. he/she was advised to take appropriate medical care through Government doctor and make available doctor's advice and prescription to the Principal digitally for information. 3 Portable Touch Free Hand Wash Stations are installed in the College Campus on 20/04/2020 for the use of the Staff as well as for the use of the students who will be answering their examinations.

The Principal informed the house that 4 Infrared Forehead Thermometers are allotted to the College. The College officials are expected to record the temperature of the employees entering the College premises.

3. **Review of the initiatives taken by IQAC :** The Principal stated that the College Internal Quality Assurance Cell took the initiative of forming 'Team NAAC' in order to streamline the preparedness of our College for the next cycle of accreditation by the NAAC and for better working of the College keeping our prime stakeholders in mind. The members were instructed to submit the recommendations to the Chairperson, Internal Quality Assurance Cell. The members were advised to ensure that all the minute details falling under the category/sub category assigned to them are well documented. The Principal asked the members to give suggestions with regard to deadline given for preparation of the draft of SSR. Mr. Sharat Jamkhandi and Dr. Vaibhav Chindarkar suggested that the date for submitting the Criterion wise data could be extended to August, 2020. This was unanimously agreed to by the members.

The Principal stated that the College Internal Quality Assurance Cell has been pro-active in conducting activities that has social significance and relevance. He informed the house that the Internal Quality Assurance Cell of the College successfully organised International Conference, 'T4E' in collaboration with Goa University, Directorate of Higher Education, Government of Goa and IEEE from 9<sup>th</sup> December to 11<sup>th</sup> December, 2019.

The Department of Hindi (PG and UG) successfully organised an International Seminar, 'Vaishvik Star Par Hindi Ki Sweekriti Evam Vyapti' in collaboration with the Directorate of Higher Education, Government of Goa on 29<sup>th</sup> and 30<sup>th</sup> January, 2020. Experts and delegates representing 13 countries participated in the said Seminar.

The Post Graduate Department of Economics successfully organised an Inter-Disciplinary National Conference on 'Health Sector and Sustainable Development' on 15-16 January 2020 in association with the Directorate of Higher Education, Government of Goa and with the logistic support of Goa Institute of Management, Poriem, Goa.

He further informed that the Internal Quality Assurance Cell had approved the proposal received from the Department of Mathematics for organizing One-Day Intercollegiate Mathematics Event, 'Math Wars/Math Mania' for students. The Cell studied the proposal and gave due consent for the same. The said event was a grand success.

The Principal informed the house that the Secretary, North Goa District Legal Services Authority, Panaji had approached the College to partner in organizing an Awareness Programme with regard to "Fundamental Duties under the Constitution and on Immoral Trafficking" for the benefit of staff and students. The members of the Cell accepted the proposal and jointly organised the said programme which received a very good feedback from the student community.

The Principal briefed the house about the proposal received from Goa Institute of Management to organise 'Awareness Campaign on Organ Donation'. He mentioned that the said proposal was placed before Internal Quality Assurance Cell for discussion. The Cell organised the said programme in collaboration with the Goa Institute of Management. The campaign achieved its desired objective of creating an awareness among the youth regarding the need of undertaking this noble objective.

The Principal had placed before the Cell the proposal received by Samruddhi Nursery with regard to landscaping and gardening. In principle approval was given by the Internal Quality Assurance Cell for this initiative. The landscaping was carried out giving a better ambience to the College.

The Principal briefed the house about the application submitted to NIRF and mentioned that the result is awaited.

The Principal informed the house that officers from India Post Payments Bank had expressed their willingness to interact with our students and motivate them to open paper free account with zero balance. This gesture being eco-friendly and with a potential to cultivate the habit of saving, the Cell thought that such proposals should reach to the students. It was resolved to invite the officers to address the students during College Mela in December 2019 and then to open temporary counters to open the accounts in January 2020. This programme was executed as scheduled.

The Principal mentioned that the GDP Foundation had approached the College to register as 'GDP Partner' on their website. GDP promises to provide live projects in research operations to the faculties and students. It intends to offer challenging opportunities to build 'Social start ups' for the students. It also offers mentorship to the UG/PG students for their career development. The Principal and the members of the Internal Quality Assurance Cell felt that the College should partner with the said Foundation in the larger interest of the students.

The College Internal Quality Assurance Cell conducted OMR TEST on 9<sup>th</sup> February, 2020 on behalf of the Directorate of Higher Education, Government of Goa.

The College Internal Quality Assurance Cell resolved to take 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, Porvorim and the Goa Institute of Public Administration and Rural Development (GIPARD), Old Goa. One meeting of teacher volunteers was already held to discuss and plan the conduct of the study/survey on 24/04/2020. The Principal mentioned that Mr. Swapnil Fadte, Dr. Shraddha Naik and

Ms. Mamata Verlekar shall be relieved on 30<sup>th</sup> April, 2020 to join the Goa University. In view of the same new teachers would be taken on board as their replacements if they opted out of the study in which they had volunteered.

4. **Pre-monsoon Works undertaken/to be undertaken in the College :** The Sump and all the 7 overhead water tanks were cleaned on 03/05/2020 to prevent the spread of vector borne diseases.

The Principal informed the house that the letters are sent to the Chairperson, Sankhali Municipal Council, Chief Officer, Sankhali Municipal Council and to the Station Fire Officer, Bicholim Fire Station, Bicholim to arrange to sanitize the College premises.

5. **Proposals for the organisation of workshops/seminars/conferences/training programmes and short term certificate courses for quality improvement :** The College has received 36 proposals for the conduct of workshops/ seminars/conferences/training programmes and short term certificate courses in the forthcoming academic year for onward submission to the Directorate of Higher Education, Government of Goa for financial assistance. The said proposals would be forwarded to the concerned office after receiving approval of the College Internal Quality Assurance Cell.

6. **Plan of action for the coming academic year 2020-2021 :** The house was informed that a Committee under the Chairmanship of the Principal is formed to look into the issue of rationalization of the number of papers that shall be offered to the students by each of the Departments in the College. The Committee consists of the Convenor of the Admissions Committee and Vice Principal, Mr. Anil Karambelkar, Convenor of the Examination Committee and the Time Table Committee, Mr. Ashok Chodankar and Convenor of the Committee for Prospectus Committee, Mr. Sharat Jamkhandi as the Member Secretary. The said Committee shall meet on 2<sup>nd</sup> May, 2020 to decide on the matter in the light of the directives issued by the Directorate of Higher Education in this regard and keeping in mind the constraints in the College.

Mr. Anil Karambelkar, Convenor of the Admissions Committee stated that the admissions should be held online in view of the present circumstances. He enquired whether the Student Management System which will be provided to all the Colleges would materialize before the admission process starts. Dr. Shankar Naik, stated that the tenders are ready and would be issued very soon. Mr. Anil Karambelkar enquired whether the College Prospectus is ready. Mr. Sharat Jamkhandi, Convenor, Prospectus Committee informed that the policy matters with regard to subjects needs to be discussed. Mr. Anil Karambelkar stated that we need to be update with regard to the fee structure. Mr. Sharat Jamkhandi informed that the same is provided by Mr. Ashok Chodankar as received from the Goa University.

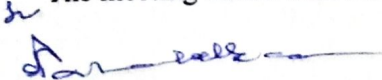
7. **A.O.B. :** Under A.O.B. Dr. Soniya Sirsat informed that the Sankhali Legal Aid Cell, students of V. M. Salgaocar College of Law, Miramar had requested the College to permit them to conduct their weekly meetings in the College Premises. The Principal had given his consent for the same.


Dr. Soniya further informed the house that the Yog Mangal Pratishtan, Bicholim had requested the College to allow them to conduct Yoga classes in the evening in the College Auditorium. Due consent was given to the said Institute and the said classes were going on till lockdown could be imposed by the State Government.

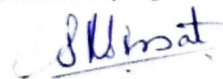
Dr. Shankar Naik suggested that the College Internal Assurance Cell can take up a seed bombing project as a green initiative. He stated that he will share the details of the same at the later stage. He also suggested that the NSS Unit can be associated with the said Project.


Dr. Shankar mentioned that he has informed the Director, Higher Education about the initiative of Internal Quality Assurance Cell to conduct the meeting through Video Conferencing using Skype and that the Director has appreciated the initiative.


The meeting ended with closing remarks by the Principal at 11.15 a.m.


  
(Mr. Anil Karambelkar)  
Vice Principal  
Member, IQAC


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


  
(Dr. Soniya Sirsat)  
Director, 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

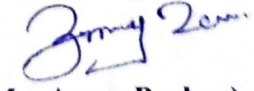
  
(Dr. Vanita Patil)  
Member, IQAC

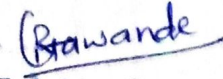
  
(Ms. Preethi Pednekar)  
Member, IQAC


  
(Mr. Brian D'Souza)  
Member, IQAC

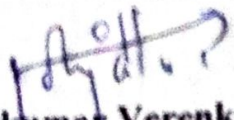
  
(Mr. Ramray Gaonkar)  
Office Superintendent, Member, IQAC


  
(Mr. Arjun Talawnekar)  
Accountant, Member, IQAC


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


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

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

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

  
(Mr. Shashi Vishwakarma)  
Vice Chairperson  
Member, IQAC

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

  
(Mr. Vitthal Sukhtankar)  
PTA Faculty of GIM  
Member, IQAC

Date : 29<sup>th</sup> April, 2020

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

