

Date: 19-10-2015

NOTICE

The first meeting of the IQAC for the academic year 2015-16 will be held on **Thursday 29th October 2015 at 3.30 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. Presentation on IQAC – Dr. Meenakshi Bawa (Coordinator)
3. Discussion on future plans for qualitative improvement
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 innovative ideas which will further enhance and sustain the quality of education in our institution.

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

MINUTES OF THE IQAC MEETING HELD ON 29TH OCTOBER 2015

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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 Shri. V.V. Sail- Member
3. Shri. B.V. Kolekar – Associate Professor - Member
4. Shri. B.S. Ingahlalli – Associate Professor- Member
5. Shri. Sandeep Kadam – Associate Professor - Member
6. Mrs. Sanchilliana Faria e Rodrigues – Associate Professor- Member
7. Shri. Ashish Joshi – Associate Professor- Member
8. Shri. M.S. Kamat - Member
Chairman, Managing Committee, Murgaon Education Society
9. Mr. Binayak Datta- Member
(FCA, Chartered Accountant, Senior Corporate Consultant and Trainer)
10. Dr. Ramesh V. Gaonkar- Member
(Ex. Principal, Smt. Parvatibai Chowgule College, Margao)
11. Prof. Pranab Mukhopadhyay - Member
Department of Economics, Goa University, Goa.
12. Mrs. Lalita Joshi – Special Invitee
Director, Planning & Development Wing, Murgaon Education Society
13. Shri. Dilip Lotlikar- Head Clerk- Member
14. Shri. Suresh Shenoy– Accountant- Member
15. 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 the IQAC is the think-tank of the college and we need to set benchmarks for the future development of the college. He emphasized that the following measures need to be undertaken on a priority basis:

1. Improvement in the area of research: We need to motivate teachers to pursue Ph.D., and actively involve themselves in research by way of more publications and major/minor research projects.

2. Improvement in the area of consultancy
3. Collaborations with other higher educational institutions and industry
4. Introduction of post-graduate courses: The college plans to introduce M.Com. in 2016-17. We need to think of introducing PG diploma/ certificate courses.
5. Introduction of skill-based certificate courses
6. Establishing mechanisms and creating systems
7. Proper documentation and maintenance of records

The coordinator of the IQAC, Dr. Meenakshi Bawa, read out the suggestions put forward at the last meeting held on 28th April 2015. They were as follows:

1. Quarterly meetings of IQAC should be held.
2. Maintenance of all records.
3. Composition of IQAC Committee as per NAAC guidelines.
4. Introduction of PG courses
5. Strengthening of PTA and Alumni Association
6. Involvement of all stakeholders
7. Streamlining the mentoring programme
8. Strengthening of activities of Research Cell
9. Training students for competitive examinations
10. Encouraging faculty to attend workshops

Dr. Meenakshi Bawa gave a brief presentation on the role, objectives and functions of the IQAC. She then presented criterion-wise observations and recommendations of the NAAC Peer Team.

This was followed by a discussion on future plans for qualitative improvement of the college.

As far as Criterion I (Curricular Aspects) is concerned, the following suggestions were put forward:

1. Strengthening of feedback mechanism: Feedback forms can be filled online by students as well as parents.

2. Placement mechanism: Feedback from industry

3. Students have basic theoretical knowledge but inadequate practical knowledge. There are two sides of appraisal, firstly, when the student is in the institution and secondly, when he passes and pursues higher studies or is placed in industry. Benchmarks need to set after studying feedback/appraisal systems in other universities like Delhi University.

As far as Criterion II (Teaching, Learning and Evaluation) is concerned, the following suggestions were put forward:

1. The college should send representatives to other colleges/institutions where the mentoring system works effectively.

2. Identify the colleges having the highest benchmarks from the NAAC website

3. Confederation of Indian Industries (CII) meetings should be attended by the faculty annually.

4. Refer to the All-India Survey of Higher Educational Institutions for benchmarking purposes.

5. The ISA papers may be shown to the students as is done in some other colleges. Further, the need to show answer scripts to students should be discussed at the Academic Council, Goa University.

As far as Criterion III (Research, Consultancy and Extension) is concerned, the following suggestions were put forward:

1. Need to publish a research journal

2. Need to motivate faculty to publish papers in well recognized journals having high impact factor.

3. Research proposals could be sent to industry and we could look at the possibility of securing funds from industry for research.

4. We should look at the new ordinance of Goa University regarding the mechanism for consultancy.

As far as Criterion IV (Infrastructure and Learning Resources) is concerned, the following suggestions were put forward:

1. Improving the library facility
2. Subscribing to e-books for various courses. The Boards of Studies, Goa University, can be approached for procuring e-books. Some international books need to be identified.
3. Linking to the Goa University for e-books
4. The book bank should not be limited.
5. The computer lab should be annexed to the library

As far as Criterion V (Student Support and Progression) is concerned, the following suggestions were put forward:

1. The Placement Cell needs to be further strengthened.
2. About 33% of the students pursue post graduation. Records of student progression need to be maintained. We should start this activity immediately after final year BA/BCom results are declared.

As far as Criterion VI (Governance, Leadership and Management) is concerned, the following suggestions were put forward:

1. Internal academic audit may be done for regular courses every alternate year.
2. Need to find out the sources of external funding and what other institutions are doing in this regard.

As far as Criterion VII (Innovations and Best Practices) is concerned, the following suggestions were put forward:

1. Preparing students for administrative services examinations

As far as the SWOC analysis is concerned, the following suggestions were made:

1. A calendar for opportunities, weaknesses and challenges should be maintained. Benchmarks should be set and efforts should be made to achieve these every year.
2. Planning for the next five years should be done in advance. There should be a time-bound action plan.

3. We could have 10 teacher members in the IQAC. More teachers should be involved and committees may be made every two years. The chairperson of every committee should work on his/her respective criterion.

4. The placement system should be made vibrant in the college.

5. Industries/organizations keep aside 2% of their profits for CSR. We can tap the CSR fund from organizations in Goa like Goa Shipyard Ltd.

6. It is the responsibility of the IQAC to communicate all suggestions to the faculty.

Under A.O.B., the following suggestions were put forward:

1. It was emphasized that the IQAC should formulate a time-bound action plan.

2. More faculty should register for Ph.D. every year. After five years, some of the faculty who have acquired Ph.D. may retire.

3. Continuous interaction is important.

4. A continuous follow-up should be done so as to ensure that the suggestions that have been put forward are implemented.

The following decisions were taken:

1. The faculty evaluation by students should be done online. This will be introduced during the academic year 2016-17.

2. The ISA papers will be shown to the students from the next academic year, i.e. 2016-17.

3. A research journal will be published in the next academic year, i.e. 2016-17.

4. A team of faculty members will visit institutions which have been accredited with A Grade in the state.

5. Coaching classes will be conducted for students preparing for competitive examinations from the next academic year, 2016-17.

The meeting ended with the vote of thanks proposed by the Vice Principal, Shri. V.V. Sail.

Dr. Meenakshi Bawa
Coordinator, IQAC