

Date: 10-04-2019

NOTICE

The third meeting of the IQAC for the academic year 2018-19 will be held on **Tuesday 16th April 2019 at 12.00 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. Brief review of activities conducted from February 2019 to April 2019 – Dr. Meenakshi Bawa (Coordinator)
3. Progress of NAAC Preparation
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

MINUTES OF THE IQAC MEETING HELD ON 16th APRIL 2019

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3. Progress of NAAC Preparation
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 Dr. Rekha Gaonkar – Member
3. Dr. Ramesh V. Gaonkar- Senior Project Consultant, RUSA, Goa- Member
4. Shri. Vivek Gupta - Managing Partner, Raj Resorts & Proprietor, Raj Resorts Homehotel, Goa - Member
5. Shri. Sandeep Kadam – Associate Professor - Member
6. Mrs. Rochana Kharangate – Associate Professor- Member
7. Dr. Freda Cota e Pereira- Assistant Professor- Member
8. Shri. Dilip Lotlikar- Head Clerk- Member
9. Shri. Suresh Shenoy– Accountant- Member
10. 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 a number of activities have been undertaken to further improve the quality of higher education. We are now focusing on preparation of the Self-Study Report which needs to be submitted to the NAAC in the next academic year.

The Coordinator of the IQAC, Dr. Meenakshi Bawa, read out the minutes of the last meeting held on 25th February 2019. Dr. Bawa presented a **review of activities conducted since February 2019**. They were as follows:

Criterion I (Curricular Aspects):

- Institutional feedback from parents of final year students was obtained in March 2019.
- Faculty evaluation by students of BA/BCom/BCA/BBA has been completed
- The institutional feedback and feedback about syllabus was administered to BA/BCom/BCA/BBA students in this semester.
- Feedback about syllabus was obtained from parents and alumni.
- The analysis of feedback is being done by the IQAC and NAAC Steering Committee.

Criterion II (Teaching, Learning and Evaluation):

- A one-day Faculty Development Programme on ‘Holistic Process In Teaching Learning Using Neuro-Linguistic Programming’ was organized by the Directorate of Higher Education, Government of Goa, in association with The State Project Directorate of Rashtriya Uchchatar Shiksha Abhiyaan (RUSA) and M.E.S. College of Arts & Commerce on 13th April 2019. Prof. D. H. Rao, Director, Cambridge Institute of Technology, Bangalore, was the resource person for this FDP. 45 faculty members attended the FDP.
- Programme outcomes and Programme specific outcomes have been designed for all programmes (BA/BCom/BCA/BBA/BBA(S &L)/MA/MCom) and submitted to the IQAC.
- Compliance of teaching plans have been prepared by all teachers and submitted to the IQAC.
- Learning outcomes have been designed for all courses and submitted to the IQAC at the beginning of every semester.
- Remedial teaching was conducted for the following subjects: BCom Sem I: Financial Accounting, General Mgmt, Economics, Maths; BCom Sem III: Financial Accounting; BCom Sem V: Income tax, Auditing, Accounting
- Peer learning was conducted for several courses. About 200 advanced learners were awarded with certificates of appreciation for their contribution to peer learning.

Criterion III (Research, Innovations and Extension):

- The Foundation For Environment Research and Conservation (FERC) in association with Murgaon Education Society and in collaboration with the Nature Club of MES College, has started a monthly lecture series , namely, “Kasturi” on issues revolving around environmental and social issues. On 5th March 2019, Shri. Roland Martins, Coordinator, GOACAN spoke on ‘Our Civic and Consumer Rights-Do we really care?’ On 3rd April 2019, Dr. Murugan Appupillai ,Director of Mission Rabies spoke on “Is dog a great company or a threat?”
- The Department of Economics is undertaking an extension activity on ‘Motivating Housewives to undertake Entrepreneurial Activity.’
- The Department of Commerce organized a Financial literacy Programme in February 2019. 8 B.Com. students along with 6 faculty from the Department of Commerce visited Zari area which has been adopted by our College and addressed the people in Kannada and Konkani on basic financial matters such as opening of bank accounts, how to write a cheque, basic banking facilities, etc.

Criterion IV (Infrastructure and Learning Resources):

- Widening and levelling of the playground has been completed.
- As far as the cricket pitch and long jump pit is concerned, the work is in progress.

Criterion V (Student Support and Progression):

- The Placement Cell has been very active. 14 companies, HQ Hotel, Parinati Solutions, Magsons Superstores, TWF Flour and Titan Time Product, The Queeny Hotel, PNG Jewellers, Vivo Pioneer Mobile Private Limited, ITM Sales Academy, Investment Bulls Goa and Travel Retail Services, Goa, Goan Institute International Consociation of Education Pvt. Ltd. (GICE) and ICICI Prudential visited the MES College Campus & selected 119 students from a total of 379 students who appeared for the interviews.
- The Entrepreneurship Hub organized a session on 'How to sell on Amazon' by Mr Suprajit Raikar of M/S Raika Honey on 15th March 2019. He is an MCA, who ventured into business. He explained about the evolution of the business with a focus on giving back something to the farmers. He then explained the different steps required for registration and demonstrated using his own account on Amazon. A total of 39 students attended the program. Some students like, Kavita Khandolkar (FYBCOM B), Sourabh Gurav (TYBCA) and Rohit Patil (TYBCA), who have entrepreneurial ideas, were keen to explore, selling on Amazon.
- A Certificate Course of 2 credits (30 hours) in 'Practical Banking' was organized by the Department of Economics. Mr. Suresh R. Parrikar, former Managing Director, Bicholim Urban Cooperative Bank Ltd., is the resource person for the course. The course commenced on 9th February 2019. 112 students have registered for the course. Due to the overwhelming response from students, the course was conducted for two batches of students. The second batch commenced on 27th February 2019.
- The Department of Commerce conducted a certificate course of 2 credits (30 hours) on Tally ERP 9 with GST from March 2019. 17 students completed the course. Ms. Seema Dharani, Assistant Professor, Department of Commerce, MES College, was the resource person for this course.
- Coaching classes for CS Foundation is being conducted by the Department of Commerce from March 2019 onwards. 5 students have registered for these coaching classes.
- The Health Club organized a free medical camp, which was done by Dr. Pavankumar Yadav and his team from 1st to 4th April 2019. Dr. Yadav is a visiting doctor at Goa Shipyard Ltd., Manipal Hospital and SMRC.
- LAKSHYA a two-day National Level Management event was organised by students of Second Year BBA from MES College of Arts & Commerce, Department of Business Administration on 22nd and 23rd of March 2019. The theme for this year's event was "EXPLOTENTIAL". EXPLOTENTIAL basically means a person's ability to explore their own potential and face the unknown. 6 colleges from Goa and its neighbouring state, Belgaum, participated in the event.
- Magazine release of B- GURUKUL 2018 – 19 was held on 15th April 2019.

Criterion VII (Institutional Values and Best Practices):

- The Gender Champions along with the Nodal Teacher attended a 'One-day Workshop on UGC Regulations 2015 and UGC Regulations on Curbing the Menace of Ragging in

Higher Educational Institutions, 2009' organised by College Development Council and Department of Women's Studies, Goa University which was held at Goa University on 02 March, 2019. The Gender Champions along with the Nodal Teachers were assigned various tasks, activities to understand the concept of 'gender-equality' and were provided with reading material to broaden their vision on various aspects of ragging and sexual harassment.

- The student Gender Champions, Ms. T. Sakina Begum and Mr. Varun Karpe went around the campus on Women's Day (08 March, 2019) to interview random students and members of the staff. They asked two questions:

(1) Name any five women freedom fighters.

(2) Do you know that the campus has an ICC functioning for women?

The responses were recorded in a video format (Available with Nodal officer). The purpose of this exercise was to assess the awareness among the student and staff body and also to sensitise the students on the Internal Complaints Committee (ICC).

- The Gender Champion Cell of M. E. S. College of Arts & Commerce organized an OPEN-MIC on the topic, 'Gender Trouble in Everyday Life' for the students of the college on 30 March, 2019. Students performed a play, narrated events of their life, recited poems written by them and performed a stand-up comedy act based on the topic. Around 25 students participated in the workshop.
- The Appreciation Awards Ceremony was held on 28th March 2019. 198 students received awards. Dr. Manoj Kamat, Principal, Maalikaarjun College, Canacona and an ex-student of MES College, was the chief guest for the function.
- National Maritime Day celebration was held at BBA (Shipping and logistics) Department of MES College, Zuarinagar on 5th April 2019. Shri B.P. Shah, Ex Deputy Chief Engineer of Mormugao Port Trust, was the main speaker. Shri Ajay Tambvekar, Dy. Director Institute of Maritime Organisation, Bogda and Dr. R. B. Patil, Principal MES College was also present. Shri B. P. Shah in his address explained the role of a good manager and the essential qualities required to become a good manager. He requested the students to be more faithful towards the organisation they are working with. He also gave many examples of successful people who did not even get proper school education, but made it big with the right attitude. Shri Ajay Tambvekar conducted a safety training programme to the students wherein he explained various risks we face in day to day life, the need to take safety measures and the personal protective equipment to be worn while working in dangerous situations. He also demonstrated the uses of various personal protective equipment such as helmets, safety shoes, boiler suits, goggles & gloves. More than 40 students attended the training.
- The following guest lectures/talks by eminent personalities were organized:
 - An interactive and informative NLP session by Mr Ashok Parab was held for BBA second year students on 10th March 2019. The students were enlightened towards their

mission through Neuro linguistic Programming and how NLP helps in our day to day life.

The IQAC Coordinator also highlighted the achievements of our students and teachers.

Students' achievements:

- Ribhav Sardesai of FYBBA and Saeesh Halarnkar of SYBA were part of the Salgaocar Football Club winning team at the 4th CEM Gold Cup 2019 held in Assam from 1st March to 14th March 2019
- Miss Neha Pandey won Gold medals in 4 events at 17th State Yogasana Championship organized by Goa Yoga Association- Yoga Essay, Artistic Yoga, Surya Namaskar and Yogasana held on 16th and 17th February 2019 at Youth Hostel, Miramar.
- Winners at Inter-collegiate Men's Futsal Championship organized by the Futsal Association of Goa on 4th March 2019 held at Don Bosco Engineering Futsal Court, Fatorda.
- Runners-up at Inter-Collegiate Women's Futsal Championship organized by the Futsal Association of Goa on 4th March 2019 held at Don Bosco Engineering Futsal Court, Fatorda.
- Winners of Urja 2019 – Inter-Collegiate Tennis Ball Cricket Championship organized by Government College of Commerce, Borda held on 8th March 2019.
- Miss Uzma Sayed won the Player of the Tournament while Miss Bhakti Dabolkar won the Best Bowler of the Tournament.
- Runners-up of Enthusia 2019 – Inter-Collegiate Kabaddi Tournament organized by Don Bosco College, Panjim held on 11th March 2019.
- Mr. Sanjay Rathod won the Player of the Tournament and Mr. Vishal Rathod won the Best Raider of the Tournament.
- Vinayak Naik of TYBBA, won first place in HR management at Rannbhoomi 2019 organised by Dempo College on 28th February and 1st March 2019.
- Abbas Shahkh from TYBBA won first place in HR and Vinayak Naik from TYBBA won second place in Best Manager at "IMPRESSIONS 2018" organised by Rosary College, Navelim.
- Runners-up Overall Championship trophy at COSMOCRAT 19 organised by Don Bosco College Panjim.
- Dikshita Rane and Raj Gawas from TYBBA won first place for SALES. Vinayak Naik from TYBBA won first place for HR and Aishwarya Venkata from TYBBA won 1st place for Corporate strategy at COSMOCRAT 19 organised by Don Bosco College Panjim.

Teacher's achievements:

- Our visiting faculty member Ms. Shraddha Rangnekar was awarded Best Social Entrepreneurship Award at “POWER BUSINESS EXCELLENCE AWARDS” Udupi for work in social upliftment through Eco tourism on Women’s day on 8th March 2019.

Other activities:

- The Department of Psychology organized an ICSSR sponsored National Conference on ‘Enhancing Mental Health throughout the Life Span: Issues, Challenges and Interventions’ on 1st and 2nd March 2019.

Activities planned for April/May 2019

1. Academic Audit for BA/ BCom programmes will be conducted from 24th April to 2nd May 2019.
2. Upgradation of college website is in progress.
3. The IQAC is organizing a Workshop on ‘Innovative Teaching Methodologies’ on 3rd May 2019. The workshop will focus on two teaching methodologies, namely, Flip classrooms and Problem based learning. The faculty from Chowgule College of Arts and Science (Autonomous), Margao, will be the resource persons for this workshop.

The Principal, Dr. R.B. Patil, apprised the members about the progress of preparations for NAAC accreditation.

As far as the **progress of NAAC preparation** is concerned, Dr. Bawa put forward the following points:

1. Regular meetings with the NAAC Steering Committee and Chairpersons of NAAC Committees have been held.
2. The information for the IIQA along with documents required to be submitted for the IIQA is being collected by the NAAC Steering Committee.
3. The Committees for the 7 NAAC Criteria were constituted in 2015 and have been subsequently revised. The Committees have been collecting information on their respective criterion on a regular basis. Documentation is being done as well. The documents that have been collected are being scanned.
4. A seven day workshop was held from 1st April to 10th April 2019. The Chairpersons of the seven committees presented the information for all indicators in their respective criterion. This workshop was attended by all members of the NAAC Committees and NAAC Steering Committee.
5. The Chairpersons have been requested to incorporate the changes suggested during the workshop and submit the same to the IQAC and NAAC Steering Committee by 30th April 2019.

6. The SSR will further be discussed with experts, Dr. R. V. Gaonkar and Prof. Bhaskar Nayak.

The following **suggestions** were put forward:

1. As far as parents feedback about syllabus is concerned, a programme-wise analysis should be done.
2. As far as the placement of students is concerned, we need to maintain data on the highest salary and lowest salary offered by companies and calculate the average salary for every year.
3. It is observed that a certain percentage of students drop out of college before they reach final year. The reasons are financial problems, personal problems at home, low attendance or inability to pass in all subjects of Semesters I to IV. We need to find out the drop-out rate of students as they progress from first year to third year of graduation. We should document the reasons for the drop-out for every batch of students.
4. Once we have prepared the Self Study Report, we should calculate the score for every indicator in every criterion so as to enable us to know where we stand and look at the possibility of improvement in quantitative data.
5. We should be ready for NAAC assessment within a month of submitting the Self Study Report to NAAC,

The following decisions were taken:

1. A programme-wise analysis of parents feedback about syllabus will be done.
2. 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.
3. A detailed analysis of drop-out rate of students will be done.
4. Once we have prepared the Self Study Report, we will calculate the score for every indicator in every criterion in order to find out where we stand and identify any possibility of improvement in quantitative data.

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

Dr. Meenakshi Bawa
Coordinator, IQAC