

Date: 23-11-2016

NOTICE

The first meeting of the IQAC for the academic year 2016-17 will be held on **Thursday 1st December 2016 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 half of the academic year 2016-17 – Dr. Meenakshi Bawa (Coordinator)
3. Future Plans
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 1st DECEMBER 2016

The first meeting of the IQAC for the academic year 2016-17 was held on Thursday 1st December 2016 at 3.00 p.m. in the Board Room in Block IV of the college.

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

1. Welcome Address- Dr. R.B. Patil (Principal)
2. Measures initiated during the first half of the academic year 2016-17 – Dr. Meenakshi Bawa (Coordinator)
3. Future Plans
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. Mrs. Rochana Kharangate – Associate Professor- Member
5. Shri. Sandeep Kadam – Associate Professor - Member
6. Shri. Ashish Joshi – Associate Professor- Member
7. Dr. Ramesh V. Gaonkar- Member
(Ex. Principal, Smt. Parvatibai Chowgule College, Margao)
8. Prof. Pranab Mukhopadhyay - Member
Department of Economics, Goa University, Goa.
9. Mrs. Nayantara da Lima Leitao- Member
(Managing Director, Lima Leitao & Co. Pvt. Ltd.)
10. Mrs. Lalita Joshi – Special Invitee
Director, Planning & Development Wing, Murgaon Education Society
11. Shri. Dilip Lotlikar- Head Clerk- Member
12. Shri. Suresh Shenoy– Accountant- Member
13. 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 in the first half of the academic year 2016-17, a number of initiatives have been taken by the Institution such as the commencement of the M.Com programme, two research centres in Economics and Sociology and Post-graduate diploma in Human Resource Administration in collaboration with TISS. Dr. Patil informed the members that under RUSA, the college had received the first instalment of Rs. one crore, of which Rs 70 lakhs was allocated for construction, Rs 15 lakhs for equipment and Rs. 15 lakhs for renovation. We have registered for the National Institutional Ranking Framework (NIRF), a methodology adopted by the MHRD, Government of India, to rank all institutions of higher education in India. Dr. Patil stated that there are two major concerns, namely, no faculty has applied for major/minor research projects after the last accreditation by NAAC, and no consultancy work has been initiated.

The coordinator of the IQAC, Dr. Meenakshi Bawa, read out the minutes of the last meeting held on 3rd May 2016.

Dr. Meenakshi Bawa made a presentation on the **criterion-wise measures initiated on the basis of the recommendations of the IQAC meeting held on 3rd May 2016**. They were as follows:

Criterion I (Curricular Aspects):

- Online feedback was introduced for students of BA/BCom Sem I
- The exit feedback form will be administered to BA/BCom/BCA Sem VI students in Feb/March 2017
- The feedback form for alumni has been prepared.

Criterion II (Teaching, Learning and Evaluation):

- The MCom programme has commenced from this next academic year (2016-17). 26 students have enrolled for this programme.
- Bridge Courses in Economics (3 weeks duration) and Commerce (one week duration) were introduced for the first time.
- A Diploma Course in Counselling Techniques has been introduced. 34 students have enrolled for this course.
- The post-graduate diploma course in Human Resource Administration in collaboration with TISS, Mumbai has commenced from this academic year. 24 students have enrolled for this course
- The ISA papers have been shown to the students for the first time.
- A workshop on question paper setting was held on 24th August 2016 with a view to improve the quality of question papers. Dr. Denzil Martins, Principal, Nirmala Institute of Education, was the resource person for this workshop.
- An orientation programme was organized for the students of B.A. / B.Com. Semester V in order to equip them with research skills for their projects.
- A talk on Research Methodology was organized for BA Sem V students. Dr. Vijay Viegas, Assoc Prof, PG Dept of Psychology, St. Xaviers College of Arts, Science & Commerce, Mapusa, was the resource person.

Criterion III (Research, Consultancy and Extension):

- A peer-reviewed research journal with ISSN is in the process of publication. Letters have been sent to all colleges. The first annual issue of MES's Journal of Humanities and Social Sciences is expected to be published by May 2017. The theme of the first issue is 'India as a Knowledge-based Economy.'
- Research Centres in Sociology and Economics have been established. Two students have registered for Ph.D., one in each subject.
- Two faculty members from the Department of Commerce have been awarded the Teacher fellowship under the Faculty Development Programme of the UGC to complete their Ph.D.

- The College has signed a MOU with KLS's Institute of Management Education and Research, Belgaum
- As part of the MOU signed with Parvatibai Chowgule College of Arts and Science (Autonomous), Margao and St. Xavier's College of Arts, Science and Commerce, Mapusa, guest lectures have been organized. Our students have participated in academic and extra curricular activities organized by these institutions.
- Library services are kept open to the public
- A summer coaching camp for sports was organized in May 2016.

Criterion IV (Infrastructure and Learning Resources):

- The College has received Rs One Crore under RUSA which is proposed to be spent on constructing new classrooms, renovation and purchasing equipment.
- Major/minor research projects, Ph.D. thesis and books/papers published by faculty have been kept in the library for reference.
- Barcode printer & other requirements have been purchased for automation of the library.

Criterion V (Student Support and Progression):

- A Student Welfare Fund was initiated in May 2016, wherein the teaching staff have voluntarily made contributions for the benefit of needy students. The total amount collected was Rs 44000/-. The number of applications received was 16. Eleven students have been selected who will be the beneficiaries of this Fund.
- The Department of Psychology in collaboration with SANGATH and COOJ has started providing mental health services to students from the academic year 2016-17.
- The Alumni Association has been registered in August 2016
- The Ex-NCC Cadets Association has been established

Criterion VI (Governance, Leadership and Management):

- The IQAC organized a workshop on SWOC and framing the vision and mission of the college from 26th to 28th October 2016. Shri. V.R. Shirgurkar, Senior Academic Consultant, was the resource person for the workshop.
- We are in the process of finalizing college policies.

Criterion VII (Innovations and Best Practices):

- Our alumni who are journalists were felicitated on 1st August 2016
- Students who secured Distinction at the BA/BCom April 2016 examinations were felicitated
- Teachers were felicitated on 2nd September 2016 for their academic achievements and for securing 100% results of students in their respective classes.
- Coaching for competitive examinations will commence in January 2017

IMMEDIATE FUTURE PLANS

The coordinator of the IQAC, Dr. Meenakshi Bawa, highlighted the immediate future plans of the College. They were as follows:

1. Preparation for the **M.A. in English** is in progress. We plan to commence this course from the next academic year.
2. **Skill transfers by faculty to students** to commence from December 2016:
 - a) Course on Theory of Music (Western Classical) by Dr. Meenakshi Bawa
 - b) Course on Spoken French by Dr. Cidalia Bodade
3. **Extension services to the neighbouring community will be expanded:**
 - a) Computer classes will be conducted for senior citizens and housewives
 - b) Yoga classes will be conducted.
4. Improvements in infrastructure under RUSA

The following **suggestions** were put forward:

1. A course on Indian Classical Music could be introduced.
2. Students should be charged for these additional courses. This would result in resource mobilization.
3. New methodologies should be introduced for teaching, learning and evaluation.
4. Consultancy needs to be improved. For example, a proposal may be given to banks to conduct a survey on the impact of demonetization.
5. Internal academic audit is a must as it ensures accountability. A framework and guidelines need to be developed for the same.
6. A list of industrialists/guest lecturers for MCom could be prepared at the beginning of the academic year.
7. Online admissions should be introduced.
8. Electronic notice boards should be used.

The following decisions were taken:

1. Online admissions should be introduced from the next academic year.
2. Faculty evaluation by students should be done online for second year and third year students by next academic year.
3. Internal academic audit should be done in every semester for every course.
4. Money utilization under RUSA should be implemented as decided, that is, out of the amount received of Rs. one crore , Rs 70 lakhs would be allocated for construction, Rs 15 lakhs for equipment and Rs. 15 lakhs for renovation.
5. Students should be charged for the additional courses on music and spoken French.
6. Feedback about syllabus should be obtained from FY/SY/TY students.

7. Students should register for Spoken tutorials with IIT, Mumbai, an initiative of National Mission on Education through ICT, Government of India, to promote IT literacy through Open Source Software.

8. Budget allocation and provision should be made for all departments and activities. On the basis of last 4-5 year's expenditures, the proportion of expenditure to be allocated for every department and activity could be decided upon.

9. The 'Earn while you learn scheme' should be introduced for needy students.

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

Dr. Meenakshi Bawa
Coordinator, IQAC