

## NOTICE

The meeting of the Internal Quality Assurance Cell (IQAC) will be held on 1<sup>st</sup> March 2018 at 12.30 p.m. at the IQAC room. Members are requested to be present.

### AGENDA:

1. Implementation of the feedback given by the teaching faculty during their brainstorming session.
2. Fire drill demonstration for the buildings that do not have a fire exit.
3. A C.V. writing session for final year students, with also input on how to face an interview.
4. To use the services of the college librarian for a session for teaching faculty on E-referencing.
5. To have student evaluation as well as parent feedback for academic year 2017-18.
6. To brief HoDs with regard to planning for the forthcoming year 2018-19.
7. AOB.

Dr. Fr. JeronimoDSilva

Officiating Principal & Chairperson (IQAC)

## MINUTES

The fourth meeting of the Internal Quality Assurance Cell (IQAC) for the term 2017-2019 was held on 1<sup>st</sup> March 2018 at 12.55 p.m. at the IQAC room. Members present at the meeting include:

1. Dr. Ubaldina Noronha – Coordinator(Teaching Faculty)
2. Dr. Carmelita D'mello(Teaching faculty)
3. Mr. PradeepMorajkar (Teaching Faculty)
4. Mrs. SunitaMesquita (Teaching Faculty)
5. Mrs. VailaroseFernandes (Teaching Faculty)
6. Dr. VrundaKelkar (Teaching Faculty)
7. Dr. Maria Araujo (Teaching Faculty)
8. Mrs. Angela Fernandes (Administrative staff)

The meeting was called to have a few initiatives that the IQAC received through the teams that were formed. The following was discussed:

1. Mrs. Angela Fernandes had suggested for a workshop for the upgradation of office software skills with regard to examination, attendance and admission. This would be taken up before the close of the academic year. Mr. PradeepMorajkar also suggested that the office could think about office automation which is already being adapted in some colleges in Goa which is very similar to the banking automation. Either a display through video or placards would be set up in the office, indication the different counters, what the counters handle and the documentation required. A notice board for the nonteaching staff will also be provided.
2. Mr. PradeepMorajkar, also indicated that a mock fire drill has to be held at college, because in any emergency, the staff require to be prepared. This exercise could be undertaken during the FEP course, and he could coordinate with the Fire department with regard to the same.
3. Under the community college initiatives, the Crescendo Music School will hold two interactions with Mr. Schubert Cota and Mr. Roque Lazarus, two noted Goan musicians. Dr. Oscar Dmello also has agreed to have an orientation for students towards online courses, in case students would like to engage in an online course during their vacation.
4. Under the Research and Development cell, Dr. Bosco Lawrence will hold a session wherein atleast two faculty members who have presented their papers abroad can share their knowledge through the papers they presented. Also the past issues of the Spectrum, will be converted in a digital format, either through scanning or requesting the copy of the spectrum in Coral Draw from Lobo publishers.
5. Dr. Carmelita Dmello under the Career Development Initiatives, will have a C. V. writing workshop for TY students. It was decided to start for this year, with a batch of 25 students, across streams. Since the charges are Rs.300/- per student, it was decided that the student and the college will share the cost at 50%.
6. Dr. VrundaKelkar will look into testing the quality of water, for drinking purpose, at all the possible drinking water facilities in the campus. The Microbiology team can be given the task on

a payable basis. Also perhaps the Microbiology department can advertise their facility to test water through a consultancy initiative. The water testing would be done periodically at regular intervals of a month. A tentative date was set between 5-7<sup>th</sup> of each month. The college campus is still being littered with garbage inspite of provisions of dustbins. There were opinions that the placement of dustbins need to be looked into. Ultimately however, there is need to impress to the students their civic duty towards cleanliness. One suggestion was to perhaps use CCTV footage to check on the manner in which students are throwing garbage in certain areas and then to fine them. This could be tried out to deter students from throwing garbage around.

7. Dr. Keshav, the Librarian, will conduct a session on Referencing Tools for teachers. In addition, two reading nooks would be created at the Lobby and outside the Principals office on a pilot basis, to encourage the reading habit amongst students and others on campus.
8. Mrs. SunitaMesquita will prepare a brochure through the Placement Cell that will work as an interface between the potential employers/companies that are looking to recruit young graduates.
9. Kathleen Pinto through her team of IQAC initiatives for faculty enrichment will look into getting a 100% evaluation by students of teachers for this academic year. In addition, two members of her team, Joel and Benedict will make a format for self-appraisal for non-teaching staff. A parent evaluation of the college is also required. Dr. Maria informed that she has already a format for the same with her and she would give the same to Kathleen to be implemented with improvisations if required. Since the exercise of parent evaluation of the college has never been done before, there is a need to see how best it can be done, either at the admissions to the SY and TY, or in addition having a facility for online filling. Students could also be given forms to be filled by their parents and handed back when collecting of hall tickets.

In addition, the following issues were also brought up:

1. Suggestion of having a white board replacement in classes. However, the Principal has indicated this may not be feasible for all classrooms. One suggestion was to have atleast a portable white board on each floor for those having dust allergies.
2. The RUSA phase II proposal will continue to be handled by the RUSA coordinator who is also an IQAC member, Dr. Maria Fonseca.
3. The Academic and Administrative Audit will be handled by the Principal, the Administrator, and they will be aided by Dr. Blanche Mascarenhas and Ubaldina Noronha.
4. Mrs. VailaroseFernandes along with Ubaldina Noronha will look into the revamping of cells and the HoD presentation, along with Dr. Maria Fonseca.
5. After the HoD meeting, with due time given, Mr. PradeepMorajkarwill collect the schedule for courses and activities and hand it over to the Handbook committee for inclusion in the Handbook as an Academic calendar.
6. Principal informed that the fund of Rs. 3 lakhs for IQAC received from NAAC has been exhausted. However, Dr. Maria will check with Rosaline, the account keeper.
7. The Principal was requested to clear the IQAC room for the exclusive use of IQAC related matters and storage of data.

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Dr. Ubaldina Noronha

Coordinator

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Fr. (Dr.) JeronimoD'Silva

Officiating Principal