

MINUTES OF THE IQAC MEETING HELD ON 06/03/2021

- The meeting commenced at 1:10 p.m., at the Conference Hall, with the Administrator invoking the Lord's blessings on the endeavours of the Institution and of the IQAC.
- The Principal, Prof. (Mrs.) Blanche Mascarenhas extended a warm welcome to the members. She clarified that external members were not invited to the meeting as she did not wish to inconvenience them at that odd hour. She also stated that the meeting could not be delayed considering the urgency of working on the AQAR 2019-2020 whose deadline was fast approaching.
- At the request of the Principal, Dr. Ubaldina Noronha read out the minutes of the previous IQAC meeting which was held on 03/10/2020. While commending the elaborate nature of the Minutes, the Principal wondered whether the same could be communicated to the members henceforth. This, she said, would save time as it would obviate the need to read them at meetings. This suggestion, of the Principal, was accepted by the House which was informed that the Minutes had already been sent to each member via email.
- The Minutes were confirmed with no amendments. The motion for confirmation was proposed by Ms. Ursula Barretto and seconded by Ms. Sandra Fernandes.
- **Matters arising from the Minutes:**
Ms. Ursula Barretto requested that, considering the already-onerous duties being handled by them, the Vice Principals be exempted from being the convenors for data collection and collation for the AQAR 2019-2020. Mr. Herwin Furtado suggested that the criteria be assigned, as far as possible, to the same members who handled them earlier. After a brief discussion, the Vice Principals were requested to nominate, at the end of the meeting, substitutes from among the IQAC members. [After receiving the suggestions, at the end of the meeting, the following allocation was made for data collection and collation:

Criterion 1: Ms. Charmaine Dias

Criterion 2: Dr. Bosco Lawrence

Criterion 3: Dr. Ubaldina Noronha (convenor) and Ms. Joslyn D'Souza

Criterion 4: Ms. Projoti Chimulkar (convenor) and Mr. Mauricio Carvalho

Criterion 5: Dr. Pamita Gurav (convenor) and Mr. Thomas Alvares

Criterion 6: Ms. Swizel Alphonso (convenor) and Ms. Dakshata Zambulkar

Criterion 7: Mr. Herwin Furtado].

It was agreed that each criterion convenor would be assigned a team of two members for assistance in the data collection and collation. This would be done, soon, by the Principal in consultation with the IQAC Co-ordinator.

- At the request of the Principal, the IQAC Co-ordinator read out the 'Action Taken Report' detailing the follow-up on the decisions of the previous meeting. Though most of the decisions had been acted upon, the House decided to appoint specific IQAC members to follow up on the items that remained unattended to.
 - ✓ Ms. Ursula Baretto was requested to lead the effort for placement of oxygen-enriching plants at various points on the campus. Ms. Baretto assured the House that this would be implemented latest by 15th March 2021. She was also requested to co-ordinate with the Botany Department for the rejuvenation of the herbarium.
 - ✓ Mr. Herwin Furtado was requested to look into the issue of commencing the B.Voc. course at the Institution.
 - ✓ The Administrator informed the House that a person had visited the campus to study and report on the greening of the campus. According to him, the campus had a lot of potential for increase of green cover; but, a lot of water would be required for the same. Towards this end, he had suggested an increase in rainwater harvesting facilities. Presently, the Institution proposes to collect the run-off water near the HSS building and store it. The Administrator assured that he would follow-up on this issue and share the details at the next meeting.
 - ✓ Dr. Ubaldina Noronha stated that the Academic and Administrative Audit (AAA) questionnaire provided by the DHE was only a toolkit that needed to be self-administered. Such an exercise, she felt, would not provide a true picture of the Institution. She informed the House that Rosary College and Carmel College had availed the services of Xavier Board to conduct AAA. The Principal agreed to contact Xavier Board in this regard, at the earliest.
- Dr. Bosco Lawrence stated that 'AQAR 2018-2019' had been submitted to NAAC. Subsequent to the submission, the Institution received queries regarding the AQAR. The issues raised were successfully resolved/answered. The AQAR has been accepted by NAAC and a PDF version of the same is available on the College website. The deadline for AQAR 2019-2020 was 31st May 2021. He requested that data collection, collation and uploading be completed by the first week of May 2021 so that the draft AQAR

could be placed before the IQAC, at the next meeting, for its consideration and approval. The House agreed to this.

• A.O.B.:

✓ The Principal informed the House that Dr. Vijay Viegas had suggested a Short Term/Certificate course of 30 hours duration. The House resolved to encourage the implementation of the same.

✓ The Principal strongly urged the IQAC to prioritize the introduction of at least three re-skilling courses for the general public before the next meeting.

✓ The Principal stressed on the need to increase research publications in SCOPUS-indexed Journals by the faculty. Dr. Bosco Lawrence informed her that the R&D Cell was already working towards this. The Cell plans to hold Workshops on 'Research paper writing' for the faculty. The Principal said that this should be prioritized; though, all SOPs should be strictly adhered to.

✓ The Principal suggested that a plot of land could be used for horticultural purposes. The output, she said, could also be of benefit to the Botany Department as their requirements would be largely met. This suggestion was accepted by the Administrator who felt a part of the Anthurium facility could be utilized. Dr. Ubaldina Noronha felt that the Government would most probably have a scheme to financially support such an endeavour. She suggested the exploration of this option.

✓ The Principal informed the House that new 'Annual Performance Assessment Report' formats need to be created keeping in mind the latest Statutes of Goa University. She said three draft formats (one each, for faculty, Librarian and Director of Physical Education) had been prepared by Dr. Ubaldina Noronha and Dr. Bosco Lawrence. She constituted a sub-committee comprising (a) Ms. Sandra Fernandes (convenor), (b) Mr. Herwin Furtado and (c) Dr. Bosco Lawrence, to study the same in relation with the Statutes, make necessary amendments, finalize them and submit them to her for implementation. She said that the new formats would be used from this academic year onwards.

✓ The Administrator stressed on the need for faculty members to unflinchingly submit the duly filled-in 'Annual Performance Assessment Report' every year. He deprecated the laxity of some faculty members in this regard. He wondered whether a provision could be made for submission of the same in electronic form. Forms received electronically could be printed by the Office and filed

after obtaining the signature of the concerned faculty member. Ms. Sandra Fernandes agreed to work on providing such an electronic facility for the submission of the Reports.

✓ The Principal informed the House that CAS interviews would be held for twenty eligible faculty members on 15th and 18th March 2021. She also stated that more applications for CAS are coming in and that they would be taken up after the completion of the current round.

✓ Ms. Ursula Baretto, while mentioning the reluctance of the DHE and Goa University to permit starting of an M.Sc (Microbiology) course at the Institution, wondered if such a course could be started with affiliation to another University. The Principal replied in the negative.

✓ Dr. Ramita Gurav reminded the House that the Library possessed many a rare book which need to be, both, preserved and digitized. The Administrator also expressed his desire towards this end. Besides, he said, the herbarium at the Botany Department was a rare treasure. He wished, he said, to digitize it, if possible. Dr. Ubaldina Noronha informed the Administrator that there was a proposal earlier to purchase an overhead scanner. Such a facility would be immensely helpful for digitization. The Administrator agreed to look into this proposal.

✓ Dr. Ramita Gurav stressed on the need to increase the facility for specially-abled persons at the campus. The Principal agreed and added that lifts should also be provided wherever possible. Dr. Ubaldina Noronha suggested the introduction of capsule lifts. The Administrator assured the House that this would be implemented.

✓ Mr. Herwin Furtado expressed the need of increasing the e-library facilities. While the subscription to Pearsons was commendable, he said that the same does not have much to offer to Science and Indian languages' students. Further, he said that the N-List subscription needs to be renewed. The Principal agreed to look into this matter in collaboration with the newly-appointed Librarian.

✓ The Principal informed the House that the Institution is seriously implementing measures to ensure fire safety at the campus. In collaboration with the Fire Safety authorities, requisite planning would be done and mock drills would be conducted soon.

✓ The next meeting of the Local Managing Committee is scheduled to be held on 15th March 2021. Dr. Bosco Lawrence was requested to make a presentation on AQAR 2018-2019 to the Committee. Dr. Lawrence agreed to do so.

- The meeting ended at 2.45 p.m. with the Principal thanking the members for their presence and active participation.

The meeting was attended by the following members:

Prof. (Mrs.) Blanche Mascarenhas
Fr. Tony Salema
Dr. Ubaldina Noronha
Dr. Bosco Lawrence
Ms. Ursula Barreto
Ms. Sandra Fernandes
Mr. Herwin Furtado
Ms. Charmaine Dias
Ms. Joslyn D'Souza
Ms. Prajoti Chimulkar
Dr. Ramita Gurav
Dr. Santana Fernandes
Ms. Dakshata Zambulkar
Mr. Thomas Alvares
Mr. Mauricio Carvalho

sd/-

Dr. Bosco Lawrence
IQAC Coordinator

sd/-

Prof. Blanche Mascarenhas
Principal and
IQAC Chairperson

Attendance Record of the IQAC meeting held on Saturday 6th March 2021

Sr. No.	Name	Signature
1.	Fr. Iny Salma, Administrator	<i>[Signature]</i>
2.	Blanche Mananhes	<i>[Signature]</i>
3.	Ms. Dakshala G. Zambulkar, Librarian	<i>[Signature]</i>
4.	Ms. Prajoti Chimutkar	<i>[Signature]</i>
5)	Henari Fortado	<i>[Signature]</i>
6)	Charmaine Dias	<i>[Signature]</i>
7)	Mauricio Carvalho	<i>[Signature]</i>
8)	Jeslyn D'Souza	<i>[Signature]</i>
9)	Ramita Gura	<i>[Signature]</i>
10)	Thomas Neves	<i>[Signature]</i>
11)	Ms. Santana Fernandes	<i>[Signature]</i>
12	Bosco Lawrence	<i>[Signature]</i>
13)	Ms. Sandra Fernandes	<i>[Signature]</i>
14)	Ubaldo Noronha	<i>[Signature]</i>
15)	Uwala Pinto Barreto	<i>[Signature]</i>