

ACTION TAKEN REPORT OF THE IQAC FOR THE ACADEMIC YEAR 2018-19

Sr. No.	Decisions made	Action taken
1.	<i>More need-based certificate courses will be introduced.</i>	<p>The following certificate courses were conducted:</p> <p>A Certificate Course of 2 credits (30 hours) in ‘MS Excel for Accounting and Taxation’ was organized by the Department of Commerce from 24th September 2018 to 4th October 2018. 35 students have completed the course. CA Shravan Swaroop was the resource person and Mr. Seltan Gomes was the coordinator for the course.</p> <p>A Certificate Course of 2 credits (30 hours) in ‘Basics of Econometrics’ was organized by the Department of Economics from 25th January 2019 to 22nd March 2019. 10 students registered for the course.</p> <p>A Certificate Course of 2 credits (30 hours) in ‘Banking’ was organized by the Department of Economics from 9th February 2019 to 27th February 2019. 60 students registered for the course.</p> <p>A Certificate Course of 2 credits (30 hours) in ‘Banking’ was organized by the Department of Economics from 1st March 2019 to 30th March 2019. 52 students registered for the course.</p> <p>The Language Study Centre organized a certificate course on Spoken Sanskrit from 9th to 18th July 2018, Ms. Yogita Chhatre was the faculty for the course. 31 students registered for the course. Mr. Satyavan Naik was the coordinator for the course.</p> <p>The Language Study Centre and Department of Tourism and Travel organized a Certificate Course on Conversational Portuguese of 2 credits (30 hours) from 20th August 2018 to 10th March 2019. 36 students and 4 teachers enrolled for this course. The course was conducted by Mrs. Filomena Dourado. Ms. Efigenia Miranda was the coordinator for the course.</p> <p>A Certificate Course in Written English of 2 credits (30 hours) was organized by the Department of English from 7th January 2019 to 4th April 2019. 21 students registered for this course. The course was conducted by Mr. Cicero Silva.</p> <p>The Department of Commerce conducted a certificate course of 2 credits (30 hours) on Tally ERP 9 with</p>

		GST from 7 th March 2019 to 26 th March 2019. 17 students completed the course. Ms. Seema Dharani, Assistant Professor, Department of Commerce, MES College, was the resource person for this course.
2.	<i>Feedback about certificate courses will be obtained from participants, if not obtained so far.</i>	The feedback about certificate courses has been obtained from students.
3.	<i>An analysis of faculty feedback will be done on the basis of the selected parameters.</i>	The analysis of faculty feedback has been done.
4.	<i>The chairpersons of the NAAC Committees will be requested to submit the data collected so far to the NAAC Steering Committee by April 2019. They will be required to submit the information for quantitative and qualitative metrics.</i>	The chairpersons of the NAAC Committees submitted their draft reports to the IQAC on 30 th April 2019. The scanned documents were also submitted.
5.	<i>A programme-wise analysis of parents' feedback about syllabus will be done.</i>	The analysis of parents' feedback about syllabus has been done.
6.	<i>The Placement Cell of the college will update the records of highest salary and lowest salary offered by companies at campus placements and calculate the average salary for every year.</i>	The Placement Cell has calculated the same and records are being maintained year-wise.
7.	<i>The IQAC will be organizing a workshop on 'Preparing Learning Outcomes' for the faculty. The main purpose of this workshop is to understand clearly the process of preparing learning outcomes for courses/programmes.</i>	The IQAC organized a Workshop on 'Designing Learning Outcomes' on Monday 15 th July 2019. The resource persons for the workshop were the faculty from Parvatibai Chowgule College of Arts & Science (Autonomous), Margao, Goa, A total of 50 faculty members participated in this seminar. The workshop was a great success. Our faculty members have revised their course outcomes .
8.	<i>Bridge courses in Commerce, Economics and Psychology will be conducted in June/July 2019.</i>	Bridge courses in Commerce, Economics, Sociology and Psychology were conducted in June/July 2019.

9.	<p><i>The following workshops will be organized:</i></p> <p><i>(i) Workshop for students on Leadership and Personality Development- Department of Commerce</i></p> <p><i>(ii) Workshop on Filing of GST Returns- Department of Commerce</i></p> <p><i>(iii) Workshop for students on Research Methodology and writing of research paper- Department of Commerce</i></p>	<p>(i) The Commerce Association organised a Personality Development Programme for the Co-opted members of the Commerce Association on 20th July 2019.</p>
10.	<p><i>The following student enrichment programmes will be organized:</i></p> <p><i>(i) Commerce Fiesta (Institutional Level)- Department of Commerce</i></p> <p><i>(ii) Psychozest(State level)- Department of Psychology</i></p> <p><i>(iii) Socio- Expressions (State level)- Department of Sociology</i></p> <p><i>(iv) Ecofest (State level)- Department of Economics</i></p>	<p>The following student enrichment programmes were organized:</p> <p>(i) The Department of Commerce organized Commerce Fiesta, an institutional event, on 12 January 2019.</p> <p>(ii) The Department of Psychology organized the State Level Festival Psychozest on the theme 'Adolescents: Conflict Management' on 17 January 2019.</p> <p>(iii) The Department of Sociology organized the State Level Socio-expressions on the theme 'Vulnerable Sections in India: Sociological Issues and Concerns' on 22 September, 2018.</p> <p>(iv) The Department of Economics organized the State level 'Ecofest' on 22 February 2019</p>
11.	<p><i>The faculty from MES College of Arts and Commerce and Parvatibai Chowgule College of Arts and Science(Autonomous), Margao will jointly finalize the details of the faculty exchange programmes and student exchange programmes.</i></p>	<p>This has not been finalized as yet.</p>
12.	<p><i>The College Prospectus will be uploaded on the college website.</i></p>	<p>The college Prospectus has been uploaded on the college website.</p>
13.	<p><i>The schedule of IQAC</i></p>	<p>The schedule of IQAC meetings for 2019-20 has</p>

	<i>meetings for 2019-20 will be uploaded on the college website.</i>	been uploaded on the college website.
14.	<i>The college will register on the NAAC website for the Revised Accreditation Framework by August 2019. The college will submit the IIQA by end of November 2019. Hence, the Self-Study Report should be ready by August/ September 2019.</i>	<p>The college has registered on the NAAC website for the Revised Accreditation Framework in December 2019.</p> <p>The college will submit the IIQA by end of December 2019/early January 2020.</p> <p>The draft Self-Study Report was ready by August 2019. It is in the process of being finalized.</p>

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