

Date: 14-09-2017

NOTICE

The first meeting of the IQAC for the academic year 2017-18 will be held on **Wednesday 20th September 2017 at 3.00 p.m.** in the Board Room in the college premises.

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

1. Welcome Address- Dr. R.B. Patil (Principal)
2. Measures initiated during the first quarter of the academic year 2017-18 – Dr. Meenakshi Bawa (Coordinator)
3. Plans for the academic year 2017-18
4. Any other business with the permission of the Chair

We kindly request you to attend the meeting. We look forward to your valuable suggestions and active participation which will go a long way in enhancing and sustaining the quality of education in our institution.

(Dr. R. B. Patil)
Principal &
Chairperson, IQAC

MINUTES OF THE IQAC MEETING HELD ON 20th SEPTEMBER 2017

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

1. Welcome Address- Dr. R.B. Patil (Principal)
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3. Plans for the academic year 2017-18
4. 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 Dr. Rekha Gaonkar - Member
3. Shri. M.S. Kamat — Member
(Chairman, Managing Committee, Murgaoon Education Society)
4. Mrs. Rochana Kharangate – Associate Professor- Member
5. Shri. Sandeep Kadam – Associate Professor - Member
6. Shri. Ashish Joshi – Associate Professor- Member
7. Mr. Binayak Datta- - Member
(FCA, Chartered Accountant, Senior Corporate Consultant and Trainer)
8. Shri. Vivek Gupta - - Member
(Managing Partner, Raj Resorts & Proprietor, Raj Resorts Homehotel, Goa)
9. Dr. Freda Cota e Pereira- Assistant Professor- Member.
10. Mrs. Lalita Joshi – Special Invitee
Director, Planning & Development Wing, Murgaoon Education Society
11. Shri. Dilip Lotlikar- Head Clerk- Member
12. Shri. Suresh Shenoy– Accountant- Member
13. Ms. Prita Naik -Ladies Representative, College Council -Member
14. Dr. Meenakshi Bawa - Co-ordinator

The Principal, Dr. R.B. Patil, welcomed the members of the IQAC. In his welcome address, Dr. Patil stated that 2017-18 has been a fruitful year. The admissions have been very good this academic year. 1551 students have been admitted for the various courses offered by the college. There are two additional divisions, one for FYBA and one for FYBCom. A number of initiatives have been taken by the Institution since the last assessment by NAAC. The emphasis will be on more new initiatives so as to further improve the quality of higher education at MES. The IQAC plays a major role in this regard as it is the think-tank of our Institution.

The coordinator of the IQAC, Dr. Meenakshi Bawa, read out the minutes of the last meeting held on 2nd May 2017.

Dr. Meenakshi Bawa made a presentation on the **criterion-wise measures initiated in the first quarter of the academic year 2017-18 on the basis of the recommendations of the IQAC meeting held on 2nd May 2017**. They were as follows:

Criterion I (Curricular Aspects):

- Faculty evaluation by students is being done online for first year, second year and third year students.
- The institutional feedback form has been prepared and will be administered to all BA/BCom students.
- The feedback form for alumni has been prepared and will be administered in 2017-18.

Criterion II (Teaching, Learning and Evaluation):

- M.A. in English has commenced in 2017-18. 7 students have enrolled for this programme
- Peer learning has been formalized and is being documented. This is a process wherein an academically bright student teaches a group of academically weaker students. Certificates of appreciation will be awarded to the advanced learners.
- The modalities for internal academic audit are being worked out and it is proposed to be done in every semester for every course.
- The faculty are preparing teaching plans for every subject taught.

Criterion III (Research, Consultancy and Extension):

- 2 teachers have registered for Ph.D in April 2017
- 3 faculty have applied to the ICSSR for major research projects and 1 faculty has applied for a minor research project.

Criterion IV (Infrastructure and Learning Resources):

- Under RUSA:
 - Repair and renovation: Rooftop and false ceiling work has been completed in 6 rooms in Block I.
 - Purchase of equipments: 20 LCDs, 2 servers, 13 desktop computers, 1 printer & 1 laptop have been purchased.
 - New construction on the top floor of Block IV has commenced.
- A room has been constructed for a stationery shop. It will operate from the next semester.
- All classrooms are equipped with LCDs
- Library automation will be completed by October 2017
- The College has registered for the National Digital Library provided by the MHRD.

Criterion V (Student Support and Progression):

- Spoken Tutorial, A Massive Open Online Course (MOOC), is a free web-based distance learning program, under which a Libre Office package and Linux is offered by IIT

Bombay. It is an NMEICT, MHRD Govt of India initiative to enhance IT/Software skill set of our students. Students are in the process of registering for the same.

- The Placement Cell has been very active. 4 companies, ICICI, Vedanta Ltd., Axis Bank (Panjim Branch) and Axis Bank (Vasco Branch) visited the MES College Campus & selected 21 students from a total of 38 students who appeared for the interviews.
- A Certificate Course in 'Basics of the Theory of Music (Western Classical)' for 2017-18 has commenced in September 2017. 05 students have registered for the course. This year there will also be some practical sessions for keyboard.
- A Language Study Centre has been set up. To begin with, French and Sanskrit will be languages taught.
- The Certificate Course in Spoken French for 2017-18 has commenced in August 2017. 12 students have registered for the course.
- Sanskrit classes will commence shortly. The teacher has been appointed by the Rashtriya Sanskrit Sansthan (Deemed University), New Delhi established under the auspices of the Ministry of Human Resource Development (MHRD), Government of India. We are seeking permission from the Directorate of Higher Education, Government of Goa. The College will be the Centre for these classes.
- The Department of Konkani conducted a ten-day theatre workshop. 29 students participated in this workshop. The resource persons were the President & Vice President, Tiatr Academy of Goa

Criterion VI (Governance, Leadership and Management):

- Four college policies have been framed, namely, Admission Policy, Sports Policy, Library Policy and Dress Code Policy are in the process of finalization.

Criterion VII (Innovations and Best Practices):

- The Value Education Cell has been active. Two guest speakers were invited to address the students
- A special induction programme was conducted for new faculty so as to make them familiar with the ethos of the college.
- The Women's Cell 'Jyoti' conducted a workshop on making designer paper bags. 30 students enrolled for this workshop. The resource person was Mrs. Anita Thorat.
- Students who secured Distinction at the BA/BCom/BCA/BBA April 2017 examinations were felicitated on 16th September 2017.
- The 'MES Entrepreneurship Hub' has been formed to encourage students to explore their entrepreneurial talent. About 35 students have registered for the same.

The following **suggestions** were put forward:

1. After looking at the analysis of feedback by students and parents, it was felt that uninterrupted wi-fi facility is needed. Hence, wi-fi needs to be improved.

2. The seriousness of the students can be tackled by making the pedagogy more interesting for them. We need to tap the students potential and encourage participatory learning. We could adopt some of the teaching methodologies used in the BBA programme.
3. Data on student progression must be regularly updated.
4. The Placement Cell should be more active. The Institution should be proactive and maintain liaison with probable employers. We should contact persons such as BNI (Business Network International) member, Mr. Bharat Kamat so that our students are benefitted in their business ventures.
5. We should arrange a get-together of members of the Alumni Association.
6. Benchmarking is the need of the hour. We need to identify institutions which are the best in an area (eg. Research, extension, teaching-learning, etc.), study how they work, and adopt the best practices that are suitable to our Institution.
7. Active participation and networking with CII is needed. It was felt that we need to take advantage of their programmes and publications.
8. We should emphasize on the most effective utilization of existing resources.
9. Skill-based education is needed in the present day. New and marketable skills have to be imparted to students. Courses on soft skills, training for LIC agents, GST, etc could be introduced.
10. We could arrange lectures by resource persons from Ram Krishna Mission and Swami Vivekanda Kendra.
11. Young lecturers should be encouraged to register for Ph.D.
12. A workshop on self-defence could be organized for the female students.

The following decisions were taken:

1. The wi-fi connection should be upgraded with high-speed internet connectivity.
2. Data on student progression should be maintained and updated by all Departments.
3. The Value Education Cell should arrange inspiring lectures by persons from Ram Krishna Mission and Swami Vivekanda Kendra.
4. The faculty should be encouraged to adopt new methodologies in teaching- learning.
5. The Alumni Association should organize a get-together/informal meeting of all its members once a year.
6. The Women Cell should organize a workshop on self-defence for the female students.
7. We should arrange a talk/ workshop on benchmarking so as to sensitize the teaching and non-teaching staff on various aspects of benchmarking.

The meeting ended with the vote of thanks proposed by the Vice-Principal, Dr. Rekha Gaonkar.

Dr. Meenakshi Bawa
Coordinator, IQAC