

Date: 20-04-2015

NOTICE

The second meeting of the IQAC for the academic year 2014-15 will be held on 28th **April 2015** **at 3.00 p.m.** in the Board Room in the college premises.

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

1. Reading and confirming the minutes of the last IQAC meeting held on 11th November 2014
2. Review of the activities carried out in the second half of the academic year 2014-15.
3. Discussion on the NAAC Peer Team Visit.
4. Any other business with the permission of the chair.

All the members of the IQAC are requested to attend the meeting.

(Dr. M.C. Rodrigues)
Principal &
Chairperson, IQAC

MINUTES OF THE IQAC MEETING HELD ON 28TH APRIL 2015

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3. Discussion on the NAAC Peer Team Visit.
4. Any other business with the permission of the chair.

The following members were present for the meeting:

1. Vice Principal – Shri V.V. Sail
2. Shri M.S. Kamat –Chairman, Murgaon Education Society- Member
3. Dr. (Fr.) S. Diniz, Principal, Rosary College of Commerce and Arts, Navelim, Goa- Member
4. Mrs. Victoria D’Lima, Ex-Principal, Deep Vihar Higher Secondary School, Sada, Goa - Member
5. Prof. Mrs. Meenakshi Raman Head, Dept. of Humanities and Social Sciences, BITS – Goa- Member
6. Dr. Rekha Gaonkar – Associate Professor - Member
7. Dr. Cidalia Bodade - Associate Professor- Member
8. Shri Sandeep Kadam – Associate Professor- Member
9. Shri. Dilip Lotlikar- Head Clerk- Member
10. Shri. B.S. Ingalhalli - Co-ordinator

The second meeting of IQAC for the academic year 2014-15 was held on 28th April, 2015 to discuss the above mentioned agenda. The meeting was chaired by Vice-Principal, Shri. V.V.Sail in the absence of Principal Dr.R.B.Patil who was on medical leave. To begin with member secretary requested Vice-Principal to welcome the members and address. In his address, he thanked and appreciated every member of IQAC for their hard work put in for the NAAC Peer Team Visit. After the address the member secretary was asked to read the minutes of the last meeting held on 11th November, 2014.

Member Secretary Shri. B.S.Ingalhalli read out the minutes of the meeting, which were duly approved by the Committee.

In the next point of agenda i.e. review of the activities of the second term of the academic year 2014-15, Vice-Principal briefed the members about the activities of the College and particularly centred on the preparations for the NAAC Peer Team Visit. Regular activities like Seminars,

Workshops, Annual Social Gathering, Sports, Appreciation Award Ceremony, Farewell to TY Students etc. were organised.

The next point on the agenda was to discuss on NAAC Peer Team Visit. In this agenda main stress was given on the suggestions given by peer team for the effective functioning of IQAC for the quality enhancement in the institution. In this regard, the following suggestions were made by the peer team:

- 1) More meetings of IQAC i.e. quarterly meeting to be held.
- 2) Fix the dates of meeting in advance and convey them to the members so that they can attend meeting.
- 3) Minutes and other records of IQAC for every year has to maintained like composition of the committee, notices of the meeting, AQAR file etc.
- 4) Composition of IQAC Committee should be as per the UGC guidelines and these guidelines are to be followed strictly.
- 5) Introduce P.G. Courses like M.A. in Sociology, Economics, Political Science etc.
- 6) Alumni and PTA are to be strengthened and frequent meetings with specified agenda are to be held to activate them.
- 7) Involve all stakeholders of higher education in the IQAC and take their suggestions for quality enhancement process.
- 8) Mentor programme has to be little more systematic and suggestion was made to continue same mentor for the same students for all three years.
- 9) Setting up of Research Cell was highlighted.
- 10) Teachers evaluation by the students should be in line with NAAC Pro forma
- 11) It was also suggested to analyse the report made on the basis of filled questionnaires' and submit it to IQAC. Later with its remarks, it should be sent to Principal.
- 12) IQAC is also responsible for teacher's career advancement.
- 13) IQAC needs to maintain all the documents of all the Departments, Associations and also quality related matters of the College.
- 14) Train the students for competitive examinations
- 15) NAAC Peer Team also suggested that the college should adopt other best practices like environment awareness, community welfare, etc.
- 16) NAAC Peer also suggested to arrange training for the students in the areas of competitive examination.
- 17) NAAC Peer Team appreciated good team work and team spirit.

All members of the IQAC were of the opinion that the college should implement the suggestions of the NAAC Peer Team for effective functioning of the institute.

The list of revised activities in the second half of the academic year 2014-15 is as follows:

- 1) Psychozest – State-level Students Seminar organized by the Department of Psychology
- 2) Institutional–level Workshop, National Seminar and National level ECOFEST organized by the Department of Economics
- 3) Fun with Literature organized by the Department of English
- 4) Commerce Fiesta organized by the Department of Commerce and release of Commerce Magazine

The following specific suggestions were put forward:

- 1) Provide AQAR Report to all members.
- 2) Encourage the faculty to attend IQAC related workshops.
- 3) Organised viewers day and happiness day.

Since there were no other matters on the agenda, the meeting was adjourned with thanks to the chair.

Shri. B.S.Ingalhalli
Coordinator, IQAC