

**Date: 30-10-2014**

**NOTICE**

The first meeting of the IQAC for the academic year 2014-15 will be held on 11<sup>th</sup> **November 2014 at 3.00 p.m.** in the Board Room in the college premises.

The **agenda** of the meeting is as follows:

1. Address – Principal Dr.R.B.Patil
2. Brief presentation on IQAC – Co-ordinator, Shri. B.S.Ingalhalli
3. Reading and confirming the minutes of last IQAC meeting held on 19<sup>th</sup> May 2014
4. Review of preparations for NAAC peer team visit.
5. Any other business with the permission of the chair.

All the members of the IQAC are requested to attend the meeting.

(Dr. M.C. Rodrigues)  
Principal &  
Chairperson, IQAC

## MINUTES OF THE IQAC MEETING HELD ON 11<sup>th</sup> NOVEMBER 2014

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The **agenda** of the meeting was as follows:

1. Address – Principal Dr.R.B.Patil
2. Brief presentation on IQAC – Co-ordinator, Shri. B.S.Ingalhalli
3. Reading and confirming the minutes of last IQAC meeting held on 19<sup>th</sup> May 2014
4. Review of preparations for NAAC peer team visit.
5. Any other business with the permission of the chair.

The following members were present for the meeting:

1. Principal Dr. R.B. Patil
2. Vice Principal – Shri V.V. Sail
3. Shri M.S. Kamat –Chairman, Murgaon Education Society- Member
4. Dr. (Fr. ) S. Diniz, Principal, Rosary College of Commerce and Arts, Navelim, Goa- Member
5. Mrs. Victoria D’Lima, Ex-Principal, Deep Vihar Higher Secondary School, Sada, Goa - Member
6. Prof. Mrs. Meenakshi Raman Head, Dept. of Humanities and Social Sciences, BITS – Goa- Member
7. Shri. B.V. Kolekar – Associate Professor - Member
8. Dr. Cidalia Bodade - Associate Professor- Member
9. Shri Sandeep Kadam – Associate Professor- Member
10. Shri. Dilip Lotlikar- Head Clerk- Member
11. Shri. B.S. Ingalhalli - Co-ordinator

The first meeting of IQAC for the year 2014-2015 was held on 11<sup>th</sup> November 2014 to discuss the above agenda. To begin with, the Principal, Dr.R.B.Patil welcomed the members of the IQAC and gave a brief history and introduction of the College to the new members. Then the member secretary Shri. B.S.Ingalhalli made a small presentation to brief the goals and objectives of IQAC and also highlighted the role of IQAC in quality sustenance.

After the presentation member secretary Shri. B.S.Ingalhalli read out the minutes of the last IQAC Meeting held on 19<sup>th</sup> May 2014 which were duly approved by the Committee.

The next point in the agenda for discussion was to deliberate on the preparation for the NAAC Peer team visit to the institution for accreditation. The Principal Dr.R.B.Patil informed the following aspects of preparation for NAAC Peer team visit:

- 1) The library automation process is being carried out.
- 2) SWOT analysis of various departments of the Colleges and also of the College was carried out.
- 3) He also informed the members that students' feedback about faculty was implemented with four scale parameters and it has to be analysed at the Department level with the HODs.
- 4) The repair and maintenance of the old building is being undertaken.
- 5) The Alumni Association was also revised and a new committee was constituted. A meeting of alumni is fixed on 30<sup>th</sup> November, 2014. He appreciated the role of teachers in this regard.
- 6) He also informed that all the staff members and students were wearing the identity cards regularly.
- 7) New books and new software were acquired for the library to strengthen the academics like New Gen. inflibnet.

After the Principal's remarks, the following suggestions were made by the members to improve the quality element.

- i) Introduction of Bar code an Identity Card and frequency scanner for library to issue the books.
- ii) Students feedback should also include new elements in the syllabus, Dr.Mrs. Raman offered a service to provide proforma for the feedback evaluation.
- iii) Mrs. Raman also suggested to set up 4-5 computer booths with ear phones so that students can use the computer for conversation.
- iv) Shri M.S.Kamat questioned as to what happens after feedback is received from the students. He was informed that the outcome of the feedback was discussed with HODs and appropriate measures were discussed to overcome the shortcomings.

After these discussions, the NAAC Co-ordinator Dr. Cidalia Bodade made a presentation on NAAC preparation for III Cycle Accreditation. She explained the vision of the College and briefly explained the SSR prepared for the seven criteria.

The following suggestions were made:

- i) We need to set up a Research Centre which has to approved by Goa University.
- ii) The same mentor should be maintained for the same group of students continuously for three years so as to help the students more effectively.
- iii) An Academic Monitor Board has to be set up to keep watch on the academic proceedings.
- iv) Students' achievements are to be put on the College website continuously.

- v) A Media publication committee to be nominated to send the publications.

Father S. Diniz, Principal of Rosary College made the following points to prepare for the NAAC Peer Team visit.

- i) Strengthen the Alumni organisation.
- ii) Meet Dr.Mrs.Raman and get tips to prepare for peer team visit.
- iii) Maintain Proper Documentation.
- iv) Regular Interaction with students and parents.
- v) Strengthen Alumni, ICT, Sports facilities, Library visits, Disciplinary Committee etc.

After the deliberations it was decided to speed up all the preparations for NAAC Peer Team Visit. Since there were no other matters were for discussion meeting was adjourned.

With thanks to the chair.

**Shri. B.S.Ingalhalli**  
**Coordinator, IQAC**