

Date: 20/08/2019

NOTICE

The first meeting of the IQAC for the academic year 2019-20 will be held on **Wednesday 28th August 2019 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. Brief review of activities conducted from June 2019 to August 2019 – Dr. Meenakshi Bawa (Coordinator)
3. Progress of NAAC Preparation
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

MINUTES OF THE IQAC MEETING HELD ON 28th AUGUST 2019

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3. Progress of NAAC Preparation
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. Mrs. Lalita Joshi –Director, Planning & Development Wing, Murgaon Education Society- Member
3. Dr. Ramesh V. Gaonkar- Senior Project Consultant, RUSA, Goa- Member
4. Prof. Rahul Tripathi - Head, Department of Political Science, Goa University, Goa- Member
5. Shri. Vivek Gupta - Managing Partner, Raj Resorts & Proprietor, Raj Resorts Homehotel, Goa - Member
6. Shri. Ashish Joshi – Associate Professor - Member
7. Dr. Champa Parab – Associate Professor- Member
8. Mrs. Cedila Pereira e Gomes- Assistant Professor- Member
9. Shri. Dilip Lotlikar- Head Clerk- Member
10. Shri. Suresh Shenoy– Accountant- Member
11. 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 he was pleased to announce that M.E.S. College was ranked 67 among the Arts Colleges, 110 among the Commerce colleges and 73 among the BCA colleges in India by the India Today MDRA Survey, 2018-19. MES College was awarded an A+ Grade by Goa University under the Swachhatam Mahavidyalaya Samman for the academic year 2018-19. M.E.S. College received an appreciation award from the Association of Lions Club International for the academic year 2018-19 in recognition of its valuable services towards humanity by way of extension activities.

Dr. Patil stated that the results of the final year examinations held in April 2019 were quite good, though there is scope for improvement. He further stated that the preparation for the fourth cycle of NAAC accreditation started in 2015-16 itself and concerted efforts have been made to make changes in higher education at M.E.S. College, especially in the teaching-learning process. The following programmes have been introduced since 2015-16: M.Com. and M.A. in English. Two research centres in Sociology and Economics have been established. Over the last four years, about 30 certificate and diploma courses have been conducted in the college.

As far as admissions are concerned, we have had 5 divisions for FYBCom for the fourth consecutive year and 3 divisions for FYBA for the third consecutive year. This year 159 students have enrolled for BA Semester I and 288 students have enrolled for BCom Semester I. The details of the number of students enrolled across all programmes are as follows:

Programme	No. of students
BBA	121
BBA (S&L)	60
BCA	123
MCom	49
BA	381
BCom	738
Total Strength	1472

The Coordinator of the IQAC, Dr. Meenakshi Bawa, read out the minutes of the last meeting held on 14th June 2019. Dr. Bawa presented a **review of activities conducted from June 2019 to August 2019**. They were as follows:

Criterion I (Curricular Aspects):

- The CBCS which was introduced in 2017-18 covers all three years of B.A./B.Com programmes.
- The CBCS has been introduced in this academic year for First year BCA courses.
- New courses have been introduced for the B.Com. Honours programme, namely, Cost Accounting Major and Banking and Financial Services Major.

Criterion II (Teaching, Learning and Evaluation):

- As part of the Memorandum of Understanding (MoU) signed with Parvatibai Chowgule College of Arts & Science (Autonomous), Margao, Goa, the IQAC organized a Workshop on ‘Designing Learning Outcomes’ on Monday 15th July 2019. The resource persons for the workshop were the faculty from Parvatibai Chowgule College of Arts & Science (Autonomous), Margao, Goa, namely, Dr. N.N. Sawant (Principal, Parvatibai Chowgule College of Arts & Science (Autonomous), Dr. (Ms.) Sobita Kirtani (Assistant Prof., Department of Psychology), Dr. Sachin Moraes (Associate Prof., Department of Sociology) and Mrs. Rupali Tamuly (Associate Prof., Department of Economics).
- The main objective of this workshop was to understand clearly the process of preparing learning outcomes for courses/programmes. A total of 50 faculty members participated in this seminar. The resource persons emphasized the importance of framing and measuring learning outcomes. They explained the process of preparing learning outcomes by citing relevant examples of course outcomes designed at their institution. The workshop was a great success. Our faculty members have revised their course outcomes .

- Programme outcomes and Programme specific outcomes have been designed for all programmes (BA/BCom/BCA/BBA/BBA(S &L)/MA/MCom) and submitted to the IQAC.
- Teaching plans have been prepared by all teachers and submitted to the IQAC.
- Peer learning is being conducted for several courses. Teachers conducted a basic test (objective type/concepts/brief answers, etc) in their respective course/paper. This has been considered as one of the ways to identify the advanced learners and slow learners.
- Bridge Courses were conducted for the subjects of Economics, Commerce, Sociology and Psychology

Criterion III (Research, Innovations and Extension):

- The following faculty have defended their Ph.D. theses successfully: Dr. Champa Parab, Associate Professor and Head, Department of Commerce and Dr. Kirti Tyagi, Assistant Professor, BBA(Shipping & Logistics). As of now, we have 12 faculties who hold a Ph.D. degree. 4 faculty have submitted their Ph.D. theses. 13 faculty have registered for Ph.D.
- The Nature Club of MES college of Arts and Commerce was inaugurated on the 10th July 2019. On the occasion of the inaugural function a documentary film “Saxtticho Koddoo: The Granary of Salcete’ by Vince Costa was screened as part of the Kasturi Lecture series. During the academic year 2018-19, the Foundation For Environment Research and Conservation (FERC) in association with Murgaoon Education Society and in collaboration with the Nature Club of M.E.S. College, started a monthly lecture series , namely, “Kasturi” on issues revolving around environmental and social issues. The second lecture of the Kasturi series of lecture was held on 14th August 2019. The guest speaker, Shri Prajal Sakhardande, Historian and Heritage activist, and Associate Professor, Dhempe college of Arts and Science spoke on the topic "History and Heritage of Goa"
- NSS activities for the academic year 2019-20 were inaugurated in MES College Zuaringar on 5th August 2019. The Chief Guest for the programme was Shri. Sandesh Chodankar, Police Inspector, Verna Police Station. The NSS Unit of MES College organized an awareness program on Drugs on the same day.
- The NSS Coordinator, Mr. Dattaprasad Shirgurkar, attended the Tech4 Seva Workshop for the coordinators of Unnat Bharat Abhiyaan organized at IIT, New Delhi. M.E.S. College has been selected by MHRD, Government of India to adopt 5 villages under the *Unnat Bharat Abhiyaan* Scheme, a scheme to bring out positive socio-economic change in Indian villages.

Criterion IV (Infrastructure and Learning Resources):

- The college website has been upgraded.
- The college has implemented ERP.

- We now have our very own CAFE on campus MESCAFE. Inaugurated on 8th July 2019 by our SYBBA student Mr. Ribhav Sardesai (International Football Player) and Ms. Praneeta Bhosle (Topper of TYBA Psychology, April 2019). The cafe is run by one of our former students, Benson D'Souza, of the popular Souza and Sons, Vasco.

Criterion V (Student Support and Progression):

- The Placement Cell of MES College organised a Campus Recruitment Training Programme for final year students, on 14th August 2019. 175 students attended the programme. The resource person was Mr. Roshan Nisar, faculty of 'The Leader'.
- Summer internships have been completed by BBA students and BBA (Shipping & Logistics) students. The M.Com. Part I students also completed one-month internships.
- Three Final Year students (Economics) completed one-month internship in June 2019
- A Certificate Course of 2 credits (30 hours) on 'Practical Banking & Financial Aspects' was organized by the Department of Commerce. Mr. Suresh R. Parrikar, former Managing Director, Bicholim Urban Cooperative Bank Ltd., was the resource person for the course. The course was conducted from 1st July 2019 to 17th July 2019. 52 students have registered for the course
- The Department of Commerce conducted a certificate course of 2 credits (30 hours) on MS Excel in Accounting and Taxation. The course was conducted from 10th July 2019 to 22nd July 2019. CA Shraavan Swarup was the resource person. 35 students registered for the course.
- The Department of Commerce is presently conducting two batches of certificate course on Tally ERP 9 with GST. The course is being conducted from 16th August 2019 to 31st August 2019. 35 students have registered for the course in each batch. Ms. Shubhada Parab and Ms. Thomasin D'Souza, both Assistant Professors, Department of Commerce, M.E.S. College, were the resource persons for this course.
- The Consumer Welfare Cell, in collaboration with the Department of Economics, conducted a one day programme titled "Consumers Assert Your Rights and Pursue Remedies". Shri Rolland Martins, coordinator GOACAN was invited as the resource person. A series of competitions like essay writing, collage making, extempore elocution, Ad- Mad Show and street play competition were organized wherein 70 students from various classes participated.
- The Department of Psychology is conducting a Diploma Course in Counselling Techniques. The course commenced in August 2019. 20 students have registered for the course.
- The Commerce Association organised a Personality Development Programme for the Co-opted members of the Commerce Association on 20th July 2019. Shri.Rajesh Rajan, Vice President of JCI Margao was invited as resource person for the programme.
- The Department of Konkani organized awareness Programme on ' Inclusion of Konkani in the VIIIth Schedule of Indian Constitution on 21st August 2019

- A Personality Development Programme was organized by the NSS. Mr. Sujay Rao from JCI, was the resource person

Criterion VII (Institutional Values and Best Practices):

- Orientation programmes were held for the students of all programmes, namely, BA, BCom, MCom, BCA, BBA and FYBBA (shipping and logistics) and their parents
- The NSS Unit of MES College, Zuarinagar Goa celebrated International Yoga Day 21st June 2019 at 7:30 am in the college seminar hall. Ms. Maura Afonso from Isha foundation trained the volunteers and the faculty members during the session. A total of 79 volunteers (42 girls and 37 boys) were present for the programme. 32 NCC naval cadets, 56 NCC army (boys) and 19 cadets from the NCC Army (girls) also attended the programme.
- The Department of Physical Education and Sports of M.E.S College organized the Inter-Collegiate Men's X-Country Championship on 13th July 2019.
- The Income tax pledge was taken by the students of the college on the occasion of Income Tax Day Celebrations on 24th July 2019.
- A special induction programme was conducted for the new faculty on 10th August 2019.
- The students of M.E.S. College celebrated Janmashtami on 24th August 2019 by breaking the "dahi handi" in a colourful ceremony wherein students from diverse streams in the college participated enthusiastically.
- The Department of Konkani organized 142nd Shenoji Goembab Jayanti on 24th June 2019. Dr. Purnanand Chari was the Chief Guest and resource person for the function. More than 100 students attended the function.
- The mentors collected data from the students/mentees on family income, educational attainment of parents and state of origin. This was done with the purpose of highlighting the student diversity and the fact that a large number of students are first generation learners.
- ***The following guest lectures/talks by eminent personalities were organized:***
 - The Department of Psychology organised a talk on Research Methodology for TYBA students by Dr. Vijay Viegas, Assistant Professor, Abbe Faria Post Graduate Department of Psychology, St.Xavier's College on 6th August 2019.
 - Ms. Shobhika Jaju, a Clinical Psychologist working in the field of Psychotherapy and Counselling and successfully managing the Silver Linings, Guidance and Counselling Centre, Margao, was invited as the chief guest for the inaugural function of the Psychomatrix Club. She is an international affiliate of the American Psychological Association as a Certified Career Analyst.
 - The orientation of the C.A. course was delivered by CA. Nina Karla Vaz.
 - Mr. Pravin Satadekar, Member of ICSI, CS, delivered a talk on the Company Secretary course.

- The Commerce Association organised an orientation on the CMA Course for the B.Com students on 27th June 2019. The Chief Guest and resource person for the orientation was CMA Shri Rammohan Menon.
- The Department of Commerce organised orientation of project paper for T.Y.B.COM students on 07th August 2019 The resource person for the orientation was Dr.Smitha Sanzgiri, Associate Professor, G.V.M College, Ponda Goa.
- The BBA Department organized a guest lecture on 3rd August 2019 by Ms. Yashu Sharma, alumni of BBA Batch 2004-2007 batch, an HR professional currently holding a position of Manager HR business partner at Transerve technologies Pvt Ltd., Panjim
- Dr. Angela Barreto Xavier, researcher of the Institute of Social Sciences of the University of Lisbon Portugal and a visiting professor of the Cunha Rivara Chair, Goa University interacted with the SYBBA and FYBBA (Shipping and Logistics) students on 31st July 2019.
- A guest lecture was organised for the students of SYBBA and TYBBA on 17th July 2019 on "The Importance of Data Analytics" by Omkar Raikar, Co founder & Director, Business Toys Private Limited, Bangalore.
- Mr. Rohin Parker , CEO of Mring Technologies Margao-Goa delivered a talk on IOT and current trends in computer science at the inaugural function of the BCA batch of 2019 - 20 on 22nd July 2019.
- A guest lecture on FOSS(Free open source software) was delivered by by Mr. Minto Joseph Ex. System Administrator Red Hat Linux to the BCA students on 29th July 2019.
- A guest lecture on Dev Cluster was delivered by. Mr. Tanmay Pereira , System Engineer at PSL Verna to the BCA students on 29th July 2019.

The IQAC Coordinator also highlighted the achievements of our students and teachers.

Students' achievements:

- Fourteen naval cadets from M.E.S. College of Arts and Commerce, Zuarinagar-Goa participated in the CATC camp organized by 8 Kar Naval Unit, Karwar.

Teacher's achievements:

- Mr. Sanjiv Shirodkar has been appointed as NSS Coordinator of the NSS Cell, Goa University for the third consecutive year.
- Dr Cosma Fernandes has been nominated as a member of the NSS advisory committee of the Goa University for a period of three years upto July 2022.
- Dr. Freda Cota e Pereira has been elected as Chairperson of the Murgaoon Education Society Higher Secondary School Parent Teacher Association

Other activities:

- The Department of Physical Education and Sports of M.E.S. College organized a Workshop on Career Advancement Scheme for College Directors of Physical Education

on 13th July 2019. The resource person for the workshop was Dr. Francis Lobo, College Director of Physical Education and Sports, Rosary College of Arts and Commerce, Navelim. 10 College Directors participated in this workshop.

As far as the **progress of NAAC preparation** is concerned, Dr. Bawa put forward the following points:

1. Regular meetings with the NAAC Steering Committee and Chairpersons of NAAC Committees have been held.
2. The information for the IIQA along with documents required to be submitted for the IIQA is being collected by the NAAC Steering Committee.
3. The Committees for the 7 NAAC Criteria were constituted in 2015 and have been subsequently revised. The Committees have been collecting information on their respective criterion on a regular basis. Documentation is being done as well. The documents that have been collected are being scanned.
4. The Chairpersons have submitted their reports to the IQAC and NAAC Steering Committee.
5. These reports will further be discussed with experts, Dr. R. V. Gaonkar and Prof. Bhaskar Nayak.
6. The schedule for submission to NAAC is as follows:
 - (i) Registration on NAAC website under the RAF (Revised Accreditation Framework): September 2019
 - (ii) Submission of AQAR (Annual Quality Assurance Report) online: October 2019
 - (iii) Submission of IIQA (Institutional Information for Quality Assessment): end-November/early December 2019
 - (iv) Submission of Self-Study Report/ QIF (Quality Indicator Framework): January 2020

The following **suggestions** were put forward:

1. It is observed that a certain percentage of students drop out of college before they reach final year. We need to find out the drop-out rate of students as they progress from first year to third year of graduation. A graphical presentation could be made of the same.
- 2 We should analyze the data collected by mentors from the students on family income, educational attainment of parents and state of origin.

3. The family incomes of students pursuing BBA and BBA (Shipping and Logistics) are higher than for those who are pursuing B.A., B.Com., B.C.A. or M.Com. Nevertheless, some students do avail of education loans. The B.B.A. faculty assist their students in applying for bank loans or government loans. This initiative needs to be documented.

The following decisions were taken:

1. A programme-wise analysis of students dropping out will be done.
2. A detailed analysis of data obtained from students on family income, educational attainment of parents and state of origin will be done.

The meeting ended with the vote of thanks proposed by Shri.. Ashish Joshi.

Dr. Meenakshi Bawa
Coordinator, IQAC