

Date: 21-04-2016

NOTICE

The second meeting of the IQAC for the academic year 2015-16 will be held on **Tuesday 3rd May 2016 at 11.30 a.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 on the basis of the recommendations of the IQAC – Dr. Meenakshi Bawa (Coordinator)
3. Plans for the next academic year
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 3rd MAY 2016

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3. Plans for the next academic year
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. Shri. B.S. Ingalhali – Associate Professor- Member
5. Shri. Sandeep Kadam – Associate Professor - Member
6. Mrs. Sanchilliana Faria e Rodrigues – Associate Professor- Member
7. Shri. Ashish Joshi – Associate Professor- Member
8. Dr. Ramesh V. Gaonkar- Member
(Ex. Principal, Smt. Parvatibai Chowgule College, Margao)
9. Prof. Pranab Mukhopadhyay - Member
Department of Economics, Goa University, Goa.
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 2015-16 has been a successful year and a number of initiatives have been taken by the Institution so as to improve quality.

The coordinator of the IQAC, Dr. Meenakshi Bawa, read out the minutes of the last meeting held on 29th October 2015. Dr. Meenakshi Bawa made a presentation on the criterion-wise measures initiated on the basis of the recommendations of the IQAC meeting held on 29th October 2015. The suggestions sent by email by Shri Binayak Datta, were read out in absentia.

The following measures were initiated during the academic year 2015-16:

1. Feedback from parents was done for the first time.

2. Feedback from alumni is in the process of finalization.
3. Feedback from students participating in sports activities was done for the first time.
4. A team of teachers visited DMs Bandekar College of Arts, Science & Commerce, Mapusa on 27/04/2016 so as to study the following aspects: Innovations in teaching-learning process, Conduct of ISAs , Automation, Internal academic audit, Mentoring system, Student progression, Post-graduate courses, Functioning of alumni association, Criterion-wise perspective plan, Best practices and activities of Research Cell.
5. Shri V.R. Shirgurkar, Former Principal, Parvatibai Chowgule College of Arts and Science delivered a talk to the faculty on NAAC accreditation with special reference to the teaching-learning process on 12/03/2016.
6. For the first time, parents of students who appeared for BA/BCom Semester V October 2015 examinations were called to collect marksheets.
7. The mentoring system is more formalized.: All mentors have regular meetings with their mentees (minimum once a month). Reports of these meetings are submitted at the end of every semester.
8. We have received the NOC & affiliation of MCom programme from Goa University, which will commence in the next academic year (2016-17).
9. Post-graduate diploma courses in Human Resource Management and Sales and Marketing, in collaboration with TISS, Mumbai, will commence from the next academic year.
10. A peer-reviewed research journal with ISSN no. is in the process of publication.
11. A state-level workshop on Writing Research Papers and Drafting Research Proposals in Social Sciences was organized by the Research Cell on 29th & 30th March 2016. The resource persons were Dr. Purshottam Bung, Director, KLS's Institute of Management Education and Research, Belgaum, Dr. Shashidhar Chinwar and Dr. Poornima M. Charantimath.
12. Research Centres in Sociology and Economics have been approved by the Academic Council, Goa University
13. With a view to further promote research, meetings were organized by Principal Dr. R. B. Patil with the faculty to discuss their plans for research for the next five years.
14. MOUs have been signed with the following institutions: Parvatibai Chowgule College of Arts and Science, Margao and St. Xavier's College of Arts, Science and Commerce, Mapusa.

15. Major/minor research projects, Ph.D. thesis and books/papers published by faculty have been kept in the library for reference.

16. The IT Lab is now air-conditioned

17. Better parking facility for students

18. A water purifier has been installed in Block IV. This was gifted by students out of the prize money awarded for winning an inter-collegiate event.

19. The Placement Cell has been very active. 96 students have been selected by the following companies: HDFC Bank, Vedanta, Infosys BPO, Caculo Group and ICICI Prudential.

20. A Faculty year book is to be maintained by all teachers & submitted to the IQAC at the end of every academic year. This is a comprehensive document including Workload information, teaching plan, BA/BCom Sem V/VI Project details, Analysis of teachers evaluation by students, Analysis of results, membership of Committees, Details of papers presented/ published/ conferences attended, Details of research projects undertaken, Details of co-curricular/ extra-curricular/ extension activities undertaken, Details of mentor meetings, Details of examination work at college/university level, Details of awards received, Details of leave availed of and work done during vacations.

21. A Manual of Committees has been prepared highlighting the role and functions of all committees.

22. The Debating Club has experienced active involvement of students on discussions on contemporary issues such as Award Wapsi, Ban on pornography and Capital punishment

23. Separate bank accounts have been opened for respective Departments in January 2016 with a view to facilitate them to undertake departmental activities with easier accessibility of funds

24. A Student Welfare Fund has been created.

25. Community outreach programmes are being introduced. Computer classes will be conducted for students from Class VII to IX and a summer Coaching Camp in sports will be held for children from the neighbourhood.

26. Cleanliness drive

27. NAAC Committees for the 7 criteria have been formed and they will function for the next five years.

As far as Criterion I (Curricular Aspects) is concerned, the following suggestions were put forward:

1. Strengthening of feedback mechanism:

(i) Feedback form should be filled online by the students. The UGC standard feedback forms could be used. A workshop could be conducted at the beginning of the academic year 2016-17 with respect to online feedback by students.

(ii) A question on the mentoring system could be added on the students feedback form.

(ii) As far as Parents feedback is concerned, the question pertaining to quality of teaching should be excluded.

(iii) As far as the feedback from alumni was concerned, the draft feedback form was shown to the members. It was felt that the alumni should be made aware of the courses introduced in the college before filling the feedback form.

(iv) The feedback form for alumni should be brief, preferably on a single page.

(v) The final year BA/BCom students should be informed about the Alumni Association and join the Association voluntarily.

(vi) Cultural programmes could be organized by and for the alumni once a year.

As far as Criterion II (Teaching, Learning and Evaluation) is concerned, the following suggestions were put forward:

1. There should be wide publicity about the M.Com course. Students should be informed that the M.Com course is starting in 2016-17.

2. The best faculty should be appointed for the M.Com course scheduled to commence in 2016-17.

As far as Criterion III (Research, Consultancy and Extension) is concerned, the following suggestions were put forward:

1. Active participation with CII is needed. We have become a member of the CII so as to avail of facilities for the college. It was felt that we need to take advantage of their programmes and publications.

2. As the college has got the approval for research centres in Economics and Sociology, we must ensure that students should register for Ph.D.

Mrs. Lalita Joshi, Director, Planning & Development Wing, Murgaon Education Society, briefed the members about the Post- graduate diploma Courses on Human Resources & Marketing & Sales scheduled to commence in 2016-17 in collaboration with TISS, Mumbai.

As far as Criterion IV (Infrastructure and Learning Resources) is concerned, the following suggestions were put forward:

1. Pay parking could be introduced for students. The amount collected by way of pay parking could go to the Alumni Association.
2. Digitization of the campus must be done.

As far as Criterion VI (Governance, Leadership and Management) is concerned, the following suggestions were put forward:

1. Internal academic audit may be done for regular courses every year.

As far as Criterion VII (Innovations and Best Practices) is concerned, Asst. Prof. Dattaprasad Shirgurkar briefed the members about the coaching classes for competitive examinations which would be made available for all students from MES College as well as other colleges.

It was suggested that students who get the benefit from these classes should be made accountable.

It was also suggested that we should go through the NAAC Peer team suggestions that were put forward for the previous three cycles of accreditation.

The plans for the academic year 2016-17 were highlighted. They were as follows:

1. Automation of the College Office and Library
2. Publication of a peer-reviewed research journal
3. MOUs to be signed with KLS's Institute of Management Education and Research, Belgaum and KLE's Lingaraj College, Belgaum
4. Coaching classes for competitive examinations for students from all colleges
5. Internal academic audit
6. Registration of Alumni Association

7. Intra-semester answer papers to be shown to students
8. Exit feedback from final year students
9. Bridge courses to be introduced
10. Skill transfers by faculty to students in the following:
 - Candle-making
 - Flower- making
 - Music
 - Dramatics/Theatre
11. Soft- skill courses
12. Foreign language courses: French & Portuguese
13. Community Outreach Programme: Computer courses for housewives and retired persons
14. Expansion of football ground

The following decisions were taken:

1. Online faculty evaluation by students will be introduced in 2016-17.
2. Feedback from alumni will be introduced in 2016-17.
3. Exit feedback from final year students will be introduced in 2016-17.
4. Coaching classes for competitive examinations will be introduced in 2016-17.
5. Bridge courses will be introduced in 2016-17.
6. Automation of the library and college office needs to be completed.
7. The modalities for internal academic audit for BA/BCom courses need to be worked out.

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

Dr. Meenakshi Bawa
Coordinator, IQAC