

IQAC Meeting held on 22nd August, 2022

The IQAC meeting was held on 22nd of August 2022 at 2:00 p.m. at the Committee room. The meeting began with the prayer by Dr. Santana Fernandes. Principal, Prof. (Dr.) Blanche Mascarenhas, explained the need for this meeting specially with regards to the NAAC initiatives for the academic year, 2022-23, in preparation of the NAAC team visit in 2024. Our Administrator, Fr. Antonio Salema welcomed all the members present.

The following members were present.

1. Prof. Blanche Mascarenhas (Chairperson)
2. Ms. Vilma M. T. Fernandes (IQAC Coordinator)
3. Fr. Antonio Salema (Administrator)
4. Mr. Mauricio Carvalho
5. Mr. Thomas Alvares
6. Dr. Ramita Gurav
7. Dr. Ubaldina Noronha
8. Mr. Herwin Furtado
9. Dr. Santana Fernandes
10. Ms. Swizel Alphonso
11. Ms. Dakshata G. Zambulkar
12. Ms. Prajoti Chimulkar
13. Mr. Reeve Fernandes

Ms. Ursula Barreto, Ms. Sandra Fernandes, Mr. Jonathan Fernandes and Ms. Charmaine Dias excused themselves and Ms. Kathleen Pinto, Mr. Clen Madeira, Mr. Fergus Gonsalves, Mr. Joshua D'Souza and Ms. Joslyn D'Souza were absent.

Ms. Vilma Fernandes read the minutes of the previous meeting. Dr. Santana Fernandes proposed the minutes and Mr. Herwin Furtado seconded the minutes.

Matters arising therefrom

1) Major and Minor projects

Principal informed the members that departments need to apply for major and minor research projects, and we should all work in this area with greater enthusiasm.

2) Publications

Principal also advised the teachers to continue publishing quality research papers in Scopus Indexed journals, UGC Care list and Web of Science etc.

3) Discipline

Principal advised and stressed that wearing of masks for students and teachers. To maintain discipline on campus, the CCTV cameras which are not functional need to be repaired, so that all areas would be under surveillance for security purposes and discipline. It has been noticed that during recess time, students are found near the College Ark rooms. The teachers have to give rounds to ensure that students are not involved in any unwanted activity on campus. In case, a student is found involved in such activity, their parents to be called immediately and informed about their wards activity and also the student to be suspended for a week as a punishment. The Principal and Administrator requested the members and HoDs who are free, to go around at 10:30 am and also to give a round near the College Ark.

4) Recreational facilities

Father informed the members that, the gymkhana is practically ready. Only the carrom board must be bought and the quotations for the same have also been received by the College.

5) Visitors' /Waiting room

The construction of the visitors' room with the required infrastructure was getting ready and Mr. Pradeep Morajkar and Mr. Herwin Furtado will be taking care of the same.

6) Hostel

The repairs of the hostel would take some time as the investment involved in repairs of the same was huge and nothing can be taken up due to lack of funds.

7) Canteen Mela

After the Ganesh break, if the covid cases subside, we can organize the Canteen Melas for each class and collect funds to repair and maintain certain classes, blocks, and buildings.

8) Parking facilities

Traffic cells committee meeting would be held immediately to maintain parking discipline on campus and regarding traffic rules. It was decided to ensure that only staff park their cars on the right side and their bikes on the left side and no students park their vehicles at the staff parking lot. Mr. Herwin said that instead of designing stickers, they would design and distribute parking ID cards for our staff. A committee was formed comprising of Mr. Worrel, Dr. Santana and Ms. Kathleen for the same.

9) Health Club

The health club committee was advised to conduct a Blood donation camp and to organize a health camp. This Committee will also help in co-ordination for all health-related activities.

10) Monthly newsletter

All newsletter publications henceforth, will be in the form of e-copies or digital form. Only the College magazine, Halcyon and the Xavierite will be printed. Also, the printing works will henceforth be given to the New Age Printers. Principal informed that the in-charge for Xavierite, Ms. Pradeep Morajkar was asked to have monthly newsletters, henceforth.

11) MoU's

On 21st of August 2022, an MoU with B-live was signed. Now, as we have signed MoU's with two villages, namely, Ucassaim and Siolim, various departments can come together with some projects in these adopted villages and publish a paper. Need to plan projects with the schools and may also publish good research papers on the same.

12) Placements

Principal appreciated the work of the Placement Committee and also informed that Textbook.com is keen on organizing various activities and to get better placements as we have signed an MoU with them.

13) Consultancy

Departments have to provide consultancy services. For e.g: Microbiology on Water Testing, Psychology (Counselling and Career Guidance) and Commerce (Income tax filing) etc.

14) Remedial teaching

Since the passing percentage is important and we have many failures, hence remedial teaching becomes a necessity for such students. Students who are answering supplementary as well as weak students to attend the remedial classes on a regular basis which are to be conducted by the regular teachers. When teachers conduct these remedial classes, the API scores adds to weightage to the teacher's score in the API form. Dr. Ramita Gurav and Dr. Ubaldina Noronha, would first identify the students who have failed in their exams and who require these Remedial classes on an urgent basis in consultation with the respective HoD's and Examination Convenor.

15) Community Service

Community service specially at the adopted villages. Services or some Apps to be created by the Computer Science/BCA departments, NCC and NSS students. The Career guidance Cell/Parish Linkage Cell to conduct some community services: Counselling sessions could be conducted for students, youth, and small children in our adopted villages. Also, counselling services through the Parish linkage cell.

16) Smart boards

Fr. Salema said that with the help of the PTA funds, we would be able to buy and install some smart boards for the college.

- a. The cost of one smart board was Rs. 24,78,000/-, for a 75-inch smart board with the latest configuration.
- b. To buy one Smart board each for the departments of Microbiology, Botany, Chemistry and Physics. (Non-salaried grant)
- c. To buy four Smart boards for the Department of Commerce.
- d. To buy one Smart board each for the departments of Psychology, Sociology & English, one for the department of Mathematics through the DBT funds.

The respective HoD's are requested to identify the place where they can install these smart boards. The RTGS payments were only done today.

The Smart boards project would be a three-year project, and it will take another two years till we get smart boards in all classrooms. The AMC is a part of the warranty for 1st year & then training sessions, and later AMC's will be in place annually henceforth.

There would be another Project for 7 LCD projectors. We can buy good projectors within 3 lakhs and we had just got quotations from three dealers also.

17) Health Club

Committees for Sanitization and Social distancing will continue to provide their services. The health club would help in case of emergency regarding the students and staff, coordinate with the Health club committee in-charge and call an ambulance in case of emergencies. The respective student's parents would be called for immediately to accompany the student to the hospital.

18) Design of toilet for the disabled

Father said the committee has approved the design of the toilets for the disabled and work is in progress. Also, it was decided to

- a. Recycle the toilet water for gardens on the campus.

- b. To invest in a plastic bailing plant → bail the plastic and sell the plastic, since a lot of plastic waste gets accumulated in our campus in the form of plastic bottles, containers, and wrappers.

The committee has decided to install water coolers, RO water filters, so that we can reduce buying plastic water bottles.

19) IQAC term

The term for IQAC members ends on 15th November, 2022. However, old IQAC members too, will continue to work together. Dr. Marielou Ferrao will take over from the current IQAC Coordinator MS. Vilma Fernandes and Ms. Ursula Baretto to replace Mr. Herwin Furtado as NAAC Coordinator.

20) ID Cards

All faculty to wear their ID Card after the Ganesh break. The students ID Cards will be printed only after their roll numbers are allotted to them. The Self-financed students would be given their ID Cards first and then the regular students would get their ID cards.

21) IQAC Coordinator should be available for 4 lectures in a week at the IQAC Office of which one lecture is for meeting the Principal and discussing matters which require immediate attention.

22) One internal audit would be conducted every year plus one external audit before the NAAC assessment.

23) Extension Activities Plan

i) Benefits to community, farmers, students, children, old aged etc

- a) To provide Senior citizens to be members of our College library (Free membership for Senior citizens). We could begin on a trial basis from 2:30 p.m. to 4:30 p.m. and make good use of the wealth of our library resources.
- b) To offer our sports ground for disabled students for sports or to hold any event.
- c) To help the community members to file their income tax returns.
- d) To visit senior citizens and train senior citizens in our vicinity, to use mobile phones (by NSS volunteers, Computer Science)
- e) To offer/rent out College Ark hall to conduct Medical camps, weddings, for small parties etc. A generator to power up the hall in case of an electricity failure. Parking of vehicles also to be looked after.
- f) To revive the Community Radio for the benefit of society.

ii) Student Council Formation

After Ganesh, the Student council formation to begin.

iii) Administrative audit

To maintain the files in the departments. To keep a record of all files in the department and later the college inspection team to check these files.

- Registers to be maintained and not files or soft copies only as demanded by the peer team during the last visit.
- To ensure that the students' projects are completed and a record of project reports to be maintained.
- To ensure that Papers are presented and published for conferences, seminars and workshops by the students and faculty and a record of the same is maintained in the department.
- Syllabus completion reports for every semester to be maintained.
- To maintain Student / teacher feedback, to improve our teaching-learning process.

Files to be maintained by each department

1. Syllabus
2. No. of students in department
3. Attendance sheets
4. Lesson plans
5. Course outcomes, Programme outcomes and Programme specific outcomes and
6. Minutes of the Departmental meeting
7. Papers presented and Paper publications
8. Workshops, Seminars, Symposia and Conferences held
9. Activities of the department conducted
10. Student Achievements
11. Refreshers Courses
12. Teacher progression report
13. TY Results statistics (passing percentage)
14. Enrollments
15. Awards
16. Instruments in the department
17. Local / State level/ National / International events
18. Alumni
19. MoU

24. Research

- Start up → Seed money
- Incubation centre

The space for start-ups could be identified in the incubation Centre in the PG block. Scholarships could be provided by the institution from alumni & management. New equipment could be procured through funds, so as to have the latest, high end, state of the art, performance equipment.

25. Industry Day/ Industrial fair/Career Guidance fair/Career fair – To be organized. A committee to be formed.

26. Competitive exams/ CA Courses exam/CS exam

To train and strengthen our students for competitive examinations before they pass out from our college.

27. FDP

To conduct an FDP for **Training of all our College faculty for IIP (Interactive Intelligent Panel) Smart Boards** in October 2022. A resource person for the same would engage our college teachers soon.

An FDP for the non-teaching staff with regards to office automation and other office expertise would also be held.

The Vote of thanks was given by Ms. Vilma Fernandes and the meeting ended at 4:15 p.m.