

Minutes of the First IQAC Meeting

The first meeting of IQAC members and the chairpersons of NAAC Criteria for the academic year 2023-24 was held on Saturday, 2nd September 2023 at 2.30 pm in Board room of M.E.S.Vasant Joshi College of Arts and Commerce, Zuarinagar Goa.

The agenda of the meeting was as follows;

1. Welcome Address –Dr. Manasvi M. Kamat (Principal)
2. Review of the activities conducted from 19th June 2023 till 25th August 2023 – Dr. Champa R. Parab (Coordinator, IQAC)
3. Any other business with the permission of the chair.

- 21 members attended the meeting. The meeting started with the welcome address by Principal, Dr. Manasvi M. Kamat. In her welcome address, she introduced the new members on the IQAC involving New IQAC Coordinator, Student members, office staff and the faculty members. Dr. Kamat invited the suggestions from the expert members of IQAC for skilling, innovation, skill enhancement and enrichment programs need to be organized in the current academic year 2023-24.
- The minutes of the last meeting which were emailed to the members were proposed by Prof. Cosma Fernandes and were seconded by Ms. Shveta Desai.
- Dr. Champa R. Parab, New IQAC Coordinator informed the house that IQAC staff members have been directed to read the Self Study Reports of recently accredited colleges with A-Grade by NAAC for identifying activities which could be conducted in our institution to get higher grade.
- She also presented the overview of all the activities conducted from 19th June 2023 till 25th August 2023 by different departments and associations. She provided the details of admissions of students for various programs for the academic year 2023-24. The program-wise result analysis of final year students, number of regular and contractual staff was also presented during the meeting.

- CA Varsha Deshpande expressed concerns over the low result reported in DSE Cost and Management Accounting. She inquired if the students from Cost accounting can be shifted to Accounting. She added that the students can be given appropriate counselling in the subject of Cost Accounting. Dr. Sancheliana Faria, Head, Department of Commerce replied that the seats offered for accounting are limited in number. She informed that the students will be given subject wise tests to evaluate the exam preparedness of the students in addition to regular ISAs conducted during the semester. She further added that the remedial coaching for the students is given for the students from time to time regularly as per the enrollment of the students for the remedial coaching scheme.
- Prof. Manoj Kamat informed the house that the low results in the previous academic year is a universally low across most of the colleges in Goa due to the fact that students appeared for the public exams for the first time during the semester system. However, he cautioned the house that remedial measures need to be taken in order to increase the result passing percentage. He suggested that the remedial coaching is must for the students. Moreover, he added that subject-wise analysis need to be conducted and follow-up actions need to be taken for improving the results. The steps adopted to improve the results need to be documented. Prof. Manasvi Kamat replied that revision tests are conducted for the students from time to time. Further, Dr. Manasvi Kamat added that the students who score low marks in ISA are identified. Mr. Atul Jadhav inquired with regard to the passing percentage with reference to the number of students passed in cost accounting. He questioned and requested to find out total number of students who have passed from cost accounting. Prof. Manoj Kamat added that the student's feedback must be matched with feedback of teachers. CA Varsha Deshpande suggested that TY Students should be given additional sessions to revise the fundamental concepts from FY/SY subjects in the beginning of the year.
- With regard to the MOUs signed by the institution, Prof. Manoj Kamat appreciated the college with the initiatives taken by the institution to sign the MOUs. He added that the institution must appoint one teacher in-charge for each MOU for conducting 2-3 activities per year under MOU. He further added that the verification of the conduct of these activities must be done with the other instituted with whom the college has the MOU. The stamp and signature of the institute need to be obtained of the MOU partner after the successful conduct of the activity.

- Mr. Lalit Saraswat added that for the conduct of the activities under MOU, in the larger interest, the college must focus on the objective of each activity to be organized in collaboration with the MOU institute.
- With regard to the activities conducted by the various departments for the period from 19th June 2023 to 26th August 2023, Prof. Manoj Kamat replied that every department must conduct certificate courses which cover atleast 75% of the total students in the college. The number of beneficiary students must increase for each programme. The programs can be organized in the regular class hours to increase the participation in the activities. Prof. Kamat added that there should be minimum of 60 to 70 students for each program.
- Dr. Sonal Thakker, Head, Department of Sociology, inquired if the certificate courses are to be certified by UGC. Dr. Manoj Kamat added that a certificate course need not be certified by UGC. An institution can design their own certificate course. He further added that the certificate course can be part of ISA to attract more participation in the certificate courses. He further stressed that the NEP has given flexibility to give the topics of ISA beyond syllabus prescribed by the University. Dr. Manasvi Kamat added that in the upcoming week starting from 4th September 2023, the institute has planned to organize FDP specifically to identify the activities that are necessary to be conducted in the coming academic year keeping the 5th NAAC cycle in mind.
- Prof. Manoj Kamat narrated an incident out of NAAC visit where he had been as a NAAC peer team member wherein the institute offered a Quiz Competition from the students with participation over 3000 students. He said it is possible for the institute to increase the beneficiaries for each course provided the institute plan strategically. He further added that the certificate course should be counted as one certificate course covering all sessions. Individual sessions can be treated as a separate activity for the purpose of NAAC.
- CA Varsha Deshpande added that strategy must be in place to increase the number of participation in the certificate courses. Prof. Manoj Kamat further added that the UGC mandates 30 hours of certificate course which involve component covering assignments, field visits and report writing. Institution can design a course keeping these components in mind and reduce the number of actual hours of sessions to 15 hours and supplement the remaining hours with field work to constitute to the total of 30 hours required for the

certificate course. The self-study work can be included in the contents of the certificate course.

- Dr. Manasvi Kamat informed the house that the college has received two laurels in the current academic year. He informed that one student from TYBA received Gold Medal at Goa University Examinations for the academic year 2023-24. Further, one faculty from Konkani has received Double Gold Medal in Konkani and Comedy. Prof. Manasvi Kamat further added that the college has now registered as Institution Innovation Cell.
- Mr. Lalit Saraswat stressed on the need for the students to have entrepreneurial mindset. He added that 80% of the students who pass out from the institution must have entrepreneurial mindset. Mr. Atul Jadhav added that Verna Industrial Association is the biggest association in Goa. There are companies such as JSW, Adani Enterprises, MPT with whom the college can organize interaction programs for the benefit of the students. Dr. Sanchiliana Faria replied that Department of Commerce has taken an initiative wherein 68 students from the college were taken for visit to Canara Bank. Principal Manasvi Kamat added that the college has started with training sessions for the Non-teaching staff to increase their skills.
- Mr. Atul Jadhav suggested to have tie-ups with JCI for conducting value added courses for the students. Principal Kamat added that upcoming courses in future include a course on filing systems. Mr. Atul Jadhav said that the filing system should be placed in any department. Every coordinator of the activity needs to maintain a file for the activities which are organized from time to time. A checklist must be prepared for each activity which can act as a guideline for the future years.
- CA Varsha Deshpande added that the college can think on the lines of developing the programs for TV. Prof. Cosma Fernandes, Head, Department of Konkani informed the house that making of traditional tiatr requires 12 students only for singing of songs. For the identification of such students, the department of Konkani had organized 'Kantar' singing competition in Konkani language. In the upcoming years, tiatr can be planned by identifying the students.

Principal Dr. Manasvi Kamat invited concluding remarks from IQAC experts. The following suggestions were given;

1. Expand the scope for increasing the beneficiaries of certificate courses.
2. Academic and administrative audit for each department
3. Environmental audit from the current year onwards. (Green Audit)
4. Make the college as the SDG compliant college.
5. Best practices in the college can be at individual level. Invite entries from teachers and document the best practices.

➤ With reference to the identification of slow learners, Prof. Manoj Kamat suggested that the college can conduct few lectures in the beginning of the year to revise the basic and fundamental concepts. The identification of slow learners must be through a scientific process. After the lectures, a 10 marks quiz can be organized. Those students who score above 4 can be considered as slow learners and those students who score above 7 can be considered as advanced learners. He further added that interventions are needed to improve the results in the programs offered. The interventions can be in the form of constant tests, revisions tests, peer learning and remedial coaching.

➤ CA Varsha Deshpande added that for the benefit of the advanced learners, separate programs can be organized.

➤ Principal Dr. Manasvi Kamat further requested the IQAC members to give suggestions with regard to the research initiatives. Prof. Manoj Kamat replied that the research paper publications in the college can be incentivized. The incentives can be non-monetary as well. He further added that the faculties who are actively involved in research can be given choice of committees to work in the college.

➤ Ms. Adigiri from B.Com Semester-III informed the house that the college can organize internship programs for the students. Prof. Manoj Kamat added that the internships can be voluntarily taken up by the students themselves. The period of internship can be as minimum as 20 days and need not be compulsorily 3 to 4 months. Every teacher can motivate 5 to 10 students from each class to go for internships during vacation. He further added, that the internships can be considered as an evaluation for ISAs. He further added that college can frame a policy to assist students who go for internships

with attendance matters. The college can collect data pertaining to place of work, timing of work etc. and accordingly the students can be considered for awarding 10 marks in ISA.

- Ms. Shivani Shirodkar requested if the needy students, especially boys from various programs in college, can be offered internships in ship building. Mr. Lalit Saraswat replied that such programs can be organized depending upon the students and their interests in work.

The meeting concluded with a vote of thanks by Dr. Ashish Joshi, IQAC member.

Champa

Dr. Champa R. Parab

New IQAC Coordinator



Annexure:

1. Activities conducted from 19th June 2023 till 25th August 2023