

**Date: 07-12-2017**

**NOTICE**

The second meeting of the IQAC for the academic year 2017-18 will be held on **Friday 15<sup>th</sup> December 2017 at 2.30 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 second quarter of the academic year 2017-18 – Dr. Meenakshi Bawa (Coordinator)
3. Plans for the second half of the academic year 2017-18
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 15<sup>th</sup> DECEMBER 2017

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The following members were present for the meeting:

1. Principal Dr. R.B. Patil
2. Vice Principal Dr. Rekha Gaonkar - Member
3. Shri. Vivek Gupta - - Member  
(Managing Partner, Raj Resorts & Proprietor, Raj Resorts Homehotel, Goa)
4. Dr. Ramesh V. Gaonkar- Member  
(Former Principal, Parvatibai Chowgule College of Arts & Science (Autonomous), Margao)
5. Mrs. Rochana Kharangate – Associate Professor- Member
6. Shri. Sandeep Kadam – Associate Professor - Member
7. Shri. Ashish Joshi – Associate Professor- Member
8. Adv. Dileshwar Naik- - Member
9. Dr. Freda Cota e Pereira- Assistant Professor- Member.
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. Ms. Prita Naik -Ladies Representative, College Council -Member
14. 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 2017-18 has been a fruitful year. A number of initiatives have been taken by the Institution since the last assessment by NAAC. Dr. Patil stated that there are some areas of concern. We need to start new add-on courses. Our results at the TYBA/BCom examinations are reasonably good. However, we need to improve the quality of results. In terms of pass percentage and quality, our results are not fairly comparable with the best institutions. We need to work on automation. The number of teachers with PhD degrees has gone up to 9 and many teachers are currently registered for PhD. This is indeed appreciable.

The Coordinator of the IQAC, Dr. Meenakshi Bawa, read out the minutes of the last meeting held on 20<sup>th</sup> September 2017.

Dr. Meenakshi Bawa made a presentation on the **criterion-wise measures initiated in the second quarter of the academic year 2017-18**. They were as follows:

**Criterion I (Curricular Aspects):**

- Faculty evaluation by students has been done online for all first year, second year and third year BA/BCom students

**Criterion II (Teaching, Learning and Evaluation):**

- The process of internal academic audit for the B.A and B.Com. programmes has been initiated with the objective of improving the quality of teaching-learning-evaluation.. A file is maintained by every faculty which contains the following documents: Teaching Plan and Compliance, Question Papers of all ISAs and SEEs, cumulative attendance for every subject and analysis of feedback from students. Subject experts from outside the college will be conducting the internal academic audit for all departments between in January and April 2018.
- All teachers have prepared a teaching plan and compliance of teaching plan for every subject taught.
- Learning outcomes for all courses/subjects have been specified.

**Criterion III (Research, Innovations and Extension):**

- A Workshop on Usage of E-Resources was organized by the Research Cell on 12<sup>th</sup> October 2017. Dr. Keshav R. Dhuri, Librarian, St. Xaviers College, Mapusa was the resource person.

**Criterion IV (Infrastructure and Learning Resources):**

- Under RUSA the following has been completed/is in progress:
- Purchase of equipments: Fixing LED tubelights, fans and electrical fittings in Block I, electronic noticeboards, 50 CCTVs, speakers in classrooms, staff room and corridors,
- New furniture for library, IT Laboratory, Seminar hall, chairs in staff room and tables and chairs in classrooms
- Levelling of pathways connecting Blocks I, III and V
- New construction on the top floor of Block IV is in progress.
- Library automation has been completed in October 2017.
- Economics Lab is being set up

**Criterion V (Student Support and Progression):**

- A State-level Faculty Development Programme on ‘Professional and Self-Development for College Teachers’ was organized by the IQAC from 16<sup>th</sup> to 22<sup>nd</sup> October 2017. Dr. Sujata Satapathy, Associate Professor, Clinical Psychology, Department of Psychiatry, AIIMS, New Delhi and Dr. Megha Deuskar, Assistant Professor, Department of Psychology, Fergusson College, Pune were the resource persons for this FDP. 41 participants from 7 colleges across the state participated in the Programme.

- The Department of Physical Education organized the first All Goa Inter-Collegiate X-Country Championship (Men) 2017-18.
- The Health Club organized a free medical check-up and haemoglobin check up, which was done by Dr. Mani Tigga and her team from Goa Shipyard Ltd. as part of their CSR. Free medicines were also given to the students.
- The Commerce Association of our college organised its Second Business Quiz Competition on 19th September 2017 in the M.S. Kamat Seminar Hall, New building, College Campus, for Higher Secondary students. 5 Higher Secondary Schools participated for the quiz.
- The Health Club organized a competition on 'Healthy Diet' on 14<sup>th</sup> December 2017. Students had to prepare some food item and explain its health benefits and importance in diet. 14 teams participated in this competition.
- The Department of Commerce, in collaboration with I-create, organized a five-day programme on 'Change Your Mindset' from 17<sup>th</sup> to 22<sup>nd</sup> August 2017. 34 students attended the programme.

**Criterion VII (Institutional Values and Best Practices):**

- Teachers were felicitated on 6<sup>th</sup> November 2017 for their academic achievements and for securing 100% results of students in their respective classes. Non-teaching staff were also felicitated for the first time.
- The Parent Teachers Association of M. E. S. College of Arts & Commerce in collaboration with the Lions' Club of Cortalim have taken the initiative to promote menstrual sanitation and proper disposal of menstrual waste by sponsoring a Vending machine for sanitary napkins and incinerators for eco-friendly disposal of menstrual waste in all the women's washrooms in the college.
- The NSS Unit of MES College organized 'Vanamohotsav' on 11<sup>th</sup> August 2017 in the college campus in collaboration with an NGO called 'Friends of Satish Sonak'. As many as 28 trees were planted as a part of this program. Plants like Imli, Jamun, rain tree and such seasonal trees were planted.
- Talks by eminent personalities were organized, namely,
  - The BBA Department organized a guest lecture by Rear Admiral Arun Prakash (retd.) on 'Sino-Indian Relations: The Doklam Issue' on 31<sup>st</sup> July 2017. Students from all departments attended this lecture.
  - The Value Education Cell of M.E.S College of Arts & Commerce, Zuarinagar conducted a talk on 4th of September 2017. The guest speaker was Mr. Nasir Tahasalder, a former student and tax consultant from the Heartfulness Organization, an N.G.O. working to create awareness among people highlighting values in life. It also empowers people with techniques to use on themselves to enhance the values in them.
  - A talk on Life Values was organized by the Value Education Cell of the College. The speaker was Shri Ashok Parab, an expert on Neuro Linguistic Programming.

- The Health Club organized a talk for the female students on ‘Health Issues, Diet and Preventive Measures’ on 13<sup>th</sup> September 2017. Dr. Mayur Pai, a renowned gynaecologist, was the guest speaker.
- The Department of Economics organized ECOBUZZ 2017 on 6<sup>th</sup> October 2017. Mr. Roland Martins, Coordinator, Goa Civic and Consumer Action Network (GOACAN), an NGO, delivered a guest lecture on ‘Consumer Rights and Protection.’
- The Literary Association of MES College of Arts & Commerce, Zuarinagar was inaugurated by renowned fashion designer, writer and Padmashri awardee Mr Wendell Rodricks on 19<sup>th</sup> September 2017 who addressed the students on his book ‘Poskem’
- M. E. S. College of Arts & Commerce, organized an interactive session with India's first graphic novelist, Ms. Amruta Patil on 14<sup>th</sup> December, 2017 in the M. S. Kamat Seminar Hall of the college campus.

The following **suggestions** were put forward:

1. Teaching methodologies need to be changed. Teaching should be more creative, interactive and interesting. Online resources could be used in classrooms.
2. The library needs to be improved. We should subscribe to more journals and purchase latest editions of books. Weeding of books could be done.
3. Data on student progression must be regularly updated.
4. The add-on courses that are introduced should be based on credits. The objectives and outcomes should be clearly stated.
5. The website needs to be regularly updated.
6. Online admissions should be given top priority.
7. The Alumni Association should be active. Batch-wise meetings of alumni could be organized.
8. There is need to expand the Commerce Lab and ensure high speed internet connectivity.

**The following decisions were taken:**

1. Data on student progression should be maintained and updated by all Departments. We should have the email id of students and parents.
2. Teachers should be encouraged to work on publications. Each Department should maintain the list of UGC refereed journals.
3. A workshop on self-defence should be organized for female students.
4. The weeding out of books should be done in the library so that the latest books are easily accessible to the students.

The meeting ended with the vote of thanks proposed by the Vice-Principal, Dr. Rekha Gaonkar.

**Dr. Meenakshi Bawa**  
Coordinator, IQAC

