

Minutes of the IQAC

Meeting No. : 01/2015-16
Date : 16th June 2015
Venue : Principal Chamber

A meeting of IQAC members of the college was held in Principal's chamber.

Following teachers attended the meeting

1. Dr. Zinia Da Silva
2. Dr. Wendy Manual
3. Dr. Swati Pawar
4. Mr. Sandeep Burye
5. Dr. Shilpa Samant

Principal stressed the importance of IQAC presentation during the PEER team visit in September 2015. She further requested the committee to monitor the presentations and preparations for PEER team visit

She further requested the committee to plan following activities.

- Extension services such as visit to orphanages and other institutions should be taken on regular basis
- College has prepared to undergo Green Audit. A committee will be formed to prepare for the green audit.
- Stressed the need to have environmental friendly campus.
- Steps to be taken to make the campus environmentally friendly.
- Reduce the use of paper
- Prepare the list plants of college campus.
- API committee to finalize the scrutiny of API submitted by teachers for career advancement.

The minutes of this meeting were read and confirmed.



Dr. K. G. Hiremath
Coordinator
IQAC



Dr. Yasmin Modassir
Chairperson
IQAC

Internal Quality Assurance Cell

Meeting No. : 02/2015-16
Date : 6th August 2015
Venue : UGC Network Center

Minutes of the Meeting **Following Members Attended the Meeting Held on 6th August 2015**

Chairperson: Dr. Yasmin Modassir

Coordinator: Mr.K.G.Hiremath

Teacher members of College

1. Dr. Zinia Da Silva
2. Dr. Wendy Manual
3. Dr. Swati Pawar
4. Mr. Sandeep Burye
5. Dr. Shilpa Samant

Administrative staff of the college

1. Mrs. Rachana Pai -Accountant
2. Mr. N.V.Chandelkar- Head Clerk
3. Mrs. Neeta Shetye- Technical Staff-

Students of the college

1. T.Y.B.Sc.- Ms. Shannon D'Souza

Members from outside the college

1. Dr. Anil Chatterji- Emeritus Scientist
2. Dr. Mihir Chaudhary- Medical Practitioner
3. Dr. Damodar Bhonsule- Management Representative

Principal at the outset thanked the external members for their valuable contribution to college through IQAC. She said the IQAC is apex body which directs and monitors the quality of the college. She thanked Dr. Mihir Chaudhary for his regular visit to health center of the college. Suggestion by experts that the visits to old age homes and Hamara School, school for differently-abled has to be on regular basis. This process has already started. She informed that college has published a journal named 'Vasant Rao Dempo Education and Research Journal of Arts, Science & Humanities'

The members were informed about the visit of NAAC PEER team in September for validation of Self Study Report submitted by the college. Principal briefed the committee about the progress made by the college since last accreditation.

- The number of research projects has increased by 3 times since last NAAC peer team cycle.
- Teachers and students have attended a large number of seminars/ conferences..
- Total grants received from various agencies stands at 1 crore and seven lakhs.
- College has received funds from UGC / management to present papers abroad
- Improved/enhanced infrastructure within limitations
- Personality Enhancement Programs are in tune with National mission Plan. Enthusiastic response has been received from students.
- Requested external members of IQAC to join peer team for dinner on 4th September 2015

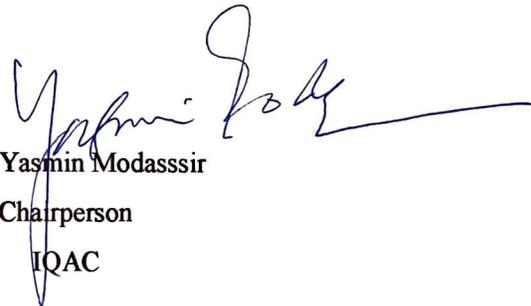
Dr. Hiremath made IQAC presentation and several alternations and suggestions were made by Dr.Chatterjee and others present. Dr. Hiremath was requested to incorporate necessary changes.

Dr. Hiremath thanked members for their guidance and cooperation.

The meeting ended with thanks to the chair.



Dr.K.G.Hiremath
Coordinator
IQAC



Dr. Yasmin Modassir
Chairperson
IQAC

Internal Quality Assurance Cell

Meeting No. : 03/2015-16
Date : 7th October 2015
Venue : Seminar Hall
Time : 11.15

An interactive session with all teachers of the college

An interactive session was arranged by IQAC with all teaching staff on 7th October 2015 to seek suggestions to further enhance quality of the college in view of NAAC PEER team visit and evolve the methods to implement the recommendations by PEER team.

The meeting was attended by 41 teachers of the college.

IQAC co-coordinator Mr.K.G.Hiremath initiating the interaction informed the staff members the suggestions given by NAAC peer team members regarding functioning of the IQAC cell.

The Student's feedback form should include student's expectations.

Mr. Hiremath requested all the teachers involved in collecting feedback forms to include students/ parents expectations. As per suggestion by PEER team the frequency of getting feedback should be increased.

Ms. Annie Rajan said informed that feedback can be made online.

Measures taken by the college to promote research by staff members by doing research projects

Research Cell convener Dr.Swati Pawar said that research cell provides formats of the proposals and necessary guidance to write the research projects to various funding agencies.

External members should be called to conduct Academic audit

External members to be invited to conduct academic audit and should have questionnaire for academic audit. Mr. Hiremath requested ISO convener and its members to note the same and do the needful.

Quality Radar should be developed by IQAC cell to monitor the functioning of the departments & various committees.

IQAC has to make efforts to get the contents of Quality Radar from the colleges which have Quality Radar.

Skill inventory should be there

Skill inventory has to be prepared to enhance compatibility. IQAC has to work out on this aspect.

Visibility of Research output has to be there

Mr.Hiremath requested teachers to determine H-index which will be the indicator of the visibility of the research.

100% result is not enough

All the departments were requested to maintain the records about the number of toppers, number of distinctions and progression of students from F. Y. to T. Y.

Generate resources from alumni

Mr. Hiremath requested the convener of Alumni association to take note of the same

Allocation of budget by the Management

Mr. Hiremath said the there is fund given by the management for the research. Dr. Vrinda Borker said that the quantum has to be increased.

All committees have maintained very good records but lack intervention.

Intervention refers to care provided or professional help given to improve the functioning.

Mr. Hiremath said that IQAC will interact with committee members to work out the interventions. Mr. Hiremath said that we should ask the students what they expect from the committee.

Mr. Hiremath felt that each department can prepare Annual Quality Assurance Report (AQAR) in the format for each year with all the copies of documents. Soft copies of the format can be collected from him.

Mr. Hiremath requested all HoDs to submit the plan for the next semester. Format for the same was distributed to HoDs.

Dr Manoj Ibrampurkar suggested that all the committees should be dissolved and new committees should be formed for next five years.

Mr. A. G. Agshikar said that while forming the committees Goa University's rules, ordinances and statutes should be followed. He further said that there are some statutory committees where a person can be appointed for a maximum period of three years.

PEER suggested improvement of communication skills of non-teaching staff. Mr. Hiremath requested Ms. Clarinda Dias to take some measures to improve communication skills of non-teaching staff.

Ms Annie Rajan said that feedbacks are taken from T. Y. B. Sc. Hence, she could not take feedback from students. In such cases the teachers may take feedback from the class engaged by them. In case the student number is less at T. Y Mr Godse suggested that feedback can be taken from other classes. It was decided to take feedback for each term and report separately.

Many staff members asked queries related to taking attendance in the class. IQAC will suggest uniform system of recording attendance.

Since, College Management System is introduced, Mr. Godse suggested that each classroom should have a computer so that attendance can be recorded directly on the computer. He also further suggested that by using R.I.F attendance can be recorded directly.

Dr. Vrinda Borker requested the staff members to attend a workshop on Hydroponics on Friday 9th October 2015 at 11 a.m.

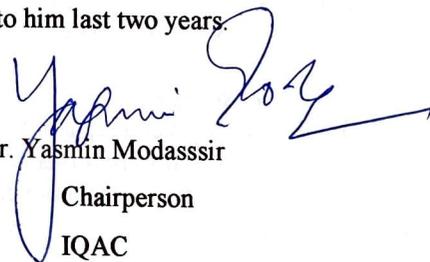
Mr. Hiremath thanked the members for the cooperation given to him last two years.



Dr. K.G. Hiremath

Coordinator

IQAC



Dr. Yasmin Modassir

Chairperson

IQAC

Internal Quality Assurance Cell

Meeting No. : 4/2015-16
Date : 16th January 2015
Venue : Principal's Chamber
Time : 4.30 pm

Following Members Attended the Meeting Held on 16th January 2015

Chairperson:Dr. Yasmin Modassir

Coordinator:Mr.K.G.Hiremath

Teacher members of College

1. Dr. Zinia Da Silva
2. Dr. Wendy Manual
3. Dr. Swati Pawar
4. Dr. Manoj Ibrampurker
5. Dr. Shilpa Samant

Administrative staff of the college

1. Mrs. RachanaPai -Accountant
2. Mr. N.V.Chandelkar- Head Clerk
3. Mrs. Neeta Shetye- Technical Staff-

Members from outside the college

1. Dr. Mihir Chaudhary- Medical Practitioner
2. Dr. Damodar Bhonsule-Management Representative
3. Mr. Devanand Kavlekar- Alumni

Students of the college

1. T.Y.B.Sc.- Ms. Shannon D'Souza
2. T.Y.B.A. -Ms. Yashila Lobo

At the outset Principal Dr. Yasmin Modassir welcomed the members and thanked Dr. Mihir Chaudhary and Dr. Damodar Bhonsule for appreciating the efforts and performance of the college.

Principal informed the members that Dhempe College is the first in Goa to get Green Campus certificate. She appreciated the efforts of the students during NAAC visit. She further said that college has retained **Grade 'A'** which is also an achievement considering the stringent expectations from the NAAC.

Mr. Hiremath informed that the suggestions made by the NAAC peer team will be implemented gradually. He informed that he has conducted an interactive session regarding the suggestions given by the NAAC peer team.

Dr. Zinia informed that Personality Enhancement Program has been a great success. Various agencies have shown interest to visit college and interact with the students.

Dr. Mihir Chaudhary suggested to have some recreational and rejuvenative programs for the teachers. He also volunteered to arrange a program for teachers. He further suggested involving many more teachers as invitees to IQAC meetings.

Dr. Damodar Bhonsule suggested a video recording of the events/ meetings and important events of the college for the posterity. Everyone should volunteer to do good for the college without waiting for someone else to do it. He also said that proper advertisement of the achievements has to be done.

Dr. Hiremath thanked all the members for their cooperation and guidance.
The meeting ended with thanks to the chair.



K.G.Hiremath
Coordinator
IQAC



Dr. Yasmin Modassir
Chairperson
IQAC

IQAC

Internal Quality Assurance Cell

Meeting No. : 05/2015-16
Date : 17th February 2016
Venue : Seminar Hall
Time : 11.30 pm

Following members attended the meeting

1. Mr. K.G.Hiremath 
2. Dr. Zinia Da Silva 
3. Dr. Wendy Manual 
4. Dr. Dr. Shilpa Samant 
5. Dr. Swati Pawar 
6. Dr. Manoj Ibrampurur 
7. Dr. Uday Naik 
8. Mr. Sandeep Burye 
9. Ms. Manjiri Barve 
10. Ms. Annie Rajan 
11. Mrs. Shilpa Naik 

Coordinator of IQAC Mr. K.G.Hiremath welcomed the teachers and sought their advice to about conducting offline feedback from the students about library, canteen PTA and non-conventional courses.

Mrs. Annie Rajan volunteered to help the conveners by developing a soft ware to get the feedback. She requested for a sample of feedback from the conveners. She will install the program in the places as required by the conveners. The feedback should include the expectations /suggestions from the students/parents whichever applicable. This is as per the recommendations of the NAAC PEER team. The conveners have to design the method to get the feedback from students /parents.

Mrs. Shilpa Naik and Dr. Uday Naik told that the offline system is in place for the library and canteen. Dr. Uday Naik asked about the suggestions given by the students last time. Mr. Hiremath informed that all suggestions received by the conveners have to be sent to the concerned authorities for the necessary action and conveners to keep the track of the same.

Dr. Shilpa Samant and Dr. Zinia Da Silva expressed the difficulties likely to be faced while taking offline feedback from the parents. This is especially true of parents who are not familiar with the computers. It was suggested that some teachers / mentors can help them to give offline feedback.

It was decided to get feedback for each teacher from the students taught by them. Mrs. Annie Rajan said that she teaches all F.Y. students of the college. In such cases a representative sample may be taken from each division of F.Y.B.Sc/B.A.

Mrs. Manjiri Barve said that coordinator of each non-conventional course will administer the feedback, analyze and submit it to the coordinator.

Mrs. Annie Rajan said that she will develop the program for teachers' assessment and install it in desktops/ laptops of each department and respective HoD will take the feed back in their computers and submit the final assessment to the IQAC coordinator.

The meeting ended with thanks to the chair.


K.G.Hiremath
Coordinator
IQAC

Internal Quality Assurance Cell

Meeting No. : 06/2015-16
Date : 25th April 2016
Venue : Botany Department
Time : 11.30 pm

Agenda

1. To prepare the AQAR for the year 2015-2016.
2. AOB

Following members attended the meeting

1. Mr. K.G.Hiremath
2. Dr. Zinia Da Silva
3. Dr. Wendy Manuel
4. Dr. Dr. Shilpa Samant
5. Dr. Swati Pawar
6. Dr. Manoj Ibrampurur

Mr. K.G.Hiremath welcomed the members for the meeting. He informed that he has received the reports from HoDs, and conveners of the committees from Ms. Akshata Bhat and the same has been emailed to the members for compilation. Following compilation work was assigned to the members.

Dr. Zinia Da Silva

1. Compiling feedback of TAQ, PTA, Canteen, Library
2. Scrutinizing Part A of AQAR

Dr. Wendy Manuel

1. Seminars /Conferences Attended
2. Training programs (Orientation, Workshops)
3. Mentoring report

Dr. Dr. Shilpa Samant

1. Student activities
2. Physical education
3. Outreach programs

Dr. Swati Pawar

1. Research projects and publications
2. N.S.S.
3. N.C.C.

Dr. Manoj Ibrampurur

1. Resource persons/Prestigious invitations/ awards.
2. Memberships and Important positions
3. Presented papers in Conferences, seminars etc.

It was decided to compile the information and email it to the coordinator by 20th May 2016


K.G.Hiremath

Coordinator